

Útilífsmiðstöð skáta Úlfljótsvatni – Úlfljótsvatn Scout Center

HR policy (Extract)

1. General information

Purpose and vision

The purpose – *To provide an excellent Scouting environment for youth to experience the outdoors, with empowerment and sustainability as guiding lights.*

Vision of the future – *inspired by the work of the Icelandic Scout Movement, Úlfljótsvatn is known in Iceland and abroad for offering an excellent scout program, first-class facilities for outdoor activities with sustainability as guiding principle, and leading youth into outdoor life and education. Úlfljótsvatn is where everyone wants to be, an attractive workplace that gathers qualified staff and volunteers.*

The name

Úlfljótsvatn Outdoor and Scout Center (Útilífsmiðstöð skáta Úlfljótsvatni) is named after lake Úlfljótsvatn. The lake is named after a settler called Úlfljótur. He was one of the founders of Alþingi (the world's oldest still working parliament), just 20 km from here, in the year 930.

The location

Lake Úlfljótsvatn is the top part of the river Sogið, that runs from lake Þingvallavatn. The land used to be a farmland, although Scout camps and later the Scout Center has been here since 1940 or so.

The centre

In 1941 the oldest hut, Gilwell-hut, was built. Two of the first leaders to stay here during the summers were Jónas B. Jónsson and Björgvin Magnússon. Jónas passed away in 2005 but JB hut (built in 1989) is named after him.

Other important buildings include DSÚ (Drengskátaskálinn Úlfljótsvatni or the boyscout hut at Úlfljótsvatn), built in 1973 and KSÚ (Kvenskátaskálinn Úlfljótsvatni or the girls scout hut at Úlfljótsvatn) built in 1946 (originally barracks from occupation army, with later time extension).

4. Organizational Culture

Values

Our organizational culture is strongly based on following values – **scouting, adventure, education, empowerment, and sustainability**. All our actions always should be in alignment with these values. We are highly people oriented because great people make a great team. We seek for effective communication in every possible situation. We embrace diversity and inclusiveness. And we always seek for new challenges to embrace individual's personal and professional growth.

Dress code

Our everyday “uniform” consists of three main representative items:

- **T-shirt/sweater** with the centre's logo;
- **Scout scarf;**
- **name tag.**

Every staff member while on duty should always wear an outfit that represents the centre and highlights belonging to the scouts.

Social life

Social life at the centre is as important as work life. To maintain it healthy and diverse, we encourage staff members to engage in three important activities while staying at the centre:

- **Staff Evening Adventures** (in short **SEA**) – social gatherings of staff members at least once a week for entertainment and socializing purposes;
- new friendships with **Icelandic scouts**;
- **road trips** around Iceland in free time.

More precise staff related everyday interaction rules can be found on our **STAFF PACT**.

7. Daily work structure

Hours of work

We foresee an estimation of **up to 40 hours** of work per week, on average **8 hours** of work per day, including lunch break. Work hours may change and vary depending on the season.

Our **operational hours** are between **8 am** to **11 pm** latest, also depending on the season. During these hours different shifts are distributed amongst staff members, depending on the needs and operations of the centre.

Schedule

Weekly schedule of staff is created and published on employee scheduling and shift planning application **SLING** at least **5** days in advance by the Program and Coordination Manager.

Outside of guest groups visiting the centre it is the responsibility of the coordinators to put their own shifts into SLING.

Time off

Every staff member is entitled with **2 days off** per week worked. This is mainly adjusted to work related operations or personal preferences of the staff members if possible.

Punctuality and attendance

Always be on time. All staff schedules are assigned to certain times and should not be missed. Every staff member is given access to the scheduling app **SLING**, and it is every individual's responsibility to follow their schedule.

If you are sick or can not come to work, notify the manager of your team in writing. The minimum requirement is to send a direct message on Slack.

10. Benefits

Accommodation

All staff members are provided with **free accommodation** during their stay at the centre. All accommodations are shared type.

It is a staff member's responsibility to take care of their accommodation – to do the cleaning, regular check-ups, and adjustments/decorations to their needs.

The centre provides regular bedding, towels, basic toiletries and first aid items. Laundry facilities are also available for use.

Food

The centre provides **basic food** for all staff members during their stay at the centre. Anything extra, like, sweets and snacks are not provided by the centre unless agreed differently.

