



# Information on the principles of non-discrimination

**Interreg**  
Greece-Italy  
European Regional Development Fund



**"ICON WOM-EN"** - Integrating Innovation and Promoting Cluster Organization in WOMen Enterprises

Action 4.2 Educational Platform - Action 4.3. Educational Material  
Implementation: PIKEI OE- PROTEA IKE

Project co-funded by the European Union, the European Regional Development Fund (ERDF) and National Funds of Greece and Italy

# INTRODUCTION

The Module deals with cases of discrimination in employment and measures to combat it.

## LEARNING OBJECTIVES

This section will help the reader to know: ● the principles of equal treatment ● cases of discrimination and ways to combat them ● the basic legal texts concerning equal treatment

## EXPECTED RESULTS

Upon successful completion of this module, you will be able to: ● identify potential incidents of discrimination by category ● implement immediate anti-discrimination measures ● develop a strategy of equal treatment and respect for diversity for your business

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2. CONTROL MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

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# 1. DISCRIMINATION IN EMPLOYMENT AND WORK - COMBAT

**Work** as a creative activity of a worker and as a condition of socialization, survival and personal development also reflects the social relations. Thus, work by its nature is an objectively essential condition for non-discrimination between employees. The right of individuals not to be subjected to arbitrary discrimination either in its autonomous form or in combination with the exercise of other fundamental rights has been recognized both internationally (UN, ILO, Council of Europe, European Union) and nationally.

Experience has shown that quite often employees, during their working life, are treated unfavorably due to gender, racial or ethnic origin, beliefs, age, disability or sexual orientation, ie due to personal data which can either not be changed or their change can reasonably not be claimed by their carrier. This ill-treatment can be found at any stage of the employment relationship , ie it depends on the recruitment, operation or termination of the employment relationship.



# 1. DISCRIMINATION IN EMPLOYMENT AND WORK - COMBAT

Discrimination in the workplace can be direct or indirect.

There is **direct** discrimination when a person is treated less favorably by another person in a similar situation because of racial or ethnic origin, religion or belief, disability, age or sexual orientation. *For example, a 40-year-old woman applies for a job as a saleswoman in a clothing store but in her interview they announce that the company is hiring people up to the age of 30.*

The **indirect** discrimination, however, is usually more subtle reality and for this reason are covered. Such discrimination occurs when a seemingly neutral provision or practice applies to all population groups but disproportionately affects members of a particular group. *For example, an employer decides from job applicants to exclude those living in a specific area of the city. However, a large percentage of gypsies live in this area and therefore the candidate gypsies are at a disadvantage compared to the rest.*

The dimension of **multiple** discrimination should also be pointed out at this point . Most people have multiple identities: they all have an age, a gender, a sexual orientation and a nationality, many may have or acquire religious beliefs or even a disability. Just because people have multiple identities, discrimination can affect more than one factor. *For example, a woman from an ethnic minority may be discriminated against on the basis of gender, race or combination of the two. An immigrant with a disability can also experience prejudice for many reasons.*

