Maturity assessment and opportunity areas

**BEST PRACTICE ROADMAP**

**Step 1**: Use the checklist and questions to determine current and desired position on parental leave policy, benefits, and culture

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|  | **Emerging** | **Developing** | **Leading** |
| **Policy** | * 6-11 weeks fully paid paternity leave offered
* Maternity and paternity provisions are available for adoption, surrogacy and same sex couples
* Policy uses inclusive, non-gendered language
 | * 12-25 weeks fully paid paternity leave offered (maternity on par or higher)
* Option provided for paternity leave takers to take further unpaid leave
 | * 26+ weeks fully paid equal parental leave offered to all parents
* Investment in range of backfill options to enable extended leave periods
 |
| **Benefits** | * Basic flexibility and return to work framework in place
* Parents’ network established
* Buddy scheme for parents provided
 | * Phased return to work options in place
* Parents’ network has regular programming
* Basic employee wellbeing services offered
* Onsite facilities set up for nursing parents
 | * Fully paid phased return to work in place
* Active parents’ network is self-sustaining, run by all genders
* Comprehensive employee wellbeing services offered
* Ante- and post-natal benefits included in insurance plan
* Free coaching for parents provided to support return to work
* Subsidised childcare offered (onsite or nearby)
 |
| **Culture** | * Guide for line managers of new parents shared
* Open line of communication provided with HR team for policy queries
* Parental leave uptake tracked (by gender)
* Senior & peer role model stories shared
 | * Mandatory online line manager training in place
* Proactive HR-led communication initiated with parents to share policy and process information
* Parental leave uptake, length of leave, return rate, and retention tracked (by gender)
* Role model stories shared at multiple forums, with all genders included (e.g., panels, trainings)
 | * Mandatory live HR-led line manager trainings run
* Ongoing 1-to-1 HR conversation initiated with parental leave takers to discuss plan / concerns
* Range of parental leave metrics tracked, with robust feedback loops
* Open organisation-wide dialogue on parental leave and flex, incl. visible senior champions
 |

**Questions to consider while reviewing the above checklist**:

1. On balance, where does your organisation currently place in each dimension (policy, benefits, and culture) – Emerging, Developing, or Leading?
2. What are the main priority areas for your organisation to move towards Leading across each dimension?
3. Across each dimension – what are the ‘quick win’, short-term, and long-term initiatives that your organisation can take along the journey to Leading?
	1. *Quick win = no-cost / low-cost, can be done immediately with minimal resourcing*
	2. *Short-term = incremental efforts via step resourcing*
	3. *Long-term = broad scale and scope via invested resourcing*
	4. *Short-term = incremental efforts via step resourcing*
	5. *Long-term = broad scale and scope via invested resourcing*

**Step 2**: Prioritise actions to address opportunity areas and determine owners, deadlines, and next steps for execution

Priority assessment of opportunity areas

**BEST PRACTICE ROADMAP**

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|  |  | **Initiative** | **Owner** | **Deadline** | **Next steps** |
| **Policy** | **Quick wins** *(no-cost / low-cost)* | *E.g., Rewrite policy with inclusive language* | *[Name / Team]* | *[Date]* | *E.g., Engage Benefits and DE&I Teams* |
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| **Short-term initiatives***(incremental efforts)* |  |  |  |  |
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| **Long-term initiatives***(broad scale and scope)* |  |  |  |  |
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|  |  | **Initiative** | **Owner** | **Deadline** | **Next steps** |
| **Benefits** | **Quick wins** *(no-cost / low-cost)* | *E.g., Establish parents’ network* | *[Name / Team]* | *[Date]* | *E.g., Find senior leader to sponsor group* |
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| **Short-term initiatives***(incremental efforts)* |  |  |  |  |
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| **Long-term initiatives***(broad scale and scope)* |  |  |  |  |
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|  |  | **Initiative** | **Owner** | **Deadline** | **Next steps** |
| **Culture** | **Quick wins** *(no-cost / low-cost)* | *E.g., Share peer / senior role model stories* | *[Name / Team]* | *[Date]* | *E.g., Source role models at all tenures* |
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| **Short-term initiatives***(incremental efforts)* |  |  |  |  |
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| **Long-term initiatives***(broad scale and scope)* |  |  |  |  |
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Senior stakeholder engagement

Working team

Internal launch

Policy initiative

Benefits initiative

Culture initiative

**Activity Roadmap**

**Key Milestones**

**BEST PRACTICE ROADMAP**

Implementation timeline

**Step 3**: Define timeline for key milestones and critical path actions by initiative

|  |  |  |
| --- | --- | --- |
| **[Quarter & Year]** | **[Quarter & Year]** |  **[Quarter & Year]** |
| **[Month]** | **[Month]** |  **[Month]** |  **[Month]** | **[Month]** | **[Month]** | **[Month]** |  **[Month]** | **[Month]** |
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