



Instituto Politécnico  
de Viana do Castelo

# concilia

Conciliating work, family and personal life



## **IPVC CONCILIATION POLICY, ACTIONS AND SERVICES**

## SUMMARY

PRESENTATION .....	05
HEALTH AND WELL-BEING .....	08
ACCESSIBILITY AND MOBILITY .....	11
OTHER SERVICES .....	12
EVENTS AND RECREATIONAL ACTIVITIES ...	15
FAMILY AND PARENTHOOD .....	16
SOCIAL SUPPORT .....	18
CAREERS .....	19
WORK POLICY .....	20
ADDRESS AND CONTACTS .....	22





# BUILD

The conciliation that

FITS YOU BEST

4

**“The concept of Well-Being is usually defined by the existence of the best quality standards of life, in the broadest sense of the term, encompassing not only the material conditions of life—economic well-being and economic vulnerability, but also other factors that explain the quality of life—work and remuneration; health; work-life balance; education, knowledge and skills; social relationships and subjective well-being; civic participation and governance; personal safety; and environment”**

(Source: INE)




# PRESENTATION

Conciliating work, family and personal life is a challenge for organizations and their employees. In that sense, the **IPVConcilia project** aims to implement conciliation policies in order to ensure the **well-being of employees** in the three aforementioned dimensions of their lives.

We believe that the benefits of IPVConcilia are mutual, with a positive impact in productivity, the attraction of talent, motivation, and the retainment of the workforce, which is why this project is strategic for IPVC.

5



**The conciliation success depends on you, and the IPVC is committed to contributing to the process. We believe that this project is an added value for all employees, who must individually manage the conciliation of their professional life with their family and personal life.**



**6 SCHOOLS**



**9 RESEARCH  
UNITS**



**4 LOCATIONS**

Viana do Castelo, Melgaço,  
Valença and Ponte de Lima



**≈ 190  
NON-TEACHING  
STAFF**

32% men and 68% women



**≈ 400  
TEACHING  
STAFF**

50% men and 50% women



**≈ 5500  
STUDENTS**

51% men and 49% women



**≈ 60 HA  
GREEN AREAS  
AND FORESTS**



**8 CAFETERIAS AND  
9 COFFEE SHOPS**



**200 BYCICLES**

And much more services such as: low-cost laundry,  
Health and Wellness Office, Sports Center, Cultural Workshop, etc.

## **ACTIONS, SERVICES AND MANAGEMENT POLICIES**

Aiming for the professional and personal well-being of each employee, the **Conciliation Program and the Plan for Equality** include the execution of **policies, actions and services** that are suited to various profiles of employees. IPVConcilia includes training and **personal development plans**, wellness services for employees and their direct family members—such as the Health and Wellness Office, which has psychology and nursing consultations—and parenting support policies, regulation for organizing working time and providing teaching services, among others.

**LEARN ABOUT IPVCONCILIA POLICIES, ACTIONS AND SERVICES, AND COLLABORATE FOR THE PROMOTION OF YOUR WELL-BEING IN THE RELATION BETWEEN YOUR WORK, YOUR FAMILY, AND YOUR PERSONAL LIFE.**





**SAÚDE E BEM-ESTAR**  
WELLBEING

# HEALTH AND WELL-BEING

8

## CONSULTATIONS

In addition to medicine at work, IPVC employees and direct family members have access to consultations in nursing, psychology, family therapy, nutrition, massage and alternative medicine sessions, gymnastics, among others. Nursing and psychology consultations can take place at the Health and Wellness Office and, by appointment, at the IPVC Schools, or online. Information on the website: **IPVC/Viver/Gabinete de Saúde.**



## **AWARENESS, TRAINING AND SCREENING**

The Health and Wellness Office periodically carries out, with the IPVC community, HIV prevention campaigns, blood donations, health screenings such as blood glucose control, awareness-raising and training on healthy habits, among other actions. Information on the website:

**IPVC/Viver/Gabinete de Saúde.**





10

## **SPORTS CENTER**

Open to all employees and direct family members, the Sports Center aims to contribute to the promotion of well-being and instill good habits for a healthy life. Hence it offers various sports and gymnastics, with the aid of specialized people. Employees can also enjoy other activities within established partnerships, such as swimming, futsal, yoga, chess, judo, among others. Information on the website: **IPVC/Viver/Centro Desportivo.**



**CENTRO DESPORTIVO**  
SPORTS CENTER

# ACCESSIBILITY AND MOBILITY

Over the last few years, IPVC has been improving the accessibility of the campus in terms of its buildings and surrounding areas, guaranteeing autonomy and favoring inclusive practices, especially for people with disability and mobility issues. Also, sustainable mobility has been promoted with the purchase of electric vehicles and the free-to-use bicycles.