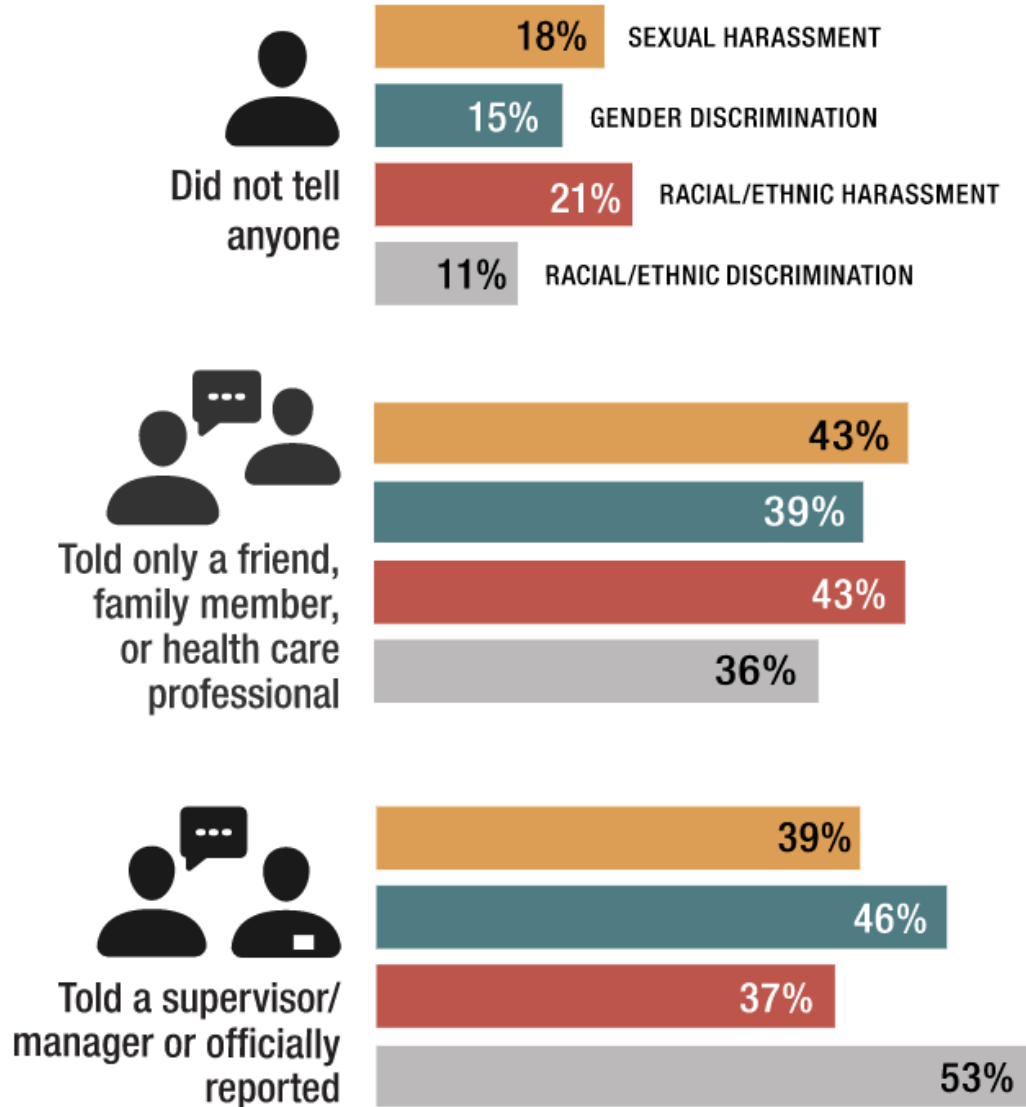
# 1. DISCRIMINATION IN EMPLOYMENT AND WORK - COMBAT

In Southern EU countries, where the majority of the workforce is employed in **small enterprises**, where **unclear job duties** and **career development prospects** of employees prevail, discrimination in the workplace - especially in times of economic crisis - is evident. At the same time, the public and private sectors of the economy, which at the moment are in a state of significant economic crisis, are undergoing restructuring to halt the effects of the recession, to address which the fragmentation of workers is chosen. In this context, the conditions are created for increasing discrimination against certain categories of workers, such as immigrants, workers with different ethnic backgrounds or beliefs, workers with disabilities, women and older workers. These employees are not numerically insignificant. On the contrary, they constitute a large share of our country's workforce.

To the question whether there is discrimination in the workplace of our society, we answer unequivocally "**yes**". In fact, they are so intense and acute that they require immediate action to reduce them. In a difficult economic and social situation, such as the one that Greece is experiencing, with unemployment constantly rising and labor relations constantly deteriorating, the first groups of workers who are affected are the aforementioned categories of workers.

For example, business restructurings often target older workers and women. Older working men when they lose their jobs are unlikely to be re-employed in full-time and stable jobs. While older women, although they easily lose their jobs, are almost never rehired.

# 1. DISCRIMINATION IN EMPLOYMENT AND WORK - COMBAT



# 1. DISCRIMINATION IN EMPLOYMENT AND WORK - COMBAT

Companies are reluctant to invest in the professional development of these employees, while in vocational training centers they very rarely seek to attract older employees to the subsidized programs. The state itself often considers in vain the effort of their smooth reintegration into employment and at best refers them to degraded / auxiliary jobs or to selective early retirement programs. **Older employees** rarely participate in vocational training programs that lead to professional development. Policies to reduce labor costs by relieving companies of high insurance contributions lead to the termination of the professional activity of older people either through redundancies or by forcing them to retire early. After all, the regulations of the state and the insurance bodies in cases where individuals want to extend their employment are a disincentive to look for work in the legal labor market, as a result of which they resort to the informal economy. In practice, older people seem to face a high degree of discrimination, having reduced employment opportunities, having difficulty re-entering the labor market and especially in the pre-contractual stage, as, in the absence of special protection, they are rejected only because of age.

