

Accredited Members of Equals undergo regular inspections, and courses accredited by Equals are regularly verified, to ensure that:

- 1 The contracts of all staff are governed by local labour laws and by national contracts where these apply.
- 2 Terms and conditions of employment comply with EU directives, where applicable, and are fair in the context of the relevant local or national standards, especially in the following areas:
 - 2.1 salary;
 - 2.2 length of contract;
 - 2.3 working hours and teaching hours per week;
 - 2.4 paid holiday entitlement;
 - 2.5 sickness, maternity, family and compassionate leave;
 - 2.6 pension and severance pay arrangements, where relevant;
 - 2.7 unpaid leave of absence;
 - 2.8 conditions and remuneration for freelance staff.
- 3 An appropriate proportion of staff members are employed on a full-time and/or permanent basis.
- 4 Clearly specified written procedures exist for dealing with staff grievances and disciplinary problems.
- 5 Equals sets high and achievable standards for each country, and for each language taught, and staff members have appropriate training, qualifications and experience for the work in question. Teaching staff have received initial training as language teachers that included supervised teaching practice. This training was sufficient and appropriate in terms of its content and duration for the work they are doing.
- 6 In addition to initial training, all staff are given opportunities to improve their skills in continuous professional development within and outside working hours.
- 7 All staff have appropriate workspace and the facilities for them to carry out their duties effectively.
- 8 All staff, whether full or part time, are issued with written contracts or letters of agreement specifying the terms of employment under 2., the main responsibilities of the post, the procedures available for dealing with grievances, and the procedures to be followed in the event of disciplinary action.
- 9 The services of freelance/self-employed individuals are contracted according to national legislation, and people who are freelance/self-employed are treated fairly.
- 10 Staff members are informed about the status and ownership of the institution employing them, and about the organisations or associations it belongs to.