

Animal Welfare.
Worldwide.



Workplace Policy

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1. TARGET GROUP

This Workplace Policy applies to all employees, interns, and volunteers of FOUR PAWS, hereafter “colleagues”, as well as to all Board members and may be applied to other stakeholders depending on individual circumstances and the nature of their relationship with FOUR PAWS.

2. INTRODUCTION

FOUR PAWS is a global animal welfare organisation with offices as well as sanctuaries for rescued animals in numerous countries. Beside the local presence, FOUR PAWS works with local authorities and strategic partner organisations on the ground to support efforts with animal rescue and care, veterinary public health services, and the protection of livelihoods.

Since its founding in 1988, the organisation has grown considerably, and with this expansion, its management practices and needs evolved. Due to the organisation’s global animal welfare activities, a comprehensive approach to management of people which takes into account both the recruitment of talents to FOUR PAWS and the management of talents within FOUR PAWS is required.

This Workplace Policy aims to ensure that FOUR PAWS recruits and retains employees with a strong work ethic who are highly motivated to help the organisation achieve its vision and mission, who are equipped with the necessary skills for their respective positions, for whom animal welfare is a major concern, and who are able to help the organisation achieve its charitable goals. It explains what is expected of employees, interns, and volunteers and what they can expect from FOUR PAWS.

3. WORKPLACE PRINCIPLES

FOUR PAWS places trust, respect and dignity at the core of its identity.

3.1. Trust and Respect

FOUR PAWS fosters a sensitive approach toward interpersonal relationships with persons of diverse backgrounds and experiences, both on an individual and collective basis.

3.2. Dignity

FOUR PAWS aims to create a positive, inclusive workplace environment, where all colleagues at FOUR PAWS are valued, treated with respect and dignity, and receive the support they need to do their jobs at the highest levels of excellence.

4. WORKPLACE MANAGEMENT

4.1. Diversity, Equity, and Inclusion

4.1.1. General remarks

FOUR PAWS is dedicated to the principles of diversity, equity, and inclusion in all of its activities, including the recruitment, hiring, development, assessment, leading and remuneration of all colleagues.

FOUR PAWS values diversity and seeks to attract, develop, and retain people from a broad range of backgrounds, cultures and lived experiences, to bring different perspectives and contributions at all hierarchy levels to support us in our mission.

FOUR PAWS – in providing goods and/or services and/or facilities – is committed against any forms of harm and/or negative discrimination of staff such as in remuneration and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, leave, requests for flexible working, selection for employment, promotion, training or other development opportunities.

FOUR PAWS aims to provide equal access to opportunity to all colleagues, whether temporary, part-time or full-time, regardless of social status or identity.

4.1.2. Gender Equality

FOUR PAWS strives to ensure that all persons can fully access and enjoy their rights without discrimination based on their gender identity. Women, men and gender non-conforming people are treated fairly and enjoy the same rights, opportunities, and actual possibilities to participate on their own terms in all fields of FOUR PAWS.

FOUR PAWS aims to:

- Keep track of gender representation at all levels.
- Promote gender equality and balance.
- Provide for working conditions that suit as best as possible the individual physical and mental needs of all colleagues.

FOUR PAWS welcomes and strives to ensure that all persons can fully enjoy their rights without discrimination based on sexual preference and/or gender identity.

If an individual chooses to transition during their time at FOUR PAWS, or transitioned prior to their time at FOUR PAWS, the organisation is committed to accommodate and support them by offering a workplace that is supportive and inclusive of any physical or mental needs.

4.1.3. Cultural Inclusion

FOUR PAWS recognises the importance of cultural inclusion, encourages and supports open dialogue and freedom of expression, including aesthetic and appearance choices, amongst colleagues.

FOUR PAWS strives to cultivate the connection between colleagues to express their authentic selves and provide a safe environment to those with needs related to their religious observance or practices in recognition of specific personal and/or religious expressions.

4.1.4. Neurodiversity

FOUR PAWS recognises the value coming from diversity in cognitive approaches and the importance of offering a workplace that is supportive and inclusive of neurodivergent people.

4.1.5. People with Disabilities

FOUR PAWS is committed to creating a safe working environment which accommodates, as best as possible, the needs of people with disabilities. FOUR PAWS supports colleagues with disabilities and aims to enable them to achieve their best, providing equal opportunities ranging from an open recruiting process to providing support relating to workplace adjustments.

FOUR PAWS strives to ensure that all persons can fully access and enjoy their rights without discrimination based on their physical and/or mental state, finding flexible ways of working that suit the employee's needs.

