



PÁZMÁNY PÉTER CATHOLIC UNIVERSITY  
EQUAL OPPORTUNITY POLICY

## **I. General principles, objectives**

In a theoretical context, Act CXXV of 2003 on equal treatment and promotion of equal opportunities (Ebetv.) sets out that all people have the inalienable right to live as persons of equal dignity without suffering discrimination in any manner.

Section (12) of Article 27 of Act CXXXIX of 2005 on higher education states that "The senate shall set up a committee for equal opportunities, which shall monitor the balanced representation of women and men in the operation of the higher educational institution, shall make proposals for achieving such balanced representation, shall control the effectiveness of related measures, shall explore manifestations of discrimination and the measures prejudicing the balanced representation of women as well as shall initiate the abolishment of such discriminatory measures."

### **(1) Prohibition of discrimination**

The prohibition of discrimination shall be applicable to all – in view of sex, racial origin, colour, nationality, national or ethnic origin, mother tongue, disability, state of health, religious or ideological conviction, political or other opinion, family status, motherhood (pregnancy) or fatherhood, sexual orientation, sexual identity, age, social origin, financial status, the part-time nature or definite term of the employment relationship or other relationship related to employment, the membership of an organization representing employees' interests, other status, attribute or characteristic (Article 8 of Ebetv.) – discrimination against university citizens (with the necessary cases of discrimination obviously arising from the characteristics of nature of employment).

### **(2) Personal scope**

The personal scope of this Equal Opportunity Policy shall cover all the citizens of the Pázmány Péter Catholic University (hereinafter referred to as employees) as irrespective of the nature of employment, as well as the students of the university with no regard to the type of education they are involved in, i.e. full-time, part-time or correspondence division, or whether they are state-subsidized or fee-paying students (hereinafter referred to as the students).

### **(3) Employment situation:**

The Equal Opportunity Policy shall be applicable to the employment situation, in particular view of the following aspects:

- establishment and termination of the legal relation, as well as other cases associated with employment,
- compensation (wages and salaries, personal incomes, trainings, further trainings, other benefits and incentives),
- work conditions (access to working devices and equipment, working time, health protection),
- professional promotion (schooling and qualifications, consideration of practical experience, recruitment),
- training.
- allowances connected with childcare and parental roles.

(4) The employer shall have a priority focus on the employment situation of the following groups:

- women,
- employee over the age of 40,
- Roma people,
- people with disabilities,
- employees having two or more children under the age of 10, employees taking care of children under the age of 10 alone.

(5) The employer shall pay special attention to the situation of the following groups of students:

- students with disabilities,
- their parents having small children, more than one children, taking care of their children alone.

### **Objectives**

The goal of the Equal Opportunity Policy is to support Pázmány Péter Catholic University in preventing and counteracting negative discrimination in all areas of employment, while promoting equal opportunities for the members of certain social groups. The prohibition of negative discrimination and the principle of equal treatment are not suitable for putting an end to all the existing forms of inequalities that may affect employees, students in their employment. The intent of the Parties is to work out such positive, reasonable and flexible measures that promote the preservation and potential improvement of the employment positions of the groups of employees concerned.

### **II. Assessment of the existing situation**

(1) In order to determine the specific objectives relating to the individual priority groups, Pázmány Péter Catholic University has conducted an assessment of the existing situation.

- (1) The aim of the assessment of situation has been to reveal what proportions of the employees of Pázmány Péter Catholic University belong to the individual target groups.
- (2) The aim of the assessment of situation has been to reveal what proportions of the students of Pázmány Péter Catholic University belong to the individual target groups.

The model tables used for the assessment of the implementation of the Policy have been appended hereto.

### **III. Action Plan (Resolution of problems)**

#### **A. Plan for the Employees**

1. Improvement of the working conditions, with special respect to the betterment of the situation of employees over the age of 40.

- The employer shall develop such circumstances for work that continuously

promote the utilization of the physical and intellectual capabilities of the older generations, and counterbalance changes that accompany aging.

- To maintain good health and general conditions, safety and positive atmosphere for employees, the employer shall
  - ensure participation at organized medical and preventive screening examinations for the employees, yet it may not hinder employees in performing their job-related tasks and responsibilities,
  - encourage employees to establish healthy lifestyles, and pursue sports activities by offering various allowances and benefits.

2. Reinforcement of family-friendly, stress-preventing circumstances at workplaces:

- Employment of people returning from any period on child care allowance (GYES), child-care benefit (GYED), nursing benefit in flexible, family-friendly working times, provision of retraining opportunities for them
- Pázmány Péter Catholic University strives for promoting, facilitating the work of employees with special demands and reduced ability to work by ensuring obstacle-free access to its buildings.

3. Guaranteeing equal treatment and equal opportunities in the field of social security.

- All the full-time employees of the institution are eligible to meal contributions.

