

A SUSTAINABLE WORKING LIFE

Working at BSR is a rewarding opportunity to grow professionally and contribute to our mission of creating a just and sustainable world. However, mission-driven work on a global scale can be demanding at times. To keep us all thriving in and out of the office, here are some principles to guide us in working smart and living well.

As an organization, BSR encourages a healthy working and personal lifestyle by

CONSCIENTIOUS STAFFING

Efforts are made to limit the number of projects staff are on that span global time zones. Staff should feel empowered to say “no” when presented with requests that you don’t have the capacity to fulfill.

FLEXIBLE WORK ARRANGEMENTS

While we value a friendly office environment, staff have flexibility to arrange working hours and telecommute as needed so you can more easily manage professional and personal commitments.

REGIONAL APPROACHES

Employee handbooks for office locations address local labor laws and regional approaches on matters such as remote telecommuting.

SUCCESSFUL STARTS

New hires are given additional support (training, BSR Buddy) to help navigate BSR life.

As individuals, BSR empowers everyone to prioritize wellness and working smart by

TIME MANAGEMENT AND ETIQUETTE

Be mindful of scheduling meetings across various time zones – especially for colleagues that are taking a call outside of typical “daily” working hours. Know your teammates – some may even prefer a flexible approach and taking an early morning or late evening call.

COMMUNICATION

Sharpen your email skills – be clear with direct requests and deadlines. Avoid emailing or checking email on weekends (consider using the delayed delivery option if you do). Plan effective meetings – have an agenda, ensure key decisions makers attend, decline if unnecessary. Ask for help – don’t suffer in silence.

TIME OFF: TAKE IT

That’s what PTO is for. Plan in advance when possible, notifying project and team leads so staff coverage during holiday seasons can be considered.

ASSUME BEST INTENTIONS

We’re all mission-driven people managing our “to-do” lists – give each other the benefit of the doubt, for example: responses to email may be delayed, but will eventually come – and a friendly reminder never hurts!