Children in the Office Policy

1. INTRODUCTION

Forward thinking companies generally consider the ability to bring children into the office, and generally is a result of managerial attitudes. SKW Construction Ltd understands the effects that children have on an employee’s ability to stay in full time work without the means of collecting children from childcare or impact a parent whether they want to return to work before maternity/paternity leave is expired.

1. WHAT WE MEAN BY CHILDREN IN THE OFFICE POLICY

We have based this policy carefully under consideration and address factors such as whether the employee’s performance is consistent. We have a one rule fits all therefor, we do allow children into the office on the basis that the employee is not completely distracted from carrying out their duties.

We allow older children to have a brief informal meeting/talk with the supervisor (On the child’s mentality level) to ensure that they won’t distract the other employees. We also clarify with the parents that babies should be fed and changed in a private area and parents should bring activities to keep older children who will be in the building for more than an hour busy. We provide paper and felt tips to children to ensure that they have some level of activity.

1. THE POLICY CONCEPT

This policy applies to all staff that work in the office. However, based on the following terms:

1. Employees must provide to their supervisor the names and ages of all children who will be present on COMPANY property.
2. Employees must receive approval from their supervisor before bringing their children to work. There may be occasions where – because of an employee’s specific duties and responsibilities over a period – this policy will be suspended so that the employee can devote their full attention to their assigned tasks. Under such circumstances, alternate childcare will need to be arranged by the employee.
3. Employees are responsible for always supervising their children while they are on the premises and are not permitted to leave the building for any reason without taking their children. COMPANY will not provide childcare assistance. The children must exclusively stay in the employee’s office or workspace unless the employee escorts the child to the bathroom or when entering/exiting the premises.
4. Employees who decide to bring their children to work agree to accept full responsibility for the safety of their children.
5. Employees may not take their children in a COMPANY vehicle or have their children with them while operating any vehicle while performing duties on behalf of COMPANY.
6. Employees agree to ensure that their children are not disruptive and do not interfere with normal office operations. Children brought to the workplace must comprehend and comply with any workplace social distancing rules in effect and must be mature enough to engage in proper office hygiene (such as handwashing, refraining from touching or placing mouths on office items, etc.).
7. Employees may not bring sick children to work with them (this includes but is not limited to symptoms associated with the COVID-19 coronavirus).
8. All complaints related to this policy should be made directly to the parent’s immediate supervisor or the human resources manager. All complaints will be kept anonymous to the extent possible. COMPANY shall have final discretion to decide what should be done to resolve the complaint.
9. HOW WE REVIEW THE CHILDREN IN THE OFFICE POLICY

Children must always be supervised, and we review this based on the parents’ ability to maintain their performance, whilst supervising the child and ensuring that the child is not a distraction to other employees. Employees who are not the parent, generally tend to ‘coo’ over children, and older children may run around asking multiple questions. We review this based on the reactions of other employees and whether it cuts into productivity.



Signed:

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