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Budapest University of Technology and Economics

Joint Instruction 8/2024 of the Rector and the Chancellor

Equal Opportunities Plan of the Budapest University of Technology and Economics

Effective from: **the day following the date of the later time stamp**

To monitor amendments to organisational regulatory instrument(s) repealed upon entry into force: **Joint Instruction 11/2021 of the Rector and Chancellor (24 July) on the Equal Opportunities Plan of the Budapest University of Technology and Economics**

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Subject to the fundamental principles stipulated in Article XV of the Fundamental Law of Hungary and the provisions of Act XXVI of 1998 on the Rights and Equal Opportunities of Persons with Disabilities, based on Section 63(4) of Act CXXV of 2003 on Equal Treatment and the Promotion of Equal Opportunities, and in compliance with Act XXV of 2023 on Complaints, Public Interest Reports, and the Rules of Whistleblowing, Chancellor's Order 9/2021 (23 July) on the Procedural Rules of Handling Integrity Incidents, and other internal regulatory instruments of the Budapest University of Technology and Economics, the Equal Opportunities Plan of the University shall be set out in the following Joint Instruction of the Rector and the Chancellor issued pursuant to Section 55(c) of the Organisational and Operational Provisions of the University (hereinafter: Regulation) as follows:

Chapter I
GENERAL PROVISIONS

Section 1
Purpose of the Regulation

- (1) The Budapest University of Technology and Economics (hereinafter: University) shall in the course of all its activities
 - (a) respect the human dignity of persons working as public servants, employees or under other employment-related relationship, or persons seeking to establish such a relationship;
 - (b) be committed to ensuring the full application of the principles and rules laid down in Act CXXV of 2003 on Equal Treatment and the Promotion of Equal Opportunities (hereinafter: Equal Opportunities Act) and Act XXVI of 1998 on the Rights and Equal Opportunities of Persons with Disabilities (hereinafter: Act on Equal Opportunities for the Disabled);
 - (c) provide working conditions and create an environment that
 - (ca) contribute to maintaining and reinforcing such fundamental values, and
 - (cb) to the implementing the provisions of the Equal Opportunities Act and the Act on Equal Opportunities for the Disabled.
- (2) For the purposes of achieving the objectives set out in paragraph (1), this Regulation aims to:
 - (a) clearly state and make the principles of equal opportunities at the institution accessible to all citizens of the University;
 - (b) define actions and measures for the practical implementation of the principles defined in point (a);

- (c) on the basis of the principles and measures referred to in points (a) to (b):
 - (ca) prevent or eliminate direct or indirect discrimination against University employees during their employment, in particular in relation to recruitment, remuneration, income, benefits, training and further training, other incentives, promotion, reassignment, dismissal and other employment-related matters;
 - (cb) prevent all forms of harassment, unlawful segregation, and retaliation, and any instruction given to that effect.
 - (d) define the Equal Opportunities Plan of the University based on the provisions of Section 68(4) of the Equal Opportunities Act (hereinafter: Equal Opportunities Plan).
- (3) This Regulation has been drawn up with a view and in consideration of the comments and opinions of the trade union represented at the University, the Trade Union of Employees in Higher Education and the Public Servants' Council.

Section 2

Scope of the Regulation

- (1) The personal scope of this Regulation shall extend to:
 - (a) the University as employer;
 - (b) the employee, public-servant representative bodies at the University;
 - (c) people employed by the University as public servants or under other employment-related relationship (hereinafter: employees), irrespective of the nature of their employment, their working hours, or whether their employment is for a fixed or an indefinite term;
 - (d) people seeking to establish an employment relationship with the University (once the procedure to establish such a relationship has commenced).
- (2) This Regulation set out the principles of equal treatment and equal opportunities to be observed by the University in the employment of employees, and the provisions for enforcing those principles, as well as the measures to promote equal opportunities for employees, and the procedure to be followed in the event of a breach equal treatment.
- (3) Equal opportunities rules for persons with a student status at the University shall be governed by a separate instrument.²

² Joint Instruction 6/2015 (29 October) of the Rector and the Chancellor on the Terms and Conditions Promoting Equal Academic Opportunities for BME Students with Special Needs Students

