

## **LifeWatch ERIC Employment Policy**

Approved by the LifeWatch ERIC General Assembly on 20<sup>th</sup> October 2020

## Table of Contents

1.	Introduction .....	3
2.	General Principles.....	3
3.	Working conditions.....	4
4.	Conflict of interest .....	5
5.	Recruitment .....	6
6.	Final provisions.....	7
7.	References .....	7
	Annex 1: Recruitment Procedure.....	8

## 1. Introduction

- 1.1 This policy sets out the basic principles and relationship between LifeWatch ERIC and its employees. It is intended to ensure that uniform standards and consistent employment and staff relations practices are applied.
- 1.2 The policy applies to employees of LifeWatch ERIC.
- 1.3 This policy shall be complemented by the European Charter for Researchers [1] and applicable national law.
- 1.4 In case of contradiction between this policy and applicable national law, the latter shall prevail.

## 2. General Principles

- 2.1 LifeWatch ERIC shall follow the principles of transparency, efficiency, non-discrimination and equal opportunities in the selection, recruitment and employment of its staff.
- 2.2 LifeWatch ERIC is committed to a diverse and non-discriminatory workplace. Employees shall not be discriminated against in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.
- 2.3 LifeWatch ERIC shall seek to actively recruit, continually develop and retain talented people from diverse backgrounds and origins.
- 2.4 All LifeWatch ERIC Staff shall be treated with equal respect and will have an equal opportunity to contribute fully to the success of LifeWatch based on their individual skills and interests.
- 2.5 Employees working at the LifeWatch Statutory Seat in Spain shall be appointed by, dismissed by and report to the CEO.

- 2.6 Employees working at the LifeWatch common facilities shall be appointed by, and dismissed by the CEO and report to the head of the common facility where the employee is based. The CEO will provide the Directors of the common facilities with the appropriate authorization.

### **3. Working conditions**

- 3.1 LifeWatch ERIC practices shall be based upon internationally recognised labour standards, applicable national laws, regulations, collective agreements, industry standards and national customs.
- 3.2 Employees shall perform their tasks to the best of their abilities and promote the objectives and values of LifeWatch ERIC in their everyday work and interaction with third parties.
- 3.3 Employees shall observe the instructions given by their line manager and carry out their tasks with care and caution while taking into account their colleagues' well-being.
- 3.4 Working conditions for employees, including for disabled employees, shall provide where appropriate the flexibility deemed essential for the successful fulfillment of their tasks in accordance with existing national legislation and with national or sectoral collective-bargaining agreements.
- 3.5 Working conditions shall allow both women and men to combine family and work, children and career. Particular attention should be paid to flexible working hours, part-time working, tele-working and leave, as well as to the necessary financial and administrative provisions governing such arrangements.
- 3.6 Employees should enjoy fair and attractive employment conditions with adequate social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with applicable national legislation and with national or sectoral collective bargaining agreements.

- 3.7 All LifeWatch ERIC employees shall be treated with equal respect and shall have an equal opportunity to contribute fully to LifeWatch ERIC's success based on their individual skills, competence and interest.
- 3.8 LifeWatch ERIC shall offer a safe and healthy working environment, seeking to eliminate any work-related accidents and injuries in its facilities and continuously improve health and safety in the workplace.
- 3.9 All forms of inappropriate behaviour are strictly prohibited. Examples of inappropriate behaviour include: repeated humiliation and insulting, bullying, psychological abuse, not speaking to or ignoring a colleague, spreading of gossip or ridiculing a colleague, denying a person certain work assignments or assigning him/her assignments that are below his or her qualifications, physical or verbal violence or threats of physical violence. Further detail shall be established in the LifeWatch code of conduct.
- 3.10 Staff working at LifeWatch ERIC shall treat other employees as well as secondees and consultants of LifeWatch ERIC equally, fairly and with respect. LifeWatch ERIC management shall be committed to taking immediate and necessary action if it becomes aware that any inappropriate behaviour has taken place.
- 3.11 Distribution, possession, consumption or working under the influence of unlawful controlled substances (e.g. illegal drugs) while on LifeWatch's premises and/or while conducting LifeWatch activities is strictly prohibited.

