



## Care and Early Childhood Development Policy

### Demerara Associates

#### 1. Policy Statement

Demerara Associates is committed to creating a supportive, inclusive, and family-friendly work environment that recognises the importance of caregiving and early childhood development. The organisation acknowledges that employees' ability to balance work and family responsibilities contributes positively to well-being, productivity, and long-term organisational success.

This policy supports employees with caregiving responsibilities, particularly those related to young children, while maintaining operational effectiveness and professional standards.

#### 2. Policy Objectives

The objectives of this policy are to:

- Support employees with caregiving and early childhood responsibilities
- Promote work-life balance and staff well-being
- Encourage gender equality by recognising shared caregiving roles
- Reduce barriers to workforce participation for parents and caregivers
- Foster a respectful, safe, and inclusive workplace culture

#### 3. Scope

This policy applies to all employees of Demerara Associates, subject to role requirements and operational needs.

#### 4. Flexible Work Arrangements

##### 4.1 Work From Home (Remote Work)

Where operationally feasible, employees may be permitted to work from home to support caregiving responsibilities, including early childhood care.



Key considerations:

- Approval by management
- Clear work outputs and accountability
- Maintenance of confidentiality and professional standards
- Temporary or periodic arrangements, as appropriate

## 4.2 Flexible Scheduling

Employees may request flexible working hours to accommodate caregiving responsibilities, including school drop-off, medical appointments, or early childhood needs.

## 5. Bringing Children to Work

Demerara Associates recognises that, in exceptional or short-term circumstances, employees may need to bring young children to the workplace.

This may be permitted subject to:

- Prior approval from management
- The nature of the work environment being safe and appropriate
- The child's presence not disrupting operations, clients, or colleagues
- The employee retaining full responsibility for the child at all times

This provision is intended as a supportive, short-term measure and not a substitute for formal childcare arrangements.

## 6. Health, Safety, and Professional Standards

- The safety and well-being of both employees and children must be ensured at all times
- Confidentiality, professionalism, and client service standards must be maintained
- Management reserves the right to withdraw permission if operational or safety concerns arise



## 7. Non-Discrimination and Equality

Access to flexible and family-friendly arrangements under this policy shall be applied fairly and without discrimination based on gender, marital status, or family structure. The organisation recognises caregiving as a shared responsibility.

## 8. Review and Continuous Improvement

This policy will be reviewed periodically to ensure alignment with:

- National legislation
- Best practices in gender equality and family-friendly workplaces
- Organisational needs and feedback from employees

## 9. Policy Administration

Human Resources or designated management personnel are responsible for:

- Implementing this policy
- Assessing requests fairly and consistently
- Providing guidance to staff and supervisors

**Effective Date: 1 December 2025**

**Approved by: CEO**