


Anti-discrimination and harresment policy

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Date	Revizor	Audit description

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1. Overview

Rade Koncar-Kontaktori i Relei DOO is committed to a diverse workforce and ensuring that all Department workplaces are free from discrimination and harassment. As such Rade Koncar-Kontaktori i Relei is an equal opportunity employer committed to providing a safe environment where all employees are treated fairly and with dignity. Equal employment opportunity is about:

- freedom from discrimination and harassment
- merit selection focusing on essential job requirements
- respect for diversity
- good people management.

2. Scope

This Policy applies to all employees and workplaces, including any location that employees may be considered to be carrying out work.

3. Definitions

3.1 Discrimination is unfavourable treatment of a person in an area of public life (such as in employment) due to one of the following protected attributes: • age • breastfeeding • carer and parental status • disability • employment activity • gender identity (which includes gender expression) • industrial activity • intersex status • lawful sexual activity • marital or relationship status • physical features • political belief or activity • pregnancy • race (including colour, nationality, ethnicity and ethnic origin) • religious belief or activity • sex • sexual orientation • expunged homosexual conviction.

Direct discrimination is when a person or group of people treats, or proposes to treat, a person with a protected attribute unfavourably, because of that attribute. In determining whether a person directly discriminates, it is irrelevant whether or not the attribute is the only, or dominant reason for the unfavourable treatment, provided that it is a substantial reason.

Indirect discrimination occurs if a person imposes or proposes to impose, an unreasonable requirement, condition or practice that has, or is likely to have, the effect of disadvantaging persons or groups of people with a protected attribute. Whether a requirement, condition or practice (or proposed requirement, condition or practice) is reasonable depends on all relevant circumstances.

4. Policy

Rade Koncar-Kontaktori i Relei affirms its commitment to afford all individuals who have the necessary qualifications an equal opportunity to compete for employment and advancement. Rade Koncar-Kontaktori i Relei is committed to the philosophy and principle of equal employment opportunity for all present and prospective employees. Rade Koncar-Kontaktori i Relei DOO objective is to provide a work environment free of discrimination and harassment

Rade Koncar – Kontaktori i Relei DOO

based on gender, race, color, national origin, age, religion, marital status, disability, sexual orientation.

Every director, officer and employee is expected to be sensitive to and aware of any behaviors or situations that could be interpreted as harassment, including sexual harassment, and is responsible for taking steps to correct any such behavior or stop any such actions. The offensive and/or hostile working conditions created by harassment will not be tolerated. Any complaints alleging harassment, including sexual harassment, are to be handled in a timely manner.

An employee Aleksandar Cherepnalkoski should be contacted to report an instance of discrimination or harassment.

5. Responsibilities

5.1 Rade Koncar-Kontaktori i Relei recognises its obligation under this Policy to take reasonable measures to eliminate discrimination and harassment of any kind from its workplaces. Rade Koncar-Kontaktori i Relei is committed to:

- ensuring that there are clear processes in place for raising grievances and complaints
- taking action of any behaviour which could constitute discrimination and/or harassment, even if no complaint has been lodged. All employees can be liable for the actions of others if they authorise, encourage or assist discrimination and/or harassment to occur in the workplace.
- clearly communicating and promoting these processes
- monitoring the implementation of this Policy
- identifying potential risk factors and taking prompt, reasonable action to minimise those risks, including:
- managing organisational change in an inclusive and participatory way, e.g. consult with employees affected as early as possible and develop and maintain effective communication throughout the process
- Equal Opportunity and Anti-Discrimination Policy
- implementing work systems to prevent the risk of discrimination and/or harassment. Ensure these systems maintain privacy and confidentiality of data collected, and review and evaluate those systems
- promoting positive working relationships in the Department's workplaces
- ensuring information and training to support the effective implementation of this Policy is accessible and available
- reviewing the Policy every two years or earlier as required, and communicating any changes or updates of the Policy to employees.

6. Training All Rade Koncar-Kontaktori i Relei employees are required to complete these modules which address its policies on workplace conduct and educate employees about their rights and responsibilities under equal opportunity, anti-discrimination and workplace bullying laws and the Human Rights Charter. These modules support Rade Koncar-Kontaktori i Relei DOO commitment to providing safe, inclusive and respectful workplaces. The training courses may be accessed by employees at any time and any stage of the employment.

7. Reporting or making a complaint

Employees can report or make a complaint about any incident of discrimination and/or harassment to their executive, manager, principal or seek advice from a Workplace Contact Officer. Rade Koncar encourages its employees to use the internal complaints processes to resolve any complaints relating to discrimination and/or harassment.

8. Breaches of this policy

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct. We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.