|  |  |  |
| --- | --- | --- |
| **Summary and overview of key ISHR policies and procedures**  Updated as at 18 June 2019 |  | C:\Users\w.ramsay\Desktop\Design\Pictures\logo_doc_ishr.png |

This document summarises ISHR’s key policies and procedures. It is intended to provide an overview only and does not substitute for or replace those policies in any way. All ISHR staff, fellows, interns and consultants are required to be familiar and act compatibly with all relevant and applicable policies, procedures and other directives.

**Adopted policies**

|  |  |  |
| --- | --- | --- |
| **Name of policy** | **Date of adoption or last review and responsible authority** | **Brief summary** |
| ISHR Articles of Association and By-Laws | May 2011  ISHR Board | The Articles of Association and By-Laws establish and govern the purpose of ISHR, as well as the appointment, powers and responsibilities of its various organs, including the members (and annual general meeting), the Board and Board officeholders, the Director, and the Secretariat. They also set out rules as to the conduct of Board meetings and the AGM. |
| US Friends of ISHR Certificate of Incorporation and By-Laws | May 2013  ISHR Board and US Friends Board | The Certificate of Incorporation and By-Laws establish and govern the purpose of US Friends of ISHR, as well as the appointment, powers and responsibilities of the Board (members of which are appointed by the Board of ISHR). |
| Strategic Framework 2017-2020 | December 2016  ISHR Board | The Strategic Framework seeks to ensure the effective and sustainable pursuit of ISHR’s Vision, Mission and Theory of Change over the period 2017- 2020. It does this by articulating programmatic and managerial objectives and priorities. |
| Personnel Policy | July 2019  ISHR Director | The Personnel Policy provides the terms and conditions of employment and engagement of all members of the ISHR Secretariat. It forms a part of all employment contracts. It seeks to ensure positive, harmonious and effective relationships between ISHR and members of the Secretariat and within the Secretariat by providing clarity and certainty. It provides the basic duties and rights of ISHR and all members of the Secretariat towards each other and the basic conditions of service. |
| [Code of Conduct](https://www.ishr.ch/sites/default/files/page/documents/ishr_code_of_conduct.pdf) | March 2017  ISHR Director | The Code is intended to ensure that all ISHR staff, fellows, volunteers and interns respect human rights principles and uphold and conduct themselves in a way which reflects organisational Values. It forms a part of all employment contracts. For this purpose the Code:   * Provides guidance on standards of conduct required by the organisation; * Describes the consequences of breaches of acceptable conduct (which may include disciplinary action, including termination); and * Affirms that all staff and management, including the Board and Director, bear responsibility for ensuring a safe and respectful environment for all staff, fellows, volunteers and interns in their working relations. |
| Remuneration, Benefits and Flexible Work Policy | March 2017  ISHR Director | This policy sets out the principles and criteria to be taken into consideration in determining staff remuneration, benefits and requests for flexible work arrangements. |
| Wellbeing Policy | July 2019  ISHR Director with endorsement of all staff | This policy sets out ISHR’s commitment to the care and wellbeing of ISHR staff, fellows, interns and consultants. It articulates a range of individual commitments, as well as collective and organisational measures and responsibilities to ensure that, so far as possible, ISHR contributes to the physical, emotional and psychosocial health and wellbeing of staff, fellows, interns and consultants. |
| Digital Security Policy | March 2017  ISHR Director | This policy sets out ISHR’s commitment, the criteria and considerations to be taken into account, and the steps and measures to be taken, to maximise digital security and to identify and mitigate digital security risks. |
| Confidentiality Commitment | March 2017  ISHR Director | This policy specifies the commitment of all staff, fellows, interns, consultants and others to maintain the confidentiality of ISHR information and to only communicate externally about the organisation and its positions in line with adopted policies and positions. |
| [Equal Opportunity and Anti-Discrimination Policy](https://www.ishr.ch/sites/default/files/page/documents/ishr_equal_opportunity_policy.pdf) | March 2017  ISHR Director | This policy sets out ISHR’s commitment (and implementation thereof) to promoting and protecting equality and freedom from discrimination, bullying or harassment, including for all Board and staff members, interns and volunteers, job applicants, course participants and other relevant stakeholders. Specified prohibited grounds of discrimination include: race, colour, sex, religion, national or social origin, marital status, age, sexual orientation, gender identity or expression, disability or medical condition. Breach of the policy may result in disciplinary action, including termination. |