Accident Insurance

The centre provides **Accident Insurance** for work related and free time accidents. All accidents/incidents or near misses must be reported to managers by fulfilling [incident](#) or [near miss](#) reports.

Holidays

Staff members in different positions have various number of holidays available based on their contract. Holidays must be arranged and agreed on at least **10 days in advance** with the Operational manager.

The use of centre's vehicles

Currently there are **two cars** available at the centre for the use of staff members – Toyota Yaris and Toyota Hilux. However, the use of cars is limited to employees in manager and coordinator positions and specific rules apply to the use of these cars. Detailed rules are discussed with the Operational manager.

To use centre's cars for personal purposes, an accident/incident coverage agreement must be signed upon arrival at the centre.

11. Other employment policies

Computer use and electronic communication policy

There are several personal computers available for the use of staff members for work purposes, but employees may use their personal computers as well if necessary.

For general everyday communication messaging application **SLACK** is used. New staff members are given access to this application upon their arrival at the centre.

Personal leave of absence and sick days

All personal leave of absence cases and occasions must be communicated in advance if possible with the Managing director or other managers.

In case of sickness, every staff member can mutually agree with their manager to have **up to three sick days leave** in a row if necessary. If the employees well-being has not improved after three sick days, a doctor's visit must be arranged.

Safety

All activities and procedures at the centre are carried out accordingly to the centre's **Risk Management Policy** – a policy that every staff member is familiarized with upon their arrival and gives them an insight into most common risks, their assessment and minimization.

Security

Every staff member is given their own set of keys upon their arrival at the centre. The keys should not be given to other people that are not staff members and all centre buildings must be always kept locked.

Visitors

Each staff member can have guests for a total of 4 overnights at the center during the season. This might be, for example, 1 guest that stays 4 nights or 2 guests that stay 2 nights each (together or separately). The guests will have to sleep in the volunteer's room (except all volunteers in your house agree to let them sleep in the living room).

It is advisable to make plans for guest arrivals **AFTER** you arrive at Úlfjótstvatn, so that you and the managers can discuss moving your work-days around if needed.

Please note: Meals for guests are not included.

Code of conduct (Communication)

1. Staff and volunteers who are hired to work with children and young people, must be qualified to do so.
2. The welfare of children and young people shall always be promoted and guided by what is best for them.
3. Strive for a healthy, constructive, high-quality and safe work with children and young people.
4. Staff and volunteers are role models for participants and must show good behavior and set a good example both in and out of work.
5. Any consumption of tobacco, nicotine products, alcohol or other addictive and intoxicating substances is not allowed in work with children and young people.
6. Staff and volunteers must strive to have good communication with colleagues and guardians of participants.
7. Staff and volunteers must be diligent and conscientious as well as showing concern, honesty and respect towards all those they work with or for. Make sure that words and activities are compatible with work, environment, place and time.
8. Staff and volunteers shall not discriminate children and young people on the basis of nationality, origin, race, colour, sex, sexuality, gender identity, gender characteristics, gender expression, age, religion, disability, economic status, ancestry or status otherwise.
9. Staff and volunteers must maintain strict confidentiality and secrecy about everything they learn about in their work and must be treated as confidential. However, the duty of confidentiality never applies when staff or volunteers suspect that a child is living in an unacceptable upbringing, is being harassed or forms of violence or puts their health and development at serious risk. In such cases, the provisions must be followed IV. section of the Child Protection Act no. 80/2002.
10. The health or safety of the participants should never be put at risk. The utmost care and caution must be exercised at all times and prevent children and young people from entering situations beyond their control.
11. Bullying and violence are never tolerated. Staff and volunteers must prevent and eradicate each type of violence, such as mental, physical, digital and/or sexual.
12. It should be kept in mind that the limits of individuals are different and should be respected. Any kind of contact which could lead to misunderstandings should be avoided in communication with children, youth and colleagues.
13. Staff and volunteers must take care of the participants diligently at work but keeping a professional distance outside events and avoid close contact. Staff and volunteers should never initiate communication with participants unless this is related to the participation of children and young people at work.
14. Staff and volunteers must show responsibility in electronic communication and internet use. There shall be no electronic communication with participants under the age of 18 without the knowledge of their guardians and only in association during their participation in the company's work. All

communications shall take place through approved communication channels.

