



## Checklist for “Family-Friendly” Human Resources Practices

The Checklist for “Family-Friendly” Human Resources Practices is a self-assessment tool for employers to evaluate their workplace for family-friendly practices. The checklist is designed to evaluate your current workplace practices, and help you to identify other practices that can be used to better support the work-life balance needs of your employees. As employers help employees with the balance between work and family responsibilities, they also achieve a more positive and productive workplace environment.

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- Our employees are fully aware of and familiar with the work-life balance programs and benefits that are available to them.
- Our workplace allows employees to balance their work-life by encouraging them to take advantage of family friendly benefits that suits their needs.
- Our workplace encourages employees to take time off work to care for their children or family members when there is an illness or emergency.
- Our workplace has flexible work hours to assist employees to better balance between work and family responsibilities.
- Our workplace encourages open communication and conducts on-going assessments with our employees to identify their work-life balance needs and desires.
- Managers are aware of and fully understand the importance and value of a healthy work-life balance in order to have a positive and productive workplace environment.
- Managers receive training, and have the necessary knowledge and tools to implement family-friendly practices.
- Managers support work-life balance through “leading by example”.
- Our workplace has a work-life balance program.

Benefits include: (check all that applies)

- Child care and/or elder care initiatives and support
- Employee and Family Assistance Program (Ex. Counseling services for marital, parenting, and bereavement)
- Flexible work arrangements (Ex. Reduced work week, flexible hours, telework)
- Reduction of work time (Ex. Regular part time, job sharing, pre-retirement work reduction)
- Leave benefits (Ex. Emergencies, bereavement, birth, adoption, family, funeral leave, medical/dental appointments, maternity/paternity, sick, vacation)
- Our work-life programs are connected to our business / human resources plan to address recruitment and retention issues.



## *How well did you score?*

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### ***If you checked:***

#### ***1 – 3 Opportunity for Improvements***

Your workplace has opportunities for productivity gains. You may consider reviewing Workplace Policies and Practices for more ideas on work-life balance benefits and programs that can be adopted at your workplace.

#### ***4 – 7 A Good Balance***

Your workplace is doing very well in supporting the work-life balance needs of employees. Although there is still room for improvement, your workplace is well on its way to a more positive and productive workplace environment.

#### ***8 – 10 You've Mastered the Balance Act***

Congratulations! You've created a progressive workplace that is fully committed to employees' work-life balance.