

# **ActionAid International / Sweden**

## **Staff Policy Manual**

**Final**

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## **Preface**

To work for an organisation driven by passion is a gift. To go to work each day and do what you most of all want to do is something not everyone in the world experiences. To work for ActionAid is an exciting, developing and challenging opportunity. We try to take care of all the inspiration, ideas and energy that our employees want to contribute with.

This staff manual is not here to hamper this energy or to put a lid on creative ideas but it is here to give you as an employee of ActionAid power of your work and to make sure that you are treated as a valued member of the staff.

This document is a working document and subject to input and change. If you have any things you wish to discuss please rise your voice and let me know!

Ylva Jonsson Strömberg

Director

ActionAid International in Sweden

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AAIS is an Associative member of AAI. AAI has developed a Global Human Resource/Organisational Development Framework for its members subject to National Laws that are not contrary to AAI's values and vision. This Staff Policy Manual seeks to reflect ActionAid International Sweden's philosophy that the staffs are its greatest asset and these policies aim to enable a work environment that encourages staff to be motivated and to excel. ActionAid is an international organisation with programmes in over 43 countries across Europe, Asia, the Americas and Africa. AAIS will therefore have organisational relationships that reflect horizontal work, multiple and mutual accountabilities rather than merely hierarchical structures. Thus AAIS staff roles will include responsibility across national, regional, international and cross-organisational lines, incorporating vertical, thematic and horizontal interfaces. AAIS will actively share its knowledge and lessons learnt from achievements and failures to support a shared learning culture across AAI. There will be cross-participation via regular sharing forums across geographical and functional boundaries.

### **Categories of contract**

Appointments to ActionAid may be permanent, or on a fixed term contract. Staff may be classified dependent on their terms of appointment as permanent, on contract, casual, interns, fix schedule office volunteers or on secondment. Consultants do not fall into the category of staff.

### **Contract status**

All contract appointments shall be in accordance with Swedish employment agreements on the labour market (Tjänstemannaavtalet). As the agreement on fixed term contract is under review AAIS will follow this matter and follow the recommendations done after the review.

Casual staff may be hired for a number of days or for a period deemed appropriate to do a specific task. In such situation, the employment is considered to be renewable daily and remuneration shall be calculated on an hourly rate basis. This rate is a 100 SEK/hour and there is **no** increase in remuneration on evenings and weekends.

### **Interns**

As a way of investing in a wider and more diverse pool of experienced candidates for the future, ActionAid will appoint interns subject to opportunity. An intern is a person that as part of that person's education needs to be exposed to work in an NGO or an organisation working with ending poverty. An intern will not get paid for the work they do and will only conduct work that would not be done if the intern would not do it. An internship can range from 3 weeks to 6 months.

### **Secondment**

ActionAid International utilises the strengths and capabilities that exist in the organisation. Secondment provides an opportunity for staff to learn and expose themselves – as the need arises – to different parts of the organisation within/across national, regional or international boundaries. Details are as contained in International secondment policy.

## Volunteers

ActionAid acknowledges that volunteers come to work with us for various reasons. During a volunteer's time they may be asked to assist with a variety of work. ActionAid will try to balance its needs with the volunteer's interests and skills. More details are included in the Volunteers Manual. Any volunteer who is appointed to a paid job during their time with ActionAid will then be considered casual contract staff.

## Standards of behaviour

All staff, including Volunteers, is expected to observe ActionAid's standards of behaviour and rules and to observe the confidentiality of ActionAid's business and information at all times. Failure to do so might result in the institution of processes for such a person to leave after an investigation by ActionAid management and where all alternatives have been explored.

### **Vacancies**

## Recruitment Process

While a manager may recruit into an approved position, the recruitment process for all positions will be overseen by the Director who will make the job offer, issue the relevant contract and ensure appropriate documentation of the selection process.

The recruiting manager's line manager will screen a prospective employee before an offer is made to a candidate.

## Advertisement and head hunting

ActionAid will advertise for the most competent candidates both internally and externally to ensure a fair and transparent recruitment process. ActionAid will advertise most of its vacancies internally in the first instance to encourage staff development. Only those who meet the person specification and selection criteria will be offered an interview.

