

# EQUAL OPPORTUNITY POLICY

## **Abstract**

**The purpose** of the document is to describe our code of conduct regarding equality, accessibility and non – discrimination.

**The intended beneficiaries:** this policy is addressed to our community, to other institutions and society.

## Document Version History

Document Version	Change Summary	Author(s)	Date
0.1	Edited text, Added Sections and Content	HR Dept.	10/01/2021
0.3	Review	HR Dept.	10/05/2021
1.0	Approval	Managing Partner	11/10/2021

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## ABBREVIATIONS

ABBREVIATION	DEFINITION
EOP	Equal Opportunity Policy
EOA	Equal Opportunity Advisor

## THE GOALS OF THE POLICY

At ASSIST Software we are committed to promoting **equality and respecting diversity**, in all our preventing programs, projects, activities, and operations.

### **This Policy:**

- ✓ States that no person may be discriminated based on age, national or ethnic origin, language, religion, conviction, opinion, health, disability, sexual orientation, gender, or other reason relating to a person's qualities.
- ✓ Requires that The Company offers persons with a disability access to work and training,
- ✓ Offers equal opportunities to those with diverse responsibilities and family contexts.
- ✓ Gathers information on the equality situation of processes and benefits.

From the point of view of the **target population**, the actions are addressed to the whole Company, to other specific groups, institutions, and the society.

## ROMANIAN AND EUROPEAN LEGISLATION REGARDING DISCRIMINATION AND GENDER EQUALITY

ASSIST Software adheres to Romanian and European legislation stipulations regarding promotion of gender equality and non-discrimination as an employer.

### ROMANIAN LEGISLATION (NON-EXHAUSTIVE LIST):

1. Government Ordinances no. 137/2000 on the prevention and sanctioning of all forms of discrimination (republished) and its subsequent completions, no. 45/2020, and Law no. 167/2020.
2. Law no. 202/2002 on equal opportunities and treatment between women and men.

### EUROPEAN LEGISLATION (NON-EXHAUSTIVE LIST):

1. Charter of Fundamental Rights of the European Union
2. Directive 2000/43 / EC implementing the principle of equal treatment between persons irrespective of racial or ethnic origin.

3. Directive 2000/78 / EC establishing a general framework for equal treatment in employment and occupation.

4. Directive 2006/54 / EC of the European Parliament and of the Council on the implementation of the principle of equal opportunities and equal treatment of men and women as regards employment and occupation.

5. Directive 2010/41 / EU of the European Parliament and of the Council on the application of the principle of equal treatment between self-employed persons and women and repealing Council Directive 86/613 / EEC.

## THE CONCEPTS OF EQUALITY, NON – DISCRIMINATION, AND ACCESIBILITY

**Equality** is typically understood to mean **gender equality** but can also take a wider meaning. **Non-discrimination** in a legal context means **non-gender-based discrimination**. **Accessibility** means the physical, psychological, and social environment must be able to ensure that everyone has an equal opportunity to participate in the community regardless of personal characteristics.

## PREVENTION OF DISCRIMINATION AND BULLYING

**The Company forbids discrimination** based on gender and gender minority status, age, nationality, ethnicity, language, religion, conviction, opinion, health, disability, sexual orientation, gender, and other reasons relating to the person's qualities. The types of discrimination banned include **direct discrimination, indirect discrimination, bullying,** and **orders to discriminate.**

## ORGANIZATION AND RESOURCES FOR EQUAL OPPORTUNITY WORK

**The responsibility** to promote equality applies to all Company activities and all members of the Company community, The Company leadership, staff, and students in internships. The Company **monitors the equality situation** in departments and other units. The Company has an **Equal Opportunity Advisor** who oversees communications and training, while developing the Company's equal opportunity activities.

## MONITORING AND COMPILING STATISTICS OF THE EQUAL OPPORTUNITY STATUS

The Company monitors the status of equal opportunity as well as the implementation of the equal opportunity policy. The situation is examined through **atmosphere surveys, equality reports and other statistics.**

## THE PROMOTION OF ACCESSIBILITY, EQUALITY, AND NON-DISCRIMINATION

**The company supports accessibility, because** in an **accessible environment** everyone can function equally irrespective of their personal characteristics related to sight, hearing, movement, age, learning difficulties or any other such factors.

**The company is inclusive,** meaning that we accommodate anyone, so that everyone can participate equally in any activity.

**The Company fosters international and ethnic equality and multilingualism,** advocates cultural awareness, and opposes racism.

**The company advocates for equality of religion and belief,** the right to profess and practice a religion, and the right to express one's convictions as a member of a religious community.

**The company promotes equality of sexual and gender minorities** being aware that identities and roles may vary greatly. We sustain our community of persons to live and express their identity and preferences freely.

The Company **supports age equality,** sustaining a culture where young and older employees work all together.

## RECRUITMENT, EMPLOYMENT, AND CAREER DEVELOPMENT

Regarding **recruitment,** The Company sustains equality and non-discrimination across recruitment process.

We are committed to a fair **payment** for all our employees, regardless of gender or age.

Also, to make an equal environment possible it is important that the Company be able to offer education and working conditions that enable those in need or with children to combine **studies** and **work** and **parenthood.**

RECONCILIATION OF WORK, STUDIES, AND FAMILY LIFE

We encourage our employees to support and sustain **education and caring** for children or caring for elders of the family.

A lot of students choose to pursue a **career** in software development during their studies and The Company is aware of their needs. We are fully committed to facilitate their studies allowing them to work **flexible hours** and take **leave days** for study purposes.

DEDICATED RESOURCES

**Human Resources Department** and **EOA** are the designated persons to design, review and implement **EOP**.

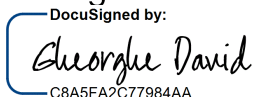
AWARENESS TRAININGS

Activities for general awareness promotion of equal opportunities are interconnected with awareness training for various areas mentioned above.

CONTACT PERSONS

**Managing Partner**

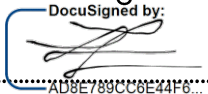
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