Staff Rules

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Chapter 1:

Scope and Definitions

Rule 1.1 Scope

(1) These Staff Rules elaborate on the broad principles of human resources policy for the Global Green Growth Institute ("GGGI" or the "Institute") laid down in the Staff Regulations. Together with the Staff Regulations, the Staff Rules form part of the contract between GGGI and each Staff member. The Staff Regulations and the Staff Rules express the internal law of GGGI governing the employment relationship between Staff members and GGGI.

(2) Unless specific provision is made to the contrary, these Staff Rules shall apply to all Staff members.

(3) The Executive Director may delegate to any Staff member or committee or unit of GGGI the authority to perform any of the functions referred to in the Staff Rules.

(4) The Executive Director or any other officer duly authorized to do so may issue directives for the implementation of these Staff Rules. Such directives shall be published to all Staff members.

Rule 1.2 Definitions

(1) "*Assembly*" means the GGGI Assembly, the Institute's supreme organ.

(2) *"Base Salary"* means the salary payable to a Staff member in accordance with Staff Regulation 4.1 and Staff Rule 4.2, and is exclusive of any benefits, allowances, or performance payments.

(3) *"Child"* or *"Children"* means (a) a Staff member's natural or legally adopted Child or (b) a Staff member's stepchild who is residing with the Staff member, who, in each case, is twenty-one (21) years of age or younger. A maximum of three (3) Children may be recognized as Dependents ("Dependent Child(ren)") by GGGI for the purposes of and in accordance with these Rules.

(4) *"Childcare Allowance"* means the allowance described in Rule 4.15 Childcare Allowance.

(5) *"Code of Conduct"* means the code of conduct issued by the Executive Director.

(6) *"Commuting Distance"* means 50 kilometers in distance from the Staff member's usual GGGI work location in the Duty Station. Commuting Distance is calculated as the straight-line distance between two points.

(7) "*Council*" shall mean the Council of GGGI, the Institute's executive organ.

(8) *]"Dependent(s)"* means the Spouse and each Child of a Staff member recognized as a Dependent by GGGI for the purposes of and in accordance with these Rules. One Spouse and a up to three (3) Children may be recognized as Dependents.

(9) *"Duty Station"* means the city of the GGGI office where the Staff member is assigned. In addition, GGGI will determine the location of each position as follows:

a) The duty station of country office-based positions is in the city of the country where the GGGI country office is located.
b) The duty station for regional office-based positions is in the city in which the regional office is located. In some cases, regional positions may be based in a city where one of the country offices within the region is located.
c) The duty station for global positions and HQ corporate function positions can be in any city where GGGI has an office.
d) The Executive Director can approve alternative locations for 9(b) and 9(c) positions where there is a business-critical need and no extra financial costs to GGGI would be incurred.

(10) "*Education Allowance*" means the allowance described in Rule 4.5. Education Allowance is part of the Expatriate Benefits.

(11) *"Executive Position"* refers to the positions of Executive Director, Deputy Executive Director and Assistant Executive Director.

(12) *"External Candidate"* is an individual applying for a vacant position who is not a Staff member at the time of application.

(13) *"Expatriate Benefits"* are benefits provided to eligible Staff members holding an Executive or International Position to compensate for additional costs incurred in connection with taking up/ being transferred to and holding a position at GGGI outside the Staff member's Home Country. Expatriate Benefits may include Expatriate Allowance, Education Allowance, Home Leave Allowance and Hardship Allowance. Human Resources Office shall establish guidelines to specify eligibility conditions for Expatriate Benefits.

(14) "*Junior Professional Officer Position*" refers to a Staff Position for a fixed-term appointment of one year, renewable for an additional year, subject to international recruitment in order to participate in GGGI's Junior Professional Officer program that is designed to enable young professionals to obtain international experience. Terms and conditions of this appointment are stated in a separate guideline.

(15) "*GGGI's Legal Framework"* shall mean regulations or other directives issued by the Council and any rules, guidelines, policies, procedures, or other instructions issued by the Executive Director or other designated official.

(16) *"Headquarters"* means the Headquarters of GGGI in the Republic of Korea.

(17) *"Hardship Allowance"* means the allowance described in Staff Rule 4.7. Hardship

allowance is part of the Expatriate Benefits.

(18) *"Home Country"* means the Home Country of a Staff member, as recognized by GGGI, either because of citizenship or residency. As a main rule, the Staff member's country of nationality at the time of appointment shall be the Staff Member's Home Country.

However,

a) If a Staff member is a citizen of more than one country, the country of nationality in which the Staff member has resided most recently prior to appointment or application to the GGGI shall be the Home Country; or
b) If a Staff member at the time of appointment or application is residing in a country other than their country of nationality and the Staff member has resided continuously in such country for five (5) years or more, not taking into account time spent in service in their own country's administration, employment with an international organization or in education, GGGI may establish that such country is the Home Country.

GGGI will require satisfactory evidence of nationality and/or residency, and the determination of Home Country is subject to GGGI approval. The designated Home Country shall not be altered, unless authorized by the Executive Director.

(19) *"Home Leave Allowance"* means the allowance described in Staff Rule 4.6. The Home Leave Allowance is part of Expatriate Benefits.

(20) "*Expatriate Allowance*" means the allowance described in Staff Rule 4.4. Expatriate Allowance is part of the Expatriate Benefits.

(21) *"Human Resources office"* means the office that is primarily responsible for the human resource management function in GGGI.

(22) *"Internal Candidate"* means an individual applying for a vacant position who is a staff member at the time of application.

(23) *"International Civil Service Commission"* means the expert body established by the United Nations General Assembly to regulate and coordinate the conditions of service of Staff in the United Nations common system.

(24) *"International Position"* refers to a Staff position that is subject to International recruitment. Recruitments for International Positions shall be made from the international labor market. Guidance on the conditions for classification as an International Position shall be established by the Human Resources Office.

(25) *"National Position"* refers to Staff positions that are not classified as International Positions. Recruitment for National Positions shall be made in the labor market of the duty station.

(26) *"Promotion"* means the movement of a Staff member to a higher position and grade without competition.

(27) *"Salary Increase"* means an increase in Base Salary within the salary scale corresponding to the Staff member's current position and grade.

(28) *"Separation from Service"* is when an individual loses their status as a Staff member of GGGI in accordance with Article 10 of the Staff Regulations and Chapter 10 of the Staff Rules.

(29) *"Spouse"* means a person (a) to whom the Staff member is married or (b) who is recognized as a domestic partner of the Staff member by GGGI in accordance with GGGI's Legal Framework. GGGI shall only recognize one Spouse as a Dependent, as declared by the Staff member to GGGI at the time of appointment ("Dependent Spouse").

(30) *"Staff member"* or *"Staff,"* in accordance with Staff Regulation 1.1(c), refers to any person appointed or engaged by the Executive Director to work full-time or part-time for GGGI under a letter of appointment, individual contractor agreement or other contractual modality that are subject to the Staff Regulations. This term does not include individual consultants engaged to provide temporary or deliverable-based services or undertake a specific task, interns or secondees to GGGI, unless otherwise expressly provided in their terms and conditions of engagement.

(31) *"Supervisor"* is a staff member with direct supervisory responsibilities over another staff member.

(32) *"Termination"* is Separation from Service initiated by the Executive Director in accordance with Staff Rule 10.6.

(33) *"Transfer"* is the movement of a Staff member to another position at the same grade level.

(34) *"Year"* means a calendar year beginning on 1 January and ending on 31 December or a period of twelve calendar months beginning from a given date, unless otherwise specified.

Chapter 2: Duties and Obligations

Rule 2.1 Authority of the Executive Director

(1) The Staff of GGGI shall be under the authority of the Executive Director and shall be answerable to them. Any hierarchical superior of a Staff member in GGGI shall exercise their authority in the name of the Executive Director.

(2) Staff members may be assigned by the Executive Director to any of the activities or offices of GGGI.

Rule 2.2 Status of Staff

The interests of GGGI and the Staff member's loyalty to GGGI shall always take precedence over their other interests and ties. Staff members shall act in a manner to ensure their independence from any person, entity, or authority outside GGGI.

Rule 2.3 Code of Conduct

(1) All Staff members shall familiarize themselves and comply with the Code of Conduct issued by the Executive Director, which elaborates on the duties and obligations of Staff set out in the Article 2 of the Staff Regulations.

(2) Staff members must complete and submit a written declaration to GGGI, on initial appointment and at every time they are given a new appointment, confirming that they have read and understood the Staff Regulations and the Staff Rules, and are complying with their duties and obligations thereunder, including the Code of Conduct. The declaration will be placed in their personnel file.

(3) Violation of the provisions of the Code of Conduct shall constitute misconduct subject to disciplinary action, up to and including summary dismissal.

Rule 2.4 Obligation to supply information

(1) On appointment and periodically thereafter on request, Staff members shall promptly and accurately supply the Human Resources office with any information that may be required in order to determine their status and entitlements under the Staff Regulations and the Staff Rules or in order to complete administrative arrangements in connection with their appointment, including any subsequent changes affecting their status or entitlements under the Staff Regulations or the Staff Rules.

(2) At any time during their appointment, Staff members may be required by the Executive Director to supply information concerning facts anterior to their appointment and relevant to their employment by GGGI, and any facts relevant to their integrity, conduct and service as a Staff member.

Rule 2.5 Intellectual property rights

All rights, including title, copyright and patent rights, in any work performed or produced by a Staff member in the course of their duties or with the resources or facilities of GGGI, or which can be shown to be substantially work produced in connection with the performance of their duties, shall be vested in or assigned to GGGI and GGGI rights in such property shall not be affected by or cease upon a Staff member's Separation from Service, unless such rights are waived in writing by the Executive Director in favor of the Staff member concerned. In waiving such rights, the Executive Director shall consider whether the Staff member concerned had access to, or the opportunity and the means to produce the work in question, with the resources and assistance of GGGI in any shape or form and whether it would be in the best interest of GGGI to do so.

Rule 2.6 Unauthorized absence

(1) A Staff member who absents themself from duty without authorization and does not communicate a reasonable explanation to their Supervisor within two (2) working days of such absence may be liable for disciplinary action.

(2) A Staff member who absents themself from duty without authorization and does not provide a valid reason for both the absence and the failure to obtain authorization therefor shall receive no salary, allowances, and benefits for the period of the absence. However, if the Staff member gives a valid reason for the unauthorized absence, the period of such absence shall be charged to their accrued annual leave provided that the Staff member shall receive no pay or allowances for such period of absence if there is no accrued annual leave.

(3) A Staff member who is absent from duty without authorization or justification for a period of ten (10) consecutive working days or more shall be considered to have abandoned their post in accordance with Staff Rule 10.3.

Rule 2.7 Laws of the Duty Station

(1) Every Staff member shall avoid any deliberate infringement of the laws of the Duty Station country, however slight.

(2) Where a Staff member has reason to believe that they have, or may have, infringed a law, rule, or regulation applicable in the Duty Station country other than a minor violation of traffic rules, the Staff member shall report the infringement and the circumstances to the Head of the Human Resources office with a copy to the Head of Legal Services.

(3) A Staff member who in respect of any offense, other than a minor violation of traffic rules, is arrested, charged, convicted, fined, or imprisoned shall immediately report that fact in writing to the Executive Director.

Rule 2.8 Contractual and other obligations

(1) No Staff member shall refer to their diplomatic immunity in any dispute between themself and a third party in circumstances that could create the impression that the Staff member intends to take unfair advantage of their diplomatic status. No Staff member shall use any office of GGGI as a sanctuary for hiding or for avoiding arrest or detention in connection with the non-payment of debt or failure to honor an obligation.

(2) No Staff members shall assert diplomatic immunity in a civil suit without the prior written consent of the Executive Director. The application for such consent shall include a detailed statement of the facts of the dispute. The Executive Director shall grant such consent only if they are satisfied that the Staff member's position in the matter is reasonable.

Chapter 3: Classification of Positions, Grading and Promotion

Rule 3.1 Position evaluation

(1) The Head of the Human Resources office shall establish and implement procedures for the regular evaluation of positions in GGGI for the purpose of their classification and grading.

(2) Position descriptions shall be evaluated using appropriate evaluation standards adopted by GGGI.

(3) An evaluation of an individual position shall take place whenever a new position is created in GGGI and wherever a review of a position description is made under Staff Rule 3.1(4).

(4) The head of an organizational directorate may request a re-evaluation of a position where justified by changes in responsibilities that are both substantial and permanent.

(5) The evaluation of all positions shall be approved by the Executive Director.

Rule 3.2 Position grades

(1) Position categories shall consist of the Executive category, the International category and the National category.

(2) The Executive category shall comprise grades Executive Director, Deputy Executive Director and Assistant Executive Director.

(3) The International category shall comprise International Positions from grades G8 to G13.

(4) The National category shall comprise National Positions from grades G1 to G11.

(5) Positions are established and classified into grades based on the level and scope of assigned duties and responsibilities as documented in an approved Job Description. Grades are assigned to positions and not individual Staff members.

(6) Staff members shall normally be given the grade of the position for which they have been selected and placed within the salary scale corresponding to that level. On an exceptional basis, a Staff member may be recruited at a grade lower than the approved grade of the position if the Staff member does not fully have the necessary qualifications required for the relevant level of the function and if no other suitable candidate is available.

(7) The grades and salary scales for the Executive, International and National Positions are set out in Annex 1 of the Staff Regulations.

Rule 3.3 Promotion

(1) Promotion of a Staff member shall take place by decision of the Executive Director provided that:

(a) there is a vacancy caused by the departure of a position's incumbent or a new position is created; or

(b) (i) the Staff member's current position has been reclassified and given a higher grade; and
(ii) the Staff member's performance of that same position was rated at least satisfactory in the last annual performance review.

(c) Promotion can take place by one grade higher only and requires a position with expanded level of responsibilities, driven by business needs. Specifically, for 3.3(1)(b), position reclassification is a change in grade of an existing or previously classified position. When there has been substantive, measurable change in job content and degree of responsibility and accountability, positions should be reviewed to ensure they reflect the appropriate grade. The staff member must have performed the higher grade responsibilities for a period of at least 6 months and have been satisfactorily performing those responsibilities.

(d) Promotion recommendations should be made during the annual performance review process, proposed by the supervisor/unit head and endorsed by the department and directorate heads.

(e) On Promotion, a Staff Member's existing contract period would not be adjusted. Contract renewals would take place as part of the normal contract renewal process. However, if a Staff Member is promoted and relocates/transfers to a new Duty Station country as a result of the promotion, they will be issued with a new contract.

(2) The Executive Director will decide on a staff member's promotion upon the recommendation of the Supervisor and after consultation with Human Resources to further assess or advise on the suitability of a staff member for promotion or specific role.

(3) The salary on Promotion shall be determined in accordance with Staff Rule 4.2(8).

Rule 3.4 Transfer

(1) The Executive Director may transfer a Staff member to a position at the same grade as the Staff member's current grade when the Executive Director deems such action to be in the best interest of GGGI. Such decision shall take effect on the date determined by the Executive Director.

(2) The salary on Transfer shall be determined in accordance with Staff Rule 4.2(10).

(3) The Staff Member retains their existing contract period if they were transferred within the country of their Duty Station. Any contract renewal would take place as part of the normal contract renewal process. However, if a Staff Member is transferred to a new Duty Station, they will be issued with a new letter of appointment.

Rule 3.5 Assignment to a lower grade

(1) The Executive Director may assign a Staff member to a position at a grade lower than the Staff member's current grade under one of the following circumstances:

a) the Staff member is demoted as a disciplinary measure;
b) the Staff member is not performing satisfactorily in their current position;
c) the current position of the Staff member is abolished;
d) the Staff member is unable to fulfil the duties and responsibilities of their current position because of medical or other personal reasons outside their control;
e) at the Staff member's request; and
f) with the Staff member's agreement, as an alternative to Separation from Service.

