



Tool 4

Checklist for Contents of HR Working Parent Briefing Packet for Managers

Purpose

The purpose of this tool is to help Human Resources (HR) put together a Working Parent Briefing Packet for managers/supervisors to raise their awareness on how to legally and sensitively manage pregnant employees and working parents in their units. The briefing packet should be handed over and reviewed in person by a qualified HR representative who is both able and authorized to answer any questions the manager/supervisor may have. The briefing should take place when someone is promoted to, or hired for, a position with management and/or supervisory roles.

Implementation

The HR Department will be responsible for the implementation of this tool and the preparation of the HR Briefing Packet it describes. Although the tool has been designed to be used 'as is', it should, ideally, be customized by the HR Department in accordance with available resources, existing organizational practices and cultural norms. This Working Parent Briefing Packet can also be provided as part of a larger HR Briefing Packet that covers all pertinent topics. All information handed out as part of the packet must be periodically vetted and updated.

SN	Items	Check when added to briefing packet	Check when Not Applicable
1	Copies / Summaries of the following policies:		
1.1	Maternity/Paternity Leave Policy		
1.2	Sick Leave Policy		
1.3	Medical / Family Leave Policy		
1.4	Non-discrimination Policy		
1.5	Grievance Policy and Procedures		
2	Information on Company Policies on work-life balance:		
2.1	Telework / Remote work Policy		
2.2	Flexible Work Policy		
2.3	Guidelines for breaks for pregnant employees and lactating mothers		
3	Information on common pregnancy and parenting related issues:		
3.1	Physical and Mental Needs		
3.2	Post Partum depression		
3.3	Support for new parents		
4	Information and/or Guidelines regarding the following issues:		
4.1	Performance reviews of employees who are pregnant / on parental leave / parents of infants		
4.2	Non-discrimination Policies / practices		
4.3	Recognizing unconscious bias		