



**INTERNAL STAFF
REGULATIONS RULEBOOK**

Contents

.....	1
1. General provisions	3
1.1 Scope of rulebook.....	3
1.2 Definition of working relations.....	3
1.3 Implementation obligation	3
1.4 Relation to other regulations	3
1.5 Rights and duties of management	3
2. Basis for employment	3
2.1 Conditions for establishing employment.....	3
2.2 Recruitment.....	4
2.3 Recruitment and selection.....	4
3. Permanent and temporary employment.....	6
4. Apprenticeship	7
5. Designation of job position	7
6. Personal files of employees	7
7. Working hours	8
8. Rights and obligations of the employee	8
8.1 Discretion	9
8.2 Respect of RDN property.....	9
8.3 Punctuality and assiduity.	9
9. Salaries and expenses	9
10. Annual leave	10
11. Interruption and termination of Employment	11
12. Code of Conduct and Ethics	11

1. General provisions

1.1 Scope of rulebook

Article 1

The Internal staff regulations rulebook regulate the working relations, the rights and obligations of the Balkan Rural Development Network (hereinafter: BRDN) and its employees in the work relations, the scope, way of attainment of the rights and duties and other regulations relating to issues of interest for the employees and BRDN.

1.2 Definition of working relations

Article 2

Work relations under these Bylaws are defined as agreed relations between the employee and BRDN, with the aim of conducting certain work and attaining the rights and obligations of this relation. Within the functioning of BRDN, other work-related relations are attained: services employment or temporary, occasional and apprentice work.

1.3 Implementation obligation

Article 3

The Internal staff regulations rulebook represent an integral part of the employment contract. For temporary contracts, only the clauses which are explicitly referred to are valid.

By signing the employment contract, the employees of BRDN declare to have read and understood the Internal staff regulations rulebook and that they will adhere to them.

1.4 Relation to other regulations

Article 4

The provisions in the Internal staff regulations rulebook are not in collision with the determined rights and obligations foreseen with the respective Law on Labor Relations. The decisions adopted according to the Internal staff regulations rulebook cannot be contrary to the positive legislation in this area.

1.5 Rights and duties of management

Article 5

The Secretariat staff and other employees with special authorization undertake the rights and duties of the work relation in accordance with the Law and this Rulebook during the time they are designated to these positions.

2. Basis for employment

2.1 Conditions for establishing employment

Equal opportunity

Article 6

Every person who fulfils the general and specific conditions determined by Law and this Rulebook for organization and systematic job specification is entitled to apply for employment.

BRDN secures equal opportunity for the employment of all employees regardless of religion, gender, sexual orientation, ethnic origin, age and disability in accordance with the legal provisions. BRDN develops an affirmative action plan for employment for creation of conditions for employment of women, members of nationalities and disabled and gives them priority when hiring for certain jobs.

Special conditions

Article 7

Special conditions for constituting employment can be foreseen as condition for constituting employment only if they are necessary for fulfilling the work on the job.

The type and level of education, special knowledge and skills for fulfilling certain work, work experience, special health and psychological and physical condition can be foreseen as special conditions for constituting employment

The special conditions are determined by the Rulebook for organization and systematic job specification.

2.2 Recruitment

Requirement for staff

BRDN's work is performed by the Secretariat which is responsible for the professional and administrative work, that is to say it manages every-day activities, provides support to the Assembly and its bodies as well as to the Working Groups. The personnel at the Secretariat are led by the Coordinator, as the main administrative officer of the BRDN Secretariat.

Article 8

The Coordinator of the Secretariat, based on the systematic job specification and based on requirements for staff proposes a needed job position that requires recruitment within the BRDN Secretariat. The "recruitment" implies the increasing of the current number of employees assigned to job positions determined. The "open job position" implies a job position which is vacant that is to which there is no employee assigned. The President makes the final approval on the need for staff recruitment.

2.3 Recruitment and selection

Internal re-assignment

Article 9

BRDN encourages employees' progress and provides them with the opportunity to apply for the position for which they are interested and qualified. The need for an employee is announced on BRDN website.

The vacancy is open for 5 days at least.

The employee should fulfil the general and specific conditions foreseen for the position, and to have been employed on the previous position at least six months as well as have the recommendation of the superior.

Advertising the empty position

Article 10

If there is no possibility to fulfil the position with re-assigning an employee from the already employed, the position is advertised. The post will be advertised in at least one daily newspaper, one job advertising website or the advertisement will be put on BRDN website and Facebook page.

The applicants should send the documents listed in the advertisement.

