

# FLEXIBLE WORKING AUDIT CHECKLIST



## Is your organisation set up for flexible working?

- Do we understand the commercial imperative (including productivity, retention and engagement benefits) for flexible working in our organisation?
- Is there demonstrated commitment from the leadership team to flexible working (e.g. public statement from the CEO, all jobs advertised as being flexible, role modelling of flexible working amongst the leadership group)?
- Have we challenged the design of each role to ensure it can be performed flexibly?
- Are high-impact, challenging roles developed for employees working flexibly?
- Is a flexible working onboarding process and training set up for employees and managers?
- Is there a formal check-in process for each employee working flexibly (e.g. mentor assigned to check in every two months, scheduled reviews of workload and expectations to manage sustainability)?
- Is there formal, measurable feedback to assess business-wide progress (e.g. annual survey)?
- Are lessons learned codified and shared (e.g. organised experience sharing, online support platform)?
- Are men and women working flexibly celebrated (e.g. forum where men working flexibly share their experiences)?
- Are promotions of men and women who work flexibly celebrated?
- Is the technology set up to enable employees to work from anywhere (e.g. from home or other office locations)?
- Are policies regarding benefits, promotion processes, etc., clearly defined and communicated?