(2) A decision to assign a Staff member to a lower grade position shall be made by the Executive Director, and the Staff member shall be notified in writing of the terms and conditions of the new assignment, the reasons for it and the effective date of the assignment.

(3) A Staff member assigned to a lower grade will have their new salary administered within the lower grade assigned. If the current salary is above the maximum of the salary scale of the new lower grade, the Staff member's salary shall be reduced to bring them to within the salary range of the new grade.

(4) A Staff member assigned to a lower grade under Staff Rule 3.5 (1) (a), (b) or (f) shall not be eligible for assignment to a position in a higher grade for a period of one year after the assignment to the lower grade and until satisfactory completion of a performance improvement plan.

Chapter 4: Salaries, Allowances, and Benefits

Rule 4.1 Salaries, allowances, and benefits

Staff members shall be entitled to such salaries, allowances, and benefits as are or shall be determined by GGGI under these Staff Rules for services rendered to GGGI.

Rule 4.2 Salary scales and determination of salary

(1) The salary scale for Executive, International, and National Positions are set out in Annex 1 of the Staff Regulations and may be revised from time to time in accordance with Staff Regulation 4.1.

(2) A Staff member is entitled to the salary within GGGI's salary scale for the position they occupy taking into account their qualifications and experience.

(3) GGGI salary scales are intended to be sufficient to attract and retain people with the required personal and professional skills and qualifications taking into account the prevailing conditions of employment in the Duty Station concerned for National Positions or the international labor market for International Positions. To ensure competitiveness, GGGI will periodically undertake surveys of salaries and overall benefits package in comparable organizations. Based on these reviews, and subject to the approval of the Council and the availability of sufficient funds, GGGI may revise its compensation package and adjust Staff salary, allowances, or other benefits accordingly.

(4) The salaries of all Staff members shall be denominated in United States Dollars.

Salary on appointment

(5) On initial appointment, the Human Resources office determines the Base Salary of the Staff member within the applicable salary scale of the position. The Executive Director approves the placement of all Staff members within the salary scale, and the Council makes this determination for Executive positions.

Salary Increase based on Performance

(6) A Salary Increase within the same grade may be granted by the Executive Director to Staff members holding International and National Positions based on the Staff member's annual performance review and appraisal. The amount of the increase shall be determined by the Executive Director based on the Staff member's annual performance review and appraisal.

Performance payments

(7) Performance payments are one-time lump-sum awards that do not form part of the Staff member's salary and shall not be deemed a Salary Increase.

a) Performance payments are not designed to substitute positive performance

ratings (positive ratings as defined in the Annual Performance Review Guidelines) and serve a different purpose. Performance payments are to recognize one-off outstanding effort or exemplary behavior by Staff members.

b) Performance payment recommendations are initiated by supervisors and approved by the Executive Director on advice of the Executive team and Human Resources.

c) Staff Members can be awarded both positive performance rating (positive ratings as defined in the Annual Performance Review Guidelines) and performance payment. Amount of Performance payment is approved by the Executive Director on the advice of the Executive Team and Human Resources based on type of performance and organizational affordability.

Salary on Promotion

(8) On Promotion in accordance with Staff Rule 3.3, a Staff member shall normally be placed within the salary band of the new position, upon recommendation of the Human Resource Office. In no case, however, may the new salary exceed the maximum salary of the level to which the Staff member has been promoted. The Executive Director shall approve the percentage increase in Base Salary, upon recommendation of the Human Resource Office.

Salary reduction on assignment to a lower grade

(9) The Executive Director may reduce the salary of a Staff member in the case of assignment to a lower grade in accordance with Staff Rule 3.5. The Staff member's salary shall be administered within the lower grade assigned and, if the current salary is above the maximum of the salary scale of the new lower grade, the Staff member's salary shall be reduced to bring them to within the salary range of the new grade.

Salary on Transfer

(10) A Staff member who is transferred or assigned to another position at the same grade in the same Duty Station or a new Duty Station or staff who are rotated as part of the International Staff Rotation Program is not entitled to receive an increase in Base Salary

Rule 4.3 General provisions governing allowances and benefits

(1) The provisions of this Staff Rule 4.3 shall apply to any allowance or benefit granted under the Staff Rules.

(2) The rate of any allowance shall be determined by the Executive Director.

(3) The Executive Director may establish allowances and benefits in addition to those set out in these Staff Rules, subject to Staff Regulation 4.2(c).

(4) Claims for any allowance or benefit shall be made in the prescribed manner and shall be subject to strict scrutiny for validity and accuracy. A Staff member shall

provide GGGI with such documentation that can be reasonably required by GGGI to establish eligibility for allowances.

(5) For purposes of allowances and benefits under these Staff Rules, one Spouse and a maximum of three (3) Children of a Staff member may be recognized as Dependents. No such limit shall however apply to extension of medical insurance in accordance with Staff Rule 7.2.

(6) GGGI will recognize the Staff member's Dependent on the basis of a self-declaration form completed by the Staff member. GGGI may however request the following documentation relating to the relationship between a Staff member and the person requested by the Staff Member to be recognized as a Dependent for purposes of these Staff Rules:

a) (i) a valid marriage certificate or other government-issued certificate evidencing a spousal relationship recognized under relevant national law; or
(ii) such documentation required under GGGI's Legal Framework for the recognition of a domestic partnership, in the case of a Spouse; and

b) (i) a birth certificate or equivalent documentation issued by a national government authority, in the case of a biological Child; provided that, where under the relevant national law, a birth certificate is issued in the name of the Child without reference to the Child's parentage, an affidavit sworn before a judge of the applicable court or such other appropriate authority in the issuing country may be requested as proof of the relationship; or
(ii) adoption certificate or adoption order, where applicable, in the case of an adopted Child; provided that, in countries where it is legally attested that adoption procedures do not exist, any other legal decision of similar effect and there is proof of integration of the Child into the family of the Staff member, in the case of a Child.

Recognition of Dependents for the purposes of these Staff Rules will be determined by the Executive Director.

(7) Where Spouses are both Staff members, only one of them may, in any one calendar year or applicable period, claim an allowance or benefit based on or which takes into account their spousal relationship.

(8) Where both parents of a Child are Staff members, only one of them may, in any one calendar year or applicable period, claim an allowance or benefit based in respect of that Child as a Dependent.

(9) Where a Staff member or their Spouse receives from any government or institution or entity, an allowance or benefit which is the same or serves the same purpose as an allowance or benefit accorded by GGGI to the Staff member, that Staff member shall not be eligible to receive any allowance or benefit from GGGI unless the allowance or benefit provided by any government or institution or entity is less than the amount that would otherwise have been paid by GGGI, in which case the Staff member will receive from GGGI the difference between the two benefits.

(10) Should a recognized Dependent cease to qualify as a Dependent under these Staff Rules, the Staff member shall within thirty (30) days of such cessation inform the Human Resources office, who shall delete the former Dependent from the Staff member's list of Dependents.

(11) Any abuse of, or fraudulent claim or attempt to abuse or make a fraudulent claim in relation to, an allowance or benefit by a Staff member shall be considered misconduct. In addition to any sanction or disciplinary actions that may be imposed, the Staff member shall indemnify GGGI for any allowance or benefit payments that may have been wrongfully paid to them.

(12) The Executive Director may prescribe additional conditions applicable to a given allowance or benefit.

Rule 4.4 Expatriate Allowance

Purpose

(1) The purpose of the Expatriate Allowance is to contribute to defray the costs incurred by a Staff member eligible for Expatriate benefits, who had to relocate from another country to the country of the duty station, or is recruited from the country of the Duty Station but who was already entitled to expatriate benefits in their current position.

Amount

(2) The Expatriate Allowance shall be 20% of the eligible Staff member's Base Salary.

Payment

(3) The Expatriate Allowance is payable to eligible Staff members on a monthly basis in accordance with Staff Rule 4.10.

Other conditions

(4) A Staff member is eligible for Expatriate Allowance until the day of their Separation from Service unless the following occurs:

Upon completing six years in the same Duty Station, a Staff member's Expatriate Allowance will be reduced by 20 percentage points per year in subsequent years in the said Duty Station. This provision applies only to contracts issued on or after 1 January 2023, and the six-year period shall commence from the start date of such contracts. Accordingly, the amount of the Expatriate Allowance will be as follows:

Year 7	80% of Expatriate Allowance provided
Year 8	60% of Expatriate Allowance provided
Year 9	40% of Expatriate Allowance provided
Year 10	20% of Expatriate Allowance provided
Year 11 and after	No Expatriate Allowance provided

Non-rotatable international positions in Legal, Finance, Human Resources, IT, Communications and Governance are exempted from this provision.

(5) A Staff member who relocates to a new Duty Station will be entitled to the full rate Expatriate Allowance subject to the conditions set out in 4.4.(4) above.

Rule 4.5 Education allowance

Purpose

(1) The purpose of the Education Allowance is to contribute to defray the costs of education for Dependent Children of Staff members eligible for Expatriate Benefits, by reimbursing such Staff members for part of the expenses related to the education of their Dependent Child(ren) until completion of secondary school education. To be eligible for Education Allowance, the Dependent Child must be five (5) to twenty-one (21) years of age during the relevant academic year. This allowance is subject to the limitations set out in Staff Rule 4.3 (5). GGGI does not provide education assistance for post- secondary, college, or university education. GGGI defines an academic/educational institution as follows:

a. Is recognized by the competent educational authority in the country where it is located
b. Provides organized, full-time, in-person or accredited distance instruction leading to a recognized qualification, diploma, or certificate
c. Follows a defined, sequential curriculum appropriate to the dependent child's education level
d. Charges fees for attendance

Amount

(2) A Staff member may be reimbursed by GGGI with an amount equivalent to 75% of the education costs, as defined in Section (3) below, paid relating to the education of each of the eligible Staff member's Dependent Children, up to the maximum reimbursable Education Allowance established for the Staff member's Duty Station. The maximum amount of Education Allowance for each Duty Station shall be determined by the Executive Director based on the education costs of a reference school in the country of the Duty Station. A Staff member is not allowed to claim education costs for an academic institution and homeschooling for the same period of study.

(3) "Education costs" mean the total cost, after deducting all financial assistance received in scholarships and grants from sources other than GGGI, of standard mandatory fees charged by the educational institution for required courses, including the cost of registration, re-enrolment, tuition, laboratory fees, examination fees, diploma fees, testing

fees required for admission, cost of compulsory curriculum books, and fees for school bus. For Children who are homeschooled through a complete academic course using correspondence course and/or other appropriate materials in the home and/or by private instruction, education cost includes allowable expenses related to the Child's program of study, instructional materials, or other resources related to the Child's home schooling.

a) Education costs do not include, regardless of whether they are mandatory, the cost of meals, incidental or extracurricular courses or activities, school uniforms, parent-teacher association fees, school trips or individual testing fees other than those required for admission. Boarding expenses do not form part of education costs, unless the Executive Director determines that there is no school of international standards available at the Duty Station .

b) Allowable expenses for home schooling include costs of workbooks and textbooks, online curriculum programs and memberships, digital resources, learning programs, professional lessons, and tutoring (tutoring services rendered by the parent or close relative are excluded) including art, music, language, and physical education lessons. These costs must be paid for and supported by invoices. Other costs may be approved by the Executive Director on a case-by-case basis provided that they are related to the Child's homeschooling and such costs are usually included in the tuition payments in a regular school.

Payment

(4) The Education Allowance is payable throughout the year, subject to providing justification that include, for each Dependent Child of the eligible Staff member (i) copy of calendar year and confirmation of enrollment from the educational institution; (ii) invoice indicating the amount of the education costs; (iii) proof of payment; and (iv) any other documentary evidence required by GGGI.

a) Staff can request the Education Allowance (75% of allowable education costs) in advance of the school year or school term subject to providing justification that include for each Dependent Child of the eligible Staff member (i) copy of calendar year and confirmation of enrollment from the educational institution; (ii) invoice indicating the amount of the education costs; and (iii) any other documentary evidence required by GGGI.

b) Staff may also seek a salary advance for the 25% of education costs that are borne by Staff. Any amount advanced for Education Allowance does not count towards the maximum salary limits set under Salary Advance Rule 4.11(1).

Other conditions

(5) If the Dependent Children of an eligible Staff member are enrolled in an educational institution outside the Duty Station, the Education Allowance maximum applicable to the Duty Station of the Staff member still will apply.

(6) The entitlement to the Education Allowance ends on the day of a Staff member's Separation from Service. If the Education Allowance was received in advance for the

academic year and the Staff member separates from the service of GGGI before the end of the academic year, the pro rata portion of the Education Allowance relating to that portion of the academic year in which they will not be a Staff member shall be repaid to GGGI or withheld from the last payment made to the Staff member. Compulsory registration or re-enrolment fees which are non-refundable are excluded from the repayment requirement.

(7) Where a Staff member dies while in the service of GGGI, the Dependent Children shall continue to benefit from the Education Allowance until the end of the academic year.

Education travel

(8) A Staff member who receives education allowance for a Dependent Child attending an educational institution outside of the Duty Station may also receive a lump-sum amount per academic year to support the cost of one round trip travel in economy class by the Dependent Child between the Duty Station and the country where the educational institution is located. Alternatively, the Staff member or the Spouse may use this amount to visit the Dependent Child in the country where the educational institution is located.

(9) The amount of the education travel allowance shall be set by the Human Resources office at the beginning and middle of the calendar year, but in no case shall exceed the cost of travel between the Duty Station and the Staff member's Home Country. The lump-sum amount percentage for eligible dependent children under twelve (12) years-old is as follows: 75% of the adult fare for an eligible child aged between four (4) years-old to eleven (11) years-old. The amount is payable together with education allowance provided under Staff Rule. 4.5 (4).

Rule 4.6 Home leave allowance

Purpose

(1) The purpose of the Home Leave Allowance is to support the cost of travel of Staff members eligible for Expatriate Benefits and their Dependents residing with the Staff member at the Duty Station when they visit the Home Country of the Staff member or the Dependent Spouse. An eligible Staff member must have completed at least twelve (12) months of continuous service after initial appointment to be entitled to full Home Leave Allowance. In instances where the eligible Dependent Spouse is not residing at the Duty Station with the Staff member and is not living in the Staff member's Home Country, GGGI may pay the Home Leave Allowance based on the fares between the Staff member's duty station and Home Country

Amount

(2) The amount of the Home Leave Allowance is established by the Human Resources office each year, reflecting the cost of one round-trip flight in economy class for the eligible Staff member and the Dependents between the Duty Station and the Home

Country of the Staff member. For eligible dependent children under twelve (12) years-old, the applicable rates will apply as follows: 10% of adult fare when the child is aged between 0 to 24 months. 75% of adult fare for a child between 25 months to 11 years old. No daily personal expense allowance or other amounts are payable in connection with the home leave allowance.

Payment

(3) The eligible Staff member will be paid the Home Leave Allowance as a lump-sum payment upon completion of twelve (12) month of continuous service in accordance with Staff Rule 4.6 (1) and Staff Rule 4.6 (2), subject to providing GGGI upon request satisfactory documentation necessary to establish eligibility for Expatriate Benefits and the number of eligible Dependents residing with the Staff at the Duty Station.

Rule 4.7 Hardship allowance

(1) A Staff member who is eligible for Expatriate Benefits and who has been appointed to a Duty Station that is classified as "B," "C," "D" or "E" by the International Civil Service Commission shall be eligible for a Hardship Allowance. The Hardship Allowance shall be payable monthly in accordance with Staff Rule 4.10.

(2) The Hardship Allowance shall be paid to the Staff member appointed to a Duty Station in one of the following classes by applying the following multiplier to the Staff member's monthly Base Salary:

Hardship classification of the Duty Station	Multiplier
B	5%
C	10%
D	15%
E	20%

(3) The determination of hardship locations and the allowance applicable to eligible Staff members shall be reviewed annually and if applicable, revised to remain aligned with the classifications of the International Civil Service Commission. Should there be a decrease, increase or removal from the hardship classification, changes would take effect alongside annual salary increases in the first quarter of each year.

