



Humanity First UK

Human Resources Policy

Jan 2025

Approved By:	Executive Committee
Approval Date:	22 nd January 2025
Next Review Date:	22 nd January 2027

Disclaimer: The policy is for use by the Humanity First UK Board of Trustees, Executive Committee members, staff, volunteers and any consultants engaged. Any further circulation of the policy outside the organisation will be with the prior written approval/ authorization of the Chairman, Humanity First UK or his/her nominated individual to allow its use.

Humanity First UK
Unit 27, Red Lion Business Park, Surbiton, KT6 7QD
Registered Charity No. 1188494 · Company Registration No. 11512888



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Introduction

Humanity First UK is an International Development and Disaster Relief charity, part of the Humanity First network of charities founded in 1995. The charity is run by volunteers with diverse skill sets across the world and has access to thousands of extra volunteers worldwide.

Vision

Humanity First's vision is to help achieve a world in which every person's practical; emotional and physical nourishment needs are met. Where humans, right to learning and safety needs are addressed, and human suffering, whether it as a result of conflict, natural disaster or illness is eradicated.

Mission

To provide appropriate humanitarian activities, interventions and solutions, with the aim of reducing/eradicating human suffering.

To help create lasting solutions to communities through forming local partnerships and that promotes and safeguards the preservation of life, dignity and peace.

To support local communities to become resilient, through the development of, skills and resources to enable self-maintenance, self-development and the preserve of physical and emotional well-being.



Values

- **To improve the Human experience** our approach is to serve humanity by improving the quality of human life
- **Open, transparent and accountable.** To promote ourselves honestly and ensure that we are transparent in what we are trying to achieve. To be accountable to our donors and beneficiaries with regards to resourcing and funding of projects
- **Inclusiveness.** We approach work with others in a non-judgemental way. We welcome and embrace diversity
- **Independent.** Our actions and involvement is not aligned to any political or military action in the settings where we work.
- **Collaborative.** We work with local people to achieve the best outcomes.
- **Empowerment.** We aim to empower people to recover and to achieve their full potential as individuals, groups and communities.

Objectives

The charity's objectives are specifically restricted to promoting the following charitable purposes for the benefit of the public:

- The prevention and/or relief of poverty
- The advancement of education in such ways as the Trustees think fit
- Advancement of human health through the relief or prevention of mental illness, sickness, disease, disability or other health conditions caused
- The relief of those in need because of youth, age, ill-health, disability, financial hardship or any other disadvantage
- The objects may be advanced in any part of the world and shall include the relief of those suffering as a result of a natural disaster or human conflict



Human Resources Policy

1 - Introduction

This HR policy outlines the principles and procedures that govern the employment relationship at Humanity First UK, ensuring compliance with UK laws and addressing the specific needs of operating in a conflict zone like Gaza.

2 – Legal Compliance

- Employment Rights: Adhere to the Employment Rights Act 1996, ensuring fair treatment, protection against unfair dismissal, and compliance with redundancy pay regulations
- Health and Safety: Implement a Health and Safety policy as required by the Health and Safety at Work Act 1974, especially considering the heightened risks in conflict zones
- Equality and Diversity: Ensure compliance with the Equality Act 2010, promoting diversity and preventing discrimination based on gender, ethnicity, religion, or other protected characteristics

3 – Health and Safety

- Conduct regular risk assessments specific to operating in Gaza.
- Provide necessary safety equipment and training to staff.
- Develop emergency protocols for evacuation or relocation if needed

4 – Staff Support

- Mental Health: Offer support for mental health issues arising from working in a conflict zone. Provide access to counselling services and stress management resources
- Flexible Working: Allow flexible working arrangements to accommodate personal needs related to the conflict, such as adjusting work hours for communication with family members

5 - Grievance and Disciplinary Procedures

- Establish clear grievance procedures aligned with the Acas Code of Practice to address workplace conflicts or complaints



- Implement disciplinary procedures to handle misconduct, ensuring fairness and consistency

6 - Data Protection

- Comply with the Data Protection Act 2018, ensuring that all personal data is handled securely and confidentially

7 - Recruitment and Selection

- Develop a recruitment policy that emphasizes equal opportunities and diversity.
- Ensure recruitment processes are transparent and merit-based.

8 - Volunteer Management

- Create a volunteer policy outlining roles, responsibilities, and support systems for volunteers.
- Recognize and value volunteer contributions through structured agreements.

9 - Conflict-Specific Considerations

- Regularly update staff on travel advisories and security developments.
- Provide training on cultural sensitivity and conflict resolution to prevent workplace tensions related to differing views on the conflict

10 - Review and Updates

- Review this HR policy annually or as needed to ensure compliance with changes in UK law or operational needs in Gaza.

This HR policy aims to create a safe, fair, and supportive working environment for all staff of Humanity First UK, while addressing the unique challenges posed by operating in a conflict zone.



DECLARATION BY BOARD / STAFF / VOLUNTEERS

I, the undersigned would like to confirm and state that I have read and understood the above policy. I will make every effort to apply the policy, where applicable within the organisation and/ or where relevant outside the UK. (The signed declaration will be kept by HR team for official records)

Name: Dr Aziz Hafiz

Designation: HFUK Chairman

Dated: 22nd January 2025 **Place:** United Kingdom

Humanity First UK, is a UK registered charity (Reg No 1188494), having its main office at Unit 27, Red Lion Business Park, Surbiton, KT6 7QD.

We would like to assure all our supporters, donors, clients, volunteers, professional networks/ individuals and staff that HF is committed to keeping your personal data safe in accordance with applicable laws in relation to Data Protection Act.