



E-RIHS

EUROPEAN RESEARCH INFRASTRUCTURE
FOR HERITAGE SCIENCE

E-RIHS ERIC Human Resources Policy

Approved by the E-RIHS ERIC General Assembly on 27 May 2025

E-RIHS ERIC HUMAN RESOURCES POLICY

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Reference: Pursuant to Article 10 of the E-RIHS ERIC Statutes

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E-RIHS ERIC HUMAN RESOURCES POLICY

PREAMBLE

The purpose of this policy document is to define common values and principles that should be followed when people are working or recruited to work for E-RIHS ERIC. Detailed rules and regulations for employees of the E-RIHS ERIC shall be provided in separate documents.

The aim of this policy is to guide people working or recruited to work for E-RIHS ERIC to be ethically aware and socially responsible and to comply with the expectations of stakeholders and the research infrastructure management, as well as to ensure that E-RIHS ERIC has highly qualified, motivated, and continuously trained international staff. This policy shall also create quality working conditions and an inspiring working environment to drive E-RIHS ERIC staff to achieve its mission.

E-RIHS will also have a human resource strategy that will set out the goals on human resource management policies and practices in E-RIHS ERIC as a distributed research infrastructure. The strategy will support the human resource development and sustainability aligned with this policy.

All practices adopted by E-RIHS ERIC shall be based upon internationally recognised labour standards, applicable national laws, regulations, collective agreements, industry standards and national customs. Applicable national legislation shall always take precedence.

E-RIHS ERIC is guided by the following principles and core values:

Equality

- a. The E-RIHS ERIC work environment values individuals for their talents, skills and abilities to benefit the collective workplace.
- b. Any selection of staff will be irrespective of gender, ethnic origin, religion or belief, disability, age or sexual orientation.
- c. Staff members shall enjoy equality of treatment and equal opportunity to achieve their goals in work on the basis of objective criteria and merit.

Transparency

Decisions are made based on clear, openly stated procedures and criteria. The outcomes with justifications are accessible to all E-RIHS ERIC staff. Personal privacy shall, however, be respected.

Career development and training

Descriptions of positions to work for E-RIHS ERIC should show as much as possible perspective of career development possibilities in order to make it attractive to work for E-RIHS ERIC.

E-RIHS ERIC promotes training and mentoring in order to get new kind of expertise that is needed in distributed research infrastructures.

E-RIHS promotes external and internal mobility related to the training of new staff in order to foster career development and continuous overlap between senior and junior staff.

Health and safety at work

The E-RIHS ERIC first and foremost applies health and safety guidelines to ensure a safe work environment. Staff members must maintain conduct that does not compromise their own safety and that of their colleagues.

Fair and equitable remuneration and benefits

The remuneration policy of the E-RIHS ERIC ensures external competitiveness and internal fairness regarding employee benefits. Remuneration is subject to regular revision considering variations in the general economic situation.

Recognition and individual development

E-RIHS ERIC management and staff will provide systematic and constructive feedback. Recognition and acknowledgement for achievement shall support the professional development of staff, and may be monetary or non-monetary.

Wellbeing, non-discrimination and accessibility

- a. E-RIHS ERIC promotes the wellbeing of its staff in the workplace.
- b. Any unjustified discrimination against staff members on the basis of gender, age, health, disability, ethnic origin, nationality, sexual orientation, language, religion, opinion, belief, family ties, trade union activity, political activity or any other comparable circumstances is forbidden.
- c. E-RIHS ERIC maintains accessibility in the workplace. Accessibility means the physical, psychological and social environment must be organised so as to ensure that everyone has an equal opportunity to participate in the community, regardless of personal characteristics. This means ensuring the accessibility of services, usability of equipment, intelligibility of information and the opportunity to participate in decision-making.

Inappropriate treatment

Staff members shall not exercise inappropriate treatment nor tolerate it. Staff shall refrain from any action or behaviour which might reflect adversely upon their position. E-RIHS ERIC is entitled to expect nothing less than irreproachable conduct from its staff.

Commitment and loyalty

- d. The staff should be committed to their work and perform their duties to the best of their abilities and on time, with care and reliability.
- e. The staff members should always think about what is best for E-RIHS ERIC and its infrastructure and perform their work accordingly.
- f. No one working for E-RIHS ERIC (or a family member, or relative or friend of a person working for E-RIHS ERIC acting with his/her knowledge) should in any circumstances offer, promise, give, receive or demand an illegal or improper payment or benefit, bribe or any other undue advantage from or to a third party that could affect or appear to affect objectivity and fairness in business decisions. People working for E-RIHS ERIC should at all times use their good judgement to avoid creating the appearance of improper payments and other inappropriate benefits.

Green

E-RIHS ERIC is committed to environmentally friendly practices and encourages its staff to embrace eco-conscious lifestyles.

Work-life balance

E-RIHS ERIC applies flexible and alternative forms of work that support the balance between work duties and personal priorities.

Final provisions

- a. This policy shall be reviewed by the General Assembly at a minimum every five years from the date of their adoption.
- b. Changes or amendments to this policy may be proposed by the Director General, to the Chairperson of the General Assembly at any time and be subject to voting.
- c. This policy shall come into effect on the day following the date of their adoption by the General Assembly.

GLOSSARY

Employee is the personnel directly recruited by E-RIHS ERIC.

Staff is the personnel working for the E-RIHS ERIC as a distributed research infrastructure, including the E-RIHS ERIC employee.

REFERENCES

ERIC Forum Toolkit / Human Resources / Recruitment, <https://www.eric-forum.eu/toolkit/human-resources/recruitment/> [accessed on 30/09/2023].

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