

### Ten Principles For Workplace Flexibility

1. Workplace flexibility is the 21st century response to a traditional, one-size-fits-all way of working. When workplace flexibility is incorporated, implemented, and supported in a manner that meets the needs of employees and employers, everyone benefits, including society at large.
2. Workplace flexibility is about innovations in how work gets done. It includes flexibility in the scheduling of full-time hours; flexibility in the number of hours worked and the location of work; career flexibility with multiple points for exit and re-entry into the work force; and the flexibility to address unexpected and ongoing personal and family needs. The implementation of flexible workplaces must be achieved without sacrificing employers' strategic business and organizational objectives.
3. Workplace flexibility works best when there is a mutually respectful and accountable relationship between employees and employers. It requires that employees and employers work together to meet operational goals at work and to account for responsibilities at home.
4. Well-implemented workplace flexibility increases organizational success by:
  - increasing employee commitment, engagement, job satisfaction, and retention;
  - promoting innovations and management strategies that can lead to enhanced work outcomes, employee performance, and morale; and
  - helping to meet expanded employer needs in a globalized, competitive environment.
5. Workplace flexibility improves lives by:
  - reducing tensions that arise from the dual obligations of work and family;
  - expanding opportunities for working parentsand those caring for aging relatives, individuals transitioning careers and improving skills, people with disabilities, and older workers to find meaningful work and remain in the work force;
- supporting child development and individual, family, community and environmental health; and
- increasing opportunities for volunteerism and community and faith-based participation.
6. Flexible workplaces are good for America. Workplace flexibility increases America's competitive advantage by proactively addressing societal and demographic changes, including women's increased workforce participation, men's increased care-giving responsibilities, people living longer, healthier lives, and participation of people with disabilities in the work force.
7. Public policies should ensure increased access to workplace flexibility practices. Such policies must account for the needs of employers and employees. Policies must consider the diversity of today's workforce, including workers' gender, family status, age, health status and income, as well as the various types of workplaces in today's economy and employers' financial, administrative, and management needs.
8. There is an opportunity to develop public policies on workplace flexibility that work for employees and employers.
9. Public policies to enhance and support workplace flexibility should seek to minimize conflicts among existing laws and to reduce legal uncertainties.
10. Flexible workplaces can and should be a standard of the American workplace.

*To have your organization sign on to the principles, or if you have questions, please contact Jennifer Hedrick at [jlh62@law.georgetown.edu](mailto:jlh62@law.georgetown.edu).*