Rule 4.8 Cost-of-living allowance

(1) Staff members holding International Positions who are based in a Duty Station away from Headquarters where the cost of living is higher than at Headquarters shall be eligible for a Cost-of-Living Allowance to compensate for the higher expenses that they will incur as a result of their location. The cost-of-living allowance shall be payable monthly in accordance with Staff Rule 4.10.

(2) The amount of the cost-of-living allowance for each Duty Station shall be established by the Executive Director on the basis of a cost-of-living survey conducted by

an appropriate compensation and benefits provider for the Duty Station concerned.

(3) The amount of cost-of-living allowance may be adjusted annually, including discontinuation of the allowance where there is no further evidence to support such an allowance.

Rule 4.9 Income tax

(1) Staff members are individually responsible for compliance with the income tax laws of their Home Country, and compliance with the laws of their country of nationality as they apply to salary, allowances and other benefits received from, or by virtue of their service to GGGI.

Home Country income tax

(2) Taxes assessed by the Staff members' Home Country and/or their country of nationality, if different from the Home Country, on the salary, allowances and other benefits received from, or by virtue of, a Staff member's service to GGGI are not compensated, reimbursed, or equalized by GGGI separately or as part of its remuneration package.

Duty Station Country income tax

(3) GGGI will strive to provide to Staff members occupying an International Position with a salary that is free of tax in the country of the Duty Station through the conclusion of host country agreements which provides for tax exemption on GGGI salary, allowances, and benefits.

(4) In Duty Stations where tax exemption has not yet been implemented, GGGI will reimburse Staff members holding an International Position who are not nationals of the country of the Duty Station for taxes paid in the country of the Duty Station on salary, allowances and other benefits received from, or by virtue of their service to, GGGI. GGGI will not reimburse income taxes of nationals of the country of the Duty Station.

Tax filing/preparation support

(5) In order to support all Staff members in obtaining professional services in connection with determining tax liability and/or preparation and filing of income tax forms, Staff members shall be entitled to a tax preparation support payment annually in an amount of up to one hundred United States Dollars (USD 100) in actual cost. This is a monetized benefit payable in a lump-sum payment to a Staff member upon written request in the prescribed form.

Rule 4.10 Salary, allowances, and benefits payments

(1) The normal pay period is from the first to the last day of any calendar month. A month's pay corresponds to 1/12 of the annual Base Salary plus 1/12 of the following

allowances expressed on an annual basis: expatriate allowance, hardship allowance and cost of living allowance, as applicable. Education allowance, tax preparation support payment and other benefits and allowances payments shall generally be paid in the pay period in which the duly completed claim for such allowances is processed by the Human Resources office.

(2) Staff members who are not in pay status for each working day of a full calendar month shall be paid for each working day of the monthly amount of the applicable Base Salary and allowances.

(3) Payments shall be made to the bank account designated by the Staff member in United

States dollars in accordance with relevant provisions of GGGI's Legal Framework.

Rule 4.11 Salary advance

(1) The Executive Director may authorize a salary advance of up to three (3) month's Base Salary in prescribed conditions of financial need such as medical emergencies and other unforeseen circumstances. Staff eligible for Expatriate Benefits may however request an advance up to six (6) months' Base Salary if required to secure rental accommodation at the Duty Station, subject to the conditions set out in this Staff Rule 4.11.

(2) A salary advance shall not be granted to a Staff member:

a) Under investigation or against whom disciplinary proceedings have been instituted in respect of which a final decision has not been reached;
b) against whom one of the disciplinary actions provided under Staff Rule 11.5(3)(b) to (g);
c) who has given notice of their resignation whether or not such resignation has been accepted by GGGI; or
d) against whom legal proceedings, civil or criminal, are pending following the Executive Director's revocation, where applicable, of their immunity.

(3) A request for an advance shall be supported by appropriate documents relating to the request. Payment of the advance shall be subject to a declaration signed by the Staff member, which shall include the repayment period and terms of the advance.

(4) Advances shall be recovered from the salary, allowances, and other benefits payments of the Staff member over the period of the advance in approximately equal installments every pay period from the first pay period after the granting of the advance; provided that in no event shall the repayment period extend beyond twelve (12) pay periods or the expiration date of the Staff member's current appointment, whichever is earlier.

(5) If the Staff member's employment ends before the salary advance has been fully repaid, the remainder shall be deducted from the amount due to the Staff member at Separation from Service and any amounts remaining outstanding thereafter shall be immediately repaid to GGGI by the Staff member.

Rule 4.12 Deductions from salary, allowances, and benefits

Deductions from salaries, allowances, and other benefits, including entitlements payable on Separation from Service, may be made only in respect of the following items:

a) Contributions to the retirement savings scheme, to the extent permitted under the plan rules and as agreed by the Staff member;
b) payments made in error by GGGI to or on behalf of the Staff member within the

twelve (12) months preceding such deductions;

c) indebtedness and liabilities owed by a Staff member to GGGI, including recovery of advances made to the Staff member in accordance with the provisions of the Staff Rules;
d) statutory payments made by GGGI on behalf of the Staff member;
e) any other purpose for which the Staff member has consented in writing.

Rule 4.13 Time limit on claims and recovery

(1) A Staff member shall submit a written claim in respect of any benefit, allowance, or payment which they are entitled to under the Staff Regulations and the Staff Rules within twelve (12) months of the date on which their right to receive such payment first accrued. In no event shall any claim submitted more than twelve (12) months from a Staff member's Separation from Service be accepted by GGGI. Any claim submitted beyond these time limits is time-barred and shall not be accepted by GGGI.

(2) GGGI shall be entitled to recover any payment made to a Staff member in error by delivering a written notice to the Staff member setting out the amount of the payment to be recovered and explaining the circumstances of the payment. GGGI's right to recovery shall lapse within twelve (12) months after the date on which the overpayment was made, or if several overpayments were made over a period of time, within twelve (12) months after the date of the last overpayment; provided, however, that this time limit shall not apply if the overpayment was due to the Staff member's false statements or fraud.

Rule 4.14 Beneficiaries

(1) A Staff member on assumption of duty shall designate one or more beneficiaries in accordance with the instructions from the Human Resource office.

(2) Where a designated beneficiary is under the age of eighteen (18) years, the Staff member shall designate one or more persons over the age of twenty-one (21) as a guardian of that beneficiary.

(3) A Staff member may at any time revoke or change any designation made under Staff Rules 4.14 (1) and (2).

(4) Where a Staff member dies, all monies standing to the deceased Staff member's credit will, subject to provisions of the rules and regulations of GGGI, be paid by GGGI to their designated beneficiary(ies) or, where the designated beneficiary is under the age of eighteen (18), to the designated guardian(s). Such payment shall afford GGGI a complete release from liability in respect of the sum so paid.

(5) Notwithstanding Staff Rule 4.14(4) above, any monies due under a retirement savings scheme or a life insurance scheme established or arranged by GGGI shall be paid only in accordance with the rules of the schemes.

Rule 4.15 Child Care Allowance

Purpose

(1) The purpose of the Child Care Allowance is to provide support for full-time staff members caring for Dependent Children under five (5) years of age. The Allowance is a contribution towards the cost of childcare, whether it is attributed to public or private childcare providers.

(2) A Special Child Care Assistance Allowance, for the same purpose set out above in Staff Rule 4.15 (1), may be granted to a Staff member who is single and/or has special needs and/or care for a Child under five (5) years of age with special needs. Special needs are understood as any of various difficulties (such as a physical, emotional, behavioral, or learning disability or impairment) that causes an individual to require additional or specialized services or accommodations (such as in education or recreation) and must be certified by a medical specialist or other relevant specialist for non-medical special needs.

(3) Childcare costs are fees paid to childcare centers, which are separate facilities and not in a residence, unless such facilities are not available in the duty station. Where such facilities are not available, GGGI may reimburse the costs of childcare undertaken by a non-relative childcare provider, whether at the Staff member's home or the carer's home.

(4) The Staff member must be working full-time at GGGI to be entitled to Child Care Allowance or Special Child Care Assistance Allowance. Staff members cannot claim both Child Care Allowance and/or Special Child Care Assistance Allowance for the same Child.

Payment

(5) A Staff member eligible for Expatriate Benefits may be reimbursed with an amount equivalent to 75% of the costs of childcare, up to the set ceiling of USD 10,000 per year and per Child. For a Special Child Care Assistance Allowance, the set ceiling is USD 12,000 per year and per Child.

(6) A Staff Member who is not eligible for Expatriate Benefits may be reimbursed with an amount equivalent to 75% of the costs paid, up to a ceiling of 4% of their base salary per year and per Child. For Special Child Care Assistance Allowance, the set ceiling is 5% of their base salary per year and per Child.

Payment

(7) The Child Care Allowance or Special Child Care Assistance Allowance is generally payable on reimbursement, based on satisfactory supporting documentation and receipts. Such documentary evidence shall include, for each Child of the Staff member (i) invoice(s) indicating the amount of the childcare costs and proof of payment; and (ii) any other documentary evidence reasonably required by GGGI.

Other conditions

(8) The Childcare Allowance and Special Childcare Assistance Allowance are not paid for periods shorter than one month.

(9) When a Staff member is divorced or legally separated from another Staff Member, the Staff member who has been receiving the allowance prior to the divorce or legal separation will continue to receive the allowance for the child(ren) unless legal custody of the child(ren) has been granted to the other Staff member as a consequence of the divorce or legal separation.

(10) Staff members who are in receipt of a governmental or any other subsidy for the purpose of childcare are not eligible for the Child Care or Special Care Allowance. However, where the amount of such subsidy is less than the amount that would otherwise have been payable by GGGI as Child Care or Special Care Allowance, the Staff member may be reimbursed for the difference between the two amounts, subject to Rule 4.15(7).

(11) In case of the Staff member's Separation from Service or if the eligibility to the Childcare Allowance or Special Childcare Assistance Allowance ceases, payment will be prorated and recovered from the Staff member.

Chapter 5: Recruitment, Appointment and Development

Rule 5.1 Appointment

(1) The paramount consideration in the recruitment and appointment of Staff members shall be to attract to GGGI Staff members who meet the highest standards of efficiency, technical competence, and integrity, and possess the appropriate academic, technical and professional qualifications for the particular position, with due regard to the principles of diversity and gender equality.

(2) Staff members shall be granted a fixed-term appointment, which shall be for a definite period of not less than six (6) months and not longer than three (3) years. A fixed-term appointment expires on the last day of the agreed period of service, which shall be stated in the letter of appointment or employment contract.

(3) A fixed-term appointment does not carry any expectation, legal or otherwise, of renewal or extension of appointment, irrespective of the length of service.

Rule 5.2 Recruitment and selection

(1) The selection of Staff shall be done in a fair and competitive manner but shall also take into account the urgency required to fill positions necessary for GGGI to accomplish its work program. The Human Resources office shall establish guidelines on the recruitment and selection process as appropriate.

(2) In filling vacant positions, full regard shall be given to Staff members already in the service of GGGI who possess the requisite qualifications and experience. To this end, eligibility for some vacancies may be restricted to Internal Candidates and secondees to GGGI from partner organizations who have served a minimum of twelve (12) months in GGGI, with such vacancies being referred to as "internal vacancies".

(3) Vacancies may also be filled by Promotion in accordance with Staff Rule 3.3 and by Transfer in accordance with Staff Rule 3.4.

Rule 5.3 Selection process

Advertisement and Shortlisting

(1) GGGI shall normally advertise job openings by posting the vacancy on its external website or in the case of internal vacancies on its internal website only, and/or by using other appropriate advertising methods. Where necessary, GGGI may obtain the services of an executive search firm to improve access to qualified candidates.

(2) The Human Resources office has oversight responsibility for screening and shortlisting of candidates.

(3) In the shortlisting of candidates,

a) the Human Resources office may include External Candidates from a roster of suitable candidates maintained by the Human Resources office, even if such candidates did not apply for the particular vacancy, in accordance with guidelines on use of a candidate roster approved by the Executive Director; provided, that a candidate shall be removed from the roster of suitable candidates after twelve (12) months from the date of the most recent application.

b) For National positions preference would be given to nationals of the duty station or candidates whose home country is the duty station and if no suitable candidates are identified, then consideration will extend to applicants with permanent residence status and who reside in the duty station country or internal candidates holding National positions in another duty station.

Assessment of candidates

(4) A selection panel shall be constituted to interview and assess the candidates as follows:

a) for the position of Executive Director, the panel shall be composed of at least three Council members and/or other experts designated by the Chair of the Council;

b) for Executive positions, the panel shall be composed of the Executive Director and at least two Council members, and where appropriate, other internal or external experts nominated by the Executive Director; and

c) for all other positions, the panel shall be composed of at least three Staff members, reflecting the diversity of the organization and include at least one female and one male panelist. As appropriate, external experts designated by the Human Resources office will also form part of the panel.

(5) An expert invited to take part in a selection panel may advise the panel or participate in the deliberations of an interview, but they cannot vote or take part in the decision of the panel. The recruiting manager in consultation with the Human Resources office may decide also to include testing for ability, aptitude, leadership behaviors and knowledge as part of the selection process.

(6) In consultation with the Recruiting Manager, a representative of the Human Resources office shall sit in the selection panel in an *ex officio* capacity to assist and advise the selection panel. The representative of the Human Resources office may also participate in the deliberations of the panel but shall not vote or take an active role in the decision of the panel.

Selection decision

(7) The selection decision shall be made as follows:

a) for the position of Executive Director, the panel shall submit the report to the Chair of the Council who shall transmit it to the Assembly for final decision;

b) for Executive positions, the decision shall be made by the selection panel constituted for such purpose;
c) for all other positions, the panel shall submit the report of the panel to the Executive Director who shall make the final decision, in consultation with the relevant Staff.

Rule 5.4 Implementation of the selection decision

External Candidates

(1) When the successful candidate is an External Candidate, they will receive a conditional offer of appointment.

(2) The offer of appointment shall be subject to all conditions specified therein being met including: (i) receipt of references which satisfy GGGI requirements, (ii) medical certification that the candidate is fit for service and (iii) the candidate having the right to work in the Duty Station or being able to obtain the right to work in the Duty Station within a reasonable amount of time. The candidate must report for work at the Duty Station on the date indicated in the offer, normally not more than two (2) months after the date of the acceptance of the offer.

(3) The effective commencement date of employment shall be the date on which the new Staff member reports for work.

(4) If the new Staff member is recruited outside the Duty Station and is required to travel to the Duty Station in order to report for work, the effective commencement date of employment shall be the earlier of (i) date when the Staff member starts to travel in accordance with travel arrangements approved by GGGI; or (ii) two (2) days prior to the effective date set out in the letter of appointment or employment contract.

Internal Candidates

(5) When the successful candidate is an Internal Candidate, a new appointment shall be issued to the Staff member effective on the date they assume the new position. The commencement date is based on a mutual agreement between the candidate, the recruiting manager and the current supervisor to ensure that the best interest of GGGI is served.

Rule 5.5 Spouse employment

(1) The Spouse of a Staff member may be appointed provided that the Spouse is fully qualified for the position and is not given any preference for appointment by virtue of the relationship to the Staff member.

(2) Marriage between Staff members shall not affect the contractual status of either Staff members, but their respective entitlements shall be modified to prevent duplication of benefits.

(3) The Spouse of a Staff member shall not:

a) Be assigned to serve in a position which is superior or subordinate in the line of

authority to the position occupied by the Staff member to whom they are related;

b) Participate in the process of selection, assignment, Promotion or Transfer of the related Staff member, or in the taking or reviewing of any administrative decision affecting the employment status, entitlements or other benefits, and performance evaluation of the related Staff member.

