

# Work-life balance in the ICT sector

## Work-life balance checklist

### 1. Identify national work-life balance initiatives and partners

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

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

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

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

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

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### 2. Identify potential resistance and develop solutions

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Risk assessment has been carried out.

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Risk management and contingency plan has been drawn up.

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

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Objections have been identified by carrying out regular surveys.

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### 3. Maximise buy-in from stakeholders

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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.

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

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

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

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

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

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Involvement and support of all relevant departments has been secured.

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

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Champions and role-models have been identified and approached.

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#### 4. Design solid implementation plan

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**Ne** **Taip**

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

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

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

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

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

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

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

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

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

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#### 5. Carefully measure progress

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**Ne** **Taip**

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

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Measurable objectives have been set by department and by date.

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Qualitative data collection mechanisms are in place.

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## 6. Highlight benefits and celebrate early wins

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**Ne** **Tai**

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

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Testimonials and feedback are systemically gathered and shared.

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Ne  Tai

Plan for celebrating early wins has been developed.

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Ne  Tai

Award schemes and external ratings identified and applications planned.

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