



BUDAPESTI
KÖZLEKEDÉSI
KÖZPONT

At BKK Diversity Matters

Equal Opportunities Plan for the period between 2021 - 2024

BKK CENTRE FOR BUDAPEST TRANSPORT

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I. PREAMBLE

The Equal Opportunities Plan of BKK Centre for Budapest Transport (hereinafter referred to as: **BKK** or **Company**) has been compiled and made, by taking into account the following relevant legal regulations and documents:

- The Fundamental Law of Hungary,
- Act CXXV of 2003 on Equal Treatment and Promotion of Equal Opportunities (hereinafter referred to as: Ebktv.),
- Act I 2012 on the Labor Code (hereinafter referred to as: Mt.)
- Act XXVI of 1998 on the rights and equal opportunities of persons with disabilities (hereinafter referred to as: Fot.),
- Budapest's Local Equal Opportunities Programme for the period 2017 - 2022 (hereinafter referred to as: FHEP),
- Regulation (EU) No 181/2011 of the European Parliament and of the Council of 16 February 2011 concerning the rights of passengers in bus and coach transport and amending Regulation (EC) No 2006/2004.

The Equal Opportunities Plan applicable at the workplace (hereinafter referred to as: EET) is intended to serve that the employer shall display and convey exemplary behaviour in full awareness of its responsibility to its employees, partners and customers alike. To this end, EET specifies in a written internal norm the principles, with which it is intended to comply to prevent potential discriminatory situations and also to create an inclusive, diverse workplace.

Furthermore, some existing and potential problems are specified from the equal opportunities - and equal treatment-related workplace practices altogether with concrete action plans and timeframe set for their completion that are required to prevent, tackle and resolve the given problems, contributing to the compliance with the equal opportunities-related requirements more entirely.

Acknowledging every person's right to live as a person of equal dignity, the company, intending to provide effective legal aid to its employees, partners and customers alike, hereby makes the following equal opportunities plan.

II. INTERPRETATIVE PROVISIONS

1. **Equal treatment:** the principle of equal treatment means the prohibition of discrimination; that is the guarantee of right to non-discriminatory life. The principle of equal treatment requires that persons subject to liability should refrain from such conducts, which inflict direct or indirect discrimination, retaliation, harassment or unlawful segregation upon certain person(s) or groups(s) of person(s), based on their certain characteristics.
2. **Equal opportunities:** such legal and non-legal instruments serving the goal that everyone could success on an equal playing field in various areas of life, or at least disadvantages imposed on persons belonging to disadvantageous groups could decrease.

3. **Disabled persons:** are individuals, who are living with chronically or permanently damaged sensory, communication, locomotive, mental, psycho-social functions – or with any combination of the above – and who are thereby placed at a permanent disadvantage regarding active participation in the life of society. (Act XXVI of 1998 on the rights and equal opportunities of persons with disabilities, Article 4)
4. **Unlawful segregation (segregation):** is a conduct that separates individuals or groups of individuals from others being in comparable situations on the basis of their characteristics as defined in Article 8 of Act CXXV of 2003 on Equal Treatment and Promotion of Equal Opportunities unless it is explicitly permitted by law.
5. **Direct (open) negative discrimination:** is a conduct, as a result of which, a person or group is treated less favourably than another person or group in a comparable situation, because of his/her real or perceived gender, racial origin, colour, nationality, national or ethnic origin, mother tongue, disability, health condition, religious or ideological conviction, political or other opinion, family status, motherhood (pregnancy) or fatherhood, sexual orientation, sexual identity, age, social origin, financial status, the part-time nature or definite term of the employment relationship or other relationship related to employment, the membership of an organisation representing employees' interests or other status, attribute or characteristic (hereinafter collectively: characteristics. (Act CXXV of 2003 on Equal Treatment and Promotion of Equal Opportunities, Article 8)
6. **Indirect (hidden) discrimination:** provisions that are not considered direct negative discrimination and apparently comply with the principle of equal treatment, which put any persons or groups having characteristics defined above at a considerably larger disadvantage compared with other persons or groups in a similar situation. (Act CXXV of 2003 on Equal Treatment and Promotion of Equal Opportunities, Article 9)
7. **Retiliation** is a conduct that causes infringement, is aimed at infringement, or threatens infringement, against the person making a complaint or initiating procedures because of a breach of the principle of equal treatment, or against a person assisting in such a procedure, in relation to these acts.
8. **Employees with reduced capabilities to work or with disability:** employees with disability or at least 40% reduced capabilities to work.
9. **National and ethnic minority:** all ethnic groups resident in Hungary for at least one century are nationalities which are in numerical minority amongst the population of the State, their members are Hungarian citizens, are distinguished from the rest of the population by their own language, culture and traditions and manifest a sense of cohesion that is aimed at the preservation of these and at the expression and protection of the interests of their historically established communities.
10. **Harassment** is a sexual or other form of conduct violating human dignity related to the relevant person's [protected] characteristic defined in Article 8 with the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment around a particular person. (Act CXXV of 2003 on Equal Treatment and Promotion of Equal Opportunities, Article 10)
11. **Universal Design** is a design strategy, with which accessible, safe and convenient environment, comprehensive access to information and cultural goods and the fullest possible participation in societal activities are ensured to the broadest range of the society.