Rule 5.6 Probation

(1) New Staff members shall serve a probationary period of six (6) months regardless of duration of the appointment. The Executive Director may adjust the length and conditions of the probationary period, which shall be indicated in the letter of appointment or employment contract.

(2) During the probationary period, a Staff member shall be assessed based on their ability to (i) demonstrate the core competencies required by the position; (ii) act with integrity and comply with their obligations under the Staff Regulations, the Staff Rules, and the Code of Conduct; and (iii) work well with their Supervisor and other staff and partners, and respect diversity.

(3) No later than two (2) weeks before the end of the probationary period, the Supervisor and the respective Directorate Head shall complete and submit to the Human Resources office a probation assessment indicating whether the assessment of the Staff member's performance and conduct was positive or negative and recommending a confirmation of appointment, an extension of the probationary period or non-confirmation of appointment.

(4) The Executive Director, at their sole discretion, shall make a decision based on the assessment and the Staff member shall be notified in writing that:

a) the appointment is confirmed;
b) the appointment is not confirmed, and the Staff member shall be separated from service; or
c) the probationary period is extended for another period not more than the initial probationary period, after which a decision shall be made to confirm or separate the Staff member from service.

(5) In the event of a serious failure by the Staff member to perform work or comply with the obligations under the Staff Regulations, the Staff Rules, or the Code of Conduct at any time during the probationary period, the probation assessment may be completed before the end of the probationary period, specifying the grounds for a negative assessment. On this basis, the Staff member shall be separated from service accordingly.

(6) Staff members are not eligible to apply for another position within GGGI during the probationary period.

(7) The Human Resources office will establish, as needed, the appropriate procedures for the probation assessment and decision.

Rule 5.7 Performance management

(1) The performance of each Staff member shall be formally appraised at least once a year in accordance with procedures established under GGGI's Legal Framework. The performance of a Staff member may be evaluated and appraised more frequently when considered appropriate. The Human Resources Office shall issue separate guidance as required.

Annual Performance Review

(2) The Annual Performance Review management cycle shall normally cover the period from 1 January to 31 December of any particular year.

(3) The system for evaluating a Staff member's performance and achievements during the appraisal year shall provide for multiple levels of performance rating.

(4) The performance appraisal of Staff forms the basis for any Salary Increase, performance payment or opportunity for Promotion that may be granted to a Staff member.

(5) A Staff member may be placed on a performance improvement plan (PIP) in accordance with Staff Rules 5.7(7) to 5.7(14) at the conclusion of the Annual Performance Review.

(6) The Human Resources Office shall issue separate guidelines on the Annual Performance Review.

Performance Improvement Plan

(7) The Performance Improvement Plan (PIP) is a tool to give a Staff member with performance deficiencies the opportunity to succeed. It may be used to address failures to meet specific job goals or to ameliorate behavior-related concerns. It sets performance improvement benchmarks and promotes constructive discussion between managers and staff members.

(8) In the event of a negative Annual Performance Review performance rating or whose performance is negatively rated for two consecutive years (negative ratings as defined in the Annual Performance Review Guidelines), a Staff member will be placed on a PIP for 3 months and such period may be extended up to 6 months upon endorsement by the Second line manager and the Human Resources office.

(9) A Staff member may also be placed on a PIP during the appraisal year if their

performance does not achieve a satisfactory standard of performance. Before a Staff member is placed on a PIP under this Staff Rule 5.7(9), the Supervisor should demonstrate that they made an attempt to first identify the root causes and engage in a constructive dialogue with the concerned Staff member to provide feedback and clear guidance on expected standards of behaviors and objectives, as appropriate. If following this step, the standard of performance does not improve to a satisfactory level, the Supervisor may consider the PIP after endorsement by the Second level manager, the Directorate Head, and the Human Resources office.

(10) The PIP will run for 3 months and may be extended up to 6 months by the Supervisor upon endorsement by the Second level manager, the Directorate Head, and the Human Resources Office.

(11) At the start of the PIP, the Human Resources Office shall inform the Staff member in writing:
(i) that their performance is falling short of expectations, or has partially met expectations for two consecutive years, as the case may be;
(ii) of the deficiencies in their performance;
(iii) the standards they must attain to maintain their employment;
(iv) of the specified period in which to demonstrate satisfactory performance; and
(v) that unless there is significant improvement within the stated period of time their appointment may be terminated.

(12) During the PIP period, the Staff member's performance shall be reviewed on a monthly basis. The Supervisor and the Second level Manager shall complete and submit an assessment to the Directorate Head indicating whether the Staff member has achieved a satisfactory standard of performance and the recommended course of action within two (2) weeks after the end of the stated PIP period. The Directorate Head will consider the assessment and seek the views of the Staff member before endorsing the assessment to the Human Resources office.

(13) The Executive Director, in their sole discretion, shall then determine whether or not to terminate the Staff member based on the assessment. The Executive Director shall advise the Staff member of their decision in writing.

(14) The Human Resources Office shall provide additional PIP guidance, as necessary.

Rule 5.8 Learning and development

(1) GGGI shall promote and develop Staff training programs and other learning opportunities to be administered by the Human Resources office and other GGGI organizational units, to enhance the knowledge, competencies, and skills of Staff members in order to meet GGGI's goals and objectives and help Staff members realize their full potential. GGGI shall (a) strive to allocate an amount equivalent to 2% of the salary budget of each financial year for approved Staff learning and development and (b) in accordance with Staff Rule 6.6, provide each Staff member with five (5) working days with full pay to devote to approved learning and development activities which shall not be deducted from their

annual leave entitlement provided under Staff Rule 6.4(1).

(2) The Human Resources office shall be responsible for corporate training and shall elaborate the procedures for identifying training and learning needs wholly or partly paid for by GGGI and the conditions to be applied to each type of training.

(3) If a Staff member would temporarily assume duties and responsibilities of a higher-level position under Staff Rule 5.12, the Supervisor and the Staff member should discuss, at the commencement of and/or during the assumption of duties, the Staff member's performance expectations and related professional development. The Human Resources office may provide guidance to the Supervisor and the Staff member with advice and tools as deemed necessary.

Rule 5.9 Secondment

(1) GGGI may second a Staff member with their consent to a government, national authority, intergovernmental organization, non-governmental organization, research and academic institution, private sector entity or other entity of relevance to GGGI's activities or operations, in accordance with such rules and procedures established under GGGI's Legal Framework.

(2) The period of secondment shall not exceed three (3) years.

(3) Ordinarily, (a) only Staff members who have completed their probationary period shall be considered for secondment and (b) Staff members shall have at least three (3) months of their appointment remaining following the period of secondment.

(4) A Staff member on secondment remains in the service of GGGI and the period of secondment shall be regarded as effective service with GGGI for all purposes of the Staff Rules.

(5) Except as otherwise agreed between GGGI and the employer to whom the Staff member is seconded, a Staff member on secondment shall be subject to the personnel policies and rules of that employer.

(6) On return from secondment, the Staff member shall be reintegrated in the service of GGGI at a level equal to that of their grade at the time of commencement of the secondment, having regard to their qualifications, performance and the experience gained during the secondment.

Rule 5.10 Medical certificate

(1) Candidates receiving conditional offers of appointment from GGGI shall provide a medical clearance certificate prior to the commencement of their appointment indicating that they are fit for service in such form prescribed by the Human Resources office.

(2) A Staff member may be required, from time to time, to undergo a medical examination to establish that they possess the degree of physical and mental fitness needed for their position or that they are free from any ailment likely to impair the health of others.

(3) A Staff member may also be required to receive inoculations or to undergo medical examination in connection with their official travel.

(4) The costs incurred for medical examination and inoculations required by GGGI shall be borne or refunded by GGGI, subject to conditions and maximum amounts established by the Executive Director.

Rule 5.11 Recruitment of former Staff

(1) Former Staff members who were separated from the service of GGGI by reason of resignation, expiration of appointment, or termination of appointment due to abolition of post, or reduction of Staff, may be considered for re-employment for staffing appointments or consultancy assignments.

(2) With respect to a former Staff member who received termination indemnity upon termination of appointment due to abolition of post or reduction of Staff may be re-employed by GGGI, such Staff member must have a break in service between the date of separation and the date of the new appointment or assignment equivalent to the number of weeks of termination indemnity received, or they must return to GGGI a prorated amount of the termination indemnity.

(3) A former Staff member who is re-employed shall be given a new appointment, and the terms of the new appointment shall be fully applicable without any regard to any period of former service, and the service of such Staff member shall not be considered as continuous between the prior and new appointments.

Rule 5.12 Higher Responsibility Allowance

(1) Staff members, who assume for three (3) months or more, the duties and responsibilities of an established vacant position at a level higher than their own, may be granted an allowance amounting to 10% of the Staff member's base salary and under conditions set out in this Staff Rule 5.12.

(2) Such allowance is temporary and does not affect the benefits and allowances that they are currently receiving, nor does it lead to changes in job grade or job title.

(3) If the Supervisor requires a Staff member to temporarily assume duties and responsibilities of a position at a level higher than the Staff member's current position, the Supervisor must first seek the approval of the Directorate Head and thereafter seek the Staff member's concurrence. The Supervisor should also inform the Human Resources office of the specific details.

Payment

(4) Upon successful completion of the assignment at a higher level, the Supervisor recommends payment of the allowance to the Directorate Head and the Human Resource office for approval through the established procedures.

(5) The allowance will be paid retroactively, for each month, upon completion of the period during which the eligible staff member assumed higher responsibilities. Where the period of higher responsibility is six (6) months or more, the allowance can be paid at the end of the initial six (6) months and a final payment at the conclusion of the assignment.

(6) A Staff member on approved leave with pay for two (2) calendar weeks shall continue to be paid such an allowance. In case of leave beyond 2 calendar weeks, the Supervisor should inform the Human Resources office and find alternative replacement. In such a case, the Higher Responsibility Allowance will cease to apply.

Chapter 6: Attendance, Annual and Special Leave

Rule 6.1 Working hours

(1) The normal working week of GGGI shall be forty (40) hours, unless otherwise decided by the Executive Director generally or in respect of specific groups of Staff members.

(2) The normal working hours shall be from 9 a.m. to 6 p.m., with one hour for lunch. The Executive Director shall establish the normal working hours for each Duty Station in light of local practice; provided that, in the absence of the Executive Director determining different normal working hours for a specific Duty Station, the normal working hours of such Duty Station shall be the same as the normal working hours at Headquarters.

(3) The Executive Director may require Staff members to work beyond the normal working hours and the normal working week when necessary to address operational and business needs of GGGI. It is not expected that a Staff member should routinely be required to work outside of the normal working hours or the normal working week.

Rule 6.2 Flexible work arrangements

(1) GGGI is committed to providing a work environment that is sufficiently flexible to accommodate diverse life-cycle challenges and assist Staff members to achieve a better balance between work commitments and personal and family commitments, thus ensuring high performance, long-term productivity, and well-being of Staff members.

(2) The following principles guide GGGI's flexible work arrangements and its implementation:

a) Requests for flexible working would be seen positively
b) Supports diversity and inclusion aims in terms of attracting and retaining global talent
c) Does not adversely impact on GGGI's competitive advantage and productivity in program delivery and partner engagement
d) Take note of global good practice and trends
e) No additional financial cost to GGGI as a result of the flexible working arrangement
f) Existing benefit entitlement may be revised to fit with the flexible working arrangements (See Staff Rule 6.2(9))
g) Ability for teams to remain effective and high performing
h) Ease of administration of arrangements
i) Due consideration given to the Duty Station working hours in respect of any individual flexible work arrangements agreed

(3) Staff members, except those serving their probationary period, may avail themselves of the

following flexible work options subject to approval by the Supervisors and depending on the individual Staff member's terms and conditions of employment and job requirements:

a) working away from office (telecommuting);
b) staggered working hours;
c) compressed fortnight; and
d) part-time work;

Staff members who are serving their probationary period may only avail themselves of the flexible work option of staggered working hours and telecommuting, subject to approval by the Supervisors and depending on the individual Staff member's terms and conditions of employment and job requirements.

Conditions

(4) Requests for flexible work will be considered positively, albeit on a case-by-case basis. In considering the request, Supervisors are expected to exercise their managerial discretion and judgment in a reasonable manner, and will take into account:

a) individual needs of the Staff member;
b) terms and conditions of employment and job requirements;
c) the Staff member's performance;
d) operational requirements of the work area; and
e) impact of the arrangement may have on the team, project and GGGI stakeholders.

(5) Productivity and quality of outputs must be maintained at the same level, or enhanced, following the implementation of the flexible work arrangement.

(6) Flexible work arrangements can be suspended or revoked by the Supervisor at any time or at certain periods, with reasonable notice, should business needs or performance concerns arise, or if it negatively affects productivity or efficiency of the individual or the unit/directorate/office. Flexible work arrangements may be extended by the Supervisor based on business needs and satisfactory performance.

(7) No extra costs should be incurred by GGGI as a result of flexible working arrangements. Staff members are fully responsible for any tax or insurance liability arising from a change in working arrangements outside of standard office location and hours.

(8) Staff members may be required to undertake duties or travel which were not anticipated prior to the approval of the flexible work agreement.

(9) The salary, benefits and allowances of the Staff member may be adjusted depending on the flexible work arrangement(s) adopted, to reflect changed circumstances and any adjusted responsibilities and assignments, for instance in situations where the Staff member loses their Expatriate Status or engages in part-time arrangements.

Duration

(10) Depending on individual circumstances, flexible work may be on an ad-hoc basis, a short-term (less than six months) or long-term basis (six months up to three years). The duration may be extended by the Supervisor upon review, but the total duration shall not exceed three years or the Staff member's contract duration, whichever is less. The following will apply:

a) Number of Tele-commuting or Working from Home days (working within the Duty Station)– there is no GGGI-wide set limit. However, each Unit, team, country office may agree and set location/team specific limits and approval granted accordingly.
b) Number of Remote-working days (working outside of the country of duty station) – a maximum of forty (40) working days per calendar year is permitted and this can be taken in one block or split into different periods, subject to the Supervisor's approval.

Guidelines

(11) The Guidelines on Flexible Work Arrangements provide further guidance on the process and implementation of Staff Rule 6.2.

Rule 6.3 Official holidays

(1) The number of official holidays at each Duty Station shall be ten (10) days in each calendar year.

(2) The official holidays shall be established at each Duty Station in consultation with the Human Resources office, taking into account the most commonly observed holidays and the practice followed by other International organizations at the Duty Station. Staff members shall be informed of the official holidays at their Duty Station at the beginning of each calendar year.

(3) In the event the necessities of service do not allow a Staff member to observe any particular official holiday, the Executive Director may designate an alternate day within seven (7) days before or after the date of the normal official holiday. Staff members at the Duty Station shall be informed accordingly.

(4) Whenever an official holiday recognized at a Staff member's Duty Station occurs while that Staff member is in operational travel status outside the Duty Station country, the Staff member can take time-off from work in lieu of that holiday, as approved in advance by the Supervisor.

(5) Following the establishment of the official holiday calendar of each location, any

new holidays announced by the government will not be observed unless it is agreed that an existing official holiday is substituted for the new holiday. Any substitution requires the Executive Director's approval.

Rule 6.4 Annual leave

Entitlement

(1) A Staff member shall be entitled to paid annual leave as follows:

a) On initial appointment, twenty-seven (27) working days at the start of the year subject to Rule 6.4 (2); and
b) one additional working day for each three (3) year period of continuous employment the Staff member has completed with GGGI, provided however that a total maximum of thirty (30) working days of paid annual leave shall not be exceeded.

(2) A Staff member who begins service or separates from service in the course of the year shall be entitled to annual leave pro-rated based on each working day of a full calendar month.

Use of annual leave

(3) A Staff member may take annual leave only if approved by the Supervisor, subject to the exigencies of service. The dates of the annual leave may be adjusted if the operational and business needs so require.