| Risk Assessment and Management Protocol | October 2017  ISHR Director | The protocol establishes a standardised process for assessing and mitigating risks associated with ISHR’s operations and activities in Geneva, New York and in the field. It applies in relation to ISHR Board, staff, consultants, interns and fellows, and in relation to human rights defenders engaging with ISHR or participating in ISHR events and activities. |
| Travel, Mission and Field Security Policy | March 2017  ISHR Director | This policy sets out the criteria and considerations to be taken into account, and the steps and measures to be taken, to maximise security and to identify and mitigate risks associated with any ISHR travel, missions or field presence.  The policy recognises that working for ISHR and undertaking travel and missions may entail a variety of risks. It specifies that ISHR management and staff have an obligation to take all reasonable steps necessary to maximise security and to minimise risk. It sets out that in no circumstances should management require, or should staff, consultants or fellows be exposed to, unacceptable risk. A risk is deemed unacceptable if it is a risk that management considers should not be undertaken or to which the relevant staff member, intern, consultant or fellow is not prepared to be exposed. |
| Protocol for processing personal data | March 2018  ISHR Director | This protocol sets out ISHR’s commitment, the criteria and considerations to be taken into account, and the steps and measures to be taken, to process personal data in compliance with the General Data Protection Regulation of 2018. For US Friends, there is an additional Document Retention Policy aimed at enhancing compliance with the Sarbanes-Oxley Act of 2002. |
| [Data Privacy Policy](https://www.ishr.ch/sites/default/files/page/documents/ishr_data_privacy_policy_rev_2019_v1_clean.pdf) | May 2018  ISHR Director | This is an externally facing policy. It specifies that ISHR collects and processes personal data that is provided by you and may obtain information identifying you, including email addresses, for the purpose of communicating with you. The Privacy Policy explains what that information is and how we use it. |
| Financial Rules and Regulations | December 2017  ISHR Director and Finance Director | The Financial Rules and Regulations govern all financial activities of ISHR and are intended to ensure transparent, prudential, sustainable financial management and to prevent fraud or corruption.  The FRR set out the policy in relation to budgetary principles, authorisation of payments, expenditures and cash advances made or incurred for or on behalf of ISHR. It is intended to ensure that expenses incurred, and payments made are properly authorised and that the processes involved protect ISHR’s financial integrity, and are robust, reliable, transparent and efficient. Adherence to the policy is necessary to ensure that ISHR’s financial operations are secure and sustainable. Non-compliance may result in disciplinary action, even termination. |
| Accounting Manual | December 2017  ISHR Director and Finance Director | The purpose of this manual is to describe the accounting policies and procedures currently in use at ISHR and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency. This manual supplements the ISHR Financial Rules and Regulations. |
| Child Protection Policy | March 2017  ISHR Director | This policy sets out ISHR’s commitments, policies and practices with respect to the protection of children, including how to respond to allegations or suspicions of child abuse. |
| Corporate Donations Guidelines | May 2018  ISHR Board | These guidelines set out relevant considerations in relation to ISHR soliciting or receiving donations or in-kind support from the private sector and in relation to ISHR providing services to the private sector on a fee-for-service basis. They are intended to operationalise the provision of ISHR’s Strategic Framework that ISHR will ‘explore and consider opportunities for private sector donations on a case-by-case basis, applying principles of due diligence. |
| Policy on appointment of Board members who are or have recently been senior government officials or representatives | May 2018  ISHR Board | This policy sets out relevant considerations and the criteria to be applied in relation to the identification and appointment of Board members who are or have recently been senior government officials or representatives. |
| Conflict of Interest Policy | July 2011  ISHR Board | This policy sets out the obligation of Board members and staff to act in the best interests of the organisation and to not use their position with ISHR for private benefit. This obligation is also contained in the ISHR Personnel Policy, which requires all employees to act in ISHR's best interests and provides that any conflict of interest should be avoided. |
| [Whistleblower Policy](https://www.ishr.ch/sites/default/files/page/documents/ishr_gva_whistle_blower_policy_final.pdf) | July 2011  ISHR Board | This policy sets out that if any employee reasonably believes that some policy, practice, or activity of the International Service for Human Rights is in violation of law, they should file a written complaint with the Executive Director and prohibits retaliation against any employee for making such a complaint or pursuing it with other relevant authorities. |