In the Mediterranean labor markets, an important issue is, moreover, the restriction and violation of rights related to **maternity protection**. This is reflected either in the redundancies and the ill-treatment of pregnant workers or in the refusal to apply the six-month special maternity protection benefit. After all, women are under-represented in jobs associated with prestige and influence. Gender discrimination is generally observed in both access to employment and earnings and in the combination of family and professional life.



# 1. DISCRIMINATION IN EMPLOYMENT AND WORK - COMBAT

One category that experiences discrimination in times of economic crisis is **young** workers. Young people find it particularly difficult to enter the employment system and remain unemployed for a long time, resulting in the devaluation of their professional qualifications. As a rule, employees belonging to the above categories are employed in informal or flexible working relationships, such as part-time and seasonal employment, undeclared work and work in the provision of personal services (eg child and elderly care), and do not have access to basic employment rights. - such as equal pay for equal work, social security, working under the terms of collective bargaining agreements, overtime pay and protection against redundancies. Under these circumstances, the magnitude of the discrimination that prevails regarding employment, work and vocational training in our country is immediately apparent.

At the same time, discrimination against people with **disabilities** , which are treated by companies (with a few exceptions of enlightened entrepreneurs) as a necessary cost imposed by law and not as productive workers who contribute to the product , still exists, and has recently intensified. product and in the national economy.

But in addition to discrimination in access to employment, migrants often experience direct discrimination in the course of their work. Failure to resolve the problem of legal residence and work of immigrants in our country prevents their access to vocational training and professional development services

# 1. DISCRIMINATION IN EMPLOYMENT AND WORK - COMBAT

With the influx of working-age immigrants over the last 20 years with more or less unplanned procedures and their employment in informal or inferior jobs without guaranteeing their basic labor rights, the labor market is characterized by pathologies and exclusions that are a challenge for any favored society. However, even in the few cases of smooth professional integration of **immigrants**, there are issues that need to be addressed, such as the right to vocational training and professional development as well as access to employment services. Also, people with cultural differences (e.g. ROMA) are treated as third and fourth category workers and very rarely are employed in permanent and full-time positions.

However, apart from these well-known phenomena, there are many indirect discriminations that foreign workers in our country are called to face. Indicatively, it is mentioned that foreign workers are most often asked to sign employment contracts in the local language, of which they know little to read, as a result of which they unknowingly enter into unfavorable working conditions without realizing it. But their pay slips are also only in the local language with all the risks this entails for their labor rights. Moreover, on construction sites, safety signs are not written in a language understood by foreign workers, endangering their health and safety.

The **disabled** people mostly are unable to conduct business or to work in the public or private sector. Unfortunately, the working environment is almost inaccessible to these people. The main reasons could be, among others, the mentality of employers, prejudices, phobias, lack of sensitivity, lack of state control and non-imposition of sanctions on institutions, which, despite having to hire a percentage of disabled workers, do not do so, ignoring the relevant laws.

# 1. DISCRIMINATION IN EMPLOYMENT AND WORK - COMBAT

Research on employment opportunities given to people with disabilities highlights both the enormous barriers that people with disabilities face when looking for work and the racist attitudes of employers towards them. According to the survey results, nine out of ten companies do not employ disabled workers. In fact, about 70% of companies report that they would not hire people with disabilities due to the "efficiency problems" presented by these individuals. Indirect discrimination seems to exist in the workplace and in people with different **sexual orientations**. Although people facing such discrimination often find it difficult to report them to the competent authorities, the practical dimension of such discrimination is a common reality.

These people face inequality of employment opportunities, as employers are not prepared to accept their individuality; therefore, although they meet the conditions for employment, they are not selected for the job. But also in the workplace there are phenomena of discrimination, since they are not recognized guaranteed labor rights, such as the right to be absent from work due to illness of a dependent member.