4.2. Recruitment

4.2.1. Competitive Recruitment

FOUR PAWS recruitment process aims to identify, externally or internally, the person best suited for each position and the organisation as a whole, while adhering to fair, diverse and accessible hiring practices.

FOUR PAWS is committed to conducting the recruitment and selection process in a professional and efficient manner in compliance with all applicable laws.

4.2.2. Professional

Colleagues involved in recruitment and selection activities are trained and follow local regulations and internal standards to carry out the recruitment process in an unbiased, transparent and efficient manner.

4.2.3. Conflict of interests

FOUR PAWS aims to prevent and act on any conflicts of interest that may arise in the recruitment process such as when a FOUR PAWS colleague participates in the recruitment process while having a relationship with a potential candidate.

4.2.4. Terms of Employment

FOUR PAWS aims that the rights, duties and obligations of each colleague are defined prior to the commencement of activities.

FOUR PAWS intends to provide each colleague with a contract of employment - including the agreed remuneration, a detailed job description, and the General Conditions of Employment on their first day of employment.

4.2.5. Remuneration

FOUR PAWS aims to ensure all colleagues are paid fairly based on qualification and comparable external market values for the role.

The remuneration scheme is a balance between attracting and retaining the most qualified people for each vacancy and using all funds and donations in a prudent manner in support of its charitable purposes.

FOUR PAWS is committed to the principle of equal pay for work of equal value. This is subject to national regulations mandated by law and not only limited to salary but also to other benefits.

4.3. Duties

4.3.1. Collaboration

FOUR PAWS recognises that the organisation achieves its best results if all colleagues work together collaboratively and communicate honestly and openly with each other, their superiors, with third parties, and the public whenever applicable.

Common working practices and streamlined work and communication processes throughout the whole organisation enable colleagues to perform all activities safely and efficiently.

FOUR PAWS fosters the use of information technology and tools to achieve optimal levels of communication and collaboration between colleagues and partners.

FOUR PAWS commitment to nurturing a safe and inclusive working environment is also reflected in its communication, as the organisation promotes the use of inclusive language.

4.3.2. Confidentiality

4.3.2.1. Personnel data

FOUR PAWS intends to restrict the processing of data to that which is required for operational purposes and restricts access to employee-related data to those employees who, due to their function, must have access to these data. Employees are permitted access to their personnel files.

FOUR PAWS abides by the local regulations in the handling and sharing of employee-related data.

4.3.2.2. Personal views and convictions

While personal views and convictions, including political and religious convictions, remain inviolable, colleagues shall ensure that those views and convictions do not adversely affect their official duties or the interests of FOUR PAWS.

4.3.2.3. Social media

FOUR PAWS stresses yet again the necessity that the expression of colleagues' personal views and convictions on social media does not adversely affect their official duties, reflect poorly on their status as colleagues at FOUR PAWS or reflect negatively on FOUR PAWS.

When referring to FOUR PAWS on personal accounts colleagues are required to ensure that others know that they work for FOUR PAWS and that the opinions expressed are their own.

4.3.2.4. Operations

Colleagues at FOUR PAWS are trusted to manage data and information relevant to FOUR PAWS operations with confidence and restraint.

4.3.3. Leadership

FOUR PAWS is committed to inclusive leadership where our leaders ensure that our people are empowered to be their best, professionally, and personally.

FOUR PAWS strives to have its leaders act as one community.

FOUR PAWS leaders are expected to set an example for all colleagues by demonstrating personal integrity at all times, being accountable for promoting a diverse environment and continuously developing FOUR PAWS and the individuals who compose it.

4.4. Development Opportunities

4.4.1. Learning and Development

FOUR PAWS strives to ensure that all colleagues receive the training necessary to perform their activities safely and efficiently and that they are equipped with the competencies they need to support the organisation achieve its mission.

FOUR PAWS facilitates and supports colleagues in their professional and personal development and/or further education and is committed to enabling fair access to professional development opportunities to all its employees.

FOUR PAWS aims to actively engage in developing understanding and awareness at all levels of the organisation, by providing training to help colleagues understand the challenges faced by colleagues who might be disadvantaged.

4.4.2. Talent Management

FOUR PAWS intends to regularly evaluate the performance of its staff and is committed to use fair evaluations to provide individual learning and development paths to its staff.

FOUR PAWS aims to provide a clear, transparent process for professional development and is committed to providing all colleagues with fair and equitable opportunities for professional development.

4.5. Well-Being

FOUR PAWS is committed to the protection and promotion of the physical and mental health and well-being of all colleagues, aiming to provide pleasant working conditions and environments beyond what is legally required.

