



EQUALITY & GENDER POLICY

ETC Foundation

ETC	Management
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For Approval:

A handwritten signature in blue ink, appearing to be 'J.H.J. Dusseljee', written over a horizontal line.

J.H.J. Dusseljee
Director ETC Foundation

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1 POLICY STATEMENT

1. ETC Foundation (ETC) recognises that discrimination and victimisation are unacceptable and that it is in the interests of ETC and its employees to utilise the skills of the total workforce. It is the aim of ETC to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or beliefs, sex or sexual orientation.
2. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end, the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees, whether full-time, part-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff will not discriminate directly or indirectly, or harass clients or partners because of age, disability, gender reassignment, pregnancy and maternity, race, religion or beliefs, sex and sexual orientation in the provision of ETC's services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Netherlands' Institute for Human Rights (College voor de Rechten van de Mens), government departments and any other statutory bodies. The policy can be found on the ETC intranet under the following reference: ETC Equality and Gender Policy

2 OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are open to all staff.
- To promote equality in the workplace, which we believe to be good management practice and makes sound business sense.
- To review all our employment practices and procedures to ensure fairness.
- To regard all breaches of our equality policy as misconduct with the possibility of disciplinary proceedings.
- To monitor and regularly review the policy.

This policy is fully supported by senior management and has been agreed with employee representatives.

3 RESPONSIBILITIES OF MANAGEMENT

Responsibility for ensuring the effective implementation and operation of the arrangements outlined in this document rest with the Director. Line managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- appropriate records are maintained.

ETC's Director will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

4 RESPONSIBILITIES OF STAFF AND PARTNERS

Responsibility for ensuring that there is no unlawful discrimination is shared by all ETC's staff and its partners. The attitudes of staff and of ETC's partners are crucial to the successful operation of fair employment practices. In particular, all members of staff and ETC Partners should:

- comply with the policy and arrangements;
- not discriminate in their daily activities or induce others to do so;
- not victimise, harass or intimidate other staff members or groups who have, or are perceived to have, one of the protected characteristics;
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic;
- inform their manager if they become aware of any discriminatory practice.

5 THIRD PARTIES

Third-party harassment is deemed to have taken place when an employee is harassed, and that harassment is related to a protected characteristic, by third parties such as clients or partners. ETC will not tolerate such actions against its staff, and the employee concerned should inform their manager at once if this occurs. ETC will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

6 RELATED POLICIES AND ARRANGEMENTS

All employment policies and arrangements have a bearing on equality of opportunity. ETC policies will be reviewed regularly and any discriminatory elements removed.

7 GENDER EQUALITY

ETC's policy on gender equality is based on the Dutch Law on Equal Treatment.

ETC welcomes diversity amongst its staff recognising that contributions to achieving ETC's mission can be made by all individuals, regardless of gender or gender reassignment. ETC aims to provide an inclusive

working, learning and social environment in which the rights and dignity of its entire staff are respected to assist them in reaching their full potential. ETC is committed to promoting equality of opportunity between women and men and eliminating harassment and unlawful discrimination.

Under the terms of this policy, ETC considers the following areas as relevant to gender equality:

- public advertising of employment possibilities and procedures leading to the filling of vacancies;
- using the services of an employment agency;
- the commencement or termination of an employment relationship;
- terms and conditions of employment;
- permission for staff to receive education or training during or prior to the employment relationship;
- staff promotion and development;
- working conditions;
- pregnancy and maternity protection; parental leave;
- equal pay;
- procurement and outsourcing.

8 RIGHTS OF DISABLED PEOPLE

ETC attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to retain the services of an employee who becomes disabled, for example by offering training, providing special equipment or reducing working hours. Note that managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment;
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

9 GRIEVANCES / DISCIPLINARY ACTIONS

Employees have a right to pursue a complaint concerning discrimination or victimisation using ETC's Complaints Procedure. Reference is made to Annex 18 of the ETC terms and conditions of employment, which includes a complaints procedure, and to Annex 15 that contains a code of conduct in the case of unwelcome intimacies.

Discrimination and victimisation will be treated as disciplinary offences, and thoroughly investigated by a team under the leadership of the Director, or where the suspected violation involves the Director by a team under the leadership of the chair of the Board of Trustees.

10 REVIEW

The effectiveness of this policy and associated arrangements will be regularly reviewed under the direct supervision of the Director.