



FAMILY-FRIENDLY WORKPLACE CHECKLISTS FOR PEOPLE LEADERS

Are you a people leader looking for strategies to build a family-friendly workplace and support employees with caring responsibilities to thrive?

Resourcing working parents to thrive at work and at home supports employee and family wellbeing and enhances overall job satisfaction and productivity.

Our family-friendly workplace checklists for people leaders provides managers with a comprehensive guide to building a family-friendly workplace culture and environment.

Resourcing managers

Provided below are FIVE comprehensive tailored checklists to provide inspiration and practical action steps to support people leaders across:

- Diversity and Inclusion (D&I)
- Human Resources (HR)
- Learning and Development (L&D)
- Workplace Health and Safety (WH&S) and
- Workplace Wellbeing.

Checklists can be used as a tool to audit current workplace strategies, practices and policies, to provide inspiration for new ideas or the next steps for creating a more family-friendly workplace.

The stress of managing work and family life

Navigating work and personal life can be challenging, however, when we add caring responsibilities to the mix, meeting the many stressful demands both work and family life can become overwhelming and harm employee and family wellbeing. The last few years have taken their toll on the mental and physical wellbeing of employees and their families – having a negative impact on both work and family life.



High cost of employee burnout

As a people-leader you may be dealing with the high cost of lost productivity and employee turnover due to parental and employee burnout.

The data shows, the many stressful demands of managing work and family, financial stresses and other daily challenges have had a significant negative impact on the mental health of employees with caring responsibilities.



Lost productivity and lower mental health

The 2023 TELUS Health Research Brief on **The Mental Health of Working Parents** found:

"Working parents have consistently lower mental health scores... (and)... the impact of mental health on work productivity is also greater for parents than non-parents."



More data on working parents:

- 53% of working parents end their workday feeling mentally and or physically exhausted
- 53% of working parents have missed work at least once per month to deal with their children's mental health
- For the last two years, the top 3 presenting issues for employees were:
 - personal / emotional stress
 - organisational / workplace stress and
 - family stress.

Family-friendly workplace solutions

Family-friendly workplaces support their working parents to succeed at home and at work by providing work flexibility, family wellbeing policies and strategies and importantly, year-round parent education programs to better manage the many demands of managing work and family life.

When employees have the knowledge and resources to manage the day-to-day parenting challenges there is less negative spillover in the workplace in terms of burnout, lost productivity and turnover.



Workplace family wellbeing programs

To explore programs that support working parents to better manage work and family life, create a family-friendly workplace culture and to support employees and their families to thrive visit www.WinWinParenting.com

Celebrating people leaders - working parent champions

As a people leader, the policies, procedures and programs you put in place play a significant role in the physical and mental wellbeing of employees. It is important to acknowledge the larger impact that employee wellbeing has on family wellbeing and society as a whole.

It is time to recognise and to celebrate the positive impact “**Working Parent Champions**” make – the people leaders who support employees to thrive at home, at work and in life resulting in a better today and tomorrow...

To resource and inspire managers who work across Diversity and Inclusion (D&I), Human Resources (HR), Learning and Development (L&D), Workplace Health and Safety (WH&S) and Workplace Wellbeing, we have developed 5 tailored Family-Friendly Workplaces Checklists.

Family-friendly workplace checklists

Select one or more of the FIVE comprehensive checklists below to support your role as an innovative people leader.



Diversity and Inclusion People Leaders

Creating a family-friendly workplace is crucial for supporting working parents and enhancing overall job satisfaction and productivity. As a manager leading diversity and inclusion in your organisation, here are **28 steps** that could be taken to foster a more inclusive and supportive environment for working parents:

Flexible Work Arrangements: Implement flexible work hours, remote work options, and part-time opportunities that allow parents to balance work and family commitments.

Parental Leave Policies: Enhance parental leave policies to provide adequate time off for both mothers and fathers, including adoption and foster care situations.

Childcare Support: Provide onsite childcare services or partner with local childcare providers to offer discounts or reserved spots for employees' children.

Parental Leave Programs: Provide programs that support parents and carers to prepare for parental leave in relation to work handover, career support and preparation for changes at home.

Return-to-Work Programs: Create programs that help parents transition back to work after parental leave, possibly through phased returns or flexible scheduling.

