

Gender equality plan

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PREAMBLE

With the implementation of this gender equality plan, the INC declares that it abides by the European legislation and international treaties regarding gender equality:

- the Treaty of Rome introducing the principle of equal pay between men and women,
- the Convention for the Protection of Human Rights and Fundamental Freedoms, notably article 14 forbidding discrimination based, amongst other grounds, on gender,
- the European Social Charter,
- the Charter of Fundamental Rights of the European Union and notably article 23 about equality between men and women,
- the 2030 Sustainable Agenda including Sustainable Development Goals 5 (Gender equality),
- the Strategy in favour of men-women equality 2020-2025,
- obligations under the elimination of all forms of discrimination against women (CEDAW).

The INC also confirms that it abides by national rules regarding gender equality:

- article 11 of the Constitution of Luxembourg guarantying gender equality: “Women and men are equal in rights and duties. The State seeks the active promotion of elimination of impediments which may exist in matters of equality between women and men.”
- the labour code applicable in Luxembourg and notably articles L241-1 to L245-8, prohibiting any direct or indirect discrimination based on gender, particularly with respect to gender reassignment, family status or marital status.

This list is not exhaustive by nature and may be completed by relevant applicable national, European and international legislation as it may be modified, amended or changed.

Scope

This gender equality plan defines the procedure for the administration of gender equality within the INC.

It shall be equally applicable to all employees and trainees of the INC and all staff insourced by the INC.

For the purpose of this document, the “Management Team” means the senior management of the INC (President and Director) and the members of the Board of Directors of the INC.

PROCEDURE

Section 1 Overall commitment and development of gender expertise

The management and personnel of the INC responsible for its human resources commit to paying attention to gender in its areas of expertise and its missions, particularly in recruitment.

Recruitment at the INC is limited in its diversity as many skilled women apply to the job offers, but fewer men are available on the market. This shall be considered when recruiting new personnel, and equality measures may be decided on a case-by-case basis to favour equal access to recruitment at the INC.

The staff shall not be discriminated, due to their gender during decision-making by the management team.

The INC shall ensure the equal ability of men and women to access and utilise the assets, services, benefits and opportunities generated by the INC, regardless of gender.

When relevant, the INC shall consider the potential gender impact of its operations in its design, implementation and monitoring, also considering and addressing the gender-specific impact, vulnerabilities and barriers that any of the genders may face due to the INC missions.

Specific impacts, risks and related mitigation strategies shall be integrated into the standards whenever necessary.

If necessary for a project or an activity, the INC shall explicitly request partners, clients and/or providers to comply with the same gender equality rules and measures as those applicable at the INC.

Commitments and ambition on gender equality shall be accompanied by leadership, improved coordination, capacity building, continuous learning, systems for tracking progress and measuring impact, adequate expertise and sufficient financial and human resources.

Changes in the operational processes or procedures and/ or additional or new instruments to be adopted to ensure and promote gender equality shall be tracked and kept up-to-date regularly.

Every two years, this gender equality plan will be reviewed to ensure the performance of the INC regarding gender equality and the implementation of potential improvements into the new plan.

Section 2 Gender-related statistics and monitoring

The INC commits to developing a system for ongoing anonymised gender-related statistics collection regarding its personnel, including the management team, which will be assessed annually (*form F GE-01-01*). Results will be measured, monitored and reported, as appropriate.

The aim is that the INC on a middle-term will be able to, where required, provide anonymised gender-related statistics, particularly and on employment created and sustained (*form F GE-01-01*).

This assessment shall be based on indicators to measure and monitor gender equality and ensure accountability in the overall INC operations.

Section 3 Awareness-raising training on gender equality and unconscious gender biases

The INC and its personnel, including the management team, acknowledge this gender equality plan, commit to non-discrimination, equality and human rights, including gender aspects, and consider gender equality throughout their employment/ nomination period.

When deemed necessary, the INC may organise training programmes for the personnel and the management team, as applicable, integrating the gender dimension in social due diligence and sensitising unconscious staff and decision-makers regarding gender biases/ stereotyping.

The INC may complement those measures, if necessary, with dedicated tools to support the development of gender-sensitive screening, appraisal and monitoring practices.

The INC personnel and management team are encouraged to gather and provide examples of best practices and share the lessons learnt by other peer institutions, which the INC may decide to adopt. Following consideration by the management team, such best practices may be adopted and, as applicable, shall be made available and regularly updated for easy access by the staff. These may include adding related tools and sources of support/ information on gender equality and social due diligence on a dedicated website page of the INC.

Section 4 Measures and targets

The INC respects work-life balance. The INC promotes gender balance both within the personnel and the management team and shall take the necessary measures to aim at the balance in the number of men and women at the level of the personnel and within the management team. None of the genders shall, in any case, be marginalised from decision-making.

Career progression will be led transparently, whatever the gender of the team member (*form F GE-01-02*). Should a disagreement occur in the progression of one team member, rational grounds shall be provided by the management team regarding the decision taken.

Salaries and any additional benefits to be paid/offered by the INC (*form F GE-01-03*) shall be based on the INC formal HR policies applicable at the INC (such as the format of the employment contracts, salary grid, charter of benefits, performance etc.), depending on the function, the scope of responsibilities, the level of seniority, and not based on gender or any other discriminatory ground.

Gender-based violence, sexual harassment and discrimination will not be tolerated within the INC at any level of the organisation. Cases reported or requests of investigation received will be reviewed individually, according to the legislation and within the possible field of actions of the INC.

SIGNATURES

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REVISION HISTORY

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1.0	01/01/2022	Anne DROCHON, Nikolai GONCHARENKO	New document

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