(4) Annual leave may be taken in units of full days and half days.

(5) A Staff member shall submit the annual leave request to the Supervisor for approval at least three (3) working days before the proposed date of leave unless an unforeseen event occurs in which case the request may be submitted within a shorter period. Annual leave requests shall be submitted in accordance with established procedures.

(6) In recognition of the importance of rest and relaxation on the health and Safety of Staff and on individual productivity, Staff members are expected to take at least fifteen (15) days of annual leave each year.

(7) The total amount of accumulated unused annual leave that may be carried over from one leave year to the next shall not exceed fifteen (15) days. Any unused annual leave in excess of the fifteen (15) days authorized carry-over shall lapse and be forfeited.

Management of annual leave

(8) The Human Resources office will maintain a system for recording and monitoring entitlement and utilization of annual leave for Staff members.

(9) In exceptional circumstances, the Executive Director may permit a Staff member who has used all their accumulated annual leave entitlement to advance up to five (5) days of their annual leave entitlements for the following year; provided, that their service is expected to continue for the period necessary to accrue entitlement to the leave so advanced.

(10) Staff members are encouraged to use all accumulated annual leave prior to their Separation from Service. Where this is not feasible for operational exigencies, the Staff member and supervisor can agree up to 15 days annual leave to be monetized upon Separation from Service. All unused annual leave upon Separation from Service due to death or dismissal/summary dismissal for misconduct will be monetized. Accumulated annual leave refers to (i) unused annual leave entitlement for the year of separation of service, and (ii) up to fifteen (15) days of unused annual leave from prior years.

(11) No annual leave shall be credited during:

a) Unauthorized absences;
b) special leave without pay or partial pay of more of thirty (30) days;
c) administrative leave in the context of a disciplinary proceeding unless initial charges against the Staff member are subsequently dropped.

Rule 6.5 Special leave

Special leave, with or without pay, may be granted at the discretion of the Executive Director or the Supervisor as delegated below, in accordance with established procedures. The period of special leave granted to the Staff member shall not affect the expiration date of the appointment specified in the letter of appointment or employment contract.

Rule 6.6 Special leave with pay

Learning and Development

(1) In accordance with Rule 5.8 (1) above, GGGI may grant a Staff member five (5) working days with full pay for learning and development.

(2) In addition to the approved paid learning and development leave provided under Staff Rule 5.8(1), special leave with or without pay may be granted for Staff training or research, provided it is in the interest of GGGI and the absence of the Staff member does not impair the implementation of GGGI's work program. This leave may be granted by the Executive Director with full, partial or no pay.

(3) The Staff member is expected to stay in GGGI for at least the same period as the leave granted. Otherwise, the amount of salary paid to the Staff member during the period

of special leave with pay shall be deducted upon Separation from Service.

Administrative Leave

(4) The Executive Director may place a Staff member on administrative leave in accordance with Staff Rule 11.4.

Compassionate leave

(5) In connection with the death of a Staff member's Spouse, Child, sibling, parent or grandparent or the Child or parent of a Staff member's Spouse, the Supervisor may approve leave of up to five working days per year. This leave must be taken in direct connection with the passing or the funeral of the Staff member's family member and cannot be accrued.

Relocation leave

(6) On appointment or assignment to a new Duty Station, Staff members may be granted relocation leave by the Supervisor for: (i) up to three (3) days if the Staff member is moving from a location outside the country of the new Duty Station or (ii) one day if the Staff member is moving from a location within the country of the Duty Station but beyond commuting distance of the Duty Station.

(7) This leave must be taken at the Duty Station within six (6) months from appointment date or date of assignment to the new Duty Station.

Jury or election service

(8) Where staff are required to serve such a public (compulsory) duty, the Supervisor may approve up to three (3) working days per year. Staff are required to submit the official notification as part of the leave request.

Rule 6.7 Special leave without pay

(1) Special leave without pay may be granted by the Supervisor for the following reasons and up to the maximum duration:

a) Care of a Child under six (6) years of age – up to one year. This leave is separate from maternity, paternity, or adoption leave.
b) Marriage of a Staff member – up to five (5) days. The leave should be taken in direct connection with the occasion.
c) Military or other national service obligations - The period depends upon the requirements under the laws of the Home Country or country of nationality of the Staff member.
d) Care of an elderly parent/s and grandparent/s – up to ten (10) working days per

year, taken singly or consecutively.

Rule 6.8 General conditions for special leave

(1) The Executive Director may grant special leave with full or partial pay or without pay for reasons other than those covered above, upon the written request of a Staff member for such special leave and subject to other conditions as may be imposed.

(2) Staff members shall first exhaust all annual leave before taking special leave except for the five (5) days of special leave with pay for learning and development under Staff Rule 6.6 (1).

(3) Staff members shall have at least one year of continuous service in order to be entitled to special leave except for the five (5) days of special leave with pay for learning and development under Staff Rule 6.6 (1).

(4) On return to work upon completion of special leave, the Staff member shall return to the position held before going on special leave, subject to the continuation of the Staff member's contract and position following the end of the special leave period.

(5) Periods of special leave with partial pay or without pay of thirty (30) calendar days or longer shall not be taken into account when determining the length of service for purposes of computing termination indemnity, whenever applicable.

(6) Annual leave and other leaves shall not accrue during special leave without pay of thirty (30) calendar days or longer, nor shall a Staff member on special leave without pay be entitled to any benefits or allowances provided to Staff members under the Staff Regulations and Staff Rules, unless otherwise expressly provided by the Executive Director in their approval of the special leave without pay.

Rule 6.9 Compensatory leave

Staff members who have been required to work for extended periods beyond the normal working hours and the normal working week or work or travel during weekends and official holidays of the Duty Station established in accordance with Staff Rule 6.3 above, may be granted compensatory leave of up to five (5) days per year by the Supervisor.

Rule 6.10 Sick leave

(1) A Staff member who is incapacitated from the performance of their duties because of illness or injury, or whose attendance is prevented by public health requirements, or who is undertaking preventive healthcare, including annual health check-ups, may request sick leave in accordance with the provisions of this Staff Rule.

(2) Sick leave of more than three (3) consecutive working days shall be supported by a medical certificate acceptable to GGGI. GGGI reserves the right to designate a medical practitioner to examine the Staff member and provide a second opinion.

(3) A Staff member may take a total uncertified sick leave of ten (10) working days in a year. Any sick leave beyond this limit will require a medical certificate acceptable to GGGI even if it is less than three (3) consecutive working days of sick leave.

(4) Sick leave may be taken in units of full days or half-days. Sick leave must be applied for and approved in accordance with established procedures.

(5) Staff members may be granted sick leave on full pay for up to ninety (90) calendar days over a two (2)-year period, subject to verification by a medical practitioner designated by GGGI. Any case where Staff member has exhausted their sick leave entitlement but is still unable to work due to a medical condition will be handled on a case-by-case basis and determined by the Executive Director.

(6) Sick leave is intended solely for a staff member's own sickness absence and may not be used for the illness and caring for the illness of a dependent. In such a situation Staff member may apply for Special Leave Without Pay as per Staff Rule 6.7 (1)(a) and (d).

Rule 6.11 Maternity leave

(1) Staff members shall be entitled to maternity leave of up to eighty-eight (88) working days on full pay, and additional forty-four (44) working days on half pay.

(2) Maternity leave may commence at any time as required by Staff member's attending physician.

(3) Maternity leave must be taken on a continuous basis.

(4) Benefits such as health coverage and participation in the retirement savings scheme shall continue throughout the leave period.

(5) Annual leave shall accrue during the period of maternity leave.

Rule 6.12 Parental leave

(1) Staff members whose Spouse gives birth to their child are entitled to parental leave of up to twenty-two (22) working days on full pay and twenty-two (22) working days on half pay.

(2) Parental leave must be taken within one year from the date of birth of the Child.

This leave could be taken (i) on a continuous basis; or (ii) split into two (2) separate blocks, with parental leave on full pay as one block and parental leave on half pay as another block or in another arrangement approved by the supervisor and the Human Resources Office.

(3) The Staff member must give at least 8 weeks' notice before a block of leave begins unless unforeseen circumstances beyond the control of the staff member.

(4) The Staff member shall request parental leave and present evidence of the birth of the Child by their Spouse under Staff Rule 1.2 (29).

(5) Annual leave shall accrue during the period of parental leave.

Rule 6.13 Adoption and Surrogacy leave

(1) Staff members are entitled to adoption leave of up to twenty-two (22) working days on full pay and up to twenty-two (22) working days on half pay.

(2) The Staff member shall request adoption leave and present evidence of the adoption of the Child within thirty (30) days of the adoption.

(3) Annual leave shall accrue during the period of adoption leave.

(4) These provisions on adoption leave will also apply to a Staff member who is a legal parent of a Child born through a surrogacy arrangement.

Rule 6.14 Recovery of advance annual leave

(1) On Separation from Service, if the Staff member has not earned sufficient annual leave entitlements to cover advance annual leave previously taken, the amount of such unearned leave shall be deducted from the final payment due to the Staff member on separation. The deduction will be calculated on the basis of the formula defined in Staff Rule 6.4 (2), as appropriate.

(2) GGGI may waive the requirement to restitute advance annual leave if it is determined that there are exceptional or compelling reasons for doing so.

Rule 6.15 Leave counted as continuous service

Except as otherwise provided in these Staff Rules, any leave duly approved and taken by the Staff member shall be considered as part of continuous service.

Chapter 7: Social Security

Rule 7.1 Retirement savings scheme

(1) GGGI shall provide retirement savings schemes available to all Staff members in accordance with the provisions of Staff Regulation 7.1. The participation of Staff members in the GGGI retirement savings scheme is not mandatory.

GGGI's contribution

(2) GGGI's shall contribute an amount equal to 15% of the monthly Base Salary of eligible Staff members for a GGGI retirement savings system in which the Staff member participates.

(3) If the Staff member has opted not to participate in the GGGI retirement savings scheme, the GGGI contribution shall be paid to the Staff member together with the monthly salary payment. In this case, the Staff member is responsible for selecting and arranging appropriate retirement saving scheme for themself and ensuring that all payments, reflecting as a minimum the same amount as GGGI's contribution, is made to such retirement savings scheme.

Staff member's contribution

(4) If the Staff member has opted to participate in a GGGI retirement savings scheme, they may elect to make voluntary contributions each month from the monthly salary payment and added to the payment made by GGGI to the GGGI retirement savings scheme. The voluntary contributions can be a fixed sum or fixed percentage, and such selections can be made in accordance with established procedures.

Rule 7.2 Medical insurance

(1) Staff members shall participate in a medical insurance scheme under the terms and conditions determined by the Executive Director.

(2) A Staff member who is subject to mandatory participation in a national health insurance system or who is eligible to participate in such a system shall also be covered by a complementary medical insurance policy subscribed by GGGI so that the total benefits are reasonably in line with those payable to Staff covered by the medical insurance policy provided by GGGI.

(3) Staff members who do not participate in a national health insurance system shall receive comprehensive coverage under a medical insurance policy subscribed by GGGI. Staff members shall also have the option of extending coverage to the Spouse and Children under the terms and conditions established by the Executive Director. GGGI will defray

partof the costs of the health insurance for Staff members and Dependents who do not participate a national health insurance system in accordance with (4) below.

Payment of contribution

(4) Staff members' contributions to medical insurance coverage shall be deducted each month from their monthly salary payment in the following manner:

a) For International and HQ National positions, twenty-five percent (25%) of the premium charged for the Staff member and each Dependent and the full premium charged for any other Spouse and Child(ren) covered by the medical insurance policy subscribed by GGGI; and
b) For non-HQ National Positions, no premiums are payable by Staff. Dependents would be charged twenty-five percent (25%) of the premium and full premium charged for any other Spouse and Child(ren).
c) For Staff participating in a national health insurance system, the Staff member's portion of the total contribution payable by employer and the Staff member under the relevant system.

Post-employment medical insurance

(5) Staff members who meet the eligibility requirements in this Staff Rule 7.2 (5) upon ending employment with GGGI, may opt to continue coverage for themselves and their dependents in the medical insurance policy subscribed by GGGI. To qualify for continued coverage, the former Staff member must have completed at least one full contract period of three years (qualifying period), and that their age plus period of service must equal sixty (60) or more at the time of separation. The earliest age at which this continued coverage post- employment can begin is 55 years. The annual premium shall be entirely paid in advance by the eligible former Staff Member. Staff Members who are terminated from employment under Staff Rule 10.3 and 10.6(3)(d-g) do not qualify for this insurance.

Rule 7.3 Compensation for illness, injury or death attributable to service

(1) A Staff member, or their surviving Spouse or Dependents, shall be entitled to compensation in the event of illness, injury including or death attributable to the performance of official duties on behalf of GGGI, in accordance with rules established by the Executive Director.

(2) The benefits payable under the insurance policy on compensation for illness, injury or death attributable to service subscribed by GGGI shall be reduced by any compensation received under a national compensation system for the same event.

(3) On appointment, the Staff member shall inform the Human Resources office their designated beneficiary or beneficiaries. The Staff member shall notify the Human Resources office of any revocation or change of beneficiaries.

Rule 7.4 Group life insurance

GGGI shall establish a group life insurance scheme under the terms and conditions determined by the Executive Director.

Chapter 8: Travel Expenses

Rule 8.1 Travel of Staff and Dependents (International Positions)

(1) Subject to the conditions set out in these Staff Rules and other relevant rules and guidance under GGGI's Legal Framework, costs of travel for the following purposes shall be reimbursed by GGGI:

a) On initial appointment of a Staff member recruited for an International Position from outside the country of the Duty Station, or from within the country of the Duty Station but beyond commuting distance of the Duty Station;
b) On Transfer and assignment of a Staff member to a new Duty Station;
c) On Separation from Service of a Staff member recruited or transferred to an International Position in a Duty Station different from their Home Country, or within the country of the Duty Station but beyond commuting distance of the Duty Station, except in cases of abandonment of post or as otherwise provided in the Staff Rules.

Travel of Dependents

(2) Costs for Dependents of the Staff member travelling on appointment or assignment to a new Duty Station in accordance with Staff Rule 8.1 (1) above shall also be reimbursed by GGGI.

(3) Dependents shall travel in the same class as the Staff member.

(4) For initial appointment travel, GGGI shall pay or reimburse the travel expenses of a Staff member's Dependents either from the place of recruitment or from the Staff member's Home Country. Should a Staff member wish to bring a Dependent to their Duty Station from any other place, the travel expenses borne by GGGI shall not exceed the maximum amount that would have been payable on the basis of travel from the place of recruitment or the Home Country.

Lapse of entitlement

(5) A Staff member shall no longer be entitled to return travel for themself and Dependents upon separation of service if the return travel has not commenced within six months from the date of Separation from Service.

Conditions

(6) All travel requests and claims for travel expenses shall comply with the requirements and established procedures under the Travel Rules of GGGI. GGGI shall pay and/or reimburse Staff members for allowable travel expenses in relation to official travel under and in accordance with the Travel Rules of GGGI, as the same may be amended or modified from time to time.

(7) There will be no double benefiting in relation to the travel expenses or allowances should the Staff Member receive similar benefits from their existing employer. They are required to declare such benefits as part of the appointment process.

Rule 8.2 Mobilization and demobilization allowance (International Positions)

(1) The mobilization allowance is a lump-sum amount paid to Staff members eligible to travel on appointment, transfer, or assignment to a new Duty Station pursuant to Staff Rule 8.1(1)(a) and (b).

(2) The allowance shall be GGGI's sole contribution to the cost of unaccompanied shipments of personal effects and household goods to the Duty Station. The allowance is to cover applicable costs for shipment such as freight, customs and excise duties, insurance, warehousing (pre- and post-shipment).