Contents for advertisement for the open position

Article 11

The advertised information on open position shall contain provisions from this document and the job specification and especially:

- position title;
- special conditions for constituting employment (for project purposes);
- testing of work capability or trial period is envisaged, and its duration, if applicable;
- deadline for application submission with address;
- type of documents to be submitted;
- the number of positions i.e. employees.

- Deadlines

Article 12

- The deadline for submitting applications is at least 5 days from the day of publishing the advertised post.

Evaluation of applicants

Article 13

Applicants should be shortlisted by the Coordinator. The shortlisted applicants will be invited to an interview, conducted by an Evaluation team of 3 persons established within the Secretariat designated by the Coordinator.

Notes of the interview should be sufficiently detailed as to support the decision to select candidates for the second interview (if needed). Technical skills, job attributes, and past performance will be main criteria for the best candidate.

Skills test

Article 14

If required, job specification testing can be performed or other type of checking of the expertise of the employee, by an expert designated by the President.

The person who receives a negative assessment by the expert is considered as a person who does not qualify for the advertised position that is he/she is not fulfilling the special conditions for employment.

A report is prepared regarding the conducted testing concluded by the expert from Paragraph 1 of this Article.

Testing of the expertise of an employee for a temporary position is not envisioned particularly if referring to an apprenticeship position.

Selection of employee

Article 15

The Evaluation team gives a recommendation for selection of the best candidate and the President or the person designated by him/her makes the decision for selection of an employee.

Complaints upon decision

Article 16

Complaints against the decision for the selection of candidates can be submitted within 3 days from the date of receiving the decision for the selection of candidate.

The complaint from Paragraph 1 from this Article is submitted to the President of BRDN.

Employment agreement

Article 17

Employment is established with preparing a work agreement which is concluded by the employee and the President, in writing after the finalization of the selection decision.

The employee cannot start work before the work agreement is concluded and registered.

Contents of the agreement

Article 18

The work agreement contains provisions for the: type of position; employment duration; the types of work and place where they will be undertaken; the starting day of work; working hours; leaves and absences; salary and compensation; assignment; work protection; termination of employment and competition clause.

3. Permanent and temporary employment

Permanent employment

Article 19

The employment is established for a period whose duration is not determined in advance.

Temporary employment

Article 20

Based on the requirements on the position temporary employment can be established for a period whose duration is not determined in advance, especially for:

1. work on a certain project, until the termination of the project,
2. seasonal work of up to nine months during one calendar year,
3. replacing an absent employee, during his/her absence of work.

In the cases of Paragraph 1 of this Article, the employee has the same rights and duties as other employees

4. Apprenticeship

Apprentices

Article 21

The systematization of BRDN determines the positions for which apprentices may be engaged. During the apprenticeship the apprentice is trained for independent work.

The provisions of this document are applied for establishing working relations with an apprentice, in accordance with applicable Law.

The apprenticeship can last up to six months at most.

5. Volunteering

Volunteering within BRDN will be regulated according to the national law of the country where the volunteer is engaged. Volunteer staff, just as paid staff, require a clear, complete, and current description of the duties and responsibilities of the position which they are expected to fill. Prior to any volunteer assignment or recruitment effort, a position description must be developed for each volunteer position. This position will be given to each accepted volunteer and utilized in subsequent management and evaluation efforts. Position descriptions should be reviewed and updated whenever the work involved in the position changes substantially. All position descriptions shall include a description of the purpose and duties of the position, a designated supervisor and worksite, a timeframe for the performance of the job, a listing of job qualifications, and a description of job benefits. The Secretariat is available to assist staff in the development of volunteer.

BRDN accepts the services of BRDN staff or BRDN members' representatives as volunteers. This service is accepted provided that the volunteer service is provided totally without any coercive nature, involves work which is outside the scope of normal staff duties, and is provided outside of usual working hours.

6. Designation of job position

Permanent designation

Article 22

The employee works in the position for which s/he established employment in accordance with the work agreement.

Location of the work place

Article 23

The work place designation of the employee might be at the work facilities of the BRDN Secretariat or at the facilities of any of the BRDN member networks.

Orientation sessions

Article 24

Within the first week of work, the employee shall take part in introductory/orientation sessions managed by BRDN Secretariat or BRDN member networks. The aim is to introduce the employee with the general documents of BRDN, the strategy and plans, the projects, the employment rights and duties, the job description and other information necessary for his/her position at BRDN.

For employees working at the facilities of BRDN Secretariat, the introductory session is organized by the Coordinator of the Secretariat or person designated by the President. For employees working at the facilities of the BRDN member networks, the introductory session is organized by the representative of the BRDN Assembly or persons designated by the Presidents of the BRDN member networks.

