



ökotárs

alapítvány

TREATMENT OF COMPLAINTS

1. In case of the breach of equal treatment, harassment, unlawful separation, retaliation or other violations, the employee of the foundation (hereinafter referred to as the complainant) or the participant (or the complainant) involved in the program organized or conducted by the foundation before starting procedures under the applicable laws, in particular the Act CXXV of 2003 on equal treatment and the promotion of equal opportunities may contact the chairman of the Board via the publicly available complaint form on the foundation's website.

2. The complaint shall not limit the complainant's ability to bring the case to legal channels using the legal means at his disposal.

3. The chairman of the board, if the nature of the case permits, anonymously submits the complaint to the employer within 5 working days.

The Ökotárs Foundation is obliged to investigate the case. The investigation will be conducted by the designated organizational unit or person. The designated person shall inform the Board about the outcome of the investigation.

If the Ökotárs Foundation upholds the measure on which the complaint is based, and this is appealed by the complainant, the employer cannot take action starting from filing the complaint to the employer until the case has been resolved, but up to 7 days. If the complaint is not directed against the foundation / employer's measure or action has already been taken and the investigation confirms the complaint as justified (harassment, violation of human dignity, etc.) by the complainant, the foundation / employer shall immediately take action to eliminate the phenomenon and to avoid it in the future.

4. If the participants cannot agree, they may engage in mediation.

5. About the outcome of the proceedings the complainant and, if the complaint is against the employee of the Foundation, the employee concerned must be informed.