



European Parliament

# **SCHUMAN TRAINEESHIPS IN THE SECRETARIAT OF THE EUROPEAN PARLIAMENT**

All you need to know

**EN**



## **Disclaimer**

*Please note that this leaflet is provided for informational purposes only. It does not confer any rights on third parties.*

*Most links in this leaflet lead to the intranet pages of the European Parliament which can only be accessed by recruited trainees, who have already started their traineeship.*

# Table of Contents

<b>Welcome to the European Parliament!</b>	5
<b>Traineeship Agreement</b>	6
<b>Your rights and obligations towards the European Parliament's Secretariat</b>	7
Rights	7
Obligations	8
<b>Your working environment</b>	9
Your traineeship supervisor and coordinator	9
<b>What to do when you start your traineeship?</b>	10
Welcome days for Schuman trainees	10
Duration of the traineeship	11
Extension	11
Suspension	11
Early termination	12
Satisfaction Surveys	12
<b>Practical information</b>	13
Wi-Fi internet access	14
Parliament's buildings in Brussels, Strasbourg and Luxembourg	15
Official working hours	15
Sickness and accident insurance	16
Sick leave	17
Teleworking	17
Official holidays	17
Annual leave	18
Monthly grant	18
Fiscal obligations	19
Reimbursement of travel expenses	19
Missions	20
<b>Support and contacts</b>	21
Liaison Trainees	21
Schuman Trainees' Committee (STC)	22
DG PERS - Infodesk Section	23
LinkedIn Learning Platform	23
<b>Trainees with disabilities: "reasonable accommodation"</b>	24
Disability allowance	24
<b>Zero tolerance towards harassment</b>	25
Harassment procedure in the European Parliament	26
<b>Any further questions?</b>	27



# Welcome to the European Parliament!



We're delighted to have you here with us. I am sure that your traineeship will be a productive and enriching experience for both you, and the colleagues that you will work with in the Parliament. We hope that you will gain valuable insights and skills, that will benefit your future endeavours and, at the same time, we welcome the fresh perspectives that you will surely bring to our work here.

This leaflet provides answers to some of the questions that you may have about your traineeship and your rights and duties during your time at the European Parliament, for example:

- What will I do on my first day?
- What is expected of me during my traineeship?
- What can I expect from the European Parliament?

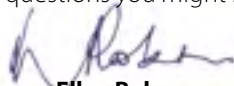
The European Parliament offers various types of traineeships in its Secretariat:

- Schuman traineeships: the purpose of this type of traineeships are to provide university graduates with an opportunity to build on knowledge that they acquired during their studies and to familiarise themselves with the activities of the European Union and, in particular, the European Parliament. These traineeships last for a duration of five months;
- "EU & You" traineeships: the purpose of "EU & You" traineeships is to enable university graduates from outside the European Union to undertake traineeships in their respective European Parliament Liaison Offices (EPLOs) outside of the European Union; and
- 'Ad hoc' traineeships: are traineeships that stem from agreements between the European Parliament and external organisations.

The European Parliament also offers traineeships with Members of the European Parliament (MEPs) in their offices in Brussels or Strasbourg.

This leaflet contains essential information about your traineeship in the Secretariat of the European Parliament. You will also find more information and useful links on Parliament's intranet. Under the 'Browse as' menu at the top left of the homepage, select the 'Trainees' profile to access all of the required information. The Trainee Outreach and Recruitment Unit is at your disposal for any questions you might have about your traineeship.

I wish you every success in your traineeship at the European Parliament!

A handwritten signature in blue ink, appearing to read 'Ellen Robson'.

**Ellen Robson**

*Director-General*

*Directorate-General for Personnel*

## Traineeship Agreement

All successful applicants of a traineeship at the European Parliament must sign a standard Traineeship Agreement. This agreement may also, where appropriate, be signed by a representative of the successful applicant's educational establishment.

This agreement is the only one applicable. The European Parliament will not enter into any other traineeship agreement proposed by a trainee's educational establishment.

After you have signed your Traineeship Agreement with the European Parliament, your traineeship supervisor will be your contact person who, together with his or her superiors in the department, will be responsible for organising the work within their team. If you have any doubts or questions about the details of your duties, please raise these directly with your traineeship supervisor.

Your place of assignment may be in Brussels, Luxembourg or Strasbourg or in one of the European Parliament Liaison Offices (EPLOs).





