

WORK-LIFE TOOLKIT

Embracing the new work culture



A toolkit to help businesses readapt to the new work culture.

Introducing

Work-life toolkit

at all levels of the organisation

A fulfilled employee is a valuable asset for his/her employer. Studies have shown that the well-being of an employee directly influences productivity. To reflect this reality, the work culture has to be redefined and re-adapted.

Business Mauritius has developed the Work-Life toolkit to help businesses, whether large or small, to embark on this journey.

The toolkit covers three main themes to adopt appropriate measures:



FLEXIBILITY



**WORK &
FAMILY LIFE**



**EMPLOYEE
WELLNESS**

Each theme comprises a series of proposed measures for enterprises. The toolkit is meant to equip businesses to put in place appropriate measures.

The recommendations are neither exhaustive nor mandatory.

Their applicability depends on certain aspects such as business or departmental requirements, the nature of certain jobs or roles, business continuity, etc. and will vary for each company.

These arrangements should not hinder the smooth running of a company's operation. The flexibility they offer hinges on the participation of employees in ensuring business continuity and productivity.



FLEXIBILITY

To offer more time for employees to carry out their personal tasks and/or benefit from a richer social and family life.

WORK FROM HOME

Work from home is a concept whereby employees can do the same work carried out in the office from their home. Employers are usually expected to provide the equipment (laptop, teleconferencing tools, software, etc) to enable this type of work arrangement.

Benefits:

1. Employees can avoid traffic in the morning and hence lateness, and also profit from working in a more familiar and relaxed environment with a minimum of distractions.
2. Companies can also reduce expenses on necessities that keep an office operating.
3. Technology enables the arrangement of meetings at short notice.



It is important for the remote worker to remain in contact with his/her colleagues and superiors for proper engagement, collaboration and to bring forth creativity and innovation.



Work from home is successful when expectations are properly set, performance and results can be assessed and the employee receives the proper support that he/she needs to be successful in a virtual environment.



Several local companies have successfully implemented a hybrid system by maintaining one or two days a week at home. However, the employer must be careful to observe normal working hours and should avoid contacting the employee outside his/her working hours.

FLEXITIME

Flexitime is a scheme where an organization allows its employees to fit their personal commitments around their working hours. They can start and finish work using a different schedule, as long as the number of hours of work totals the agreed duration.

Benefits

1. More time for personal tasks such as doing sports, grocery shopping, going to the bank, going for a doctor's appointment, collecting children from school, etc.
2. Avoid the need for employees to take a day's leave to perform personal administrative tasks that may require only a few hours.

Ways of successfully implementing a flexible work policy

Take 2 hours off

The employee can take two hours off in the workday once a month to attend to a personal commitment, without having to make up this time or take any leave.

Split shifts

The employee can split his/her day into two shifts, which gives time for shopping or collecting children from school.

Remote working

The employee can work out of the office, in a co-working space for the day.

Compressed hours

The employee can choose to work more hours in a day and, by cumulating these extra hours, he/she can gain additional time off.

Staggered hours

The employee can choose to vary his/her start and end time so as to reduce the number of commuters during peak hours and enhance sanitary measures on public transport. Different working hours may be considered while assuring that the company is adequately staffed to maintain service without disruption. This may be implemented for both office and non-office jobs.

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Ways of successfully implementing a flexible work policy

Other measures of flexibility that can also enable the company to make savings on salaries and allow the employee to gain more time for him/herself and family are:



Part-time work

The employee can choose to reduce his/her hours of work in the week or month with an equivalent reduction in salary for more free time and a more flexible schedule. The workload should also be reduced accordingly. Since part-time employment is more flexible, the workload can be adjusted subject to employee availability and employer requirements.



Progressive retirement

As retirement approaches, the employee can choose to reduce his/her hours or decide to work part time. He/she can also choose to become a consultant and be remunerated for his/her services.



WORK & FAMILY LIFE

WORK & FAMILY LIFE

Work–family life balance is finding harmony between work and other important things in one’s life. It can be defined as having enough time for both work and family responsibilities.

Benefits

1. Keep employee healthy and productive.
2. Reduce stress and improve mental and physical health.

HOW TO IMPLEMENT



Click on the icons to learn more

- ▶ If possible, create a creche within or close to the enterprise. Alternatively, offer employees a subsidy for nearby creches.
- ▶ Offer incentives to employees to allow them cater for elderly care services or care centres.
- ▶ Be considerate of family problems (looking after a sick child or parent, school problems, etc) and offer solutions e.g., flexible hours or additional leave to what is prescribed in the law, if appropriate.
- ▶ Set up a breastfeeding room where mothers can express milk in private. The room could be equipped with basic amenities, such as a fridge.
- ▶ Initiate an annual Family Day or Family Sports Days to reinforce family ties and bonding amongst colleagues.
- ▶ Provide a bus or van for employees to do their shopping once a week.
- ▶ Offer additional leave to what is prescribed in the law or the flexibility to work from home to those returning from maternity/paternity leave.





EMPLOYEE WELLNESS

Employees may encounter stressful circumstances while working under pressure. Some large enterprises have understood this and are trying to offer leisure and relaxation spaces for their employees within the workplace. Here are some suggestions, which can be chosen according to the employer's means or financed by employees' contributions:

Benefits

1. Investing in your employees' wellness encourages them to be more focused which in turn leads to higher productivity.
2. Increased employee engagement.
3. Reduced sickness and sick leave.

HOW TO IMPLEMENT



[Click on the icons to learn more](#)

- ▶ A basic gym in the workplace or a discount/ subsidy for a nearby gym can help employees keep fit.
- ▶ A table tennis table, board games, video games, carrom board, dominos, billiards. The choice is vast and inexpensive and may allow employees to unwind for a few moments whilst encouraging good relations amongst colleagues.
- ▶ Accomodate nap spaces to boost morale and productivity of workforce, especially in companies where employees work odd hours.
- ▶ For one hour per week, during working hours, employees can take part in a team competition e.g., pétanque, badminton, or football.
- ▶ For reading, gardening, sports predictions or any other activity which enables employees to share their passions and create a bond with their colleagues.
- ▶ Create an office garden to foster engagement and wellbeing of employees. They can grow whatever they want and harvest.
- ▶ Provide a shuttle for employees to go shopping or pay utility bills during their lunch break.
- ▶ Create a quiet area with reading material to enable employees to relax and enjoy some downtime away from work pressure.

Important points to consider to ensure that the toolkit is practical, effective, and well adapted to the organisation:



Communication | Communicate with all your employees before the implementation of the plan (survey, questionnaires, call for suggestions...).



Work environment | You may scan your work environment, such as turnover levels, absenteeism or demographics.



Transparency | All employees should have access to the plan, even if it means different flexibility measures being implemented at different levels of the organisation. Specify that it is a trial that will need to be adapted to the constraints of the enterprise and to individual employees. The employer has to act in good faith and will expect the same from the employees.



Planning of resources (monetary and non-monetary)



Identify your champions



Pilot phase | Launch the plan on a pilot basis to test and learn from it before implementing the measures across the organisation.



Monitoring | Based on the pilot phase, the terms and measures may need to be redefined.



Launch



Evaluation and feedback | Implement continuous evaluation to assess the adopted measures over time and measure their effectiveness.

During implementation of the plan, ensure **continuous education/awareness** is maintained, both at leadership and employee level. Additionally, ensure the planning of proper resources and have champions who will assist with the successful execution of the measures.