

## ***Appendix 3***

**Ever feel that work has taken over your personal life OR that your personal life is making work difficult?**

**[Insert name of your organisation]** has an interest in helping its employees achieving a better balance between their work and personal lives. While we have aimed to develop and implement policies that help all employees achieve such a balance, we feel there is always room for improvement.

Therefore, we would like to give you an opportunity to **HAVE YOUR SAY** about 'work-life balance' policies and practices - what you know about them at the moment, how they may assist you, and how they could be improved.

To make this possible we will be shortly conducting a survey. The survey measure that will be used is called the **Better Work-Life Balance Survey** (BWLBS Survey), which has been developed by the Queensland Department of Employee and Industrial Relations in collaboration with the University of Queensland.

Although the survey is completely voluntary, we strongly encourage you to participate as it will help us improve the quality of the work-life balance policies and practices that are available to you and your colleagues.

**STAY TUNED FOR MORE INFORMATION!**

**[Insert a signature from senior management]**