

The Work-Life Framework – How Are You Doing?

Use this checklist to identify gaps in your work-life balance strategy

The following framework indicates ways to put policy into practice effectively	Do you do this?	
	YES	NO
STRATEGY AND OBJECTIVES		
There is an ‘open door’ approach to listen to staff		
Work-life issues are addressed as a core strategic activity		
Business and social reasons for the work-life strategy are identified and understood		
Continuous improvement is facilitated through written procedures for implementation, monitoring and review		
CULTURE AND ATTITUDES		
Work-life issues and how they affect individuals are discussed		
Cultures and attitudes are seen to be as important as formal policies		
Consult with staff and agree strategies (what do people want?)		
Career development is not based on hours but on outputs		
POLICIES AND RESOURCES		
Contracts of employment are clear and employees understand their statutory rights		
Policies and practices are adopted to suit the needs of the organisation and employees		
Adequate resources are invested in order to promote policies and practices and to ensure they are appropriate to people’s needs		
The return on investment is clearly demonstrable, helping to promote take-up of practices		
COMMUNICATIONS STRATEGY		
Communication is used to encourage take-up of relevant policies and reinforce cultural values		
Work-life strategy is communicated effectively, giving evidence of take-up and benefits to the business as well as to individuals		
Two-way communication between employer and employee is encouraged		
A shared vision is developed so that both employer and employee share responsibility and benefits		
MANAGEMENT		
The employer adopts a management style that reflects respect for work-life balance		
Impact on work-life balance of internal changes such as mergers or relocations is taken into account		
Managers are trained to plan and co-ordinate a more flexible workforce		
INNOVATIVE WORKING		
New ways to organise work are developed to meet individual and business needs		
It is recognised that people’s needs and availability may change over the lifecycle		
Team members plan how new ways of work will be managed so work-life balance is maintained for all		