Family caregiving refers to unpaid assistance provided to a loved one (child, spouse, parent, etc.).

One in six employees is a caregiver and can spend on average 20 hours a week providing care. This is approximately 24 million family caregivers who are working either part-time or full-time while also providing care.

60% of caregivers are women and the average age is 49 years old. 25% of caregivers are millennials and 25% are GenXers.

Working family caregivers report that caregiving has impacted their productivity in the workplace.

Your check-list for Creating a Caregiver Friendly Workplace

Build a Positive Culture around Caregiving

- Conduct a Care Census
- Educate your employees about caregiving
- Host a support groups around caregiving
- Discuss the benefits, programs, and strategies available

Develop Specific Benefits, Programs, and Strategies to assist Caregivers

- Implement flex-time or telecommuting options
- Offer unpaid or paid leave for caregiving
- Expand current benefit packages to address caregiving

Connect your employees with caregiving resources

- Provide employees with information about caregiving
- Utilize AARP Family Caregiving resources
- Connect employees with local and state based organizations

Data Source: Caregiving in the US, AARP, 2015

Get Involved

AARP has a number of resources for employers and family caregivers at aarp.org/employercaregiving.

Stay connected with AARP Family Caregiving! Send an email to Caregiving@AARP.org.

Talk to other small business owners about the challenges and opportunities of caregiving.
The first step in creating a caregiver-friendly workplace is to understand the ways that your business is providing support for caregivers and the ways you can improve. Use this self-assessment to understand what your business is doing well and areas where your business can grow. Make sure to revisit this assessment periodically as you continue to make your workplace more friendly to caregivers.

### Caregiver-Friendly Workplace Assessment Worksheet

Please complete the self-assessment below by checking each box that applies to your business. Once you have completed the assessment, use the self-assessment to better understand your businesses’ strengths and areas of opportunity as it relates to a caregiver-friendly workplace.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes, it is part of our strategy</th>
<th>We are currently building this into our strategy</th>
<th>We are planning on doing this in the future</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does your business prioritize being a caregiver-friendly workplace?</td>
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<tr>
<td>2. Does your business have written guidance about caregiving that employees can read?</td>
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<td>3. Does your business clearly communicate the employer tools available to employee-caregivers?</td>
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<td>4. Does your business organize employee support groups around caregiving?</td>
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<td>5. Does your business conduct educational workshops and discussions around caregiving?</td>
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<tr>
<td>6. Does your business conduct a care survey to better understand how employees think about caregiving and their knowledge of the support available?</td>
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<td>7. Does your business act as a resource point for employee-caregivers who need support on how to provide the best care?</td>
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<tr>
<td>8. Do leaders within your business understand the joys and challenges that caregiving entails?</td>
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<tr>
<td>9. Do leaders within your business share their own stories and struggles around caregiving?</td>
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<tr>
<td>10. Does your business offer an unpaid leave period for employee-caregivers?</td>
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<tr>
<td>11. Does your business offer a paid leave period for employee-caregivers?</td>
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<tr>
<td>12. Does your business offer part-time opportunities for employee-caregivers?</td>
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<tr>
<td>13. Does your business support employee-caregivers through flexible work arrangements?</td>
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<tr>
<td>14. Does your business offer caregivers support services (Stipends, counseling services, etc.) through a benefits package?</td>
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<tr>
<td>15. Is your business willing to commit to supporting caregivers as best as you can?</td>
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</tbody>
</table>

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#### Get Involved

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Talk to other small business owners about the challenges and opportunities of caregiving.
Conversations about caregiving can be difficult to begin in the workplace and as it is often a topic that is deeply personal for people. It is important to be mindful of people’s privacy and sensitivity around this issue. However, in order to reduce the stigma often associated with caregiving it is crucial to have healthy and productive conversations with your employees. Below are tips, tricks, and conversation starters to help you begin this conversation.

What to Talk About?

- Start with your own experience caregiving. By talking about your own experience employees will be more likely to open up about their experience.
- Talk about why caregiving is an important part of life and how it benefits society.
- Discuss the challenges that caregivers face in the workplace and in the home.
- Ask your employees if they or a family member have had any experience caregiving. Be sensitive as some employees may not want to share about their own experience.
- Discuss the things you are reading to learn more about caregiving and suggest employees to participate in learning opportunities.

Conversation Starters

- What supports would you want if you were a caregiver?
- How do you support caregivers in your life?
- Do they talk about the challenges they face at home and at work?
- Do you have or do you know someone who has caregiving responsibilities?
- Is caregiving something you think about?
- If you are a caregiver, how do you balance responsibilities between work and home?

