

# Model Work–Life Balance Policy

## Our Commitment To Work–Life Balance

*The Equilibrium Company* is committed to supporting all employees in the achievement of work–life balance.

The long term success of this organisation depends, to a large extent, on the commitment, expertise, creativity; and dedication to quality and customer care of our employees. To remain competitive and successful in a changing world managers and staff must be flexible and prepared to adapt to circumstances.

We believe that our employees, regardless of age or personal circumstances, can work best when they are able to maintain a satisfactory personal balance between their paid work and other aspects of their lives. We understand that individual needs are likely to change as people progress through the life cycle and we will make available a range of flexible working arrangements and leave provision to accommodate these circumstances.

We will continue to foster a culture within this organisation which makes it acceptable for individuals to discuss openly their concerns about work–life balance.

Responsibility for the success of our work–life balance strategy lies jointly with *the Equilibrium Company* as an employer and with every employee. It is important to remember that nobody has the absolute right to work flexibly. The decision to alter working arrangements or allow a period of leave must be based on a sound business case. Along with their legal rights, it is important that both parties recognise their responsibilities to work together to create a win–win situation.

Our efforts to achieve work–life balance are supported by the following policies:

- Annual Leave
- Appraisal
- Carer's leave

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NB: This is a suggested policy and does not constitute legal advice.

- Disability
- Employee Assistance Programme
- Flexible benefits
- Flexible working (including guidance on how to disconnect from work)
- Health & safety (in respect of home working and mental health at work)
- Parental leave (adoption, maternity, parental, paternity)
- Right to request
- Special Leave Arrangements

For more information contact the Head of Balanced Working: William Adams,  
in the HR department

*Mary Smith*

Chief Executive

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