7. Personal files of employees

Personal files

Article 25

BRDN keeps a personal file for each employee. The personal file contains documents related to all aspects of the work relations: personal data; registering and re-registering materials, employment agreements, agreements for designation, vacations, absences, sick leaves and similar; responsibilities for fulfilment of work duties (procedure and measures); employee evaluation materials and other materials.

The personal files are confidential. The employee has the right to access his/her own personal file once every year.

8. Working hours

Full time

Article 26

The working hours of the employee are 40 hours in the working week, divided in five working days.

The working hours of the full-time employment are from 08.30 to 16.30, every working day.

If required by the nature of the activity, the work organization, the rational use of working hours and the fulfilment of tasks with a certain deadline, the working hours can be reassigned so that the total working time of the employee in average is not more than 40 hours in the working week during the year.

The working hours include a daily lunch-break of 30 minutes.

Part time

Article 27

The working hours can be shorter than the full-time for fulfilling daily work with less scope or for work for which the nature of the work requires this. The working hours are determined with the contract for the employee.

Overtime

Article 28

In accordance with BRDN administration, working time exceeding 40h a week is considered overtime, and compensation, if applicable, is determined according to Law.

9. Rights and obligations of the employee

General provisions

Article 29

Balkan Rural Development Network is a civil society organization, which observes strict neutrality and impartiality. It is requested from its employees to work in the same state of mind.

The employees must respect the orders and guidelines that they were given. No Employee may alter the contents of his/her work without prior authorization from the President.

The employees working on a full time basis are allowed to be engaged in any other paid occupation, but only after the working time, and if not found in conflict of interests with BRDN.

Work obligations

Article 30

The employee has obligations from the Law on working relations, legal and other regulations, the Statute and the general acts of BRDN.

The employee has a special obligation to:

- do his/her job conscientiously, on time and to obtain positive results in the work;
- use the means of work economically, appropriately and with a high level of a responsibility;
- adhere to the assigned working hours;
- adhere to the assigned measures of safety at work;
- to comply with the BRDN instructions, to behave properly and conscientiously with the beneficiaries, parties and other employees, to protect with their behavior the reputation of BRDN, to keep business and professional secrets and to obey the prohibition for competition;
- to improve his/her professional education;
- to inform about any violation of working duties and any material damage caused.

9.1 Discretion

Article 31

The employees are obliged to use great discretion towards third parties concerning the role and the programs of the cooperating donor in the country.

No action that implicates BRDN with other non-governmental organizations, international organizations or local authorities may be engaged without the prior agreement of the BRDN President.

9.2 Respect of BRDN property

Article 32

All material and equipment belonging to BRDN has to be kept in good working condition. Material and equipment is not to be used for personal or any other non- BRDN -work use. .

9.3 Punctuality

Article 33

In case of unforeseeable absence, the employee must inform or have somebody inform the Coordinator of the Secretariat within two hours of the working time s/he fails to meet. Justification of the absence must be submitted within 48 hours.

Leave for personal reasons needs prior authorization from the Coordinator of the Secretariat.

10. Salaries and expenses

Salary calculation

Article 34

The salary is calculated and paid at least once a month. The employee's salary is confidential and is defined by the distinctive characteristics underlying the diverse job positions. The salary of the employee for the current month is paid on bank account, on last Friday of the month.

All benefits and taxes over the salary of the employee are paid by BRDN with the payment of the salary.

Salary compensation during absence from work

Article 35

The employee is entitled to salary compensation during absence from work under conditions and in the amount determined by the Law and this document:

- during annual vacation;
- holiday absence;
- maternity leave;
- child care;
- professional qualification and development organized by BRDN;
- appearance in court and other bodies, which happens without the fault of the employee;

Salary compensation of the employee from Paragraph 1 of this Article is established in the amount of salary paid to the employee in the previous month.

Salary compensation during illness

Article 36

During temporary work disability the employee is entitled to compensation on the basis of the average salary of the employee paid in the previous month as:

- up to 7 days in the amount of 70%;
- up to 15 days starting from the first day of sick leave 80% and

- up to 60 days for all days 90%.

11. Annual leave

Length of annual leave

Article 37

The length of the annual leave is determined in accordance with the Law on working relations.

12. Interruption and termination of employment

Probationary period

Article 38

The probationary period lasts three months. During the probationary period, employment can be discontinued by both parties at any time without notice. In this case only days worked will be paid.

Termination of employment by the employee/employer

Article 39

After the probationary period, if either party wants to discontinue employment, the prior notice of one month has to be submitted.