Lactation Rooms: Ensure there are private, clean, and comfortable lactation rooms for breastfeeding mothers for child feeding or expressing breastmilk to support their return to work.

Workplace Parent Education Programs: Provide flexibly-delivered programs and resources that support working parents to manage the many stressful demands of day-to-day parenting challenges like emotional meltdowns, behavioural challenges, screentime arguments, online dangers and mental health challenges with their children.

Emergency Childcare: Establish emergency childcare services for situations when regular arrangements fall through.

Family Health Benefits: Offer comprehensive health insurance that covers the entire family, including dependents, with reasonable premiums.

Carers Policy: Develop a clear policy and strategy for working parents and carers that is accessible and understood by all employees and management throughout the organisation.

Family-Friendly Events: Organise events that employees can attend with their families, as an inclusive workplace which helps build community and understanding among coworkers.

Support Networks: Facilitate or sponsor support groups for working parents where they can share experiences and strategies.

Parenting Education: Offer parent education programs during work hours to help parents more confidently support their child's development and navigate the many daily stresses of raising children. Success at home supports success at work.

Fertility and Pre-natal Care: Develop policies, frameworks and procedures to support employees in fertility treatment programs or requiring pre-natal care.

Training and Awareness: Conduct regular training sessions to educate all employees about the importance of diversity and inclusion, focusing on the challenges faced by working parents and the support needed to manage work and family life.

Career Development for Parents: Ensure that parents who utilise flexible work arrangements are still considered for promotions and professional development opportunities.

Parental Transition Coaching: Offer coaching or mentoring programs for returning parents to help them manage the changes in both their professional and personal lives.

Backup Care Programs: Implement backup care programs that provide temporary care for dependents, ensuring that employees are not forced to choose between their job and their family unexpectedly.

Adjustable Workspaces: Create workspaces that are adaptable for parents, such as private areas for calls or meetings that might need to be attended from the office while caring for a child.

Standards: Access, review and implement the National Work and Family Standards available at <https://familyfriendlyworkplaces.com/standards/>

Wellness Programs: Integrate wellness programs – education and resources - that address physical and mental health, including stress management resources specifically for parents and their families.

Flexible Benefits: Offer flexible spending accounts for dependent care, which can help parents manage the costs associated with childcare.



Inclusive Culture: Foster an inclusive culture that openly supports and promotes work-life balance and does not penalise parents for attending to family responsibilities or struggling with challenges raising their children.



Parent Resource Centre: Provide a Parent Resource Centre that offers on-demand access to parenting education, resources, tips, and information for working parents that they can access year-round as needed, including details of external support services and entitlements.



Regular Feedback: Regularly collect feedback from working parents on their needs and the effectiveness of existing policies, adapting and updating as necessary.



Visibility and Leadership Involvement: Ensure that leadership visibly supports and participates in family-friendly initiatives, setting a top-down example of the importance of work-life balance, open conversations about the stressful challenges facing working parents and time during work hours to participate in parent education programs.



Carers Policy: Develop a clear policy and strategy for working parents and carers that is accessible and understood by all employees and management throughout the organisation.



Flexible Job Structure: To support flexible work arrangements, ensure a variety of roles allow for job sharing.



Implementing these steps can significantly contribute to a supportive, inclusive, and productive work environment for all employees, especially those balancing careers with parenthood.



Human Resource Managers

As a Human Resource (HR) Manager, creating a family-friendly workplace is essential to support working parents and contribute to a positive and inclusive work culture. Here are **28 steps** an HR manager can take to achieve this:

Standards: Access, review and implement the National Work and Family Standards available at <https://familyfriendlyworkplaces.com/standards/>

Flexible Work Hours: Implement flexible working hours to accommodate the varying needs of parents, such as pre-school and school drop-offs, after-school activities and medical appointments.

Family Wellbeing Education Program: Provide resources, education programs and strategies to support working parents to nurture family physical, emotional, social and psychological wellbeing. Family wellbeing supports employee wellbeing.

Enhanced Parental Leave: Extend parental leave benefits beyond the statutory requirements to include paternity leave, adoption leave, and special leave for childcare emergencies.

Manager Training Supporting Parents: Offer training for managers to understand the stresses of juggling work and family life in particular, the support needed to navigate day-to-day demands and stresses of parenting children from toddler right through to teen years.