# Your rights and obligations towards the European Parliament's Secretariat

## Rights

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Your rights during your traineeship in the European Parliament include:

- access to the European Parliament's buildings and facilities in your places of work;
- a personal email account and access to other electronic resources (if your department so wishes);
- active involvement in the work of the department to which you are assigned. The European Parliament will retain the copyright of any research you carry out during your traineeship;
- reimbursement for missions undertaken in the framework of your work for your department, in accordance with existing rules;
- paid annual and sick leave, special leave may also be authorised (for marriage, marriage of a child, serious illness or death of close relatives, birth of a child, voting, attendance at a competition organised by EPSO, legal summonses, military obligations, consulting a doctor away from the place of employment); and
- the support of the European Parliament's administration.

As a trainee, you are covered by both sickness and accident insurance for the duration of your traineeship, in addition to whatever cover you may have under your own national or private insurance schemes.

At a trainee's request, the European Parliament may also insure spouses or registered partners and children. In this case, trainees must pay the insurance premiums themselves.



## Obligations

Under Articles 13-18 of the [Rules governing traineeships in the Secretariat of the European Parliament](#), you:

- are required to follow instructions given by your traineeship supervisor and his or her superiors in the department to which you are assigned;
- must observe the European Parliament's internal rules, in particular those concerning security;
- will be required to conduct yourself with the utmost discretion regarding your work in the European Parliament (the obligation of loyalty). You may not disclose any document or information that has not been made public without the prior written agreement from the Competent Authority. The Competent Authority, by delegation of the Director-General for Personnel, is the Head of the Trainee Outreach and Recruitment Unit. If this agreement is granted, the trainee must provide the European Parliament with a copy of any publication or article;
- must respect the same rules for contacts with the press as all other members of staff of the European Parliament, and must follow the instructions provided in the [Guide to the Ethical Obligations of Parliament staff](#) (Browse the European Parliament intranet as 'Officials and other agents': **Human Resources and Administration / Rules, rights, data protection / Rights, obligations and staff conduct / Rights and obligations of officials, temporary staff, contract staff and accredited parliamentary assistants**);
- remain bound by these obligations after the completion of your traineeship;
- must not have any professional relations with third parties that would not be consistent with your role as a trainee, and you must not engage in any activity that may be detrimental to the work assigned to you; and
- must comply with the laws of the country in which your traineeship takes place, in particular regarding registration with the municipal population register or any visa obligations where applicable.



[More details regarding your Rights and Obligations](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Rules, rights, data protection / Rights, obligations and staff conduct / Rights and obligations of trainees**



# Your working environment

Your traineeship supervisor and DG Traineeship coordinator play an active role in the integration of trainees into their working environment. They are directly involved in a number of tasks aimed to ensure the most favourable traineeship experience possible.

## Your traineeship supervisor and coordinator

Your Traineeship supervisor:

- will plan tasks and supervise your work;
- will make sure that you have all the necessary access to the IT tools and applications;
- will make sure that you feel part of the team or unit and will ensure your involvement in their planned tasks and activities (meetings, away days, workshops, etc.);
- will explain to you the role of the unit in the DG and in the European Parliament;
- will help you to understand the cultural aspects of work and life in a foreign country and/or in a multi-cultural environment;
- will give you timely and constructive feedback; and
- will notify the Traineeship coordinator of any significant events (such as a request for early termination or suspension of the traineeship, misconduct, unjustified absence, etc.).

The Traineeship coordinator of the DG will ensure the welcoming of trainees in the DG and will be the reference person in the DG for trainees and supervisors for the duration of the traineeship.



[More details regarding your supervisor and coordinator](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Welcome and information / Welcome and information-trainees / Integrating at your workplace - useful contacts / Traineeship supervisor and DG Traineeship coordinator**

