



STAFF RULES

Adopted by the Board of Governors at its Extraordinary Session
(Geneva, November 1976)

Modified by the IInd Session of the General Assembly (November 1981)

by the Vth Session of General Assembly (October 1986)

by the VIIIth Session of General Assembly (November 1991)

by the Xth Session of General Assembly (November 1995) by

the XIth Session of General Assembly (November 1997) by

the XIIth Session of General Assembly (October 1999)

the XVIIth Session of the General Assembly (November 2009)

and by the XXIInd Session of the General Assembly (December 2019)

Rule I

Scope and Purpose

- 1.1. These Staff Rules (hereinafter referred to as "these Rules") set out the basic obligations, duties and rights, as well as the conditions of service of the staff of the International Federation of Red Cross and Red Crescent Societies (hereinafter termed "Staff").
- 1.2. These Rules also lay down the broad principles which the Secretary General shall apply to the recruitment of personnel and to the administration of Staff.
- 1.3. In regards to Staff subject to applicable national law, as may be amended by an applicable Status Agreement, (hereinafter "National Staff") these Rules shall be interpreted to apply as far as compatible with such laws.
- 1.4. In accordance with these principles, the Secretary General shall establish, in consultation with the relevant Staff Association set up in accordance with Rule X, para 1 of these Rules, and shall put into force appropriate staff regulations (hereinafter "Regulations").

- 1.5. These Rules do not apply to individuals seconded to the International Federation by National Societies or any other organisation, or to any other individuals not having concluded a contract of employment with the International Federation, including consultants, interns, and volunteers.
- 1.6. Guided by the same principles and after similar consultation, the Secretary General may also establish appropriate regulations for consultants, interns and volunteers.

Rule II

Duties, Obligations and Privileges

- 2.1. All Staff shall be considered as international or national officials representing an international non-political, non-governmental, membership organisation. They work to serve the interests of its membership as per the general object and functions of the International Federation and in accordance with the Fundamental Principles of the International Red Cross and Red Crescent Movement.
- 2.2. In accepting appointment, Staff shall undertake to discharge their duties and to regulate their conduct solely with the object, goals and interests of the International Federation in view.
- 2.3. In the performance of their duties, Staff must neither seek nor accept instructions from any authority other than the Secretary General.
- 2.4. All Staff shall be placed under the authority of the Secretary General who may assign to them any task or post within the International Federation. They are responsible to him/her in the performance of their duties. The Secretary General shall decide upon the duration of the normal working week.
- 2.5. Staff shall conduct themselves at all times in a manner compatible with their position as employees of the International Federation. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status as representatives of the International Federation.

- 2.6. Staff shall exercise the utmost discretion on all official matters. Except with the authorisation of the Secretary General, they shall not communicate to any person information not yet made public which may be known to them by reason of their official position.
- 2.7. Staff may not exercise any public function, whether remunerated or not, outside the organisation on a permanent or temporary basis, without the previous agreement of the Secretary General.

Rule III

Classification of Posts

- 3.1. The Secretary General with the agreement of the Governing Board of the International Federation (hereinafter referred to as the "Governing Board") shall establish a plan for the classification of all posts according to the duties and responsibilities involved and taking into account the qualifications required.

Rule IV

Salaries and Allowances

- 4.1. The salary scale for Staff shall be established by the Secretary General, with the agreement of the Governing Board according to the classification of posts and shall especially take into account the salary and allowances of comparable international non-governmental and governmental organisations and applicable labour market conditions.
- 4.2. The salary scale shall be reviewed each year by the Governing Board on the proposal of the Secretary General, taking into consideration the market-employment conditions, cost of living, employee turnover and available finances.

Rule V

Engagement and Promotion of Staff

- 5.1. The paramount criteria governing the selection of Staff shall be their competence, integrity and devotion to the cause served by the International Federation.
- 5.2. Posts shall be filled by recruitment from the member National Societies of the International Federation, by internal promotion or rotation or by external recruitment. The Secretary General shall appoint the Staff keeping in mind the principle of diversity when this is consistent with competence.
- 5.3. Staff shall be informed, of any new post and of any vacancies to be filled, and the selection process for such post, including whether such post shall be filled by competitive process. This Rule shall not apply to posts which must be filled nationally.
- 5.4. Appointments to the posts of Deputy Secretary General, Under Secretaries General and Directors shall be made by the Secretary General, after obtaining the approval of the Governing Board of the candidates selected by him/her.
- 5.5. National Staff shall be appointed in a manner compatible with applicable national law.
- 5.6. All other Staff shall be appointed by the Secretary General who shall consider the recommendations of a selection panel.
- 5.7. The Secretary General shall establish the appropriate medical standards which prospective Staff shall normally be required to meet before their appointment.

Rule VI

Social Security

- 6.1. Subject to applicable national law, the Secretary General shall establish a social security system for Staff providing in particular for measures for the protection of their health and for fair allowances in the event of sickness, accident or death.
- 6.2. The Secretary General shall establish, in agreement with the Governing Board, special regulations for the retirement of Staff. These regulations shall include the provisions of Rule XI, para 3 of these Rules.

