

## *Preface*

This year's survey Report on Work-Life Balance Practices 2014 provided companies with the necessary and up-to date information on work-life balance practices. The Report contained information on workforce composition in terms of gender and management levels among the respondent companies which can be used in strategic HR planning. Employers have recognised the need to have work-life balance policies to attract and retain employees and reduce absenteeism.

The Survey covered 24 indicators of work-life balance practices which are categorised under the following:

1. Flexible Working Arrangements (FWAs)
2. Family-friendly Facilities
3. Work-Life Benefits Practices
4. Health/ Wellness Programmes

Based on the ranking and preferences of respondent companies, the findings of the Report would facilitate companies to adopt and implement work-life balance practices at the workplace.

The focus topics of the survey in this report are as follows :-

- I. Workforce composition in terms of gender and management levels
- II. Implementation and Practices of Each Work-Life Balance Practices
- III. Practices of Flexible Work Arrangements
- IV. Practices of Family-friendly Facilities
- V. Practices of Work-Life Benefits Practices
- VI. Practices of Health/ Wellness Programmes
- VII. Work-Life Balance Practices Policy

Analysis of this Survey data provided by participating companies is grouped by Sector, Industry, Employment Size, Location, Capital Ownership, Sales Turnover, Local/ Multinational Companies and Unionised/ Non Unionised Companies.

MEF would like to accord its appreciation and gratitude to the participating companies for their unwavering and continued support, cooperation and assistance in providing their data to be analysed.