# What to do when you start your traineeship?

## Welcome days for Schuman trainees

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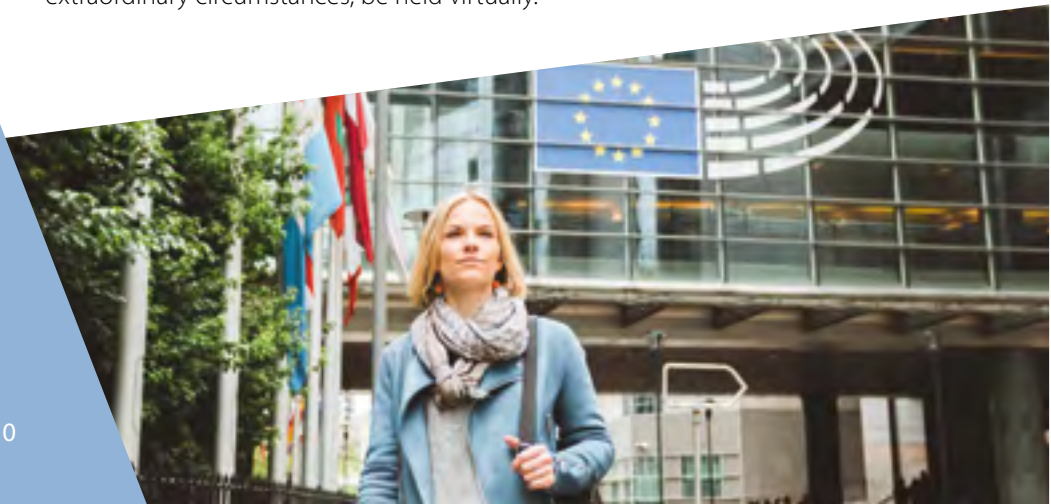
On your first day, please proceed to the Accreditation Centre (BRU: SPINELLI 02F035) (LUX: ADENAUER entrance T) with your traineeship admission letter and a valid passport or identity card. Here, you will receive your personal badge giving you access to the European Parliament's buildings.

Once you receive your European Parliament badge, you can enter the European Parliament's premises and continue to the Welcome Session organised for all Schuman trainees in Brussels and Luxembourg. This Welcome Session is web streamed for all trainees in Strasbourg and in the European Parliament Liaison Offices (EPLOs).

During this session, you will receive all the necessary information about your traineeship and you will be invited to sign your Traineeship Agreement. Please note that it is mandatory to sign the Traineeship Agreement on your first working day, otherwise your traineeship will have to be delayed.

You will also receive an invitation for the European Commission's Welcome Conference organised for trainees in the European Commission, which is also open for all Schuman trainees in Brussels, Luxembourg and Strasbourg.

The European Commission holds this conference in the European Parliament buildings in Brussels. These Welcome Events may, due to external or extraordinary circumstances, be held virtually.



## Duration of the traineeship

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Schuman traineeships are awarded for a five month period. These periods are:

- from 1 March to 31 July
- from 1 October to the end of February, in any given year.

The Directorates-General have the possibility of advancing or postponing the above start dates, as long as the new start date falls in the month immediately before or after the original starting date. The end date is modified accordingly.

## Extension

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Exceptional extensions can only be granted once and provided that the request is completed in due time. Extension requests must be in the interest of the service and have to be submitted to the Competent Authority by the traineeship coordinator in agreement with the trainee and the traineeship supervisor. There can be no interruption or suspension between the end date mentioned in the Traineeship Agreement and the given extension. The total length of the traineeship period cannot in any case exceed eight months.

## Suspension

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You may request on one occasion to suspend your traineeship for a maximum of one month. Your traineeship coordinator, in agreement with your supervisor, either accepts or rejects this request. If the suspension is accepted, the Trainee Outreach and Recruitment Unit will be informed and it will initiate the necessary administrative steps. The traineeship end date remains the same and is not extended to compensate for lost time. During the suspension, you are not entitled to remuneration, insurance or reimbursement of any travel expenses. Your leave balance will also be reduced accordingly.

## Early termination

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To terminate your traineeship before its original end date, you must send a written request to your DG traineeship coordinator with your supervisor in copy, no later than five working days before the requested termination date. Your DG traineeship coordinator will inform the Trainee Outreach and Recruitment Unit and it will take the necessary administrative steps.

If you wish to receive a letter of recommendation or a description of your tasks during your traineeship, you should request this from your supervisor before the end of your traineeship.

## Satisfaction Surveys

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Towards the end of the first month of your traineeship, the Trainee Outreach and Recruitment unit will invite you to complete a survey on your experience regarding the recruitment process as a whole.

Towards the end of your Schuman traineeship, your DG will invite you to complete a survey regarding your experience in the European Parliament.

Both surveys are anonymous and will allow the European Parliament to improve the quality of Schuman traineeships in the future.



