



**sipri**

# **Staff Handbook**

December 2023

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## 1. SIPRI Staff Handbook

The Stockholm International Peace Research Institute (SIPRI) is an independent international institute whose core mission is to undertake research and activities on security, conflict and peace. Established in 1966, SIPRI provides data, analysis and recommendations, based on open sources, to policymakers, researchers, media and the interested public.

The purpose of the SIPRI staff handbook is to provide information to SIPRI's employees and managers about routines applicable to employment as well as practical matters relevant to our daily operations.

The SIPRI Staff Handbook are based on the Collective Agreements, described in detail in chapter 3. When the terms of the collective agreements are renegotiated, the handbook will be updated accordingly as soon as possible.

Any feedback or suggestions on the staff handbook can be sent to HR.

## 2. Diversity, equity and inclusion

SIPRI is an equal opportunity employer and is committed to achieving workforce diversity in terms of gender, nationality and culture. To ensure a diverse workplace, HR processes and policies are addressing terms of diversity, equity and inclusion (DEI). They must be followed and communicated by managers and guidelines must be known to all staff. Active measures related to DEI and the discrimination criteria; sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation and age are followed up annually, including the knowledge of guidelines.

## 3. Collective agreements

Swedish labour law is applicable to all employees at SIPRI. In addition, SIPRI follows the central collective bargain agreements (*Villkorsavtal*, *Villkorsavtal-T*) reached after negotiations between the Swedish Agency for Government Employers (*Arbetsgivarverket*) and the central trade union organizations.

### 3.1 Central collective bargain agreements

- *Villkorsavtal*: applicable to members of ST, non-union staff and members of other unions that do not have a collective agreement with the Swedish Agency for Government Employers (*Arbetsgivarverket*).
- *Villkorsavtal-T*: applicable to members of Saco.

### 3.2 Time-limited employment for research staff

SIPRI hires employees as researchers on limited time on the basis of a local collective agreement, *Avtal om tidsbegränsade anställningar för forskare vid Stockholms internationella fredsforskningsinstitut (SIPRI)* [Agreement on time-limited employment for researchers at Stockholm International Peace Research Institute], signed on 30 March 2016, an exemption to the Employment Protection Act (1982:80) (*Lagen om anställningsskydd, LAS*). The agreement is negotiated between the Swedish Agency for Government Employers (*Arbetsgivarverket*) and the relevant central trade unions (OFR and Saco).

Annexes (all in both Swedish and English versions):

- [Agreement on time-limited employment](#)
- [Local agreement on cooperation relating to time-limited employment](#)
- [Settlement on agreement on time-limited employment](#)

All other staff is hired according to the Employment Protection Act (1982:80) (*Lagen om anställningsskydd, LAS*).

## 4. Cooperation

Sweden has a long tradition of employee participation in matters related to the work environment and other conditions relevant to the workplace, as organizational changes and management recruitment. These rights are constituted in MBL, the Employment (co-determination in the workplace) Act 1977:480. At SIPRI, the forum for co-determination and systematic work environment management is the Cooperation Group, based on a Cooperation agreement between the local unions and the employer. Representatives from the local trade unions, the work environment officers and the research staff representatives meet with management representatives once a month with a set agenda to inform and discuss relevant matters regarding organization and work environment.

There are different fora for dialogue where employees and management meet. One-to-ones meetings are held continuously with the respective line manager to share information and follow-up the work, department staff meetings in different formats take place on a weekly basis. In addition, there are weekly Monday meetings for all staff. The Research Staff Collegium brings together all employees 6-8 times per year. This interaction benefits the Institute's wide range of activities, aligns staff around the objectives and provides management with a sound basis on which to make decisions.

Annex:

[Agreement on Cooperation at SIPRI](#), agreed between SACO, ST and SIPRI, 25 April 2017.

## 5. Employment

This section describes matters related to employment and the different contractual types.

### 5.1 Job descriptions

Each position at SIPRI has a job description (JD) which is developed when the position is created. Job descriptions may be revised as appropriate. Potential JD revisions are usually discussed between employees and line managers within the annual performance and development process (see section 6). Having been cleared by the Director of Studies/Head of Department, final decisions on JD revisions are taken by the Director and submitted to HR for filing. Line managers are responsible that all employees have a JD and receives an updated version in the case of a revision of a JD.

