

# **Work/Life in the Workplace**

A Framework for Understanding and Taking Action

**A Guidebook for Managers and Employees**



## **Introduction**

Every day work follows employees home and personal life follows employees to work. That's the reality of living and working today. We can no longer function with rigid boundaries between work and personal life. Our challenge is to adapt to and leverage this new way of working and living.

Improving employee engagement within Baxter is instrumental in achieving the BEST TEAM, BEST PARTNER and BEST INVESTMENT strategy.

Work/life is a critical driver of overall employee engagement with Baxter. Baxter works hard to create a work environment that recognizes the magnitude of work/life conflicts and encourages open discussion about conflicts.

We know from survey results that we're making progress in this area, but we also know we can do more to address day-to-day work/life conflicts from both a business and personal perspective.

To address work/life issues, Baxter has adopted four Basic Premises that provide the foundation for work/life discussions and solutions.

- 1. Work/life support is critical for building the BEST TEAM.**
- 2. The Shared Value of Respect encompasses work/life.**
- 3. Work/life is a shared responsibility between employees and managers.**
- 4. Each Baxter employee should treat others just as s/he would like to be treated.**

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## **Two Sets of Needs**

In every workplace there are two sets of needs: the needs of the business and the personal needs of the employee. There are choices about how to respond to these two sets of needs.

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## **Impact of Conflicts**

At times, the two sets of needs may seem to be competing. How the company and employee respond when their needs conflict will ultimately determine whether they create a 1) mutually supportive environment that respects the goals of the other, or a 2) competitive environment that requires one side to lose in order for the other to win.

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## **Two Approaches...**

### **Competitive vs. Collaborative**

The company and the employee can each take a “my needs first” approach that will no doubt lead to increased work/life conflict, or they can take an “our needs” approach that seeks collaborative solutions. This book provides the logic and framework for choosing the collaborative approach.

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## **Solutions...**

### **The BEST TEAM Approach**

Management, employees and the infrastructure of the company all have a role to play in order to create and foster an environment at work that can produce win-win solutions for the employee and for Baxter.