



ESHA Employment Principles

Introduction

1. Estonian Sexual Health Association (ESHA) strives to be a good employer and to provide safe and healthy working conditions where individual performance is recognised, team effort and commitment are valued, and career opportunities are fostered.
2. The structure of this policy follows the cycle of recruitment, to employment or engagement and post-employment or engagement.

Purpose and Scope

3. This policy sets out the values framework of ESHA in their relations with staff.
4. Some aspects of this policy apply to ESHA's volunteers and trustees.

Definitions

ESHA staff refers to all paid staff: permanent, fixed term and temporary staff; it includes employees, agency workers, consultants, interns and contractors.

ESHA employees refers to individuals on a paid employment contract.

Guiding Principles

Individuals starting work with ESHA must demonstrate their belief in and commitment to the Principles and Articles enshrined in the IPPF Declaration of Sexual Rights. All staff must sign the ESHA Workplace Policy outlining their responsibilities and obligations.

5. Before starting work with ESHA

a. ESHA Values

ESHA's core values guide the way work is undertaken and shape the workplace. ESHA believes:

- I. in social inclusion with a demonstrated commitment to enabling the realisation of the rights of the under-served respecting all without discrimination;



- II. that passion and determination provide the inspiration to have the courage to challenge and seek social justice for all;
- III. in the significant contribution volunteers deliver across a range of roles inspiring the Federation to advance its mission;
- IV. in accountability as a cornerstone of trust which is demonstrated through high performance, ethical standards and transparency.

b. Equality and Diversity in Recruitment and Promotion

The principle of equal opportunity will be strictly adhered to in the hiring and promotion of staff and the engagement of volunteers and trustees across the Association. The hiring and promotion practices of ESHA shall not discriminate on the basis of age, sex, sexual orientation, gender, gender identity or expression, race, ethnic or national origin, religion or belief, partnership status, pregnancy or parental status, disability health or any other status.¹

C. Safe Recruitment

ESHA is committed to following agreed best practice in safe recruitment as part of its commitment to its safeguarding duties. This includes:

- I. Detailed application forms and job descriptions which include appropriate references to safeguarding
- II. Self-disclosure form
- III. Criminal record checks
- IV. Verification of qualifications and experience
- V. Robust interviews that include safeguarding, equality, and diversity
- VI. A minimum of two reference checks
- VII. Code of conduct as part of contract
- VIII. A thorough induction process which includes safeguarding procedures
- IX. Disclosure of misconduct in giving references

The Safeguarding (Children & Vulnerable Adults) Policy contains a Safe Recruitment checklist which is applicable to all ESHA staff² and some aspects will also apply to the recruitment of volunteers and trustees.

d. Fair recruitment

All candidates should expect a structured, fair and consistent process that is transparent, non-discriminatory and recruits based on a candidate's qualifications, skills and experience. Personal information of candidates will remain confidential in line with relevant local data

¹ (ORGANISATION NAME) Equality, Diversity and Inclusion Policy

² Safeguarding (Children & Vulnerable Adults) Policy



protection legislation. ESHA will provide reasonable adjustments to all people with disabilities to ensure they are not disadvantaged in the recruitment process.

6. When working with ESHA

ESHA values its volunteers, trustees and staff and intends to treat all those working for the ESHA with utmost respect. ESHA volunteers, trustees and staff should be provided with the working conditions that allow them to operate effectively. These include robust policies and procedures that underpin ESHA's principles of good employment as outlined in this policy.

a. Terms and Conditions of Employment

ESHA aims to attract and retain the best possible candidates that will contribute to the success of ESHA. To achieve this, a salary and benefits shall be offered which is aligned to good local employers in a similar industry. Examples of employee benefits include health insurance, flexible working etc.

ESHA acknowledges the right of all employees to join and be represented by recognised Trade Unions if they so choose.

b. Health and Safety at Work

The health and safety of all volunteers, trustees and staff across the ESHA is paramount. This ranges from ensuring safe, healthy working conditions to the safety of those in humanitarian and disaster settings and the safety of ESHA staff travelling on behalf of ESHA.

c. Volunteer, trustee & staff wellbeing

The personal and professional wellbeing of ESHA volunteers, trustees and staff is a priority. As a responsible employer, ESHA must work to manage the welfare of its workforce, including volunteers and trustees. Positive contributions to employee wellbeing may include an employee assistance programme, mental health awareness and support, healthy living support, disease prevention programmes, and others as appropriate.

d. Respect at Work

ESHA is committed to operating with integrity. It embraces dignity and respect and believes that everyone has the right to work in a safe and fair environment which is free from all forms of inappropriate behaviour, including bullying and harassment, as well as sexual harassment. Such behaviour by ESHA volunteers, trustees and staff shall not be tolerated in any circumstances.

e. Equality, Diversity and Inclusion

Equality, diversity and inclusion are integral to ESHA as a sexual reproductive health and rights (SRHR) organization where the core principles are founded on non-discrimination, fairness and opportunity.



ESHA will not discriminate because of age, sex, sexual orientation, gender, gender identity or expression, race, ethnic or national origin, religion or belief, partnership status, pregnancy or parental status, disability health or any other status.

ESHA also recognizes it is required to make reasonable adjustments to ensure people with all forms of disabilities are not at a disadvantage in the workplace.

ESHA will ensure there is an equitable pay and reward structure for employees.

f. Employee Development and Performance

All ESHA employees have the right to progress and develop their skills to achieve their full potential. This should include a robust induction and ongoing refresher and professional training (especially in the health sector) suitable to the role. This will be appropriately resourced by ESHA.

ESHA employees should be given the opportunity to review their performance and be held accountable for their actions through regular performance appraisal including a formal annual performance review.

7. Upon leaving ESHA

a. Giving feedback

Upon leaving the Federation, all ESHA staff should be given the opportunity to formally give confidential feedback to an appropriate nominated colleague based upon their experience working with the association.

b. References

Upon leaving ESHA staff may also request for ESHA to provide a reference. Where a reference is provided, it must be a true, fair and an accurate reflection of the individual. In line with safeguarding best practice, ESHA will disclose all misconduct in references.

8. Employee Redundancy

It is the belief of ESHA that where redundancy is unavoidable, ESHA employees should be treated fairly and equitably. Associated redundancy policies and procedures shall be implemented and well communicated.

Implementation

9. It shall be the responsibility of ESHA Board and Director to ensure that this policy is implemented, monitored and reviewed accordingly.

10. ESHA must:



- I. Be aware of their responsibilities as an employer
- II. Adopt and implement policies and procedures based on the above principles and the implementation points below, whilst reflecting local legislation and requirements.
- III. Ensure their volunteers, trustees, staff and beneficiaries and local communities are aware of this policy.