[More details regarding Satisfaction Surveys](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration/ Welcome and Information / Welcome and Information - trainees/ End of traineeship**

## Practical information

Before your arrival, you were granted access to the [What to do before you arrive](#) webpage.



This page provides you practical information on how to prepare yourself for your arrival (accommodation, travel allowance, visa etc.). We recommend that you consult this page on a regular basis before and during your traineeship.

Once you have started your traineeship, you will have access to more information on the European Parliament [Intranet](#). Under the 'Browse as' menu at the top left of the homepage, select the 'Trainees' profile to view content relevant for trainees.



## Wi-Fi internet access



The European Parliament provides two Wi-Fi networks allowing wireless connection on your devices: EP-VISITORS (available in Brussels and Strasbourg) and EP-PRIVATE (available in Brussels, Luxembourg and Strasbourg).

For trainees in Brussels and Strasbourg, on your first day and until you receive your personal European Parliament account, you are invited to use the EP-VISITORS Wi-Fi network. The EP-VISITORS network provides Internet access only and the internal resources of the European Parliament cannot be accessed via this network.

Every day, a new username and password is made available to give visitors ad-hoc access to the EP-VISITORS network. A One-Day Access code can be obtained at any of the following locations:

- European Parliament Intranet;
- IT Welcome Desk (SPINELLI 01E035);
- the Library (SPINELLI 5D); or
- the visitors' centres managed by DG COMM:
  - Parliamentarium (BRANDT Building, Rue Wiertz 60),
  - Station Europe (Rue de Trèves 3),
  - the Visitors' entrance (SPAACK Building), or
  - the Press room (SPAACK Building 00B001).



### [More details regarding Wi-Fi](#)

Browse the EP Intranet as 'Trainees': **IT Support / Working from outside your office / Wi-Fi networks and one-day access**

You can later obtain Wi-Fi access for the period of your traineeship using your personal account. Personal accounts can be obtained in one of the IT Welcome Desks during their opening hours (by appointment).

For trainees beginning in Luxembourg, you are invited to make an appointment with the IT Welcome Desk (ADENAUER 00Q009) (Email: [itecservicedesk@ep.europa.eu](mailto:itecservicedesk@ep.europa.eu)) in order to get your device connected to the EP-PRIVATE Wi-Fi network.



### [More details regarding the IT Welcome Desk](#)

Browse the EP Intranet as 'Trainees': **IT Support / ITEC Service Desk / IT Welcome Desk**



## Parliament's buildings in Brussels, Strasbourg and Luxembourg

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You can get to know the European Parliament's various buildings in its three places of work through the European Parliament Intranet:



[More details regarding European Parliament's buildings](#)

Browse the EP Intranet as 'Trainees': **Buildings and Security / Parliament's buildings**

## Official working hours

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Your working hours are those applicable to European Parliament staff. Overtime - work performed outside normal working hours - does not give you the right to any compensation or remuneration.

The working week is **40 hours**.

The official working hours for staff members not operating under specific constraints are:

- Monday to Thursday and Fridays preceding a session in Strasbourg:
  - Morning: 8.30-12.45
  - Afternoon: 13.30-17.45 or 14.30-18.45
- Fridays not preceding Strasbourg sessions ('short Fridays'):
  - Morning: 8.30-13.30

You can access the European Parliament buildings on working days during office opening hours. Access on weekends and on public holidays may only be authorised on an exceptional basis, at the request of your supervisor.



## Sickness and accident insurance

### Sickness insurance

The [Healthcare Plan for European Institutions Trainees of the Allianz Care \(https://www.allianzcare.com/en/group-hub/eurotrainees.html\)](https://www.allianzcare.com/en/group-hub/eurotrainees.html) covers a portion of your medical fees, worldwide. European Parliament trainees are automatically covered throughout the entire duration of their traineeship under the “Primary Insurance Plan”.

Their dedicated website allows you to find more information about their coverage, the reimbursement rates, the procedure to submit a claim (including all the necessary forms) and all updated contacts.

Please note that when claiming a reimbursement for the first time you do not need to fill in any individual policy number. The individual policy number will be attributed by Allianz after the submission of your first request, and can then be used in subsequent claims.

For certain treatments, prior authorisation from the insurer is necessary. In this case, you should download and use the appropriate forms.

