

# GREATER MANCHESTER GOOD EMPLOYMENT CHARTER

## Employee Guide: Working for a Member of the Charter

### Greater Manchester Good Employment Charter

You are working for a Member of the Greater Manchester Good Employment Charter. The Charter is a voluntary membership and assessment scheme, which aims to improve employment standards for all organisations of any size or sector across Greater Manchester.

The Charter sets out seven key characteristics of good employment; your employer has made a commitment to uphold the highest set of standards in these characteristics and demonstrated that actions have been taken to ensure the comprehensive criteria has been met. Outlined below is what you can expect as an employee of a Member of the Charter.

**Secure work** – Your employer offers secure work, giving employees security over their income through transparency in communications and contracts, guaranteed minimum hours, and regular review of these terms. Staff are thus given the ability to effectively manage their work and non-work commitments.

**Flexible work** – Your employer enables flexible working from day one of employment, by designing jobs in a way that, wherever possible, flex where people work, when people work, and how much people work; with clarity on the possibility of job flexibility from the outset of employment. Employees have access to a clear flexible working policy that encourages flexibility, gives opportunity for staff to request flexible arrangements, and offers regular review of such arrangements.

**Pay** – Your employer pays staff the real living wage as set out by the Living Wage Foundation. They also ensure all staff have an entitlement to sick pay from day one of absence.

**Engagement and voice** – Your employer utilises employee engagement and voice, building a confident, empowered workforce. Employees are involved in decision-making and managing change through effective communication and consultation, and trade unions are recognised and positively engaged with where applicable.

**Recruitment** – Your employer has excellent recruitment practices, involving prospective employees in an inclusive, fair recruitment process that is accessible, enables both equality and equity, flexible working from day one of employment, eliminates unconscious bias, and supports the building of a diverse workforce.

**People management** – Your employer ensures excellent people management and development of their workforce, giving employees a clear set of organisational values and expected behaviours along with the right to a workplace free of bullying and harassment. With an emphasis on organisational development, all staff are provided with training that enables them to perform effectively in their role and develop skills and experience that supports progression.

**Health and wellbeing** – Your employer actively supports employee health and wellbeing. Employees have the ability to thrive in a workplace where adjustments are made, and individual needs recognised; acknowledging that mental health and general health and wellbeing need to be considered in relation to an organisation's wider values and objectives. Strategies are in place and internal and/or external support is available to facilitate ongoing discussion, training and monitoring.

In order to become a Member of the Charter, your employer has met the comprehensive criteria in place, demonstrating their commitment to all of the above characteristics of good employment, which are underpinned by equality, diversity and inclusion. For more information on specific criteria for membership, please visit the [Greater Manchester Good Employment Charter website](#).

If you believe that your employer is not abiding by their commitment to operate good employment standards, then we recommend that you speak to your manager/employer in the first instance. If you still have concerns, please contact the team at the Good Employment Charter Unit [here](#).

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