



Luxembourg, 20 April 2006

EQUAL OPPORTUNITIES POLICY

1) PREAMBLE

The Translation Centre ("the Centre") is fully committed to the provision of equal opportunities for all its employees through its employment practices, policies and procedures. It undertakes to provide a working environment that is sensitive to differences in gender, marital status, age and disability (a physical and/or mental impairment which does not unreasonably affect work performance), sexual orientation, ethnicity and philosophical or religious beliefs.

The Centre's policy is based on a model of best practice for sustaining a work ethos whereby all employees can reach their full potential. The Centre will ensure, both through the procedures in place and the fulfilment of its obligations imposed by the Staff Regulations, that no employee or job applicant is treated unfairly due to gender, marital status, age, sexual orientation, disability, ethnicity or religious belief with regard to recruitment and selection, training/development, pay and working conditions, and opportunities for career development and promotion.

2) LEGAL BASIS

The Centre, as an employer, is required to ensure that staff at its place of work are treated equally under all circumstances. It is required to adopt the relevant measures under the Staff Regulations, EU Regulations and/or valid Luxembourg legislation (see Annex I).

3) AIMS

The Centre aims to promote genuine equality of opportunity for all its staff. Its goal is to ensure that the needs and aspirations of its entire staff are better reflected in its procedures and actions. To that end it intends to create the conditions for greater equality of opportunity for all staff with regard to their contribution to the development of the Centre and its working and social environment.

4) SCOPE

This policy paper covers all present and future permanent and temporary staff, including auxiliary and contract staff.

5) RESPONSIBILITY OF MANAGEMENT

a) Recruitment

All publications of vacancies will contain positive statements that the Centre is an equal opportunities employer.

All vacancies in the Centre will be open to all suitably qualified applicants in accordance with the Staff Regulations and any internal decisions adopted in that regard.

All recruitment procedures, documentation and all associated publicity material will include no discriminatory content and will encourage applications from all potential candidates.

All staff selection procedures will be designed to afford all candidates an equal opportunity of success.

The Translation Centre will ensure, as far as possible, that an age and gender balance exists on all selection boards.

Selection Boards will be provided with proper and adequate information by the Human Resources Section on good interview practice and on the prevention of discrimination.

b) Working conditions

The Centre is committed to providing common conditions of employment to employees in the same circumstances. Staff will be encouraged and supported by all practical means successfully to integrate their work and family commitments.

Flexibility in working time is provided to help staff achieve a balance between their work and social responsibilities.

c) Career development and Promotion

The Centre is committed to maintaining an environment which enhances the skills and experience of its staff through the creation of learning opportunities and the provision of training and development. It is an integral part of this commitment that all staff will be given equal access to appropriate training according to needs and budget availability.

Selection for training and development will be made without regard to gender or marital status or any other non-relevant factors.

"In-house" or "local" training courses will be preferred to "external" training as they facilitate greater participation by staff with domestic or other obligations which constrain their absence from home.

The training plan developed by the Centre will include modules on equal opportunities with particular regard to performance appraisal and career development.

The training needs of under-represented groups will be taken into account when compiling training programmes. Training courses aimed at developing the potential of staff, according to the needs of the various categories, will be included in the plan.

The Director will ensure that promotion proposals are prepared affording all staff an equal opportunity of career progression.

d) Pay

The Centre is committed to providing equal pay to all staff for work of equal value.

e) Working environment

The Centre is committed to providing a working environment that is geared to the special needs of disabled staff and visitors.

6) RESPONSIBILITY OF STAFF

It is recognised that a policy of equality also places responsibilities on staff members, individually and collectively.

7) COMPLAINTS

Staff grievances in respect of issues arising from this policy will be investigated. The Director of the Centre will therefore appoint an "Equal Opportunities Officer" and will guarantee the independence of said officer.

8) LANGUAGES

The Translation Centre is committed to wording all documents in a gender-neutral manner.

9) INVOLVEMENT IN DECISION-MAKING

While involving staff in decision-making through information, discussion and consultation, the Centre will seek balanced representation with particular regard to gender and age on all internal boards, committees, groups, etc.

10) COMMUNICATION

The Staff Committee of the Translation Centre has been consulted on this policy paper. The Staff Committee has approved the paper.

11) CONSULTATION

A copy of this policy paper has been forwarded to all staff. It is available on the Centre's website and on the intranet.

Each year, as part of the Activity Report, the Director of the Centre will present a report on the progress of the equal opportunities policy and its annexes.

Annex I:

The framework of the Centre's policy on equal opportunities has been created pursuant to:

the Treaty Establishing the European Community (in particular Articles 2, 3, 13 and 119);

the Charter of Fundamental Rights of the European Union; the Staff Regulations of Officials of the European Communities and the Conditions of employment of other servants of the European Communities (in particular Article 1d);

the Fourth Action Programme for equal opportunities for women and men at the European Commission (2004 – 2008);

Council Directive 75/117/EEC on the approximation of the laws of the Member States relating to the application of the principle of equal pay for men and women;

Council Directive 76/207/EEC on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions;

the Council Recommendation on the promotion of positive action for women (1984);

the Council Resolution on the protection of the dignity of women and men at work (1990);

the Communication from the Commission to the Council, the European Parliament, the European Economic and Social Committee and the Committee of the Regions - Equal opportunities for people with disabilities: A European Action Plan (2003);

the Council Recommendation on child care (1992); the Council Directive on measures to encourage improvements in safety and health at work for pregnant women, women who have recently given birth and women who are breast-feeding (1992);

the Council Recommendation (1996) on the balanced participation of women and men in decision-making;

the Council Directive (1996) on parental leave;

the Council Directive (1997) on the burden of proof in cases of discrimination, and

the Grand-Ducal Regulation of 8 December 1981 on equal treatment for men and women with respect to access to employment, training, career promotion and working conditions.