

Work-life balance in the ICT sector

Work-life balance checklist

1. Identify national work-life balance initiatives and partners

Ne

Taip

Organisational policies are in line with all national legislation for employment and workplace flexibility as well as leave and childcare entitlement.

 Ne

 Taip

Information about legislation and campaigns to mainstream gender equality has been gathered.

 Ne

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Information about the national policy context and available care services for the elderly and dependents has been gathered and considered.

 Ne

 Taip

Information about national, regional or local initiatives to encourage women's participation in the labour market, including the ICT sector, has been identified.

 Ne

 Taip

Third party organisations (NGOs, research agencies, government agencies, think tanks, women's networks, and universities) have been identified and approached.

 Ne

 Taip

2. Identify potential resistance and develop solutions

Ne

Taip

Risk assessment has been carried out.

 Ne

 Taip

Risk management and contingency plan has been drawn up.

 Ne

 Taip

A specific person (in full- or part-time role) has been assigned to the project.

Ne Tai

Objections have been identified by carrying out regular surveys.

Ne Tai

3. Maximise buy-in from stakeholders

Ne **Tai**

Key decision-makers in senior leadership in the organisation have been adequately briefed on national legislation for employment and workplace flexibility as well as leave and childcare entitlement.

Ne Tai

Previously signed agreements with trade unions have been taken into consideration and are being honoured.

Ne Tai

Union representatives and other key stakeholders in areas that promote well-being, such as occupational health, have been identified.

Ne Tai

Works council (a body representing workers that is independent of trade unions) has been informed of work-life balance initiatives and provided input.

Ne Tai

Senior management has demonstrated buy-in by signing a written statement for the planned measures.

Ne Tai

Employee needs have been assessed via a survey, interviews or using other tools.

Ne Tai

Involvement and support of all relevant departments has been secured.

Ne Tai

Line managers and business units have been involved throughout the process of identifying relevant work-life balance measures.

Ne Tai

Champions and role-models have been identified and approached.

Ne Tai

4. Design solid implementation plan

Ne **Taip**

Signed charters and other declarations have been taken into consideration and are being honoured.

Ne Tai

A preliminary gender analysis of the company's current work-life balance measures (if any) has been carried out.

Ne Tai

Commitment to improving work-life balance has been clearly communicated by senior management to all staff.

Ne Tai

Key milestones and targets for implementation have been set, including a pilot phase.

Ne Tai

Reporting on the implementation plan is agreed (who, when, how).

Ne Tai

The internal communications plan has been approved (intranet, meetings, town hall, internal newsletter).

Ne Tai

The external communications plan has been approved (including press releases and company website).

Ne Tai

A dedicated page on the company website has been created for work-life balance initiatives.

Ne Tai

Dates have been marked in the calendar to highlight initiatives and celebrate progress (International Women's Day, Father's Day).

Ne Tai

5. Carefully measure progress

Ne **Taip**

Key milestones and targets have been identified; the base-line data (by sex) has been gathered before the pilot phase is launched.

Ne Tai

Measurable objectives have been set by department and by date.

Ne Tai

Qualitative data collection mechanisms are in place.

Ne Tai

6. Highlight benefits and celebrate early wins

Ne **Tai**

Regular check-in with employees and line-managers are scheduled.

Ne Tai

Testimonials and feedback are systemically gathered and shared.

Ne Tai

Plan for celebrating early wins has been developed.

Ne Tai

Award schemes and external ratings identified and applications planned.

Ne Tai