



ökotárs alapítvány

Directive of equal opportunity

I. GENERAL OBJECTIVES, ETHICAL PRINCIPLES

The Ökotárs Foundation commits itself to the following principles of equal treatment and equal opportunities at its workplace and towards its partners, grantees and their target groups and will take support measures to help this.

1) Non-discrimination, equal treatment

In employment the foundation prevents and averts discrimination of employees, in particular of women, workers over the age of 40, Roma, disabled, and family workers. This covers cases of recruitment, employment, wages, earnings, benefits, training, retraining, relocation, termination, working conditions, child rearing and parenting benefits.

The prohibition of discrimination applies to any discrimination of employees – in particular because of their age, gender, marital status, nationality, race, origin, religion, political beliefs and employee protection activity.

Exceptions to this may only be made in cases that clearly arise from the character and nature of the employment.

The foundation develops positive, equitable and flexible measures that will help improve and retain the employment position of those concerned.

2) Developing programs tailored to the demands and needs of target groups

During the design and implementation of its programs and trainings, the foundation pays special attention to the specific demands and needs of those concerned, especially of disadvantaged groups and of children (from here on: “affected groups”) reflecting their circumstances, age or other factors.

In designing and conducting its programs and trainings, the foundation pays special attention to respecting the rights of those concerned.

It expects the same from all its colleagues, volunteers, partners and sponsors, and it clearly communicates this expectation to them both in word and in writing.

3) Respect for human dignity

Through its employment, its programs and its training, the foundation respects the human values, dignity and uniqueness of workers and those involved in the programs. It considers as important to create an appropriate workplace atmosphere, to contribute to the preservation and strengthening of fundamental values.

4) Partner relationship, cooperation

In the context of employment and its activities (especially the grant programs), the foundation strives to enforce the principle of partnership by creating transparent contractual relations, while providing mutual benefits.

5) Social Solidarity

Employees of any age, gender, nationality, family or health status are no more valuable to society than the other.

6) Equitable and flexible provisions

The prohibition of discrimination does not overcome all existing inequalities and therefore the foundation develops fair and flexible measures that will help to improve and retain the position of employees.

7) Creating and strengthening family-friendly workplace conditions

In order to help parents with small children or other dependents who are in need of care, it is possible to adapt flexible work order to accommodate family needs, home and telework, etc.

8) Decrease the inequality of gender (men and women)

The foundation ensures to provide women the appropriate (over) representation among its employees and executives, equal pay for those employed in the same or similar job with the same qualifications and work experience.

9) Progress in accessibility, improvement of the chances of people with disabilities

As far as its financial potential is concerned, the foundation seeks physical accessibility, taking into account this aspect in choosing external locations. By making telework institutionalized, it allows disabled workers to join. In its new info-communication development, people with disabilities will have access to the tools and services they use (easy-to-read computer and other tools, easy-to-understand communication, etc.).

10) Improve the quality of life of the Roma and their labor market opportunities

As regards employment, recruitment and wages, and cooperation with external partners, the foundation is “color blind”; in its grants, supports, and it pays attention to the participation of Roma organizations.

11) Prevention and elimination of endangering children

In the course of recruiting and employment, including of trainees and volunteers, while respecting point 1, it pays particular attention that there is no person dangerous to children in the representation of the foundation.

During its programs and trainings, the foundation pays particular attention to not to injure the rights of children concerned. If it experiences an offense / abuse on the part of a third party, it acts in a manner permitted by applicable law.

It calls the attention of children involved in its programs and trainings to their rights in a comprehensible manner and content, and in the event of any breach of their child's rights it creates a complaint, continuous monitoring and review system.

12) Improving the labor market and social opportunities of other disadvantaged groups

In addition to the main equality target groups, the foundation focuses on promoting the social and labor market participation of young people, of those over 45, settling, re-entering and disadvantaged workers.

PROGRAMS, MEASURES

The Ökotárs Foundation undertakes that, in order to ensure equal treatment and promote equal opportunities in the regulation of labor processes:

1. There is no distinction in the formulation of job advertisements and in the selection of employees when it comes to age, gender, nationality, family and health status.
2. In the recruitment process, the emphasis is exclusively on the skills, abilities, routine and experience required for the job. When selecting candidates, the foundation considers long professional, practical work experience and the reliability based on this with the same importance as other skills and competences.
3. In selecting workers, to reduce the risk to children, the foundation examines the candidates (including volunteers and trainees), using the possibilities provided by the legislation in force.
4. The foundation revises work contracts with staff, trainees and volunteers in force at the time of adopting of this measure, where it is needed in order to clearly display the obligation to comply with the organization's operating rules and the requirements of this Directive.
5. In work contracts established after the adoption of this measure, the foundation clearly displays the obligation to comply with the operating rules of the organization and the provisions of this Directive.
6. The foundation informs the staff (within the framework of staff meeting) about modifications made to the rules and ethical norms that govern the operation of the organization based on these guidelines and includes them in the work policy in writing.
7. The foundation informs s newly recruited staff, trainees and volunteers about the rules and ethical norms governing the organization's operations. The rules are handed to them before entering the work.
8. In the area of remuneration, the foundation will continue to ensure that benefits are available to all workers, including part-time workers.
9. The foundation continues to offer equal career opportunities for all employees.
10. In jobs requiring pre-training, applicants over 40 years of age are not dismissed by reference to their age; the foundation provides lifelong learning opportunities.
11. The foundation provides access to training and information about it to all employees throughout all their relevant areas of work, including on child protection. Training offered by the foundation to the staff is <http://kepzes.sos.hu/gyermekjogi-kepzes>.
12. In creating and developing work conditions, the foundation strives to meet the needs of all equal opportunities groups (e.g. recreation, toilet facilities).
13. With an optional health fund contribution, the foundation helps to preserve the health of employees.
14. All employees have the opportunity to work flexibly and from home office, the conditions of which are regulated (telework rules see the enclosed Work Policy).
15. The foundation provides greater freedom to parents with small children and single parents than required by law.

16. The foundation provides assistance to the return of mothers of young children to work, taking into account its possibilities.

17. The foundation allows workers with chronic illnesses who undergo regular treatment to be treated in part of the working time, where justified by a written recommendation or opinion.

18. The foundation takes into account the needs of workers with disadvantages to assist them to perform their duties if those help in carrying out of their tasks.

19. In the event of a cut back, the scope of the employees to be reduced is linked to the existence of working conditions and the foundation does not reduce the working time of an employee before retirement without his/her agreement. The foundation examines the impact of early retirement on the individual and on the employer.

20. The foundation prepares a guide for handling complaints and places its extract on its website.

21. The foundation appoints a person responsible for monitoring and controlling the implementation of equal opportunities directives and measures in the person of the director.

I. FINAL PROVISIONS

These guidelines and measures are based on data from the 2017 Situation Survey of the Ökotárs Foundation and are valid until 31 August 2018.

The deadline for the adoption of the Equal Opportunities Plan for the following period is 31 July 2018.

This document is based on the legislation listed below and in general, on European and international standards.

- XXXI of 1997. Act on the Protection of Children and Guardianship
- CXXV of 2003. Law on Equal Treatment and Equal Opportunities Promotion
- 2011 CXII. Law on the Privacy of Information and Freedom of Information
- Act I of 2012 on the Labor Code

I, the undersigned, as the person authorized to represent the Ökotárs Foundation, have signed the directive and the measures as the will of the same.

Budapest, 12 September, 2017

Móra Veronika
Director