

Institutional Equal Opportunities Plan

Educators' Centre Association

7624, Pécs Szent István tér 17.



Introduction

The aim of the plan is to ensure full compliance with the principle of equal treatment of all employees, equal opportunities for all employees before and during their employment, to assess the real situation of the groups concerned by analysing their situation, to monitor the evolution of their situation and to promote the achievement of the objectives of equal opportunities and to remedy institutionally any grievances.

I. Principles

- Employment must respect the human dignity, dignity and individuality of workers.
- The employer, taking into account and reconciling its own interests and those of its employees, shall create working conditions, working conditions and a working atmosphere which contribute to the preservation and strengthening of these fundamental values.
- The Equal Opportunities Act sets out measures for workers with children, older workers, workers with disabilities and Roma workers, and considers it important to ensure equal opportunities, treatment and access to information and resources for all workers before, during and after employment.
- The employer undertakes to prevent and prevent discrimination against employees in the course of employment. This obligation covers recruitment, the determination of wages, remuneration, benefits, training, retraining and other incentives, transfer, dismissal and other employment-related matters. It also covers workers of any kind, in particular their age, sex, marital status, nationality,

discrimination based on their origin, religion, political beliefs (etc.). The exception to this is in cases of discrimination which is clearly necessary by reason of the nature or the nature of the employment.

- The principle of non-discrimination and equal treatment cannot eliminate all existing inequalities that workers may face in the course of their employment. The employer shall, in the spirit of the principle of equal opportunities and in the spirit of the principle of preference, develop positive, fair and flexible measures to improve and maintain the employment position of the persons concerned.
- The employer shall take measures to respect the principles of equal treatment and to promote equal opportunities.

II. Situational assessment

The purpose of the situation analysis is to assess and analyse the employment conditions of disadvantaged groups of workers and, taking into account the specificities of the given organisational framework, to define the objectives and the means to achieve equal opportunities for employees.

The findings of the situation assessment reflect average values for the year 2022. The institution employs 14 people. The *distribution of the employees by priority equal opportunities target groups* shows that 12 of them are women, 11 are over 40 and 4 are employees with children.

There are currently no disabled workers with a disability working in the institution. There is currently 1 employee who identifies as Roma.

Of the 14 people, 11 were in permanent, full-time jobs. The employer provides permanent part-time employment for 5 employees.

Among the staff of the institution, 1 person is employed as a manager, 11 as an administrator and 3 as a manual worker. The managerial employee is a female employee over 40 years of age. 9 employees over 40 years of age are employed in intellectual jobs, all of them women. In physical jobs, 2 are female, one of them has children and 1 of them is over 40.

9 of the employees have a tertiary education, 3 have a secondary education and 2 are skilled workers. 8 employees with general education or less are currently not working in the institution.

Travel expenses to work are reimbursed for 2 people.

The building is partially accessible. The common areas are accessible to employees with any disability. However, the offices are only partially accessible.

During the period under review, the institution did not receive any complaints to the Equal Treatment Authority regarding violations of equal treatment or discriminatory operational practices.

III. Measures

The employer agrees to:

1. In recruitment and hiring:

In its job advertisements and in the definition of the selection criteria for recruitment, there is no mention of age or age range, gender or marital status. Unless it is a necessary distinction clearly inferred from the nature or nature of the employment.

During the interview, the recruitment interviewer does not ask questions specifically about the candidate's age (except for questions to assess work experience), illness, disability (except for questions about skills and abilities required for the job), marital status, sexual orientation, religion, ethnicity, worldview.

The recruitment process focuses solely on the skills, abilities, skills and experience needed for the job.

2. The ergonomic design and health and safety of working conditions and working conditions:

It creates working conditions, working conditions and a working atmosphere that contribute to the preservation and strengthening of the mental and physical health of workers as fundamental values.

The working conditions are designed and, where necessary, adapted to promote the maximum development of the physical and mental capacities of the employees.

As part of the provision of the necessary tools for work, it ensures the provision of aids to prevent or compensate for sensory impairment.

Ensure that health and safety rules are respected.

To keep employees in good health and prevent illnesses, it supports their participation in preventive screening tests for the most typical diseases.

3. In terms of job promotion, career development, redundancies and dismissals:

Provide lifelong learning opportunities for workers.

The learning, training and development needs of employees are continuously assessed and coordinated as far as possible.

Where possible, it organises specific forms of training - especially to develop skills. Ensuring that all staff have access to training and information on training courses.

In promotions, the focus is on the candidate's skills, abilities, previous experience and skills that can be applied elsewhere. Promotion opportunities are available to all employees.

Acting on the basis of the legislation in force, it bases the determination of the workers to be made redundant on objective, job-related criteria.