Additional information: It is possible to also insure your spouse and your children, or to subscribe a complementary coverage, but this entails paying the respective insurance premiums. Please contact the Trainee Outreach and Recruitment Unit for more details.

### Accident insurance

As a trainee, you are covered worldwide by the ALLIANZ “Group accident insurance for non-statutory EU staff”.

Each accident declaration should be sent to the following email address: [disability.services@e.allianz.com](mailto:disability.services@e.allianz.com). You can also contact the insurance company by using the same email address.



[More details regarding Sickness and Accident Insurance](#)

Browse the EP Intranet as ‘Trainees’: **Human Resources and Administration / Welcome and Information / Welcome and Information - trainees / Sickness insurance and accident insurance**

## Sick leave

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If you fall ill you must inform your supervisor immediately. If you are absent for more than **three consecutive days**, you must email a copy of your medical certificate to the Medical Leave Service - [PERS-MedicalLeave@europarl.europa.eu](mailto:PERS-MedicalLeave@europarl.europa.eu)

Uncertified sick leave is limited to a number of days equal to the number of months of the traineeship.



[More details regarding Sick leave](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Sickness and Accident insurance / Sickness and absences/ Sick leave**

## Teleworking

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Trainees are entitled to the "Standard teleworking" mode during their traineeship - up to one day per week on an average monthly basis.

Teleworking away from the place of employment may be possible for up to five working days for the duration of the traineeship, only upon prior approval from the hierarchy. However, due to the short duration of the traineeship, physical presence at the European Parliament is recommended.

Please consult your HRM Streamline portal in order to submit both kinds of teleworking.

## Official holidays

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You can find information on official holidays and office closing days of the European Parliament on the intranet.



[More details regarding Official holidays](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Working time and calendars / Annual calendar of work and public holidays**

## Annual leave

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Trainees are entitled to annual leave (calculated in hours) during their traineeship. The exact number of leave hours that each trainee is entitled to is calculated according to the working hours in each calendar month over the duration of their traineeship. This is generally equivalent to around 16 hours per month. The exact leave balance can be consulted via the HRM Portal.

The number of leave hours deducted from your leave entitlement will depend on the day of the week requested: 8.5 hours is deducted for a standard working day, 5 hours for a short Friday and 4.25 hours for half a day.

In case you need assistance regarding your leave entitlements you can contact the Working Time Service via [conges@europarl.europa.eu](mailto:conges@europarl.europa.eu)

Leave requests must be introduced by each trainee into the HRM Portal and approved by their traineeship supervisor. Please note that untaken days of leave will be lost and will not be reimbursed at the end of your traineeship



[More details regarding Annual leave](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Leave and absence / Annual leave for trainees**

## Monthly grant

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You will receive a monthly grant of **EUR 1.647** (amounts from January 2025). As this amount can be indexed in order to maintain the purchasing power of Schuman trainees, please consult the [Traineeships in the European Parliament](#) webpage for the most up to date amounts for your place of assignment. This amount is meant to finance your living expenses, accommodation, meals, on-site transportation etc. This grant is paid into your bank account at the end of each month. If a traineeship starts after the 19<sup>th</sup> of a given month, your first grant will be paid at the end of the following month.

To enable the payment of your monthly traineeship grant, you will need to complete a 'Financial Identification' Form (FIF). This document must be duly completed and stamped by your bank. If your bank is unable to stamp this document, it is possible to provide a recent bank statement along with the completed FIF form. The bank account into which the grant will be paid, must be registered and located in an EU Member State and must be held in your own name.

## Fiscal obligations

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Trainees shall be solely responsible for meeting their tax obligations by virtue of the laws in force in the country concerned.

## Reimbursement of travel expenses

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You will receive a flat-rate travel reimbursement of EUR 300 after you take up your duties. This reimbursement is to partly cover any travel expenses incurred while travelling from your home to your place of work. As you will receive the amount regardless of the means of transport, we do not need any receipt or ticket in order for you to receive this amount.

Travel expenses that arise due to the suspension or resumption of a traineeship will not be reimbursed.



[More details regarding travel expenses](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration**  
**/ Pay and allowances / Grant and allowances of trainees**



## Missions

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During your traineeship, you may be sent on mission to one of the European Parliament's three places of work in order to experience different parliamentary activities.