Advertisements will include adequate information about the post and the person specifications. It should also be placed on the ActionAid website. Other appropriate media may be used to publicise the vacancy which may refer to the website. Advertisements should be displayed for a minimum of two weeks. Adverts should be placed in publications (Webb or paper) that reach the targeted applicants.

## Head hunting

In ActionAid's experience – especially when recruiting for leadership positions or specialised functional and thematic roles – one cannot rely solely on advertisements to find the most appropriate candidates. Thus, direct and targeted searches for such candidates may be conducted through head hunting.

If such candidates accept ActionAid's invitation to apply, they will be placed directly on the short list but must still go through the same formal selection procedures applicable to all other applicants.

## Mediums for Advertisement

ActionAid vacancies will be advertised internally and externally on the website. If there is need to look outside the country boundaries, the position must be advertised within the region or the whole of AAI.

## Selection process and interview

All short-listed candidates must participate in the selection process including an interview. The Director and the concerned line manager will jointly develop a set of criteria and agree grade/salary structure and pattern of discussion to be followed in the interview. It is a pre-requisite that a well-defined job profile is prepared by the line manager and agreed with the Director prior to interview. The short listing process will be conducted internally by a panel.

## Panel interview

The panel interview is the most critical part of the selection process. It may be introduced towards the end of the recruitment process after some of the agreed basic selection processes are completed. This gives panel members an opportunity to consider some of the observations made in earlier processes.

An interview panel will be set up for all positions. In the case of senior staff selection, an appropriate external panel member, with acknowledged domain expertise (functional or geographic) will be included. Any potential conflict of interest between panel members and potential staff must always be explored and avoided.

## Assessment procedure

The selection process should be relative to the nature and level of the job. For senior management positions, the assessment process should include several of the assessment methods listed below:

- Technical expertise and experience,
- Alignment with AAI values, attitudes and behaviours, work style
- Sensitivity to gender and diversity issues.

If it proves too difficult to recruit staff with the required competence they should be recruited on the basis of their values, attitudes, behaviour and potential.

A variety of methods of assessment may be used, depending on the position ranging from telephone interview, face to face interviews to written assignment or similar exercise to assess domain knowledge, writing and analytical skills

References from persons (line managers and peers) with whom the candidate has previously worked are essential prior to confirming an offer of employment.

The board will be accordantly informed about the recruitment of new staff members. As for recruitment of the Director the board is responsible for that recruitment process.

Where applicants are not short-listed or have not been offered the position after interview, the recruiting manager should give the appropriate feedback within two weeks of the advert closing or of such time as the decision is made.

## **Offer of Appointment**

Successful applicant/s will be informed by appropriate medium and a contract signed to confirm terms and conditions that have been presented to him/her during the interview. Offers of appointment are subject to the receipt of satisfactory references (a minimum of 2).

Letters will state employee contract and terms & conditions of employment to be signed by both parties (the employee and the employer). The employer will keep a copy of the signed contract/terms and conditions of employment on file and the employee will also keep the original copy for their records.

## **Staff Record**

A personal file shall be opened for all new staff members and will be kept confidential. The file will hold the following documents:

- a) Application form/letter
- b) Curriculum vitae
- c) Copy of the contract letter signed by the employee and the Director.
- d) A staff data form
- e) Next of kin nomination form

## **Confirmation process**

Permanent staff will be confirmed after successfully undergoing the probation period of six months. A staff assessment meeting will be held by the line manager in conjunction with the staff and based on this a new contract will be signed if it is agreed that the person will continue in its position.

## **Conflict of interest**

Staff are required to disclose any potential or real conflict of interest with the organisation prior to/or after they are recruited.

## **Employment**

### **Induction**

Orientation and Induction are important ways of introducing new staff to ActionAid's vision, values and practices, clarifying expectations, and ensuring quick integration into the organisation. An employee's line manager is responsible for planning an appropriate induction process. This process may cover the following:

- Introduction to AAI's history, mission, values, approach to work and philosophy, emphasising how AAI fits into both the global and country-specific scene
- Information relating to AAI's national organisational structure and its International and National Boards
- Information on AAI and national policies, procedures, rules and overall accountability systems both at local and international level

