



Citizens' Association "NEŠTO VIŠE"

**RULEBOOK
ON ACHIEVING EQUAL OPPORTUNITIES BASED ON
GENDER**

Sarajevo May 17, 2023.



I INTRODUCTORY PROVISIONS

Article 1.

Rulebook on achieving equal opportunities based on gender of the Citizens' Association "NEŠTO VIŠE" (hereinafter: the Rulebook) is a document that contains a set of policies and measures of a practical nature that contribute to the achievement of equal opportunities based on gender within the work of the Citizens' Association "NEŠTO VIŠE" (hereinafter: Association)

The purpose of this Rulebook for achieving equal opportunities based on gender is the following:

- elimination of discrimination based on gender,
- promotion of equal opportunities for men and women in employment, workplace and volunteering.

The terms used in this Rulebook, which have a gender-specific meaning, regardless of whether they are used in the masculine or feminine form, equally encompass both the masculine and feminine genders.

Article 2.

The Rulebook defines the activities and rules of conduct of employees in order to protect employees from discrimination based on gender, and in accordance with positive legal acts and by-laws in Bosnia and Herzegovina.

Article 3 (Definition)

According to the regulations of the positive law of Bosnia and Herzegovina (Law on Gender Equality of Bosnia and Herzegovina - Official Gazette 16/03 and Official Gazette 102/09), gender equality and discrimination based on gender are:

- Male and female persons are equal.
- Full gender equality is guaranteed in all areas of society, including but not limited to the areas of education, economy, employment and work, social and health care, sports, culture, public life and media, regardless of marital and family status.
- Discrimination based on gender and sexual orientation is strictly prohibited.

Article 4 (Application)

The provisions of this Rulebook directly apply to all employees of the Association.

Before starting work i.e. assuming a specific function, employees must be given the opportunity to become familiar with the provisions of this Rulebook.

Article 5 (Meaning of certain terms)

Discrimination based on gender constitutes any act of placing any person or group of persons in an unfavorable position due to their gender, thereby making it difficult or denying the recognition, enjoyment, or exercise of human rights and freedoms to individuals or groups of individuals.



In terms of form, discrimination can be direct, indirect, harassment, sexual harassment, incitement to discrimination, and gender-based violence.

The introduction, adoption, or implementation of temporary special measures aimed at eliminating existing inequality, promoting equality, and protecting gender equality are not considered discrimination based on gender.

Furthermore, norms, criteria, or practices that can be objectively justified by achieving a legitimate goal, proportionate to the necessary and justified measures taken, are not considered discrimination based on gender.

"Direct discrimination" based on gender exists when a person or group of persons is, has been, or could be treated unfavorably compared to another person or group of persons in the same or similar situation based on gender.

"Indirect discrimination" based on gender exists when ostensibly neutral legal norms, criteria, or practices that are the same for everyone put or could put a person or group of persons of one gender at a disadvantage compared to a person or group of persons of another gender.

"Harassment" is any situation involving unwanted behavior related to gender, which aims to and results in damaging the dignity of a person or creating a frightening, hostile, humiliating, threatening, or similar situation.

"Sexual harassment" is any behavior of a sexual nature, whether verbal, physical, or psychological, aimed at or resulting in damaging the dignity of a person or creating a frightening, hostile, humiliating, threatening, or similar situation, motivated by a different gender or sexual orientation, and represents unwanted physical, verbal, suggestive, or other behavior for the injured person.

"Employee" is a person who is employed under an employment contract for full time and/or part time.

Article 6 (Principles of operation)

The Association bases its work on the following principles of gender equality:

"Legality" - All employees are obliged to respect legal procedures, principles and restrictions related to protection against discrimination based on gender, which are based on constitutional and legal provisions in Bosnia and Herzegovina, including international conventions and agreements of which BiH is a signatory party.

"Prohibition of discrimination on the basis of gender" - Employees must not endanger others on the basis of gender in the performance of their duties.