Rule VII

Annual and Special Leave

- 7.1. All Staff shall be entitled to appropriate annual and special leave, in accordance with applicable national labour law or conditions which shall be established by the Secretary General.

Rule VIII

Travel and Removal Expenses

- 8.1. Subject to conditions and definitions prescribed by the Regulations established by Secretary General, the International Federation shall pay the travel and removal expenses of internationally-recruited Staff and, where applicable, of their dependants.

Rule IX

Conduct

- 9.1. The conduct of all Staff shall be in conformity with the general principles established in these Rules and in the Regulations (including codes of conduct) established by the Secretary General.
- 9.2. Any Staff whose conduct is unsatisfactory may be subject to disciplinary action by the Secretary General.
- 9.3. If any well-founded charge of misconduct has been made against any Staff and it is considered that his/her continuance in office pending an investigation of the charge might prejudice the service, he/she may be suspended from his/her duties by the Secretary General, until the investigation has been completed.
- 9.4. No Staff shall be reassigned, suspended or dismissed for serious misconduct before he/she has been notified of the charges made against him/her and has been given an opportunity to reply to those charges.

Rule X

Staff Association

- 10.1. Staff shall have the right to set up an official association in accordance with the articles of 1948 ILO Convention on Freedom of Association and Protection of the Right to Organise.
- 10.2. The Staff Association shall define its objectives with the object and functions of the International Federation in mind. The main goal of the Staff Association shall be to defend and protect the rights and interests of Staff.
- 10.3. The Secretary General shall set up a Joint Staff and Management Committee for which he/she will draw up special regulations. The Staff Association shall represent the Staff of the International Federation on this Committee.

- 10.4. The Staff Association shall also represent the Staff of the International Federation on the Joint Appeals Commission established by the Secretary General in accordance with Rule XII, para 1 of these Rules, should such a mechanism include management representatives.
- 10.5. The Secretary General shall take the necessary steps to ensure that the Staff Association is able to function in accordance with its mandate and that Staff have the opportunity to participate actively in discussions on measures of interest to them.

Rule XI

Termination of Employment

- 11.1. Any Staff may resign on giving one month's notice per year of service up to six months, unless waived by the Secretary General, or otherwise stipulated in their contract of employment.
- 11.2. In case of termination of a contract early, notice shall be given, as set in the employment contract and/or the applicable Regulations established by the Secretary General.
- 11.3. Staff shall retire at the end of the month in which they reach the retirement age prescribed in the applicable Regulations established by the Secretary General, or applicable national law.
- 11.4. Staff entitled to a disability pension shall be put on the retired list for disability reasons.
- 11.5. Fixed-term contracts shall come to an end automatically on completion of the agreed period of service. Renewal of fixed-term contracts shall be preceded by advance notice as prescribed in the Regulations established by the Secretary General.
- 11.6. When a post is abolished, the services of the holder of that post may be terminated early, if no other post is available. Any Staff whose contract

is terminated under this provision shall receive adequate termination notice and compensation as prescribed by the Regulations established by the Secretary General or as otherwise provided in the contract of employment.

- 11.7. The Secretary General may terminate the employment of Staff in the interests of the organisation as governed by the jurisprudence of the International Labour Organisation's Administrative Tribunal, or whose services are unsatisfactory. In the case of termination due to unsatisfactory performance, the individual shall first be given a warning in writing and a reasonable time to improve the quality of his/her services. The reasons for the termination of the employment of Staff to which Rule 5.4 applies shall be reported by the Secretary General to the Governing Board at its next session.

Rule XII

Appeals

- 12.1. The Secretary General shall set up an Appeals Commission, which shall have the mandate to advise the Secretary General in the case of an appeal by any Staff who has concluded a contract of employment with the International Federation which is not governed by national law against an administrative or disciplinary decision on the terms of engagement, conduct or termination of employment. The Secretary General shall also lay down the terms of reference of such a Commission.
- 12.2. In the event of a dispute between the Secretary General and any Staff not being settled by mutual agreement, alleging non-observance, in substance or in form, of the terms of appointment of Staff and/or of provisions of the Staff Rules and the Regulations established by the Secretary General, the dispute shall be settled either by the applicable national labour courts or by the Administrative Tribunal of the International Labour Organisation, as determined by the Secretary General.

Rule XIII

General Provisions

- 13.1. All previous provisions concerning Staff which may be in conflict with these Rules shall hereby be cancelled.
- 13.2. The provisions of these Rules may be amended by the General Assembly, after consultation with the Secretary General, without prejudice to the existing rights of Staff.
- 13.3. The Secretary General shall report annually to the Governing Board on any amendments which he/she has made to the Regulations established by him/her under Rule I, para 4 of these Rules.
- 13.4. The Secretary General may delegate to the Deputy Secretary General and/or the Under Secretaries General or Directors such of his/her powers as he/she considers necessary for the effective implementation of these Rules.
- 13.5. Should the meaning of one of the above Rules be in doubt, the Secretary General shall be authorised to decide on the interpretation to be given to that Rule, subject to this interpretation being verified by the Governing Board at its next meeting.

Rule XIV

Entry into Force

- 14.1. These Rules as updated shall enter into force on 7 December 2019 at the end of the XXIInd Session of the General Assembly, at which time the former Rules shall stand repealed.