People are central to achieving your organisation’s mission.  How your organisation’s staff is managed will have an impact on their effectiveness.

The Principles of the Code of Good Practice:

- **Human Resources Strategy**
  - How can you ensure the right staff are recruited and deployed in the right time to meet programme objectives?
  - Do you have the resources to employ, manage, support and train them?

- **Staff Policies and Practices**
  - Are your staff policies and practices in writing and understood by all?
  - Are they applied consistently to all staff and take into account relevant legal provisions and cultural norms?
  - Are they fair, effective and transparent?

- **Managing People**
  - Does all staff have clear work objectives and performance standards?
  - Are managers trained and supported to manage well?
  - Are reporting lines clear?

- **Consultation and Communication**
  - Are all staff informed and consulted on matters that affect their employment?
  - Do managers and staff understand how to communicate and participate?

- **Recruitment and Selection**
  - Do your policies and practices aim to attract and select the widest pool of suitably qualified candidates?
  - Are your processes clear, fair and consistent?

- **Learning, Training and Development**
  - Is all staff given induction and briefing?
  - Does staff know what training and development they can expect and are opportunities offered fairly?

- **Health, Safety and Security**
  - The security, good health and safety of your staff are a prime responsibility of your organisation.
  - Do you have clear written policies?
  - Do they include assessment of security, travel and health risks and plans?
  - Are managers and staff clear and trained in their responsibilities?

Adapted from the People in Aid Code of Good Practice – for full details and implementation guidelines follow the links below.

*People in Aid (2003), People in Aid Code of Good Practice*

http://www.peopleinaid.org/code/online.aspx