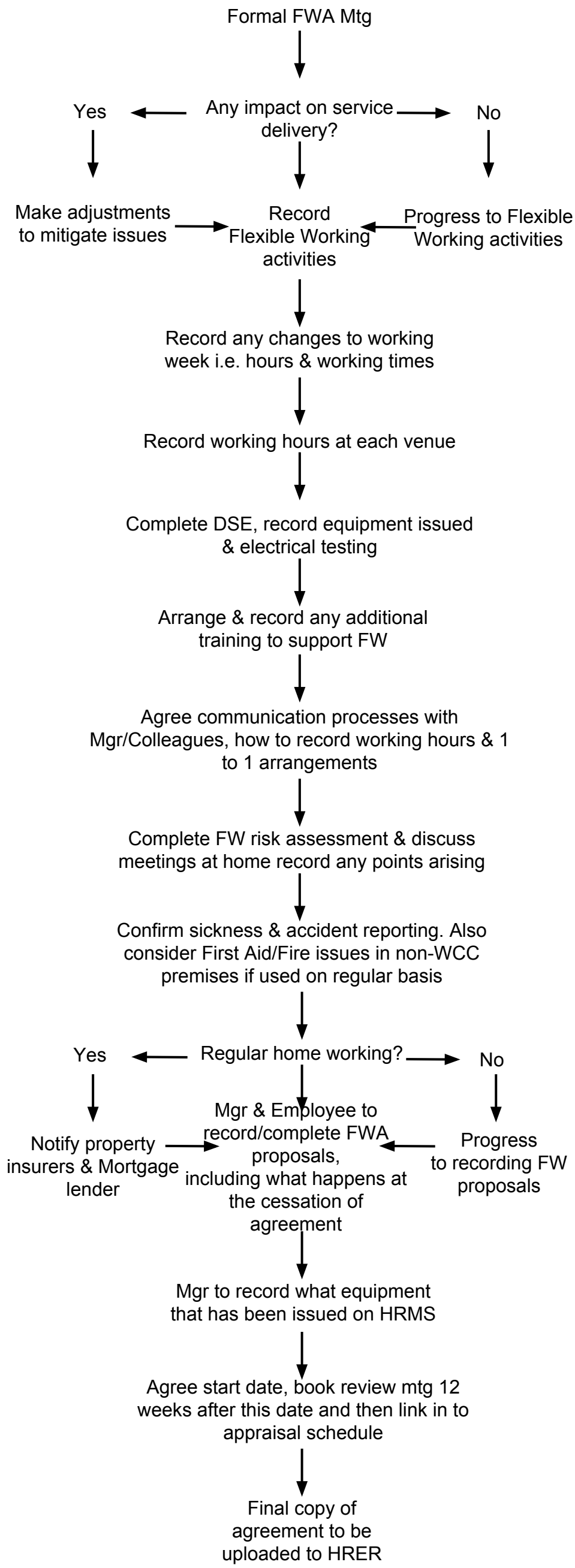How to complete a Flexible Working Agreement (FWA)