

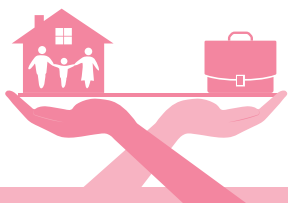
# 家庭友善工作間

## Family-friendly Workplace



透過採納家庭友善僱傭措施，建立家庭友善的工作文化，既可協助員工兼顧工作和家庭責任，又可為企業建立正面形象，為吸引及挽留優秀人才創造明顯的優勢。

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.



# 家庭友善工作間

## Family-friendly Workplace



推行家庭友善僱傭措施，有助營造一個家庭友善的工作環境，以紓緩員工兼顧工作和照顧家庭的壓力。員工能全心投入工作，企業的效能及競爭力自然有所提升。在工作環境中互相支持，更可促進勞資和諧合作，建立更緊密團隊精神。

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.



# 關懷員工 實行家庭友善僱傭措施

家庭友善僱傭措施是協助僱員兼顧工作和家庭責任的良好人事管理措施。僱主可以按個別企業的規模、資源和文化，及員工的家庭需要，實施不同形式的家庭友善僱傭措施，以符合企業和員工的最佳利益。

家庭友善僱傭措施的例子有：

## 照顧員工家庭需要的特別假期

- 提供婚假方便員工籌辦婚禮
- 給予員工享有家長假方便在職家長出席子女學校的活動
- 讓員工在其父母的生日放取敬孝假與家人慶祝，以表孝心
- 在員工需要照料患病家人或辦理喪事的期間給予恩恤假
- 允許員工放取特別事假，以應付急需處理的家庭事務

## 靈活的工作安排

- 實施五天工作周讓員工每星期享有兩天休假，有更多時間與家人共聚天倫
- 推行彈性工作時間或彈性上班時間，安排員工在協定的範圍內彈性地調整上下班時間，以處理家庭事務
- 容許員工在家工作或遙距辦公
- 關顧同時肩負照顧家庭成員責任的員工，在工作安排上更靈活地切合他們及被照顧者的實際需要
- 根據業務運作及不同崗位的性質推行「混合工作模式」，例如僱主以個別僱員每周工作總時數為基礎，按實際需要安排不同僱員的每周工作日數。僱主亦可以不同的組合安排僱員在辦公室及在家工作的日數或時數，以發揮最大的績效。

## 提供員工生活上的支援

- 給予員工及其家人醫療保障
- 提供托兒服務，紓緩員工照顧幼兒及學童的壓力
- 為員工提供壓力或情緒輔導服務
- 在辦公室設立哺乳間以支援需要哺乳的在職母親
- 舉辦家庭同樂活動讓員工及其家人參與
- 為員工子女提供獎學金
- 在員工的事業、技能、興趣發展上給予支援，例如提供津貼、提名及推薦他們參與合適的訓練課程等



# 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



成功締造家庭友善的工作環境，有賴管理層對相關理念的認同，並在資源及行動上積極支持。企業內每一位成員的配合及互相支援，亦是建立家庭友善工作間不可或缺的元素。

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.