

Gender Equality Code

Centre for Investment, Development and Innovation

Article I Preamble

1. The Centre for Investment, Development and Innovation, ID 71218840, registered office Soukenická 54/8, 500 03 Hradec Králové (hereinafter also referred to as “CIRI”), is an organisation funded by the Hradec Králové Region.
2. The Gender Equality Code of CIRI and its staff (hereinafter “the Code”) is a set of principles to be observed.
3. The purpose of the Code is to define fundamental values of the organisation, to establish basic rules of behaviour of all the employees, and to inform the public of the manner of conduct to be expected from them.

Article II Fundamental Values

1. CIRI pursues the principle of equality and equal opportunities in all its activities, namely:
 - **The balance between private and professional life, and the organisational chart**

CIRI enables its staff to use flexible and part time job schemes, home office, and other possibilities leading to better harmonisation of one’s private and professional life.
 - **Gender balance in the management and decision making**

CIRI creates favourable and motivating environment for women, and supports their equal representation in management positions.
 - **Gender equality in hiring and career development**

CIRI openly advertises vacancies, and women are members of the selection boards.

Open competitions are designed for all the interested applicants. When hiring new employees, CIRI evaluates their abilities, while gender, age, family relations, health condition, nationality, religion or sexual orientation are not considered.

CIRI supports continuous education of its staff, and the career development of the employees.

CIRI follows the equal treatment and remuneration principles.
 - **Inclusion of the gender dimension into research and education**

CIRI supports and publicly promotes women in the R&D field, assists in their networking and best practice sharing, organises seminars and campaigns aimed at women, and holds equal opportunity events.
2. CIRI introduces measures against gender-based violence, including sexual harassment, which results in a favourable working climate; CIRI emphasizes moral values, and refuses any forms of violence or sexual harassment. The rules of conduct for the staff are defined primarily in this Code.

Article III Personal mission and responsibility for one’s profession

1. CIRI employees pursue the increase and advancement of the quality of all the activities of their organisation, to make sure they respect their clients' rights, and efficiently find solutions for the clients' requirements.
2. CIRI employee shall:
 - Not be under influence of alcohol or another addictive substance at work;
 - Refrain from any behaviour with sexual overtones, or conduct that could be perceived as sexually motivated;
 - Apply solely the procedures related to his/her job;
 - Observe the internal rules, and use the gained experience for continuous improvement of the same;
 - Consult every situation that he/she may encounter in the course of work, when unable to ascertain the nature of the matter, with the supervisor;
 - Develop own competences, educate oneself, utilize external and internal support, and apply own expertise and skills in his/her work.

Article IV Essential Prerequisites and Principles

1. To achieve the goals of individual professions it is necessary for CIRI staff to meet certain prerequisites, and follow basic principles:
 - Clean criminal report – the employee acts honestly, in accordance with own conscience, with legal integrity;
 - Objectivity – the employee shall approach one's profession objectively, without prejudice or bias, avoiding conflict of interest or influence by others;
 - Expertise – the employee shall perform the tasks diligently and responsibly, with due care, applying relevant modern trends;
 - Respect for human rights – the employee shall respect human rights in all the job-related activities, pursuing and defending the same in the society in general;
 - Confidentiality – the employee shall treat all the information collected in the course of one's work with proper confidentiality and level of protection.

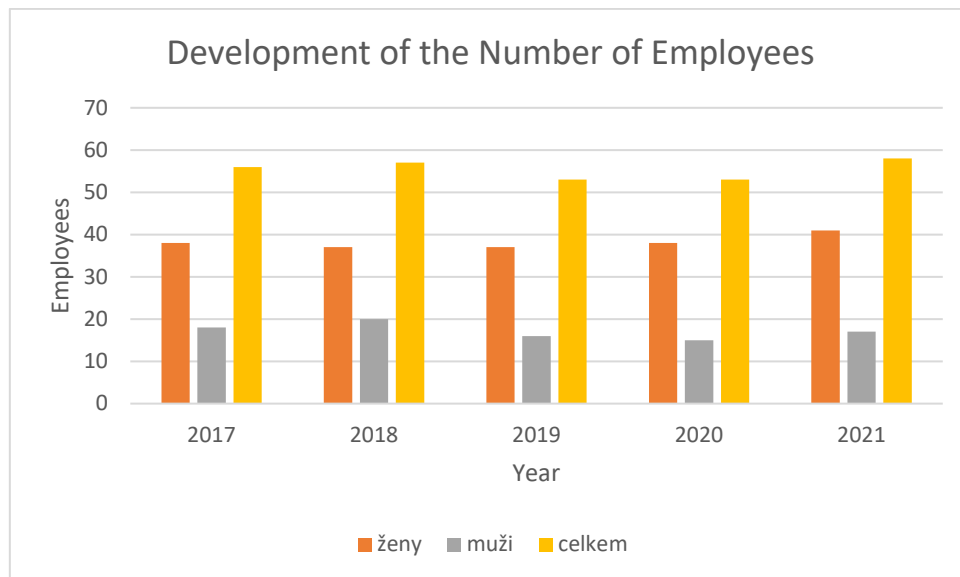
Article V Relations with the Clients

1. We assist all our clients, regardless of their nationality, race, religion, gender, political affiliation, economic situation, or social status.
2. We treat everybody politely, with understanding, respect, empathy and patience.
3. We do not let our personal problems interfere with the relations and conversations, we do not impose out-of-work attitudes and beliefs (religious, political etc.) on anyone.
4. The employees do neither request nor accept gifts or benefits from the clients that could influence their decisions or professional conduct.

Article VI Relations among CIRI Employees

1. CIRI employees fulfil responsibly their roles based on their obligations, they bear full responsibility, and strive for the highest possible quality of the services provided. They always put their professional responsibility before their private interests.
2. CIRI employees respect the instructions from their supervisors, and utilize the knowledge and experience of their colleagues.
3. Mutual relations among CIRI employees are based on honest, decent and socially proper behaviour. Critical comments on others are always expressed only in the workplace, and never in front of the clients.
4. Everybody looks after maintaining and improving the prestige of their profession and CIRI, and in their out-of-work activities behave in a way not to harm the organisation's credibility in the general public.
5. CIRI employees are obliged to educate themselves, and to maintain their qualification and eligibility for work.
6. They disclose the information collected in the course of their work only to the extent necessary, according to the rules set in the internal procedures.

Article VII Development of the Number of Employees and their Structure



Article VIII Final Provisions

1. The Code makes an integral part of the internal regulations, and as such is obligatory for every employee; its breach will be seen as an offence against the work discipline, with all the related consequences.
2. The Code comes into effect on 1st January 2022.

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Director
Centre for Investment, Development and Innovation