<b>DIFFERENT FORMS OF WORKPLACE BULLYING BEHAVIOUR</b>	<b>UNFAIR DISCRIMINATION</b>	
	Where an employee is treated unfavourably on the ground of personal characteristics as determined by the Employment Equity Act.	
	<b>DIRECT UNFAIR DISCRIMINATION</b>	Where a person/group are treated less favourably on the grounds mentioned in the Employment Equity Act <sup>2</sup> . The most common form is based on race. Racism refers to the social, economic or political discrimination against a person/group on the base of their race and colour of their skin.
	<b>INDIRECT UNFAIR DISCRIMINATION</b>	When a person/organisation has a requirement (rule, policy, procedure or practice) which is the same for everyone but has an unequal or disproportionate effect on a certain group of people.
<b>HARASSMENT</b>		
Any form of behaviour that is unwelcome and/or inappropriate. It is behaviour that people perceive as humiliating or intimidating. It does not necessarily need to include the intention to harass and the nature and impact of the behaviour only will determine if it is harassment. Examples include (but is not limited to) sexual, verbal or physical harassment.		

**Table 1: Different Forms of Workplace Bullying**

# 1. DISCRIMINATION IN EMPLOYMENT AND WORK - COMBAT

In this way, as cohabitation is not institutionally recognized to them, there are phenomena of discrimination and they are deprived of collateral employment rights. As a rule, employees belonging to the above categories are employed in informal or flexible working relationships, part-time and seasonal work, undeclared work and work in the provision of personal services, child and elderly care, while they do not have access to basic employment rights, such as equal equal pay, social security, working under the terms of the BCC, overtime pay and protection against redundancies.

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It is clear that actions and practices implemented to combat discrimination in employment are intended to ensure that no person is discriminated against in their employment, in particular as regards:

- recruitment procedures, advertising and selection criteria,
- appointments, appointment procedures, including job placement,
- job classification and hierarchy,
- remuneration, allowances, terms and conditions of employment,
- employment assistance programs,
- work assignments, tasks
- training and development,
- performance evaluation systems,
- promotion, transfer or demotion,
- termination of services.

# 1. DISCRIMINATION IN EMPLOYMENT AND WORK - COMBAT

**Preventing discrimination is a cornerstone of good business practice.**

By complying with the law you can increase the productivity, restraint and morale of employees and reduce legal costs. You may also be eligible for tax breaks if you hire people with disabilities or if you make your business accessible to people with disabilities.

## YOUR RESPONSIBILITIES .....

Ensure that your employer decisions are not based on racial origin, color, religion, gender, ethnic origin, disability, age or sexual orientation of employees

Ensure that your employment policies and practices apply to each employee's job duties and do not disproportionately exclude specific employees on the basis of race, color, religion, gender, ethnicity, disability or age

Ensure your business responds promptly and satisfactorily to complaints of discrimination. Stop, deal with and prevent harassment and discrimination. Ensure that employees are not penalized when reporting such incidents

Ensure equal pay for men and women in the same job, unless you can justify the difference in pay by law

Provide reasonable facilities (changes in the normal workflow, eg allow changes to the schedule so that an employee can go to see their doctor or attend a religious celebration) to those employees who request it and to those need to be absent for medical or religious reasons if required by law

Post a poster outlining Community or national anti-discrimination laws at work.

You must maintain employment records (eg applications or employee records) as required by law

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

In order to promote a non-discriminatory work environment based on the principle of equality, employers and trade unions must take the necessary measures to ensure that employees belonging to vulnerable groups are not victimized and discriminated against through **positive measures** such as:

- preventing unfair discrimination and stigmatization of people because of their diversity or their gender or beliefs, through the implementation of policies and programs for the workplace
- raising awareness, education and training on the rights of all people (for example HIV and AIDS carriers, migrants, refugees)
- mechanisms for the promotion and acceptance of individuals
- providing support to employees belonging to vulnerable social groups
- grievance procedures and disciplinary measures in cases of well-founded complaints of breach of the principles
- ensuring that complaints of discrimination and harassment are dealt with with respect, sensitivity and discretion
- ensuring that the prevention and resolution of complaints is an integral part of the line of administration and supervisory responsibilities

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

### Gender discrimination

Ensuring equal opportunities for men and women and respecting the principle of gender equality is a major issue in employment. Employers must work resolutely and creatively to ensure that women and men have the same rights and opportunities to evolve and exercise real equality between women and men.

