

TS

FLEXIBLE
WORK
ARRANGEMENTS

Tripartite Standards



5 PRACTICES TO SUCCESSFULLY IMPLEMENT FLEXIBLE WORK ARRANGEMENTS AT YOUR WORKPLACE

Flexible Work Arrangements (FWAs) contribute to a supportive and conducive work environment, and they benefit both employers and employees.

By adopting the Tripartite Standard on Flexible Work Arrangements, you can better attract and retain employees whilst allowing nimble manpower deployment. Your employees can become more productive and achieve good work and personal outcomes.

To find out more and to adopt this Tripartite Standard, visit tafep.sg

01

Appoint a member of senior management to champion FWAs.

A member of senior management is appointed as a FWAs Champion to advocate FWAs adoption at the workplace.



Offer FWAs to employees.

FWAs may include Telecommuting, Staggered Time and Part-Time Work among many others.

02

03

Employees can request for FWAs offered by the company.

They are informed about the types of FWAs offered, the process to request for them, and the expectations on usage.



Outcomes of FWA applications are promptly communicated and documented.

If the FWA application cannot be granted, reasons should be shared and where possible, discuss suitable alternatives.

04

05

Supervisors are trained to evaluate FWA applications.

Supervisors should evaluate employees' FWA applications objectively based on the needs of the job and employees suitability. They should set work expectations, manage and appraise employees who are on FWAs fairly based on work outcomes.



**LET TRIPARTITE STANDARDS
BE YOUR EMPLOYMENT STANDARD**