

## Alternating telework

The BfR offers its employees the option of alternating telework. However, the employee must be suitable as must, in particular, his or her work assignments and the plannability and predictability of these assignments.

## Parent-and-child offices

In childcare emergencies, a parent-and-child office is available to BfR employees in Jungfernheide and in Marienfelde. The offices feature a fully equipped workstation as well as facilities for playing and relaxing that are suitable for children up to 12 years old.

## Social counselling

As part of a cooperation agreement, BfR employees can take advantage of social counselling services if they have family and/or personal problems such as handling difficulties with family members or need advice on caring for relatives.

The aim is to offer BfR staff professional and confidential support so they can overcome difficult situations in their working or private lives.

## Cooperation with a family support service

The BfR works closely with a family service provider to ensure that all employees have the opportunity to take advantage of additional services, such as the mediation of regular, emergency and holiday child care, as well as advisory and mediation services to ensure that care-dependent family members are properly looked after.



## Contact

The contacts in the Personnel Section for these matters are:

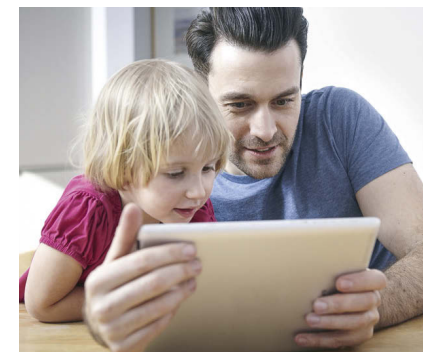
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## Reconciling work and family life



## Reconciliation of work and family as a goal

The Federal Institute for Risk Assessment (BfR) is a scientific institute which prepares expert reports and opinions on questions relating to food and feed safety as well as the safety of chemicals and products. When it comes to carrying out its tasks, the BfR is particularly reliant on committed and motivated staff who contribute their knowledge and expertise in various fields and help make the BfR an internationally recognised institute for consumer protection.

To distinguish itself in the competition for qualified staff and to keep the performance of employees at a high level in the long term, the BfR promotes the reconciliation of work and family life. For the BfR, family is a way of life that means providing for, raising/looking after children, relatives and/or partners.

With this in mind, the BfR offers its employees a wide range of measures that help create a satisfying balance between the demands of the working world and the realities of family life. These measures include flexible working hours, alternating telework, guest offices, parent-and-child offices and access to counselling services. In recognition of these measures, the BfR was awarded the “audit berufundfamilie” certificate (work and family audit) in 2009. Moreover, the BfR undertakes to communicate the existing options for the reconciliation of work and family even more effectively and to expand these options on a continuous basis. The management of the BfR is fully committed to this obligation.



Prof. Dr. Dr. Andreas Hensel,  
President of the  
Federal Institute for Risk Assessment (BfR)

BfR employees can take advantage of the following options and services that help them to achieve a better balance between work and family life:

### Flexible working hours

Between the hours of 6 a. m. and 8 p. m., employees can choose when to begin and end their working day – taking into account service needs and telephone hours. This gives staff room to balance their professional and private obligations. Furthermore, up to 24 days per year can be taken in lieu, subject to arrangement.

### Part-time work

The BfR offers its employees a wide range of different models for part-time work. These are tailored to the individual's family situation. By taking the working hours of part-time staff into account when arranging training courses and meetings, the BfR also facilitates active participation and career development.

### Further training for staff on leave for family reasons

Staff on leave for family reasons can also participate in further training courses during their leave of absence. In particular, this can help employees stay connected with their job if they have been on leave for longer periods. The time spent on such courses is classed as working time and can be compensated for once the employee returns to the BfR.



### Information transfer and continued engagement during family-related absence

The BfR ensures that members of staff who are on leave for family reasons also have regular access to information and news from the Institute. For this reason, an automatic mailing list has been set up to keep employees on family leave informed of future events, internal job advertisements, further training opportunities and other relevant information during their leave of absence. This allows temporary employees to apply for internal jobs if they have the right qualifications. Furthermore, by keeping absent employees involved and maintaining contact with them, we can make their return to work much easier.

### Guest offices

In order to reduce mobility burdens, a guest office is available at both our locations in Marienfelde and in Jungfernheide for use by employees.