

Guide to Work-Life Harmony Self-Assessment Tool for Employers



1. INTRODUCTION

- This self-assessment tool was originally developed by members of the **Alliance for Action on Work-Life Harmony (AfA-WLH)**, with the support of **NTUC** and **Tripartite Partners**, to sustain and enhance work-life harmony (WLH) at workplaces and in the community.
- Through the use of this tool, we hope for organisations to:
 - Perform an internal work-life harmony assessment within the organization
 - Understand what constitutes as work-life harmony practices
 - Embed and implement work-life harmony best practices
 - Seek continual improvement in work-life harmony within the organization

2. COMPONENTS OF THE TOOL

- This tool consists of the following:
 - Cover Page
 - Score Board
 - 91 Assessment Indicators across 5 Sections
 - Employee Support Schemes
 - Enhanced Leave Policies
 - Flexible Work Arrangements
 - Communication & Utilisation
 - Management Support

STEP
1

Assessment of Work-Life Harmony		Ver. 4.0
Organisation Name		
Date-Year		
Date of Assesmer :	<input type="text"/>	No. of Employees : <input type="text"/>
Assessor :	<input type="text"/>	Annual Turnover : <input type="text"/>
		Sector/Industry : <input type="text"/>
		HR Manager : <input type="text"/>

- Start by entering the relevant information in the **yellow** cells on the **Cover Page**

STEP 2

SECTION A: PROVISION OF EMPLOYEE SUPPORT SCHEMES		Key in 1 if you fulfil			Score Count	Points Allocated
This section addresses the provision of employee support schemes for all employees based on their needs. Employee Support Schemes (ESS) help employees manage the non-work aspects of their lives,		C	AFI	NA		
FAMILY						
A-1.1	Bring Children to Work Day A day where employees bring their children to the workplace. This allows employees' children to gain a better understanding of the work their parents do. Usually, child-friendly programmes and activities are also organised (e.g. movie screenings, magic shows, lunch).			1	0	1
A-1.2	Bursaries Monetary benefits set aside to reward employees' children who have achieved academic excellence. These bursaries are designed to encourage them to perform well at school, and express the organisation's care for employees' families.		1		0	1
A-1.3	Childcare Arrangements Special arrangements to address needs of employees with young children (i.e. infant to preschool). Childcare arrangements may include childcare centres within/near work premises, before and after school centres within/near work premises, and island-wide childcare centres with enrolment privileges for employees.	1			2	2
A-1.4	Onsite Childcare Centres An arrangement where the organisation partners with a childcare service provider to provide childcare services within the office premises. Employees of the organisation are commonly offered a discount and given priority over members of the public during enrolment.	0			0	2

- Go through all the indicators under each of the **5 sections** and indicate '1' accordingly:
 - C (Conformance)** - If your organization meets the indicated requirement fully
 - AFI (Area for Improvement)** – If your organization meet the indicated requirement to some extent
 - NA (Not Applicable)** – If the indicated requirement is not relevant to your organization
- Please indicate '0' under **C (Conformance)** if your organization does not meet the indicated requirement
- There should only be one response (either 'C' or 'AFI' or 'NA') for each indicator

STEP 3

Key in 1 if you fulfil				Score Count	Points Allocated	Assessment Trail			
C	AFI	NA				Reason for Exclusion	Interviewed Personnel	Documented Procedure	Records
		1		0	1	Workplace is dangerous and restricted.	Bobby, CHRO		
	1			0	1		Bobby, CHRO Clara, CFO	Plans are currently in the pipeline. Will be rolled out for FY 2022.	18-Oct-21
1				2	2				
0				0	2				

- Indicate relevant remarks and information (if any) under the 'Assessment Trail' portion to keep track of progressive changes annually

Note

- The weightage (either 1 or 2 points) of respective indicators are reflected under the 'Points Allocated' column
- Only responses with '1' under 'C' (Conformance) will count towards the 'Score Count'.

