



**Wetlands**  
INTERNATIONAL

## **Annual Review and Accounts 2018**

### **Annexes**

This document is an annex to the document "The Source, 2018 annual review of Wetlands International"

This annex contains the detailed description of the organization structure and function as well as the detailed financial accounts of:  
Foundation Wetlands International (NL) and  
Wetlands International, Global Association

# WETLANDS INTERNATIONAL GLOBAL OFFICE

## SOCIAL REPORT 2018

Wetlands International is proud of its staff in the Global Office that are based in Ede, The Netherlands that are dedicated to our cause of safeguarding and restoring wetlands for people and nature. Our staff is passionate about their work and we aim to provide an environment that nurtures this enthusiasm. This report gives insight into our Global Office staff and our Human Resources (HR) practices over the past year.

### Diversity

At Wetlands International our staff have diverse educational, cultural, and professional backgrounds which matches our role as an international NGO. This diversity enables us to learn from each other and to shape our international programmes so that we create more impact. In December 2018, we had 36 staff (32 Full-time equivalent) of which there were 15 nationalities represented. We have an experienced workforce with an average age of 46 years and a balanced male/female ratio with 53% of female staff.

### Employment contracts

Our policy is to give new staff two fixed-term contracts of 12 months each in order to ensure a good match between the job and the new employee, as well as to provide some necessary flexibility for the organization. After a fixed term contract(s), employees who perform well are offered a permanent job. We aim to enable our staff to combine work with other responsibilities through the option of working part-time. In 2018 on average we had 18 full-time staff and 18 working part-time.

### General Data Protection Regulation (GDPR)

Since May 2018 the European Union has the world's strongest data protection rules. Wetlands International is obliged to conform to this legislation and this means that we took additional measures this year to protect the personal information of staff members and other individuals with whom we have relationships.

### Safety & Security

The regions in which Wetlands International works and to where our Global Office staff travel are often affected by insecurity. As an employer, Wetlands International recognises its duty of care to staff and gives this a high priority. In 2018 a renewed Safety and Security Policy and procedures strengthened Wetlands International's approach, with the aim of reducing the risks for the organisation, its staff, our reputation, and assets.

### Incoming and outgoing employees

In December 2018 the organization had 36 employees. Due to growth of the organization and changes in programmes several positions changed, and we recruited for positions that had been on hold. 11 new staff joined the organization, and several were promoted to new positions. During the whole year there was a change of almost 30% among our regular staff. Most staff who left were on temporary contracts.

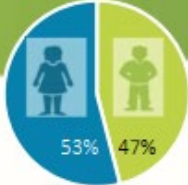
### Integrity

Wetlands International has a Code of Conduct that applies to all staff. This is the basis for a safe working environment in which staff are free to be themselves, act with integrity and transparency, and where there is zero tolerance for inappropriate behaviour, such as intimidation or sexual harassment. In 2018 we provided an additional safeguard through the appointment of an external 'Person of Trust' who can be approached for advice about situations where a staff member has experienced or observed inappropriate behaviour. Information shared with the Person of Trust is confidential and the Management Team receives an annual (anonymised) report about the consultations.

# Staff in numbers - 2018

**Contract type**

- Permanent 26
- Fixed Term 7
- Project 3



**Staff numbers**

- Total 36
- F.t.e. 32
- Part-time 18
- Full-time 18

**Average age**  
46







Amolar Region, Brasil

© Sabino, J.



**Wetlands**  
INTERNATIONAL