



Directors: Ben Fitzgerald and Rosie Frost

## **POLICY - STAFF**

Revised: 10 APRIL 2021

### **Policy**

1. KINDCODY operates a fair employment regime that complies with all relevant employment and health and safety legislation;
2. KINDCODY does not discriminate on any grounds, except that, to the extent that the organisation carries out its charitable activities within a specific country, KINDCODY will firstly recruit from the local population;
3. KINDCODY expects its staff to maintain very high standards of equality, fairness, behaviour and integrity, and to adhere to all reasonable policies, procedures and protocols of the organisation (written and verbal) even if donor or third-party organisations have set them. The policies are available on the T drive and procedures may be contained within the staff manual or project documentation, and all staff will be made fully aware of them;



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4. KINDCODY recognises that specific and positive programmes of action are necessary to ensure that the aims of its staff policy are achieved. We also recognise that progress requires the participation and commitment of all our staff to the policy, as well as the development of these procedures and structures.
5. To ensure staff are aware of key compliance related policies, all staff must attend mandatory annual Compliance Training event. A record of attendance will be maintained.
6. All staff now must be required to read the Compliance Training course materials and confirm in writing that they have understood them (this change to the policy was implemented in 2019, but due to an oversight not documented in this policy until August 2020).

### **Entry into Force**

7. This policy is effective immediately.

**Chris Frost, Chief Operating Officer**