Section 3 Definitions

- (1) In compliance with the Fundamental Law of Hungary, the Equal Opportunities Act and the Act on Equal Opportunities for the Disabled, the following terms shall be understood as set out below for the purposes of ensuring equal treatment and equal employment opportunities at the University and in the implementation of the Equal Opportunities Plan.
- (a) **Direct discrimination:** any provision, conduct or manifestation which results in a person or a group being treated less favourably than another person or group in a comparable situation is, has been or would be treated on ground of any of the following characteristics, whether real or perceived sex, race, colour, nationality, affiliation with a national minority, mother tongue, disability, state of health, reduced work capacity, religious or philosophical belief, political or other opinion, family status, motherhood (pregnancy) or fatherhood, sexual orientation, gender identity, age, social origin, financial status, non-standard nature of their employment relationship or other legal relationship for the performance of work, membership in a representative body, or any other status, characteristic, or attribute (hereinafter jointly: characteristics).
 - (b) **Indirect discrimination:** any provision that does not constitute direct discrimination under Section (1)(a) and apparently complies with the principle of equal treatment, if it places, to a considerably higher extent, certain persons or groups having the characteristics specified in the point referenced above, in a less favourable situation than another person or group in a comparable situation is, has been, or would be placed.
 - (c) **Mental abuse:** any intentional conduct which, through coercion or threat, would seriously impair another person's mental integrity. Its manifestations include isolation from others, verbal aggression, threats, intimidation, control, harassment, humiliation and defamation.
 - (d) **Harassment:** any conduct of sexual or other nature that violates human dignity, is related to the characteristic of the person concerned specified in Section 8 of the Equal Opportunities Act and has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.
 - (e) **Unlawful segregation:** any action separating, without statutory authorisation, certain persons or groups of persons from other persons or the group of persons in a comparable situation on the ground of the characteristics defined in Section 8 of the Equal Opportunities Act.
 - (f) **Retaliation:** any conduct that is causing, is aimed at causing, or threatens

to cause legal disadvantage to a person in connection with a complaint made, proceedings brought, or participating in such proceedings on account of a breach of the principle of equal treatment.

- (g) **Equal Treatment:** The requirement of equal treatment obliges the University to refrain from any conduct which, on the grounds of the characteristic specified in Section 8 of the Equal Opportunities Act, results in direct or indirect discrimination, retaliation, harassment or unlawful segregation against certain persons or groups of persons from other persons or groups of persons.

The requirement of equal treatment shall, in part, mean a negative obligation on the University not to violate the equal human dignity of others. In addition to this, it also appears as an enforceable right of the person concerned to be treated as a person of equal dignity.

- (h) **Person with a Disability:** a person who lives with a long-term or permanent sensory, communication, physical, intellectual or psychosocial impairment, or any combination thereof, which, in interaction with significant environmental, social, and other barriers, restricts or hinders their effective and equal participation in society.
- (i) **Complaint:** a request that focuses on remedying and individual infringement of a right or interest, and is not subject to other settlement procedures, in particular court or administrative proceedings. It may also include a proposal.

Section 4 General Principles

- (1) In compliance with the Fundamental Law of Hungary, the Equal Opportunities Act and the Act on Equal Opportunities for the Disabled, the following general principles shall be considered as fundamental principles during the implementation of the Equal Opportunities Plan to ensure equal treatment and equal opportunities in employment.
- (2) In the course of employment, the University shall:
- (a) enforce the requirement of equal treatment;
 - (b) prevent and avoid all forms of discrimination against employees;
 - (c) refrain from any conduct which, on the ground of the characteristics specified in Section 8 of the Equal Opportunities Act, may result in direct or indirect discrimination, retaliation, harassment or unlawful segregation against any employee or group of employees.