- Practical information on how internal systems work (e.g.: remuneration, leave, performance management systems, and safety and security procedures)
- Tour of the premises incorporating an overview of different units, what roles they play and how they relate to each other
- Introduction to the AAI intranet including registration
- Ideally all staff but certainly staff in leadership roles will visit Country programmes or other Affiliate Programme. Immersion programs in the field/frontlines are similarly recommended to familiarise staff with the face of AAI's work
- An information pack containing key reading documents should be provided.
- Interacting with functional counterparts in other parts of AAI in primary, functional and horizontal roles
- Meeting with external stakeholders, including counterparts in like-minded social development organisations
- Visiting other relevant AAI countries and taking part in international meetings (for those in core leadership and core horizontal roles)

Documents to be read when starting to work for ActionAid (needs to be updated on a regular basis:

AAI induction pack to be found on the intranet

AAIS induction pack can be found on server P:/induction

AAIS Country Strategy Plan

International Branding document

Information on Child sponsorship

Information on the HungerFree campaign

## Probationary Period

Employment will be on the basis of a probationary period of six months. During this time ActionAid will assess and review the employee's work performance and reserves the right at any time during this period to terminate the employment with one month's notice or one month's salary in lieu of notice.

On satisfactory completion of the probationary period the employee will receive a confirmation of employment in writing from ActionAid.

Should the employee feel unsuited to the position during this time, the employee is required to give ActionAid one month's written notice to terminate their employment with ActionAid.

## Evaluations

As an employee of ActionAid you are entitled to an evaluation process once per year.

ActionAid uses a 360 degree evaluation where the employee, line manager and other relevant stakeholders have the opportunity to give feedback on the year past and advise on how to proceed. The timing of this evaluation is in accordance to date of employment.

## Family Friendly Policy

The term 'family' should be liberally interpreted as 'family of choice' and might include close relatives, a partner or dependant. These policies apply to both male and female employees.

ActionAid is fully committed to helping working parents or employees with other caring responsibilities to achieve a work-life balance. There may be occasions when individuals consider that because of their caring responsibilities they are no longer able to continue working full time, perhaps permanently or perhaps for a temporary period. Managers are strongly encouraged to respond positively to any such requests. The options available will depend on the nature of the job.

Family Friendly Policies (flexible working) cover working patterns such as annualized hours, flexitime, home working, job-sharing, term-time working, compressed work weeks. *All this different possibilities will be discussed with the line manager of the employee.*

Definitions:

**Annualized hours:** These essentially allow employees to choose, within certain boundaries, their days and hours of work, with the provision that they work a specified number of hours in a year. This can also be calculated over a shorter averaging period, be it on a monthly, biweekly, or other basis. Such arrangements combine elements of flexitime and compressed work weeks and can have the added advantage of reducing recourse to overtime.

**Flexitime:** there is typically a "core time" period of the day when employees are expected to be at work (for example, between 10 am and 4pm), whilst the rest of the working day is "flexitime", in which employees can choose when they work, subject to achieving total daily, weekly or monthly hours in the region of what the employer expects, and subject to the necessary work being done.

**Home working:** a home-worker has been defined as an employee who works all or a significant part of their time at or from home using computer and communications equipment provided by his or her employer.

**Job-sharing:** Two people share the same position in a company, each working a part of the week

**Term-time:** working is related to school patterns. Instead of having only four or six weeks of annual holidays, you have an extra seven to nine weeks of unpaid leave. This gives you the chance to work during term-time but to spend the holidays with any school-age children who are too young to be left to their own devices while you are out at work.

**Compressed work weeks:** A compressed work week is an arrangement whereby employees work longer shifts in exchange for a reduction in the number of working days in their work cycle (i.e. on a weekly or biweekly basis).

In the Swedish office of ActionAid, meetings with more than 2 participants will be held between 10:00 and 15:00 in order to facilitate for parents to leave and pick up children at day-care centres. Board meeting go outside of these rules.

If staff need to bring their children to work for personal reasons during a limited period of time ActionAid will facilitate this.

## Smoking

ActionAid International Sweden office is a non-smoking office

## Leaves

### **Holiday period**

ActionAid's standard holiday period is from 1<sup>st</sup> January to 31<sup>st</sup> December.