Trainees assigned to the EPLOs (European Parliament Liaison Offices) may be authorised to travel on mission outside of the European Parliament's three places of work in their country of assignment.

It is up to each department concerned to establish, on the basis of its needs, the maximum number of mission days for trainees, which shall not exceed two mission days (excluding travel time) for each completed month of their traineeship and five mission days in total, except where duly justified for work-related reasons.

You can obtain more information on missions from your supervisor.



[More details regarding Missions](#)

Browse the EP Intranet as 'Trainees': **Missions and Travel / Missions: Procedures, rights and obligations / Legal basis and reference documents (trainees)**





# Support and contacts

## Liaison Trainees

Assigned to the Trainee Outreach and Recruitment Unit in DG PERS, liaison trainees are a point of contact for trainees during their traineeship. They can assist you, in complete confidentiality, with administrative issues and difficulties such as formalities related to your place of work, the content of your traineeship or general questions about after work activities.

They can also communicate with the Trainee Outreach and Recruitment Unit, with the agreement of the person concerned.

Liaison trainees are in permanent contact with the representatives of the Trainees' Committee. They organise the elections of the Committee. They also help with the organisation of events and contribute to the trainees' social life.

Finally, liaison trainees interact with their counterparts in the other institutions.

The liaison trainee can be contacted at: [Pers-Liaison-trainee@europarl.europa.eu](mailto:Pers-Liaison-trainee@europarl.europa.eu)



[More details regarding Liaison support](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Welcome and information / Welcome and information - trainees / Integrating at your workplace – useful contacts / Liaison trainees**



## Schuman Trainees' Committee (STC)

The Schuman Trainees' Committee (STC) is an internal body that represents Schuman trainees working at the European Parliament and is elected at the beginning of each traineeship period. All Schuman trainees based in Brussels and Luxembourg are eligible to participate in these elections and can vote for each of the STC coordinators. There are two separate boards: one in Brussels and one in Luxembourg.

Both groups work closely with the Liaison Trainees to provide support as well as professional and networking opportunities for all Schuman trainees.

The STC has two roles:

- Firstly, together with Liaison Trainees, it acts as a facilitator between the trainees and the bodies within the European Parliament, such as the Trainee Outreach and Recruitment Unit, Directorates-General and other units.
- Secondly, it provides trainees with the opportunity to enhance their traineeship experience by providing the means for trainees to socialise with each other through the coordination of different events organised by various sub-committees. Any Schuman trainee may also volunteer to contribute to the activities of a sub-committee.



[More details regarding the Schuman Trainees' Committee](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Welcome and information / Welcome and information - trainees / Integrating at your workplace – useful contacts / Schuman Trainees' Committee**



## DG PERS - Infodesk Section

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As part of the Staff Front Office Unit, the DG PERS Infodesk Section in Brussels and Luxembourg provides practical information and guidance to assist all European Parliament staff with the various administrative procedures at the start, during and at the end of their contracts in the European Parliament. It also offers its services to colleagues working in Strasbourg and in the European Parliament Liaison Offices. The Infodesk can help staff with general administrative questions or guide them to the right service within DG Personnel for assistance.

It also provides information on support services available to Expats settling in Brussels and practical information for those settling in Luxembourg (accommodation, etc.).



[More details regarding the Infodesk](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Welcome and information / DG PERS - Infodesk Section (right column)**

## LinkedIn Learning Platform

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We are happy to inform you that the LinkedIn Learning Platform is open to all Schuman trainees!

When accessing the Platform for the first time, please take note of the following:

- LinkedIn Learning can only be accessed via EU Learn;
- To log into EU Learn (and LinkedIn Learning), first-time users will need to create their EU Login account.

Please note that as per the Internal Rules concerning Learning and Development, trainees cannot enrol in other courses (such as catalogue ones) on EU Learn. However, by accessing EU Learn in order to get to the LinkedIn Learning Platform, it may happen that some parts of the Learning Catalogue become visible to you, however, you should not be able to enrol in these courses.

### Useful links:

- [EU Learn](https://eulearn.europa.eu/) <https://eulearn.europa.eu/>
- [LinkedIn Learning](#)

Should you encounter any technical issue accessing the LinkedIn Learning Platform, you can contact [learn.EP@europarl.europa.eu](mailto:learn.EP@europarl.europa.eu)

## Trainees with disabilities: “reasonable accommodation”

The European Parliament in its capacity as an employer may provide “reasonable accommodation” to trainees with a disability. “Reasonable accommodation” is designed to enable trainees with a disability to work under the same conditions as their colleagues without disabilities. Adjustments may be made to the working environment by e.g. providing ergonomic furniture, adapting working times or implementing any other change that may prove necessary.

