

Equal Opportunities Policy

- 1.1. OCA makes clear that it is not allowed to treat employees differently, discriminate or to exclude anyone on the grounds of gender, race, nationality, sexual orientation, language, origin, social status, religion, beliefs, convictions, views, political opinions, age, disabilities or on any other discriminatory ground.
- 1.2. OCA and each Employee, contractor, subcontractor, employee of contractor, temporary worker, intern and volunteer, etc. of OCA, when performing his functions and/or issuing instructions, must:
 - a. Apply uniform selection criteria when announcing job vacancies and hiring. Employees shall be hired based on their professional qualities and criteria related to work to be performed in relevant position. In all cases focus shall be on the personal competence. Exemption may be granted only in cases when it is evident that, by reason of the nature of the particular occupational activity concerned or of the context in which it is carried out, a particular human characteristic constitutes an essential and determining occupational requirement, provided that the aim is legitimate, and the requirement is proportionate.
 - b. Create equal working conditions, opportunities to improve qualification, pursue professional development, retrain and acquire practical work experience.
 - c. Use equal work evaluation criteria and equal criteria for dismissal from work.
 - d. Pay the same remuneration for the same work or work of the same value, irrespective of, including but not limited to, the Employee's gender, age, sexual orientation, social status, disability, race or ethnic origin, religion, convictions or belief.
 - e. Take measures to prevent and to fight harassment, sexual harassment or direct and indirect discrimination against any Employee at the workplace or any other person that the Employee encounters during the performance of their position.
 - f. Take measures to enable disabled persons have access to, participate in, or advance in employment, or to undergo training, including adaptation of premises and the workplace, unless such measures would impose a disproportionate burden on OCA.
 - g. Criteria used for the selection of candidates for promotion shall be exclusively related to personal capacities, the quality of performed work and personal professional achievements; no one can be discriminated on the grounds of including but not limited to gender, race, nationality, language, origin, social status, belief, convictions or views, age, sexual orientation, disability, ethnic origin or religion.
- 1.3. OCA shall do its utmost to ensure that at the workplace no one experiences harassment, sexual harassment or (in)direct discrimination, and that the Employee is protected from any hostile treatment or adverse consequence if he files a complaint concerning discrimination or is participating in discrimination proceedings.
- 1.4. OCA shall organise work as such to ensure that all social groups are represented in OCA's staff and that each Employee feels appreciated and does not feel (in)directly discriminated.

- 1.5. When organising its operations, OCA shall create an environment of acknowledging and appreciating individual differences within OCA. Everyone shall have the right to work in the environment where respect for each individual is encouraged.
- 1.6. OCA shall ensure that Employees working under fixed-term employment contracts will not do so under less favourable terms of employment (including terms of labour remuneration, training and personal development) than Employees working under open-ended employment contracts and performing the same or similar positions in terms of qualification or abilities.
- 1.7. No Employee of OCA is allowed to discriminate, harass, mock or otherwise humiliate or belittle others because of any of their personal characteristics, including, but not limited to, gender, race, nationality, language, origin, social status, belief, convictions or views, political opinions, age, sexual orientation, disability, ethnic origin, religion or any other discriminatory ground.
- 1.8. Having noticed any case of (in)direct discrimination, harassment or sexual harassment or any other violation, OCA must be promptly notified by the Employee. The Employee
- 1.9. may report this to the Operations Manager. If the violation concerns the Operations Manager, the Employee may alternatively report this to the Executive Director.
- 1.10. OCA also ensures to take all necessary measures in order to guarantee the Employees equal opportunities and to create awareness within OCA.