While designing the built environment, such technical solutions enjoy priorities that are suitable for the most possible users and with one product meet the users' different needs and requirements varying in time and circumstances. In addition to applying the principle of universal design, it may be necessary to use in some cases also a special assistive device

or technical solution. **In accordance with Article 2 of Act XXVI of 1998 on the rights and equal opportunities of persons with disabilities, universal design** means the design of products, environments, programs, and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialised design. Universal design shall not exclude assistive devices for particular groups of persons with disabilities where needed.

- 12. Reasonable accommodation:** modification and adjustments of already constructed buildings and squares in a phase later than the design of new spatial elements, as specified in Article 2 of Act XXVI of 1998 on the rights and equal opportunities of persons with disabilities. Reasonable accommodation means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.
- 13. Accessibility:** in line with the Built Environment Act (Act LXXVIII of 1997 on the Formation and Protection of the Built Environment), Section 2, “Accessible: the built environment shall be considered accessible if convenient, safe and independent use of such areas is ensured for all persons, including handicapped persons or groups for whom special facilities, equipment or technical solutions are necessary.”
- 14. Accessibility:** “To enable persons with disabilities to live independently and *participate fully in all aspects of life*, States Parties shall take *appropriate measures to ensure to persons with disabilities* access, on an equal basis with others, to the physical environment, to *transportation*, to information and communications, including information and communications technologies and systems, and to *other facilities and services open or provided to the public*, both in urban and in rural areas. These measures shall include the *identification and elimination of obstacles and barriers to accessibility*.” (Article 9 of Act XXVI of 1998 on the rights and equal opportunities of persons with disabilities)

III. SCOPE OF THE EQUAL OPPORTUNITIES PLAN

1. Term of validity

This Equal Opportunities Plan (EET) is in force between 01 July 2021 and 31 December 2024.

2. Personal scope

This Equal Opportunities Plan covers all employees employed by the company and, with respect to specific principles, aims and measures—and taking into consideration the form of employment and the deviations specified in legislation— individuals participating in the preliminary hiring procedure and also its partners and customers having indirect relationship with the company through its activities meeting equal treatment and equal opportunities-related requirements.

3. Material scope

This Equal Opportunities Plan contains the definition of the employee groups targeted by the company's equal opportunities measures, as well as the aims, tasks and responsible organisational units and persons that serve the improvement of their situation.

We consider the *inward compliance* with the equal opportunities-related requirements that the company, both as an employer and as a business partner adopts an attitude that meets the principles of equal opportunities: in each of its activities, to its employees, customers and partners alike, the company follows practices that comply with the requirements of equal treatment.

We consider the *outward compliance* with the equal opportunities-related requirements that the company puts great emphasis on the *enforcement of the principles of universal design, reasonable accommodation, equal access to the fullest possible extent in relation to public services provided by the company* as its main activity from the strategic planning to development, modifications, investments to the operative role of its everyday operation, *while implementing its transport strategic tasks*.

IV. GENERAL GOALS, BASIC PRINCIPLES

This present Equal Opportunities Plan (EET) shall summarise the equal opportunities-related principles appearing concretely in relation to the company's activities in the life of BKK's employees, their partners and customers and also the conducts with which everyone shall comply. BKK shall declare that the inclusive approach is a core element of the corporate culture and workplace solidarity, for which it shall establish the necessary conditions.