4. Promotion of equal access to training programs.

5. Facilitation of transition to the retirement age.

6. Broader benefits for employees with families:

- When drawing up the schedule of working times, the employer shall consider the opening hours of the child-care and educational institutions, and whenever work is required beyond these periods employees shall be informed at least 24 hours in advance.
- When scheduling holidays, the institutions shall strive for taking the times of school / kindergarten / day nursery holidays into account.
- In justified cases, Pázmány Péter Catholic University shall offer working time allowance to employees having two or more children under the age of 10, and any employee taking care of at least one child under the age of 10 alone, though the utilization of such allowance from time to time may not hinder the employees in performing their job-related tasks.
- In the case of extraordinary family events (child birth, school leaving ceremony, etc.), the employer shall ensure the necessary leave from the available limit of paid holidays.
- For the employees, the employer shall set up aid funds for the following purposes: social, school-starting, Christmas and other aids, and in granting any aid Pázmány Péter Catholic University shall pay special attention to ensuring equal opportunities.

## **B. Plan for students:**

1. On the basis of the principles laid down in the Government Decree, the Equal Opportunity Committee shall discuss the applications of students and pass the associated resolutions once in every 6 months.
2. The utilization of normative supports received in relation to students with disabilities shall be consulted with the competent Finance Departments, the competent body of student self-government (HÖK), and the associated arrangements shall be monitored.
3. In the field of the provision of infocommunication accessibility, support to the studies of students with disabilities by ensuring obstacle-free access to web-based contents.

## **IV. Implementation of the Policy and scopes of responsibilities**

- When drawing up **job advertisements** and selecting employees, the employer may not make any distinction with respect to sex, nationality, family status and health conditions; to this end, the employer shall request the equal opportunity officer to formulate his/her opinion in relation to the publication of job advertisements.
- In the course of **workforce recruitment** and selection, the University shall place emphasis on the skills, abilities and expertise needed for the given job, as well as professional and practical experience.

To keep records of employees with family-related commitments for the proper utilization of allowances and benefits, a scheme of **voluntary declarations** shall be introduced in the following issues:

- Declaration relating to the number of dependent children under the age of 10,
  - Declaration on nursing parents with medical problems,
  - Declaration on at least 50% disability, reduced ability to work,
  - Declaration on children with disabilities.
3. For the purpose of the coordination of family and workplace obligations:
    - 4 hours of **working time allowance** a month shall be granted to employees having two or more children under the age of 10, or any employee taking care of at least one child under the age of 10 alone, any employee having a child with disabilities or nursing a parent with medical problems. The utilization of this allowance may not hinder employees in performing their job-related tasks.

The scope of beneficiaries shall extend to all the employees (779 persons)

Responsible person: direct workplace superior

- School-starting aid is granted with its limit to be determined annually, in the light of budgetary potentials

Beneficiaries: employees having children who attend public institutions of education (employees ~ 13 %)

Responsible person: chief finance officer

- In the case of **extraordinary family events** (child birth, school leaving ceremony, graduation ceremony and other ceremonies, etc.), the necessary leave is ensured (from the available limit of paid holidays).

Beneficiaries: employees and prospective employees with children

Responsible person: direct workplace superior

- For the employees' children, the option to attend professional or vocational practice, consultation for academic theses shall be provided,

Beneficiaries: employees with children

Responsible person: head clerk

- **When drawing up the schedule of working times**, the opening hours of the nurseries, kindergartens, educational institutions shall be considered, and whenever work is required beyond these periods employees shall be informed at least 24 hours in advance.

Beneficiaries: employees with children

Responsible person: direct workplace superior

4. To improve the circumstances of work, with special respect to employees over the age of 40, employees with disabilities and employees with reduced abilities to work:

- When recruiting for jobs that are bound to any preliminary training or induction, the applications of candidates over the age of 40 may not be turned down with sole reference to the assumption that such training or induction cannot be profitable as a consequence of their age.

- 4 hours of working time allowance a month shall be granted to employees over the age of 40 for medical and preventive screening examinations for the employees, yet its utilization may not hinder the employees in performing their job-related tasks.

Beneficiaries (foreseeable headcount): employees over the age of 40 (~ 47 %)

Responsible person: direct workplace superior

- The employer agrees to consider the age and disease statistics of employees, and in view of the relevant public health data proper attention shall be paid to the prevention of cardiovascular diseases, tumours and locomotory diseases. To this end, participation in the prescribed mandatory screening examinations shall be supported. The employer agrees to ensure participation in the special screening tests prescribed beyond the screening examinations listed in the Public Health

Program, and organize medical counseling.

