

KRIK

Rules of Procedure

Introduction

Purpose and areas regulated by the document

The document *Rules of Procedure* is an internal document of the association Crime and Corruption Reporting Network (KRIK), which regulates specific rights and obligations of employees and persons engaged in the organisation. The rules and procedures prescribed by the document are considered mandatory and are automatically applied to all the above mentioned persons. In the event that a situation not foreseen by this document arises, director (representative of the association) has the discretion to resolve these situations by his special decisions, primarily driven by examples of successful practice, interests of the organisation and an employee, engaged person and volunteer, while being obliged to inform the assembly of the association about crucial decisions.

Use of the document

This document must be accessible to all employed and engaged persons both in electronic and printed form. The *Rules of Procedure* is passed by the assembly and approved by director, while all interested persons have the opportunity to provide suggestions and advice on how to improve the system.

The *Rules of Procedure* becomes legally effective upon the decision of assembly and director's signature.

Working hours

KRIK works eight hours on week days, and the start of working hours is prescribed according to the internal agreement of each team of KRIK portal (*the daily KRIK team works from 10:00, the investigative KRIK team works from 10:00, the RasKRIKavanje portal team works from 09:00, the project team works from 10:00 and the editorial team works from 11:00*). If, in the event of weather and other conditions, a need to change working hours for a certain period arises, director may alter this decision with the agreement that will be reached at a staff meeting. It is the obligation of all employees and engaged persons to respect the working hours with tolerated tardiness being 15 minutes at maximum.

Office manager monitors if working hours are respected through a spreadsheet, in which he keeps records of operating hours, absence and days off of employees and engaged persons.

If an employed or engaged person does not appear in the office an hour after the agreed beginning of working hours, and there is no information or justification, office manager calls the person in question and enters the information in an adequate form.

Throughout the day, an employed or engaged person is entitled to one meal break for a period of 30 minutes. A meal break can not be taken during the last 30 minutes of working hours. During this break, an employed or engaged person can complete other personal business. Out of break time and during working hours, doing personal business is not permitted without the explicit permission of director or editor-in-chief.

Overtime work is not paid. However, at the end of a month, director can pay to an employee or engaged person a salary bonus, an award for the time or effort invested.

In case of absence from the office for business or for any other reasons, it is obligatory to inform office manager or director about the reasons and duration of absence. Absences for private and/or work-related reasons are recorded in absence planner.

Jobs and volunteers – general issues

All employees, engaged persons and volunteers must be in some contractual relationship with the KRIK legal entity. The names of job positions, as well as the obligations of employees, engaged persons and volunteers, are determined by director on the basis of project obligations and needs of the organisation. We

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encourage self-initiative of all persons in KRIK, as well as proposals of improvements of work and work conditions in the organisation.

KRIK consists of:

Assembly (7 members)

Employees and engaged persons:

- Director (representative of the association)
- Persons engaged for realisation of program activities
- Persons engaged for administrative affairs

Volunteers:

- Permanently engaged volunteers (who have obligations like engaged persons; they have a priority in the choice for performing paid jobs)
- Occasionally engaged volunteers (engaged in performing specific tasks and assignments)

Annual leaves, working and non-working days, days off and sick leaves

Each employed and engaged person is entitled to a 20-day-long annual leave throughout the year. Unused days of annual leave can be passed to the following year. Those days can be used by March 31. The annual leave is requested by officially completing the *request*, which is then submitted to director at least 10 days before the leave. Director reserves the right to make corrections of the date of absence in agreement with the employed or engaged person. The use of annual leave is limited to a minimum of 5 working days of absence at one time and at a maximum of 10 working days of absence at one time. If an employee or engaged person wants to use more than 10 working days of leave at once, they need to write an application to director.

Non-working days in KRIK are:

- January 1 and 2
- January 6 and 7
- Friday and Monday for Orthodox Easter Holidays
- 1 day for Slava
- half a day for employee's or engaged person's birthday
- officially recognised state holidays of the Republic of Serbia (Serbian Statehood Day, Labor Day and the Armistice Day in the First World War)
- other days, decided upon by director.

Saturdays and Sundays are as a rule non-working days, but, if director decides, they can be declared working days. Director is obliged to announce a working Saturday or Sunday at least two days before the working weekend-day. An exception to this rule arises in the event that an employed or engaged person has not performed activities that are significantly limited by deadlines. In this case, a Saturday or Sunday can be declared working even within a period shorter than two days.

In case of illness, an employed or engaged person is entitled to absence during the recovery period. The person is obliged to contact director or office manager no later than the beginning of working hours. Reporting to other employees will not be taken into account.

If a person is absent due to illness for more than 3 working days, it is obligatory to bring a medical certificate of the illness. The costs of obtaining such a certificate are borne by KRIK, unless they are already covered by health insurance. If a person is absent for more than one day due to illness, they are obliged to report every day and confirm each new day of absence by phone.