BKK endeavours to be represented as an important social actor in its local environment, thus the company shall put great emphasis on social responsibility along with its economic, social and environmental relations. In the course of social value creation, the company shall pay particular attention to persons belonging to disadvantaged groups, as promoting responsible business conduct contributes to the realisation of equal opportunities and equal treatment.

The objective is to enforce the requirement of equal treatment for the benefit of BKK's employees as well as BKK's partners and customers with the same respect and deliberation and also to equally respect their special considerations. The reason why the employer shall make the equal opportunities program is to analyse and assess the real circumstances and demands of

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the persons concerned, follow the course of their life, promote the realisation of equal opportunities-related objectives and also remedy the grievances occurred.

BKK shall apply the principles laid down in this present plan not only in terms of the employer-employee relationship, but shall set them as a primary organisational and operational requirement also in connection with the public services provided as the main activity by the company, as the employer, business partner and service provider alike.

1. Enforcement of the prohibition of discrimination and the requirement of equal treatment

BKK shall reject any form of discrimination. BKK shall advocate respect for principles of equal treatment and, to this effect, take such measures, which support equal opportunities.

BKK as an employer shall undertake to prevent, eliminate and stop discrimination in the course of employment of its workers having an employment relationship with the company. In the scope of its activities, BKK shall pay particular attention to measures aiming at the enforcement of the prohibition of discrimination and the requirements of equal treatment, with special regard to measures regarding the specification of recruitment, wages, revenues and remunerations, and also trainings, further education and other incentives, relocation, termination of employment and other employment-related measures. In its actions, BKK shall ensure that employees' direct or indirect discrimination is prevented and eliminated, on the grounds of any of their conditions, specifically, age, gender, family status, nationality, ethnicity, descent, religion, political affiliation, sexual orientation and health status.

BKK, as an employer shall undertake to cooperate to take and implement measures supporting employees having protected characteristics listed in paragraph 8 of Act CXXXV of 2003 on equal treatment and the promotion on equal opportunities, with special regard to women, employees over the age of 45, career-starters, employees with disabilities, persons with reduced capacity to work, persons caring for two or more children under the age of 18, single parents caring for a child under the age of 18, persons caring for permanently ill or disabled children, employees caring for a senior parent (or parents) in their family, in order that their equal opportunities could be promoted.”

2. Respect for human dignity

BKK shall respect the human values, dignity and uniqueness of its employees, partners and customers alike both in the course of employment and the provision of its services and activities.

By taking into account and reconciling its own and its employees' interests, BKK shall endeavour to create such working conditions, which contribute to protect and strengthen the fundamental values. In order to do so, BKK shall act with the same respect and with the utmost care to everyone, by taking into account individual aspects on an equivalent level. In addition to these aspects, the Equal Opportunities Plan shall give high priority also to the issue of work-life balance.

In line with the provisions of the Labour Code and on the basis of BKK's internal rules, the company shall comply with the requirements of equal treatment, which shall also make them kept during the establishment, maintenance and termination of employment and also other work-related legal relationship.

3. Partnership, cooperation

BKK shall endeavour both in the framework of employment and in the course of its management, business activities to implement the principle of partnership, by creating

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transparent contractual relations, taking the company's business and economic aspects into consideration and also by providing mutual benefits.

BKK shall respect the rights of its partners, customers, employees and employment representative groups established by democratic and/or legal authorisation and also the freedom of organisation and collective actions.

During the period of the employment relationship, the employer shall endeavour to engage its employees in taking the measures affecting them directly that intend to retain the equal opportunities- and equal treatment-related principles, meeting the requirements of good faith and fairness. In the framework of mutual trust and respect between advocacy groups, BKK as an employer shall cooperate also with employees' representative groups to realise the Equal Opportunities Plan with success.

4. Social solidarity

Neither in the course of employment, nor in relation to the provision of public services is there such a factor, on the basis of which, a person (be it a customer, partner or employee) is more valuable than another person for the society, as a community. It is the interest of each and every member of our society to strengthen solidarity.