## 4. Conflict of interest

- 4.1 Each individual employee's professional loyalty shall be to LifeWatch ERIC. All business or organisational related decisions must be based on the best interests of LifeWatch ERIC, rather than on any personal or other considerations or relationships.
- 4.2 LifeWatch ERIC staff shall practice honesty and integrity and should avoid entering into situations where their personal, family or financial interests may be in conflict with that of LifeWatch ERIC.

- 4.3 LifeWatch ERIC shall be committed to work against corruption in all its forms, including extortion and bribery.

## 5. Recruitment

- 5.1 The recruitment and selection of employees shall be conducted in compliance with applicable employment laws by the employing institution where the employee is based.
- 5.2 LifeWatch ERIC is committed to a diverse and non-discriminatory workplace.
- 5.3 LifeWatch ERIC shall aim for a representative gender balance at all levels of staff. This should be achieved on the basis of an equal opportunity at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.
- 5.4 Detailed procedure on recruitment and selection of personnel is set out in Annex 1.
- 5.5 All documents relating to the employment of personnel will be treated confidentially and in accordance with the European General Data Protection Regulation (GDPR) and applicable national law.
- 5.6 LifeWatch ERIC may offer funding for short- or medium-term visiting researcher positions (e.g., visiting professors, PhD students or studentships). The funding will be granted with a view to providing an opportunity for researchers to develop a subject area within the scope of the activities carried out by LifeWatch ERIC. Such funding will take the form of grants or fellowships and shall not be considered to be an employment contract with LifeWatch ERIC. Separate rules and procedures may be developed by LifeWatch ERIC to govern the process of award and management of such funding.

## 6. Final provisions

- 6.1 This policy shall be reviewed by the General Assembly at a minimum every five years from the date of their adoption.
- 6.2 Changes or amendments to this policy may be proposed by the CEO or by the Executive Board, to the Chairperson of the General Assembly at any time and be subject to voting.
- 6.3 This policy shall come into effect on the day following the date of their adoption by the General Assembly.

## 7. References

- [1] <https://euraxess.ec.europa.eu/jobs/charter/european-charter>

## **Annex 1: Recruitment Procedure**

All new and open positions with LifeWatch ERIC shall be advertised widely through appropriate means and posted on the LifeWatch ERIC's website. Adverts shall be published well in advance, so as to allow potential candidates sufficient time to be made aware of the opportunity and to prepare their applications.

The advert shall provide a description of the position and criteria for selection, which shall include the required skills, experience, knowledge and motivation and other relevant requirements. All criteria published for the selection shall be clear, directly linked to the role and position advertised and must not lead to discrimination on the basis of race, ethnicity or national origin, religion, gender, age, physical or mental disability, sexual orientation, political affiliation or because of marital or parental status.

Prior to the publication of the advert the CEO shall establish a selection panel composed of at least 2 members from the Executive Board who may be supplemented by additional experts. Appointment of members of the selection panel shall take into account, in particular, the location of employment, the interest of the relevant facility where the employee would be placed (e.g., common facility or headquarters), the characteristics and the seniority of the position advertised.

Members of the selection panel shall sign a confidentiality and lack of conflict of interest undertaking.

The selection panel shall review all applications and agree on a short-list of candidates to be invited to an interview. Short-list of candidates shall be based on the advertised criteria, taking into account any affirmative action plan concerning gender balance which had been approved in advance in accordance with Article 12(1) of the Statutes.

If not already a member of the selection panel, the CEO shall review the short-list of candidates and their resumé prior to inviting candidates for the interview.

Following the interview phase, the selection panel shall prepare a written report which includes the ranking of the candidates supported by a narrative and a recommendation for the successful candidate.

The CEO shall decide whether to adopt the recommendations of the selection panel and to offer the successful candidate an employment contract, or not. Where relevant and applicable, the CEO may decide to seek the approval of the General Assembly prior to offering the employment to the successful candidate.