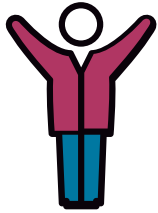




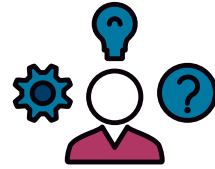
The diversity of our workforce is one of our greatest strengths. Local Staff are an essential component of our network: they bring local knowledge and experience, language skills and expertise. We cannot do our work without them. This Charter sets out our basic employment offer specifically to Local Staff. The Charter applies worldwide; different Missions can supplement it according to local conditions.



Professional Opportunities

We offer Local Staff a specific job, in a certain location at a particular time. Job opportunities may arise, elsewhere in a post or the network, for which experience gained in a first One HMG job may be relevant and boost an application. But the initial offer is a job, not a career.

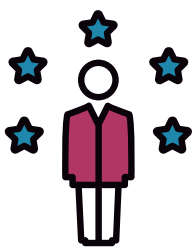
- > We offer interesting work with a prestigious organisation;
- > We support Local Staff to develop skills through our extensive L&D offer;
- > We support Local Staff in developing for future careers within and outside of the One HMG network.



Learning and Development (L&D)

We provide a variety of learning and development opportunities for all staff to improve their skills and capabilities.

- > We offer time and support for Local Staff to take advantage of our L&D opportunities and encourage all staff to use their entitlement of a minimum of five L&D days per year;
- > We operate a 70:20:10 L&D model—70% learning in the workplace through your day to day work; 20% coaching and mentoring and 10% formal education and learning;
- > For all staff on the FCO platform, we offer the [Diplomatic Academy](#) and the [Skills Framework](#) to identify professional strengths, levels of capability and areas for development. DFID staff can access the [learning offer](#).



Performance Management, Reward and Recognition

We assess performance on the basis of 'what' is achieved and 'how', with all staff clear what standards and expectations apply to them.

- > Local Staff will have a clear job description. Every year Line Managers will agree specific objectives with you. Over time, objectives, and even job descriptions, will change as the detailed needs of the Post change;
- > Exceptional performance will be recognised, and poor or under performance addressed constructively;
- > We use a total reward approach – we take into account the whole package, including base salary, annual leave and learning and development (L&D);
- > We recognise that all staff would like more pay, and our aim is to reflect the middle of local markets; top-end employers will always pay more.



Global Minimum Standards (GMS)

The Global Minimum Standards apply to all Local Staff across the globe. We have increased the network wide annual leave allowance to 30 days (including Public Holidays).

- All staff are entitled to at least our Global Minimum Standards of leave of:
- > Annual leave: 30 days (including Public Holidays)
 - > Maternity leave: 12 weeks
 - > Paternity leave: 10 days
 - > Adoption leave: 12 weeks
 - > Discretionary or Compassionate leave: 5 days
 - > Development days: 5 days



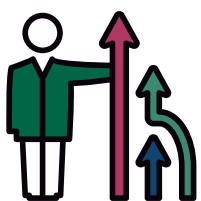
Terms and Conditions of Service (TACOS)

As One HMG, we operate in over 160 countries with TACOS based on different local laws. These form your "contract" with your Post but there are some unvarying TACOS that apply to all FCO Local Staff and a Values and Conduct Policy for all DFID SAIC (Staff Appointed in Country).



Voice and Visibility

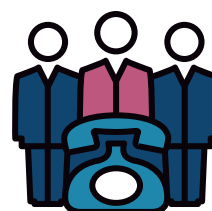
We encourage all staff to engage, make a contribution and make their voices heard. The Local Staff Advisory Group (LSAG) represents those on the FCO platform while the Staff Advisory Group (SAIC AG) plays the same role for DFID staff. These groups commit to representing the views of staff and contributing to central policies that affect them, as well as to acting as multipliers for senior management messages and policies.



Flexible Working

Where business needs and local conditions allow we support flexible working for **all** staff.

- > Business needs and security considerations determine whether a role can be done flexibly;
- > Flexible working arrangements can include working part-time, flexi-time, job-sharing, remote working and working compressed hours.



Further information

You can get further information on anything contained in this Charter from your local Post Management. Departmental websites also contain lots of useful material and contact details for central HR Departments.

Posts will apply the principles of this Charter to their particular circumstances, creating a tailored Post Charter.