In this framework, BKK shall organise campaigns (e.g. Equal Opportunity Day) at regular intervals, on which employees have the chance to provide assisting services, by expressing their social solidarity and willingness to take actions in order to support the realisation of disadvantaged social groups' equal opportunities.

5. Equity

Considering the fact that unfortunately the prohibition of discrimination on its own does not ensure the elimination of all eventual inequalities, BKK shall develop and take equitable and flexible measures that may promote to improve, reinforce and keep the position of employees, partners and customers and also mitigate the rate of their disadvantages arising out of certain special situations.

V. BKK'S GENERAL COMMITMENTS WITH REGARDS TO ITS EMPLOYEES

The tasks and commitments specified in this section of the Equal Opportunities Plan cover disadvantaged groups and persons having employment or other type of relationship with the company, regardless of the type of employment, the infinite or finite period of employment and also other employment-related aspects.

- To maintain the good health condition, safety and wellbeing of the company's employees, BKK shall organise preventive health screenings on a regular basis for breast cancer, prostate cancer, high blood- related issues and diabetes, in whose health screenings employees can participate voluntarily. As part of the examination, the company shall encourage its employees in the framework of a healthcare program to create and continue a healthy lifestyle.
- When organising trainings and further trainings required to carry out work-related obligations by employees, the employer shall strive to have them held during working hours, therefore as much as possible, the company shall organise them during the opening hours of childcare and training institutions.
- In the course of permissions granted to take annual paid holidays off in case of employees taking care of a child/children under the age of 14, the employer shall take into account the regular holiday period of childcare and training institutions as much as possible.
- In order to keep the work-life balance, BKK shall organise workplace-related family programs on a regular basis (family day, cultural programs).
- Subject to prior agreement with the head of department, BKK shall make it possible to employees on one working day per annum to show their child/children their workplace environment and, in compliance with the data and privacy policy in force, show them also with which they are dealing on a daily basis.
- BKK shall undertake to keep in touch with and inform employees being on maternity leave during their maternity period, helping the relating employees get back to work after their maternity leave has been over. In order to do so, the company shall establish and operate a program supporting employees taking care of small children reintegrate into the workplace.
- In case of probable dismissal, staff redundancy, BKK shall promote the equal opportunities of persons belonging to a disadvantaged and/or vulnerable group, in accordance with which, to the best of its capabilities, the company shall provide such programs, which help employees subject to dismissal search a new workplace and prepare them to be employed in the new job.
- BKK is doing its best to create a healthy, accessible workplace environment: in line with the principles and requirements of reasonable accommodation, the company shall take such measures, apart from physical environmental interventions, which assist the unique demands of a given employee (e.g. a disabled worker) by adjustments taken by the employer to an acceptable extent (e.g. more, differently-scheduled breaks, special software, flexible working time, home office, etc.)

VI. CONCRETE PROGRAMS AND MEASURES BETWEEN THE PERIOD OF 1 JULY 2021 AND 31 DECEMBER 2024

A) Equal opportunities

1. With the assistance of the appointed rapporteur on equal opportunities, a *working group promoting the enforcement of equal opportunities* is established to make professional consultations in relation to strategic, planning and implementation issues that have been arisen. The permanent and appointed members of the working group are represented by departments of the Human Resource, Communications, Compliance, Mobility Management, Mobility Development, Project Management and the Strategic Knowledge Centre along with the rapporteur on equal opportunities and the rapporteur on accessibility issues.
 - Person in charge: rapporteur on equal opportunities
 - Schedule: within three months calculated from the approval of the Equal Opportunities Plan

 2. The company shall provide clear and accessible information to the whole employment staff on the fact of approval and content of the Equal Opportunities Plan along with the equal opportunities-related complaint reporting procedure and shall also publish these pieces of information on the company's website.
 - Person in charge: rapporteur on equal opportunities with the support of the working group
 - Schedule: within three months calculated from the approval of the Equal Opportunities Plan

 3. Shall make consultations with the employee representation unions about their experience, and request their opinions on the realisation stages of the Equal Opportunities Plan.
 - Person in charge: rapporteur on equal opportunities with the support of the working group
 - Schedule: within three months calculated from the approval of the Equal Opportunities Plan