Remote Work Options: Offer remote work options to allow parents to work from home when necessary, helping them manage childcare more effectively.

Onsite Childcare: Explore the feasibility of onsite childcare services or provide subsidies or partnerships with local childcare providers to reduce the burden on working parents.

Family Health Insurance: Offer comprehensive family health insurance that covers dependents, providing peace of mind for medical concerns for all members of the family.

Return-to-Work Programs: Develop programs that assist parents in transitioning back to work after parental leave, including phased returns or part-time options initially.

Parental Support Groups: Facilitate or sponsor support groups or networks for parents within the company to share experiences and advice.

Lactation Rooms: Provide private, clean lactation rooms for breastfeeding or expressing to support employees upon their return to the workplace.

Parent-Friendly Meeting Schedules: Schedule meetings within core business hours and avoid early morning or late evening meetings to accommodate parents' caring responsibilities schedules.

Emergency Childcare: Offer emergency childcare services or backup care programs to assist parents when regular childcare falls through.

Family Events: Organise family-friendly company events where employees can bring their children to join the event, promoting a family-inclusive atmosphere.

Career Development for Parents: Ensure that being a working parent does not hinder career progression by providing equal opportunities for training and promotions, regardless of flexible working arrangements.

Training for Managers: Train managers on the importance of work-life balance, how to support parental needs, and manage flexible working teams effectively.

Childcare Expense Assistance: Offer financial assistance programs for childcare, such as flexible spending accounts or pre-tax savings on childcare expenses for preschool or afterschool activities and care.

Awareness Campaigns: Run awareness campaigns to educate all employees about the available family-friendly workplace policies, the parenting education programs and resources to manage day-to-day parenting demands and family support benefits.

Regular Surveys and Feedback: Conduct regular surveys to gather feedback from working parents on their needs and the effectiveness of existing policies, programs and resources and adapting as necessary.

Mental Health Resources: Provide access to mental health resources and counselling services that support the wellbeing of parents dealing with work and family stress or specific challenges with their children toddler to teenager.

Leave for School Events: Allow working parents to work flexibly, take leave or take time off to attend important school events such as parent-teacher conferences, support for additional needs children or performances.

Visible Leadership Support: Encourage senior leaders to visibly support and adhere to family-friendly practices, attending and supporting parent education and support programs as well as setting a positive example throughout the organisation.

Regular Policy Review: To ensure continuous improvement and responsiveness to feedback all policies and procedures related to working parents and their families to be reviewed every 2 years.

Domestic and Family Violence Policy: Ensure a domestic and family abuse policy is in place, easily accessible by all employees and managers and is communicated widely to ensure all employees have access to support.

Family-Friendly Workplace Measures: Devise mechanisms and measures to evaluate the effectiveness and success of workplace parenting education programs, policies and practices that support employees with families to succeed at work and in life.

Pregnancy loss Peri- / Postnatal Mental Health: Provide leave and support for employees who experience pregnancy loss, perinatal anxiety or depression or postnatal anxiety or depression.

Connecting During Parental Leave: Provide opportunities for employees on parental leave to choose to stay in touch with colleagues in the workplace to support their career trajectory and/or as a way to continue to nurture collegial relationships and connection.

Implementing these steps will not only help in retaining talent but will also enhance employee satisfaction and loyalty by demonstrating that the organisation values and supports its employees' family commitments.



Learning and Development People Leaders

As a Learning and Development (L&D) Manager, you can play a crucial role in educating and resourcing working parents and shaping a family-friendly workplace culture. Here are **26 steps** that an L&D Manager can take to support working parents and foster a work environment that helps employees succeed in both work and family life.

Tailored Training Programs for Working Parents: Develop training programs specifically aimed at supporting work-life balance, including time management, stress reduction, and productivity techniques.

Leadership Training Flexible Work: Provide training for managers and supervisors on how to support working parents, including how to handle flexible scheduling and remote work arrangements effectively.

E-Learning Modules for Parents: Create accessible e-learning modules that employees with families with tight schedules can complete at their own pace. Ensure modules are particularly beneficial for supporting employees to manage parenting challenges like creating a healthy lifestyle for children, navigating discussions about drugs and alcohol, creating effective routines and schedules for success at home and work.

