

Work-life balance in the ICT sector

Work-life balance checklist

1. Identify national work-life balance initiatives and partners

No

Yes

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

☐ No

☐ Yes

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

☐ No

☐ Yes

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

☐ No

☐ Yes

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

☐ No

☐ Yes

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

☐ No

☐ Yes

2. Identify potential resistance and develop solutions

No

Yes

Risk assessment has been carried out.

☐ No

☐ Yes

Risk management and contingency plan has been drawn up.

☐ No

☐ Yes

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

☐ No

☐ Yes

Objections have been identified by carrying out regular surveys.

☐ No

☐ Yes

3. Maximise buy-in from stakeholders

No

Yes

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.

☐ No

☐ Yes

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

☐ No

☐ Yes

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

☐ No

☐ Yes

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

☐ No

☐ Yes

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

☐ No

☐ Yes

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

☐ No

☐ Yes

Involvement and support of all relevant departments has been secured.

☐ No

☐ Yes

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

☐ No

☐ Yes

Champions and role-models have been identified and approached.

☐ No☐ Yes

4. Design solid implementation plan

No**Yes**

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

☐ No☐ Yes

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

☐ No☐ Yes

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

☐ No☐ Yes

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

☐ No☐ Yes

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

☐ No☐ Yes

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

☐ No☐ Yes

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

☐ No☐ Yes

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

☐ No☐ Yes

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

☐ No☐ Yes

5. Carefully measure progress

No**Yes**

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

☐ No

☐ Yes

Measurable objectives have been set by department and by date.

☐ No

☐ Yes

Qualitative data collection mechanisms are in place.

☐ No

☐ Yes

6. Highlight benefits and celebrate early wins

No

Yes

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

☐ No

☐ Yes

Testimonials and feedback are systemically gathered and shared.

☐ No

☐ Yes

Plan for celebrating early wins has been developed.

☐ No

☐ Yes

Award schemes and external ratings identified and applications planned.

☐ No

☐ Yes