 4. The company shall make a detailed equal opportunities-related review in 2021, with the engagement of an external expert to meet the measures and equal opportunities-related objectives set for the upcoming period. In addition to the accessibility of the office, physical environment and its relating adjustment demands, the company shall assess the psychosocial, and other, equal opportunities- and accessibility-related needs, opinions, recommendations of BKK's staff (in particular, but not limited to employees with reduced capabilities to work) and shall incorporate them into the subsequent Equal Opportunities Plan(s).
 - Person in charge: rapporteur on equal opportunities with the support of the working group
 - Schedule: within six months following the approval of the Equal Opportunities Plan, in any case during 2021.
- 4.1. The methodology and aspects of the review are primarily the following:**
- psychosocial risk assessment,

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- review concerning the conditions (mainly, but not exclusively, to the physical environment) in relation to the fulfillment of work assignments,
 - review in relation to the condition, special needs of employees.
- 4.2. *Psychosocial risk assessment, 2022:*
- required and justified (laid down by the Labour Code),
 - schedule,
 - In compliance with the Labour Code, it is mandatory every three years: at BKK, it is due in the autumn of 2022 and its preparations shall be made already in 2021.
 - The financial allocation of the review to be made in 2022 shall be planned into the budget already in 2021.
 - 2022 Q2: survey; 2022 Q3: analysis; 2022 Q4: measures.
- 4.3. BKK shall register the survey's data in line with its own data protection and data security regulations and also the personnel administration system, *in coordination with the company's data protection officer* in relation with the GDPR rules.
- 4.4. After the needs of BKK's employees with reduced capabilities to work have been assessed, BKK shall incorporate their opinions, recommendations into the subsequent Equal Opportunities Plan(s).
- 4.5. After the employment-related opportunities of employees with reduced capabilities to work hired by BKK have been reviewed/assessed, *the company shall prepare proposals for the probable development of their employment.*
- Person in charge: rapporteur on equal opportunities with the support of the working group
 - Schedule: immediately right after the review described in point 4 has been made, as well as on a continuous basis, but within at least six months.
5. The working group on equal opportunities shall make proposals on the *relevant data requests of documents related to recruitment and employment procedures* (job post, resume, interviews, etc.), *their reviews and probable complement, in accordance with equal opportunities-related aspects.*
- Person in charge: rapporteur on equal opportunities with the support of the working group
 - Schedule: immediately right after the review described in point 4 has been made, but within at least six months.
6. The working group on equal opportunities shall review BKK's *basic documents applicable for its operation and shall make recommendations for their probable amendments, complements, in accordance with equal opportunities-accessibility-related aspects.*
- Person in charge: rapporteur on equal opportunities and the rapporteur on accessibility issues with the support of the working group
 - Schedule: not later than the end of 2022.

B) Accessibility

1. BKK shall hold an *Equal Opportunity Day* on an annual basis, in the framework of which, the company's staff, partners and customers have the chance to familiarise themselves with BKK's equal opportunities-and accessibility-related endeavours, with possibilities

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regarding how discrimination is prevented and barriers to accessibility are eliminated, how the procedure applicable in case of violation of the principles of equal treatment is conducted and they can even experience the everyday challenges of persons with special needs.

- Person in charge: rapporteur on accessibility issues with the support of the working group
- Schedule: on an annual basis; early autumn.

2. In the framework of the equal opportunities-and accessibility-related activities, BKK shall provide information on a regular basis *on the company's equal opportunities- and accessibility-related activities and also updates affecting employees via the company's regular communication channels, in particular via e-mails and also shall communicate them externally to its partners and customers via its external communications* (e.g. in press releases published on the company's social media newsfeed).

- Person in charge: rapporteur on accessibility issues with the support of the working group
- Schedule: for the first time within the 6th month following the approval of the Equal Opportunities Plan and subsequently on a regular basis

2.1. Calendar listing important equal opportunities-related international world days

Collection of “important dates”, commemorative days, international world days in connection with disability and equal opportunities, sharing commemoration-related press releases for each selected date internally the company and externally to customers (carried out by the departments of HR and Communications)

- In charge: the rapporteur on accessibility issues and rapporteur on equal opportunities in cooperation with the Communications department
- Schedule: immediately right after the approval of the Equal Opportunities Plan, subsequently on a continuous basis.