"Protection of the reporter" - No one may be punished or in any way suffer any consequences for reporting, in good faith, what they consider an inappropriate act or irregularities in the prescribed procedures.

"Principle of good practice" - obligates the Association to harmonize its policy with the best practice necessary for the prevention of discrimination based on gender.

"Efficiency" - Obliges management authorities to achieve constant progress in proposing and implementing those measures that achieve visible results in the prevention of discrimination based on gender.

II PREVENTION OF DISCRIMINATION ON THE GENDER BASIS

Article 7 (Preventive measures)



The preventive measures of the Association establish a system of coordinated and continuous activities aimed at protection against discrimination based on gender:

• **The role of employees**

The Executive Director is responsible for ensuring working conditions and work environment free from discrimination, and for respecting the regulations of positive law that prohibit discrimination based on gender.

All employees are responsible for preventing and combating discrimination. It is important for all employees to understand and support measures introduced to promote equal opportunities for women and men, as well as to prevent discrimination based on gender and sexual orientation.

The individual responsibility of employees is to promote the policy of equal opportunities and prevent gender and sexual discrimination at work.

Employees and volunteers must not encourage discrimination, nor assist in discrimination.

The Rulebook for achieving equal opportunities based on gender will be presented to the employees who work with them.

The employer should inform the employees that discrimination based on gender in the workplace will not be tolerated and will be sanctioned. All employees are expected to avoid inappropriate behavior towards any other employee, volunteer or other member of the collective, which could be interpreted as discrimination based on gender.

Complaints about discrimination based on sex and gender are submitted to the Deputy Executive Director for Human Resources.

• **Incident reporting**

If an employee experiences discrimination based on gender or sexual orientation from their superiors, other employees, parties or anyone else, the following steps should be taken immediately:

- should be indicated that they find such behavior offensive,
- the competent person should be informed about the incident (if possible, submit the complaint in written form),
- the conversation about the incident should be conducted objectively and thoroughly, and the person who complained should be advised not to talk about it, given the sensitivity of the matter,
- the person to whom the complaint is addressed should keep any information received as strictly confidential, except for the purposes of investigation or correction of the crime committed.

• **Second-hand report**

All employees who know about cases of obvious discrimination based on gender in the workplace are obliged to inform the person in charge of the investigation.

• **Investigation**

A complaint of discrimination based on gender, and especially a complaint of sexual harassment, should be investigated immediately.



The decision on whether a procedure constitutes discrimination on the basis of sex and gender should be made on the basis of an insight into the facts of a particular case.

In determining whether the alleged conduct constitutes gender discrimination, the responsible person or persons within the organization should consider the entire report and all circumstances, such as the nature of the discrimination and the circumstances in which the alleged incident occurred.

• **Procedure**

If the existence of discrimination on the basis of gender is determined, the responsible person or persons should immediately take appropriate measures. Depending on the severity of the act, disciplinary measures can range from a written warning (a copy is placed in the perpetrator's personal documents file) to immediate dismissal.

Article 8

In its work, the Association undertakes to:

- equal treatment of all persons, male and female,
- use of positive legal regulations in employment, applications for volunteering and in work,
- equal opportunities for advancement and training of employees and volunteers regardless of sex, gender and sexual orientation,
- gender equality in language,
- familiarizing all employees and volunteers with this policy.

Article 9.

For the sake of simplicity of the text, employees of the Association may use the masculine gender in documents on which it is obligatory to highlight the note: "The terms used in this Rulebook, which have a gender-specific meaning, regardless of whether they are used in the masculine or feminine form, equally encompass both the masculine and feminine genders," or use both genders for the first time with a note in parentheses, e.g. Executive Director he/she (hereinafter the Executive Director).

III TRANSITIONAL AND FINAL PROVISIONS

Article 10.

This Rulebook enters into force on the day of its adoption.