## 5.2 Researchers on time-limited contracts

### *Procedures for extension*

- Extensions of time-limited employment two-year contracts may be made according to SIPRI's needs, budget and purpose. The combined employment period for such contracts is limited to a maximum of 6 years.
- After the maximum number of years on time-limited contract has passed, the employment can, if and when a continued need exists, be turned into a permanent position—otherwise it will be terminated.

### *Procedures for transfer from time-limited employment to permanent employment*

- In the event of time-limited employment possibly transferring to permanent employment, and after consultation with the employee and the local union, as appropriate, SIPRI will make an offer no later than 6 (six) months before reaching the maximum number of years of temporary employment.
- Time limits relating to the review and decision regarding either the termination or extension of employment for employees who have not yet reached the maximum time limit of 6 years:
  - A minuted meeting must be held by the line manager with the employee in question, which marks the starting point for review and consultation regarding either the termination or extension of time-limited employment, at the same time as local union parties are informed.
  - If the employment has lasted 1 (one) year or longer, this meeting must take place no later than 6 (six) months before the end of the contract. In the event that an extension is not an option, and after the above procedure has been taken into account, the employee will be notified no later than 2 (two) months before the end of the temporary employment.
  - If the employment has lasted less than 1 (one) year, this meeting must take place no later than 3 (three) months before the expiry of the contract. In the event that an extension is not an option, and after the above procedure has been taken into account, the employee will be notified no later than 1 (one) month before the end of the temporary employment.

## 5.3 Staff on tenure (tillsvidareanställning)

The laws and collective agreements that apply to the government sector in Sweden (*Villkorsavtal*, etc.) regulate the terms and conditions of employment for SIPRI staff on tenure.

A probation period of a maximum of six (6) months applies when SIPRI hires new staff on tenure (*tillsvidareanställning*).

## 5.4 Other types of time-limited contracts

Staff can be hired as temporary substitutes (*vikarie*) to replace an employee that is on leave (e.g. parental or study leave), or as a general time-limited, fixed-term position (*särskild visstidsanställning*) to fill a certain purpose.

## 6. Performance assessment and development talks (PAD)

With the purpose of developing both the institute and individual staff members, an annual personal performance assessment and development (PAD) talk is conducted, usually early to mid-autumn.

The PAD talk is a planned, structured, and recurring meeting for the manager and employee to set mutual expectations about the aims and objectives of the organisation and give each other feedback of the past year. It builds on the contact that manager and employee have with each other throughout the year and on the feedback that the manager gives the employee in the normal course of events about work issues and activities.

The PAD talk is also part of the input to decisions about salary levels in the November-December period each year. There is also a Mid-term Review talk (MTR) that gives the opportunity to revise goals and performance accordingly.

## 7. Salaries

Salaries are paid the 25<sup>th</sup> every month, unless the 25<sup>th</sup> falls on a weekend, in which case the salary is paid on the Friday before. Payslips are published in [Agda](#) the day before payday.

In the [Salary section](#) on the intranet, you can read about the salary process, receive information about paydays and instructions how to use Agda.

### 7.1 SIPRI's salary policy

SIPRI's salary policy encompasses all staff. Salaries are individual, which means that they are based on the requirements set by SIPRI for a particular position, for example, education, experience, job complexity and scope, teamwork, flexibility, independence and responsibility. All staff members have job descriptions as well as personal objectives. Salaries are set according to the outcome of an annual performance review, with the overall salary criteria at SIPRI being:

- Proficiency (quality in the delivery of the work).
- Results (degree of delivery in relation to agreed tasks).
- Ability to cooperate, adapt to changes and take initiatives.

Salary dialogues take place annually between the employer and each employee. The annual salary review includes all staff employed before 1 July of the current year. Employees that are promoted during the year are not included in the annual salary review.

### 7.2 Research staff recruited in Sweden and support staff

Research staff recruited in Sweden and support staff receive a salary that is fully taxable according to Swedish tax regulations.

### 7.3 Research staff recruited from outside Sweden

#### *Basic salary*

For research staff recruited from outside Sweden on time-limited contracts, the remuneration is divided into two parts: (a) a basic salary, which is taxable according to Swedish tax law; and (b) allowances, which are tax-free, based on the Swedish Inkombstskattelag (1999:1229) 11 Chapter 21 § (Income Tax Act). The income tax is deducted every month before the salary is paid to the employee).

### *Cost-of-living allowance*

A cost-of-living allowance, which is not taxable, is paid with the salary every month and is intended to cover, among other things, personal insurance and any extra expenses incurred by possibly having two households.

