

## Staff Charter

- S1** All IH schools take all reasonable steps to provide employment in accordance with local and national laws. All IH schools provide fair terms and conditions 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.
- S2** IH schools should provide all employees with a written statement of their employment within 15 days of the beginning, signed by both parties, which clearly specifies the terms and conditions of employment, the main responsibilities of the post and the company's disciplinary and grievance procedures.
- S3** In addition to the above, terms and conditions for contracted academic staff shall comply with the following:
- a maximum teaching load of 120 hours in any four-week period;
  - a minimum paid annual holiday entitlement of 20 working-days (local exceptions agreed with IHWO will be included in individual school affiliation agreements);
  - a minimum sick-pay entitlement of 10 days per year, on production of medical certificates;
- A pro-rated provision of the above shall apply for part-time, temporary or vacation centre teachers. Freelance teachers should be treated fairly and reasonably.
- S4** Staff are provided, where necessary, with arrangements for travel and relocation and with all necessary guidance and assistance with accommodation, visas, registration and other formalities required by government or local authorities.
- S5** IH schools provide staff with appropriate workspace and the facilities for them to carry out their duties effectively.
- S6** IH schools shall ensure that all their staff have a job description and the appropriate experience and training to fulfil their duties as defined in their job description.
- S7** IH schools identify individual staff training needs through regular evaluation of performance and provide relevant opportunities for training and development within and outside working hours.
- S8** IH schools will use all reasonable efforts to ensure that adequate arrangements are provided for the welfare, health, insurance and safety of all employees.
- S9** IH schools undertake not to discriminate in any way against staff on grounds of gender, race, disability, sexual orientation, age or religion.
- S10** IH schools undertake to keep staff informed about the status and ownership of the school, and the organisations and associations it belongs to.
- S11** IH schools must make the IH Staff Promise available to all staff (on posters, on intranets or websites, in handbooks, etc).