2.2. Corporate social responsibility campaigns (CSR campaigns)

Primarily, BKK's Communications Department shall be responsible for the planning and realisation of BKK's CSR campaign programs, however due to its scope of activities, the Working Group on Equal Opportunities shall be committed to assisting the process efficiency, by its recommendations, professional and contact contributions and coordination activities, if necessary and when required.

- In charge: Working Group on Equal Opportunities with the Communications department
- Schedule: immediately right after the approval of the Equal Opportunities Plan, subsequently on a continuous basis.

3. BKK shall organise a dedicated training program on accessibility and equal opportunities for its employees in the first half of 2022.

In the framework of a repeated and regular internal training program, the most possible practice-oriented knowledge-based, awareness-raising trainings dealing with all of the

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subareas of the equal opportunities/accessibility field are required, through which, the broadest possible workforce could be reached and addressed.

- Person in charge: rapporteur on accessibility issues with the support of the working group
- Schedule: in the first half of 2022, and on demand, annually/biannually

4. *Enforcement of equal access-related aspects in the course of BKK's project activities*

With the support of the working group, the rapporteur on accessibility issues shall supervise the enforcement of equal access-related aspects in the course of BKK's project activities with the engagement of external experts and civil organisations.

The milestones of BKK's projects shall be specified, where the opinions and contribution of the rapporteur on accessibility issues along with the working group are required.

The rapporteur on accessibility issues shall play supervisory, approver and quality assurance roles in the course of BKK's activities with the assistance of the working group, experts engaged (rehabilitation engineers) and civil organisations.

BKK shall require its contracted entrepreneurs to apply rehabilitation engineers and shall also engage its own rehabilitation engineer in a consultative role based on a framework agreement

The rapporteur on accessibility issues shall tightly cooperate with the participation coordinator, in order that BKK could provide access to information in relation to its projects and activities to any member of the population and possibilities of grassroots initiatives could be ensured in the field of accessibility.

- Person in charge: rapporteur on accessibility issues with the support of the working group
- Schedule: within six months following the approval of the Equal Opportunities Plan, establishment of the accessibility framework, preparation and continuous application of the process system

5. *(International) cooperation, partnerships*

The rapporteur on accessibility issues shall be in charge of the establishment of a network with civil representatives and experts on domestic and international domains, in order that the company's knowledge specialised in this field could remain updated and customer-oriented.

- Person in charge: rapporteur on accessibility issues with the support of the working group
- Schedule: on a continuous basis from the approval of the Equal Opportunities Plan

6. Stakeholder workshops

To realise its equal opportunities-related activities, BKK shall establish and operate stakeholder forums, enabling excellent contact and information exchange possibilities with the partners and customers alike (e.g. Budapest Közút (Budapest Public Road), BKV (Budapest Transport Privately Held Corporation), Arrivabus, organisations representing the interests of persons with disabilities, civil organisations dealing with equal

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opportunities, Fővárosi Önkormányzat (the Municipality of Budapest), Alapvető Jogok Biztosának Hivatala (Office of the Commissioner for Fundamental Rights), etc.

- Person in charge: rapporteur on accessibility issues with the support of the working group
- Schedule: In the second half of 2021 and on demand and as much as possible, on a regular basis.

7. Knowledgebase, collection of best practices

Collection of best practices, their evaluation in accordance with possible adaptation aspects for BKK and uploading them into the central knowledgebase in cooperation with BKK's Strategic Knowledge Centre, furthermore their systematic collection and use.

- In charge: Working Group on Equal Opportunities with the Strategic Knowledge Centre department
- Schedule: on a continuous basis calculated from the approval of the Equal Opportunities Plan

8. Cooperation(s) aiming at the realisation of accessibility developments

BKK, as a liable employer shall strive to enforce the aspects of equal access at properties used by employees during their work and also strive on a continuous basis to enable equal access to its each and every customer, while providing its public services.

Accessibility-related surveys, certificates reflecting their results and also the development strategies that may be drawn from the surveys – all in all, the whole accessibility-related commitment – is a strong positive message by BKK, both as a liable employer and as a conscious public service provider to its customers, partners and employees alike.

