



Employment Policy

ICOS ERIC HEAD OFFICE, UNIT I

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Preface: ICOS ERIC Employment Policy is internal rule approved by the General Assembly, stating the overall Human Resource values and principles. Employment Policy is complemented by the ICOS ERIC Staff Rules as internal guidelines that guide the Employment Conditions in more detail.

1. General

1.1. Values

ICOS ERIC is guided by the following core values:

Equality

All staff members are treated in a fair manner and they have equal opportunity to achieve their goals in work.

Transparency

Decisions are made based on clear, openly stated procedures and criteria. The outcomes with justifications are accessible to all ICOS ERIC staff. Personal privacy shall, however, be respected and must not be infringed.

Commitment

The staff should be committed to its work and perform their duties on time and well.

Reliability

ICOS ERIC should be able to rely on its staff to perform their duties, obey the rules and regulations and speak up if there is a problem.

Loyalty

The staff members should always think what is best for ICOS ERIC and ICOS RI and do their work according to that.

Green

ICOS ERIC provides data on greenhouse gases which relates to Global warming. Therefore, it is obvious that ICOS ERIC aims to a green business and encourages its staff to support green lifestyle.

Work-life Balance

Work and life of each staff member should be in balance.

1.2. Principles

All work shall be conducted in accordance with the following principles:

1. The employees of ICOS ERIC shall promote objectives, tasks and values of the ICOS RI in their everyday duties. Employees shall also perform their tasks to the best of their abilities and in accordance with the rules, regulations and policies of the ICOS RI. The employees are also advised to encourage their colleagues to do their best.

2. ICOS ERIC promotes its employees' wellbeing at the workplace.
3. Employees are obliged to observe instructions concerning their duties as given by the employer and to observe the care and caution required by their work duties and working conditions and apply all available means to ensure their own well-being and the well-being of other employees at the workplace.
4. If an employee does not comply with duties or obligations under these staff regulations, whether intentionally or through negligence, the employer may give him/her a written warning. The employee shall be given a chance to be heard before such a written warning is issued. He may resort to assistance when being heard.
5. ICOS ERIC shall develop an action model which is aimed to offer support for an individual employee or the work community of ICOS ERIC so that the employees' working ability is as good as it can be.
6. All feasible measures shall be taken at the workplace in order to maintain and promote an employee's work ability and work community's wellbeing.
7. The work ability shall be supported by increasing work's manageability, smooth progress, and meaningfulness.
8. The action model shall also help to deal with any problems which may later lead to long sick leaves and an early retirement. The action model shall also aim to decrease the burden on work communities.
9. Action model for early support shall be based on a constructive discussion between the employer and the employee and if needed a staff member of the occupational health personnel. In each situation, it is vital to proceed with deliberation, confidentiality and without blame.

2. Equality, Discrimination and Accessibility

1. ICOS ERIC is obliged by the Act on Equality between men and women to promote gender equality and to improve the status of women in the workplace. Section 7 of the Act prohibits direct or indirect gender discrimination.
2. Any unjustified discrimination against employees on the basis of gender, age, health, disability, national or ethnic origin, nationality, sexual orientation, language, religion, opinion, belief, family ties, trade union activity, political activity or any other comparable circumstance is forbidden.
3. ICOS ERIC maintains accessibility in the workplace. Accessibility means the physical, psychological and social environment must be organised so as to ensure that everyone has an equal opportunity to participate in the community, regardless of

personal characteristics. This means ensuring the accessibility of services, usability of equipment, intelligibility of information and the opportunity to participate in decision-making.

3. Harassment and Bullying

1. Employees shall not exercise inappropriate treatment nor tolerate it. Inappropriate treatment includes repeated humiliation and insulting, limiting social interaction, not speaking to or returning a greeting to a person, casting aspersions or spreading gossip about a person, or ridiculing a person, denying a person certain work assignments or assigning him/her assignments that are below his or her qualifications, and threats of physical violence.
2. Every member of a community is responsible for community policies. Psychological abuse directed at one member in a work community has a detrimental effect on the wellbeing of the entire community. Clear policies on resolution of conflicts and handling of insults within the work community will prevent long-term, deep-rooted vicious cycles.

4. Competing Duties Policy

1. Employees are entitled to have secondary occupations provided such occupations do not disturb their primary occupation as ICOS ERIC employees. Employees shall ensure that they do not in any way give impression that these secondary duties are somehow related to or done for ICOS ERIC or ICOS RI. Employees are to agree with DG on secondary occupations.