## BIRA IPVC

A network of electric and conventional bicycles to promote environment-friendly and health-friendly mobility. Information on the website: [IPVC/Viver/Bira](https://www.ipvc.pt/Viver/Bira).





**OFICINA CULTURAL**  
CULTURAL WORKSHOPS

## **CULTURAL WORKSHOPS**

Cultural area dedicated to art education and to host exhibitions. IPVC employees are welcome to visit the gallery and exhibit their own works. Information on the website:

**IPVC/Viver/Oficina Cultural.**

# OTHER SERVICES

## LOW-COST LAUNDRY

Available 24 hours a day, every day of the year, the IPVC low-cost laundry can be used by employees and their direct family members.

Information: [sas@sas.ipvc.pt](mailto:sas@sas.ipvc.pt)



**ALIMENTAÇÃO**  
FOODSERVICE

## TAKEAWAY

IPVC cafeterias serve meals and provide for takeaway.

## FARM PRODUCTS

Program for the sale of fruit, vegetables, and other products from the School of Agriculture to the IPVC community.

Information: [divulgacao@esa.ipvc.pt](mailto:divulgacao@esa.ipvc.pt)



# EVENTS AND RECREATIONAL ACTIVITIES

## **FUN-AT-WORK DAY**

IPVC values employee socialization and with their families. Thus, every year a Christmas and a Magusto celebration are organized, and there is also at the School of Agriculture a gastronomic contest and a day of grape harvesting.

## **INSTITUTIONAL CELEBRATIONS**

Every year, IPVC and all of its Schools celebrate their anniversaries (IPVC is May 15th). The ceremonies always offer an interesting and varied program, with a strong focus on the IPVC community. Non-teaching staff with 15 and 20 years of service and teaching staff with 30 years of service and people completing a PhD are publicly recognized.

## **THERAPEUTIC GARDEN**

Available in individual plots to all employees at the School of Agriculture, in Ponte de Lima.

Information: **IPVC/Lista de notícias/Horta Terapêutica na ESA-IPVC.**

**WE VALUE EMPLOYEE SOCIALIZATION**

# FAMILY AND PARENTHOOD

16





## **CELEBRATIONS**

With the objective of promoting quality family time, employees have a day off on Easter Monday.

## **ANNIVERSARY**

Teaching staff have the day off on their birthdays, as well as half a day off on the anniversary of their children below the age of 12.

## **MATERNITY AND PATERNITY**

In addition to the labor legislation in force on maternity, breastfeeding / lactation or complementary parental leaves, the rules of which IPVC clarifies in a “Parenting Kit”, several support measures have been implemented, such as:

- Flexibility and reduction of working hours (under the terms of the law and the Organization of Working Time regulation);
- Leave to attend childbirth preparation courses for pregnant employees (under the law);
- Possibility of vacations in the same period for employees of the same household (under the terms of the law);
- Possibility of enrolling in the Junior Academy, which is a project established in partnership with the Viana do Castelo Town Hall, for children at school.

**WE PROMOTE FAMILY TIME FOR OUR EMPLOYEES**

**EACH OF US SHOULD PLAY AN ACTIVE PART IN IDENTIFYING EMERGENCY SITUATIONS IN THE COMMUNITY BY REPORTING THEM.**



# SOCIAL SUPPORT

## SOCIAL EMERGENCY

Employees can ask for support in social emergency situations. A social emergency is considered to be situations of vulnerability and lack of protection that constitute a real danger, currently or imminently, resulting from the failure to ensure the minimum conditions of protection, and that require immediate intervention (examples: serious socio-economic need, psychological and/or psychiatric emergency, gender identity discrimination, moral or sexual harassment, violence, bullying, etc.). All information on the website:

**[IPVC/Serviços/Recursos Humanos/Segurança e Saúde no Trabalho.](#)**

# CAREER

## RECRUTAMENTO

IPVC has recruitment opportunities for teaching staff through the ON.IPVC platform, in which interested parties can register. Information on the website:

[help.ipvc website \(search for “Recruitment opportunities”\)](#).

## RECEPTION

IPVC has a Reception and Integration Manual containing essential information about the institution. Download from the website:

[IPVC/Serviços/Recursos Humanos/Documentos de Apoio](#)

## FORMATION

IPVC invests in employee training by providing training opportunities for non-teachers and improvement funds for teachers. IPVC also promotes training in personal development, such as conciliation, time and stress management, career management, and occupational and psychosocial hazards.

## EVALUATION AND MERIT

IPVC invests in evaluating the performance and career progression of employees, recognizing and valuing their merit. There is a regulation for **Teacher Performance Evaluation**, and SIADAP is applied for **Non-Teacher Performance Evaluation**. IPVC recognizes employees for their length of service, grants prizes to encourage scientific production and the transfer of R&D and awards good pedagogical practices.

