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Art. I

Introductory provisions

- (1) This Plan serves to fulfill the objectives of the College of Regional Development and Banking Institute – AMBIS (hereinafter referred to as “AMBIS”) in ensuring gender equality in all activities carried out by AMBIS.
- (2) It is based on the AMBIS Code of Ethics and determines the partial steps for its implementation in the area under review.

Art. II

Gender Equality Plan

(1) Modification of internal documents and procedures

- 1.1. Revision of internal documents with emphasis on the use of gender sensitive language.
- 1.2. Creation of directive on sexual harassment.

(2) Staff training

- 2.1. Provide information and training to managers on gender issues such as prevention of discrimination (sexual harassment directive) and work-life balance options.
- 2.2. Training of all staff on gender.

(3) Setting the organization’s HR policies for recruitment and departure of staff

- 3.1. Advertising will include correct address and terms either in gender neutral or inclusive of both genders.
- 3.2. Establish exit interviews and maintain records for data analysis.
- 3.3. Ongoing monitoring of gender, hiring and layoffs, promoting career growth and work-life balance.
- 3.4. Implementation of a space for joint meetings.

(4) Improving maternity leave management

- 4.1. Develop a plan to manage communication with those leaving on ML/PL or already on ML/PL or returning.

(5) Facilitate employees' work-life balance

- 5.1. Enable telecommuting and more flexible working hours.
- 5.2. Openness to part-time work.
- 5.3. Ensuring remote connectivity for employees.

Art. III
Related documents

The AMBIS Code of Ethics.

Art. IV
Final provisions

- (1) All AMBIS managers are responsible for the implementation of these objectives within the scope of their authority.
- (2) The deadline for completion of all tasks under this Plan is 31 December 2019.

Art. V
Distribution list

- (1) Printout 1 Custodian's copy
- (2) Printout 2 Loan copy