

Are you a spectator, a volunteer Games Maker, or an armchair enthusiast? Will you be watching it live, or on the nearest screen? Do you plan to take time off work to enjoy the occasion or are you just fed up with the fuss?

**As an employer, here are some quick tips to help keep everyone happy during the Games:**

## 1. Talk about plans now

In order to manage attendance effectively ask your employees about their plans for the Games and make it clear what your business priorities are.

## 2. Develop a clear, fair and consistent policy

The policy may be simple – such as ‘first come, first served’ for booking leave - but it will help to agree some guidelines.

## 3. Be flexible

**Why not think about:**

- Altered start and finish times of the working day to avoid travel disruption? If you are thinking of varying contracts, even as a short-term measure, remember to consult your staff.
- Using laptops and Smart phones to keep in touch.
- Special arrangements to accommodate sporting fans, for example, by giving staff access to a tv during agreed times.

## 4. Prepare for any travel disruptions

Find out what’s going on in your area:

- [www.walkit.com](http://www.walkit.com)
- [www.tfl.gov.uk/london2012](http://www.tfl.gov.uk/london2012)
- [www.getaheadofthegames.com](http://www.getaheadofthegames.com)
- [www.london.gov.uk](http://www.london.gov.uk)

## 5. Look after your customers and staff

**Why not think about:**

- How your staff can plan to get into work. Don’t assume that everyone knows what to do if trains are full or roads blocked.
- Consider how you can deal with the workload in the event of staff being absent.
- Do you need to let your employees or customers know if any deadlines are at risk?