

## Our services for members of staff

### PTB's work options

- Flexible working hours (flexitime)
- A variety of part-time schemes and a range of different working hours
- Possibility of doing telework
- Remote working
- Leave of absence/extra vacation time to look after children or for other family commitments

### Leadership skills

Raising superiors' and managers' awareness of achieving a healthy balance between an employee's work and family life through:

- Management training on reaching a good balance between an employee's work and family life: PTB has personnel policies that match the current stage of an employee's life
- Guidelines on leadership and teamwork as well as management feedback
- Leadership development for superiors and managers
- Mentoring programs
- Guidelines for superiors, managers and employees taking time off for family reasons to be better prepared for both having a break from work and returning to work
- Personal contact and advanced training, also during time taken off for family reasons
- Staff surveys and the possibility for employees to submit proposals for improvements at PTB (idea management)

### Health management

PTB offers a wide range of measures that both maintain and boost the health of its staff, especially in stressful situations:

- Exercise and relaxation classes
- Mobile massages
- Workshops and events providing information about health, self-management and self-care
- Work counseling/social counseling/conflict counseling



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## Family-friendly PTB

Making our future family-friendly



## Making our future family-friendly

Achieving a balance between your work, your family and your own private interests is a constant challenge for all of those involved, requiring you to have good organizational skills, flexibility and a high level of commitment. It is important to us at PTB that you find the right work-life balance.

**PTB defines family “as a community of at least two people with responsibility for each other”.**

PTB has set itself the goal of making its working hours, its workflows, the leadership behavior of its superiors and managers, its internal communication and staff development as family-friendly as possible, so that it can meet this responsibility and maintain a healthy balance between our working lives on the one hand and our private and family lives on the other. The idea of work and family life being compatible has therefore been incorporated into many of our measures. We would like to give concrete support to our colleagues in their daily lives with their children or with family members who are in need of care by offering the following services.



## Our Family Service Office (FamilienServiceBüro)

Our Family Service Office is pleased to give you advice and support relating to any questions you may have about **work, family life or caring for family members** as well as about the family-friendly measures available at PTB. We will introduce you to PTB's own services on the one hand, and on the other hand we will provide you with wide-ranging information about organizations and advisory centers that can give you more help. We will give you the contact details of these external services too.

Our tips and information are especially aimed at:

- **People caring for family members** – we can offer you support and help and can also suggest other advisory services
- Expectant parents and employees on **parental leave/ staff taking leave to care for family members**
- Those looking for advice on **day care facilities for young children**
- People requiring **emergency support** – we can help if your carer is unable to work at short notice
- Those who need to arrange **childcare in the holidays**
- Our new members of staff who are looking for information about **day care centers, starting primary school or the education system in general**

We also offer regular **talks and events** giving you the chance to find out more about issues relating to parenting and caring for family members.

The Family Service Office has its own page on PTB's **Intranet** where you will find information on achieving a balance between your work and family life (available in German only). You will also find more **tips and links** there as well as the **latest news**.



## Our services for families

- PTB has its own **day care facility** named “**Die kleinen Murmeltiere**” (“The Little Marmots”) on its campus in Braunschweig currently with space for 40 children aged from eight months up to the age when children start school (usually six years of age).
- We provide **family services to staff at our Berlin site** arranging offers for childcare and emergency support for family members who require care.
- **Parent & child offices** are available at our sites in Braunschweig and Berlin. They are equipped with a computer for you to work at and an area for your child to play in that has toys suitable for the smallest children up to school-age youngsters.
- **PTB lets you take your child to work (rooming-in):** If childcare issues have become acute, you can take your child to work with you – boxes with toys suitable for children of your child's age are available.
- **PTB provides its own holiday care** in the summer holidays at its Braunschweig site.
- **Rooms that are quiet and baby changing/nursing rooms** are available.
- PTB is a member of the **Dual Career Network** in southeastern Lower Saxony. PTB employees and their partners are both supported in promoting their professional development and, at the same time, in leading a shared family life together.