- (3) The University shall prohibit all forms of direct or indirect discrimination against employees, in particular when defining and applying provisions relating to:
 - (a) access to work, in particular in public job advertisements, recruitment, and conditions of employment;
 - (b) provisions related to procedures preceding and facilitating the establishment of an employment relationship or other legal relationship for the performance of work;
 - (c) the establishment and termination of an employment relationship or other legal relationship for the performance of work;
 - (d) training provided prior to the establishment of the legal relationship or during such relationship;
 - (e) defining and ensuring working conditions;
 - (f) defining and providing benefits to be granted on the basis of an employment relationship or other legal relationship for the performance of work;
 - (g) membership of, or participation in organisations of public servants;
 - (h) the promotion system;
 - (i) enforcing liability for damages and labour liability.
- (4) The University expects all employees to show mutual respect, recognition and appreciation towards others. As an employer, the University does not tolerate any form of discrimination, harassment or segregation, and it is expressly committed to promoting equal opportunities for its employees.
- (5) Respecting the prohibition of discrimination and the principle of equal treatment in itself does not eliminate all potential inequalities that may affect those in an employment relationship with the University; therefore, the University is committed to fair and flexible treatment and to diversity.
- (6) The University commits itself to promoting equal opportunities for all groups of employees, in particular with regard to the employment and career opportunities of disadvantaged groups. To this end, the University will make use of all its opportunities and resources to take advantage of options of positive discrimination permitted by law. Our University places particular emphasis on ensuring equal opportunities for protected target groups, including women, employees over the age of 40, employees raising children, career starters, those approaching retirement age, and persons with a disability. A provision intended to eliminate the inequality of a specified social group based on an objective assessment, does not constitute a breach of the requirement of equal treatment, provided that it is based on an Act or on a government decree issued under

statutory authorisation, or on an internal regulation, and is valid for a fixed term or until the fulfilment of a specified conditions. However, such a provision may not be in breach of any fundamental rights, may not confer an unconditional advantage and may not exclude the consideration of individual circumstances.

- (7) In respecting human dignity and ensuring a healthy and safe working environment, the University respects the human dignity, interests, and individuality of its employees in the course of their employment. Taking into consideration and incorporating both its own interests and those of its employees, the University seeks to create working conditions that contribute to ensuring that such fundamental values are maintained and reinforced. The University considers it its task to foster a healthy workplace atmosphere and to contribute to maintaining and reinforcing these fundamental values. The University accepts responsibility for the protection of its employees and the environment.
- (8) Health and safety are key to the success of the University; they play a vital role in staff satisfaction and well-being and in the quality of work performed; the University therefore is committed to improving health and safety conditions.
- (9) The University strives to comply with the principle of partnership even within the framework of the employment relationship. Therefore, its internal regulations are drafted in the spirit of the promotion of equal treatment and equal opportunities. It applies positive, fair and flexible measures that help in improving the employment position of public servants, establishes transparent legal relationships and, while ensuring mutual benefits, involves the trade union represented at the University and the Public Servants' Council in the preparation of key decisions affecting employees.
- (10) In addition to the above, the University is committed to cooperation based on mutual trust and respect, and thus cooperates with employee interest bodies to ensure the successful implementation of the Equal Opportunities Plan.
- (11) In the course of employment, no employee is of greater value to society than another, whatever their age, gender, nationality, family status, religion, political beliefs, or health status. Strengthening solidarity is in the interest of every member of our society. As a committed actor in social responsibility, the University supports, to the extent possible, the efforts of civil society organisations to achieve equal opportunities for disadvantaged social groups.
- (12) The University is committed to giving effect, in its day-to-day operations, to the standards stipulated in the BME Code of Ethics.
- (13) Ensuring the principles of the Equal Opportunities Plan requires not only the adherence to the prohibition of discrimination, but also the adoption of the positive, fair, and flexible supportive measures necessary to eliminate or mitigate

any inequalities that may affect the employees of the University.

Chapter II. SPECIAL PROVISIONS

Section 5 Target Groups of the Equal Opportunities Plan

- (1) One of the University's key objectives is to continuously monitor all those factors on the basis of which an employee or group of employees may find themselves in a disadvantaged position or exposed to discrimination. Considering this, the Equal Opportunities Plan of the University focuses on the following employee target groups, noting overlaps may occur between the identified groups in terms of interpretation, and that their enumeration does not imply any ranking among them.
 - (a) women;
 - (b) employees raising one or more children under the age of 16;
 - (c) employees absent for childcare responsibilities;
 - (d) employees returning from maternity leave or unpaid leave taken for childcare;
 - (e) employees over the age of 40;
 - (f) employees approaching retirement age (employees aged 60 or over);
 - (g) career starters (employees under the age of 28 with less than 1 year of employment);
 - (h) employees with a disability;
 - (i) single-parent employees;
 - (j) employees raising a disabled child or caring for relatives with long-term illness.
- (2) In addition to implementing measures to improve equal opportunities for all these employee target groups, the University considers it an important objective to support the preservation of employees' health, and therefore initiates various health-promoting measures.