(3) On Separation from Service, a demobilization allowance is granted only to a Staff member who is eligible to travel under Staff Rule 8.1(c) and who has served at least one year at the Duty Station prior to their separation.

Amount – from outside Duty Station country

(4) Staff eligible for Expatriate Benefits who are eligible to travel from a location outside the country of the Duty Station shall receive the following mobilization allowances:

On mobilization upon appointment or Transfer:

Grade	**Unaccompanied staff members**	**Staff members accompanied by Dependents at the Duty station**
Executive	USD 10,000 + one month salary	USD 15,000 + one month salary
G13INT	USD 24,700	USD 29,700
G12INT	USD 22,000	USD 27,000
G11INT	USD 19,800	USD 24,800
G10INT	USD 18,100	USD 23,100
G9INT	USD 16,700	USD 21,700
G8INT	USD 15,500	USD 20,500

On demobilization upon Separation from Service:

a) USD 10,000 if they do not have any accompanying Dependent; or
b) USD 15,000 if they have accompanying Spouse and/or Dependent Children.

(5) Staff members who are appointed on International Position, but ineligible for Expatriate Benefits, and are authorized to travel from a location outside the country of the Duty Station upon appointment or transfer shall receive the following mobilization allowance:

a) USD10,000 if they do not have any accompanying Dependent; or
b) USD15,000 if they have accompanying Spouse and/or Dependent Children

Demobilization allowance does not apply for this category.

(6) Staff members eligible to travel (pursuant to Staff Rule 8.1(1)(a) and (b)) to a Duty Station from a location within the country of the Duty Station but beyond commuting distance of the Duty Station shall receive the following relocation allowance:

a) USD3,000 if they do not have any accompanying Dependent;
b) USD6,000 if they have accompanying Spouse and/or Dependent Children.

On Separation from Service, the same amount shall be paid to such Staff members.

Other conditions

(7) A Staff member with Dependents initially travelling alone to the Duty Station shall initially be entitled to receive the mobilization allowance applicable to an unaccompanied Staff member. The Staff member may apply for the balance of mobilization allowance when the Dependents subsequently joins the Staff member at the Duty Station provided that the Dependents join the Staff member at the Duty Station within one year from appointment date and the Dependents stays with the Staff member on a continuous basis in the Duty Station for at least six (6) months.

(8) Staff members entitled to payment of a mobilization allowance in respect of travel to a new Duty Station shall also be granted relocation leave with pay in accordance with Staff Rule 6.6 (5).

(9) If the Staff member leaves the services of GGGI for reasons as indicated in Staff Rule 10.2, 10.3, 10.6(3)(d), (e), (f) and (g) prior to completing twelve (12) months of service on receiving the allowance either on initial appointment or Transfer, the Staff member:

a) shall return the mobilization allowance on a pro-rata basis; and
b) shall not be eligible for demobilization allowance.

Rule 8.3 Travel of Staff and Dependents (National Positions)

(1) Travel for staff and eligible dependents who are currently residing more than 50kms from the duty station – Economy fares for flights or rail/coach travel, as appropriate.

(2) Mobilization allowance of (a)USD2,000 if they are relocating from within the country; (b)USD4,000 if they are relocating from outside of the country.

Other conditions

(3) Staff members entitled to payment of a mobilization allowance in respect of travel to a new Duty Station shall also be granted relocation leave with pay in accordance with Staff Rule 6.6 (5). If the Staff member leaves the services of GGGI for reasons as indicated in Staff Rule 10.2, 10.3, 10.6(3)(d), (e), (f) and (g) prior to completing twelve (12) months of service on receiving the allowance either on initial appointment or Transfer, the Staff member shall return the mobilization allowance on a pro-rata basis.

(4) There is no entitlement to a Demobilization allowance nor travel costs on separation from GGGI, except for Staff members and their eligible dependents whose Home Country is outside of the Duty Station. Claims would follow established procedures.

(5) There will be no double benefitting in relation to the allowance or travel costs should the Staff Member receive similar benefits from their existing employer.

Rule 8.4 Travel for Staff on Junior Professional Officer Positions

(1) Economy fare one way commencement flight to the Duty Station for the Junior Professional Officer (JPO).

(2) Relocation allowance of USD3,000.

(3) Economy fare one way repatriation flight to the Home Country at the conclusion of the JPO position. However, JPOs are not entitled to the repatriation flight if they move directly to a new position which is eligible for a commencement flight.

(4) Repatriation allowance of USD1,500 at the conclusion of the JPO position. However, JPOs are not entitled to claim for the allowance if they move directly to a new position which is eligible for a mobilization allowance.

(5) JPO positions are unaccompanied and do not attract dependents travel benefits.

Chapter 9: Staff Relations

Rule 9.1 Staff Council

(1) Staff members of GGGI may establish a Staff Council representing all GGGI Staff members with a view to facilitating their effective participation in identifying, examining and resolving issues relating to human resources policies, conditions of work and Staff welfare, consistent with Staff Regulation 9.1.

(2) The Staff Council shall be organized in such a way as to afford equitable representation to all Staff members, by means of elections that shall take place at least biennially under electoral regulations drawn up by the Staff Council.

(3) The Staff Council shall be entitled to initiate and present proposals for the purposes set forth in Staff Regulation 9.1.

(4) When performing their tasks as representatives of the Staff Council, the Staff members shall be deemed to be at work. The Executive Director shall give due consideration to the work of Staff members serving in the capacity as representatives of the Staff Council and the related commitment of time necessary to perform their tasks.

Chapter 10: Separation from Service

Rule 10.1 Separation

(1) A Staff member may be separated from the service of GGGI in any of the following ways:

a) resignation (Staff Rule 10.2);
b) abandonment of post (Staff Rule 10.3);
c) expiry of appointment (Staff Rule 10.4);
d) non-confirmation of appointment (Staff Rule 10.5);
e) termination of appointment (Staff Rule 10.6);
f) agreed separation (Staff Rule 10.8); or
g) death (Staff Rule 10.9).

(2) Upon Separation from Service, the Staff member shall return to GGGI without delay all GGGI property and documents.

(3) A Staff member must complete exit clearance as per established procedure prior to the date of separation. It is the responsibility of the Staff member to ensure that they received all appropriate clearances as part of the exit procedures. However, GGGI shall facilitate the completion of the exit procedures. Final payment is subject to successful completion of exit clearance.

(4) A Staff member who so requests shall on separation be provided by the Head of the Human Resources office, with a certificate specifying the nature of their duties and the length of their service with GGGI.

Rule 10.2 Resignation

(1) Resignation is a separation initiated by the Staff member by submitting a written resignation to the Staff member's Supervisor or the Executive Director

a) National Position - at least thirty (30) calendar days prior to the effective date of resignation.
b) International Position – at least sixty (60) calendar days prior to the effective date of resignation

(2) The Executive Director may accept a resignation on shorter notice.

(3) No termination indemnity is payable in cases of resignation.

Rule 10.3 Abandonment of post

(1) Abandonment of post occurs when a Staff member, despite a written warning of the possibility of termination if the Staff member does not report to duty, fails without justification acceptable to the Executive Director, to make himself or herself available to

perform official duties for a period of ten (10) consecutive working days. In such case, the Staff member's appointment shall be deemed to have terminated.

(2) Refer to Staff Rule 2.6 (Unauthorized absence)Notice of termination of the Staff member's employment as a result of their abandonment of post shall be given summarily and addressed to the Staff member at their last known address.

(3) A Staff member whose employment is terminated by reason of their abandonment of post shall not be entitled to a termination indemnity.

Rule 10.4 Expiration of appointment

(1) All appointments, unless otherwise terminated as provided herein, shall expire automatically and without prior notice on the expiration date specified in the letter of appointment or employment contract.

(2) The Staff member shall be informed in advance of the Executive Director's decision not to renew or extend the appointment not later than three (3) months before the expiration date of a fixed-term appointment.

(3) No termination indemnity is payable upon separation as a result of expiration of appointment.

Rule 10.5 Non-confirmation of appointment

(1) When a Staff member's performance and/or conduct during the probationary period have been assessed negatively, the appointment shall not be confirmed and the Staff member shall be separated from service.

(2) If the Executive Director decides to terminate the appointment during or at the end of the probation period, the Staff member concerned shall be informed in writing of the decision and of its grounds, and shall be given, at GGGI's discretion, one month's notice of termination or receive compensation of one month's salary in lieu of notice.

(3) No termination indemnity shall be payable on non-confirmation of appointment.

Rule 10.6 Termination of appointment

(1) A termination of appointment is a Separation from Service initiated by GGGI. A separation by reason of resignation, abandonment of post, retirement, expiration of appointment, non-confirmation of appointment or mutual agreement shall not constitute a termination.

(2) Any termination of appointment by GGGI under these Staff Rules shall be decided upon by the Executive Director, shall be in writing and shall be effected in strict compliance with the Staff Rule under which it is being made.

(3) A Staff member may be terminated prior to the expiration date of the appointment in accordance with the terms of the appointment or on any of the following grounds:

a) The necessities of service require abolition of the post or reduction of the Staff;
b) The services of the Staff member prove unsatisfactory;
c) The Staff member is, for reasons of health, incapacitated for further service;
d) The conduct of the Staff member indicates that the Staff member does not meet the standards required by Staff Regulations and the Staff Rules including the Code of Conduct;
e) Facts anterior to the appointment of the Staff member and relevant to their suitability come to light that, if they had been known prior to recruitment, would have precluded the appointment of the Staff member;
f) Serious misconduct; and
g) As a result of other disciplinary actions.

(4) The appointment of a Staff member may be terminated under Staff Rule 10.6 (3) (d), (e), (f) or (g) only as a result of a disciplinary measure of dismissal or summary dismissal following the disciplinary process under Staff Rule 11.

(5) In the event the Executive Director terminates an appointment, the Staff member shall be informed of the grounds for such termination and be given thirty (30) calendar days' notice. However, a ninety (90) calendar days' notice shall apply in case of termination for abolition of post under Staff Rule 10.6(3)(a) or health reason under Staff Rule 10.6(3)(c). Also, no notice period shall be required in cases of summary dismissal for misconduct.

Rule 10.7 Termination indemnity

(1) A Staff member whose appointment is terminated under Staff Rule 10.6 (3) (a) or (c) shall be paid the following termination indemnity:

Completed years of service	**Termination indemnity**
Less than 1 year - 5 years of completed service	One week's Base Salary for each month of uncompleted service subject to a minimum of 6 weeks' and a maximum of 3 months' indemnity pay
6 years of completed service	3 months' Base Salary after 6 completed years of service
7 years and longer	5 months' Base Salary after at least 7 complete years of service

(2) A Staff member whose appointment is terminated under Staff Rule 10.6 (3) (b), (d), (e), (f) or (g) shall not receive termination indemnity.

(3) Payment of termination indemnity shall be calculated on the basis of the net Base Salary payable to the Staff member as of the effective date of separation.

(4) Length of service for purposes of computing the termination indemnity shall comprise the total period of a Staff member's full-time continuous service. Periods of special leave with partial pay or without pay of one month or longer shall not be taken into account when determining the length of service for purposes of computing the termination indemnity.

Rule 10.8 Agreed separation

A Staff member may be separated in the interest of GGGI, in accordance with Staff Regulation 10.3, under such terms and conditions as may be determined by GGGI and agreed to by such Staff member.

Rule 10.9 Death

(1) In the event of the death of a Staff member, all amounts due to the Staff member by the GGGI under the Staff Regulations and the Staff Rules shall be paid to the nominated beneficiary or beneficiaries, unless otherwise specified under particular rules. Such payment shall release the GGGI from all further liability in respect of any sum being paid. In the absence of a named beneficiary, the amount due to the Staff member shall be paid to their estate.

(2) On the death of a Staff member, a GGGI will provide a lump sum amount to be established by the Human Resources office to cover reasonable expenses for the preparation and burial of the remains of the Staff member, and in the case of a Staff eligible for Expatriate Benefits, the cost of the transport of the remains from the place of death to the deceased's Home Country.

Chapter 11: Disciplinary Measures

Rule 11.1 Misconduct

(1) Failure by a Staff member, by act or omission, to comply with their obligations under regulations, rules, instructions and directives issued by the Council or the Executive Director, including without limitation the Code of Conduct, shall constitute misconduct under these Staff Rules and may result in the imposition of disciplinary measures.

(2) Examples of misconduct include, but are not limited to:

a) Unlawful acts (e.g., theft, fraud, possession or sale of illegal substances, smuggling) on or off GGGI premises, and whether or not the Staff member was officially on duty at the time;
b) Misrepresentation, forgery or false certification in connection with any GGGI claim or benefit, including failure to disclose a fact material to that claim or benefit;
c) Assault upon, harassment of, or threats to other Staff members;
d) Misuse of GGGI property, equipment or files, including electronic files;
e) Misuse of office and abuse of authority;
f) Breach of confidentiality;
g) Repeated failure to respect agreed working hours or unauthorized absence from the office during working hours or failure to accurately and transparently record attendance, telecommuting, remote-working or other working arrangements in accordance with applicable rules and procedures;
h) Unauthorized outside activities, remunerated or non-remunerated, when such activities conflict with the performance of official duties or are in conflict with the interests of GGGI;
i) Abuse of any privileges, exemptions and immunities granted to GGGI; and
j) Acts or behavior that could damage the reputation or credit of GGGI.

Rule 11.2 Investigations

(1) Allegations of misconduct shall be investigated in accordance with rules and procedures established as part of GGGI's Legal Framework. Such investigation may be carried out by external investigator if deemed appropriate by GGGI.

(2) As a general rule, a Staff member shall be informed if they are under investigation unless however, GGGI reasonably believes that such notification could have negative implications on the investigation, by e.g., concealment or destruction of evidence or attempts to improperly influence witnesses, in which case the notification of the Staff member may be postponed.

(3) If upon completion of an investigation, it has been established that misconduct has occurred, the investigative findings shall be documented and provided as an investigative report to the Executive Director or their designated official.

(4) Any Staff member who in good faith reports misconduct or cooperates or provides information during an investigation shall be protected against retaliation from Supervisors or other Staff members.

Rule 11.3 Notification of charges and reply

Prior to the imposition of any disciplinary measure, the following requirements shall be observed:

a) The Staff member shall be notified in writing of the charges made against them and be provided with a copy of supporting evidence.
b) At the same time, the Staff member shall be given the opportunity to respond in writing to the charges and to submit any countervailing evidence within eight(8) calendar days. This period may be shortened if the urgency of the situation so requires.

Rule 11.4 Administrative leave

(1) The Executive Director may place a Staff member on administrative leave pending the investigation as specified in Staff Rule 11. 2 and completion of the disciplinary process. This action is without prejudice to the rights of the Staff member and does not constitute a disciplinary measure.

(2) A Staff member placed on administrative leave shall be informed in writing of the reason(s) for such leave and of its probable duration, which shall not normally be for more than three (3) months.

(3) Administrative leave shall be with full pay.

(4) A Staff member placed on administrative leave will not be required to work/undertake their normal duties and may not enter GGGI premises without requesting and obtaining the Executive Director's permission.

Rule 11.5 Disciplinary measures

(1) The Executive Director, taking into account the results of the investigation and the Staff member's response to the charges and the evidence they may have provided, shall decide whether to:

a) close the case when the evidence of misconduct is not sufficient;
b) if there is evidence of misconduct, determine the disciplinary measure to be imposed; or
c) request further investigations into the allegations.

(2) Where misconduct is established, the severity of the disciplinary measures imposed shall reflect the gravity of the misconduct. In determining the seriousness of the

misconduct and in deciding on the disciplinary measure(s) to be imposed, the following may be taken into account:

a) the nature of the misconduct and the circumstances in which it occurred;
b) the extent to which the misconduct adversely reflects upon the integrity, reputation, or interests of GGGI;
c) the extent to which the misconduct involves intentional actions or negligence;
d) whether the misconduct involves repeated actions or behavior;
e) the prior conduct of the Staff member; and
f) any extenuating circumstances.

