



# WORK/LIFE BALANCE POLICY

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Haines Business Systems Ltd  
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## Introduction

The company recognises the pressure on personal and family life created by the increasing demands of today's business environment. These demands centre on both time at work and in travelling to it.

The company considers its employees to be its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talents and experience available. The company also appreciates that the UK workforce is becoming increasingly diverse and includes a high percentage of parents and individuals with other caring responsibilities, as well as those whose interests and aspirations impact on their time. It therefore appreciates that the standard working week is, in many cases, incompatible with increasing demand for a better work-life balance.

This policy is applicable for all employees on standard company terms and conditions of service. It covers the following:

- Flexible Working Initiatives
  - Flexible work patterns
    - part-time
    - job share
- Family Leave
  - Maternity leave
  - Adoption leave
  - Paternity leave (including adoptive parents)
  - Parental leave
  - Dependent's or compassionate leave
- Other Leave
  - unpaid leave
  - sabbaticals
- Additional Types of Leave or Absence

## Flexible Working Initiatives

The company's policy is to recruit, train and develop the best person for the job and enable all employees to make full use of their talents and skills regardless of their working ...