



Employer-Employee Charter

Welcome candidates, employees and everyone else to Articulate's employer-employee charter.

We begin with this. Naturally, it (almost) goes without saying that we are committed to upholding our end of the bargain in terms of legalities, salary, benefits, and so on. More details available through the usual channels: HR, contract, intranet, etcetera.

In return, all we ask is that you do a good job and be a good egg.

That said. We're human beings who have chosen to spend our days working together. Potentially, that's a LOT of time. Your time. Our time. This charter represents the promises we make to one another so all this time is as pleasant and productive as possible.

The ultimate goal is to ensure **time at Articulate is time well spent**, whatever that represents for you, a.k.a. learning and development, making lifelong connections, getting the maximum wear out of your pyjamas... Basically, if you want to get the most out of your time here — and we hope that you do — then this is a two-way street. What *we* promise AND what *you* promise. A firm handshake, let's say.

Here's what that looks like:

As an employer, our promise is...	Time well spent	As an employee, your promise is...
A caveat: we're human and we can only do our best. So, to start... We promise that if (when) we get it wrong, we'll acknowledge our mistakes and try to do better.	Time to improve	You're only human and can only do your best, so... You also promise that if (when) you get it wrong, you'll acknowledge your mistakes and try to do better.
We create the sort of workplace where you can be your authentic self.	Time to flourish	You are yourself.

As an employer, our promise is...	Time well spent	As an employee, your promise is...
<p>We acknowledge and respect everyone’s differences. Talent and potential do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, gender identity, gender expression, age, marital or veteran status, pregnancy or disability. Nor do we. We proactively nurture a diverse, equitable and inclusive workplace, fully in the knowledge there is always more work to be done.</p>	<p>Time to be respectful</p>	<p>You treat your colleagues equitably and actively contribute to an inclusive atmosphere in the workplace in how you speak, behave and act.</p>
<p>We don’t tolerate bullying, in any form, for any reason.</p>	<p>Time to be kind</p>	<p>You are kind, avoiding the pitfalls of office politics, cliques or ganging up. This is a grown-up workplace, not a playground.</p>
<p>We encourage mutual support and validate employees for their efforts. No one is an island, and pulling yourself up by your bootstraps is a fallacy. We’re all reliant on one another and work closely, despite being remote. In short, we succeed together.</p>	<p>Time for others</p>	<p>You support your colleagues and validate their efforts. You give credit where it’s due.</p>
<p>We champion your career and help you work towards your goals, whether that’s carving your niche at Articulate over the long term or following your own path, with Articulate as a step along the way. We provide time (training days) and opportunities for learning and development, as well as a wealth of resources. This isn’t lip service: we want you to build your skills and your career here.</p>	<p>Time to grow</p>	<p>You take responsibility for your own career. It’s up to you to make the most of the opportunities at Articulate, from the learning resources to the time provided for training or volunteering. And it’s up to you to find ways to work smarter, learn on the job and be resourceful. You have the autonomy that comes with our smaller company size and our ways of working. Use it wisely.</p>

As an employer, our promise is...	Time well spent	As an employee, your promise is...
<p>We encourage an open forum within any role for curiosity, innovation and creativity. We want everyone at Articulate to geek out about what we do, how we do it, why we do it, our clients, our whole ethos, and we make that clear from the beginning of your time with us. As such, we take the scientific approach: no experiment is a failure, and the unknown is worth exploring.</p>	<p>Time to innovate</p>	<p>You unleash your inner geek. You have the drive, the enthusiasm, the resilience to give new things a go, to be interested and above all, to TRY. You don't have to promise your absolute best all the time but you do try to approach things with optimism and curiosity and give the best you have for that day, whatever that looks like.</p>
<p>We are committed to offering a healthy work-life balance for our employees through robust remote and flexible working policies. As part of this, we acknowledge that crunch times might happen, but — emphatically — this is not the norm. If your time feels stretched during such periods, we pledge that this will be recognised, accommodated for, and genuinely appreciated.</p>	<p>Time to breathe</p>	<p>You demonstrate that the level of trust required for working remotely is well-placed. You communicate your needs regarding your workload and how flexible working hours work best for you. And, you recognise it is up to you to flag issues in these areas and, where able, communicate effectively and early to offer solutions while trusting, in turn, that you will be heard.</p>
<p>We treat all our employees like adults in that we assume everyone can also be trusted with critical information about the business. As such, we operate on a highly transparent basis in terms of our plans, governance and finances to ensure we're running a business with integrity. We regularly share updates at company meetings about this stuff.</p>	<p>Time to adult</p>	<p>You have total respect for confidentiality both within and outside the business.</p>

As an employer, our promise is...	Time well spent	As an employee, your promise is...
<p>We aim to communicate effectively in a way that respects your time. That applies in the case of a half-hour job interview or throughout the course of a lengthy period of employment. We will do our best to provide thoughtful, fair and respectful responses to queries in a timely way.</p>	<p>Time to talk</p>	<p>You, in turn, aim to communicate in a timely and respectful manner. We don't expect corporate-speak. But we do expect you to be mindful of others within the business when you communicate. Everyone is human and has feelings.</p>
<p>We make this a safe space to work, both in terms of physical and mental health. We have a duty of care for employees and will make reasonable adjustments to ensure everyone has the tools they need. We provide wellbeing resources and have mental health first aiders in the business as a port of call if anyone is struggling. We're remote, not isolated.</p>	<p>Time to care</p>	<p>You share your needs in as much detail as you feel is necessary so that we can work together to help you, enable you to do your work and ensure you feel safe mentally and physically.</p>
<p>We make Articulate a sustainable place of work. We want to make a positive difference for the environment and our community, so employees feel they're doing 'their bit' while at work. As such, we engage in allyships, volunteering, carbon offsetting and tree planting, among other things. We want to spend our time wisely on the planet and to invest it well for future generations.</p>	<p>Time to contribute</p>	<p>You wholeheartedly engage with and embrace the initiatives that we run throughout the year, joining in, sharing and supporting these efforts.</p>

As an employer, our promise is...	Time well spent	As an employee, your promise is...
<p>We give everyone a say in how we work, our processes, objectives and service level agreements, to create a working culture where we're all trying to make things a little bit better. We want to operate at an ever-higher degree of quality and spend our time on that pursuit, not on admin.</p>	<p>Time to work</p>	<p>You manage and improve your ways of working and time management, through experience and learning, then share that learning back to the group, so our collective processes can improve. You recognise that you have the chance to impact our operations, for better or worse - but you choose better, of course!</p>

Signed by:

Matthew Stibbe, CEO

Mirela Mart, CFO