Holiday entitlement and holiday pay arrangements will be as determined by each staff's personal contract; however:

- Annual holiday entitlement will be computed pro rata per completed period of service
- Full time employees may take no less than 20 days or no more than 30 working days in every complete year of service depending on their grade level and their contract.
- All government approved Swedish public holidays will be observed by the organization. In case the Swedish National day occurs on a Saturday or Sunday the employees are entitled to work-free day in compensation.
- The same basis of calculation will be used to calculate holiday entitlement for part-time employees and to calculate any holiday entitlement due to, or which should be recovered from, the employee upon termination of the employee's employment.
- Holiday entitlements are intended to provide for the welfare, health and well being of the employee and are to be used for this purpose. Accordingly, employees will be encouraged to use holidays within the year they accrue.

Holiday entitlements may not be commuted to their monetary value except on leaving ActionAid or if you as an employee have had no opportunity to take your holiday. In that case you need a written order from your line manager to work. Holidays should normally be taken within the year. Subject to approval of the Director however, a maximum of 5 days' holiday may be carried over into the next holiday year for a maximum period of 5 years. If there has been a workload hindering an employee to take out holiday that employee has the right to carry over 5 extra days but these 5 days **must** be taken within the next three months. This carried-over holiday may be used as agreed with a line manager and the Director.

Record of holidays will be maintained by the Director and shared with the Finance function.

### **Annual leave**

Staff is expected to take annual leave at regular intervals throughout the year in order to gain maximum benefit. All staff must clear their holidays with their immediate line manager giving at least one week's notice wherever possible. Confirmed holiday arrangements will not be considered sufficient reasons in themselves for authorizing holiday dates if these conflict with the needs of the organisation. Time off during work peaks is to be discouraged except for very special reasons. These will be considered on an individual basis.

### **Annual leave entitlement for casual staff**

Casual staff will not be entitled to days off holiday instead it will be included in their salary for hours worked.

## **Parental Leave and Pay**

ActionAid will grant all pregnancy and parental leaves as outlined in the relevant employment legislation. During parental leave, the employee is entitled to days of paid vacation according to Swedish legislation. The period of parental leave will be regarded as period in service for the employee.

## **Unauthorised Absence**

Absence other than for approved holiday or leave must be authorised by the employee's immediate manager and will not be paid for without prior arrangement. Unauthorised absence will incur deduction from pay.

## **Working Hours**

The normal working hours for this position is 40 hours per week with normal office hours as agreed by management in summer and winter periods. However, the employee will be required to work those hours necessary to fulfil the responsibilities of the position.

The hour when the telephone and office is open between is:

09:00–17:00 with one hour lunch break between 12:00-13:00

## **Overtime**

It may be necessary on occasions for staff to work overtime. It is not normally ActionAid's policy to pay for overtime worked and therefore all staff will be allowed paid time off in lieu of actual overtime worked. This will be given by arrangement with the employee's manager. Time in lieu should be taken within one (1) month of the extra hours worked.

## **Time Registration**

Before the 22<sup>th</sup> of each month, each staff should fill in the time registration sheet with all absences during the month, vacation, special days, sick leave, time off in lieu of overtime. Each line manager should sign them off before handing them over to the Director who will approve for the Finance function by the 22<sup>th</sup> of each month.

## **Sickness, absence and pay**

Sickness absence and payment arrangements are as provided in Försäkringskassan. ActionAid will pay an employee on sick leave for 14 days at 80% of the salary and after that the social security system takes over. This pay will take into consideration the one day in quarantine which means that if an employee is home for one day, they do not get paid but for a sick leave of 5 days, they get paid for 4 days. After 90 days of sickness the employee sick insurance will step in and compensate an extra 10% on top of the "Sjukpenning".

Payment will be subject to receipt of a medical certificate for sickness absence of five or more consecutive days.

An employee who gets sick during their holidays is entitled to get compensations days if they immediately register that they are sick and then go over to sick leave payment during the said holiday.

## Remuneration & benefits package

### Remuneration

Most ActionAid staff is in the organisation because of their belief in its mission and its positive culture and working environment. Though ActionAid's remuneration systems should not be a barrier to entry or an incentive to leave, resources do not permit us to compete in the 'remuneration race'. Remuneration packages will be competitive within relevant markets and sufficiently attractive to draw in suitably qualified staff. Packages will be based on comprehensive, unambiguous and transparent systems and will be fair, non-discriminatory and non-exploitative. They will be applicable to all staff.