3. SUMMARY OF ASSESSMENT

SECTION A - EMPLOYEE SUPPORT SCHEMES	# of Questions	C	AFI	NA	Total Points Scored	% of Compliance
	41	0	0	0	0	0.00%
SECTION B - ENHANCED LEAVE POLICIES	# of Questions	C	AFI	NA	Total Points Scored	% of Compliance
	20	0	0	0	0	0.00%
SECTION C - FLEXIBLE WORK ARRANGEMENTS	# of Questions	C	AFI	NA	Total Points Scored	% of Compliance
	18	0	0	0	0	0.00%
SECTION D: COMMUNICATION & UTILISATION	# of Questions	C	AFI	NA	Total Points Scored	% of Compliance
	8	0	0	0	0	0.00%
SECTION E: MANAGEMENT SUPPORT	# of Questions	C	AFI	NA	Total Points Scored	% of Compliance
	4	0	0	0	0	0.00%

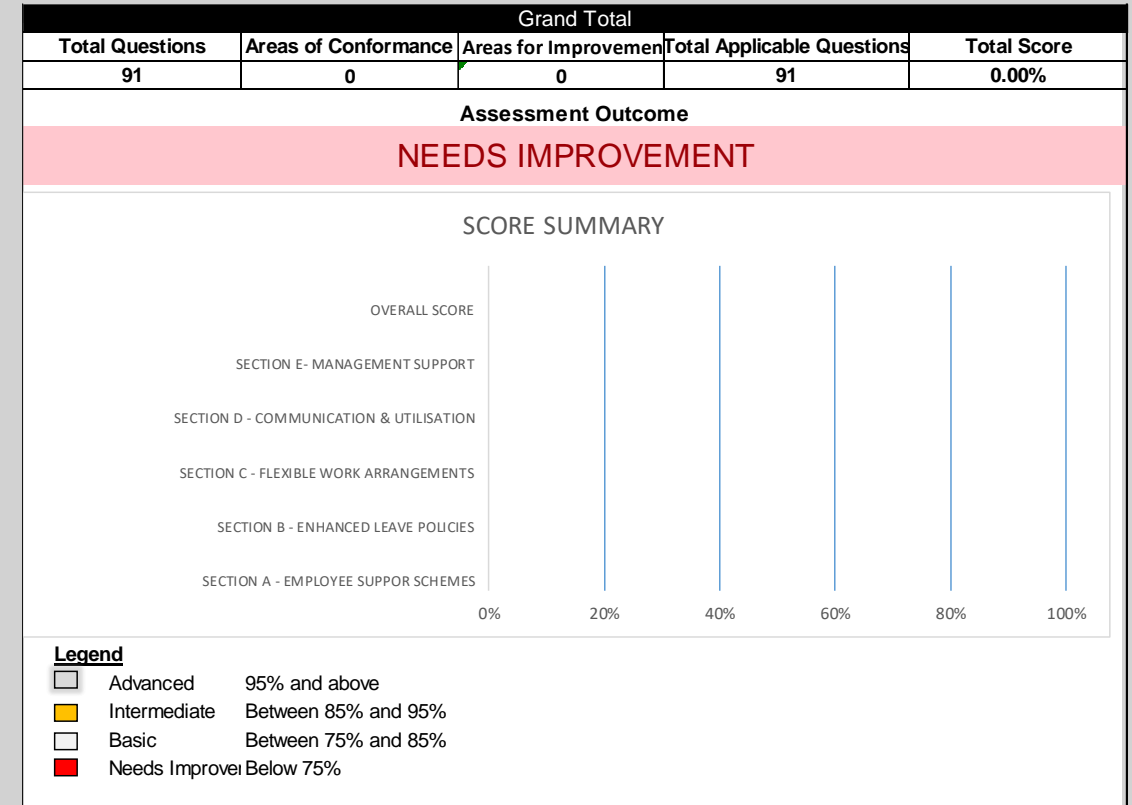
Grand Total					
Total Questions	C	AFI	NA	Total Points Scored	Overall Scores
91	0	0	0	0	0.00%

- Refer to the **Score Board** for a summary of the organization's performance according to each section of assessment.

4. ASSESSMENT OUTCOME (COVER PAGE)

Assessment of Work-Life Harmony		Ver. 4.0
Organisation Name		
Date-Year		
Date of Assesmer :		No. of Employees :
Assessor :		Annual Turnover :
		Sector/Industry :
		HR Manager :
This Assessment's Score:		No. of Areas for Improvement:
0.00%		0

- The computed total score across the 5 categories will be reflected in the **green** cell.
- The total number of areas for improvement will be reflected in the **red** cell.



- Based on the total score, your organization will receive an overall assessment outcome.

QUESTIONS?

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