Section 6

Data Used for Drafting the Equal Opportunities Plan

The non-identifiable statistical data relating to public servants that have been used in drafting the Equal Opportunities Plan are available from the employment database and set out in Annex 1 to this Regulation.

Section 7

Data Processing Provisions in connection with the Equal Opportunities Plan

- (1) The University enables its employees to provide, on a voluntary basis, those personal data that are necessary for ensuring equal treatment and for implementing measures to promote equal opportunities.
- (2) Special or sensitive data may be recorded solely subject to prior, detailed information provided to the employees concerned and on the basis of their prior written consent to the data processing, but only for the purpose of measures related to equal opportunities. Consents to data processing may at any time be withdrawn by the data subject.
- (3) The identification of the presence of the above employee target groups within the University, the assessment of their number, proportion, and needs, may be carried out by means of a separate voluntary questionnaire survey, during which any personal or sensitive data obtained by the University may only be processed in accordance with the statutory provisions on the protection of personal data.
- (4) For the implementation of the measures set out in the Equal Opportunities Plan, for the provision of the defined measures and benefits, and for the determination of further measures and benefits, the University may keep a statistical register of employees raising their child(ren) alone, of employees caring for a child with a disability or for a relative with a long-term illness.

Section 8

Equal Opportunities Action Plan

- (1) Measures ensuring the University-level organisational framework for equal opportunities activities:
 - (a) for the purpose of ensuring equal treatment, promoting equal opportunities and implementing the Equal Opportunities Plan, the University – on the basis of the relevant provisions of its Organisational and Operational Regulations³ – operates a seven-member Equal Opportunities Committee

³Section 17(1) of the Organisational and Operational Provisions of the Budapest University of Technology and Economics, as in force at the time of the entry into force of this Regulation, as adopted

(hereinafter: Committee), the rules governing its operation being set out in the relevant Rules of Procedure of the Equal Opportunities Committee;

- (b) the Rector and the Chancellor shall bear primary responsibility for implementing the measures and objectives set out in the Equal Opportunities Plan, in particular through the acts of the Committee;
- (c) with the involvement of the members of the Committee, equal-opportunities knowledge shall be continuously developed and disseminated within the community of the University;
- (d) reflecting the equal-opportunities requirement in the expectations placed on executives and in the shaping of the attitudes and behaviour of executives and their staff;
- (e) treating the principle of equal treatment and the promotion of equal opportunities as an integral part of human resources activities;
- (f) drafting regulatory and other conditions to ensure, where necessary, the application of the equal treatment principle;
- (g) the enforcement of equal opportunities principles and the implementation of the objectives set out in the Equal Opportunities Plan shall be ensured by establishing the necessary personal and material conditions. To this end, the resources required for the measures set out in the Equal Opportunities Plan shall be provided by the Rector or the Chancellor, within their joint competence and on the basis of individual decisions, while taking into consideration the principle of budgetary prudence.
- (h) Representatives of the University shall demonstrate awareness of equal opportunities in their communication and conduct at public events. They do not convey segregation, and shall not tolerate any prejudices existing towards particular groups;
- (i) The competent organisational unit of the University shall conduct stocktakings, and shall develop detailed action plans to mitigate the disadvantages identified;
- (j) To strengthen equal opportunities awareness, the University shall organise employee awareness raising programmes, involving experts in disability issues and persons with lived experience as appropriate. The University is particularly committed to enhancing its employees' awareness to equal-opportunities issues and problems and to strengthening their commitment to resolving them; to this end, it organises programmes, events, and training courses that shape employees' attitudes in this regard;