### Grading system

ActionAid's grading system is a simple and transparent way of assessing roles and assigning grades based on the following characteristics:

- Clear levels of responsibility and key job objectives should be aligned with specific grades within the grading system, with each incremental grade reflecting the increase in the level of responsibility, key objectives and overall job complexity
- Factors relating to job complexity include responsibility for managing/coordinating information, human and financial resources, external relationships and networks, decentralised and horizontal working, and complex work environments.
- The grading systems and its justification will be documented and made available to staff
- Job classification and the grading system will be reviewed by technically competent people or professional institutes every five years or at the time of major salary reviews.

### Salary scales

- All grades will be attached to salary scales – progressive systems with incremental steps. Staff may progress through the scales on the basis of length of service and changing role
- An increase in the volume of same-level work may not merit a salary increase.
- Performance-based pay is not applicable in AAIS. Salary is not linked to performance appraisals.
- As staffs reach the end of the scale, the scope of further step growth will diminish though the cost of living increase is still applicable.
- Individual salary levels will be confidential though details of organisational salary scales must be available to all staff

New staffs are normally placed at the start of the scale though there is some room for flexibility in placing individuals above their salary scale entry point if they demonstrate a significant level of relevant previous experience. It is the responsibility of the Director to determine the salary level and benefits for new appointees and for managing the remuneration

system. The broad principles of national salary policy are agreed and reviewed by the Board in line with local laws and negotiations with trade unions where applicable.

(See: Lönestruktur – ActionAid International Sweden.doc)

## Review of salaries

- Cost of living adjustments will be made as per hanging agreements (collective agreement) to which ActionAid subjects itself.
  - This salary agreement includes employees that started its employment the 31<sup>st</sup> of May respective year
  - This period 2007 – 2008 there will be guaranteed level of pay increase of 10,2% divided in:
    - 3.4% 1st June 2007
    - 3.4% 1st June 2008
    - 3.4% 1st June 2009
- ActionAid will not position itself lower than the average of other international social development organisations in Sweden and no higher than the upper quartile of comparable organisations, subject to budget constraints and pay levels needed to retain staff
- The Director is responsible for gathering the data, applying the scheme and making the decisions on the salary scale and the cost to living reviews subject to the Board's approval.
- The Board is expected to approve periodically salary review as have been agreed by collective agreements with appropriate overhaul adjustments.

## Rate of Pay and Increments

The rate of pay for each position will be as agreed with each employee based on the organizational pay scale and on the services expected to be rendered. Pay shall be agreed at as per monthly rate, paid on the 25<sup>th</sup> of each month or nearest banking day before.

Where employee works less than a calendar month, either on joining or leaving ActionAid, calculation will be pro-rated.

Salaries will be payable monthly in arrears into a Swedish bank account.

Pay changes are notified and confirmed in writing.

## Deductions

Deductions from pay are:

- those statutorily required
- any specifically agreed with the employee in writing
- any in respect of unauthorised absence from work
- any other payment referred to in the Finance Policy and Procedures Manual.

## Pension

Staffs on contract who because of the uncertainties of their employment may decide to enter a private pension scheme subject to the rules of the company are encouraged to do so. As the permanent or fixed contract staff in ActionAid international Sweden you are part of ITP. This means that ActionAid follows the labour agreement for white-collar staff in Sweden. Contributions to the scheme/account will commence in the first month of employment, following the signing of a contract.

## Training

AAIS encourage staff training and development. Any professional training that the employee would like to participate can be discussed with the employee's immediate manager.

## Fitness allowance

All permanent staff and staff with at least one-year contracts will receive a contribution for "fitness / wellbeing measures" of 2.000 SEK per year. Employees with three-months to a 1-year contract are entitled to a contribution for the part of the year that he/she is employed. A receipt must be given to the Finance function before 31 December in order to obtain the contribution.

## Medical and Health

ActionAid encourages staff to maintain their status within the State's medical scheme and avail themselves and their families of that service.

Staffs are required to take necessary health precautions prior to any travel particularly to non-European countries. ActionAid International Secretariat provides an international travel insurance to cover the duration of the trip an employee is taking and ensures cost coverage of the medically recommended preventive measures recommended.

## Insurance

All paid staff working in the office is covered by "Tjänstegrupplivs- och trygghetsförsäkring vid arbetsskada".

- Tjänstegrupplivsförsäkringen is insurance in case of death.
- Trygghetsförsäkring vid arbetsskada covers accidents in the office, on the way to or back from the office and occupational diseases.

