

# alda\*



European Association  
for Local Democracy

## **Gender Equality & Anti-Discrimination Policy**



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## INTRODUCTION

This **Gender Equality and Anti-Discrimination Policy** has the purpose of outlining values and standards we expect staff and other people associated with ALDA to uphold, protecting staff and other stakeholders from any form of discrimination, and improving ALDA's working environment through positive actions.

An intersectional perspective will be used throughout this document.

This policy is in line with the Political Priority for the European Commission: Communication on 'A Union of Equality: Gender Equality Strategy 2020-2025' (March 2020) and the ILO Action Plan on Gender Equality and Gender Mainstreaming.

### **ALDA's state of the art on gender and discrimination**

ALDA is committed to promoting gender equity and avoiding all forms of discrimination based on sex, gender, sexual orientation, gender identity, gender expression, national origin, ethnicity, native language, difference of ability (disability), age, class, religious or ethnic affiliation, marital status, citizenship, genetic information, pregnancy status, health issues or any other special characteristic protected by law, in all of its activities in all the countries where ALDA and its stakeholders operate.

### **Goal**

The main goal is to achieve gender equality and eliminate discrimination in ALDA's workplace. This policy lays out ALDA's commitment to gender equality promotion and it is intended to shape the decisions and actions of ALDA's Governing Board, employees, members, project partners, contractors, suppliers, interns, visitors and stakeholders in favour of gender equality and non-discrimination.

### **Objectives**

- To fight against and prevent any form of discrimination in ALDA's activities, programmes and decisions by establishing mandatory process requirements on the monitoring and implementation of this policy;
- To promote the **equal participation** in ALDA's activities;
- To engage in programmes and initiatives aimed at reducing gender inequality and discrimination;

- To disseminate these objectives also in ALDA's public sphere in a way that reflects ALDA's values.
- Any time is possible, including a gender equality and anti-discrimination perspective in all campaigns and advocacy work.
- To provide all individuals and stakeholders involved in ALDA's work with equal opportunities and rights irrespective of their gender.

## Policy Statement

In alignment with ALDA's Code of Ethics, this policy is intended to promote a culture of inclusion and gender equality of the Association's life and operations.

ALDA has a **zero-tolerance policy for discrimination**. We believe everyone should be treated equally regardless of sex, gender, sexual orientation, gender identity, gender expression, national origin, native language, religion, age, difference of ability (disability), marital status, citizenship, genetic information, pregnancy status, or any other special characteristic protected by law. We are committed to providing an inclusive and welcoming environment for all members of our Governing Board, employees, members, project partners, contractors, interns, visitors and stakeholders.

ALDA's personnel are responsible for complying with this policy, for maintaining a high level of professional conduct in the workplace, and for treating others with respect and fairness.

**ALDA is an equal opportunity employer.** We will not discriminate and will take affirmative action measures to fight against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions. We will strive to do so also in case of discrimination of any employee or job applicant on the bases of race, colour, gender, national origin, age, religion, disability, sexual orientation, gender identity or gender expression.

## Values

- ALDA aims to work actively to change policies, behaviours, and beliefs that perpetuate racist ideas and actions.
- ALDA is against bias and prejudice toward people with disabilities of all kinds.
- ALDA opposes stereotyping and discrimination against individuals or groups based on their age.
- ALDA believes in equal treatment and equal opportunities for people, irrespective of their sexual orientation and gender identity.
- ALDA values the diversity of backgrounds and nationalities and operates towards inclusion and integration.

## **GENDER AND ANTI-DISCRIMINATION COMMITTEE**

### **GE&AD Committee**

The goal of ALDA's **Gender Equality and Anti-Discrimination Committee** (GE&AD Committee) is to oversee the implementation of the Gender Equality & Anti-discrimination policy. The Committee will monitor and report on the progress of implementation to the Secretary General, who is then supposed to report to the Governing Board.

### **Composition and operation of the GE&AD Committee**

#### The Committee

The Committee aims to be as representative as possible of ALDA's staff. Thus, it involves at least one representative for each department (Communication, HR, Financial, Project Management, Project Development, Staff of the Secretary General) and one representative for each geographical region (MEA department, EAP & Central Asia department, ALDA Skopje, ALDA Strasbourg, ALDA Brussels). The GE&AD Committee meets every three months, on a designated day. Depending on the scope of the activity/event, it can hold additional meetings.

