

**TRIPARTITE COMMITTEE ON WORK-LIFE STRATEGY**

The Tripartite Committee on Work-Life Strategy was set up in September 2000 to drive the promotion of Work-Life Harmony in Singapore.

The terms of reference for Committee are to:

- Drive and facilitate the implementation of Work-Life strategies in all industry sectors through tripartite collaboration. Member agencies shall undertake to drive and lead the implementation of the Work-Life activities identified by the Committee within their respective organisations or sphere of influence;
- Organise national-level programmes and activities to increase the practice of Work-Life Harmony in establishments;
- Promote the widespread adoption of the Tripartite Guidelines on Best Work-Life Practices and Tripartite Guidelines on Family Friendly Workplace Practices, and monitor the progress of the implementation and effectiveness of the guidelines;
- Review the progress of the national Work-Life strategy and its implementation in Singapore, and monitor developments overseas to aid in its deliberations.

Chaired by Mr Hawazi Daipi, Senior Parliamentary Secretary for Manpower, the Committee currently comprises more than 10 member organisations from the government, unions, employer, employee and business association representatives. The member organisations in the Committee are:

- Association for Small and Medium Enterprises (ASME);
- Champions Group;
- Employer Alliance on Work and Family;
- Ministry of Community Development, Youth and Sports (MCYS);
- Ministry of Manpower (MOM);
- National Trades Union Congress (NTUC);
- Public Service Division (PSD);
- Singapore Human Resources Institute (SHRI);
- Singapore National Employers Federation (SNEF);
- Singapore Training and Development Association (STADA); and
- Singapore Workforce Development Agency (WDA).

## **WORK-LIFE EXCELLENCE AWARD**

### Background

The Work-Life Excellence Award (WLE Award) is a biennial award organised and conferred by the Tripartite Committee on Work-Life Strategy, as part of the effort to promote Work-Life Harmony.

Formerly known as the Singapore Family Friendly Employer Award and Family Friendly Firm, the Award was renamed to better reflect the wide range of Work-Life practices that employers would implement. The new assessment criteria for the Award go beyond programmes and policies, to focus now on workplace culture, as well as outcomes and achievements that organisations with excellent Work-Life strategies could attain.

WLE Award is open to all organisations and celebrates organisations with leading Work-Life strategies and practices.

The Categories for Work-Life Excellence Awards are

- ☞ Work-Life Excellence Award (Open to all)
- ☞ Work-Life Achiever Award (Large Company; SME\* Category)
- ☞ Work-Life Leadership Award (Individual award) (new category in 2008)

*\*SME refers to Small and Medium organisations with 200 employees and below, excluding manufacturing sectors.*

### Judging Criteria

Each organisation will be evaluated on their Work-Life strategies based on 7 criteria:

- i. Importance of Work-Life strategy in organisation's vision, values and strategic plan
- ii. Demonstrable commitment to Work-Life strategy from organisation leaders
- iii. Needs assessment
  - How the development and implementation of the organisation's Work-Life strategy are based on assessed needs
- iv. Extent of implementation
  - Level of implementation and integration of Work-Life policies, programmes and services (availability, range of options, evaluation of their success) into the day-to-day functions of the business

- v. Employee awareness
  - Extent to which employers help employees understand the options that are available and how to access them (including the process by which an employee can approach his/her manager/team leader for Work-Life options). This would also include helping managers/team leaders understand their role in the organisation's Work-Life strategy, as well as providing the necessary guidance and training to execute this role.
- vi. Effectiveness of Work-Life strategy
  - Impact on the business, its customers, as well as on the employee motivation and satisfaction of Work-Life strategy
- vii. Demonstrable commitment to continuous improvement and innovation
  - Responsiveness to the changing needs of employees, the business and its customers; processes in place to continually refine and/or innovate Work-Life programmes/ options

### Judging Process

In **Phase 1**, organisations will be short-listed based on the information submitted in the application form. The organisation will be assessed based on the outcomes for the employer and the employees, rather than on the variety and number of Work-Life programmes. Short-listed organisations will move on to the next phase.

In **Phase 2**, Organisations will be asked to provide documents supporting the application. These can include brochures, handbooks or other publicity material on the organisation's Work-Life strategy and programmes; copies of communication to employees; records of usage and benefits etc.

In **Phase 3**, site visits and employee opinion survey will be conducted. Winners will be announced at the Work-Life Excellence Award Gala Dinner.

### Work-Life Excellence Award Logos



The Work-Life Excellence Award logo embodies an employer's continuous journey to achieve excellence in Work-Life strategy. The dynamic star represents the inspirational company every employer aspires to be, always pushing ahead of

competitors and improving but remaining in touch with its business' and employees' needs. The Work-Life Achiever Award is the subsidiary award to the Work-Life Excellence Award.

Award winners may use the logos for a period of 2 years. Companies are not allowed to use the logo upon cessation of the period. They may participate and compete again in the biennial award to attempt to retain their title.

### Work-Life Leadership Award



The 'Work-Life Leadership Award' recognises individuals who made exceptional contribution to Work-Life initiatives to create an engaged workforce and ultimately advance Work-Life effectiveness. The application process for the award will be via nomination. Short-listed finalists will be interviewed by a panel of judges.

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