### *Housing allowance*

A housing allowance, as specified in the contract, is paid to cover part of the rental costs and other costs associated with housing, such as home insurance, electricity, parking, telephone and Internet.

## 7.4 Honoraria and fees

Honoraria and fees paid by outside entities for services provided by, or through, SIPRI staff may be handled in various ways according to the circumstances. The following guidelines apply:

- If payment is made for permission to use, publish or translate material already produced by SIPRI (e.g. material from the Yearbook), or for work conducted by a SIPRI staff member as part of their regular duties already paid for by SIPRI, the payment in question will go to SIPRI. The same applies to refunds for tickets and other travel expenses that were paid for by SIPRI in the first place.
- If payment is made for work conducted or services provided by a staff member in addition to normal, full SIPRI performance, and with no involvement of their SIPRI duties, payment is retained by the individual staff member. However, SIPRI's senior management must be kept informed about such arrangements. (*Bisyssla*, chapter 13, paragraph 10, *Villkorsavtal* and *Villkorsavtal-T*). In such cases, it is up to the individual to make sure that the relevant tax rules are respected.

Members of staff who have any queries on this subject should consult:

- The Director or the Deputy Director, especially if there is a potential conflict of interest and/or uncertainty over which category a particular case falls into; and/or
- The Head of Operations, about the practical implementation of this policy.

## 8. Pensions

In Sweden, pensions come from different sources. Commonly, the pension is three-tiered:

- National
- Occupational
- Private

If a person has worked and lived in Sweden, they will get a national retirement pension based on the taxable income. In addition, many people have occupational pensions. Some also choose to open a private pension savings account.

The national retirement pension is administered by the Swedish Pensions Agency (*Pensionsmyndigheten*). For further information see: [About your pension](#). That website also offers information about what to do if you do not live in Sweden when you retire.

SIPRI pays employment tax based on the taxable salary for every employee and with it a provision to the national pension scheme. In addition, an occupational pension is paid for all employees.

All employees are covered by the state collective agreement on pensions, PA16. Researchers hired from abroad belong to Section 1. The occupational pension is administered by the National Government Employee Pensions Board (*Statens Tjänstepensionsverk, SPV*). For further information see [About your pension](#).

## 9. Work environment

Applicable policies regarding the work environment

- [SIPRI Working Environment Policy 2022](#)
  - [Working from home guidelines](#)
  - [Sexual Harassment Policy](#)
  - [Victimization Procedures](#)

9.1 Preventive health care

### [9.1.1 Wellness activities](#)

In accordance with Swedish tax regulations, SIPRI offers employees a tax-free allowance for simpler types of exercise and wellness. Examples of employee benefits are preventive healthcare such as wellness activities, including gym, yoga, dancing classes, or massage. The allowance can also be used for wellness apps or online tools for exercise. The allowance **cannot** be used for buying or renting sports equipment or subscriptions of memberships, medical care or beauty care.

SIPRI will reimburse the costs of preventive health care/wellness activities up to a sum of 1 500 SEK per year. An individual activity that is not exercise, i.e. massage, must not exceed 1 000 SEK per occasion or activity to be tax-free.

If an employee has only worked part of a year, this entitlement is modified accordingly.

The cost can be claimed in Maconomy, together with receipts. Please note that costs for preventive healthcare can only be paid out for the current year and not in arrears.

Please note that expenses for wellness activities shall be reported by latest 30 November each year to have it paid out in December payroll.

### [9.1.2 Vaccinations](#)

SIPRI will reimburse up to 200 SEK for the cost of an annual vaccination against seasonal influenza. SIPRI will pay for vaccinations that are necessary for travel within work. Such costs will either be charged to a project (for externally funded projects) or to the core budget. This can be claimed back in Maconomy, together with a receipt.

### [9.1.3 Computer glasses](#)

SIPRI will contribute to the cost of computer glasses (*terminalglasögon*). These are glasses specifically designed for reading on a computer screen, to prevent eye strain and other common issues. SIPRI has an agreement with the optician's chain 'Synsam'. A referral from HR is needed to make an appointment. For more information or to request a referral, please contact HR.

### [9.1.4 Health check-ups](#)

SIPRI will contribute up to 1 000 SEK to the cost of a physical examination (health check-up): every fifth year for employees aged 40+ years and every third year for employees aged 50+ years.

## 10. Working hours

The general rule is to work onsite at the SIPRI office.

