



**Twinning project “Implementation of the best European practices with the aim of strengthening the institutional capacity of the apparatus of the Ukrainian Parliament Commissioner for human rights to protect human rights and freedoms (apparatus)”
No. EuropeAid/137673/DD/ACT/UA**

**INFO SHEET FOR EMPLOYERS:
HOW TO AVOID DISCRIMINATION IN JOB ADVERTISEMENTS**

1. It is prohibited in job advertisements to indicate requirements, giving preference to a certain candidate based on his/her¹:

- sex
- race
- colour of skin
- political, religious or other beliefs
- age
- disability
- ethnic or social origin
- nationality
- family and property status
- place of residence
- linguistic
- or other trait

Examples of inappropriate job adds*	Examples of recommended adds
The Gentlemen’s club network of barbershops is looking for a cheerful, active and responsible girl-administrator of 18-30 years old.	The Gentlemen’s club network of barbershops is looking for a cheerful, active and responsible administrator.
Law firm is looking for a good-looking secretary from 25 to 35 years old.	Law firm is looking for a secretary.
We will accept a salesperson apart from Donetsk region.	We will accept a salesperson.
Cleaning company has an open position for a cleaning lady with a good knowledge of English.	Cleaning company has an open position for a cleaning person.

* If in a job advertisement is indicated a specific requirement such as preference for person’s sex, age, place of residence or other, except if it is really necessary for a person to have it in order to perform job properly, or it is foreseen as an exception by law², it will be considered as a discriminatory requirement.³

2. In a job advertisement it is forbidden to require from a job seeking persons to provide information on their personal life, plans for the birth of children⁴

Examples of inappropriate job adds	Examples of recommended adds
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¹ Article 1, Article 6, Article 17 of the Law of Ukraine On ensuring equal rights and opportunities for women and men (EERWM); Article 1(2), Article 4. of the Law of Ukraine On the prevention and combating discrimination in Ukraine (PPCDU); Article 24-1 (1) of the Law of Ukraine On advertising; Article 11 (3) of the Law of Ukraine On employment.

² Article 6 (3) of PPCDU; Article 6 of EERWM.

³ Article 17, EERWM.

⁴ Article 17, EERWM.

We are offering a work for IT person, who does not have family responsibilities.	We are offering a work for IT person.
We are looking for a sales woman, who does not plan for the next 5 years a family growth.	We are looking for a salesperson.

3. Titles to be used for the names of professions and occupations

The names of professions and occupations in general could be expressed in male gender nouns, nevertheless, when possible it is advisable to use both gender endings or to use a neutral form applicable for both genders.

Examples of inappropriate job adds	Examples of recommended adds
We are offering position for the policeman	We are offering position for the police officer
We are looking for a waitress	We are looking for a waiter/-ress

i For the violation of these requirements the Law foresees a fine of 37 230 UAH.⁵

For more information see the Ukrainian Parliament Commissioner for Human Rights, <http://www.lombudsman.gov.ua>, free hotline – 0800-50-17-20.

⁵ Amount of fine is applicable at the date of Info sheet issue. Article 24-1 (3) of the Law of Ukraine on advertising.