



# CHARTER

**The Essex Family-Friendly Employers Charter is a set of minimum principles that employers in Essex should meet to be deemed family-friendly.**

Not all employers can offer flexible working. However, family-friendly policies are about more than being able to work from home.

The charter sets out how employers can help parents and carers manage their work and caring commitments.

Join a network of organisations to share good practices and lead the way in supporting people in Essex. To sign up to the Essex Family-Friendly Employers Charter, contact [Essex.Partners@essex.gov.uk](mailto:Essex.Partners@essex.gov.uk)

**By signing up to the charter, employers agree to adopt family-friendly policies.**



## Family-friendly strategy and culture

To foster a family-friendly strategy and culture, employers should:

- promote a positive culture and attitude to different ways of working
- support managers and employees to talk about different working arrangements
- during induction, provide information about the opportunities and process to make a flexible working request
- make information around family-friendly practices and workplace benefits for families easy to access
- make roles open to part-time and flexi-time where possible, including senior positions
- where possible, provide support for employees such as mentoring, resilience and aspiration building and peer support networks
- provide part-time staff with equal access to training, development and opportunities to progress





## Flexible working

In line with the employers' needs, employers should aim to:

- offer a range of flexible working options such as flexible working hours, working from outside the main office, condensed hours, extended lunch breaks and acceptable breaks for family commitments
- advertise jobs as flexible (where flexible working options are possible)
- start from a position of “yes” when it comes to flexible working requests
- provide advance notice of shift patterns



## Annual Leave and supporting parents outside of term time

To help employees manage work and caring commitments, employers should:

- provide a range of leave options to support parents such as dependent leave, unpaid leave, emergency care leave and options to buy extra leave
- ensure information about leave options to meet family commitments is easy to access
- consider who may need leave, flexible hours or flexible workplaces during holidays for childcare purposes