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If an employed or engaged person donates blood as a voluntary donor, they are entitled to 1 day off.

Sick-leaves in the duration of up to 5 days are paid, while for a longer sick-leave the provisions of the Labor Law of the Republic of Serbia apply.

Expenses reimbursement right and business trip obligations

This right is exercised only if an employed or engaged person due to business-related obligations must spend 10 or more hours on the road during one working day. The right is lost or does not apply if the time on the road is used for personal purposes. The right to reimbursement represents the amount determined by the project or by the standard amount of nontaxable daily allowances in the country and abroad. The amount covers reasonable food expenses, local transport and lodging, if needed.

Expenses that a person has during a business trip are to be approved beforehand. The overview of expenses should be submitted in a spreadsheet. Only those expenses that are justified by the fiscal and cash bills addressed to KRIK are reimbursed.

An employed or engaged person does not have the right to expenses reimbursement if a third party or organisation is covering all expenses (an example is a seminar organised by an NGO).

During a business trip, an employed or engaged person represents KRIK and influences the image-building of the organisation. For this reason, an engaged or employed person is obliged to act in accordance with good business practices.

Representation of the organisation

Within engagement period in KRIK, employed or engaged persons cannot be members and/or activists of any political party, there are not allowed to participate in the election campaigns and/or in any other political media campaigns and cannot be engaged in attempting to influence any legislation. The persons engaged in KRIK also cannot financially support, nor receive money from political parties or their representatives, nor participate in the activities of advocating and lobbying the views of any political option. Apart from this, the persons employed/engaged in KRIK should not give or accept gifts, benefits and/or favours from any political party or their representatives in order to perservire KRIK's integrity and objectivity.

These rules apply to all employed or engaged persons, but to the entire organization as well.

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In the case where there is suspicion of a violation of the aforementioned rules by someone from the KRIK team, the following internal procedure will be implemented:

1. Organizing a meeting with the team member in question and with their superior (director/editor and project manager) in order to determine the full facts behind the suspicion (whether the team member was aware of the procedures in the first place, have they violated any of the previously mentioned rules or is it a false claim, was it situation-related incident/statement, do they intend to continue any kind of political engagement or political advocacy activities, etc.).
2. If it is determined that the violation of the rules was done and if it was done consciously, deliberately and especially if the team member intends to actively participate in any kind of political activities which are listed as incompatible with work for KRIK, cooperation with that team member will be terminated immediately (while complying with all applicable laws and the terms of their contract).
3. If during that occasion a damage was done to the reputation of the organization, the editorial and management team would publish a public statement in which KRIK would distance itself from any action, statement or activity done by the team member in question.
4. In the situation where violation of the aforementioned rules did took place, but it is determined it was done unintentionally/in ignorance or in unforeseeable set of circumstances, severity of the situation needs to be assessed by the management team in order to take further steps and public statement could be issued if the reputation of the organization is endangered.
5. Every KRIK's team member has a right to appeal to (or advise with) KRIK's external Supervisory board regarding any of the actions which have been (or will be) undertaken by the organization in this regard.

Each employed or engaged person is obligated to contribute to the reputation of the organisation with appropriate behavior and level of information about KRIK and project activities before third parties.

In front of the media, donors and the public, the organisation is represented by directors and persons authorised by KRIK directors. Projects and project activities are represented in front of the media, donors and in the public by directors and project coordinators, as well as other persons that directors and coordinators specifically authorise for that occasion.

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The quality of representation of the organisation is ensured through the exchange of information at a staff meeting, communication between employees and engaged persons, and through written and oral reports. It is the obligation of every person who is visiting a seminar or training to inform and educate themselves on how to topically and accurately present KRIK and its activities in a specific context.

Employee meetings

On Mondays, at a prearranged time, employed and engaged persons are obliged to attend staff meeting, unless prevented by other work duties. Staff meeting is organised internally by each of KRIK teams, while the meetings of the entire organisation are held at the end of each month. Activities from the previous week, plans for the next week, as well as other issues of importance for the organisation and its individuals are presented at a staff meeting.

At minimum once a year, occasional *retreat* meetings are organised in accordance with financial possibilities. Preparation of the *retreat agenda* is the obligation and right of all persons employed and engaged.

Minutes at a retreat meeting are taken by office administrator and they are available in electronic form. Minutes must be drafted and available no later than 3 working days after a meeting is held.

Use and maintenance of technical resources

All available technical resources are placed at disposal to all KRIK employees. Use of resources for private purposes is not permitted, except in cases in which the superiors' approval is granted.

At the premises, all the devices may be used at will. For official portable devices (photo camera, camera, laptop, etc.) to be taken out of the premises a special approval from the superiors should be requested. In such case, it is necessary to enter on the list of existing devices and in a separate form with whom the device is and until when, so that others may know when to count on the device. Each device must be returned to the premises of KRIK after the work is done.