SIPRI's working hours are 08:03 to 16:30, Monday to Friday (except for public holidays), or 39 hours 45 minutes per week for a full-time employee. Except when on work assignments, all staff members should be available between 09:00 and 15:30.

### 10.1 Working from Home Guidelines

Since March 2022, SIPRI has implemented working from home guidelines which offers the possibility for employees to work from home a maximum of two days per week, if their work allows. An individual agreement between employee and manager shall be written to state the extent and allocation of WFH days. The Working from Home Policy as well as the individual agreement template are available on the [intranet](#).

### 10.2 Unregulated working hours for research staff

Research staff at SIPRI have unregulated working hours (paragraph 29, *Villkorsavtal* and *Villkorsavtal-T*). This means that an employee can regulate their own working hours in order to perform the tasks required of them. Agreement as to when work should be carried out and any adjustment of the total weekly working hours should be reached with the Programme Director or equivalent. Overtime compensation does not apply.

### 10.3 Flexible working hours for support staff

Support staff at SIPRI have flexible working hours, meaning that they can work within a period of time beginning at 07:00 and ending at 21:00, Monday to Friday.

Working hours are registered in a specific Excel sheet, which is sent to the relevant Line Manager at the end of each month. There is a limit of 50 hours of credit and a 10 hours of deficit at the end of each month which cannot be exceeded. If the balance exceeds 50 hours, this must be reduced by the employee taking time off. In agreement with the line manager, such leave can be taken in periods of at most 5 days in succession. If the lower limit has been exceeded, a salary deduction is made. Flex time taken as days off shall be applied for and approved in Hailey.

On termination of employment, an employee must make sure that their flexitime hours are balanced to zero. No compensation is paid for any remaining hours.

Annex:

[Flexible working hours agreement](#), agreed between ST, SACO and SIPRI, 29 October 2009.

### 10.4 Overtime for support staff

A Department Director must make a formal decision about overtime for support staff before any such work is carried out. It should be made in consultation with and on the approval of the Deputy Director.

*Note:* research staff have unregulated working hours and cannot work overtime.

Annex:

[Local agreement on overtime](#), agreed 30 November 2001.

## 11. Leave

### 11.1 Vacation

Vacation and time for rest and recuperation are key to well-being. SIPRI encourages that all staff use their vacation to promote a good work-life balance.

Vacation is calculated by calendar year. Staff that have only been employed for part of a year have their vacation entitlement modified accordingly.

Saturdays, Sundays and public holidays, including Midsummer's Eve, Christmas Eve and New Year's Eve, are not counted as vacation days even when they occur during an employee's vacation.

Annual vacation entitlements are worked out according to an employee's age:

29 years and younger:	28 days
30–39 years:	31 days
40 years and older:	35 days

According to Swedish law, 20 vacation days must be used per year if the employee has been employed for a whole year (chapter 5, paragraph 12, *Villkorsavtal* and *Villkorsavtal-T*). If the employee does not take 20 days the employee in coordination with their line manager, will allocate the remaining days up to 20 at the end of the year.

Beyond the mandatory 20 days it is possible to carry over up to a maximum of 30 vacation days to later years. Employees are actively encouraged to minimize their saved vacation days. Vacation days can only be taken as whole days.

An employee must apply for vacation and the line manager must give approval. All applications of vacation are managed through Hailey, the HR tool, where the line managers also approve the requests.

Employees must register any vacation days they have taken in Maconomy.

#### [Additional information about vacation regulations.](#)

### 11.2 Vacation pay

All SIPRI staff receive a vacation supplement (semestertillägg), which is 0,7 per cent of the current fixed monthly basic salary for each paid vacation day.

For staff with a taxable salary of less than approximately 28 490 sek (2023) an additional vacation supplement (semesterlönegaranti) is also paid. The amount for each vacation day is calculated as the amount that corresponds to the difference between 1 537 SEK (2023) and the amount of 4,6 per cent of the monthly basic salary, plus the vacation supplement (semestertillägg).

### 11.3 Public holidays

Working hours for full-time employees are reduced by the given number of hours on the following days:

Eve of the Epiphany ( <i>Trettondagsafton</i> )	4
Maundy Thursday ( <i>Skärtorsdag</i> )	2
Walpurgis Night ( <i>Valborgsmässoafton</i> ) when it falls on:	
Monday–Thursday	2
Friday	4
Eve of All Saints Day ( <i>Alla helgons dag</i> )	4
23rd December, when it falls on a Friday	4

Midsummer's Eve, Christmas Eve and New Year's Eve count as holidays. In addition, all Swedish public holidays are observed. An overview of the public holiday for current year is available on the [intranet](#).