- (k) the “Equal Opportunities Award” is established to recognise outstanding, exemplary conduct in the promotion of equal opportunities, to be presented by the Committee once a year to one (1) public servant selected from among the nominees. The Rector and the Chancellor shall jointly decide on the recipient, based on the recommendation from the Committee.
 - (l) the Committee shall operate a dedicated website to provide wider access to information and direct access to documents and information relating to equal opportunities;
 - (m) the Equal Opportunities Plan and information related to equal opportunities shall be made available to all employees of the University, and new entrants are required to study them as part of their onboarding process;
 - (n) in order to improve the overall situation of disadvantaged public servants, social welfare activities of employee interest groups shall be supported.
- (2) Measures to ensure compliance with the requirement of equal treatment:
- (a) Measures taken during the selection process to ensure compliance with the prohibition of discrimination in meeting the University's staffing needs:
 - (ba) avoiding any distinction in the wording of job advertisements and during the selection of public servants on the grounds of age, gender, nationality, family and health status, and religious or philosophical belief;
 - (bb) giving priority to skills, abilities, competencies and experience required for the relevant job when selecting candidates;
 - (bc) assessing extensive professional and practical work experience, and the reliability based on it, taking into account other skills and abilities;
 - (bd) accepting applications from people over the age of 40 for positions that require prior classroom or on-the-job training, regardless of the fact that such training may no less profitable investment due to their age.
 - (b) All employees of the University, including those with visual, hearing or communication impairments, in a manner appropriate to their needs, shall have unrestricted access to the fullest possible range of information necessary for:
 - (be) the performance of their duties;
 - (bf) equal participation in the broader and narrower University community;
 - (bg) their individual development;

- (bh) meeting the requirement of lifelong learning; and
 - (bi) the assertion and protection of their interests.
- (c) When ensuring working conditions, the University shall ensure that all employees
- (ca) are fully informed about their job and their opportunities for career advancement;
 - (cb) are granted access to the working conditions available to the relevant organisational unit and required for the performance of their duties;
 - (cc) are granted access to all resources available to the relevant organisational unit and required for the performance of their duties;
- (d) Promoting equal treatment in remuneration by:
- (da) ensuring the application of the principle of equal pay for equal work in relation to individual salary components and other forms of remuneration;
 - (db) reviewing and analysing the remuneration landscape, taking into account factors that may cause disadvantage, in particular gender, age, and place of work, in order to ensure that the principle of equal pay for equal work is applied.
- (e) Ensuring the conditions of equal treatment in management recruitment, with a view to increasing the proportion of women among executives and senior executives.
- (3) Planned measures to improve the equal-opportunities situation for female employees:
- (a) Measures relating to women focus on promoting their career advancement. To this end, the person exercising employer's authority shall support female employees in their professional advancement and in attaining executive positions by ensuring that they can participate in the necessary training courses and programmes, acquire the required qualifications, broaden their professional experience, and take part in related research and grant programmes.
 - (b) Greater involvement of female employees in R&D activities and assigning them related project tasks. Paying particular attention to the principle of equal pay for equal work when evaluating projects.
- (4) Planned measures to improve the equal-opportunities situation for employees with a disability:
- (a) Designing measures to assess and then improve working conditions, with

particular regard to improving the situation of employees with disabilities and long-term (or temporary) health impairments to their health status, including the individual, needs-based adaptation and design of workstations. The Work Supervisor of the competent organisational unit shall appoint an internal mentor to support the employee with a disability, if necessary.

- (b) Taking into account the needs of people with disabilities when developing transport links, space use and renovating facilities, in line with the principles of universal (inclusive) design.
 - (c) Creating working conditions that continuously promote the utilisation of the physical and mental abilities of employees with disabilities. To this end, supporting the working conditions of employees with disabilities through investment programmes (job creation and accessibility programmes).
 - (d) Continuous monitoring opportunities to obtain grant funding that supports the achievement of the specified objectives, and participating in relevant calls for proposals.
 - (e) Implementing developments in the field of info-communication accessibility, thus making in-house University communication tools and channels, as well as University websites, user-friendly for persons with reduced sensory abilities, especially those with visual or hearing impairments.
 - (f) Assessing the possibilities for meeting the requirements set out in the provisions of the Act on Equal Opportunities for the Disabled, and adopting appropriate decisions to improve the situation of employees with disabilities.
 - (g) As a result of the assessment specified in point (f) of this paragraph, informing employees with disabilities about which parts of the built environment of the University Campus and which of the available services are accessible to persons with disabilities, either in full (for all disability groups) or in part (for specified disability groups). Further measures to make the buildings the University uses accessible.
 - (h) Seeking contacts with relevant civil society organisations in order to ensure that suitable positions can also be filled by employees with disabilities.
- (5) Planned measures to improve the equal-opportunity situation for employees over the age of forty specifically include prioritising, for this group, the promotion of health preservation and professional advancement; therefore, measures designed for employees over the age of forty primarily focus on:
- (a) facilitating career advancement;

