



## MONDO INTERNATIONAL

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### EQUALITY AND DIVERSITY POLICY

#### *Statement of principle*

*Our statement on the principle of equality and diversity is: MIA respects all people, and welcomes the diversity of students and staff. Our commitment is to promote equal opportunities for all, and not to tolerate any unfair direct or indirect discrimination.*

*We are committed to a policy of equal treatment of all our employees, customers as well as job seekers.*

Mondo International Academy have implemented this policy as a confirmation of the commitment to equality and diversity and to prevent discrimination. Equality and diversity policy cover:

1. at work
2. providing services to clients
3. monitoring procedures and training.

This policy is not part of any employee's employment contract. MIA may change this at any time and decide to use a different procedure if deem it appropriate.

Mondo International Academy respect all people, regardless of:

- age (or perceived age)
- disability (past or present)
- gender reassignment
- status of marriage or civil partnership
- race, colour, nationality or ethnicity or national origin
- religion or belief
- gender
- sexual orientation
- trade union membership (or non-membership)

- part-time or full-time status

No conditions shall disadvantage students, employees, job seekers, thereby giving one or the other a disproportionate advantage over the other.

Our goal is and will be what we have committed our employees to, and we also try to emphasize to future employees during the job interviews that the MIA supports and follows the diversity policy. That is why we oblige our employees to adhere to the guidelines that lead to the acceptance of equality and diversity. We encourage our employees to attract and benefit from clients who represent the community. These principles of equality and diversity also apply to the way we treat clients, our business partners and visitors.

In certain circumstances, an employee may be personally liable for discrimination against a colleague, employee, candidate (client), or the student himself.

This Directive further addresses complaints, disciplinary proceedings, and dismissals for non-compliance with the policy.

### **Who is responsible for adhering to equality and diversity policy?**

Everyone is responsible, staff, students, MIA management must play a role in promoting and adhering to the policy of equality and diversity.

### **President and Academic director**

The Director and an Academic Director, has a key role to play in monitoring compliance with and effective enforcement of equality and diversity policies. They play a key role in providing sufficient resources and information to meet the needs of equality and diversity policy.

### **Direct consultations**

L&P - Law and Political Science Agents is a consultant company for equality and diversity policy and therefore the main partner of MIA for solving specific issues. The managing director PhDr. Peter Štaffen PhD. LLM. is directly involved in policy formulation, dissemination and monitoring.  
<http://lpsa.sk/chranena-dielna/>

L&P is the managing authority of the "Inter Pares" project.

Short project specification:

The project Inter Pares - among equals is focused on the integration of people with disabilities into social and working life and the removal of barriers in practice. It arose as a need for support for people with disabilities, their families in removing administrative, bureaucratic, legal and social barriers in society. Nowadays, the project already helps dozens of people who, thanks to the project, have integrated and socialized into social and working life.

L&P is responsible for:

- Design and development of this equality and diversity policy,
- monitoring and reviewing the quality and diversity actions,
- building a culture of awareness of equality and diversity through training and education,
- providing assistance to individuals and / or teams responsible for specific actions in the field, of equality and diversity,
- regular reporting to the management on equality and diversity issues.

## SECTION I.

### **Responsibility of the employees**

All external and internal employees have personal responsibility for the practical application of company equality and diversity policy.

#### *Discrimination and harassment*

There must be no direct or indirect discrimination or harassment as stated in the statement.

The types of discrimination that are prohibited are:

- Direct discrimination,
- Indirect discrimination,
- Harassment,
- Victimization.

### *Indirect discrimination*

People are treated the same, but in a way that adversely affects people with protected property. An example of this is telling women who have children at home to work in the evening like any other employee.

### *Victimization*

This treats someone less favourably because he has claimed his right not to be discriminated against because of a protected property. An example of this is a student who claims to have been discriminated against because of his disability, and then his tutor decided, when he left, not to be provided with information that would affect his studies because he claimed discrimination on the grounds of disability.

