

家庭友善工作间

Family-friendly Workplace

推行家庭友善雇佣措施，有助营造一个家庭友善的工作环境，以纾缓员工兼顾工作和照顾家庭的压力。员工能全心投入工作，企业的效能及竞争力自然有所提升。在工作环境中互相支持，更可促进劳资和谐合作，建立更紧密团队精神。

Creating a family-friendly workplace through implementing family-friendly employment practices can help relieve employees from work stress and the pressure of taking care of their families. With their mind at ease, employees can be more devoted at work and will contribute positively to the enterprise's efficiency and competitiveness. Mutual support at the workplace is also conducive to harmonious relationship between employers and employees as well as boosting of the team spirit.

透过采纳家庭友善雇佣措施，建立家庭友善的工作文化，既可协助员工兼顾工作和家庭责任，又可为企业建立正面形象，为吸引及挽留优秀人才创造明显的优势。

Cultivating a family-friendly culture in workplaces through adopting family-friendly employment practices can help employees balance work and family responsibilities. Such measures can also help build up a positive image for enterprises and create an edge in attracting and retaining talents.

关怀员工实行家庭友善雇佣措施

家庭友善雇佣措施是协助雇员兼顾工作和家庭责任的良好人事管理措施。雇主可以按个别企业的规模、资源和文化，及员工的家庭需要，实施不同形式的家庭友善雇佣措施，以符合企业和员工的最佳利益。

家庭友善雇佣措施的例子有：

- 照顾员工家庭需要的特别假期

- 提供婚姻假方便员工筹办婚礼
- 给予员工享有家长假方便在职家长出席子女学校的活动
- 让员工在其父母的生日放取敬孝假与家人庆祝，以表孝心
- 在员工需要照料患病家人或办理丧事的期间给予恩恤假
- 允许员工放取特别事假，以应付急需处理的家庭事务

➤ 灵活的工作安排

- 实施五天工作周让员工每星期享有两天休假，有更多时间与家人共聚天伦
- 推行弹性工作时间或弹性上班时间，安排员工在协定的范围内弹性地调整上下班时间，以处理家庭事务
- 容许员工在家工作或遥距办公
- 关顾同时肩负照顾家庭成员责任的员工，在工作安排上更灵活地切合他们及被照顾者的实际需要
- 根据业务运作及不同岗位的性质推行「混合工作模式」，例如雇主以个别雇员每周工作总时数为基础，按实际需要安排不同雇员的每周工作日数。雇主亦可以不同的组合安排雇员在办公室及在家工作的日数或时数，以发挥最大的绩效。

➤ 提供员工生活上的支援

- 给予员工及其家人医疗保障
- 提供托儿服务，纾缓员工照顾幼儿及学童的压力
- 为员工提供压力或情绪辅导服务
- 在办公室设立哺乳间以支援需要哺乳的在职母亲
- 举办家庭同乐活动让员工及其家人参与
- 为员工子女提供奖学金
- 在员工的事业、技能、兴趣发展上给予支援，例如提供津贴、提名及推荐他们参与合适的训练课程等

成功缔造家庭友善的工作环境，有赖管理层对相关理念的认同，并在资源及行动上积极支持。企业内每一位成员的配合及互相支持，亦是建立家庭友善工作间不可或缺的要素。

Care for Your Employees - Go Family-friendly

Family-friendly employment practices (FFEPs) are good people management measures adopted by employers to help employees balance work and family responsibilities. Employers can put in place different types of FFEPs, having regard to their company size, resources and culture, as well as employees' family needs, to serve the best interests of the enterprises and the employees.

Examples of FFEPs include:

- Special leave to meet employees' family needs
 - Provide marriage leave to employees getting married
 - Provide working parents with parental leave for attending school functions of their children
 - Introduce filial leave to employees for celebrating their parents' birthdays to show their filial piety
 - Offer compassionate leave during the time when employees have to take care of domestic duties when a family member dies or is sick
 - Allow employees taking special casual leave to deal with urgent family matters
- Flexible work arrangements
 - Implement a five-day work week so that employees can spend more time with their family when having two rest days per week
 - Facilitate employees to better manage their family commitments through adopting flexible working hours or flexitime and let them choose the time of reporting and leaving work within the agreed limits
 - Make arrangement for employees to work from home or work remotely
 - To provide flexible work arrangement for employees who also shoulder the responsibility of taking care of their family members with a view to catering their needs
 - To implement "Hybrid Work Arrangement" in accordance with the operation of individual establishments and job nature of different positions. For example, employers may take the total weekly

working hours of individual employees as a basis to arrange different working days for different employees with regard to actual situations. Employers may also adopt various combinations in arranging working hours or days for employees to work at office or home for optimal performance.

- Support for the employees and their families
- Offer medical protection for employees and their family members
- Provide child care service to relieve employees' pressures in looking after their young and school age children
- Arrange counselling services on stress or emotional management for employees and their family members
- Set up a nursing room at the workplace to facilitate breastfeeding for working mothers
- Organise recreational activities for employees and their family members
- Provide scholarships for employees' children
- Provide support to the development of employees' career, skills and interest such as offering allowance, nominating or recommending them to participate suitable training courses

A family-friendly working environment can only be realised with the management recognition of relevant concept and their full support in terms of resources and action. The co-operation and mutual support from every member of the enterprise are also the key elements in cultivating a family-friendly workplace.

Labour Department's website: www.labour.gov.hk



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