家庭友善工作間

Family-friendly Workplace

實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。

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.

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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.
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
- Job sharing by two or more persons

**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

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.