



# AIDOS HUMAN RESOURCES POLICY

(15<sup>th</sup> of September, 2021)

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## 1 Purpose of the Policy

This Policy aims to provide AIDOS with a useful guide, which is standardized and equitable for management of the personnel working for the Association. The term “personnel” includes staff employed either with project-based contracts, according to the project financial resources and budget and/or fixed/long term contracts.

The aims of the policy are to:

- attract the best possible candidates for the available positions;
- ensure all selections are based on merit;
- facilitate the development of existing staff;
- ensure that all legal selection requirements are met and practiced;
- provide the most cost-effective way of recruiting and selecting staff.

## 2 Policy core principles

AIDOS is committed to upholding the rights recognized in the “Universal Declaration of Human Rights” in the countries in which it operates, condemning any behaviour against those principles and promoting actions inspired by honesty, integrity, equity and respect.

AIDOS:

- safeguards and promotes human rights, with a specific attention to the human rights of women and girls, as they are inalienable and fundamental rights of all human beings;
- requires behaviours based on mutual respect and condemns all forms of harassment in workplace relations;
- requires adhesion to its mission, shared ethics and respect of diversity;
- is committed to creating a work environment in which diversity and personal and cultural views are regarded as resources and sources of mutual enrichment, as well as a key factor for sustainability;
- respects the dignity of each person and provides equal opportunities without any discrimination based on race, colour, gender, religion, nationality, political preferences, sexual orientation, gender identity, social status, age or any other personal condition not relevant to the work requirements;
- pursues the following aims through occupational planning actions that comply with the association’s strategic plan: best possible use of the existing skills, expertise and know-how for suitably covering each single role; matching needs with available internal resources;
- identifies organizational solutions for maximizing the effectiveness and efficiency of processes and promoting collaboration among employees, interns, volunteers and consultants;
- is committed to creating a safe work environment by implementing appropriate prevention initiatives;
- pursues solutions to support people that have suffered serious health problems, and encourages operational solutions for people with disabilities so they may carry out the assigned tasks at specially designed

- workstations;
- acknowledges the need for its personnel to have a balanced work-life relationship and promotes the development of welfare policies.

### 3 Recruitment process

AIDOS is committed to the continuous improvement and regular updating of the organization’s human resource management methods.

AIDOS’s policy on recruitment and selection is to select on the basis of merit. The purpose of the recruitment and selection policy is to ensure that AIDOS fills its available positions with the best possible candidate in a timely and cost effective manner.

All staff involved in recruitment and selection must adhere to the following:

- equal Employment Opportunity (EEO) Legislation;
- anti-discrimination Legislation;
- approved recruitment and selection policies and procedures;
- confidentiality and sensitivity;
- staff development;
- compliance with AIDOS Policies.

In order to guarantee transparent selections and to avoid recommendations and sponsorship, new human resources are selected on the basis of proven qualifications and skills and experience. When there are no suitable candidates among human resources included in AIDOS roster, networks and previous collaborations, the following selection process is followed. Selection documentation should be archived and retained.

1)	The required skills and role are defined through a “terms or reference” (“ <b>TORs</b> ”).
2)	A search announcement/vacancy is prepared including job position, tasks, educational, professional and other specific requirements, job duration and location, deadline for application.
3)	The vacancy may be posted on AIDOS website and, if needed, on other websites specialized in the research of professionals in that specific field. It may also be disseminated among AIDOS networks and consultants.
4)	Applications received are properly collected and screened.
5)	If needed, a Selection Panel (SP) is appointed (at least two persons; the presence of the Program Officer is mandatory for the selection of project staff, and the presence of technical experts is recommended for the selection of technical staff/consultant).
6)	Based on the vacancy specifications the SP identifies the selection criteria, the scales of evaluation and the weight of each selection criterion compared to the overall assessment scale.
7)	The SP evaluates the applications received and prepares a short

	list of preselected candidates which are invited for an interview and/or written tests when necessary.
8)	The SP signs the evaluation minutes (EM) containing the final proposed ranking.
9)	The process is concluded after the verification of the references provided by the selected candidate, the communication of the result to the person and his/her acceptance of the job. The non-selected short-listed applicants shall be informed about the outcome of the process.

#### 4 Employment contract

The selected staff must be employed by the President or his/her delegate.

On the basis of the Italian labour law, AIDOS hires personnel either with project-based contracts, according to the project financial resources and budget and/or fixed/long term contracts. Few exceptions are foreseen for certain professional profiles.

In full respect of the rules of the country where the staff will work, the contract of employment must contain:

- personal details of the person and a copy of his/her identity document;
- qualification and job description, with a clear indication of the project when relevant;
- probationary period and, at the end of the probationary period, the duration of the contract;
- salary before tax;
- formality of work (weekly working hours/days, holidays, reimbursements, etc.);
- intellectual property;
- privacy and confidentiality;
- variations to the contract;
- compliance with AIDOS Policies;
- compliance with AIDOS office rules;
- resolution of disputes and termination;
- place and date of the agreement;
- signature of the personnel.

#### 5 Learning, training and staff development

AIDOS recognizes the importance of supporting staff through acquiring, reinforcing and employing the personal, technical and managerial skills they need to effectively carry out their jobs and realize their potentials and aspirations. AIDOS therefore encourages appropriate opportunities for training, development and learning, both professionally and personally.

## 6 Induction of Human Resources

Newly hired personnel are briefed about rules governing the operations of HQ and field offices, including:

- working hours;
- internal organization;
- office organization, with division of roles and responsibilities;
- methods of payment of salaries and per diems and allowable advances;
- extent and method of payment of daily allowances;
- use of telephone and office machines;
- definition of monthly expenditure limits for card-operated mobile phones;
- policy on travel and local transport;
- regulations for per diem, reimbursements and travel allowances;
- security instructions;
- useful and emergency numbers.

## 7 Control and monitoring of Human Resources

AIDOS human resources' behaviour is regulated by the present policy and by AIDOS existing policies, codes and rules related to the functioning of the Association to which all staff has to comply, in particular by:

- code of ethics;
- anti-bribery and anti-corruption policy;
- child Safeguarding Policy (CSP);
- protection from Sexual Exploitation and Abuse (PSEA) Policy;
- management and financial procedures and policies;
- procurement policy;
- privacy manual;
- travel policy;
- allowance and per diem policy;
- safety and security manual (for staff abroad).

The goal of monitoring is to improve AIDOS functioning and a key process that helps in achieving higher levels of beneficiaries' and stakeholders' satisfaction.

Human resources are monitored on a regular basis through bilateral meetings with the Office coordinator/program officer and staff meetings.