4. In the provision of workplace benefits:

To ensure that the principle of equal pay for equal work is applied as effectively as possible, the pay system and the system of benefits and discounts are continuously reviewed.

In the area of bonuses, recognition of foreign language skills and payment of work-related allowances, existing benefits will not be reduced, access to benefits will be non-discriminatory and special benefits will be covered.

5. Preference for groups of workers with protected characteristics

For workers with children:

In the organisation of working time, the employer shall take into account the reconciliation of parental and work responsibilities of employees.

Where the job description allows, it shall provide for part-time, flexible working hours and occasional teleworking for workers with minor children. Holidays will take into account the breaks of educational institutions. Allow for unscheduled leave for family reasons.

Helps employees return from maternity leave or maternity leave by providing ongoing contact during the maternity leave or maternity leave period, and by offering training opportunities. Treat employees on maternity/childcare leave as equal employees. To this end, it offers them the possibility of part-time or teleworking and provides special assistance for their return to work.

It takes into account the special needs of workers with children with special educational needs, whether temporary or permanent.

The employer supports the education and cultural development of the employee's children.

For people with disabilities or reduced working capacity:

Increase, where possible, the share of workers with disabilities in the workforce.

In assessing fitness for work, the focus is solely on the skills and abilities required for the job.

The building is only partially accessible. With further extensions, the physical accessibility of the institutional environment will be continuously reduced as far as possible.

Workplaces are designed to take into account the specific needs of workers.

Where the job allows, it provides for part-time, flexible working hours and occasional teleworking for disabled workers.

For workers aged 50 and over:

When filling a job, recruitment can only be refused in their case if it would involve training/retraining and thus training and retraining would no longer be a worthwhile investment due to their age.

To enable workers over 50 to remain active in the world of work, it is developing measures to help workers maintain their capacity to work and to develop flexible forms of employment.

When designing and modifying working safety conditions, it also takes into account the risks arising from age-related changes, in order to establish and maintain safe working practices.

The employer will make maximum use of the professional skills and experience of older workers who are about to retire.

Employers may not reduce the working time of employees who are about to retire without their consent.

Allow a reduction in working time at the request of a person approaching retirement, taking into account his/her state of health, if this does not jeopardise the performance of his/her duties.

for workers of Roma origin and identity:

Increase, where possible, the share of Roma-identified employees in the workforce.

It takes a stand against discrimination against workers from ethnic or religious minorities. It initiates a legal complaints procedure in cases of discrimination.

Respect the religious and ethnic traditions, customs and festivals of the employees.

6. Appointment of an Equal Opportunities Officer

The tasks of the rapporteur:

Examining the implementation of the Equal Opportunities Plan and, if necessary, proposing amendments to the existing Equal Opportunities Plan.

Preparation of the Equal Opportunities Plan for the next period.

Carrying out tasks related to the complaints procedure.

In order to ensure the professional fulfilment of the rapporteur's task, the employer may also initiate the involvement of an external equal opportunities expert in justified cases.

The adviser will provide the possibility to lodge a complaint, which will always include a written complaint. This notification is the date on which the procedure starts. From the date of filing until the matter is resolved, but for a maximum of two days, the employer measure complained of cannot be implemented. The referee will take a position on the merits of the complaint within the time available from the date of lodging the complaint, subject to a maximum of seven days. The time allowed for processing may be extended by a maximum of five days if information or witness statements are required. The referee shall communicate his/her position on the merits of the complaint in writing to the employer and the employee at the same time. If the matter relating to the grievance is not resolved by agreement, the employee may take the grievance to the competent labour court in the area or to the Equal Treatment Authority. For this procedure, the referent must provide the employee with any written documents relating to the case that have been generated up to that point.

In order to ensure the full and professional performance of the duties of the referee and the successful conciliation related to the complaint, the referee may also initiate the involvement of an external equal opportunities expert, mediator or mediator at the employer.

Final provisions

The Institutional Equal Opportunities Plan is signed by Csilla Anna Vincze, Executive President, and Éva Knyihár, Equal Opportunities Officer, on behalf of the House of Educators Association (7624 Pécs, Szent István tér 17.).

The signatories adopt the Plan for the period from 1 January 2023 to 31 December 2024, in order to strengthen equal opportunities for workers with protected characteristics in the workplace.

The employer undertakes to place a certified copy of the signed equal opportunities plan in its departments and on its website and to make it available to employees in the case of new recruitment.

Deadline for the adoption of the next Equal Opportunities Plan: 31 December 2024.

Pécs, 1 January 2023.



Csilla Anna Vincze
Executive President



Éva Knyihár
Equal Opportunities Officer