

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Design policies to nurture employee wellness and work-life balance
Code	107103L6
Range	Designing policies and practices related to employee wellness and work-life balance, in consultation with managers and employees. This applies to the design of policies and practices with the support from various stakeholder groups to nurture employee wellness and work-life balance for maintaining high employee engagement level in terms of employee motivation, productivity, creativity and loyalty in the workforce.
Level	6
Credit	6
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge in the Subject Area <ul style="list-style-type: none"> <li>• Understand the potential impact of employee wellness and work-life balance on improving employee engagement and business performance</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Set up mechanism to collect views and suggestions from various stakeholder groups (e.g. senior management, employees) with regard to employee wellness and work-life balance needs</li> <li>• Solicit internal and external support and resources that are crucial for execution of employee wellness and work-life balance initiatives in the organisation</li> <li>• Solicit support from senior management about the policies and practices related to employee wellness and work-life balance</li> <li>• Introduce the adopted policies and practices related to employee wellness and work-life balance to all employees through various channels</li> <li>• Solicit timely feedback from all employees and make necessary adjustments to enhance effectiveness of policies and practices related to employee wellness and work-life balance</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Proactively introduce the positive impact of employee wellness and work-life balance initiatives on improving employee engagement and business performance</li> <li>• Evaluate policies and practices related to employee wellness and work-life balance on a timely basis, in response to changes in social and business environment</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Establishment of consultative mechanism to determine employee wellness and work-life balance needs.</li> <li>• Establishment of policies and practices related to employee wellness and work-life balance for maintaining high employee engagement level in terms of employee motivation, productivity, creativity and loyalty in the workforce.</li> <li>• Execution of two-way communication with various stakeholder groups (e.g. senior management, employees) for promotion of employee wellness and work-life balance.</li> </ul>
Remark	