See the website [DIAIPVC.IPVC/Reconhecimentos](#)



# WORK POLICY

IPVC employs management rules and regulations, such as:

## INTERNAL

- **Strategic Plan for 2020-2024;**
- **Management Policy and Values and Management Manual;**
- **Code of Ethical Conduct;**
- **Organization of Working Time Regulation;**
- **Teacher Service Regulation;**
- **Regulation of performance evaluation and SIADAP;**
- Plan for Equality;
- Job specifications Manual.

## EXTERNAL

- SIGQ-A3ES Manual;
- EFQM Excellence Model;
- NP EN ISO 9001 – Quality Management System;
- NP 4469 – Social Responsibility Management System;
- NP 4552 – Management System for the Conciliation of Work, Family and Personal Life.





## WORK PRACTICES

IPVC has implemented a set of measures, such as:

- Use of online platforms and tools to streamline tasks (ON.IPVC, Moodle, Zoom, etc.);
- “Open door” management policy;
- Promotion of a culture of flexibility;
- Promotion of active break times;
- Team dynamism through participatory methodologies (think-thank, focus group, roadshow, workshop, visual thinking, mind maps, ...);
- Actions to promote team spirit and a good working environment;
- Training in gender equality, conciliation, time and stress management, career management, ...;
- Promotion of Health and Safety at Work;
- Diagnosis of psychosocial and organizational environment hazards;
- Possibility of remote work and online meetings;
- Promotion of work methods that avoid being “always connected” and that foster communication at times that are appropriate and compatible with the conciliation, and the planning and management of agendas;
- Pleasant and welcoming work and social areas, always seeking to improve existing conditions;
- Constant improvement in procedures to optimize time;
- Constant improvement of reception conditions.

# CONTACTS

## **PRESIDENCY AND CENTRAL SERVICES**

Rua Escola Industrial e Comercial  
de Nun'Álvares n.o 34,  
4900-367 Viana do Castelo  
Phone: +351 258 809 610  
Fax.: +351 258 829 065  
E-mail: [geral@ipvc.pt](mailto:geral@ipvc.pt)  
[www.ipvc.pt](http://www.ipvc.pt)

## **SOCIAL SERVICES**

Largo 9 de Abril | Ap. 186  
4901-911 Viana do Castelo  
Phone: 258 825 472 - 965 919 655  
E-mail: [sas@sas.ipvc.pt](mailto:sas@sas.ipvc.pt)  
[www.sas.ipvc.pt](http://www.sas.ipvc.pt)

## **HIGHER SCHOOL**

### **Agrarian School**

Rua D. Mendo Afonso, 147  
4990-706 Refóios do Lima  
Phone: 258 909 740  
E-mail: [geral@esa.ipvc.pt](mailto:geral@esa.ipvc.pt)  
[www.ipvc.pt/esa](http://www.ipvc.pt/esa)

### **School of Business Sciences**

Avenida Pinto da Mota  
4930-600 Valença  
Phone: 258 806 679  
E-mail: [geral@esce.ipvc.pt](mailto:geral@esce.ipvc.pt)  
[www.ipvc.pt/esce](http://www.ipvc.pt/esce)

## **School of Sport and Leisure**

Comendador Rui Solheiro  
Monte de Prado  
4960-320 Melgaço  
Phone: 258 806 670  
E-mail: [geral@esdl.ipvc.pt](mailto:geral@esdl.ipvc.pt)  
[www.ipvc.pt/esdl](http://www.ipvc.pt/esdl)

## **School of Education**

Av. Capitão Gaspar de Castro,  
Apartado 513  
4901-908 Viana do Castelo  
Phone: 258 806 200  
E-mail: [geral@ese.ipvc.pt](mailto:geral@ese.ipvc.pt)  
[www.ipvc.pt/ese](http://www.ipvc.pt/ese)

## **School of Health**

Rua D. Moisés Alves de Pinho  
4900-314 Viana do Castelo  
Phone: 258 809 550  
E-mail: [geral@ess.ipvc.pt](mailto:geral@ess.ipvc.pt)  
[www.ipvc.pt/ess](http://www.ipvc.pt/ess)

## **School of Technology and Management**

Avenida do Atlântico n.o 644  
4900-348 Viana do Castelo  
Phone: 258 819 700  
E-mail: [direcao@estg.ipvc.pt](mailto:direcao@estg.ipvc.pt)  
[www.ipvc.pt/estg](http://www.ipvc.pt/estg)

# IPVC IN ALTO MINHO



## CONCILIATING



WORK



FAMILY



PERSONAL  
LIFE

IPVConcilia Project (POCI-05-5762-FSE-000328)

Cofinanced by:



UNIÃO EUROPEIA  
Fundo Europeu  
de Desenvolvimento Regional