

Anti-discrimination policy

Policy brief & purpose

Our anti-discrimination policy explains how we prevent discrimination and protect our employees, customers and stakeholders from offensive and harmful behaviors. This policy supports our overall commitment to creating a safe and happy workplace for everyone.

Our company complies with all anti-discrimination laws and EU regulations.

Scope

This policy applies to all employees, contractors, visitors, customers and stakeholders.

Policy elements

Discrimination is any negative action or attitude directed toward someone because of protected characteristics, like race and gender. Other protected characteristics are:

- Age
- Religion
- Ethnicity/ nationality
- Disability/ medical history
- Marriage / civil partnership
- Pregnancy / maternity/ paternity
- Gender identity/ sexual orientation

Discrimination and harassment

We will not tolerate any kind of discrimination that creates a hostile and unpleasant environment for employees, interns or volunteers.

This is not an exhaustive list, but here are some instances that we consider discrimination:

- *[Hiring managers disproportionately disqualifying male or female job candidates on purpose.]*
- *[Managers bypassing team members with specific protected characteristics (e.g. race) for promotion without being able to formally prove the reasons other employees were selected instead.]*
- *[Employees making sexist comments.]*
- *[Employees sending emails disparaging someone's ethnic origin.]*

We recognize that sometimes discrimination is unintentional, as we may all have unconscious biases that could be difficult to identify and overcome. In case we conclude that an employee unconsciously discriminates, we will support them through training and counseling and implement processes that mitigate biases as we indicate in the next section. But, if this person shows unwillingness to change their behavior, we may demote or terminate them.

We will not be lenient in cases of assault, sexual harassment or workplace violence, whether physical or psychological. We will terminate employees who behave like this immediately.

Actions to prevent discrimination

To ensure that our conduct and processes are fair and lawful, we:

- Use inclusive language in job ads
- Set formal job-related criteria to hire, promote and reward team members.
- Offer compensation and benefits according to position, seniority, qualifications and performance, not protected characteristics.
- Accommodate people with disabilities or special needs.

What to do in cases of discrimination

If you are the victim of discriminatory behavior (or if you suspect that others are being discriminated against,) please talk to HR (or your manager) as soon as possible.

We will investigate all claims discreetly. We will never disclose who made a complaint to anyone or give out information that may help others identify that person (e.g. which department or role they work in.)

We should all strive to prevent and address discrimination. Be aware of your implicit biases and speak up whenever you or your colleagues are discriminated against. If you have any ideas on how we can ensure fairness and equality in our workplace, we are happy to hear them.

In Banja Luka,
01.05.2022.
Zoran Tepić