Office manager is obliged to compile and maintain a current list of equipment (in order to describe the state of the equipment IT manager is to be consulted), as well as forms of use by persons from KRIK or third parties.

The user is responsible for any potential damage of the device that has been given into use, and it is their duty to either repair the resulting damage or to replace the device with a new one (if the repair is not possible).

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Each employee is provided with a computer with the ability to use the Internet. In case of malfunction or computer problems, contact IT manager of KRIK portal.

Personal data should not be stored on the computer. If that is already the case, they should be stored in one specific folder so as not to interfere with KRIK data. The user whose data are stored on the computer is responsible for eventual personal data damage. All KRIK data should be stored on server and in a special folder (on the external drive). Each computer has applications required for everyday work, as well as protection systems. If the need for installing any special-purpose program arises, seek help from a KRIK IT officer. The user is responsible for all the damage caused by any arbitrary installations.

Computers and the space surrounding them should be kept clean and tidy. Keep in mind that someone coming from outside the office can sit at your computer. Upon completion of work, shut down the computer, except in situations when it has to stay turned on for some reason. In such cases, inform an IT officer.

All technical resources and the inventory will be registered and signed by inventory numbers.

Persons in charge of the register and good working order of technical equipment are office and IT manager, and it is obligatory to report to them all malfunctions and changes to the equipment or any physical damage. The damaged equipment, replaced in the meantime by the functioning one, should be disposed in the space intended for it (storage room). If the malfunction requires sending the equipment to an authorised service, office manager writes a servicing order and gives it to the superiors for authorisation.

Giving the equipment to third parties is only possible with the permission of director.

Prevention of discrimination, bullying or maltreatment

Any offensive, hostile or oppressive behaviour on workplace is forbidden and would be strongly disapproved.

Discrimination of employees on any ground (nationality, sexual orientation, disability, gender) is strongly forbidden.

Employees who make complaints on the ground of discrimination or maltreatment, and others who give evidence or information in connection with

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such complaints, will not be victimised (i.e. they will not be discriminated, harassed or bullied in retaliation for their actions).

Responsibilities:

Manage Board:

- To review and ensure that all complaints of harassment, discrimination and bullying are dealt promptly, seriously and confidentially and in accordance with KRIK's internal grievance procedures.
- Monitor and review the effectiveness of this policy periodically.

Management and Editor team:

- Should ensure that all employees got and read KRIK internal procedure
- Set a good example by treating employees with fairness, dignity and respect
- Be alert to unacceptable behaviour and take appropriate action to stop it.

Whistleblowing - Reporting Illegal or unethical behaviour

All KRIK team members should report promptly to supervisors (Editor in chief or Manager) or members of Manage Board if they notice illegal or unethical behaviour of any KRIK member (other employees, management, editors). In order to help promote and develop a culture of openness, accountability and integrity it is assured that all disclosures will be handled seriously, treated as confidential and managed without fear of reprisal of any form.

Examples of unlawful or improper behaviour include, but are not limited on following:

- Fraud, theft, corruption, bribery
- Improper or undocumented financial transactions
- Any form of criminal activity
- Unauthorized use or disclosure of confidential information
- Improper use of KRIK assets or property
- Safety/health violations, discrimination and abusive practices

Any KRIK's team member involved in an investigation of possible misconduct (raised by whistleblowers) in any capacity must not discuss or disclosure any information to

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anyone outside of the investigation team unless required by law or when seeking for a legal advice.

All team members are expected to comply to this standards and procedures.

Prevention of conflict of interest

Any situation in which the KRIK team members have a private interest (financial gain or non-financial interest) which is such as to influence, or appear to influence, the impartial and objective performance of his/her duties must be identified, reported to supervisors and prevented.

It is necessary to emphasize if there is a connection between certain individuals (private or business) when reporting or article is made on them. Also, it is strictly forbidden to provide information and credible documents obtained during the research to other affiliated and interested people in order to gain any interest.

Particular attention will be focused on process of purchasing of supplies and services in order to prevent potential conflicts of interest and nepotism.

Protection of personal data

The collection of personal data, processing and publication of the personal data is regulated with the Serbian Law on Protection of Personal Data and the Serbian Journalists Code of Ethics.

Above all KRIK team members are obliged to comply with the following provisions:

- All personal data is processed in accordance with the Law, fairly and transparently
- All personal data (address of residence, personal number, ID card number, e-mail address etc.) must be protected and blurred before publishing
- It is forbidden to provide collected information and documents to other people if there is no justified and legitimate need
- It is forbidden to submit or publish personal information about employees or individual donors if their personal consent is not available
- It is strictly forbidden to publish the names and nonblurred photos of minors

R U L E S O F P R O C E D U R E

- It is strictly forbidden to disclosure information on someone's nationality, sexual orientation, medical issues (except in cases where it is of crucial and publicly justified importance)