

2. Work/Life Balance

Source: Meeting Minutes 18/09/2007		
Main steps of the process	DO's	DONT's
Prerequisites/ Context	<ul style="list-style-type: none"> Do design measures which answer employees demand Do involve top management and middle management Do allow company culture to evolve (cultural shift) Do design, when possible, programs accessible to all employees...but also adapt measures to the framework (legal, cultural context, job/organization specificities...) 	<ul style="list-style-type: none"> Don't underestimate the organizational structure Don't impose only one model Don't stop mid program Don't increase working hours through these programs
Define the objectives	<ul style="list-style-type: none"> Do provide awareness of the benefits for the company (business, time efficiency, employee moral, less turnover, reputation "Best place to work") 	<ul style="list-style-type: none"> Don't set unattainable goals Don't assume attendance is directly correlated with results (e.g. French workalcoholic culture)
Define the targets	<ul style="list-style-type: none"> Do provide services and measures to all employees (equal access to work and to services) Do offer, when possible, services free of access 	<ul style="list-style-type: none"> Don't make services compulsory Don't focus on one specific group/level of employee Don't forget the top executives
Design the content	<ul style="list-style-type: none"> Do cover health & well being topics (concierge service, affiliation to hairdresser, gym, relaxation, anti stress seminar...) Do consider offering flexible time (part time, full time, job sharing, leaves and vacation...) Do consider offering parenthood services to families (child care, elder care...) 	<ul style="list-style-type: none"> Don't invade privacy and private life Don't be narrow the in approach Don't discourage alternatives Don't forget to have fun at work
Choose the tools/means	<ul style="list-style-type: none"> Do attempt to change the mindset, starting with team leaders Do give more flexibility to the company's organization Do rethink HR policies 	<ul style="list-style-type: none"> Don't misuse new technologies (instruments of freedom vs. slavery)
Communication	<ul style="list-style-type: none"> Do engage awareness-raising sessions at all levels of the company 	<ul style="list-style-type: none">
Relationship with stakeholders	<ul style="list-style-type: none"> Do involve unions and representatives in your initiative 	<ul style="list-style-type: none">
Report on results	<ul style="list-style-type: none"> Do track employee satisfaction Do measure employee satisfaction's evolution over time 	<ul style="list-style-type: none"> Don't forget to measure Don't forget to give feedback