



SEPTEMBER 11, 2025

EXECUTIVE REGULATIONS AND STAFF RULES OF CODESA

*A MERIT-BASED SYSTEM FOR QUALIFIED, DIVERSIFIED AND
COMPETENTE PERSONELL*

CREATED BY

EUSL AB

Care to Change the World

S Jade Studio

Executive Regulations and Staff Rules of CODESA

Internal Human Resources Framework

Version 1.0 – Draft for Review

Date: [To be inserted]

1. Recruitment and Appointment

CODESA shall operate under a merit-based recruitment system designed to attract qualified, diverse, and competent personnel from across COMESA member states and international partners. Recruitment shall be conducted through open, competitive processes, with vacancies publicly advertised and selection based on transparent criteria.

Appointments shall be made by the Executive Director, subject to review by the Human Resources and Ethics Committee. All staff contracts shall specify terms of employment, duties, remuneration, and conditions of service. Senior appointments, including directors and heads of units, shall require Board endorsement.

Secondments from COMESA institutions, member state governments, and EUSL shall be permitted under formal agreements, provided such arrangements respect CODESA's operational independence and internal HR protocols.

2. Compensation and Benefits

CODESA shall maintain a standardized compensation framework, benchmarked against regional and international development institutions. Salaries shall be determined based on grade, experience, and role complexity, and shall be reviewed periodically to ensure competitiveness and equity.

Benefits shall include:

- Health insurance and medical coverage;
- Pension contributions or retirement allowances;
- Paid leave (annual, sick, parental, and special leave);
- Relocation and housing support for international staff;
- Professional development and training allowances.

All compensation and benefits shall be governed by a formal Remuneration Policy, approved by the Board and subject to audit by the Audit and Risk Committee.

3. Performance Management

CODESA shall implement a structured performance management system to ensure accountability, continuous improvement, and alignment with institutional goals. Each staff member shall have an annual performance agreement outlining objectives, deliverables, and evaluation criteria.



Performance reviews shall be conducted annually, with mid-year check-ins and feedback sessions. Ratings shall be used to inform promotions, contract renewals, and professional development plans. Underperformance shall trigger corrective measures, including coaching, performance improvement plans, or disciplinary review.

The Human Resources Unit shall maintain performance records and ensure consistency, fairness, and confidentiality in all evaluations.

4. Code of Conduct and Disciplinary Procedures

All personnel shall adhere to a formal Code of Conduct, which sets out standards of professionalism, integrity, impartiality, and respect for institutional values. Violations of the Code shall be subject to disciplinary procedures, which may include warnings, suspension, demotion, or termination.

Disciplinary proceedings shall be initiated by the Human Resources Unit and reviewed by the Human Resources and Ethics Committee. Staff shall have the right to respond to allegations, access representation, and appeal decisions through an internal grievance mechanism.

Misconduct involving fraud, harassment, abuse of authority, or breach of fiduciary duty shall be treated with zero tolerance and may be referred to external authorities where appropriate.

5. Whistleblowing and Protection

CODESA shall maintain a confidential Whistleblower Protection Policy, enabling staff and stakeholders to report misconduct, corruption, or ethical violations without fear of retaliation. Reports may be submitted anonymously through secure channels and shall be reviewed by the Ethics Committee.

Whistleblowers shall be protected from dismissal, demotion, harassment, or any adverse action resulting from their disclosure. Investigations shall be conducted impartially, and findings shall be reported to the Board with recommendations for corrective action.

The policy shall be reviewed annually and updated to reflect best practices in institutional integrity and accountability.