The Competent Authority will process trainee requests for “reasonable accommodation” once their disability has been recognised by the European Parliament’s medical service.

Trainees who have stated in their application form that they have a disability and that they require “reasonable accommodation” are not required to undergo a specific medical examination, however will be asked to provide medical reports and will be contacted for an interview by one of the European Parliaments medical officers.

### Disability allowance

When applying for a Schuman traineeship, trainees may indicate that they have a disability on their application form. Each application for the recognition of a disability is examined in advance by the European Parliament’s medical service.

When a trainee’s request for the recognition of a disability has been processed by the European Parliament’s medical service, they may receive, dependent on their degree of disability, an additional payment of up to 50% of his/her monthly grant.

The Competent Authority will issue a decision confirming the exact amount of the additional payment, which applies (including retroactively) to the whole duration of the traineeship.



[More details regarding Disability allowance](#)

Browse the EP Intranet as ‘Trainees’: **Human Resources and Administration**  
**/ Pay and allowances / Grant and allowances of trainees**

## Zero tolerance towards harassment

The European Parliament strives to maintain an open and inclusive working environment, free from abuse of power, harassment and discrimination. As an employer, it has a duty of care towards its employees, and it takes all reasonable steps to ensure their health, safety and well-being is looked after on a daily basis.

As a trainee at the European Parliament, you are expected to treat others with professionalism, dignity and respect while carrying out your work, and you have the right to expect the same treatment in return.

Nonetheless, in a large multicultural institution like the European Parliament, workplace conflicts can arise and may not necessarily amount to harassment, which is in itself, persistent or repetitive behaviour that has a serious impact on the victim in question. In any event, it is better to deal with a conflictual situation rather than letting it get progressively worse.

If you are suffering due to a workplace conflict, consider yourself to be a victim of harassment or have witnessed behaviour which may be harassment, then the first step is to talk to someone who can give you qualified advice. You may feel comfortable addressing the issues with your supervisor, but if for whatever reason you cannot or do not want to talk to your supervisor, you can do the following:

- talk to a confidential counsellor,



[More details regarding confidential counsellors](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration/ Equality, Inclusion and Diversity/ Prevention of conflict and harassment/ Confidential counsellors**

- seek support from a doctor, psychologist or social worker from the European Parliament's medical service,



[More details regarding our Medical Service](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Medical Service, health and well-being / Services provided by the Medical Service (select applicable service)**

- or contact the secretariat or a member of one of the European Parliament's Advisory Committees on harassment (see below).

## Harassment procedure in the European Parliament

The European Parliament has two advisory committees dealing with cases of harassment:

- [The Advisory Committee on harassment and its prevention at the workplace](#), which deals with cases of harassment between all staff members. This also applies to cases between two trainees or between trainees and staff members. (Browse as 'Officials and other agents the European Parliament intranet under': **Human Resources and Administration/ Rules, rights, data protection/ Advisory committees and staff representation Advisory committees/ Advisory Committee on Harassment and its prevention at the workplace**)
- [The Advisory Committee dealing with harassment complaints concerning Members of the European Parliament](#), which deals exclusively with cases of harassment concerning Members. (Browse as 'Officials and other agents the European Parliament intranet under': **Human Resources and Administration/ Rules, rights, data protection/ Advisory committees and staff representation Advisory committees/ Advisory Committee dealing with harassment complaints concerning Members of the European Parliament**).

For more information, see the relevant Intranet page.



[More details regarding our Harassment procedures](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration/ Equality, Inclusion and Diversity/ Prevention of conflict and harassment/ Guidance and support**





## Any further questions?

For questions about your rights, obligations or traineeship agreement, please contact the **Trainee Outreach and Recruitment Unit**:

Offices in Luxembourg: ADENAUER 08T011 / 08T013

Office in Brussels: SPAAK 00A078

Tel. +352 4300 20004

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## Legal references

Internal rules governing traineeships in the Secretariat of the European Parliament  
(<https://ep-stages.gestmax.eu/uploads/rules-en.pdf>)

