



Dominic Lydon (Galway) Ltd

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Work Life Balance Policy

We, at Dominic Lydon Galway Ltd want for all our employees to excel at their job without sacrificing the joys of life outside the workplace in pursuing their passions, spending quality time with family and loved ones that will nurture their mental and physical well-being while at work or away from the workplace.

Work-life balance isn't a one-size-fits-all formula

Our Policy will need to be unique to each individual, it might mean flexible working hours to attend family events, while for others, it could involve mindfulness practices to alleviate stress. It's not about separating work from life but harmoniously blending the two to create a symphony of success and happiness.

Maintaining Mental health

When the balance tips too far towards work, it can take a toll on your mental health. Stress, anxiety, and burnout become looming threats. Achieving proper work-life balance ensures you have time to recharge and take care of your mental well-being.

- Enhanced Productivity: Striking a balance between work and life actually boosts productivity. When you're well-rested and content in your personal life, you bring more focus and energy to your work. It's a win-win for you and Dominic Lydon Galway Ltd.
- Stronger Relationships: Neglecting personal life for work can strain relationships with family and friends. By making time for those who matter most, you nurture those connections, creating a support system that can carry you through challenging times: allow management to help with that support.
- Physical Well-Being: A healthy work-life balance allows you to prioritize physical health. Regular exercise, a balanced diet, and adequate sleep are more easily integrated into your routine when you're not tethered to the office 24/7. Your body will thank you for it.
- Overall Satisfaction: The pursuit of work-life balance leads to a more satisfying life. When you can enjoy both your career and personal pursuits without one overtaking the other, you'll find a greater sense of fulfilment and contentment.

Work-life balance examples to discuss

- * Wellness Wednesdays: Dedicate [mid-week to wellness activities](#) like stretching, meditation, or a brisk office walk.
- * Job sharing: [Divide responsibilities between two employees](#) for a refreshing change of pace.
- * Team Outings: Bond beyond the office walls through [team-building adventures](#).
- * Volunteer opportunities: Encourage community engagement by supporting volunteer activities during work hours.
- * Development budget: Allocate funds for employees to invest in their personal growth.
- * Quiet spaces: Create designated areas for focused work, free from distractions.
- * Pet-friendly office: Welcome furry friends for a [boost of positivity](#).
- * Extended weekends: Implement a four-day work-week for extended relaxation.
- * Fitness challenges: Organize fitness challenges to promote a healthy lifestyle.
- * Family days: Host family-friendly events to involve loved ones in the workplace.
- * Parental support Groups: Establish forums where parents can share their experiences, challenges, and advice, creating a supportive community.
- * Flexible vacation accrual: Let employees accrue vacation days based on their workload or personal preferences, giving them more control over their time.
- * Wellness allowances: Provide financial support for gym memberships, wellness retreats, or [mental health](#) resources to encourage well-being.
- * Team-building activities: Organize virtual team-building events to connect with remote employees and strengthen team bonds.
- * Sabbatical Programs: Offer extended breaks for employees to pursue personal projects, travel, Personal/professional growth or simply recharge.
- * Technology detox days: Encourage employees to unplug from their devices for a day to reduce screen time and recharge.
- * Compressed work-weeks: Allow employees to work longer hours on fewer days, providing extended weekends or mid-week breaks.
- * Mental health days: Acknowledge the importance of mental health by allowing employees to take paid days off for self-care.
- * Financial Programs: Offer financial planning resources and seminars to reduce financial stress among your team.

* H&W Challenges:

Organize friendly competitions around fitness, mindfulness, or healthy eating to promote well-being? IDEAS below appreciated:

Employee Survey:

On a scale of 1 to 5 (1 being the worst and 5 being the best), how would you rate your current work-life balance?

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|---|--------------------------|
| 1. Do you feel that your workload is manageable within your regular working hours? | ☐ |
| 2. Are you comfortable with your ability to unplug from work when your day ends? | ☐ |
| 3. How often do you work beyond your regular hours (e.g., evenings or weekends)? | ☐ |
| 4. Did these arrangements positively impact your work-life balance? | ☐ |
| 5. Do you receive clear communication about work-related expectations and deadlines? | ☐ |
| 6. How often do you receive work-related emails or messages outside of your regular working hours? | ☐ |
| 7. Are you comfortable with responding to work-related messages or emails during your personal time? | ☐ |
| 8. How do you feel about your ability to manage your time effectively at work? | ☐ |
| 9. Do you believe you have the necessary tools and resources to complete your work efficiently? | ☐ |
| 10. Have you experienced burnout or high levels of stress recently due to work-related responsibilities? | ☐ |
| 11. Does our company culture prioritize work-life balance? | ☐ |
| 12. How often do you engage in physical activity or exercise during the work-week? | ☐ |
| 13. Do you feel that your physical health is impacted by your work demands? | ☐ |
| 14. How often do you practice stress-reduction techniques (e.g., meditation or mindfulness) to manage work-related stress? | ☐ |
| 15. Do you find it challenging to allocate quality time for your family and personal life? | ☐ |
| 16. How often do you feel the need to work during personal or family time due to work demands? | ☐ |
| 17. Have you discussed work-life balance concerns with your manager, and if so, were they supportive? | ☐ |
| 18. Do you feel comfortable providing feedback about work-life balance within the organization? | ☐ |
| 19. Have you seen improvements in work-life balance initiatives based on your feedback? | ☐ |
| 20. What specific measures or changes would you recommend to enhance work-life balance within our organization? | ☐ |
| 21. Is there anything else you'd like to share about your experience with work-life balance in the workplace? | |
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| 22. Do you feel your personal life and professional life are in harmony, or do you see one significantly affecting the other? | |
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Approved by

Derek Mulveen

Derek Mulveen (General Manager)

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