Parental Transition Workshops: Offer workshops for expectant and returning parents to prepare them for the changes in their work and personal lives. Supporting employees with strategies and resources to better manage home life makes the transition back to work easier.

Mentorship Programs: Establish mentorship programs by pairing new or expecting parents with experienced parents who can provide guidance and support and work through parenting challenges.

Flexible Learning Opportunities: Ensure that parent and family wellbeing training and development opportunities are offered in flexible formats, such as webinars, on-demand video content, interactive online courses as well as on demand access to Resource Centres.

Family Inclusion in Learning Events: Organise family-friendly learning events where employees can bring their children, helping to foster a more inclusive community. Offer family wellbeing programs where parents can enjoy the programs with their children on a range of topics including safe technology use, strategies to nurture physical, emotional and mental wellbeing.

Support for Professional Development: Ensure that parents who take advantage of flexible work arrangements are not overlooked for professional development opportunities.

Communication Skills Training: Offer training that enhances communication skills, helping parents and non-parents alike to communicate their needs and boundaries more effectively at work and at home with partners and children.

Stress Management Programs: Implement programs focused on stress management, which are crucial for helping parents navigate the pressures of work and family responsibilities. Provide parents with training and resources to help their children manage stresses, problems solve and develop resilience.

Resources on Child Development: Provide resources and training on child development to help parent-employees understand and manage the challenges at different stages of their children's lives. Confidence at home reduces stress and negative spillover in the workplace.

Work-Life Balance Campaigns: Run regular campaigns or workshops promoting work-life balance, highlighting tips, and tools for effective integration of work and family life.

Diversity and Inclusion Training: Conduct training sessions that emphasise the importance of diversity and inclusion, with a focus on understanding the unique challenges faced by working parents.

Peer Learning Groups: Facilitate the creation of peer learning groups where working parents can share experiences, challenges, and solutions.

Policy Education Sessions: Hold sessions to educate employees on family-friendly policies, parental leave, parent education, family support programs and other relevant benefits, ensuring they understand how to utilise these resources.

Leadership Training – Sexual Harassment, Bullying and Violence: Provide training for managers and supervisors on how to respond to working parents who disclosure, identify violence and provide support for employees experiencing sexual harassment, bullying or violence at work.

Health and Wellness Seminars: Organise seminars on health and wellness that address the specific needs of working parents, such as nutritional information, exercise tips, and mental health strategies for employees and their families.

Career Pathing Workshops: Provide workshops to help working parents plan their career paths, including navigating promotions and role changes with family in mind.

Time Management Tools: Teach effective time management strategies tailored to the needs of working parents juggling the many demands of raising children and work commitments. Provide programs and resources helping them maximise productivity while maintaining family time.

Role Modelling and Case Studies: Use case studies and role models within the organisation to demonstrate successful management of work and family commitments.

Feedback and Adaptation: Regularly collect feedback from working parents to continuously adapt and improve the learning and development initiatives to better meet their needs.

Financial Wellbeing: Provide workplace financial literacy programs to employees with families to support family financial wellbeing.

Leadership Training - Domestic and Family Violence: Provide training for managers and supervisors on how to respond to disclosure, identify violence and provide support for employees experiencing domestic and family violence.

School Holiday Support: Provide programs, resources and strategies to support working parents to navigate the work-family juggle when their children are on school holidays and employees need to meet work responsibilities.

Training for Fly-in Fly-out and Shift Work: Develop programs and resources to support employees with children who have F.I.F.O or shiftwork roles – preparing to leave, providing support and staying in touch while away as well as strategies for a smooth transition back home.

Standards: Access, review and implement the National Work and Family Standards available at <https://familyfriendlyworkplaces.com/standards/>

By focusing on these areas, an L&D manager can significantly contribute to a supportive and understanding work environment that values and facilitates a healthy balance between professional and family life. Educating and resourcing working parents to meet the many stressful demands of parenting and work commitments supports employee and family wellbeing.



Workplace Health and Safety Managers

As a people leader responsible for Workplace Health and Safety, promoting a family-friendly environment not only enhances safety and wellbeing but also supports working parents in managing their work and family life. Here are **26 steps** that could be taken to foster a safer, more productive and happier workplace.