- Concrete task: following market research, specifying surveys and action plans.
- Persons in charge: rapporteur on equal opportunities and rapporteur on accessibility issues altogether
- Schedule: starting from the second half of 2021, on a continuous basis

VII. SYSTEMS, JOB ROLES SUPPORTING THE REALISATION OF THE OBJECTIVES

1. Working Group on Equal Opportunities

The permanent Working Group on Equal Opportunities, constituting the stable professional base for the preparation, realisation and coordination of EET was established on the expert level meeting held on 30 March 2021 about the preparation of this present Equal Opportunities Plan.

The activities and active cooperation of the members of the Working Group on Equal Opportunities were approved by the head of the competent departments after they had been preliminary notified.

Membership of the Working Group on Equal Opportunities shall entitle to invite BKK's other employees and experts, if required, in a consultative role, depending on the content of certain phases, elements of its professional preparatory and coordinative activities and also request them to cooperate with the working group in relation to the working group's expert-level work.

2. Rapporteur on equal opportunities

We consider the inward compliance with the equal opportunities-related requirements that the company, both as an employer and as a business partner adopts an attitude that meets the principles of equal opportunities: in each of its activities, to its employees, customers and partners alike, the company follows practices that comply with the requirements of equal treatment. The Compliance Department, within which the rapporteur on equal opportunities is designated shall be in charge of the professional supervision and the follow-up of compliance with and enforcement of equal opportunities - and equal treatment-related requirements.

a) Annual report

The rapporteur on equal opportunities appointed by BKK's CEO shall be in charge of supervising the realisation of the Equal Opportunities Plan, by making a report until 15 December 2021 about the actual status of the plan's implementation.

b) The contribution of the rapporteur in the recruitment, selection processes, on-boarding procedures and also in exit interviews

- In case of request by the applicant, the rapporteur on equal opportunities shall be of the applicant's help during the selection process. *The rapporteur shall be in charge of the supervision of the interview, the selection process in terms of equal opportunities, however shall not be permitted to intervene in the interview.* Candidates' attention shall be raised to this possibility in the job posts published on the regular communication channels.
- The rapporteur on equal opportunities shall make recommendations for the supervision of the content and probable supplementation in terms of equal opportunities of the document titled "*Employment-related fundamental rights and obligations*" supplied to new employees.
- In case an employee leaving the company requires, s/he has the possibility to get in contact also with the rapporteur on equal opportunities on issues related to equal treatment and equal opportunities.

3. Rapporteur on accessibility issues

We consider the outward realisation of compliance with the equal opportunities-related requirements that the company puts particular emphasis on the enforcement of the principles of universal design, reasonable accommodation, equal access to the fullest possible extent in relation to public services provided by the company as its main activity from the strategic planning to development, modifications, investments to the operative role of its everyday operation, while implementing its transport strategic tasks.

Considering the strategic characteristics of these tasks and principles, the designated rapporteur on accessibility issues working at the Mobility Development department shall be in charge of the consequent representation detailed in the previous sentence as well as the professional supervision of compliance regarding the described aspects.

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a) Relationship and communication

The rapporteur on accessibility issues shall make recommendations for the conclusion of long-term collaborations with the advocates of equal opportunities-related target groups to effectively develop public transport services and also shall ensure that communication with the advocacy partners could be continuous and efficient.

b) Support of project activities

In line with B/4-5., the rapporteur on accessibility issues shall be in charge of the enforcement of equal access-related aspects in BKK's (project) activities, the cultivation of the civil and professional partnership supporting the project activities and the fulfilment of the point-of-contact role.

VIII. Other provisions

This present Equal Opportunities Plan shall be supervised on request, but at least on an annual basis. Its supervision shall be carried out by the rapporteur on equal opportunities, also with the consideration of recommendations made by the Working Group on Equal Opportunities and reports shall be made to BKK's CEO.

Employees being in current legal employment relationship with the company and future employees intended to be employed by the company shall familiarise themselves with this Equal Opportunities Plan and employees shall also make a declaration in writing that they have gained knowledge about the Equal Opportunities Plan.

After its approval, BKK will publish this present Equal Opportunities Plan on its website.

This Equal Opportunities Plan shall enter into force on 01 July 2021. Simultaneously, BKK's Equal Opportunities Plan made for the years 2019–2020 and approved by the decision of BKK's Management Board under the reference number: 347/2019. (09. 11.) is repealed.