

# Co-operative Assistance Network Limited

## Work-Life Balance Policy

### Principles

1. A good and healthy life has a balance within it. Work is part of that balance along with family, recreation, friendship, art and education.
2. CAN should view the work a worker does as an integral part of a balanced life.
3. CAN should encourage its workers to enjoy a healthy life in aspects other than work.
4. The nature of work that CAN is involved in is partly intellectual and thus some positive impact on a workers performance occurs during non-work hours. E.g. great ideas for training materials may come to you when you are in the bath!
5. Whilst CAN accepts that some work life will seep into other areas of life it also accepts that other aspects of life will seep into work life.

### Actions CAN will take

1. The co-op will seek to engage in activity which reflects and integrates interests, social aims and aspirations in other areas of life whilst taking into account earning requirements of members.
2. Family friendly working practices.
3. The co-op will find out what members' personal aspirations and interests are and assist planning actions to achieve them.
4. The co-op will seek to ensure that workers have enough time to enjoy other aspects of life by working "smarter not harder".
5. CAN will equip workers with tools that are identified as able to save time.
6. Workers can work from home, if practicable, when they need to stay at home e.g. to receive maintenance contractors, dependency care duties. NB Workers must ensure adequate cover or rearrange appointments.

### Implementation

1. Implementation of this policy will be the responsibility of the Human Resources function.

Responsible Department: HR  
Implementation Date: 13 December 2002  
Review period: 5 years  
Next review due: 13 December 2022

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Agreed at Directors Meeting of [unknown]  
Passed at Members Meeting of 13 December 2002