The notice must always be given in written form and signed by both sides. If the contract has expired, notice still needs to be given.

The BRDN president will decide if the employee will or will not work during the period of advance notice.

13. Code of Conduct and Ethics

This code shall be signed by all employees, cooperators and volunteers as a part of their agreement with BRDN. Each cooperator is responsible for his own conduct. The purpose of this document is to indicate to all employees the kind of conduct that is expected from them and what to be avoided. By signing of this Code of ethics, each employee of the BRDN declares that his/her behavior shall be in accordance with the rules and regulations of the organization.

General Conduct

Article 40

The BRDN and its employees must, at all times, comply with all applicable laws and regulations. The BRDN will not condone the activities of employees who achieve results

through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and corruption. The BRDN does not permit any activity that fails to stand the closest possible public scrutiny.

All employees must behave in compliance with the BRDN Anti-Corruption and Integrity Policy.

Dealing with Outside People and Organizations

Article 41

Employees must take care to separate their personal roles from their positions in the BRDN when communicating on matters not involving BRDN matters. Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve BRDN, employees must not presume to speak for the BRDN on any topic, unless they are certain that the views they express are those of the BRDN, and it is the organization's desire that such views be publicly disseminated. When dealing with anyone outside the BRDN, including public officials, employees must take care not to compromise the integrity or damage the reputation of either the BRDN, or any outside individual, business, or government body.

Conflicts of Interest

Article 42

An actual conflict of interest exists when a reasonable person, in possession of the relevant facts, conclude that the employee's private or other interests are interfering with the proper performance of their Organization duties.

The BRDN expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the BRDN. Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage.

Prompt Communications

Article 43

In all matters relevant to BRDN' members, partners, government authorities, the public and others in the Organization, all employees must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.

Transparency and honesty

Article 44

BRDN values transparency in the organization very high, starting from between employees' communication to external communication with the beneficiaries and partners. BRDN does not insist on being impeccable, but in all cases insists on acting in honest and transparent way. In the organization itself employees and cooperators are expected to act honestly, and each form of misconduct or information misuse, shall not be accepted.

Sexual Exploitation and Abuse

Article 45

All forms of sexual exploitation and abuse are strictly prohibited. Sexual exploitation is defined as actual or attempted abuse of a position of vulnerability, power, or trust, for sexual purposes, including (but not limited to) profiting monetarily, socially or politically from the sexual exploitation of another. Sexual abuse is defined as actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All forms of sexual contact with a child or children under the age of 18 are prohibited, regardless of the local context, and will be treated as sexual exploitation and abuse. It is the responsibility of the staff to ensure the age of their sexual partner. When working with children, avoid actions or behaviour which may constitute poor practice and never act in ways that may place a child at risk of abuse.

Purchase of sexual services are prohibited, regardless of national laws. You are not permitted to receive sexual services in exchange for other services or favours. Visits to pornographic clubs, striptease clubs and similar clubs are prohibited.

Sexual Harassment

Article 46

BRDN has a zero-tolerance against sexual harassment.

Definition of sexual harassment:

Any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. It can take the form of a single incident, but typically it involves a pattern of behaviour.

It is the responsibility of all staff to report on sexual harassment to the Assembly of BRDN, through the President or Vice-president of BRDN.

For any suspicion of a case of sexual harassment within the organization, BRDN will pursue investigations and take appropriate disciplinary actions. Those who have been subjected to the harassment will receive immediate and appropriate support as necessary and with their consent.

The perpetrator will be investigated and can result in termination of contract and may be reported to the authorities in the country in which the incident takes place and in the individual's country of origin.

In case of misconduct, the President is authorized to sanction the person responsible. In cases when the President cannot reach a decision, the BRDN Assembly is authorized to do it.

By signing this Code of conduct and ethics, the employees, and cooperators of BRDN declare that he/she:

- Is aware of BRDN mission;
- Has read and understands the internal rules and regulations;
- Will not deliberately give faulty information to cooperators about BRDN;
- Will not take part in corruption or fraud;
- Will not allocate grants, aids or contracts through BRDN to friends or relatives;
- Will not use narcotics during office hours or in the course of Network activities;
- Will not misuse the Internet during office hours or in the course of Network activities;
- Will treat all co-workers kindly and with respect, without maltreating in the course of activities of the Network and contract time.

- Will not misuse:
 - Internal and confidential information;
 - His/her influence, authority, status or obligations;
- Will follow all Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their dealings.
- Will persist in acting in accordance with the principles of this Code of Conduct and Ethics: transparency and honesty.



Petar Gjorgievski, BRDN President