FOUR PAWS supports equal access to opportunities through family-friendly policies and procedures that assist colleagues in balancing their work and family responsibilities.

4.5.1. Flexible Working

FOUR PAWS commits to provide flexible working conditions to its staff within the regulations according to the General Conditions of Employment (or other internal standards), the limit of the continuity of operations and local regulations.

4.5.2. Leave days

Colleagues are entitled to leave days in accordance to local laws and regulations and/or employment relevant agreements.

4.5.3. Mental Health

FOUR PAWS continuously seeks to improve the environment and culture of the organisation and promotes healthy practices that enhance mental well-being.

4.6. Global structure

FOUR PAWS is a global organisation.

4.6.1. Cultural awareness

Working at FOUR PAWS means working in a multicultural and diverse environment. Perceived harassment or bullying can be the unintentional result of differences in culture and understanding. Therefore, self-awareness and consideration of others is key, as well as compassion for those who think and react differently.

4.6.2. Personal move

FOUR PAWS is committed to accompany colleagues that, in the course of their career at FOUR PAWS, may move to another FOUR PAWS office to meet their personal and professional development needs.

All local regulations relating to immigration, labour laws and taxation will be complied with fully by all parties.

4.6.3. Travel

FOUR PAWS is financially responsible for all travel arrangements, including accommodation, transportation, visas, travel insurance, and medical expenses related to staff required to travel in their duties.

4.6.4. Language

The official working language at FOUR PAWS is English. In countries where FOUR PAWS operates, the language used for carrying out work-related tasks and for writing documents may differ to ensure that employees can carry out their duties in an efficient manner and all colleagues are adequately informed, and that local regulations are met.

5. IMPLEMENTATION

5.1. Accountability

5.1.1. Board

FOUR PAWS Board is accountable for the organisation's workplace development and the well-being of FOUR PAWS colleagues.

5.2. Responsibility

5.2.1. Line Managers

FOUR PAWS leaders are responsible to implement the principles laid out in this policy. These include but are not limited to:

- Engaging in conscious inclusion and other behaviours that promote equity;
- Mitigating potential unconscious bias in employment decisions;
- Creating an inclusive and safe work environment that supports Diversity, Equity & Inclusion;
- Fostering a work environment that is free from discrimination, harassment and bullying;
- Consistently displaying inclusive leadership behaviours valuing all perspectives and listening to diverse points of view;
- Role modelling inclusive and respectful behaviours in the work environment and all work-related activities;
- Enhancing employee awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another.

5.2.2. Colleagues

Colleagues must adhere to the principles laid out in the Workplace Policy and all supporting guidelines.

All colleagues at FOUR PAWS have a responsibility to treat others with dignity and respect at all times and are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

6. CONSEQUENCES OF BREACHING THE WORKPLACE POLICY

Breach of this Workplace Policy may constitute an infringement of applicable laws resulting in civil, criminal or labour-law related liability and may have an adverse effect on FOUR PAWS and other colleagues.

In case of non-compliance with the provisions of this Workplace Policy, FOUR PAWS will take necessary response measures and implement corresponding disciplinary actions, up to and including termination of contractual relationship with FOUR PAWS or, if necessary, reporting the incident to the relevant authorities.

Any colleague found to be involved in fraudulent and/or corrupt activities, or who has been negligent in the exercise of their supervisory duties will be subject to disciplinary action, including the potential dismissal (termination of their employment). If warranted, FOUR PAWS will also initiate civil and/or criminal proceedings against those individuals involved.

7. REPORTING OF MISCONDUCT

Colleagues must immediately report any breach of this Workplace Policy, whether deliberate or accidental, to a line manager or other relevant function within the organisation appointed to receive such reports. The Compliance and Integrity line is always an option to report potential misconduct or legal breach. Should a line manager be involved in the suspected breach of this Workspace Policy, incidents must be reported to their superior or through the Compliance and Integrity line. Should other relevant function within the organisation appointed to receive and handle such reports be involved in the suspected breach of this Workspace Policy, incidents must be reported to their superior. Colleagues at FOUR PAWS must not prevent any other colleague or affected individual from reporting a suspected breach of this policy.

FOUR PAWS will not retaliate against colleagues who report a presumed breach of this Workplace Policy in good faith no matter the outcome. Should colleagues choose to knowingly make false allegations, FOUR PAWS may take disciplinary action. FOUR PAWS provides colleagues with instructions on how to confidentially report a suspected breach of this Policy.



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