



European Bank
for Reconstruction and Development

Staff Regulations

EUROPEAN BANK FOR RECONSTRUCTION AND DEVELOPMENT

STAFF REGULATIONS

Section 1. Authority of these Regulations

- (a) Paragraph 5 of Article 30 of the Agreement establishing the European Bank for Reconstruction and Development (hereafter referred to as the “Agreement”) provides that the President shall be chief of the staff of the Bank and he or she is responsible for the organisation, appointment and dismissal of officers and staff in accordance with regulations to be adopted by the Board of Directors.
- (b) These Regulations embody the fundamental conditions of service, namely the duties and obligations of the Bank and of staff members. They set forth the broad policies in accordance with which the President shall organise and manage the staff of the Bank.
- (c) These Regulations take into account the purpose and functions of the Bank.

Section 2. Application and authority

These Regulations shall apply to all staff members appointed by the President, or by the Board of Directors in case of the Vice President(s), except that the President may vary the application of these Regulations to persons on Part Time, Temporary, Trainee, Seconded Personnel, or Directors’ Assistants’ appointments. The President shall ensure observance of these regulations and shall develop, provide and maintain such supplemental programmes, orders, and staff policies consistent with these Regulations, as he or she considers necessary to the official conduct of the Bank’s business.

Section 3. General obligations of the Bank

- (a) The Bank shall at all times act with fairness and impartiality in its relations with staff members. In particular, the Bank shall:
 - (i) establish and maintain appropriate safeguards to protect the confidentiality or personal information about staff members;
 - (ii) make all reasonable efforts to ensure appropriate protection and safety for staff members in the performance of their duties; and
 - (iii) take such measures as may be necessary to protect the international character of the staff in discharging their duties.
- (b) The Bank shall develop and maintain appropriate compensation and personnel arrangement policies, practices and incentives to promote high standards of performance required by the Bank in the interest of its members.

Section 4. General obligations of staff members

- (a) The sensitive and confidential nature of much of their work requires of staff a high degree of integrity and concern for the interest of the Bank. Moreover, as employees of an international organisation, staff members have a special responsibility to avoid situations which might reflect adversely on the Bank, compromise its operations, or lead to real or apparent conflicts of interest. Therefore, staff members shall:
- (i) discharge their duties solely with the interest and objectives of the Bank in view and shall not involve themselves in any conflict between their personal interests and their duty as a member of the Bank's staff;
 - (ii) respect the international character of their positions and maintain their independence by not accepting any instructions relating to the performance of their duties from any governments, representatives of government or other entities or persons external to the Bank, unless on secondment to them or employed by them while on leave of absence from the Bank. Staff members shall not solicit or accept, for services rendered during the period of their appointment with the Bank, any benefit, favour, gift or bonus of significant value from any such governments or other entities or persons, nor shall they, while in the service of the Bank, solicit or accept any medal, decoration, or similar honour for such service. Staff members may retain re-employment rights and/or pension rights acquired in the service of another public or private organisation;
 - (iii) conduct themselves at all times in a manner befitting their status as employees of an international organisation. They shall not engage in any activity whether or not connected with their employment with the Bank that, in the opinion of the President, is incompatible with the proper performance of their official duties with the Bank. They shall avoid any action, in particular any public pronouncement or personal gainful activity, that may adversely reflect upon their status or on the integrity, independence and impartiality that are required by such status;
 - (iv) always bear in mind the reserve and tact incumbent upon them by reason of their international functions, and they shall exercise the utmost discretion in regard to all matters relating to the Bank both while they are staff members and after their service with the Bank has ended. In particular, they shall refrain from the disclosure, whether direct or indirect, of confidential information related to the business of the Bank, and shall not use any such information to private advantage;
 - (v) observe any regulations laid down by the Bank relating to the conduct of staff members in relation to personal investment, holdings, transactions, and interests in other businesses.

- (b) All rights in any work or intellectual property produced by staff members as part of their official duties shall belong to the Bank unless the Bank gives permission (to be given at its discretion) for the staff member to have ownership.

Section 5. Entering employment

The Bank's recruitment policy shall be to seek to attract staff members of the highest calibre appropriate to job requirements under employment terms and conditions that are responsive both to the Bank's purposes and functions. To that end, the Bank shall:

- (a) give paramount importance to securing the highest standards of professionalism, efficiency and technical competence in appointing staff members and, within that parameter, pay due regard to the importance of recruiting staff on a wide geographical basis from amongst member countries of the Bank;

Persons on the staff of the Bank shall be nationals of members of the Bank unless the Board of Directors authorises exceptions in particular cases. Citizens of all member countries shall be considered for employment, promotion and assignment unjustified discrimination;

- (b) establish rules and conditions regarding appointments to the staff and for continued employment, and rules governing employment of close relatives, whether by blood or marriage; and
- (c) appoint staff members by letter of appointment, which shall specify the type and duration of the appointment. Unless otherwise specified in such letter, the appointment shall be subject to these Regulations and staff policies applicable to the appointment, to amendments to these Regulations and staff rules, and to other written agreements, if any, with the staff member as may be amended from time to time. An appointment shall commence with a probationary period, the length of which shall be determined at the discretion of the Bank, which shall however not exceed one year, to allow the Bank and the staff member to assess their suitability to each other.