Responsible person: head clerk

- In view of seated jobs and workplaces with restricted movement, regular **sporting opportunities** to be provided as benefits (gymnastics, etc.) shall be offered in order to avoid certain diseases of the locomotory system and osteoporosis.
- The employer shall allow **employees suffering from chronic diseases** and demanding regular medical attendance to receive treatment during certain parts of the working time.
- In order to **create healthy workplaces**, strategic planning, permanent control and development shall be deployed to improve and make the workplace atmosphere more controlled on the basis of the *fundamental rules of quality assurance*.

5. For the facilitation of transition to the retirement age:

- The University wishes to handle any **reduction of human resources** affecting the employees with proper empathy, by carefully considering the human and family circumstances, in a flexible manner.
- Priority attention is intended to be paid to the mental conditions of the personnel having accomplished or nearing the retirement age before the change of lifestyle.
- The solutions to be worked out shall aspire to consider the interests of both the employer and employee. The purpose of these measures is to make employees prepared for retirement in the years preceding their accomplishing the retirement age, as well as for the lifestyle of pensioners, active years in retirement

Beneficiaries: employees nearing the retirement age

Responsible person: rector

- Employment of the professional abilities and experience of older employees before retirement to a maximum extent.
- Not reducing the working times of employees before retirement without their consent.

Beneficiaries (foreseeable headcount): ~ 15 % is the rate of employees who are maximum 5 years younger than the retirement age.

Responsible person: rector

- examination of the effects of early retirement on the individuals and employer still before its application.

Beneficiaries (foreseeable headcount): ~ 15 %

Responsible person: rector

6. In the case of tragic family events (death, burial ceremony, etc.), the employer shall discharge the close relatives from their working abilities.

Beneficiaries: all employees (779 persons)

Responsible person: direct workplace superior

## **V. Option to lodge complaints**

In the course of employment, the employer shall respect the human qualities, dignity and individuality of employees. With respect to and reconciling its own and the employees' interests, such circumstances of work and workplace atmosphere shall be established that contribute to the preservation and reinforcement of fundamental values. In the event of any violation of the requirements of equal treatment, negative discrimination, harassment, illegal separation, retaliation, the employer may appeal to the Equal Opportunity Committee.

The Equal Opportunity Committee shall put forward all complaints anonymously to the employer, who shall make a proposal for the resolution of any given case. If an employee has objections to the actions or conduct of the direct workplace superior, the employer may suspend the execution of the criticized action following the presentation of the complaint until the investigation of the issue.

If the participants are not able to make an arrangement, a mediator may be involved in the procedure, and a separate agreement shall be made as to who is to bear the associated costs. The employee shall be informed in relation to the outcomes of the procedure.

However, if the case remains unresolved, the employee may seek the assistance of the regionally competent Labour Court with the given complaint.

## **VI. Final provisions**

The employer shall extend the scope of beneficiaries specified in the Equal Opportunity Policy to newly entering employees, as well.



## Appendix 1

Proportions of the employees of Pázmány Péter Catholic University belonging to the individual target groups.

|  | Total | female<br>(pers.) | male<br>(pers.) | over<br>the age<br>of 40 | with disabilities,<br>or reduced ability<br>to work persons | employees<br>having two<br>or more<br>children<br>under the<br>age of 10 | employees<br>taking care<br>of a child<br>under the<br>age of 10<br>alone | employees<br>taking care<br>of a<br>permanently<br>ill child |
|--|-------|-------------------|-----------------|--------------------------|---|--|---|--|
| blue-collar<br>employees   |       |                   |                 |                          |   |  |   |  |
| definite term  |       |                   |                 |                          |   |  |   |  |
| contracted<br>employees  |       |                   |                 |                          |   |  |   |  |
| indefinite term  |       |                   |                 |                          |   |  |   |  |
| appointed<br>employees   |       |                   |                 |                          |   |  |   |  |
| part-time<br>employees   |       |                   |                 |                          |   |  |   |  |
| managerial<br>positions  |       |                   |                 |                          |   |  |   |  |
| university<br>professors   |       |                   |                 |                          |   |  |   |  |
| associate<br>professors  |       |                   |                 |                          |   |  |   |  |
| senior lecturers   |       |                   |                 |                          |   |  |   |  |
| assistant lecturers  |       |                   |                 |                          |   |  |   |  |
| with 8 classes of<br>the primary school  |       |                   |                 |                          |   |  |   |  |
| with vocational<br>training institution,<br>vocational high<br>school, other<br>secondary school<br>qualifications |       |                   |                 |                          |   |  |   |  |
| higher education<br>qualifications   |       |                   |                 |                          |   |  |   |  |
| > college graduates  |       |                   |                 |                          |   |  |   |  |
| > university<br>graduates  |       |                   |                 |                          |   |  |   |  |
| new entrants and<br>leavers  |       |                   |                 |                          |   |  |   |  |
| employees<br>participating in<br>trainings   |       |                   |                 |                          |   |  |   |  |