### GOOD PRACTICES

- Advisory Committee on Equal Opportunities (European Union)
- General Secretariat for Family Policy and Gender Equality

- *Promoting Women in Research*
- *Training and awareness raising of civil servants*
- *Support for women's organizations and NGOs*
- *Promoting women in decision making*
- *Equal vocational training*
- *Support for women entrepreneurship*



2007 — European Year of Equal Opportunities for All



Striving for a Union of Equality  
The Gender Equality Strategy 2020-2025



## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

### MEASURES TO FIGHT GENDER DISCRIMINATION

- Each person should be evaluated according to his / her personal ability to complete a task.
- If there are objective reasons why a particular task may be performed by persons of only one sex, these reasons should be fully justified by the object of the task.
- Access to employment in all sectors and levels of each employment is made regardless of gender and marital status. Any discrimination based on gender and marital status of employees is prohibited.
- In the publication of ads, announcements, circulars, advertisements concerning the selection of persons to fill a job position, it is forbidden to refer to the sex of the employee.
- The employer in choosing an employee for the job should be guided by his ability and qualifications required by the job and not based on gender bias.
- In this context, equal opportunities should be provided for men and women to participate in employment, redistributing family burdens and responsibilities to both sexes.
- Employers are not allowed to exclude from employment employees on the grounds that they intend to acquire or already have family obligations.
- The employer cannot refuse to hire a woman due to pregnancy
- In the process of evaluating applications for a position, employers must ensure that staff managers, production managers and all other employees who may come into contact with job applicants are not discriminated against unlawfully.
- The same procedure must be followed for applications by men and women. For example, there should be no separate lists for men and women.



## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

- Any questions during the interview should be related to the requirements of the job. Questions about marriage plans or family acquisition should not be asked, as they could be interpreted as prejudice against women.
- When a rating system is operational, the evaluation criteria should be considered to ensure that they are meritocratic.
- When general competence and personal qualifications are the main requirements for promotion to a position, those in charge should be particularly careful and treat candidates of both sexes with different forms of employment and general experience equally favorably.
- Selection policies and practices for education and personal development should be considered for direct and indirect discrimination. Where there is a gender imbalance in vocational training, the cause should be identified to ensure that it is non-discriminatory.
- Working conditions, benefits, amenities and services should be offered without discrimination on the grounds of sex or marriage. For example, part-time work, parental leave, allowances for dependent family members should be offered to both male and female employees
- Every employer (private or public sector company) must offer men and women equal pay for the same work or work of equal value, regardless of the sex of the employee, and without direct or indirect discrimination in remuneration or any other benefits either in cash or in kind.
- The situation of the payroll professions (both in the private and public sectors) must be based on common criteria for working men and women and be applied without gender discrimination.
- Any additional benefits related to a specific job, both in the public and private sectors, such as allowances and any other form of additional benefits, should be paid without being discriminated against on the grounds of sex or marriage.
- Posting ads that encourage applications from people of the opposite sex, but without the favorable treatment of people of one sex

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

### Discrimination on the basis of nationality or race

Discrimination in the workplace based on racial or ethnic origin is widespread. Actions are needed to not only ensure equal employment opportunities, but to give institutional value to diversity in an institutional and clear way, in order to consolidate multiculturalism, promote corporate social responsibility and promote diversity as a component of business objectives and strategies.

### GOOD PRACTICES

- The company can consistently and consistently formulate and implement a clear non-discrimination policy. It may even impose disciplinary sanctions in the event of discrimination against an associate.
- The employer must ensure that the staff responsible for managing human resources are raised in matters of diversity management
- Employers can encourage these individuals to be actively involved in institutions and decision-making processes.
- Employers should additionally encourage these individuals to take care of their education and to participate in training seminars and conferences.
- Employers need to recognize and use the skills of individuals.
- Employers should not behave more favorably towards an employee.

