



## **Well-being and work-life balance for APEEE staff**

### **Adopted via written procedure No 18/2020**

**CA 80/2020 REV 2**

**Objective:** Help the staff to find the right balance between work and private life.

#### **APEEE BOARD CODE OF CONDUCT -**

#### **WORK-LIFE BALANCE FOR APEEE STAFF**

**The APEEE Board highly values the commitment and professionalism of the APEEE staff. It recognises the importance of ensuring an appropriate balance between work and private life of the APEEE staff and that this is essential for staff well-being. To this end, the following code of conduct has been drawn up in consultation with the APEEE HR and Operations manager and staff members. All members of the APEEE Board are required to respect the following principles:**

1. The core working hours of the APEEE staff are weekdays from 8.30am to 5pm. Except in the case of urgencies, these core working hours should be respected by Board members in contacts with APEEE staff.
2. Generally speaking meetings involving and requiring the presence of APEEE staff should be scheduled on weekdays between 9am and 5pm; however on very specific occasions it will be necessary for some staff to join meetings outside of those hours, for example Board Meetings and on other planned occasions, when Board members are exceptionally not available during core hours due to their work commitments.
3. Communications with APEEE staff (including calls, emails, SMS or WhatsApp messages) should be carried out, as far as possible, during core hours. It is understood that APEEE Board members are volunteers and undertake their activities in their own time which is often outside the core hours. For this reason some flexibility is required. However, as far as possible, emails or other messages prepared outside core hours are expected to be read or replied only during core hours. Moreover, APEEE staff should not be solicited or contacted during weekends or holiday periods. Should this not be possible, APEEE staff should be reassured that



they are not expected to respond to communications outside of their core working hours.

4. Discipline should be applied in the use of emails: messages should be succinct. In principle they should be addressed to one main addressee who is responsible for the follow up. Copies should be limited to essential staff who need to be informed of the exchange. The use of 'reply to all' should be avoided as far as possible, in order to avoid overload of communications (i.e do not copy staff in exchange of arguments or ideas if not essential).
5. Flexibility will be applied in the event of an urgency (i.e. preparation of school's opening after a lockdown, urgent messages to be prepared for the next working day). However, an urgent situation must be understood by individual Board members, in the context of overall APEEE priorities and responsibilities.
6. All APEEE Board members and staff are reminded of the requirement to respect the Board's internal rules of procedure<sup>1</sup> with regards to the approval of initiatives by the responsible body (Working Group, EXCO, Board) prior to implementation.
7. Appropriate deadlines must be set by the Board members, which must respect the staff workload and other priorities. Short notices must be avoided and a reasonable period of a minimum of five working days will be respected by all prior to any implementation. The APEEE HR and Operations manager (HROM) must be also consulted beforehand, as appropriate.
8. Board members must refrain from using their position to press for personal, family, or other private demands; any conflict of interest will be signalled by staff members to the HROM.
9. Staff may contact the HROM and the President to raise any concern in accordance with Article 18 of the Board's Rules of Procedure. Where appropriate, they may contact for advice and support the APEEE Prevention Officer.

Any overtime will be compensated by additional leave days and/or a financial compensation for leave days, which were not possible to be taken previously. The HROM will be in charge of all registration of extra work and will clear any pending requests on a yearly basis by 31 August.

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<sup>1</sup> <https://www.apeeeb3.be/sites/default/files/CA%204%202016%20REV%206%20-%20Internal%20rules.pdf>