

## International House Quality Standards

### 2 The International House Staff Charter

**No. Standard**

- 2.1 All IH schools take all reasonable steps to ensure that the terms and conditions of employment for all employees are in accordance with national or local employment regulations.
- 2.2 All IH schools provide fair terms and conditions of employment in the context of the relevant local or national law, in the following areas:
- a. salary;
  - b. length of contract;
  - c. working hours and teaching hours per week
  - d. paid holiday entitlement;
  - e. sickness, maternity, family and compassionate leave;
  - f. pension and severance pay arrangements, where relevant;
  - g. unpaid leave of absence.
- 2.3 All IH schools have clearly specified procedures for dealing with staff grievances and disciplinary problems. The IH school and the employee always act fairly and reasonably with each other. Both parties make every effort to resolve disputes with good faith and goodwill, through amicable and reasonable direct communication and dialogue. Where necessary grievances can be referred to the IHWO Board.
- 2.4 All IH schools employ administrative staff and academic staff who have appropriate training, qualifications and experience according to national norms for the work in question.
- 2.5 All IH schools provide all staff with appropriate workspace and the facilities for them to carry out their duties effectively, as well as relevant opportunities for training and development within and outside working hours.
- 2.6 All IH schools provide all employees within 15 days of the beginning of their employment with a written statement, signed by both parties, which clearly specifies the terms and conditions of employment, as well as the main responsibilities of the post, the procedures available for dealing with grievances, and the procedures to be followed in the event of disciplinary action.
- 2.7 All IH schools undertake to keep their staff informed about the status and ownership of the school, and of the organisations and associations it belongs to.
- 2.8 All IH schools ensure that adequate arrangements are provided for the welfare, health, insurance, and safety of all employees.
- 2.9 All newly-employed teachers recruited from IH Recruitment Service are provided where necessary with arrangements for travel and relocation, as specified in the Teacher Service Agreement, and with all necessary guidance and assistance with accommodation, visas, registration, and other formalities required by government or local authorities.
- 2.10 All IH schools undertake not to discriminate in any way against staff on grounds of gender, race, disability, sexual orientation, age or religion.