### 11.4 Leave of absence

In addition to vacation, there are forms of leave of absence as described below.

- Without salary deduction for serious illness, death, funeral or estate inventory/probate within an employee's own family or their immediate family circle max 10 days per calendar year; moving (max one day per calendar year); and trade union activities.
- With salary deduction for study leave; public assignments; and supervision of sick children up to 12 years of age (see 10.6 Temporary parental benefit). The amount is deducted from the following month's salary.

When the leave of absence is up to 5 working days in a row, the deduction is made for every working day. When the leave of absence is 6 working days or more in a row, the deduction is made for every calendar day (including Saturday, Sunday and public holidays) according to chapter 6, paragraphs 3a–3b, *Villkorsavtal* and *Villkorsavtal-T*.

Application of leave of absence is managed through Hailey.

### 11.5 Parental leave

Applying for formal parental leave must be made at least 2 months in advance or as soon as possible from the first day the parental leave will start. When applying, it must also be estimated for how long the parental leave will be ongoing.

Application for parental leave is managed through Hailey.

The employee must themselves register the full period of parental leave in Maconomy before going on leave.

Information about parental benefits can be found in section 12.6 and 12.7.

## 12. Social security

### 12.1 Sick leave

Absence due to illness must be reported to the employee's immediate line manager as soon as possible. Sick leave that exceeds seven consecutive days requires a doctor's certificate. At the end of each month, employees must register any sick leave in Maconomy.

Sick leave can be taken for 25, 50, 75 or 100 per cent of the day. More information on how to report in Maconomy is available on the [intranet](#).

### 12.2 Sick pay

All employees are entitled to part of their salary during sick leave and the first 14 days are covered by the employer. Sickness that exceeds seven consecutive days requires a doctors' certificate. The certificate must be shared with HR/Line manager so that the person on sick leave can continue to receive part of their salary and also to have the proper rehabilitation needed.

The sick pay is paid as follows:

1. Deductions for sick day(s) are made with 4.6 per cent of the taxable monthly salary = working day deduction (arbetsdagsavdrag)
2. The sick pay is calculated as 80 per cent of the working day deduction
3. Qualifying deductions from the sick pay is made with 3.86 per cent of the taxable monthly salary

Full qualifying deduction is made regardless of the length or extent of the sick leave.

If an employee is still ill after 14 days, HR will notify the Swedish Social Insurance Agency (*Försäkringskassan*), which from day 15 is responsible for the sick pay of the employee.

The cost-of-living and housing allowances are not affected by any deduction during an ongoing employment contract.

### 12.3 Health care

Employees may, during working hours, visit a doctor (not a nurse) or a physiotherapist (only with a referral from a doctor) registered within the Swedish social insurance system (*Försäkringskassan*). In Stockholm County, your fees for health care are registered electronically. If you have been visiting the health care and paid 1 300 SEK (2023) for a period of 12 months, you are entitled to the high cost protection in the outpatient care and will get an exemption card (frikort). The exemption card is valid for the rest of the 12-month period. During that period you pay nothing for your visits. When twelve months have passed, you start paying again for your visits until you reach the amount of the high-cost protection next time.

SIPRI will partly reimburse medical fees, as follows:

- Doctor's visits (the receipt must clearly show it was a doctor and not a nurse), oral surgery (not ordinary dental care), or psychological treatment (only with a referral from a doctor) – 95 SEK per visit.
- Physiotherapy (only with a referral from a doctor) – 55 SEK per visit.
- Hospital stays – 70 SEK per day.

Employees can also be fully reimbursed for medicines prescribed by a doctor.

The cost of prescription medication in Sweden is partly subsidized by the state. There is a protection against high-costs which is called high-cost protection. The high-cost protection for prescribed medication means that you pay a maximum of 2 850 SEK (2024) for a period of one year from the first purchase, this period is called high-cost period. Once you have paid 2 400 SEK, you do not have to pay more for the rest of the high-cost period. When the high-cost period ends, you start with a new period at the next purchase.

Claims for medical care, medical costs, vaccinations, preventive healthcare and health check-ups should be registered in Maconomy for approval.