REMEMBER

- Be sensitive. Caregiving can be a deeply personal thing, and some people may need a little more time to be comfortable to talk about their experiences.
- Begin and lead the conversation, it won’t happen without your initiation.
- Don’t judge, everyone has a different caregiving story and approaches their caregiving journey in a different way.
- This is the first of many conversations, focus on building trust and communication as a foundation.

Now, go begin having conversations! Each conversation you have will help build a positive, open, and friendly culture around caregiving.

Get Involved

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Talk to other small business owners about the challenges and opportunities of caregiving.
Activity Guide

Key Objective: Host a positive and productive working session to openly discuss caregiving over lunch with employee-caregivers and non-employee-caregivers about caregiving.

Time: 45 - 60 Minutes

Materials: Lunch & Learn Activity Guide, Presentation Materials

Activity Overview:
Gather your employees for an informal conversation on caregiving. You can choose to provide lunch or ask your employees to bring their own lunch to the conversation. Make sure to schedule the date for this activity in advance so your employees can prioritize in their calendars.

A possible agenda for this session is outlined below:

1. Setting the Table - Why are we talking about Caregiving?
2. Specific Caregiving Topic (see list below for suggestions)
3. General Discussion
4. Bringing Us Back - How can we think about caregiving in our workplace?
5. Closing & Next Steps

How to Get Started:
1. Decide how many Lunch and Learns to hold, when, and how often.
2. Decide on a day or a series of days that you want to host the Lunch and Learn workshops.
3. Promote and communicate the Lunch & Learn workshop dates to your employees.
4. Reserve a space for the Lunch & Learn, such as the lunchroom, or a conference room. Informal spaces can encourage a more honest and open discussion.
5. Prepare materials for each Lunch & Learn workshop session. Consider having your employees weigh in on which topics they want to discuss.
6. At the end of Lunch & Learn session make sure to leave time for questions.
7. After the workshop, circulate a summary of the meeting. In this summary you can include relevant resources and tips.
8. Make sure promote your next workshop in your follow-up communication.

Possible Topics for Caregiving Lunch and Learn Sessions:
• What is caregiving? What impact does caregiving have on our workplace? On our business?
• How to prepare to be a caregiver for an adult in your family.
• What is your workplace culture around caregiving? What values does your workplace embody around caregiving?
• What are the things that your workplace can do to be more supportive of caregivers? How does your business plans to implement these supports? How can employees help spur this change?
• What is the stigma around caregiving in the workplace? Why does this bias exist? How do we know if we have unconscious bias about caregiving? Does bias affect all caregivers equally, or are some groups more likely to be hurt by it? What can our workplace do to break down this “care” bias?
As you prepare to make your workplace more caregiver friendly, use these three action plans to stay organized and focused. As your business begins to do more around caregiving, make sure to add more actions to each action plan. Set time for yourself to revisit the corresponding action plan at the end of each month.

### Month 1: Gather Information

#### Month 1 Goal/Objective -

<table>
<thead>
<tr>
<th>Actions</th>
<th>Timeline</th>
<th>Owner</th>
<th>Resources</th>
<th>Potential Barriers</th>
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</thead>
<tbody>
<tr>
<td>Care Survey #1</td>
<td>By when does it need to be done?</td>
<td>Who needs to do the action?</td>
<td>What materials, resources, or support is needed?</td>
<td>What are potential barriers to completion?</td>
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<tr>
<td>Self-Assessment #1</td>
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<td>Brown Bag Lunch</td>
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<td>Caregiving Workshop</td>
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### Month 2: Create the Right Structure and Educate Your Employees

#### Months 2-4 Goal/Objective -

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<tr>
<th>Actions</th>
<th>Timeline</th>
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<th>Resources</th>
<th>Potential Barriers</th>
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<tbody>
<tr>
<td>Host A Caregiving Expert</td>
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<td>Create or Revise Your Caregiving Guidance</td>
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<td>Host Lunch &amp; Learn Workshop</td>
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<td>Implement Telecommuting and Flex Work opportunities</td>
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</table>

**Actions:** What needs to be done?  
**Timeline:** By when does it need to be done?  
**Owner:** Who needs to do the action?  
**Resources:** What materials, resources, or support is needed?  
**Potential Barriers:** What are potential barriers to completion?
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<tr>
<td>Care Survey #2</td>
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<tr>
<td>Self-assessment #2</td>
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<tr>
<td>Design a Cross-training Program</td>
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<td>Expand Caregiving Benefits</td>
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