For issues regarding equal opportunity and work-life balance, do not hesitate to contact the Equal Opportunities Representative and the Section Z.10. The advisory and information offer is addressed in particular to:

**Management:**
We provide information and advice on family-related issues at departmental or division meetings.

**Employees:**
- Information about maternity protection, working hours models, childcare options and care can be found in the infoportal.
- Personal advice on issues concerning their work-life balance
- Advice in cases of discrimination in accordance with the General Anti-Discrimination Act (AGG)
- Advice for employees with family and/or care duties

---

**Information on work and family?**
**More questions?**
**We are happy to advise you:**

**Equal Opportunities Representative**
Dipl.-Soc. Karin Pachaly
UE 91/101
☎ +49 30 8104-2310
✉ Karin.Pachaly@bam.de

**Section Z.10**
M.A. Julia Sommer
UE 10/118
☎ +49 30 8104-2149
✉ Julia.Sommer@bam.de
BAM IS A FAMILY-CONSCIOUS ENTERPRISE

We support our employees in all work-life balance issues. Since December 2015 BAM has been certified as a family and life-phase aware employer by the 'Work and family audit'. Flexible working hours, part-time work and teleworking are those elements that make work-related activities family and life-phase responsive. The following measures have been agreed to make this objective more specific:

- Providing information on part-time work
- Complementary health care promotion offers
- Re-thinking of the basic conditions for the use of teleworking
- Providing information on a good work-life balance
- Communication from BAM as a family and life-phase aware employer
- Establishing work-life balance as a management task
- Providing information for carers
- Establishment of a parent-child office

OUR WORKING HOURS MODELS

BAM offers its employees different working hours models to flexibly balance professional tasks with personal life situations.

Flexible working hours: The weekly working hours can be flexible, anywhere between 06:00 to 20:00. This is also valid for part-time employees.

Part-time: The number of the weekly working hours can be individually agreed. If there are no official objections, certain days of the week can be specified as the agreed working time.

Teleworking: For family or health reasons, employees have the option of teleworking if working conditions allow it.

If you have any questions, please do not hesitate to contact the Section Z.10 and your staff representative.

YOUR PARENT-CHILD OFFICE

The parent-child office, opened in 2016, can be found at the Adlershof site in Building 8.15, Room 334. It is equipped with a PC workstation and child-friendly furniture. Parents can use the office for short-term gaps in child-care for a maximum of two consecutive working days. Please register using the raum}für[raum room reservation system. You can obtain the key from the Secretariat of Division 1 in Adlershof.

A family is where people take care of each other and take on social responsibility.