- (b) encouraging and assisting participation in training programmes, in particular in IT, languages and further postgraduate specialisation programmes;
 - (c) reviewing the working conditions for employees performing sedentary work;
 - (d) organising voluntary health screenings;
 - (e) promoting fringe benefits available for health-promoting activities among employees over forty, including discounts at the University sports centre.
- (6) Planned measures to improve the equal-opportunity situation for career-starter employees:
- (a) increasing the number of career-starter employees and facilitating the integration of the young employees;
 - (b) creating opportunities for the training of new entrants, with a particular focus on career starters. New entrants are provided information on the regulatory environment of the University and the use of its IT infrastructure, and, in case of career starters, to the University's organisational and work culture.
 - (c) developing a University traineeship programme to promote the employment and smooth integration of young early-career employees.
 - (d) operating a mentoring system, primarily to support the rapid integration of new career starter employees.
- (7) Planned measures to improve the equal-opportunity situation for employees absent for childcare responsibilities:
- (a) strengthening and ensuring regular contact with employees on childcare leave.
 - (b) keeping employees on maternity leave or on leave of absence without pay, continuously informed about changes affecting their workplace, as this is key to facilitate their later return. It is important that the employee on leave is aware of the tasks during absence, including those affecting the employer. To this end, employees leaving for maternity leave are informed, and their contact information (email address, telephone number, mailing address) shall be kept on record and updated.
 - (c) Compiling and continuously updating an information pack on key matters and benefits related to starting a family, furthermore, providing employees with the opportunity to monitor the job advertisement system.
- (8) Planned measures to improve the equal-opportunity situation for employees

returning from maternity leave or leave of absence without pay:

- (a) ensuring employees returning from childcare leave and leave of absence without pay the opportunity to work flexible and family-friendly working hours;
 - (b) providing refresher and further training courses for employees returning from childcare leave and leave of absence without pay (in particular in e-learning form) during their leave prior to returning to work;
 - (c) when filling vacant positions, priority should be given to internal recruitment, thereby allowing employees returning from childcare leave and leave of absence without pay to return to work;
 - (d) continuous promotion of the “Family-Friendly Community Space” set up and opened in January 2024, among employees with families, and ensuring access to the premises in accordance with its house rules.
- (9) Planned measures to improve the equal-opportunity situation for employees approaching retirement:
- (a) Key measures relating to employees approaching retirement:
 - (aa) supporting the life course of employees approaching retirement;
 - (ab) humane care provided to retired employees;
 - (ac) creating atypical employment forms for employees approaching retirement, including part-time work;
 - (ad) assisting employees approaching retirement in preparing for retirement by ensuring that such employees are clearly and fully aware of all the sequences of retiring, in particular the options they have, when and how the retirement process takes place, what forms they need to fill in, and who they can contact with their questions. The aim is to disseminate this information as widely as possible, in particular among employees over the age of 60.
 - (b) Continued employment of some employees approaching retirement, within the framework permitted by the law and internal regulations, in particular for the purpose of mentoring career-starter teachers and other employees.
 - (c) Monitoring grant opportunities related to supporting older employees, and initiating participation in such calls.
- (10) Planned measures to improve equal-opportunity situation for employees raising minor dependents:
- (a) Widespread dissemination of information among employees on benefits provided by the University.

- (b) Flexible working hours, homeworking, or flexible starting times.
 - (c) Facilitating work-life balance for employees, for example, by creating work schedules that is aligned to the opening hours of childcare and educational institutions (including training sessions and office meetings).
 - (d) Where this does not adversely affect the performance of University tasks, overtime for parents shall be offered on an optional basis rather than ordered without prior consultation, and those who decline it shall not be disadvantaged.
 - (e) As much as possible, breaks in public education institutions should be taken into consideration when allowing leave for employees.
 - (f) Allowing part-time employment based on the employee's request submitted in writing.
 - (g) Monitoring calls for proposals, awards and trademark opportunities that support the creation of a family-friendly workplace, and initiating participation in such schemes.
- (11) Planned measures to improve equal-opportunity situation for employees taking care of a next of kin with long-term illness or disability:
- (a) Upon request, the University shall provide the possibility of taking up to 4 hours per month of freely usable working-time allowance (non-accumulable), provided that taking such allowance does not prevent the employee from performing their duties.
 - (b) In the assessment of applications, the University shall give priority to the employee concerned in relation to social assistance, purchase of assistive devices, and applications for housing loans.
- (12) Measures supporting health promotion and employees with chronic illnesses:
- (a) Reviewing the provision of the support granted so that such employees can participate in health screening examinations.
 - (b) Organising health-promotion events for employees, taking into account general public health indicators.
 - (c) Raising awareness of executives with relevant supervisory powers to ensure that employees with chronic illnesses undergoing regular treatment are offered working-time allowances in order to allow them to attend the necessary check-ups.
 - (d) When organising a "Sports Day" event, it should be assessed whether the event can be made accessible to employees who are limited in, or prevented from, engaging in sporting activities.