15. Staff, board members, volunteers or others who occupy positions of power need to be aware of their responsibilities and the difference their position creates them.
16. Staff and volunteers must not abuse their position in any way, such as physically, mentally or sexually when it comes to communication with participants or colleagues.
17. Any kind of sexual flirting, speech or communication between parties in a position of responsibility towards the participant who is under the age of 18 is absolutely not allowed.
18. Sexual flirting, language or contact with autonomous participants, colleagues or others must be avoided with whom the responsible parties hold a position of power.
- 19. Staff and volunteers must avoid to be alone with a participant.**
20. When taking photographs of children and young people as participants in work, their privacy and right to privacy must be respected. Never take or post inappropriate images of children and young people. Pictures of the participants in the work, which are taken by staff and volunteers, should never be used personal use.

Code of conduct (Operation and responsibility)

1. Staff or volunteers hired to work with children and young people, must be qualified for that. Always seek the consent of those who intend to start working on a license for gathering information from criminal record.
2. Board members, staff and volunteers must attend to their work diligently, conscientiously, faithfully and honesty as well as with objectivity and fairness.
3. All work must be done with the company's interests in mind as a guiding light and one must guard its goals and honor. Board members, staff and volunteers shall show the company, colleagues, partners and participants respect, fairness and confidentiality in one's communication.
4. Board members, staff and volunteers must show respect towards all the employees with or for, and no one should be discriminated against on the basis of nationality, origin, race, color, gender, sexuality, gender identity, gender characteristics, gender expression, age, religion, disability, economic, ancestry or status in other respects.
5. Board members, staff and volunteers must strive in creating a positive culture at work. Show moderation and fairness in comments about each other or about others such as by not participating in gossip or spread slander. Sexual harassment, bullying or other violence is not tolerated.
6. The health or safety of personnel shall never be compromised and volunteers at risk. The utmost care should always be taken and caution in work and prevent personnel and volunteers are assigned tasks or they run into them situations beyond their control.
7. All work must be done in an open, informed, transparent and democratic way. Always provide professional and legal advice information.
8. Board members, staff and volunteers shall never abuse their position towards partners or participants by any means to their advantage or self-interest. In the event that there is a risk of a conflict of interest, the parties must disclose all possible personal interests that may have impact on their work. The manager and the board evaluate whether there is a conflict of interest.

9. Board members, staff and volunteers must take care of not sitting on both sides of the table in matters concern the interests of the company. Avoid creating the situations that can reduce their impartiality in their work in doubt. This applies, among other things, when the company nominates individuals to participate in popular projects or when negotiating with staff, contractors or other service providers.
10. Board members, staff and volunteers must refrain to take on projects or jobs that do not match or go against their duties or duties and exist apt to question their impartiality in their work. If in case of doubt, the approval of the managing director or the board must be sought.
11. Board members, staff and volunteers shall never do not receive or accept gifts if their value is exceeded what can be considered normal.
12. When recruiting, care must be taken not to abuse facilities to employ family members or relatives. come up such a position, the relevant employee shall resign to a supervisor or other qualified employee.
13. Board members, staff and volunteers must take care utmost confidentiality and secrecy about everything they do get knowledge about in their jobs and should go along as confidential. However, confidentiality never applies clause IV. section of the Child Protection Act no. 80/2002 applies.
14. Board members, staff and volunteers are not may use confidential information they obtain because of their work for their own benefit or for their own benefit interest.
15. Board members, staff and volunteers must always take good care of the company's funds and other valuables for which they are entrusted or at their disposal his job. At their disposal there shall be an interest the company's guiding light. Obligation is never permitted the company beyond the articles of association. Funds and property shall never use except for the benefit of the company or projects that conform to its policy.
16. Information on income and its disposal shall be set presented in a simple and clear manner and information shall be accessible to social workers. All transactions of funds must be recorded in an appropriate manner and be accepted for review.
17. Grants shall never be obtained by illegal means or illusions.
18. Anyone who communicates with the media must show honesty and transparent working practices without revealing up confidential information. The emphasis is on providing correct and as accurate information as possible. Not shall state more than knowledge warrants and recognize when knowledge is limited and obtain additional information or refer inquiries elsewhere.

(Translated from Icelandic via Google Translate)