#### 12.4 Insurance for work injuries

If an employee is registered in Sweden and is injured in an accident at work, or on the way to or from work, they can obtain compensation from the work injuries insurance scheme. An accident or incident (an event that could have resulted in an accident) at work should immediately be reported to HR. HR will then notify the Swedish Social Insurance Agency (*Försäkringskassan*) and consult with SIPRI's work environment representatives who can act on the injured employee's behalf as necessary.

#### 12.5 Government and Social Insurance Office Service Group Life Insurance (Tjänstegrupplivsförsäkring, TGL)

This insurance provides financial protection which means that the employee's family can receive money if the employee dies before the age of 65. The money is paid out as a tax-free lump sum. The insurance is valid as long as the person is employed.

#### 12.6 Parental benefit (while on formal parental leave)

Information on parental benefits can be found on the Swedish Social Insurance Agency's (*Försäkringskassan*) [website](#).

The level of parental benefit while on formal parental leave is income related and can be paid in two parts.

1. The first part comes from *Försäkringskassan*. Parental benefit is nearly 80 per cent of the taxable income if one takes out parental benefit 7 days a week, but this is capped at 1 027 SEK per day (2022). To receive this parental benefit, an employee needs to submit an application to *Försäkringskassan*. Application for all parental benefits must be done no later than 90 days from the first day of parental leave.

2. An employee can also get additional parental pay (*föräldrapenningtillägg*) from SIPRI according to chapter 8, paragraph 1 of *Villkorsavtal* and *Villkorsavtal-T*. This is paid for calendar days during parental leave when the employee gets parental pay from *Försäkringskassan*. The parental pay from SIPRI consists of 10 per cent of the current calendar day salary (calculated as 3.3 per cent of the taxable salary) for salary parts up to a maximum of about 40 248 SEK/month or 1 323 SEK/calender day (2023), and 90 per cent for salary parts above.

In order to get the 10 per cent parental pay from SIPRI, the employee needs to present a verification from *Försäkringskassan* for the days when parental benefit has been allocated. This verification can be obtained from *Försäkringskassan*'s website by means of an e-identity.

Alternatively, the payment specification received from *Försäkringskassan* will do. The verification must be shared with the Finance department/salary responsible as soon as possible, but no later than within 90 days from when the parental leave took place.

*Important!* Parental leave may affect the earning of vacation. To earn vacation during parental leave, the employee must take out parental benefits from *Försäkringskassan*.

Research staff on time-limited contracts can keep up to six months of cost-of-living and housing allowances during parental leave throughout an ongoing employment contract.

#### 12.7 Temporary parental benefit

An employee is entitled to temporary parental benefit if they have to stay at home from work in order to look after a sick child from the age of 8 months up to the day before they turn twelve. Parents (together) are eligible for temporary parental benefit for 120 days per child and year. Benefit is payable for the 12,5, 25, 50, 75 or 100 per cent of a day from the Swedish Social Insurance Agency (*Försäkringskassan*).

## 13. Travel

### 13.1 Work-related travel

Work-related travel has to be applied for in advance. Rules and regulations about work-related travel can be found in the [SIPRI Travel & Travel safety Policy](#). Forms for application is available on the intranet.

SIPRI uses the travel agency 'Tranås' for travel bookings. All SIPRI travellers shall use Tranås, for traceability and support during travel and easier financial follow up.

For more information about work-related travel, please see the SIPRI Intranet.

The following information must be emailed to the HR before a trip is undertaken: destination, time period, accommodation, and contact details. The employee is also responsible for organizing any necessary documents in connection with their travel plans in time, for example, requesting a letter from the employer for a visa application.

*Note!* If you are traveling to a high risk area, bring a Travel safety kit. Such kits can be collected from HR and when handed out, the employee shall sign an acknowledgment. There is a limited amount of kits so please make sure to return them once back from the travel.

After the trip, all travel claims must be registered in Maconomy. More information is available on the [intranet](#).

### 13.2 Travel insurance

All employees on work-related travel for SIPRI are covered by corporate travel insurance, through an insurance company called 'ERV'. Before travelling, each employee must make sure that they have an insurance card with SIPRI's insurance number from HR.

The insurance card with the insurance number is available as a [PDF](#) on intranet for download.

More information on the insurance conditions and other important issues can be found on the SIPRI Intranet.

*Note!* There may be limitations to the insurance coverage for travel to certain high-risk areas. If an employee intends to travel to a country that could be considered a high-risk area, they must inform HR, who in turn will notify the insurance company. ERV needs to be notified in advance in such cases, in order to register for additional insurance. If this is neglected, no part of the insurance may be valid. The cost of additional insurance is paid by the research programme/project.

