



ISLAMIC COMMUNITY OF SERBIA
Halal Agency Serbia – HAS, for Certifying Halal Products

Gospodar Jevremova 11, 11000 Beograd, +381 11 30 31 285, www.halal.rs, info@halal.rs

Halal Agency Serbia (HAS) Equal Opportunities Policy
(Non-Discriminatory Conditions Policy)

HAS-013

Reviewed: Zaki Shaltaf

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Signed: 

1. Purpose and Scope

The aim of the **Halal Agency Serbia (HAS)**'s non-discrimination policy is to ensure that its officers take affirmative action *measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, colour, national origin, or sex*, both within and outside the organisation.

All staff and the Board of Directors are responsible for being aware of, implementing and maintaining the non-discrimination policy as appropriate to their role and responsibilities.

2. Principles

HAS does not and shall not discriminate on the basis of race, colour, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

HAS is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, colour, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

3. Policy Implementation

This policy is to be part of all the **Halal Agency Serbia (HAS)** staff orientation processes. The CEO and the staff should also be familiar with their functions and delegations outlined in this policy.

This policy should be referenced in relevant the **Halal Agency Serbia (HAS)** policies, procedures and other supporting documents to ensure that it is familiar to all staff and actively used.



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3.1 Monitoring

Halal Agency Serbia (HAS) routinely collects information on its services to identify progress, achievements and areas of improvement. This information is collected through a variety of mechanisms including surveys, interviews, literature reviews, audits, observations and policy/record/system reviews.

3.2 Assessment

Analysing information from the monitoring stage can provide an assessment of the current situation and identify the best approach to take for improvement. Individual assessment activities and recommendations that come from assessment activities should be shared with relevant staff through staff or team meeting presentations, group discussions or other suitable mechanisms to communicate findings and reach an agreed approach for subsequent improvement activities.

3.3 Action

Through the assessment phase, quality improvement actions should be decided upon and/or prioritized. If the activity requires financial resources, an adequate budget should be identified before the activity commences. Similarly, if the activity requires significant time/human resources, discussions should take place with management prior to commencing.

Suitable and practical solutions should take into account the needs of the organization, staff, clients and stakeholders that might be affected. Actions may range from procedure documentation or policy development to system redesign or creation, e.g. electronic filing, human resources system.

3.4 Evaluation

Once the action has been taken, individuals involved should evaluate the results of that action to ensure the required result was achieved. Key questions to ask to evaluate an activity include:

- Did the action achieve the desired result or outcome?
- Is there any further action to be taken in this area?

3.5 Feedback

All individuals involved in, or affected by, discrimination should report the matter, in confidence to the Technical Director or CEO.