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

- ❑ No employee or job seeker should be disadvantaged unless this is justified as a necessary and necessary means of achieving a legitimate aim.
- ❑ Employers must ensure that people belonging to under-represented ethnic groups are encouraged to take advantage of equal opportunities.
- ❑ Equal opportunities policy should cover all aspects of employment, including recruitment, working conditions, training and development, promotion, performance, complaints, discipline and treatment of employees when Their contract expires.
- ❑ If this is possible, the equal opportunities policy should be outlined in cooperation with workers, employers and trade unions.
- ❑ The business equal opportunity policy should be published and distributed to employees, emailed, included in employee contracts, on the business website, and wherever necessary so that all employees have access to it. & be checked regularly
- ❑ Monitoring the effectiveness of racial / ethnic group policy gives employers the information they need to understand the impact of employment policies, practices and procedures on people from different racial / ethnic groups.
- ❑ Monitoring the effectiveness of the policy is a process that involves collecting, analyzing and evaluating information. This can be done in various ways, such as questionnaires, research, counseling.

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

### Age discrimination

Certain population groups (elderly, young people) are faced with obstacles and disincentives to take up or stay in work.

The low participation rates of older people in employment may be due either to their early retirement - their early retirement or their negative attitude towards them. Other factors that may be responsible for the low percentage of older workers in employment are educational attainment and reduced working capacity.

### GOOD PRACTICES-ANTI-DISCRIMINATION MEASURES

- the implementation of a strategy with the primary aim of overturning anti-aging stereotypes and the relatively older workforce
- introduction of flexible legislation
- providing incentives to these individuals to continue their work and participate in the workforce
- providing incentives to maintain their working capacity and training and enhance their employability
- implementation of business financing programs for the recruitment or re-employment of people belonging to specific age groups
- age limits should only be applied if this is necessary for the job to be performed
- reform and adjustment of pension systems, the reduction of other forms of early retirement, the regulation of flexibility in working life

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

### Discrimination due to disability

Workplace discrimination is the decision-making process that affects an employee and is based in whole or in part on the employee's actual or presumed incapacity, in those cases where the employee is a person with a disability.

### GOOD PRACTICES

- Employers should take care to meet the needs of people with disabilities, to facilitate people in fulfilling their duties.
- Employers can take cost-effective ways to effectively remove barriers to a person with a disability so that he or she can do his or her job, and have equal access to benefits and employment opportunities.
- Meeting needs must take place for both job applicants and employees during the selection process, in the work environment, in the way work is performed, in the way it is evaluated and rewarded, as well as in bonuses and employment benefits.
- Employers also have to take care of meeting the needs of people with disabilities when the job or work environment changes or worsens and affects the employee's ability to complete his or her work.
- Employers should consult with employees and, where necessary, specialists to set up the necessary mechanisms to meet the needs of people with disabilities.
- The employer must evaluate the job performance with the same criteria and standards that it uses for other employees, however, depending on the type, the employer can adjust the way the performance is evaluated.

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

- ❑ Coverage needs to be specialized and may involve adapting facilities to make them accessible, adapting existing equipment or acquiring new equipment including computer hardware and software, reorganizing jobs, changing training and evaluation systems, the adjustment of working time, the provision to readers, sign language interpreters, etc. and the provision of specialized supervision, training and support.
- ❑ When looking for staff, employers should identify the inherent requirements and basic functions of the vacancy, clearly describe the skills and competencies required for the job, and set reasonable criteria for selecting, preferably in writing, jobseekers. for vacancies.
- ❑ Job application forms should focus on highlighting the applicants' ability to meet the requirements of the position.
- ❑ Job advertisements should be easily accessible to people with disabilities, provided in the appropriate format and, where possible, circulated to the organizations representing those people.
- ❑ Employers should check the selection criteria. If they have a tendency to exclude people with disabilities, they should stop and ensure that unacceptable barriers for people with disabilities are not placed.
- ❑ The employer should not employ people with disabilities on less favorable terms and conditions for disability-related reasons.
- ❑ Employers are required to provide and maintain a safe and risk-free working environment for employees.

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

- ❑ Employees with disabilities should be asked in case of possible development of special programs for their career development, so that these programs meet both their needs and their skills.
- ❑ People with disabilities have the right to keep their disability confidential.
- ❑ If employees with disabilities are under-represented at all occupational levels and categories in the workplace, the employer should seek guidance from organizations representing people with disabilities or relevant experts

### Discrimination on the basis of religion or other beliefs

Justice at work is a key factor for good performance and maximum productivity of employers and employees. Tackling discrimination helps to attract, motivate and retain staff while enhancing the employer's reputation. Elimination of discrimination helps everyone to have equal opportunities at work and to develop their skills in the best way.

