Policy Implementation Guideline:
Support Network

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SUPPORT NETWORK

I. Definition

Networking or mentoring programmes with a common focus to target audience, e.g. professional women, executive leaders, young executives, pre-maternity mothers and post-natal mothers returning from their maternity leave.

II. Important Considerations:

- Programme objectives to be defined (e.g. advancement of women leaders, development of young executives) and identification of supporting activities to drive objectives.
- Plan ahead with a roster of activities to maintain employee interest.
- Consider providing funding for these programmes / activities.
- Technology readiness (share point, portal, online sites) to support the options chosen.
- Time availability within the normal working hours to hold support network events with minimal potential disruption of work.
- Costs required to set up and maintain technology related items (share point, portal, online sites) and other costs related to recurring support network events (breakfast sessions, after work dinner session etc.).

III. Policy Guidelines:

- **Eligibility:** All employees who seek opportunities for development and mentoring beyond work tasks.

- **Types of Support Network:**

    a. *Women's Network:* formed, managed and participated by professional women to accelerate and advance the development of women in order to increase representation of women in Senior Leadership roles. Women's Networks utilise various forms of development programmes such as training, mentoring programme, sharing of best practices, online portals, and social networking programmes.

    b. *Mothers Club/ Mothers Support Network*: formed, managed, and participated by a group of mothers and soon-to-be mothers. This network is for mothers to exchange information and receive support on what to expect during and after pregnancy, consideration for

extended maternity leave, and other specific challenges faced by women with young children.

c. *Parents Support Network*: formed, managed, and participated by parents and soon-to-be parents. This network encourages open exchange of information for areas and challenges related to parenting and living as aworking parent.

d. *Young Executives Network:* formed, managed, and participated by young employees for retention, recruitment, and engagement purposes. This network encourages building relationships with peers, advancing their careers and opportunity to sharpen their leadership skills.

- **Application and Approval Process:**
  There should not be an application or approval process required. Invitations to join the support network should be delivered to targeted employees that are pre- identified prior to implementation.

- **Review of Support Network:**
  a. The uptake and usage of support network must be reviewed regularly to determine it meets business needs.
  b. HR may edit or discontinue the policy if it no longer meets business needs.

- **Expectations of Employees Utilising Support Networks:**
  a. Employees should utilise support network responsibly to foster open communications and provide a platform for them to discuss and share knowledge and experience. Each member is responsible for their own learning and for contributing their effort to achieve the network's objectives.

Checklist for Employers:

- ❑ Identify targeted employees and define roles and responsibilities.

- ❑ Identify the types of Support Network and objectives.

- ❑ Develop and design programmes to specifically meet each initiative's objectives.

- ❑ Outline the duration and frequency of each initiative.

- ❑ Determine hardware and software requirements (e.g. sharepoint, portal, onlinesite) to build communication channels to sustain the support network.

- ❑ Determine location and other logistical details for support network events.

- ❑ Develop communication of the initiative and send invitation to targeted employees.

- ❑ Identify a facilitator to plan activities or topics to facilitate discussion.

- ❑ Discuss action plans and summarise for presentation to top management.