



Title of Policy	NANA Family Friendly Environment and Child Care Policy
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1. Policy Introduction

1.1 NANA family child environment and child Care policy is designed to support all employees to balance their work responsibilities with their care and family responsibilities by creating a supportive work culture and environment and providing both practical and abstract support to employees.

1.1 Family friendly policy will help to:- make it possible for employees to more easily balance family and work, retain quality employees and to fulfill both their family and work obligations, reduce stress and allow more choices that will make employee to be more productive.

2. Scope of the Policy

2.1 This policy directly implies to all NANA staff

2.2 All NANA staff in other state offices will also benefit including part time officers

3. Family Friendly environment and Child Care Policy

3.1 NANA will promote family friendly environment and child care in NANA State and national offices through the outlined options:-

- a) **Work from Home:-**Working from home gives employees a chance to be home when they need to, for their families. NANA shall approve work at home strategy depending on individual staff work plan and timesheet to help fast-track performance.

- b) Flexible Schedule;** - NANA has granted flexible working time arrangements for staff to stay at home with younger or sick kids ,Staff can adjust her/his hours for any other reason. Staff can also opt for condensed workweeks. Instead of working for five days seven – hour daily, a staff can choose to work for ten hours to take off Friday or any other preferred working day. This option is based on what works for an employee. Having the flexibility to come late or leave early can help relieve stress, reduce absenteeism and improve productivity for staff that now has less to worry about while they are at workplace.
- c) Parental Leave:** - NANA has established a maximum of three months paid parental leave to ensure parents can spend quality time with their children when they need it the most. Sick leave to care for young children is also included.
- d) Enable breastfeeding at work** through breastfeeding breaks, adequate lactation facilities and a supportive breastfeeding environment in the workplace
- e) Day Care Assistance:** - Is another way to a develop family friendly workplace. NANA shall provide furnished crèche and nannies for female staff with babies. Crèche accessories like toys according to age will also be supplied.
- f) Guarantee that women are not discriminated against based on pregnancy, motherhood or family responsibilities – for example, in relation to employment conditions, wages or career opportunities.**
- g) Supporting the ability of mothers to breastfeed exclusively for six months, as recommended by global endorsed standards, and to continue breastfeeding for as long as they choose.**
- h) Encourage positive parenting practices with staff – for example, develop training and awareness campaigns to highlight the importance of early childhood development.**
- i) Raise awareness among staff and clients of the importance of early childhood development, including through their own social media and other channels**