### 13.3 Visa costs

SIPRI pays costs for visas directly related to a business trip. Such costs are not subject to benefit taxation. You pay costs for the visa application yourself and register them on an expense sheet Maconomy. The compensation will be paid on the next salary.

## 14. General administrative matters

### 14.1 Personnel matters

The SIPRI HR department is part of the Operations team and supports line managers and staff with HR related tools, guidelines, policies and administration on HR-related matters, including onboarding, recruitment, development and performance, organization, work environment and rehabilitation/adjustments of work.

For general HR questions, first consult the SIPRI Handbook. Step 2 is to ask your line manager and step 3 is to send the question to the HR email, [human.resources@sipri.org](mailto:human.resources@sipri.org).

### 14.2 Keys

Employees can obtain key tags for the SIPRI premises from the Office Assistant. All keys must be returned to the Office Assistant on the last day of employment or when an employee takes a leave of absence.

### 14.3 The office alarm

The Office Assistant provides information about how the building alarm works. The alarm is automatically activated at 21:00 every night. Instructions of how to deactivate and active the alarm is available in the entrance.

### 14.4 Computer equipment & IT matters

All staff employed for at least six months are provided with the relevant computer equipment and computer software for their work tasks. At the end of a contract or in the case of a leave of absence, all computer equipment must be returned to SIPRI.

Guest researchers are required to bring their own computer equipment unless otherwise agreed beforehand.

For in-house user support and other IT issues, please see the intranet.

### 14.5 Post/Switchboard/Office supplies

The Office Assistant handles postal services and answers general incoming calls to the switchboard. The Office Assistant also orders office supplies. There is an office supply area on the basement floor, where staff can help themselves to basic office supplies.

### 14.6 Business cards

All staff employed for at least six months are entitled to business cards. The editorial department provides this service and contact information is available on the intranet.

### 14.7 Distribution and supply of SIPRI publications

The Editorial Department is responsible for SIPRI's books and other publications.

### 14.8 Conferences/Seminars/Workshops

The Communications Department is responsible for the planning of conferences, seminars and workshops.

## 15. Termination of employment: a 'checklist'

Notice periods follow the collective agreement. In general, employees have 1 or 2 months notice depending on the duration of their employment with SIPRI:

- One month if the employee has been employed for less than 12 months;
- Two months if the employee has been employed for more than 12 months (consecutive, including all periods of employment if the employee has had several temporary contracts).

In the case where an employee is on a temporary contract for longer than 12 months, they will be notified at least 2 months in advance of whether or not the contract will be renewed.

In the case where an employee resigns from SIPRI, a written resignation needs to be submitted (by email is fine):

1. Resign to manager and decide the last day of employment and other necessary issues, such as taking out of eventual remaining vacation days;
2. Once a date for the last day of employment is settled, the manager will confirm the resignation in writing;
3. The confirmed resignation will be shared with HR.

The following applies when a contract period is over, when an employee resigns from SIPRI or goes on a leave of absence:

### 15.1 When SIPRI has arranged accommodation

- SIPRI will give notice to the landlord.
- SIPRI will reimburse the employee for moving costs according to the conditions described in section 2.2.
- The employee is responsible for arranging a thorough cleaning of the flat/house and is responsible for leaving it in good order. The employee can either do the cleaning themselves or hire a company to do it. The cost will be the employee's responsibility. If the cleaning is not good enough according to the landlord, SIPRI will need to hire a company to do an extra cleaning and the cost will be deducted from the employee's final salary.
- The employee will return the keys to the landlord.

### 15.2 Research staff moving outside Sweden should

- Arrange a one-way economy class ticket through Tranås.
- In consultation with the Office Assistant, get quotes from three moving companies if entitled to have their moving costs covered by SIPRI.
- Notify the Swedish Tax Agency (*Skatteverket*) of their departure using the form SKV 7665b '*Anmälan flyttning till utlandet*' [Notification, Moving Abroad]. The form can be obtained [here](#).
- Notify the Swedish Social Insurance Agency (*Försäkringskassan*) using the form FK5459 '*Uppgifter vid flyttning till eller arbete i ett annat land*' [Moving to or working

in another country]. The form can be found at [www.fk.se](http://www.fk.se)