### GOOD PRACTICES (on the part of employers)

- ❑ Employers can reduce the risk of discriminatory decisions by establishing written objective criteria for evaluating candidates for a position or promotion, and by consistently applying these criteria to all candidates.
- ❑ During the interviews, employers can ensure non-discrimination by asking the same questions to all candidates for the position or for the same position and by asking questions about issues directly related to the position.

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

- ❑ Employers can reduce the likelihood of discrimination based on religion by carefully recording and justifying disciplinary action.
- ❑ When management decisions require subjective judgment, employers can reduce the risk of discretionary decisions by providing training to inexperienced managers and encouraging them to consult with qualified colleagues when dealing with such matters.
- ❑ If an employer encounters a biased client, for example in the event that a client refuses to be served by an employee due to religious attire, the employer should be prepared to handle the situation.
- ❑ Employers should implement an anti-discrimination policy in their companies and communicate how this policy is implemented by the company: 1. to cover cases of harassment due to religion, 2. to clearly explain what is prohibited, 3. to describe the procedures through which incidents of harassment are reported to the administration, 4. to ensure that victims of harassment are protected. Procedures should include a grievance mechanism, which will offer multiple options for grievance, prompt, thorough and impartial investigation, and prompt and appropriate remedial action.
- ❑ Employers should allow employees to express themselves religiously, to the extent that they allow other personal expressions that do not cause harassment or disruption
- ❑ If the employer finds that an employee does not approve of the religious behavior reported to him or her, the employer must terminate that behavior, because even behavior that the employer does not perceive as abusive can become quite serious or pervasive and affect employment conditions, if not addressed in view of employee intensity.



## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

- ❑ If the harassment is committed by a non-employee under a contractor, the supervisor or other appropriate person in the hierarchy should start a meeting with the contractor about the harassment and the issue to stop, take the necessary disciplinary action, and if the problem continues to be outsourced to another contractor.
- ❑ When the employer notices abusive or offensive behaviors, he must intervene immediately to avoid escalation of the dispute.
- ❑ Employers should encourage managers to intervene cautiously and discuss with their subordinates whether certain practices of religious expression are welcome, especially if managers have indications that religious expression could be considered harassment by one ( ) atom.
- ❑ Although supervisors are allowed to express themselves religiously, they should avoid expressions and behaviors that could potentially be perceived by their subordinates as obligatory, even if that is not the purpose.

### **GOOD PRACTICES (on the part of employees)**

- ❑ Employees who engage in unwanted religious behavior should inform the person who is behaving in an unacceptable manner that they wish to stop. If the conduct persists, employees should report it to their supervisor or other company official in accordance with the procedures set out in the company's anti-discrimination and harassment policy.
- ❑ Employees who do not wish to personally deal with a person who has unacceptable religious behavior should report it to their supervisor or other company official, always in accordance with the procedures set out in the company's anti-discrimination and harassment policy.

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

### Good practices for facilitating religious expression in the workplace, on the part of employers

- Employers should inform employees that they will make every effort to facilitate their religious practices.
- Employers should train managers and supervisors to recognize the needs of employees for the performance of their religious duties.
- Employers should consider developing internal procedures to promote the religious performance of employees.
- Employers should evaluate requests separately and avoid assumptions and stereotypes about what constitutes a religious belief or practice or what kind of needs exist for their exercise.
- Employers and employees should provide complete information to the extent necessary regarding the religious needs of employees and the options available to meet them.
- Managers and supervisors should be trained to evaluate and consider all alternatives. F When faced with the issue of providing a special place for the performance of religious duties, they should consider its provision on a temporary basis at least.
- Employers will have to work with employees who need a change in their schedule in order to perform their religious duties.
- Employers should consider adopting flexible leave and planning policies and procedures that will make it easier for employees to meet their religious and other personal needs. Such policies may reduce individual requests for exemptions. For example, some employers have policies that allow for alternative work plans.

