

WORKPLACE GENDER, EQUALITY AND DIVERSITY POLICY

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1. INTRODUCTION

As a European non-profit partnership of public authorities working on fostering health, equity and wellbeing across Europe, EuroHealthNet believes that people from diverse backgrounds should all enjoy the same rights, opportunities and protections. This entails that everyone must not only be treated fairly and with dignity but must also be able to actively take part in decisions that affect their lives and be kept safe from both physical and mental harm. EuroHealthNet believes that inclusivity is a strength to the organisation, as a diverse range of perspectives improves the quality and relevance of our work. Moreover, employees who feel seen and appreciated for who they are perform better at their jobs. In this regard, EuroHealthNet recognises the importance of promoting diversity and inclusion amongst its workforce and in its everyday operations.

This policy is an addition to EuroHealthNet's 'How We Work Framework' and 'Employment Rules' and aims to build a diverse workforce and an inclusive workplace. It aims to make sure that no employees and no job applicants receive unfavourable treatment on the grounds of their personal characteristics, such as gender, race, ethnicity, nationality, religion, disability, sexual orientation, age, marital or civic partnership status, and family responsibilities.

2. SCOPE AND PRINCIPLES

Ensuing guidelines and policies apply to EuroHealthNet employees whether full time or part time, temporary or permanent, and to all job applicants to EuroHealthNet's positions. Relationships and work with members and partners are also based on the principles and values of non-discrimination as set out in this document. More in detail, EuroHealthNet commits to make sure that:

1. EuroHealthNet's organisational culture is inclusive, respectful and enabling.
2. The EuroHealthNet workplace is an environment where no-one is treated unfavourably, and no-one's dignity is violated by intimidating, hostile or offensive behaviour. All this must occur regardless of employees' job position and of their aforementioned characteristics.
3. All employees have the same opportunity to contribute to the best of their capabilities to achieve EuroHealthNet's targets and objectives, so no-one should be disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.
4. EuroHealthNet adheres to gender equality in leadership and decision-making, in recruitment and career progression and takes forward the gender dimension into the content of research, policy and practice.
5. Employees' religion, beliefs and related observances are respected and accommodated wherever possible, namely where the expression of those beliefs does not affect the legitimate rights of others.

3. EUROHEALTHNET ACTIONS

To adhere to the principles, EuroHealthNet is committed to implement the following measures:

1. Ensure that all staff is familiar with this policy.
2. Dedicate at least one meeting per year to gender and diversity-related issues, set and review annual targets and decide on concrete steps to help shape and implement this policy (following the "investigate – plan – act – outcome – reflect' model.)
3. Ask all staff to ensure a balanced and diverse panel composition of all events they organize.
4. Monitor gender and diversity awareness among staff as part of the performance appraisal process.
5. Provide training, mentoring and/or coaching to staff as well as member organisations to enhance their knowledge, skills, and attitudes to integrate gender and diversity considerations in their work and adopt inclusive behaviours. Focus on the concept of *unconscious bias*, to help staff learn how to deconstruct biases in their own thinking and to understand how gender plays a role in an individual's life
6. Dedicate a specific space on our resources database with articles on gender equality and inequality accessible for staff and members.
7. Assign a confidant in the Executive Board that colleagues can go to with complaints.

8. Protect employees who report misconduct from any retaliation or victimisation.
9. Deal immediately and sensitively with any episode of discrimination.
10. Not assign tasks and responsibilities based on stereotypes.

4. ACTIONS REGARDING RECRUITMENT & SELECTION

All open positions are advertised on EuroHealthNet website, where it is clearly specified what skills, knowledge, and experience are required by the applicant. Selection for employment will occur on the basis of relevant criteria, experience, aptitude and ability, through the implementation of transparent, fair, and non-discriminatory recruitment procedures (such as blind recruitment). Advertisements are not discriminatory, confirming that all applications will be considered solely on merit and that reasonable adjustments will be made for disabled people. EuroHealthNet job vacancies will mention that EuroHealthNet offers an inclusive, diverse (including from all parts of Europe) and respectful working environment, where employees receive opportunities to develop independent of gender, race, ethnicity, religion, disability, sexual orientation, age, marital or civic partnership status, and family responsibilities.

EuroHealthNet is conscious of the gender bias usually included in job advertisement. For this reason, positions will be advertised avoiding adjectives and words that refer to a masculine ideal of success, and they will also incentivise candidates to apply even if they do not perfectly match 100% of the requirements. The candidate selection will always be carried out by more than one person and by a mixed sex panel. EuroHealthNet will use a point system to objectively rate candidates based on their motivation letter and CV to avoid bias (conscious and unconscious).

5. TERMS AND CONDITIONS OF EMPLOYMENT

EuroHealthNet ensures equity of inclusion in several aspects of the Employment Rules described and approved in the *How We Work* Framework of EuroHealthNet:

- A. Payment:** EuroHealthNet applies a job classification scheme based on job complexity, responsibilities, and seniority. In this way, jobs are placed within classification bands that help determine the pay according to the position within the classification scheme, which is not influenced by any personal characteristic of the employee. The job classification scheme is public to all employees.

- B. Regular Review:** Terms and conditions of employment and benefits will be reviewed regularly to ensure that they are available to all employees. The latter should have access to defined terms and conditions and no unlawful obstacles should prevent them from accessing such information.
- C. Access to facilities:** EuroHealthNet is open to make any adjustments to equipment and facilities to ensure that the office environment is accessible to all employees. EuroHealthNet will accommodate any employees' disability in the workplace to make sure that work resources and services are fully accessible. The needs of employees' pregnancy or maternity will be considered and an appropriate space for breastfeeding will be available.
- D. Work flexibility:** access is provided to a range of flexible work opportunities to support employees with family or caring commitments, with home working and to comply with external issues, such as the recent pandemic.
- E. Parental and Carers Leave:** EuroHealthNet will follow Belgian Law as set out in our Employment Rules and will strive to adhere to the European Work-Life Balance directive when needed.
- F. Professional Development:** EuroHealthNet supports employees' professional development needs and opportunities and identifies career development goals. At any time, all employees will be helped and encouraged to develop their full potential and talents. To this purpose, management will provide constructive feedback equally to all employees regardless of their personal characteristics.

7. ACTIONS RELATED TO COMMUNICATION

EuroHealthNet communication will strive to be inclusive, making it appealing for all genders and inclusive for all socioeconomic groups in several regards:

- Attention will be paid to avoiding as much as possible social norms and stereotypes that could have a negative impact on certain subgroups of the population. This applies to written text as well as to visual material, such as stock photos and graphics.
- Careful selection of the words chosen in text and attention to make sure that language chosen is neutral.
- Strive to achieve gender balance and guarantee diversity in communication activities such as interviews, articles for our Magazine, videos, etc.
- Our outputs will be made accessible to people with hearing and/or visual disabilities.

- EuroHealthNet will strive to make outputs available in multiple, if not all European languages.
- EuroHealthNet will avoid using a narrative that frames anyone as victims or as passive and needing to be 'saved'. Instead, it will use a narrative that is empowering, respectful, and focuses on people's abilities and strength, aiming to establish the circumstances in which people can thrive.

4. RESPONSIBILITY FOR THE POLICY

Overall accountability for upholding the terms of the Policy lies with the Director, with support from an assigned staff member. All EuroHealthNet personnel are bound by the terms of this Policy and are responsible for its day-to-day implementation and for ensuring its maintenance and review. Finally, all EuroHealthNet employees are responsible for treating others with dignity and respect.



Caroline Costongs
Director