

## Level 2 Commit

	Organisation Attributes	Criteria
Carer Recognition	2.1 The organisation has systems in place to identify carers or has established processes to encourage carers to self-identify.	2.1.1 Demonstrate that the organisation has internal systems and processes that enable carers to be identified or identify themselves, if they so choose.
	2.2 Carers are recognised in their own right across organisational policies, procedures and other employee related areas.	2.2.1 Demonstrate how the organisation acknowledges carers in their own right.
Policies and Procedures	2.3 The organisation has established policies and formal procedures regarding carers' rights to request flexibility at work.	2.3.1 Demonstrate that carers' rights to request flexibility at work in accordance with the <i>Fair Work Act 2009</i> are formalised in the organisation's processes and procedures and is specified in organisational policy.
	2.4 The organisation has implemented policies and procedures to assess and monitor the carer population within the organisation.	2.4.1 Demonstrate that the organisation has established specific policies and procedures that allow for continuous assessment and monitoring of carers across all levels within the organisation.
	2.5 The organisation's carer related policies and procedures extend beyond the minimum rights for carers under the <i>Fair Work Act 2009</i> to incorporate standards of conduct regarding management of carers' requests which supports their needs within the workplace.	2.5.1 The organisation demonstrates that carer policies and procedures incorporate standards of conduct that aim to reduce discrimination, harassment and negative outcomes for carers in the workplace.
Capacity Building	2.6 The organisation actively engages in activities or tasks that aim to inform employees about carers in the workplace.	2.6.1 Demonstrate that the organisation provides training for employees about the role and value of carers in the workforce.
	2.7 The organisation utilises education to build the capacity of employees to support carers in the workplace.	2.7.1 Demonstrate how the organisation utilises training and awareness raising activities or initiatives that promotes organisational support policies and systems.
Communication and awareness	2.8 The organisation embeds a culture of support and recognition of working carers through regular communication.	2.8.1 Demonstrate ongoing communication regarding carers that promotes recognition and support.
	2.9 The organisation embeds a culture of support for working carers by incorporating information on workplace practices that support carers into existing and new programs and/or initiatives.	2.9.1 Demonstrate the implementation of carer supportive workplace practices in existing and new programs and/or initiatives.

	2.10 The organisation has developed or purchased tools to assess and monitor the carer population within the organisation.	2.10.1 Demonstrate that the organisation has developed or purchased evidence based tools that assess and monitor carers and carer support within the organisation.
	2.11 The organisation has a communication strategy that specifically addresses how the organisation communicates about carers and contributes to a positive carer culture.	2.11.1 Demonstrate that the organisation has a communication strategy that specifies how the organisation communicates information about carers and contributes to creating a carer friendly workplace culture.
Practical workplace support	2.12. The organisation has dedicated workplace supports that focus on improving carers' health and wellbeing	2.12.1 Show that the organisation has specific carer programs or initiatives that support carers' health and wellbeing
	2.13 Practical workplace support measures support carers to balance work and care.	2.13.1 Demonstrate that workplace supports aim to benefit carers through building their capacity to balance work and care.
	2.14 The organisation promotes peer support opportunities within and outside the organisation	2.14.1 Demonstrate that the organisation has established processes that enable employees to access peer support.