



## FAMILY FRIENDLY POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
Approved and commenced	12/07/2015

### INTRODUCTION

Community Veracity is committed to helping its employees achieve their personal, family and relationship goals. As part of this endeavour, the organisation fosters flexibility in employment arrangements to achieve the optimum balance between work and family responsibilities for all employees.

### PURPOSE

Work flexibility ensures that employees are able to balance work and family commitments while taking into account organisational needs.

### POLICY

Community Veracity will mandate best practice employment arrangements in relation to

- Parental/maternity/paternity leave
- Personal/Carer's/Family leave
- Bereavement leave
- Flexible working arrangements

Staff are encouraged to voice their opinions about the availability, accessibility and application of flexible work arrangements in their area.

Managers should

- become role models for flexibility, where possible accessing flexible work arrangements themselves;
- become knowledgeable about the range of flexibility options available and how to manage them;
- have the practical skills and confidence to lead a team with different working arrangements;
- track the career progression of staff who are working flexibly to ensure they have access to all training and other benefits and to ensure that they suffer no discrimination in opportunities for promotion;
- evaluate the outcomes of the arrangement and look for improvements; and
- seek appropriate training if lacking in any of the skills necessary to properly administer this program.



Documenting agreed family-friendly provisions enables both Community Veracity and its employees to have a clear understanding of the available provisions and how they can be accessed.

## **RESPONSIBILITIES**

It shall be the responsibility of the Chief Executive Officer to ensure that the procedures specified in this policy are implemented appropriately.

## **PROCEDURES**

Procedures and arrangements for parental/maternity/paternity leave, personal/carer's/family leave, bereavement leave, and flexible working arrangements shall be as set out in National Employment Standards contained in the Fair Work Act 2009 ([https://www.fwc.gov.au/documents/legislation/download/FW\\_Act\\_vol\\_1.pdf](https://www.fwc.gov.au/documents/legislation/download/FW_Act_vol_1.pdf)), as modified by the organisation's provision of additional entitlements in any area. These additional entitlements shall be as set out in Appendix A.

### **Documentation of procedures**

Family-friendly workplace provisions will be negotiated with the employee at commencement of the position, and as requested or required thereafter.

Any provisions agreed at the outset of employment will be included in the employment agreement, and those agreed later shall be placed on the employee's file.

Family-friendly clauses in individual staffing agreements should contain information on:

- the nature of the provision (e.g. flexible hours of work)
- entitlements under the provision (e.g. a right to apply for flexible hours of work)
- eligibility criteria (e.g. primary care of a child or children under school age).

As staff and organisational needs change over time family-friendly provisions will be regularly reviewed via in-house supervision to ensure that provisions are consistent with applicable legislation and do not become outdated or irrelevant to the employee or the organisation.