- (e) Examining the conditions for the following options:
 - (ea) reviewing catering services, identifying food options that support healthy diet;
 - (eb) serving employees with special dietary needs;
 - (ec) considering other alternatives, including increasing the number of vending machines.
- (f) Joining programmes that promote sports activities, and examining the possibility of granting employees financial support in this context.
- (g) Assessing the possibility of installing further defibrillators, in addition to the existing ones, in all University buildings, monitoring the condition of the equipment, and organising training required for their use.

Section 9

Equal Opportunities Officer

- (1) On the proposal of the Head of the Directorate of Human Resources and with the agreement of the Rector, the Chancellor shall appoint an Equal Opportunities Officer for the relevant term of the Equal Opportunities Plan, in order to ensure the implementation of the principles of equal opportunity. The key responsibilities of the Equal Opportunities Officer are to:
 - (a) continuously monitor equal-opportunities-related calls for proposals and to inform employees on these on the University website;
 - (b) coordinate equal-opportunity events held within the framework of programmes and calls for proposals carried out at the University;
 - (c) ensure the flow of information by regularly updating and notifying employees about the implementation of the equal-opportunity programmes at the University;
 - (d) regularly inform employees about equal-opportunity tasks that have been implemented and completed;
 - (e) take part in Committee meetings with a right to speak;
 - (f) act as a secretary and perform administrative tasks during Committee meetings and at hearings held the context of complaint procedures, as stipulated in the Rules of Procedure of the Equal Opportunities Committee.

Section 10

Procedural Rules in the event of a Breach of the Requirement of Equal Treatment

- (1) Should the University be in breach of the equal treatment requirement, the employee may initiate a complaints procedure as stipulated in the internal regulatory instrument entitled *Procedural Rules for Organisational Integrity Incidents*⁴. The provisions of the internal regulatory instrument shall apply to suspected breaches of equal treatment requirement, subject to the following deviation:
 - (a) The University shall facilitate dialogue between the relevant parties, and shall assist employees by informing them on the available complaints and remedy procedures.
 - (b) An employee may directly (in person or electronically) submit a complaint with the Committee.
 - (c) In the course of its examination, the Committee shall investigate to find a consensual solution of which it then shall inform the Rector and the Chancellor.

Chapter III.

CLOSING PROVISIONS

Section 6

- (1) This Regulation shall enter into force on the day following the date of the later time stamp, and it shall remain in force for three years thereafter.
- (2) Upon entry into force of this Regulation, the Joint Instruction 11/2021 (24 July) of the Rector and the Chancellor on the Equal Opportunities Plan of the Budapest University of Technology and Economics shall be repealed.
- (3) The Directorate of Human Resources is responsible for updating this Regulation.
- (4) The management of the University undertakes to adopt the Regulation on the Equal Opportunities Plan for the next period, by the end of the temporal scope specified in paragraph (1).
- (5) This Regulation is available for viewing and downloading at <https://szabalyozastar.bme.hu/> and <https://kancellaria.bme.hu/>

⁴Joint Instruction 9/2021 (23 July) of the Rector and the Chancellor on the Equal Opportunities Plan of the Budapest University of Technology and Economics, as in force at the time of the entry into force of this Regulation.

Budapest, 2024

Budapest, 2024

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Verseghe-Nagy
Chancellor

Dr. Tibor Czigány
Rector

Miklós Verseghe-Nagy
Chancellor

Annexes:

Annex 1 – Data used for preparing the Equal Opportunities Plan and their textual evaluation