



GVI HR Policy - Central Policies for all divisions and departments

Introduction

In addition to ensuring that as an organization, GVI supplies its managers and teams with access to reasonable levels of equipment and working conditions necessary to complete their tasks, we have formalized how we would like all of our personnel to work together and treat each other. This policy document describes guidelines for managers and personnel aimed at looking after the physical and mental well being of all GVI personnel and assisting them to improve professionally, become more effective and happier in their roles, and reach their potential within GVI.

Recruitment

Job posting and advertising

- Always look to recruit internally first and to offer current GVI staff opportunities to advance within the organization.
- Staff should to be recruited in sufficient time to allow for handover period whenever possible.

Screening and interview

- Managers must assess and approve their personnel during the recruitment process.
- Cultural fit with GVI should be a high priority in recruiting new hires.
- New staff should receive a clear written job description and contract prior to being confirmed.
- Staff contracts should have finite timescales but may be renewed by mutual consent.

Arrival

- All new staff to have an appointed “Buddy” mentor for their first month with GVI.

Start of contract and orientation

- Prior to undertaking any formal task, new staff should have received a solid overview in the work and history of GVI locally and internationally, and specific training on the task.
- All new staff should receive a contract including a clear job description, salary and benefits, including clearly defined vacation time, and a formal review with their



manager including achievable and measurable job objectives to make sure that the agreement between GVI and the employee are clear and agreed upon.

Management

All managers should:

- Clearly define aims and objectives for their teams.
- Periodically review the success of each team against their objectives.
- Clearly define aims and objectives for individual staff.
- Hold daily team meetings where applicable
- Hold weekly team meetings and when possible, rotate the chair of the weekly team meetings.
- Hold one-on-one meetings with staff at least once every two weeks.
- Ensure all team meetings and one on one's have an agenda.
- Help all personnel and teams prioritise their tasks.
- Help staff develop management skills by giving them ownership of tasks, projects and people to manage.
- Consider the physical and mental effectiveness of their teams in all decisions they make.
- Ensure their teams have access to suitable facilities for downtime and renewal periods.
- Make sure their teams are getting enough downtime including renewal periods which can be used for exercise, rest, meditation or sleep, off duty time, and vacations
- Ensure their teams have reasonable living conditions if supplied by GVI
- Ensure their teams and personnel have access to a reasonable level of food and water if supplied by GVI
- Help personnel advance within GVI by accommodating logical transfers requests.

GVI culture

All personnel should:

- Personally thank at least one person each week.
- Share occurrences within GVI that made you laugh or smile.
- Treat each other with kindness and mutual respect.



Personnel development

- Reviews should be conducted for all personnel at a minimum of every 6 months to assess goals and agree upon future objectives to be met.
- Reviews should include peer reviews from above, laterally and from below.
- Managers should collaborate with their staff to set job objectives and goals.
- Managers should provide their personnel access to resources that will help their team professionally develop.
- Staff training programs should be conducted every 6 months.

Rewards and benefits

- Staff packages are set up on an individual basis relative to merit, length of service and location.
- All personnel must take at least 1 x 2 week period per year as vacation time, booked at least 3 months in advance, whenever possible.
- If staff are asked to work on a bank holiday in the country where they work, they are entitled to take the day off in lieu at a time agreed in advance with your manager (for a maximum of up to 8 bank holidays a year).
- GVI offers discounts to Family and Friends of staff to help them stay in touch whilst working away from home (please see GVI Family and Friends Policy for details).
- Paid sabbaticals of 1 month in duration are offered to all paid GVI staff. Qualifying conditions vary according to position and department.

End of Contract

- All personnel should receive an end of contract review including opportunity to feedback on GVI and their experience.