(3) Disciplinary measures resulting from disciplinary proceedings for misconduct may, depending on the gravity of the misconduct, take one or more of the following forms:

a) Written censure;
b) Ineligibility for Promotion, whether permanently or for a specified period;
c) Withholding of pay increases;
d) Reduction in Base Salary, including withholding pay increases;
e) Removal of privileges or benefits or allowances, whether permanently or for a specified period of time;
f) Demotion to a position with a lower grade either with or without reduction in Base Salary and/or reassignment from one department/organizational unit/Duty Station to another;
g) Suspension on half pay or without pay for a specified period;
h) Dismissal;
i) Summary dismissal, in which case the Staff member shall be dismissed without prior notice.

(4) An oral or written reprimand given by a Supervisor is not a disciplinary measure and shall not require compliance with the provisions of Staff Rule 11.3.

(5) The recovery from Staff members of monies owed by them to GGGI shall not be considered a disciplinary measure.

Rule 11.6 Confidentiality of disciplinary proceedings

(1) The personnel file of a Staff member shall only include the following documents relating to a disciplinary proceeding:

a) The Executive Director's letter informing the Staff member concerned of the decision to impose one or more disciplinary measures; and
b) Related communications required for the implementation of such decision.

(2) Any other documents, including the disciplinary charges and related evidence, and the Staff member's comments and related evidence, shall remain confidential and may not be included in the Staff member's personnel file.

Chapter 12: Grievances and Appeals

Rule 12.1 Informal resolution

(1) Staff members and Supervisors are encouraged to address and resolve workplace related concerns, disputes, and grievances in an informal manner.

(2) Wherever feasible, Staff should approach their Supervisor with their concerns or complaints regarding an administrative decision. If this is not feasible, or does not bring resolution, the Staff member should bring the issue to the attention of the next-in-line Supervisor, to the Human Resources office or to such other Staff member or Supervisor as the Staff member deems appropriate.

(3) It is expected that Staff members and their Supervisors will make all efforts in good faith to solve concerns or complaints regarding administrative decisions, with the assistance of the Human Resources office where appropriate, without elevating the issue to the internal appeals process.

(4) Staff members and Supervisors can access resources established by GGGI to facilitate informal conflict resolution, specifically the Ombudsperson, Mediation, and the Respectful Workplace Advisors, as set out in the guidance relating to Informal Conflict Resolution.

Rule 12.2 Right to appeal

(1) Should a satisfactory solution not have been reached by informal resolution, a Staff member adversely affected by an administrative decision affecting them directly may appeal against such decision. The appeal must be based on alleged non-observance of the terms of appointment or the Staff Regulations or the Staff Rules and the term "decision" shall for the purpose of the provisions relating to administrative decisions, where the context so requires, be interpreted to include also any action or inaction.

(2) An appeal against an administrative decision shall not suspend the implementation of the contested decision.

Rule 12.3 Internal appeal process

(1) A Staff member may request a review of an administrative decision by submitting a written request for review to the Executive Director within thirty (30) calendar days of being informed of such decision, except in the case of the following:

a) In relation to decisions on non-confirmation of appointment, the request must be submitted to the Executive Director within fifteen (15) calendar days of the Staff member being informed of such administrative decision. In cases where a Staff

member has requested a decision and no response was communicated to the Staff member, the request shall be presented within sixty (60) days, counted from the date which the Staff member has requested the decision.

b) For decisions imposing disciplinary measures, the Staff member may appeal directly to the independent arbitral mechanism in accordance with Staff Rule 12.4.

(2) The Executive Director, within thirty (30) calendar days of receipt of the written request for review, shall provide a written response to the request for review.

(3) If the staff member is not satisfied with the review received, the staff member may submit an appeal to a peer review panel constituted under Staff Rule 12.3(5) to assist the Executive Director in considering the appeal.

(4) The staff member shall submit the appeal in writing to the Deputy Executive Director, and Head of Green Finance and Corporate Services Directorate (DED-GFCS) within fifteen (15) calendar days of receipt of the written response to the request for review.

(5) DED-GFCS shall then constitute a peer review panel composed of (i) a member appointed by the Executive Director; (ii) a member designated by the Staff member and subsequently appointed by the Executive Director; and (iii) a chairperson appointed by the Executive Director after consultation with the member designated by the Staff member.

(6) Members of the peer review panel shall be at least at the same grade level of the Staff member who submitted the appeal.

(7) The peer review panel shall consider the appeal expeditiously and then advise the Executive Director of its findings and recommendations.

(8) In making its recommendation, the peer review panel shall only consider whether the applicable procedures were followed, or whether the decision was improperly motivated by prejudice or some other extraneous factor.

(9) The Executive Director shall make a final decision on the appeal, in light of the findings and recommendations of the peer review panel.

(10) The staff member may challenge the Executive Director's final decision before the independent arbitral mechanism provided under Staff Rule 12.5 within ninety (90) calendar days from receipt of the decision on the appeal.

(11) Any request for review or appeal submitted by a Staff member outside of the permitted time frames specified in Staff Rule 12.3(1) and Staff Rule 12.3(4) shall be time-barred and shall not be considered on its merits.

Rule 12.4 Appeal against disciplinary measure for misconduct

Decisions to impose disciplinary measures may be appealed directly to the mechanism provided under Staff Rule 12.5. The time limit for submitting such appeals shall be ninety (90) calendar days after notification of the disciplinary measure.

Rule 12.5 Access to an independent arbitral mechanism

In accordance with Staff Regulation 12.2, GGGI has recognized the jurisdiction of the International Labor Organization Administrative Tribunal. After all internal appeal processes in Staff Rule 12 have been exhausted by the Staff member, the Staff member dissatisfied with the outcome of the internal appeal process may seek a review by the International Labor Organization Administrative Tribunal of the final decision taken by the Executive Director on the basis of non-observance of the terms of appointment.

Chapter 13: Final Provisions

Rule 13.1 Entry into force

The Staff Rules shall enter into force on the date of their approval by the Executive Director.

Rule 13.2 Amendments to the Staff Rules

The Staff Rules may be amended by the Executive Director in a manner consistent with the Staff Regulations.

Rule 13.3 Exceptions to the Staff Rules

The Executive Director may make exceptions to the Staff Rules provided that the exception is not inconsistent with any Staff Regulation or other decisions of the Council.

Note: Amendments to the Staff Rules

Amendment to the Staff Rules effective October 1, 2026

Title of the Executive Director, Deputy Executive Director and Assistant Executive Director

References to the "Director-General", "Deputy Director-General" and "Assistant Director-General" are replaced throughout the Staff Rules with "Executive Director", "Deputy Executive Director" and "Assistant Executive Director".

Gender-neutral language

Gendered pronouns are replaced with gender-neutral language throughout the Staff Rules.

Organizational nomenclature

References to "Division" and "Division Head" are replaced throughout with "Directorate" and "Directorate Head" to align with the current organizational structure. In Staff Rules 12.3(4) and 12.3(5), references to the Assistant Director-General, Operations Enabling Division (ADG-OED) are replaced with the Deputy Executive Director and Head of Green Finance and Corporate Services Directorate (DED-GFCS).

Grade nomenclature

The grade prefix "X" is replaced with "G" throughout, covering grades G1 to G13 and G8INT to G13INT, including the table at Staff Rule 8.2(4).

Ombudsperson

References to the "Ombudsman" are replaced with "Ombudsperson".

Annexes to the Staff Rules

The annexes are removed from the Staff Rules. The Higher Responsibility Form (former Annex 1) is deleted as it is no longer in use. The Guidelines on Flexible Work Arrangements and the Guidelines on Informal Conflict Resolution (former Annexes 2 and 3) are issued as standalone guidance so that they can be updated without amending the Staff Rules. Staff Rules 6.2 and 12.1(4) are amended accordingly.

Definitions

Staff Rule 1.2(2) is amended to remove the reference to ICA Fee A, which no longer applies. Staff Rule 1.2(9) is amended to confirm that a Duty Station is a city rather than a country, for country office, regional office, global and HQ corporate function positions. Staff Rule 1.2(13) is simplified so that the conditions for eligibility for Expatriate Benefits are set out in guidance issued by the Human Resources office. Staff Rule 1.2(14) is amended to reflect that a Junior Professional Officer appointment is for one year, renewable for a further year. Staff Rule 1.2(18) is amended to confirm that sub-paragraphs (a) and (b) are alternatives

rather than cumulative conditions, and to refer to application as well as appointment. Staff Rule 1.2(22) completes the definition of Internal Candidate, which was incomplete in the 2023 text. Staff Rule 1.2(24) is simplified so that the conditions for classification as an International Position are set out in guidance issued by the Human Resources office.

Position grades

Staff Rule 3.2(7) is amended to confirm that salary scales, as well as grades, are set out in Annex 1 of the Staff Regulations.

Promotion

Staff Rule 3.3(1) is amended to remove the requirement for two consecutive "exceeds expectations" ratings, to confirm that promotion may arise from a vacancy or a newly created position, and to set out the requirements for position reclassification. A new provision confirms that promotion recommendations are made through the annual performance review process. Staff Rule 3.3(1)(d) is amended to provide that a new contract is issued where promotion involves relocation to a new Duty Station country.

Transfer

Staff Rule 3.4 is amended to provide that a new contract is issued where a Staff member is transferred to a new Duty Station country.

Assignment to a lower grade

Staff Rule 3.5(3) is amended to provide that salary is reduced to within the range of the lower grade, rather than frozen until the grade range catches up, consistent with Staff Rule 4.2(9).

Salary scales and determination of salary

Staff Rule 4.2(3) is amended to confirm that salary scales take account of the Duty Station labor market for National Positions and the international labor market for International Positions. Staff Rule 4.2(5) is amended to confirm that Base Salary on appointment is determined by the Human Resources office. Staff Rule 4.2(10) is amended to extend the rule to assignment, to transfer to a new Duty Station and to the International Staff Rotation Program, and to remove the discretion to approve an increase of up to 5%.

Performance payments

Staff Rule 4.2(7) is amended to confirm that recommendations are initiated by supervisors and approved by the Executive Director on the advice of the Executive Team and Human Resources, and to replace the fixed amount of a full or half month of base salary with an amount determined by reference to the type of performance and organizational affordability.

Expatriate Allowance

Staff Rule 4.4(4) is amended to confirm that the reduction of the Expatriate Allowance begins upon completion of six years in the same Duty Station, with the reduction schedule running from Year 7 to Year 11, and that the provision applies only to contracts issued on or after 1 January 2023. Non-rotatable international positions in Legal, Finance, Human Resources, IT, Communications and Governance are exempted from the reduction.

Education Allowance

Staff Rule 4.5(1) is amended to raise the minimum age of an eligible Dependent Child from four to five years, closing an unintended gap with the Child Care Allowance, and to define the academic and educational institutions GGGI recognizes for the purpose of formal education. Staff Rule 4.5(3) is amended to include re-enrolment fees, to limit book costs to compulsory curriculum books, and to exclude school uniforms, parent-teacher association fees and school trips. Corrects that boarding expenses are available only to Staff members in International Positions. Staff Rule 4.5(6) is amended to exclude non-refundable registration and re-enrolment fees from the repayment required on separation. Staff Rule 4.5(9) is amended to provide for the education travel allowance to be set at the beginning and the middle of the calendar year.

Home leave and hardship allowances

Staff Rule 4.6(3) is amended to provide for payment of the Home Leave Allowance where an eligible Dependent Spouse resides neither at the Duty Station nor in the Staff member's Home Country. Staff Rule 4.7(3) is amended to provide for removal from the hardship classification, as well as an increase or decrease.

Cost-of-living allowance

Staff Rule 4.8(2) is amended to provide for the allowance to be established by reference to a survey conducted by an appropriate compensation and benefits provider, rather than by the International Civil Service Commission. Staff Rule 4.8(3) is amended to provide for discontinuation of the allowance where there is no further evidence to support it.

Income tax

Staff Rule 4.9(1) is amended to remove the qualification relating to the Duty Station country, income tax compliance applying regardless.

Salary payments and salary advance

Staff Rule 4.10(1) is amended to replace the reference to housing allowance, which no longer exists, with expatriate allowance. Staff Rule 4.11(1) is amended to clarify that the advance of up to six months of Base Salary is available to secure rental accommodation at the Duty Station.

Child Care Allowance

Staff Rules 4.15(1) and 4.15(2) are amended to raise the age of an eligible Child from under four to under five years. Staff Rule 4.15(3) is amended to allow reimbursement of childcare provided by a non-relative carer, at the Staff member's home or the carer's home, where

no childcare center is available at the Duty Station. Staff Rule 4.15(6) is amended to raise the ceiling for Staff members not eligible for Expatriate Benefits from 2.5% to 4% of base salary per year and per Child, and from 3% to 5% for the Special Child Care Assistance Allowance. Staff Rule 4.15(10) is amended to allow reimbursement of the difference where a governmental or other childcare subsidy is less than the amount GGGI would otherwise have paid.

Recruitment and selection

Staff Rule 5.2(2) is amended to extend eligibility for internal vacancies to secondees from partner organizations generally. Staff Rule 5.3(1) is amended to correct the description of how vacancies are advertised. A new provision in Staff Rule 5.3 gives preference, for National Positions, to nationals of the Duty Station country and candidates whose Home Country is the Duty Station, before extending consideration to applicants with permanent residence status who reside in the country and to internal candidates holding National Positions in another Duty Station. Staff Rule 5.3(5) is amended to confirm that the recruiting manager, in consultation with the Human Resources office, decides on the use of testing, and to broaden the forms of assessment to include aptitude and leadership behaviors. Staff Rule 5.4(5) is amended to ensure that the commencement date of an internal appointment is agreed between the candidate, the recruiting manager and the current supervisor.

Probation

Staff Rule 5.6(1) is amended to provide for a probationary period of six months regardless of the duration of the appointment. Staff Rule 5.6(3) is amended to require the probation assessment to recommend confirmation of appointment, extension of the probationary period or non-confirmation of appointment. A new provision confirms that the Human Resources office establishes the procedures for the probation assessment and decision.

Performance management

Staff Rule 5.7 is restructured with separate headings for the Annual Performance Review and the Performance Improvement Plan, and the Performance Improvement Plan is referred to as the PIP throughout. The PIP provisions are set out at Staff Rules 5.7(7) to 5.7(14), and endorsement of a PIP and of any extension now includes the Directorate Head. New provisions confirm that the Human Resources office issues separate guidelines on the Annual Performance Review and further PIP guidance as necessary.

Learning and development

Staff Rule 5.8(2) is amended to confirm that the Human Resources office is responsible for corporate training, as distinct from local initiatives. Staff Rule 5.8(3) is amended to require, rather than permit, the Human Resources office to provide guidance, advice and tools to Supervisors and Staff members.

Secondment

Staff Rule 5.9(6) is amended to provide for reintegration at a level equal to the Staff member's grade at the commencement of the secondment, reintegration at a higher grade being a promotion.

Recruitment of former Staff

Staff Rule 5.11 is amended to confirm that former Staff members may be considered for re-engagement for staffing appointments or consultancy assignments, and that the break-in-service requirement applies to both.

Higher Responsibility Allowance

Staff Rule 5.12(1) is amended to confirm that the allowance applies where a Staff member assumes the duties of an established vacant position at a higher level. Staff Rule 5.12(5) is amended to allow payment at the end of the first six months, with a final payment at the conclusion of the assignment, where the period of higher responsibility is six months or more. Staff Rules 5.12(3) and 5.12(4) are amended to remove the reference to the Higher Responsibility Allowance form, requests and approvals now being made through established procedures.