- Settle any outstanding bills such as telephone and electricity. Contact all providers regarding final accounts.
- Change of postal address. If you wish to forward post from Sweden when moving to another country, contact [Svensk Adressändring](#) by calling their customer service.
- Make sure to keep Swedish bank account for payment of eventual tax return from Skatteverket.
- Print and/or save any pay slips if needed as proof of paid salary. These can be found in AGDA -> Reports -> Published Reports. This cannot be obtained retroactively
- Gather information about what to do when the time comes to apply for the Swedish pension; [Your pension if you live outside Sweden](#) and <https://www.spv.se/en/about-your-pensions/for-retirees/living-abroad/>

#### 15.3 All researchers should

- Hand over all research archives collected during their employment at SIPRI. These are SIPRI property unless otherwise agreed and should be handed over to the Programme Director when the employment ends. For further information, see the [Data policy](#) on the SIPRI Intranet. All work carried out for SIPRI belongs to SIPRI.

Consider whether to take copies of their own computerized files, hard copy or machine-readable, on departure. Empty their computer of their own work and return it to the IT Department. 2-3 weeks prior to the leaving date, IT sends out information with instructions.

#### 15.4 All staff should

- Make sure that all vacation days are used *before* their employment ends. In cases of flexitime surplus, make sure to balance it down to zero before departure. No payment of surplus hours (flex) will be made.
- Return library books, IT equipment, Business Eurocard, office equipment and other SIPRI property.
- Remember to empty hard discs of personal documents and files and return their computer to the IT Department. 2-3 weeks prior to the leaving date, IT sends out information with instructions.
- Settle any outstanding administrative matters concerning salary, expenses, travel claims, etc.
- Please note that the final salary will be paid to your Swedish account one month after the last day of employment.
- Make sure to submit all time sheets until last day of employment.
- Share a postal address with salary responsible for your final payslips.
- If possible, leave a forwarding email address.
- Empty the office space, make sure all personal belongings are removed and
- Return SIPRI keys to the Office Assistant.

On request, SIPRI will provide proof of employment (from HR) and a letter of recommendation (from the Line manager).

## 16. General Data Protection Regulation (GDPR)

### 16.1 Background

The General Data Protection Regulation (GDPR) is part of the EU Data Protection Regulation and has replaced the Data Protection Directive. The aim was to standardize and strengthen the rights of European citizens to data privacy. The GDPR came into effect on 25 May 2018.

Personal data is defined in the GDPR as any information relating to a person who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.

The GDPR requires organizations to implement reasonable data protection measures to protect personal data and privacy against data loss or exposure. The most important principles and requirements regarding the management of personal data are:

- **Lawfulness, fairness and transparency:** personal data should be processed lawfully, fairly and in a transparent manner
- **Limited purpose:** personal data should be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- **Data minimization:** personal data should be adequate, relevant and limited to what is necessary in relation to the purposes for which they are collected
- **Accuracy:** personal data that is stored and managed should be accurate and, where necessary, kept up to date
- **Storage limitation:** personal data should be kept in a form that permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed
- **Confidentiality and integrity:** personal data should be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures

### 16.2 Privacy Notice

SIPRI is committed to protecting your personal information and to being transparent about what information is held.

SIPRI is required to hold your personal data for various legal and practical purposes. Holding your personal data enables the Institute to meet various legal and administrative obligations.

SIPRI will keep and use the data in order to manage the relationship with you effectively, lawfully and appropriately, during the recruitment process, while you are working for SIPRI,

at the time when your employment ends and after you have left. This includes using information to enable SIPRI to comply with the employment contract and to comply with any legal requirements.

As a research institute, SIPRI needs to process your data to pursue its legitimate business interests, for example for grant applications and financial reporting to donors.

The information that SIPRI hold includes:

- your application form and references;
- your contract of employment and any amendments to it;
- salary agreements;
- at your request, a letter to your mortgage company confirming your salary;
- residence permits;
- information needed for payroll, benefits and expenses purposes;
- contact and emergency contact details;
- records of holiday, sick leave, parental leave and other absence;
- performance assessments and midterm reviews; and
- where necessary, medical certificates.

Within SIPRI, personal data may be shared between members of staff who legitimately need the information to carry out their normal duties.

SIPRI will only disclose information about you to third parties if it is legally obliged to do so, where SIPRI needs to comply with its contractual duties to you (for example information needs to be passed to SIPRI's external payroll provider and occupational pension provider) and for the purpose of getting external funding for research projects.

SIPRI will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with legal requirements and our donor requirements. Data will be securely destroyed when no longer required.