Permanent staff and staff on at least a six months contract are also covered by:

- Tjänstepensionsförsäkring, which is a pension insurance (see above)
- Sjukförsäkring, after 90 days on sick leave this health insurance gives you as an employee an extra 10% on top of what you get from Försäkringskassan.
- Reseförsäkring, which covers incidents when travelling for ActionAid.

## **Taxation**

Income tax and other statutory deductions is primarily the responsibility of ActionAid to deduct from source. However, ActionAid will deduct at source as required by the guiding law and regulations and pay same to an authorized body within a stipulated time.

## **IT and Related Issues**

The purpose of this policy is to define the limits of e-mail, Internet and general computer use by employees within ActionAid so that these facilities are used for their correct purpose. This policy is intended as guidance and does not form part of your contract of employment. The policy may be subject to amendment from time to time.

## **E-Mail Use**

1. The e-mail system (Outlook) is the property of ActionAid and therefore all e-mail correspondence may be subject to monitoring and access by ActionAid at its discretion. Such monitoring and access of e-mail correspondence may be considered necessary if there are reasons to suspect that e-mail misuse is taking place.
2. You must not disclose any confidential information of ActionAid via e-mail without the prior approval of your line manager. If you are in any doubt whether any information should be sent by e-mail then you should obtain the necessary approval. This is in addition to your obligations regarding disclosure of confidential information contained in your contract of employment.
3. You should be aware that it is possible for legally binding contracts to be agreed or varied through e-mail correspondence. For this reason, if you are involved in any form of contract negotiation and are in any doubt, before corresponding on any contractual terms please seek the opinion of your line manager.
4. Generally e-mail should be used for ActionAid business only. You are permitted to use e-mail for personal messages to a reasonable extent and provided that this use does not infringe upon your normal day to day duties. If ActionAid considers there is excessive personal use then your e-mails may be subject to access and monitoring and you may be subject to disciplinary proceedings.
5. You should not copy, store, forward or display any material which others may find offensive or which might constitute bullying or harassment (e.g. On the grounds of sex, race or disability). This applies to all e-mails sent internally and externally and this includes material which is received by you from any external source.
6. Any file attachments or programmes received from a source outside ActionAid should be checked for computer viruses before they are opened. Please check with the IT department before opening any external files which have not been virus checked.
7. Offensive, demeaning or disruptive messages including those intending or likely to harass the recipient sent internally or externally are strictly prohibited. Any employee sending such correspondence will be subject to disciplinary action and may be summarily dismissed. The use of e-mail for any illegal or wrongful purposes is also strictly prohibited.
8. Unauthorised access of another employee's mailbox or computer is strictly prohibited.

## Internet Use

1. The use of the Internet should generally be for business purposes. Subject to the restrictions in this policy, the Internet can be accessed for personal use provided that this does not disrupt your normal day-to-day activities and duties. Any excessive or disruptive use of the Internet which affects your performance and that of other employees may result in disciplinary proceedings.
2. The accessing or downloading of any pornographic material from the Internet [or any other source] is strictly prohibited. If any pornographic material is received by you via e-mail then this must not be circulated to other employees or sent externally and should be deleted upon receipt. Any unauthorized possession or access of such material is likely to constitute gross misconduct and may result in summary dismissal. You should also note that circulation or publication of obscene material may constitute a criminal offence.
3. All files, programmes and software downloaded from the Internet must be checked for possible computer viruses. Please check the IT department before downloading.
4. All material, especially software, downloaded from the Internet may be subject to copyright. Before any material is downloaded or reproduced and used for a business related purpose the prior consent of your line manager must be obtained. It may be necessary in such circumstances to obtain the consent of the author of the material before it is reproduced. Installation of unlicensed software is specifically prohibited.
5. You must not establish Internet or other external network connections that could allow unauthorised access to ActionAid's network. Unauthorised access of any external networks or other computers via the Internet or your personal computer is strictly prohibited.
6. Internet use may be subject to monitoring and access by ActionAid at its discretion. Such monitoring and access may be considered necessary if there are reasons to suspect that internet misuse is taking place.

### **Code of Conduct on Official Trips**

ActionAid staff may be required to undertake trips both within the country and to other countries. While on such trips, staffs are expected to maintain a level of decorum and behaviour that does not jeopardize the organization or the assignment on which they are on. For instance, staff may not stay in ostentatious hotels nor may they visit places of local disrepute.

