



National Commission
for the Promotion
of Equality for
Men And Women

Kummissjoni Nazzjonali
ghall-Promozzjoni
ta' l-Ugwaljanza
ghall-Irgjiel u n-Nisa

National Commission for the Promotion of Equality

Consultation Sessions for Employers

Andre' Callus

Executive (Policy and Training)



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Work-Life Balance Culture

The role of line managers and HR is particularly crucial when developing and sustaining a work-life balance culture:

- **Develop open lines of communication**
- **Understand the issues faced by each employee**
- **Role model**
- **Demonstrate genuine concern, empathy and trust in employees**
- **Facilitate and empower**

HR should support work-life balance through the **introduction of imaginative and appropriate policies and guidelines** and by creating **training programmes to support and empower managers** and ultimately employees in their quest for work-life balance.



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Monitoring & Communication Tools

1. Hubstaff for virtual employee time tracking

The screenshot displays the Hubstaff website interface. At the top left is the Hubstaff logo. To its right are navigation links for 'SOLUTIONS', 'FEATURES', and 'PRICING'. Further right is a blue button for 'Start Free 14 Day Trial' and a white button for 'Sign in'. Below the navigation is a dark banner with the text: 'Time tracking software with screenshots, App & Internet Monitoring, Employee Payroll System, and 30+ Integrations'. In the center of the banner is the heading 'Test it Yourself' with the subtext 'No credit card required!'. Below this is a registration form with three input fields: 'Name' (with a person icon), 'Email' (with an envelope icon), and 'Password' (with a lock icon). To the right of these fields is a green 'Let's Go!' button. Underneath the form is a small line of text: 'By signing up, you are agreeing to our terms.' Below the banner is a section titled 'Integrates with' followed by icons for various services: Slack, Asana, Trello, GitHub, LinkedIn, Jira, Microsoft Teams, and Zoom. To the right of these icons is a 'See all >>' link. At the bottom of the page is a horizontal row of 12 icons representing different features: Time Tracking, Screenshots, Activity Levels, Internet and App Monitoring, Automatic Payroll, Online Timesheets, GPS and Locations, Weekly Limits and Project Budgets, Powerful API, Advanced Reporting, Attendance Scheduling, and Invoicing. A small blue chat bubble icon is located in the bottom right corner.



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2. **Skype** for voice and video calls

Skype Downloads Rates Help Sign in

Skype keeps the world talking, for free

Download Skype today to chat and call on desktop and mobile.

Start a conversation Download Skype

See what you can do

Best with Office 365
Skype is included with Office 365, which gives you 60 minutes a month to call

Stay connected – even on the go
Get a Skype Number and answer

Monitoring & Communication Tools

3. **Dropbox** for online cloud storage



The image shows a screenshot of the Dropbox Business landing page. The page features a light blue background with a top-down view of a desk. On the desk, there is a laptop, a tablet, a smartphone, a small potted plant, a blue pen holder with pens, and a white notebook. The text on the page reads: "Boost productivity with Dropbox Business" and "The secure file sharing and storage solution that employees and IT admins trust." There are two buttons: "Try Dropbox Business free" and "Get Dropbox Basic". The Dropbox logo is in the top right, and "Compare plans • Sign in" is in the top right corner.

Get Dropbox Basic

Dropbox

Compare plans • Sign in

Boost productivity with Dropbox Business

The secure file sharing and storage solution
that employees and IT admins trust.

Try Dropbox Business free

Get Dropbox Basic



Monitoring & Communication Tools

4. Google Calendar for schedule organization

Calendar Today < > September 2017 Day Week Month 4 Days Agenda More ⌵ ⚙

CREATE ▾

September 2017 < >

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

My calendars ▾

- Sharon Farrugia
- Birthdays
- Reminders

Other calendars ▾

Add a friend's calendar

- Holidays in Malta
- socialwellbeing@um....

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	Sep 1	2
3	4	5	6	7	The Feast of Our Lady o	9
10	11	12	13	14	15	16
17	18	19	20	21 Independence Day 1:30p Flight to Budapest (22	23
24	25	26	27	28	29	30