### *Harassment*

This is unwanted conduct, related to a protected characteristic, which has the purpose or effect of creating an intimidating, hostile, degrading, humiliating, or offensive environment for someone or violating their dignity. Harassment may also be of a sexual nature or may occur because someone has harassed the victim and the victim either rejects or submits to it and, because of that rejection or submission, that person treats the victimless favourably.

## **Staff recruitment and selection**

The following principles will apply whenever new staff are recruited, whether external or internal.

Individuals are assessed according to their personal ability to perform the position.

It cannot be assumed that only certain types of persons will be able to perform certain types of work any qualifications or requirements applied to the work that have or may result in the suppression of applications from certain types of persons.

Age limits applicable to work will only be maintained if they can be objectively justified in terms of the work performed.

1. Recruitment solely or mainly by oral administration should be avoided. The recruitment should avoid that the selection procedure does not concern only certain persons.

2. Selection tests will be specifically linked to employment requirements and will measure a person's actual or inherent ability to perform or train work. It will be avoided that the competition does not concern only certain persons. The tests shall be re-evaluated on a regular basis to ensure that they remain relevant and free from any unjustified bias.
3. Applications from candidates are processed in the same way and each of the candidates fills in the same questions.
4. Care shall be taken to ensure that the issues are designed in such a way as not to disadvantage the disabled person and, if necessary, appropriate adjustments are made to eliminate the disadvantage.
5. Decisions regarding the method of recruitment or selection or who is admitted will be made only by a person who has read and understood this policy and received the relevant training.

### **Benefits**

1. Conditions of employment are regularly reviewed to ensure compliance with the law and to avoid discrimination in the provision of benefits, services and other benefits to part-time employees.
2. Particular attention shall be paid to the conditions for the payment of benefits, services and other benefits for persons with disabilities. In the event of irregularities, appropriate adjustments shall be made to eliminate them.
3. To comply with the policy, the conditions are kept under review and regularly monitored.
4. And if it turns out that a group of workers is disadvantaged by them, they are checked to see if it is not caused by hidden or indirect discrimination.

## SECTION II.

Mondo International Academy take active steps to fulfil his responsibilities and promote best practices through:

- Adherence to legal procedures to ensure full transparency.
- Wide publicity of this policy among staff and students, together with policy evaluation with monitoring results.
- Identify and eliminate inequalities, or mitigate any disadvantages.
- Taking measures to eliminate discrimination.
- Take measures to correct any gender, racial or other imbalance.

- Monitoring the progress of students and staff, collecting and comparing information and data on equality and publishing the results of monitoring. If any inequality detected by monitoring is detected, a correction shall be made in the area where the inequality was found.
- Ensuring the cooperation in disseminating policy among staff, students as well as jobseekers on non-discrimination and the assessment of individuals on the basis of achievement and merit.
- Promoting good relations between persons who have common protected features and persons who do not have them through joint events, discussion forums, trainings and other socio-cultural events.
- Barrier-free adaptations that will enable disabled employees and students to overcome obstacles in the work, education and social environment
- Setting up the curriculum to reflect the diversity and diversity policies associated with education to allay concerns.

### **Implementation, Monitoring and Review**

This policy will be implemented through the Action Plan for Equality and Diversity - Developing a Conscious Society.

The impacts of the policy are assessed by monitoring as follows:

- The Academic Director collects and analyse recruitment, training, promotion and complaints and reports them annually to the consulting company L&P.
- Consulting company L&P analyse the collected information, evaluates it and announces the result with suggestions for improvement to the management of Mondo International Academy.
- This policy is reviewed annually to ensure that it reflects best practices and existing legislation.

### **Disciplinary proceedings, dismissals**

1. Students or employees who lodge a complaint in good faith (or assist another person) in relation to the issue of equality and diversity will not be subject to disciplinary action or dismissal.
2. The criteria and procedures for redundancies will be carefully scrutinized to ensure that they are not applied and that they do not operate in an unlawfully discriminatory manner.
3. The criteria and procedures for dismissal are carefully reviewed and regularly monitored to ensure that they are implemented in accordance with the law and are not discriminatory.