

GLOBAL PEOPLE PRINCIPLES



This Directorate/Post is committed to excellence in people management and all managers and staff will work to embed the values, behaviours and policies set out in the FCO's Global People Principles.

Director/Head of Mission:

Signature:

Date:

The FCO's global workforce is our greatest asset. To achieve Diplomatic Excellence we want to support all our staff in making the biggest contribution they can, as part of a high performing organisation and a single global workforce. The following principles show our commitment to excellence in people management and staff engagement. They enshrine our values—taking responsibility, encouraging innovation and working together—and apply to all our staff wherever they are in our global network or the UK.

1. DIVERSITY AND EQUAL OPPORTUNITIES

The FCO is committed to an inclusive and respectful workplace where staff have the opportunity to be fully engaged. We value difference and are committed to recruiting and supporting the most talented people from all backgrounds wherever they are employed.

2. LEARNING AND DEVELOPMENT

The FCO is a learning organisation. We will take a strategic and targeted approach to learning and development that supports our business priorities and is as efficient as possible. We will invest in high standards of management and leadership, specialist training and training in core diplomatic skills, and offer development opportunities for all staff.

3. PAY AND REWARD

The FCO aims to ensure that we attract the people with the skills we need, reward good performance and retain our talent.

4. HEALTH, SAFETY AND WELFARE

The FCO takes seriously its duty of care responsibilities to staff and will take all reasonable measures to ensure their health, safety and well-being.

5. RECRUITMENT

All appointments of staff to substantive positions in London and in our overseas Posts will be on merit and on the basis of fair and open competition.

6. EMPLOYMENT CONDITIONS

The FCO is committed to fair employment practices which will be applied in accordance with UK law for UK-based staff and local law for Local Staff.

7. PROBATION

The FCO will give new staff adequate time and support to succeed in their roles. All new staff will serve a formal period of probation to assess their ability to do the job.

8. INDUCTION

All staff new to the FCO or overseas Posts, staff taking on new roles or those returning to work after a long absence will have a formal induction so that they become as engaged, effective and productive as soon as possible.

9. PERFORMANCE MANAGEMENT

All staff will be appraised consistently, fairly and regularly. Staff in the same or comparable grades will be appraised against the same competences and be expected to perform to the same high standard.

10. PERFORMANCE IMPROVEMENT

The FCO expects all staff to take personal ownership and responsibility for achieving Diplomatic Excellence. Managers at all levels are expected to manage and develop their staff actively and to tackle poor performance promptly.

11. CONDUCT AND DISCIPLINE

The FCO expects the same high standard of conduct from all staff regardless of grade or place of work.

12. DISPUTE RESOLUTION

The FCO is committed to a culture of fair treatment and dignity at work where all staff are treated reasonably and with respect, and where workplace disputes are dealt with promptly and thoroughly.