Ergonomic Workspaces: Ensure that workspaces are ergonomically designed to support pregnant workers and those returning from parental leave, reducing physical strain.

Safety Training for Parents: Offer specific safety training for parents, focusing on emergency procedures, first aid, and crisis management that might be particularly relevant to them raising a family.

Flexible Work Environment: Assess and facilitate flexible work environments where possible to help working parents manage unpredictable family needs without compromising safety, productivity and family life.

Childcare Facilities Safety: If onsite childcare is provided, ensure these facilities meet all safety standards, providing a secure environment for children and optimal resources and staff for child development and wellbeing.

Health and Safety Policies Review: Regularly review health and safety policies to incorporate considerations for pregnancy and breastfeeding, such as providing suitable workstations and lactation rooms that are safe and hygienic.

Mental Health Support: Implement programs that address mental health of employees and their children, with resources and support systems specifically tailored for working parents and their families.

Emergency Preparedness Training: Include training sessions that cover scenarios involving family emergencies with the aim of helping employees feel prepared for any situation that may arise in work or family life.

First Aid Kits: Ensure that first aid kits are readily available at work and at home and include items that might be necessary for children in case of accidents at home, on family days at work or when children visit the workplace.

Parent-Friendly Scheduling of Safety Drills: Schedule fire drills and other safety exercises at times that are considerate of parents' needs in terms of drop offs and pick up for pre-school and school, especially if children are often present on site.

Stress Management Workshops: Organise workshops focusing on stress management, particularly targeting the challenges faced by working parents and the challenges facing children and adolescents today. Provide resources and strategies to manage stress for the whole family.

Accommodation for Medical Appointments: Create a policy that allows parents to attend necessary medical appointments for themselves and their dependents without penalty.

Safety Audits: Conduct regular safety audits with a focus on the potential risks to physical and mental health of pregnant employees, employees breastfeeding babies or those with young children.

Parental Health and Safety Advisory Group: Establish a group that includes parent-employees to advise on health and safety issues that affect working parents. Where possible obtain the input of children and adolescents on a voluntary basis.

Clear Communication Channels: Ensure clear and accessible communication channels for reporting safety concerns, which is crucial for parents who might need rapid responses due to family responsibilities.


Sexual Harassment, Bullying and Violence Support: Provide systems and processes to ensure the safety of employees with families who disclosure, identify violence or provide support for employees experiencing sexual harassment, bullying or violence at work.

Healthy Work-Life Balance Promotion: Advocate for a healthy work-life balance within health and safety guidelines to help reduce work-related stress for working parents and to improve the wellbeing of employees and all family members.

Adaptable Emergency Contact Systems: Implement adaptable emergency contact systems that can be quickly updated to accommodate the dynamic needs of employees with children.

Support for Non-Traditional Families: Ensure that safety policies inclusively support diverse family structures, such as single parents, adoptive families, and same-sex couples with children.

Regular Updates on Child Safety Regulations: Keep abreast of and communicate any changes in child safety regulations that might affect employees both at work and outside of work in family life.



Collaboration with Local Health Services: Collaborate with local health services to provide resources and quick access to medical care for working parents and their children.

Standards: Access, review and implement the National Work and Family Standards available at <https://familyfriendlyworkplaces.com/standards/>

Safety-Centric Parental Leave Processes: Oversee the development of safety-centric processes for preparing for parental leave and ensuring a safe return to work, addressing any specific risks associated with returning to work after an extended period of leave.

Parents Raising Children With Additional Needs: Provide resources, education and support for working parents raising children with a variety of additional needs including physical, social, psychological or emotional challenges.

Domestic and Family Abuse Support: In line with policies and procedures provide safety and support for employees and their children experiencing domestic and family violence.

Flexible Work- Technologies and Tools: Provide the training, technology and tools that enable employees with children to work flexibly successfully and safely.

Workplace Safety and Inclusion: Foster an inclusive culture that openly supports and promotes work-life balance and does not penalise parents for attending to family responsibilities.

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By focusing on these areas, a Workplace Health and Safety Manager can create a safer, more supportive environment for all employees, particularly those balancing work with parental responsibilities.