Section 6. Organisation and Personnel management

- (a) In the interests of efficient administration and to enable the Bank to adapt effectively to the evolving needs and circumstances, the President shall:
 - (i) Organise, assign and transfer staff to meet the needs of the Bank and determine the terms and conditions under which staff members may be required to work outside the principal office of the Bank or be seconded or released to work for another entity;
 - (ii) establish types of appointment and determine their characteristics, including whether they shall be for a definite or indefinite term or full-time or part-time;

- (iii) establish procedures for the periodic review of staff members' work performance in order to promote the most effective use of their expertise, to determine the quality of their service, to recognise their achievements and to identify training and development needs of staff members in the interest of the Bank;
- (iv) establish programmes and arrangements for staff training and development for the purpose of updating and improving staff skills to meet the needs of the Bank;
- (v) establish the conditions and limits under which staff members may be required to travel at the Bank's expense on official business;
- (vi) establish rules and procedures regarding working hours, including conditions and limits for overtime work and official holidays;
- (vii) establish policies and procedures for the grading of positions; and
- (viii) establish policies and procedures governing the promotion of staff.

Section 7. Compensation

- (b) The basic objectives of the Bank's compensation policy shall be to:
 - (i) enable the President to recruit and retain staff members of the highest calibre appropriate to job requirements;
 - (ii) help motivate staff members to perform to the best of their abilities;
 - (iii) provide appropriate levels of compensation; and
 - (iv) achieve these objectives with due regard to cost, bearing in mind the responsibility of the Bank to its members.
- (c) With these objectives in view, the Board of Directors shall have power to:
 - (i) establish and periodically review the levels of staff compensation and adjust such levels. as appropriate;
 - (ii) institute and maintain incentive programmes and remuneration which permit the Bank to reward staff members according to their performance and contribution to Bank objectives;
 - (iii) establish and maintain programmes to promote the health and well-being of staff members and to provide financial protection and assistance for staff members and their families, including, but not limited to annual maternity and sick leave, assistance with medical and hospital expenses and appropriate provisions for retirement;

- (iv) establish policies and procedures so that the Bank may provide reasonable assistance, depending on the type of recruitment, to staff members who need to relocate to take up their appointments or new assignments, including the payment or travel expenses for staff members and their personal and household effects; and
- (v) establish policies and procedures concerning such other benefits and forms of remuneration as may be considered desirable to achieve the Bank's purposes and functions.

Section 8. Ending employment

- (a) Termination of service may occur by resignation, with due notice; expiration of an appointment in accordance with the terms of that appointment; retirement; death; mutual agreement; or upon reaching the upper age limit for employment, unless this limit has been waived by the Bank in the interest of the Bank.
- (b) Terminations may also be authorised by the President at his discretion. Staff members whose service terminates at the initiative of the Bank have the right to be notified in writing of the decision and the reason for it.
- (c) A staff member whose service is terminated at the initiative of the Bank may receive financial and/or other assistance on conditions and within limits established by the Bank, which shall include consideration of the reasons for such decision, the length of service, as well as other relevant factors.

Section 9. Disciplinary measures

- (a) A staff member who fails to observe the standards of conduct established pursuant to these Regulations, who engages in misconduct, or who neglects to perform assigned tasks without reasonable excuse, may be subject to disciplinary measures, to be determined by the President. The disciplinary measures taken in a particular case may include written censure, suspension from duty with or without pay, or termination of the staff member from the service of the Bank as provided in Section 8 above. A staff member may also be suspended from duty with pay, without prejudice, pending investigation of a charge under this paragraph.
- (b) Staff members have the right to be notified in writing of the grounds for disciplinary action.

Section 10. Procedures and Appeals

Appropriate procedures shall be established by the President for the consideration of complaints and grievances of individual persons on the staff of the Bank on matters involving the consistency of actions taken in their individual cases with the regulations governing personnel and their conditions of service.

Section 11. Staff consultation

Persons on the staff of the Bank shall have the right to associate in order to present their views to the President and the Board of Directors, through representatives, on matters pertaining to personnel policies, their conditions of service, and the establishment of procedures for the consideration of complaints and grievances of individual persons on the staff.

Section 12. Delegation

The President may delegate to any officer, staff member, committee or unit of the Bank the authority to perform any of the functions referred to in these Regulations.

Section 13. Amendment

These regulations may be amended by the Board of Directors.

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