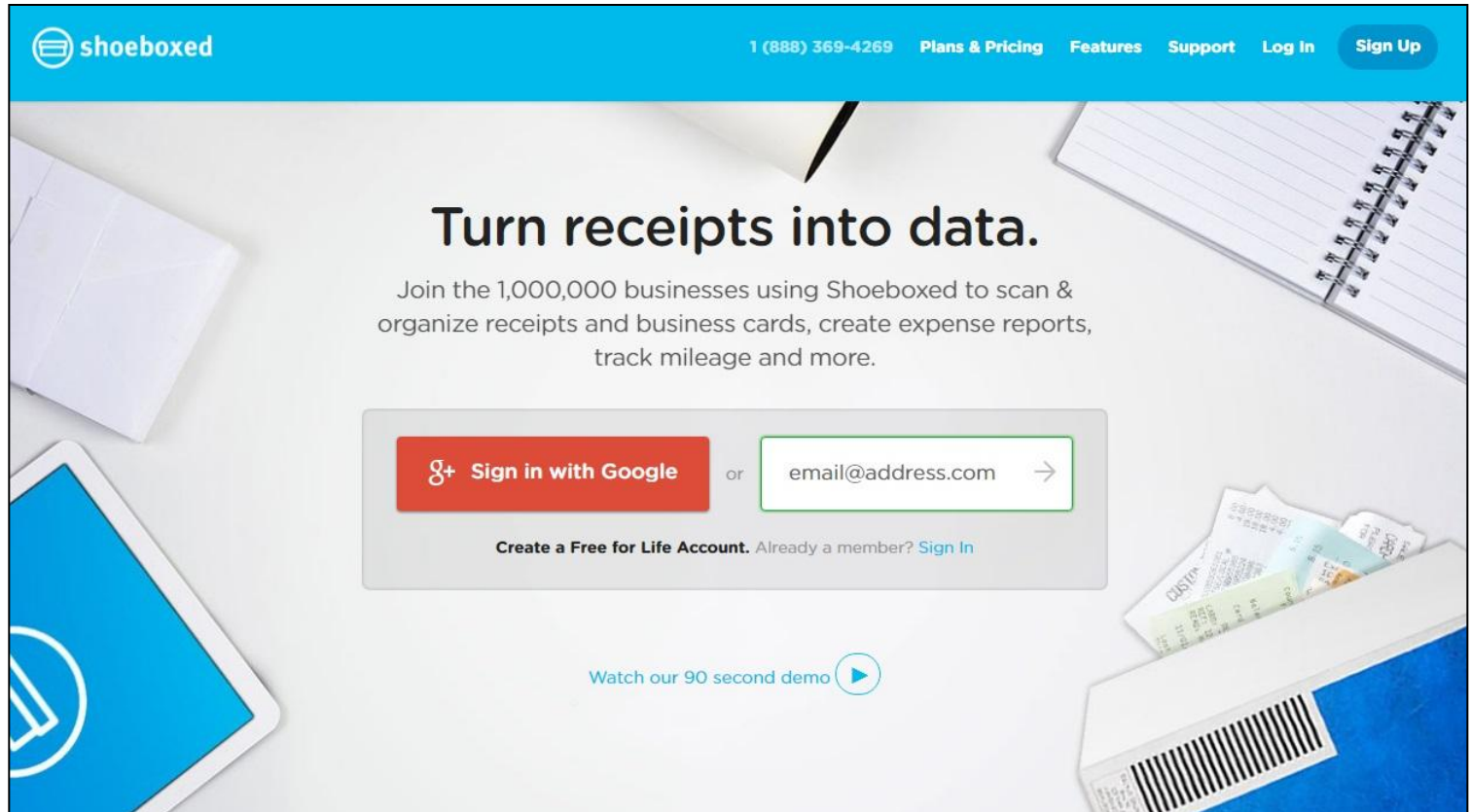
Calendar navigation icons: Search, Home, Windows, Refresh, Settings.

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5. Shoeboxed for expense tracking



The image shows the landing page of the Shoeboxed website. The page has a blue header with the Shoeboxed logo on the left, a phone number (1 (888) 369-4269), and navigation links for Plans & Pricing, Features, Support, Log In, and a Sign Up button. The main content area features a background image of a desk with a pen, a notebook, a tablet, and a folder containing receipts. The central text reads "Turn receipts into data." followed by a sub-headline: "Join the 1,000,000 businesses using Shoeboxed to scan & organize receipts and business cards, create expense reports, track mileage and more." Below this is a sign-in section with a red "Sign in with Google" button, an "or" separator, and an email input field with a placeholder "email@address.com" and a right-pointing arrow. Underneath the input field, it says "Create a Free for Life Account. Already a member? Sign In". At the bottom center, there is a link "Watch our 90 second demo" with a play button icon.



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6. Yammer for communication and social

A screenshot of the Yammer website homepage. The page has a blue background with a faded image of four people in an office setting. At the top left, the word "Yammer" is displayed. At the top right, there are two buttons: "Buy Office 365" and "Log in". The main heading is "Work Smarter, Work Together". Below this, a sub-heading reads "Connect with people across your organization to make better decisions, faster." At the bottom, there is a white input field with the placeholder text "Enter your work email address" and a dark blue button labeled "Sign up for free".



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coffee break



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Drafting a Work-Life Balance Policy



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Main Points

- Purpose of policy
- Definitions
- Importance of FFMs
- Non-discrimination
- Exigencies of work/organisation
- Assign roles/responsibilities
- List of FFMs offered
- Procedure for request/evaluation
- Formal agreement
- Review





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Public Administration Teleworking Policy

- Appendix 12 of the *Manual on Work-Life Balance Measures* (available online)

Appendix 12

POLICY REGARDING TELEWORK & GUIDELINES ON THE IMPLEMENTATION OF TELEWORK

Teleworking Policy
in
the Public Administration



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Establishing Specific Policies - e.g. Job Share

The following are some suggested policies and best practices:

- Be clear that management may approve or terminate a job sharing arrangement at any time.
 - Decide what will happen if one job sharer is terminated, resigns, or goes on extended leave. You may indicate in the employment contract that the remaining job sharer could be required to work fulltime until a replacement is found.
 - Issue each person an employment contract which stipulates job sharing conditions including expected hours of work, general schedule expectations, and procedures for changes or substitutions.
 - Vacation and income are proportional to hours worked.
-



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Establishing Specific Policies - e.g. Job Share

- While job sharers may be jointly responsible for assigned work, each person should be evaluated individually according to his/her own performance standards.
- While job sharers may be jointly responsible for assigned work, one individual should not be liable for another's neglect. Encourage job sharers to report concerns to their supervisor promptly.
- Benefits are consistent with those for other part-time workers in your employ.
- While job sharers should be encouraged to fill in for each other, they are not required to compensate for illness and other unplanned absences.



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THANK YOU

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