Workplace Wellbeing People Leaders

As a Workplace Wellbeing Manager, your focus is on enhancing the overall health and happiness of a diverse group of employees, including employees with caring responsibilities. Creating a more family-friendly environment supports the wellbeing of working parents and their families. Here are **26 steps** you can take.

Wellness Programs: Implement wellness programs that address both physical and mental health, which are particularly beneficial for parents juggling work and family responsibilities.

Parent Education Programs: Deliver education programs and resources that provide busy working parents with the knowledge and skills to navigate the many challenges of raising children including managing emotions, navigating difficult behaviours, encouraging cooperation at home and keeping children safe online.

Flexible Working Policies: Advocate for and help implement flexible working policies that allow parents to adjust their hours or work from home when necessary.

Mental Health Support: Offer mental health support tailored for working parents through resources like counselling services, mindfulness training, and stress management workshops.

Health and Fitness Subsidies: Provide subsidies or discounts for gym memberships, fitness classes, or wellness apps that working parents can use to stay healthy.

Parental Leave Workshops: Organise workshops that prepare employees for parental leave and their return to work, focusing on maintaining physical and mental wellbeing during transitions.

Family Health Benefits: Work to enhance family health benefits, ensuring comprehensive coverage that reduces stress for working parents and family members.

Tailored Self-care Strategies: Provide education programs and resources that are tailored to support busy working parents to take time out, rest and rejuvenate to avoid parental and workplace burnout.

Onsite Childcare: Explore the feasibility of onsite childcare or partner with nearby facilities to offer discounted services to employees.

Healthy Work Environment for New Parents: Maintain a clean and safe work environment that includes private areas for new parents breastfeeding or expressing milk.

Family Nutrition and Health Education: Provide education on nutrition and general health, which could include seminars on balanced meals for busy working parents and ways to encourage healthy lifestyles for children of all ages.

Family Mental Health Support: Education programs and support to equip working parents with the knowledge and resources to nurture positivity and mental wellbeing for their children toddler to teenager. Supply checklists to help parents recognise the signs that their children may need professional support.

Support Networks: Facilitate the creation of support networks within the company, such as parenting groups or forums where employees can connect to share tips and experiences.

Work-Life Balance Training: Offer training and seminars on achieving work-life balance, tailored to working parents' to address the specific challenges they experience when navigating work and family life.

Emergency Childcare Services: Set up emergency childcare services to assist working parents when regular arrangements fall through.

Family Recreational Activities: Organise family-friendly recreational activities or company picnics where employees can relax with their families and connect with other working parents in the organisation.

Flexible Family Benefits: Develop a benefits package that includes flexible spending accounts for families allowing payments for childcare, professional support and wellbeing programs which can alleviate financial pressures on parents.

Parent-Friendly Scheduling: Ensure that all company events, meetings, and trainings are scheduled during times that are considerate of parents' responsibilities.

Quiet Zones: Create quiet zones or relaxation spaces where employees, especially parents who have little time to themselves, can take short breaks to recharge.

Regular Check-Ins: Conduct regular check-ins with working parents to assess their needs and the effectiveness of current support measures. Create opportunities to allow children and adolescents to provide their feedback and ideas.

Standards: Access, review and implement the National Work and Family Standards available at <https://familyfriendlyworkplaces.com/standards/>

Health Screenings: Offer regular health screenings at work for the whole family, making healthcare more accessible for busy parents and their dependents.

Parental Transition Support: Provide support for parents transitioning back to work from parental leave, including gradual phase-back into work and coaching to help manage both work and family life during transitions.

Leadership and Advocacy: Advocate for parental needs in strategic planning meetings, ensuring that family-friendly policies are a priority in corporate decisions and are clearly communicated throughout the organisation.

Family Wellbeing Support: Workplace wellbeing education programs and support are provided to employees and their families to support whole family wellbeing.

Bully-proofing Families: Provide workshops and resources to support parents and children overcome bullying in the workplace, home or school and the resilience and skills to become bully-proof.

These steps will help create a supportive environment that acknowledges and accommodates the unique needs of working parents, fostering a culture of well-being and inclusivity for employees with caring responsibilities and their families.



Workplace Education Programs for working parents.

Resource your Working Parents to successfully navigate Work and Family Life

Find out more about how your Organisation can support employee and family wellbeing.

For more information:

Website: www.WinWinParenting.com

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