

Coalition for Epidemic Preparedness Innovations Human Resources Policy

Objective

The purpose of the Global Human Resources (HR) policy is to provide the Coalition for Epidemic Preparedness Innovations (CEPI) a global flexible framework for attracting, developing and retaining high-performing managers and employees committed to achieve CEPI's mission.

As CEPI works on a global basis, the implementation of the framework shall comply with the hiring office's local labour laws and regulations.

The policy applies to all employees whether on a permanent or a fixed-term contract. All CEPI employees are expected to perform their duties for CEPI within this framework.

The policy sets out the core principles for managing and developing people in CEPI. Line managers are empowered to use sound judgement to make decisions within this framework.

Roles and Responsibilities

The Chief Executive Officer (CEO) is accountable for the HR Policy and associated procedures. In order to ensure commitment to the CEPI mission, strategies, values, objectives and agreed ways of working, the CEO will ensure that the expectations of all CEPI employees are discussed on a regular basis.

The Global HR Manager is responsible for global implementation of the HR Policy and for developing and maintaining the associated procedures.

Line Managers are responsible for the implementation of the HR Policy within their areas of responsibility.

Expectations of Managers

CEPI expects each Line Manager to:

- Promote CEPI's mission, both internally and externally
- Effectively manage day-to-day tasks
- Provide on-going feedback
- Provide direction and alignment to enable achievement of CEPI's mission
- Provide support and challenge to allow teams and individuals to engage and grow
- Promote collaboration and team spirit within and across teams, both internally and externally
- Ensure employees' performance and development is regularly reviewed

Global HR framework

Attracting and Recruiting

CEPI's success depends on its ability to attract and retain high-calibre employees.

CEPI will recruit employees from various sectors, based on a systematic process executed by internal resources, supplemented with external search firms when needed, and in most cases involving public advertisements of available position.

The selection of the best candidate shall be independent of gender, age, religion or ethnic origin, sexual orientation, or other demographic or social factors prohibited by local laws and regulations. CEPI will promote diversity and inclusion through its hiring practices.

Work Environment

CEPI will provide a working environment in which:

- Employees and Line Managers feel respected and trusted
- Harassment or discrimination is not tolerated
- Injuries or accidents are avoided

Compensation and Benefits

Compensation and benefits include base salary and employee benefits such as medical and life insurance, pension schemes and leave.

CEPI will provide:

- Compensation and benefits that are considered competitive and aligned with the markets where CEPI operates
- Compensation and benefits that allow CEPI to attract and retain high performing individuals
- Salary increases that are reflective of employee performance evaluation, taking into account demonstration of higher-level skills and growth in job responsibilities.

Learning and Development

CEPI is committed to supporting individual learning and development. CEPI expects that all line managers and employees will work hard and deliberately to identify learning and development needs to enable employees to undertake their role more effectively or to expand their role, in order to meet collective and individual targets. Line Managers will build a working environment that fosters learning and development of employees.

Current version	1.0
Approved by CEPI Board	May 2018
Owner	Chief Executive Officer
Flow through	N/A
Linked documents	Diversity and Inclusion Statement
Past versions	N/A