

Arab Vision

Personnel Policies

“Arab Vision is a community of Christians in the Arab World committed to proclaiming the Gospel and working towards a just society in accordance with the Gospel.” (AV The Ministry, p.2)

International Office AV

Recruitment, Selection and Appointment

For non-local personnel see document “Procedures for Recruitment, Selection and Appointment non-local Personnel”.

For recruitment of local personnel, the policies of *MediaHouse* will be followed as long as the IO is based in Egypt.

Contracts

All personnel of the IO have contracts.

Non-local personnel may be seconded by sending agencies and follow their guidelines for furlough. Contracts of seconded personnel therefore run from furlough to furlough.

Salaries

Local personnel will always be paid generous salaries, compared to the local market salaries.

Non-local personnel will be paid local salaries, which are as much in line with their positions as possible. Salaries of non-local personnel will be dealt with on an individual basis.

Work permits

Long-term non-local personnel, who are employed for full-time managerial positions, have to be legally working in the context of the country the IO is based in. This implies that there has to be positive expectations of obtaining work-permits for those positions in order to employ them.

Job-descriptions

All positions in the IOAV are described in job-descriptions. Non-local personnel will only be employed by AV if they have the exact qualifications needed for the job.

Assessment

Annual assessment will take place with all personnel of the IO, by the direct supervisor in the presence of the HRM of AV, if possible. In the absence of the HRM, he/she may appoint another third party to be present in the assessment.

Personnel Policies Arab Vision

Grievance Policy

In case of conflicts between personnel and their supervisor, they preferably resolve them between themselves. If a conflict seems to be irresolvable, the HRM may be involved, and, if required, the appropriate channels of management are used to deal with the conflict.

Managing Directors of the Media Organisations

Recruitment, Selection and Appointment

For the recruitment of non-local MDs, see document “Procedures for Recruitment, Selection and Appointment non-local Personnel”.

Contracts

The MDs of the MOs sign a Letter of Understanding with the CEO of AV, in which employment-arrangements between the MD and AV are spelled out (see Generic Letter of Understanding CEO-MD).

If MDs are seconded by sending agencies, they follow their guidelines for furlough. Therefore Letters of Understanding run from furlough to furlough for seconded MDs. Upon mutual consent the Letter of Understanding can be renewed after the period of furlough.

Shareholdership/Work permits

On behalf of AV, the MDs of the MOs may hold shares of the company they manage. Non-local MDs may have to hold enough shares to obtain a work-permit, in order to be a legal worker in the context of the country they work

Assessment

An annual assessment will take place with the MDs of the MOs, by the CEO of AV, in the presence of the Human Resource Manager, and if that is not possible, with one member of the Board of AV.

Grievance Policy

In case of irresolvable conflict between a MD and the CEO, they will request the chairperson of the Board of AV to mediate. If action by the chairperson does not result in a solution, the sending agency (if applicable) of the MD will be involved in a final effort to reach a solution.

Termination of Contract

Both AV and the MDs of the MOs are entitled to terminate the Letter of Understanding before the end of the contractual period, with a minimum termination period of two months.

Personnel Policies Arab Vision

Media Organisations

General Vision on Personnel

It is AV's vision to be a community of people. As a consequence, AV expects from the Managing Directors of the companies (MOs) to at least strive for:

- encouraging people to develop their skills and talents, both professionally and personally;
- providing training where needed
- being generous in paying salaries compared to local market salaries
- providing good employee benefits.
- attention for gender equality

Personnel Policies

The Managing Directors have to make sure that written personnel policies for their companies are in place, and in compliance with the AV personnel policies.

The Managing Directors have to appoint a Personnel Manager who is responsible for the implementation of the personnel policies in the companies.

The Human Resource Manager of AV oversees the personnel management and personnel policies of the MOs.