Code of Good Practice

People are central to achieving your organisation's mission.   How your organisation's staff is managed will have an impact on their effectiveness

The Principles of the Code of Good Practice:

➢ **Human Resources Strategy**

  o How can you ensure the right staff are recruited and deployed in the right time to meet programme objectives?
  o Do you have the resources to employ, manage, support and train them?

➢ **Staff Policies and Practices**

  o Are your staff policies and practices in writing and understood by all?
  o Are they applied consistently to all staff and take into account relevant legal provisions and cultural norms?
  o Are they fair, effective and transparent?

➢ **Managing People**

  o Does all staff have clear work objectives and performance standards?
  o Are managers trained and supported to manage well?
  o Are reporting lines clear?

➢ **Consultation and Communication**

  o Are all staff informed and consulted on matters that affect their employment?
  o Do managers and staff understand how to communicate and participate?

> The People in Aid Code of Good Practice is an internationally recognised NGO that helps agencies enhance the quality of their human resource management.
>
> Agencies which implement the Code increase the effectiveness of their programme and their overall impact.
>
> Similarly, each field-based unit or project which engages staff needs to consider the practical applications of these principles.

➢ **Recruitment and Selection**

  o Do your policies and practices aim to attract and select the widest pool of suitably qualified candidates?
  o Are your processes clear, fair and consistent?

➢ **Learning, Training and Development**

  o Is all staff given induction and briefing?
  o Does staff know what training and development they can expect and are opportunities offered fairly?

➢ **Health, Safety and Security**

  o The security, good health and safety of your staff are a prime responsibility of your organisation.
  o Do you have clear written policies?
  o Do they include assessment of security, travel and health risks and plans?
  o Are managers and staff clear and trained in their responsibilities?

Adapted from the People in Aid Code of Good Practice – for full details and implementation guidelines follow the links below