



Tool 6

Parental Policies Feedback Procedure and Form

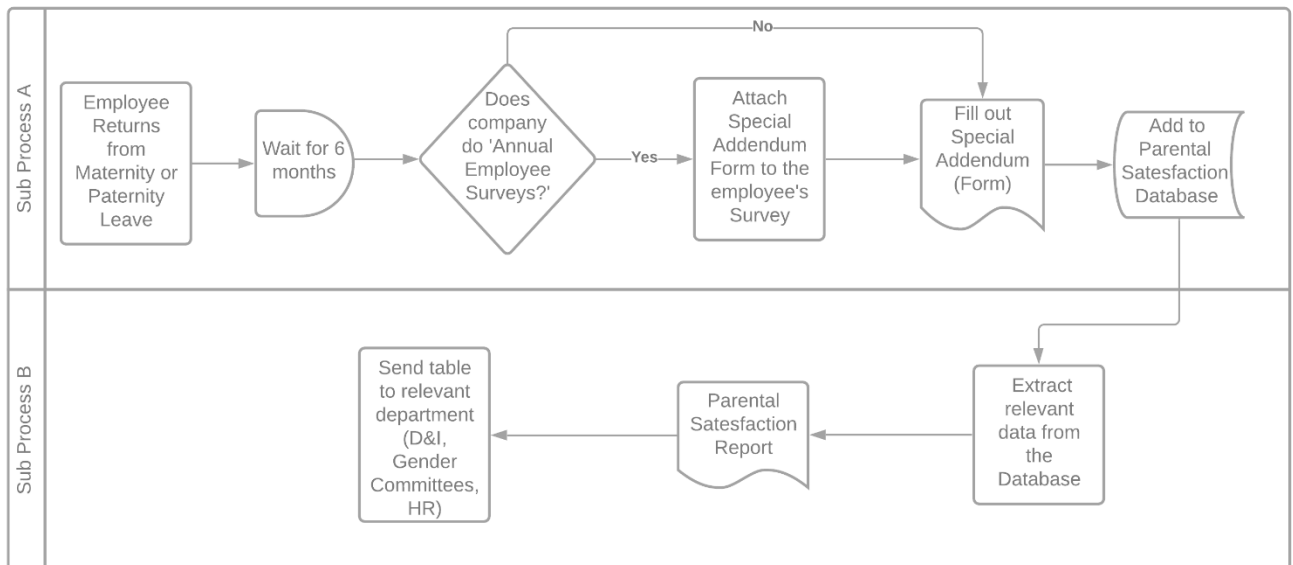
Purpose

The purpose of this tool is to gauge the satisfaction level of employees who have returned from their maternity or paternity leaves and/or are using the services/benefits offered to members of staff who are prospective or working parents. The information generated by the tool will be useful to monitor and evaluate the efficacy of relevant workplace policies and provide invaluable insights into what needs to be done to improve support for pregnant members of the staff and working parents of young children.

Implementation

The HR Department will be responsible for the implementation of this tool in accordance with the existing administration practices at the organization. HR should periodically share the data generated from this tool with other relevant departments, task groups and committees.

Feedback Gathering Process



The Satisfaction Tracking Process will include two interlinked, but distinct sub processes labeled A and B. Sub Process A will be 'event triggered' and Sub Process B will be 'time triggered'.

Standard Operating Procedures for Sub Process A

- Sub Process A will kick into gear 6 months after an employee returns to work from their Maternity or Paternity leave
- After the six months, if
 - the company has an 'Annual Employee Survey' or some form of feedback system in place, the 'Special Addendum Form' illustrated in this tool should be attached to the survey and provided to the employee.
 - the company does not have an 'Annual Employee Survey' or some form of feedback system in place, the HR representative should ask the employee to fill out the 'Special Addendum Form' illustrated in this tool.
- The HR Representative should input data from the forms into a specified database or spreadsheet which has the same fields as those on the 'Special Addendum Form'.

Standard Operating Procedures for Sub Process B

- At the end a predetermined period, a designated HR representative should extract data from the database (spreadsheet) for that period.
- The data should be compiled into the 'Parental Satisfaction Report' illustrated in this tool.
- The Table should be communicated to all relevant departments and units such as the Diversity and Inclusion Group, Gender Committee and HR.

Special Addendum Form

Instructions:

Our company would highly appreciate understanding how your parental leave and the transition back to work went, and requests that you voluntarily fill out this Special Addendum Form. All answers will be kept confidential, and data analysis will happen only at the aggregate level. Whether to fill out and return the for is your decision, but your participation can help us improve our company and is highly valued.

Please note that this form is to be only filled out by employees around 6 months after returning to work from maternity or paternity leave.

Employee Details:

Name: _____ Job Title / Designation: _____

Department: _____ Employee ID Number: _____

1. Please provide details of your Maternity / Paternity Leave:

Start Date: _____ End Date: _____

2. How satisfied were you with the length of paternity/maternity leave?
(Please circle a number on the scale below. 1 = Very Satisfied, 5 = Very Unsatisfied)

1 ----- 2 ----- 3 ----- 4 ----- 5

3. Before starting your maternity / paternity leave, how well did you understand the company's policies and benefits for employees that are pregnant or parents of young children? (Please circle a number on the scale below. 1 = Very Satisfied, 5 = Very Unsatisfied)

1 ----- 2 ----- 3 ----- 4 ----- 5

Please select either Yes or No as your answer to the following questions:

QN	Questions	YES	NO
4	Did you have a conversation with your manager before your leave?		
5	Did you stay informally connected with your team during your parental leave?		
6	Do you think you've been treated the same as other employees since returning from your parental leave? (<i>If you prefer not to answer, check here: _____</i>)		
7	Are you satisfied with the overall maternity and parental policies of the organization?		

8. Have you recently used any of the following facilities and services available at the company? (Check all that apply)

Day Care

Flexible Work Option

Lactation Room

Telework Option

9. Do you have any suggestions to improve the maternity/paternity policies and practices of the company?

10. Do you have any special requests?

11. Additional Details:

Date: _____