### **Telephone calls**

Staffs are entitled to make one very brief private call home per week while abroad on ActionAid business

### **Per Diem**

ActionAid Sweden staff on official visits to other countries are entitled to per diems in those countries. Similarly, staff of other ActionAid offices visiting Sweden is entitled to per diem as statutorily determined. Currently, foreign staff in Sweden may receive a daily per diem rate of

200kr per day and be entitled to refund of other direct expenses such as official travel. Swedish staff in other countries is entitled to per diem as determined by the local ActionAid office with official expenses being refundable.

Before an AAIS staff takes a trip on behalf of the office, that employee will have the responsibility to get informed of per diem rates in the country of visit and an estimate of what the lodging might cost in order to get money to cover.

AAIS will as much as possible refrain from having other offices pay and then recharge us.

Swedish staff on travel can also hand in receipts of expenses, doing that AAIS will deduct taxes for food.

## Laundry

Staff away from home is entitled to carry out one laundry service per week on each trip.

## Travel Insurance

ActionAid will take out insurance to cover their staff while on official trips. To be able to take this insurance the employee needs to hand in length of trip and country of visit one week ahead of departure to the admin department.

## **Grievance, Disciplinary and Harassment**

Where an employee has a grievance s/he may invoke ActionAid's Grievance Procedure.

## Sexual harassment

Sexual harassment at work is unwelcome physical, verbal or non-verbal conduct of a sexual nature. It includes demeaning comments about a person's appearance, indecent remarks, questions about a person's sex life, sexual demands by members of the same sex or opposite sex, attempts to punish refusal to comply with such requests, name calling with demeaning terminology which is sexual in nature, sharing jokes with sexual overtones, unwelcome physical contact and other conduct of a sexual nature that creates an intimidating, hostile or humiliating work environment interfering with work performance.

Where an employee considers they have been subject to sexual harassment, they may invoke the ActionAid Sexual harassment policy.

## Termination, Dismissal

Issues of termination and dismissal of employees shall be in accordance with the relevant laws and regulations or agreements. Absence from work without good reason for over five consecutive working days shall be considered resignation without notice and the right to terminate the employment of the staff member in accordance with the disciplinary provisions stipulated in this manual.

## Notice of Termination

The notice required from either side to terminate the employment is one month during the probationary period and thereafter one month for middle management and junior staff, and three months for senior management staff, to be given at any time.

All staff members shall have the right to resign from their services in writing. The letter should be addressed to the Director. ActionAid shall have the option of accepting, rejecting or negotiating resignations.

## Probationary Termination

ActionAid may terminate the employment of a staff member on probation before the probation period expires with one month's notice. The decision for termination must be based upon an objective assessment of the performance of the staff member and such an assessment must be formal.

The Director will make such termination in writing to the staff member.

## Retirement

Staff must retire at the age of 67 as required by the law but has the possibility to retire at 65.

## Supplementary Employment

The employee may not accept supplementary employment or engage in business of any kind without advising the Director and obtaining the written consent of the Director.

### **Legal guidelines**

An ActionAid staff member might be requested to accomplish actions that will result or might result in contravening the Swedish laws, but the staff member sits on the right to decline the request.

Staff employment terms and conditions will conform to the labour laws of Sweden. Amendments will be checked where it is deemed necessary.

Any situation resulting in a judiciary action will be documented at all stages. The Director will have to be informed, and will ensure the file is created in a professional and complete manner.

It is the responsibility of the Director to be abreast with any new law or amendment of the social and labour laws that may affect staff employment terms and conditions or the organisation's activities.

For ease of reference, ActionAid will ally itself with the Svenskt Näringsliv (the Employers' Union) and align with their collective agreements. Staff is encouraged to belong to Employee Unions of their choice. ActionAid may also have a hanging agreement with Tjänstemanna Förbundet (the White Collar Union) but will not be a member.

### **Authority for Interpretation and Amendment**

Authority to interpret or amend any of the provisions in this manual shall be vested in the Director and ultimately to the Board.

The terms of this policy may be altered from time to time.

## General

Any employee who is found to be in breach of the terms of this policy may be subject to disciplinary proceedings which may lead to dismissal. If you are in any doubt concerning the

terms of this policy or any aspect of computer, e-mail or Internet use, then please contact the Director.