

Deliverable 2.7: ACTRIS staff policy

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1. Purpose and scope

The purpose of this policy document is to define common values and principles that should be followed when people are working or recruited to work for ACTRIS in the ACTRIS ERIC, Data Centre, Topical Centres and National Facilities. Detailed rules and regulations for employees of the ACTRIS ERIC shall be provided in a separate document after the establishment of the ACTRIS ERIC.

The aim of this policy is to guide people working or recruited to work for ACTRIS to be ethically aware and socially responsible and to comply with the expectations of stakeholders and the research infrastructure management.

ACTRIS will also have a human resource strategy that will set out the goals on human resource management policies and practices in ACTRIS as a distributed research infrastructure. The strategy will support the human resource development and sustainability align with this policy.

2. Values

ACTRIS shall be guided by the following core values:

Equality

All people 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 ACTRIS people. Personal privacy shall, however, be respected.

Commitment and loyalty

People should be committed to the work they are performing for ACTRIS and think the best of ACTRIS.

Reliability

ACTRIS should be able to rely on people to perform their duties well and follow any policies and rules accepted for ACTRIS.

Work-life Balance

Work and life of people should be in balance

3. Guiding principles

All practices shall be based upon internationally recognised labour standards, applicable national laws, regulations, collective agreements, industry standards and national customs. Applicable national legislation shall always take precedence.

European and national legislation as applicable regarding the protection of personal data and privacy as well as health and safety at work shall be respected.

ACTRIS promotes personnel's wellbeing at workplaces so that people stay healthy and do not get overloaded by work duties.

ACTRIS promotes equality and any kind of discrimination based on 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 should be prohibited.

ACTRIS promotes accessibility to workplaces. Accessibility means the physical, psychological and social environment should be organised to ensure that everyone has an equal opportunity to participate in the community, regardless of personal characteristics.

Inappropriate treatment of people should not be allowed or tolerated. 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 assignment or assigning him/her assignments that are below his or her qualifications, and threats of physical violence.

ACTRIS works against corruption in all its forms, including extortion and bribery. No one working for ACTRIS (or a family member, or relative or friend of a person working for ACTRIS acting with his/her knowledge) should not in any circumstances offer, promise, give, receive or demand an illegal or improper payment or benefit, bribe or any other undue advantage from or to a third party that could affect or appear to affect objectivity and fairness in business decisions. People working for ACTRIS should at all times use their good judgement to avoid creating the appearance of improper payments and other inappropriate benefits.

People working for ACTRIS should promote the objectives, tasks and values of ACTRIS in their everyday duties.

4. Career development and training

Descriptions of positions to work for ACTRIS should be clear and available equally and show as much as possible perspective of career development possibilities in order to make it attractive to work for ACTRIS.

ACTRIS promotes training and mentoring in order to get new kind of expertise that is needed in distributed research infrastructures.

ACTRIS promotes external and internal mobility related to the training of new staff in order to foster career development and continuous overlap between senior staff and junior staff.

5. References

Council Directive 89/391/EEC of 12 June 1989 on the introduction of measures to encourage improvements in the safety and health of workers at work <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:31989L0391>.

REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32016R0679> .

Sustainable European Research. Commission staff working document

https://ec.europa.eu/research/infrastructures/pdf/swd-infrastructures_323-2017.pdf#view=fit&pagemode=none.

The European Charter for Researchers The Code of Conduct for the Recruitment of Researchers

https://www.euraxess.at/sites/default/files/am509774cee_en_e4.pdf.