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PUC „Belgrade Metro and Train“ Belgrade

# HUMAN RESOURCES POLICY

May 2025.

## **1. Aim, purpose and scope**

The purpose of this Policy is to communicate that Public Utility Enterprise „Belgrade Metro and Train“ Belgrade (hereinafter BMV) and its employees uphold the ethical and social values throughout our business decisions, activities, and partnerships. This Policy outlines the commitment of BMV to ensuring adequate working conditions and respect of labour rights of workers and employees involved in BMV's operations and projects. Throughout our business operations BMV is safeguarding national laws and international laws and frameworks in the area of human resources.

## **2. Introduction**

Republic of Serbia was a member state of the International Labour Organisation (ILO) between 1919 and 1992, and in 2000 restarted its membership. The country has ratified 77 ILO International Labour Standards (Conventions). The set of laws and regulations that are relevant to labour, working conditions and gender equality in the workplace equally apply to workers, either domestic or foreign. Foreign workers that are employed in accordance to the regulations have the same rights and obligations as domestic workers in terms of labour rights, protection and training at work.

In accordance to the national legislation and International Labor Organization conventions BMV guarantees the rights of employees such as their right to corresponding salary/wage, safety and health at work, health-care protection, personal integrity protection, personal dignity, and other rights in the event of illness, reduction or loss of work ability and old age, including unemployment financial benefits during temporary unemployment, as well as the right to other forms of protection, in conformity with the law and bylaw, i.e. the employment contract.

## **3. Commitments to workers**

Workers include employees, clients, independent contractors, business partners and their respective supply chains. BMV expects all business partners to strictly comply with core ILO conventions, ensure labour and working conditions are fair and in compliance with national laws and international standards. BMV upholds the following commitments to workers' rights:

- Eradication of child labor: promoting safe adolescence and childhood and ensuring compliance with the provisions of Convention 138 of the International Labour Organisation (ILO) on child labor, always and in all cases rejecting all forms of child labor and slavery.
- Eradication of all forms of forced labor, slavery and human trafficking: rejecting forced or coerced labor, slavery (including practices associated with modern slavery), servitude and human trafficking, and minimizing any risks in all operations and the supply chain.
- Decent work and living wage: supporting, encouraging and promoting decent work and a living wage that meets workers' and their families' basic needs, with remuneration in line with the duties performed and the number of hours worked, while respecting applicable minimum wage legislation, and ensuring that payments are made regularly, on time, and directly. ILO standards on working hours and social security, as well as applicable governance regarding working hours and overtime must be

respected. Workers should be provided with accessible and clear rules on working hours, breaks and remuneration.

- BMV commits to provide business environment where women are treated equally and enjoy special protection during pregnancy and childbirth. Special protection is also guaranteed to employees under 18 years of age and employed persons with a disability.
- We prohibit any forms of direct or indirect discrimination regarding employment conditions and choice of candidates for performing a specific job, conditions of labour and all the rights deriving from the employment relationship, education, vocational training and specialization, job promotion and termination of employment contracts on the grounds of differences by virtue of sex, birth, language, race, age, pregnancy, health condition, and/or disablement, ethnic origin, religion, marital status, family obligations, sexual orientation, political or other belief, social background, financial status, membership in political organizations, trade unions, or any other personal characteristic.
- BMV ensures all measures related to occupational health and safety will be held at highest regard during execution and implementation of all Projects managed by the BMV.
- BMV closely cooperates with authorities relevant in labor and health and safety to ensure quality working environment to its employees and workers.
- BMV ensures that women, workers under the age of 18 and people with disabilities receive special protection at work, and are assigned at work that is not a risk to their health.
- We commit to prohibit hindrance of whistle-blowing. The person can reveal the information retrieved while performing his work duties, for which the person is protected.
- BMV commits to fostering working conditions safe from any forms of harassment or bullying, including sexual harassment.
- Workers are entitled to file a grievance through a grievance mechanism that is available to all workers.

#### **4. Diversity, inclusion, and non-discrimination**

BMV is committed to demonstrating and administering strong diversity. BMV prohibits discrimination based on race, sex, gender, sexual orientation, pregnancy, and other pregnancy related conditions, race, national origin, ancestry, age, religion, citizenship, marital status (including registered domestic partners), parental status, disabilities (mental or physical), medical condition. This commitment extends to all organizations with which BMV does business.

BMV also forbids retaliation of any kind, including harassment, intimidation, threats, coercion or discrimination against any individual who files a charge of discrimination, reports or otherwise objects to harassment or discrimination, assists, testifies, or participates in an equal employment proceeding, or otherwise exercises any other right protected under applicable equal employment opportunity laws or this Policy.

Recruitment and labor migration practices: based on the commitment to respect and monitor the human rights of the particularly vulnerable group of women and persons with disabilities, the necessary measures are taken for their protection.

Occupational health and safety: workers must be equipped with the necessary personal protective devices and a safe working environment to carry out their tasks in optimal health and safety conditions.

Accommodation and living conditions are of adequate standard where employees or workers must be guaranteed safe and clean facilities.

Workers are entitled to freedom of association, assembly, the right to organize and collective bargaining. Employees are entitled to maintain open and constructive communication with management regarding working conditions, and may freely associate, nominate employee representatives, join trade unions and engage in collective bargaining within the bounds of prevailing laws and statutes.

Work-life balance is an important value for all employees and must be respected. BMV promotes work-life balance by providing the right to holidays and rest. Also, it implements actions focused on the physical and emotional well-being of all its employees.

BMV recognizes and supports equal employment opportunity for all employees and supports this policy with procedures and objectives to ensure fair employment practices with regard to recruitment, hiring, training, promotions, benefits, compensation and all other employment related factors.

Employees receive training and education to enhance skills and experience to perform their jobs safely, grow and adapt to different needs in the course of their duties, and be aware of their rights and obligations in the workplace.

If collective dismissals are required of direct employees then alternatives to retrenchment will be assessed. If the analysis does not identify viable alternatives to retrenchment, a retrenchment plan will be developed and implemented to reduce the adverse impacts of retrenchment on workers in line with the applicable law and standards.

The purpose of this Policy is to promote the fair treatment, non-discrimination, and equal opportunity of workers, establishment, maintenance, and improve the worker-management relationship. BMV and all other entities involved in our projects, such as ministries, public agencies, PMC, contractors and sub-contractors will comply its labour and employment practices with national employment and labour laws. We will safeguard all categories of workers, including vulnerable categories of workers such as children, women, migrant workers, workers engaged by third parties, and workers in the Client's supply chain.

## **5. Implementation and Monitoring of the Policy**

To ensure that the commitments adopted in this Policy are applied, BMV is committed to the following procedures:

- BMV continuously implements measures and processes based on criteria of proportionality and probability to identify, prevent, and mitigate actual and potential adverse impacts on human resources throughout the business and operation activities, delivering, where appropriate, effective redress in cooperation with affected stakeholders. These procedures and their results are regularly monitored and audited to ensure their correct functioning and results, engaging interest groups by

encouraging their participation in the continuous review and adaptation of the procedures.

- To ensure compliance with these commitments across the supply chain, business partners will be given contractual requirements to ensure that these procedures are established and deployed.

This Policy will be clearly communicated and disseminated internally and externally to all stakeholders, in particular employees, business partners, Contractors and sub-contractors, and made publicly available on BMV's website.



Acting director

  
Andreja Mladenović