Flexible working arrangements

Staff Rule 6.2(3) is amended to describe working away from the office as telecommuting, consistent with the terminology used in the ERP, and to delete the job share option, which has not been used. Staff members serving their probationary period may now also access telecommuting, in addition to staggered working hours. Staff Rule 6.2(11) refers to the Guidelines on Flexible Work Arrangements as standalone guidance.

Official holidays

Staff Rule 6.3(4) is amended to require that time off in lieu of an official holiday falling during official travel is approved in advance by the Supervisor.

Annual leave

Staff Rule 6.4(10) is amended to allow the Staff member and supervisor to agree that up to 15 days of accumulated annual leave be monetized on Separation from Service where the leave cannot be taken for operational reasons. The limit aligns with the 15-day carry-forward entitlement.

Special leave

Staff Rule 6.6(7) is amended to confirm that relocation leave is taken at the Duty Station. Staff Rule 6.8(4) is amended to make the right to return to the same position subject to the continuation of the Staff member's contract and position following the end of the special leave period.

Sick leave

Staff Rule 6.10(1) is amended to allow sick leave to be taken for preventative health checks including annual health check-ups. A new provision confirms that sick leave is for the Staff member's own illness and may not be used to care for a dependent, for which special leave without pay may be requested under Staff Rule 6.7(1).

Recovery of advance leave

Staff Rule 6.14 is amended to remove sick leave from the recovery requirement, so that recovery on separation applies to advance annual leave only.

Retirement savings scheme

Staff Rule 7.1(1) is amended to remove the explanation of why participation in the GGGI scheme is not mandatory. Staff Rule 7.1(2) is amended to confirm that GGGI's contribution is made to the GGGI retirement savings scheme. Staff Rule 7.1(4) is amended to confirm that Staff member contributions are voluntary and may be made as a fixed sum or a fixed percentage.

Post-employment medical insurance

(6) Staff Rule 7.2(5) is amended to confirm that the combined age and service requirement is assessed at the point of separation, that the annual premium is paid in advance, and that Staff members separated under Staff Rules 10.3 and 10.6(3)(d-g) do not qualify.

Travel of Staff and Dependents

Staff Rule 8.1(1) is amended to refer to guidance as well as rules under GGGI's Legal Framework. A new Staff Rule 8.1(7) provides that there is to be no double benefit where a Staff member receives similar travel benefits from an existing employer, which must be declared as part of the appointment process. A numbering error in the 2023 text is corrected.

Mobilization and demobilization allowance

Staff Rule 8.2(7) is amended to require that Dependents reside with the Staff member at the Duty Station on a continuous basis for at least six months. Staff Rules 8.2(9) and 8.3(4) are amended to limit recovery of the allowance to separation by resignation, abandonment of post and conduct-related termination under Staff Rules 10.2, 10.3 and 10.6(3)(d) to (g). Staff Rule 8.3(1) is amended to remove the separate reference to residence outside the Duty Station country, the 50-kilometer test applying in either case.

Travel for Junior Professional Officers

A new Staff Rule 8.4 sets out the travel entitlements for Junior Professional Officers.

Resignation

Staff Rule 10.2(1) is amended to require thirty (30) calendar days' notice of resignation for National Positions and sixty (60) calendar days' notice for International Positions.

Termination of appointment

A numbering error in Staff Rule 10.6 is corrected, the former clause (6) becoming clause (5). The substance of the provision is unchanged.

Misconduct

Staff Rule 11.1(2)(g) is amended to include, as an example of misconduct, the failure to record attendance, telecommuting, remote working or other working arrangements accurately and transparently in accordance with applicable rules and procedures.

Grievances and appeals

Staff Rule 12.1(4) refers to the Guidelines on Informal Conflict Resolution as standalone guidance. Staff Rule 12.3(2) is amended to extend the period within which the Executive Director responds to a request for review from fifteen (15) to thirty (30) calendar days, in line with practice in comparable international organizations.

Drafting corrections

Typographical, grammatical and cross-referencing corrections are made throughout, including the correction at Staff Rule 6.12(4) of the cross-reference to the definition of Spouse, which is at Staff Rule 1.2(29).

Amendments to the Staff Rules effective January 1, 2023

Number of Dependents

Staff Rules 1.2(3)(8) and 4.4(5) are amended to reduce the number of Dependent Child(ren) from 4 to 3.

Duty stations

Staff Rule 1.2(9) clarified the locations of Duty Stations applicable for a) country based, b) regional based, c) global and HQ based positions and allows for the Director-General to approve alternative locations for (b) and (c) under certain conditions.

Definitions

Staff Rule 1.2.(13) provides the conditions under which International Staff members working in their Home Country member may be eligible for Expatriate benefits.

New Staff Rule 1.2.(4) to define Junior Professional Officer positions and the existing Staff Rules 1.2.(4) to 1.2.(33) to be adjusted to 1.2.(5) to 1.2.(34).

Promotions

Staff rule 3.3(1) to clarify promotion conditions and to add a new clause on promotions and implications for contract period.

Transfer

Staff Rule 3.4 has a new clause (4) to clarify that that new contracts are not issued upon transfer.

Performance payments

Staff Rule 4.2(7) clarifies the nature and use of Performance Payments within the Annual

Performance Review process and from Staff Rules 4.2(7a) to delete the words 'International and National categories' (as we do not have any other staff categories)

Expatriate Allowance

Staff Rule 4.4.(4) amended to reflect the reduction of Expatriate Allowance by 20% year on year on signing a new contract after completing six years in the same Duty Station.

Education Allowance

Staff Rules 4.5(2), 4.5.(3) and 4.5(4) are amended to provide clarification that claims for academic institutions and home-schooling costs cannot be made for the same study period, deletion on 'computer/computer connections as disallowed costs, that advance payments made for Education Allowance (within the 75% limit) are no longer called salary advances and salary advance requests for the 25% of education costs to be covered by Staff do not come under the Salary Advance limits.

Home leave and Hardship allowances

Staff Rule 4.6(2) and Staff Rule 4.7(3) amended for when the home leave allowance is calculated for disbursement purposes and the review timing for hardship allowance.

Salary payments

Staff Rule 4.10(1) amended to delete home leave allowance for the purpose of calculating monthly payments. Home leave is paid as a lump sum annually.

Salary Advance

Staff rule 4.11(1) amended to delete costs of education (see change to Staff Rules 4.5(2), 4.5.(3) and 4.5(4)).

Monies due to beneficiaries

Staff Rule 4.14(5) amended to include life insurance payouts.

Child Care Allowance

Staff Rule 4.15(7) amended to provide flexibility in reimbursements for this allowance.

Recruitment and selection

Staff Rule 5.2(2) amended to add young/junior professional secondees from partner organizations to be considered for Internal Vacancies.

Higher Responsibility Allowance

Staff Rule 5.12(2) clarified that Staff members receipt of this temporary allowance does not lead to a change in grade of job title.

Flexible working arrangements

Staff Rule 6.2 revised to add a new clause 6.2.(2) with a set of principles to guide the implementation of flexible working arrangements, deletion of existing Clause 6.2(3), revising the existing 6.2(2) to be clause 6.2.(3) and now enabling probationers' limited access to flexible working arrangements and updated provisions in relation to telecommuting days (i.e., that there is no GGGI-wide limit set but to be determined at the local level) and the new maximum number of days permitted for remote working (i.e., 40 working days per annum, subject to Supervisor's approval).

Official holidays

Staff Rule 6.3 amended to add a new clause (5) to clarify approval requirements for revisions to approved official holidays.

Special leave with pay

Staff Rule 6.6 amended to add a new clause (8) for jury or election service.

Special leave without pay

Staff Rule 6.7(1) amended to add a new provision for Staff member requiring to tend to elder care needs.

Parental leave

Staff Rule 6.12 amended Paternity Leave to be called Parental Leave and enabling all staff members whose Spouse gives birth to their child to access such leave.

Adoption and Surrogacy leave

Staff Rule 6.13(1) amended to correct a typographical error of 'twenty' which should have been 'twenty-two' days.

Retirement Savings contributions

Staff Rule 7.1(4) amended to include voluntary contributions by Staff members.

Medical insurance contributions

Staff Rule 7.2(4) amended to reflect decrease in International and HQ National Staff employee contribution to medical insurance premiums from 40% to 25% for Staff members and eligible dependents. National Positions in country office do not have to contribute to the premiums however, their dependents will now benefit from the reduced premium contribution of 25%.

Post-employment medical insurance

Staff Rule 7.2(5) amended to disqualify Staff members who are terminated from employment under Staff Rule 10.6(3d-g) to obtain this insurance.

Mobilization and Demobilization Allowance

Staff Rules 8.2, 8.2(2), 8.2(6) and 8.2(9) clarified that the rules pertain to International Positions, shipment coverage limits and the addition of a new Staff Rule 8.3 to provide for mobilization support for National Positions Staff Members relocating from beyond commuting distance.

Administrative leave

Staff Rule 11.4 is amended to enable the application of administrative leave during investigations (Staff Rule 11.2).

Flexible Working Arrangements

Annex 2 of the Staff Rules updated to simplify and clarify the guidance for the application of flexible working arrangements.

Amendments to the Staff Rules effective September 9, 2020

Annual leave

1. Staff Rules 6.4 (12) to (14) are deleted and Staff Rule 6.4 (10) is amended to reflect that staff must use all annual leave upon separation from service, and that unused annual leave entitlements upon separation from service cannot be monetized.

Flexible work arrangement

2. Annex 2 – Guidelines to staff rule 6.2 on Flexible work arrangement are amended by deleting limitation on the number of days available to staff for Telecommuting and Virtual Working options.

Amendments to the Staff Rules effective June 2, 2020

Expatriate Allowance and Expatriate Benefits

1. Staff Rule 1.2 and Staff Rule 4.4 are revised to replace "Expatriate Allowance" with "Expatriate Benefits", and introduce the new "Expatriate Allowance" as replacement for "Housing Allowance".

Education Allowance

2. Staff Rule 4.5 is amended to allow staff to receive education allowance not only in one lump sum but also throughout the year as the invoices are received and paid.

Childcare Allowance

3. Staff Rule 4.15 is simplified and amended to remove confusion created by setting private home childcare services as an example.

Recruitment and Selection

4. The requirement in Staff Rule 5.2 that Staff member should serve one year in

position before applying to other positions is removed.

Performance Management

5. Staff Rule 5.7 is amended to provide clarity on the nature and processes for a formal performance review program.

Higher Responsibility Allowance

6. Staff Rule 5.12 is amended to simplify the amount and payment of Higher Responsibility Allowance.

Compassionate Leave

7. Staff Rules 6.3 is amended to include death of siblings as a reason for taking compassionate leave.

Paternity Leave

8. Staff Rule 6.12 is amended to provide flexibility to undertake paternity leave and require staff to provide sufficient notice for operational purposes.

Post-Employment Medical Insurance Coverage

9. Access to a post GGGI employment medical insurance coverage for eligible staff is introduced in Staff Rule 7.2.

Staff Relations

10. Staff Rule 9.1 is amended to remove the involvement of the Director-General in the electoral regulations of the Staff Association.

Termination of Appointment

11. Staff Rule 10.6 is amended to clarify that termination for misconduct could only result from disciplinary process and provide different notice periods for abolition of post and termination for health reasons.

Disciplinary Measures

12. Staff Rule 11.2 is amended to clarify that at the completion of an investigation, it should be established whether or not misconduct has occurred.

Internal Appeal Process

13. Staff Rule 12.3 is amended to modify the internal appeals process into a 2-step process consisting of a review by the Director-General and peer review panel appeal process.

ILO Administrative Tribunal

14. Staff Rules 12.4 and 12.5 are amended to reflect the jurisdiction of the ILO Administrative Tribunal.

Amendments to the Staff Rules effective January 1, 2019

Childcare and Special Childcare Allowance

1. Staff Rule 1.2 is revised to refer to Childcare Allowance. 2. Staff Rule 4.15 is introduced to provide full-time GGGI staff with a Childcare and Special Childcare Allowance for dependent children under four (4) years-old.

Learning and Development

3. Staff Rule 5.8 (3) is introduced to encourage the professional development of staff assuming higher responsibilities at GGGI.

Higher Responsibility

4. Staff Rule 5.12 is amended to provide the conditions and modalities of payment for receiving the Higher Responsibility Allowance.

5. "Higher Responsibility Form" is inserted as an Annex to the Staff Rules.

Flexible Work Arrangements

6. Staff Rule 6.2 is amended to introduce part-time work and job-sharing.

7. "Guidelines on Flexible Work Arrangements" are inserted as an Annex to the Staff Rules. Annual leave

8. Staff Rules 6.3 (13) is revised to change the term "encashed" for "monetized".

Informal Conflict Resolution

9. Staff Rule 12. 1 is amended to introduce several resources to assist staff in their efforts to address workplace issues in an informal manner, specifically the Ombudsman, Mediation, and access to Respectful Workplace Advisors at GGGI.

10. "Guidelines on Informal Conflict Resolution" are inserted as an Annex to the Staff Rules to complement the provisions on administration of justice, grievances and appeals in the Staff Regulations and Staff Rules, to encourage staff members and supervisors to address and resolve workplace related concerns, disputes, and grievances in an informal manner.

Amendments to the Staff Rules

11. A section called Note is introduced to reflect the changes made to the Staff Rules.

Amendments to the Staff Rules effective July 1, 2018

Promotion

1. Staff Rule 3.3 (1) (c) is added to clarify that promotion can take place by one grade higher only.

2. Staff Rule 3.3 (2) is amended to abolish the Promotions Committee and to clarify that the Director-General will decide on a staff member's promotion upon the recommendation of the Supervisor and after consultation with Human Resources to further assess or advise on the suitability of a staff member for promotion or specific role.

Salary on Promotion

3. Staff Rule 4.2 (8) is amended to as follows: "A Staff member shall normally be placed within the salary band of the new position upon recommendation of the Human Resource office. In no case, however, may the new salary exceed the maximum salary of the level to which the Staff member has been promoted. The Director-General shall approve the percentage increase in Base Salary, upon recommendation of the Human Resource office."

Education Travel

4. Staff Rule 4.5 (9) relating to the payment of Education Travel is amended to clarify the lump-sum amount percentage for eligible dependent children under twelve (12) years-old as follows: 75% from the adult fare for an eligible child aged between four (4) years-old to eleven (11) years-old.

Home Leave Allowance Payment

5. Staff Rule 4.6 (2) is amended to clarify that for eligible dependent children under twelve (12) years-old, the applicable rates will apply as follows: 10% of adult fare when the child is aged between 0 to 24 months. 75% of adult fare for a child between 25 months to 11 years-old.

6. Staff Rule 4.6 (3) is amended to reflect payment of home leave allowance as a lump-sum upon completion of twelve (12) months of continuous service (referred to as "full home leave cycle") in accordance with Staff Rule 4.6 (1). Staff members eligible to claim home leave in 2018 shall receive such allowance in the pay period following completion of the full home leave cycle.

Salary, Allowances and Benefits Payments

7. Staff Rule 4.10 (2) is amended to harmonize the practice with Staff Rule 4.10 (1). Staff who are not in pay status for each working day of a full calendar month shall be paid for each working day of the monthly amount of the applicable Base Salary and Allowances, instead of at the daily rate of 1/22.

Annual Leave

8. Staff Rule 6.4 (2) is amended as follows: "A Staff member who begins service or separates from service in the course of the year shall be entitled to annual leave

pro- rated based on each working day of a full calendar month."

9. Staff Rule 6.4 (11) (d) related to non-accrual of annual leave during notice period is deleted.

Sick Leave

10. Staff Rule 6.10 (5) is amended to clarify that sick leave days are counted as calendar days.

Mobilization Allowance

11. Staff Rule 8.2 regarding Mobilization and Demobilization Allowance is amended to reflect the revised amounts of the mobilization allowance that is a lump-sum amount paid to staff eligible for expatriate allowances and eligible to travel from a location outside the country of the Duty Station.