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

- ❑ The employer should facilitate and encourage reciprocal and voluntary replacements and exchanges between employees with similar qualifications and posts and include such arrangements in company policy. The employer should also provide the necessary tools to facilitate communication between employees, e.g. group e-mail, bulletin board etc.
- ❑ Employers must make efforts to satisfy the desire of employees to wear religious clothing. If the employer is interested in the uniform appearance of employees in a position that involves interaction with the public, it may be advisable to consider whether it is possible to wear an element of his religious attire in the color of the company so that he can fulfill his duties.
- ❑ Managers and employees should be trained not to engage in stereotypes about religious clothing and practices and not to assume in advance that non-formal clothing creates disproportionate difficulties.
- ❑ Employers need to be flexible and creative in terms of working hours, job duties and selection procedures to the extent possible.
- ❑ Employers need to be sensitive and keep in mind that they may inadvertently pressure or force employees to go to social events, which may be difficult for religious reasons.
- ❑ Employers need to train managers to assess the inconvenience that may be caused by religious expression in the workplace, and not just to guess at the disturbances it may lead to.
- ❑ Employers should include in the anti-discrimination and harassment policy a discussion of religious expression, emphasizing the need for all employees to be sensitive to the beliefs or non-beliefs of others.

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

Good practices for facilitating religious expression in the workplace, on the part of employees

- Employees should advise their superiors or managers on the conflict between their religious needs and work rules
- Employees should provide enough information to facilitate the employer in trying to understand the special needs of the employee stemming from his or her religious beliefs or practices.
- Employees trying to convert to the workplace should stop this behavior towards people who show that this is not welcome.

### **Discrimination on the grounds of sexual orientation**

People are often discriminated against because of their sexual (or sexual) orientation. These are homosexual, bisexual or transgender people (hereinafter LBGT). LBGT people often face barriers to accessing work, education or training, and even promotion and professional development. They are faced with refusal to work or even with dismissal. Such phenomena can potentially cause LBGT individuals to self-exclude, ie individuals themselves to avoid certain jobs or employment for fear of discrimination. In some cases, they become victims of bullying and harassment or do not enjoy the same benefits as heterosexuals, such as parental leave, relocation compensation, sick partner care or mourning leave, training or other benefits for employees and their families, life insurance and health insurance benefits for employees and their families.

## 2. COMBAT MEASURES AND GOOD PRACTICES BY CATEGORY OF DISCRIMINATION

### GOOD PRACTICES

- Undertaking action by employers' and trade unions.
  - Conducting seminars in the workplace with the cooperation of employers and NGOs
  - Campaigning in the workplace to increase complaints of discrimination and to facilitate access to specialist assistance for victims / victims
  - Trade union awareness-raising actions on the fact that sexual orientation is one of the reasons for non-discrimination protected by both European and national legislation
  - Develop specific policies to address bullying and harassment in the workplace and ensure that LGBT issues are clear and visible within organizations' equality policies
  - Creation of a trade union network and a group of LGBT individuals
  - Training of trade union representatives and negotiators on LGBT rights
  - Collaboration of employers with LGBT individuals' organizations and relevant NGOs to conduct campaigns and events focusing on equality and equal treatment
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Apart from work, the entrepreneur must ensure equal treatment and access to the business through various actions and interventions such as: *Minimizing barriers to access for people with disabilities (PWDs) to its facilities by implementing the necessary access infrastructure, both building infrastructure (eg ramp for the disabled) and electronic applications aimed at the customer public (eg websites and other electronic applications , such as electronic information and / or service points, etc.).*  
*In general, surveillance media (eg brochure, billboards, etc.) should be multilingual where possible.*

## ANNEX: RELEVANT LEGISLATION

- ✓ Directive 2000/43/EC against discrimination on grounds of race and ethnic origin.
- ✓ Directive 2000/78/EC against discrimination at work on grounds of religion or belief, disability, age or sexual orientation.
- ✓ Directive 2006/54/EC equal treatment for men and women in occupational social security schemes.
- ✓ Directive 2010/41/EU equal treatment for men and women engaged in an activity in a self-employed capacity.
- ✓ Directive 92/85/EEC protection of pregnant workers, workers who have recently given birth and women who are breastfeeding.
- ✓ Directive Proposal (COM(2008)462) proposal against discrimination based on age, disability, sexual orientation and religion or belief beyond the workplace.
- ✓ Directive 2004/113/EC equal treatment between men and women in the access to and supply of goods and services.

# *The End*

How do you evaluate yourself?

Do the quiz that follows!