#### Co-chairs

Every six months the committee selects two co-chairs who will report to the Committee itself and to the Secretary General. The co-chairs are responsible for meeting scheduling and preparation, meeting facilitation, follow-up on action items etc.

#### Safeguarding Group

Three representatives of the GE&AD Committee that change every six months on a rotation basis will meet to address discrimination complaints done in person or through the complaint form on the website. The SG will investigate potential other claims about the same person or process to determine if the discrimination is systemic. If deemed appropriate, the SG will forward the claim to the Coordination Board and to the Secretary General. After the Secretary General's evaluation, the complaint could be submitted to the Governing Board, who will then advise on how to proceed.

### **Responsibilities of the G&AD Committee**

ALDA's G&AD Committee monitors the implementation of the measures set out in the Gender Equality & Anti-discrimination policy on a regular basis and supports the organization in its efforts to put these measures in place. The Committee reviews the outcomes of the measures annually, updates the plan as necessary and defines the objectives for the year ahead. Equality and non-discrimination surveys are carried out every year. ALDA's GE&AD Committee provides a vision and makes recommendations/action plans.

In case the Secretary General is the person addressed by the complaint, a direct communication would be established by the SG and the Governing Board of ALDA.

## AREA 1: ORGANISATIONAL CULTURE AND COMBATING STEREOTYPES

### Right to Work - Anti-Discrimination

The organisation promotes and encourages a safe, equal and discrimination-free working environment. ALDA aims to reinforce a shared culture of equal opportunities enhancing diversity and supporting under-represented categories.

For the purpose of this policy, the following definitions shall apply:

**Direct discrimination:** a situation in which one individual is treated less favourably than another is, has been or would be treated in a comparable situation on ground of sex, gender, sexual orientation, gender identity, gender expression, national origin, native language, religion, age, difference of ability (disability), marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law.

**Indirect discrimination:** a situation in which an apparently neutral provision, criterion or practice would put a specific group of individuals at a particular disadvantage, unless that provision, criterion or practice is objectively justified by a legitimate aim, and the means of achieving that aim are appropriate, necessary and clarified.

For example, it can be considered indirect discrimination if an employee on maternity leave puts in a flexible working request to reduce their hours for childcare and that request is rejected due to company policy, and the refusal is motivated by having a full-time contract. In this situation, the employee will have a case for indirect discrimination.

[Source: Directive 2006/54/EC, Directive 2004/113/EC, Handbook on European Anti-Discrimination Law]

#### Actions to prevent discrimination

- Anonymous annual survey to monitor and evaluate ALDA's gender equality and Anti-Discrimination policy
- Gender Equality and Anti-Discrimination Trainings for ALDA staff

#### Actions to tackle the problem

- Annual review of the policy
- The Gender Equality and Anti-Discrimination Committee will meet every three months and discuss improvements
- If the necessity to report a claim arises, the Safeguarding Group (SG) will meet to address specific complaints. The SG will investigate potential similar claims about the same person or process to determine if the problem is systemic. If deemed appropriate, the SG will address the claim to the

HR Manager and the Department Coordinator. In case of conflict of interest, the SG will indicate a substitute

### **Harassment**

The organisation has zero tolerance for all forms of Sexual Exploitation, Sexual Abuse and Sexual Harassment (SEAH). Sexual Harassment in the workplace is an act or a pattern of behaviour that compromises physical, emotional, or financial safety and security of anyone in the workplace. The organisation aims to tackle this issue in a gender-neutral way.

#### Actions to take

- Annual internal trainings for employees
- Workshops for members, beneficiaries, supplies and the general public
- In collaboration with anti-violence centres, women's shelters and any other stakeholders in the community, realisation of at least one seminar/year for the organisation and the general public. This seminar is aimed at raising awareness of the issues relating to gender-based violence, gender identity, and harassment and of how to address them.

#### Actions to tackle the problem

- Annual review of the policy
- The Gender Equality and Anti-Discrimination Committee will meet every two months and discuss improvements to be made
- The Safeguarding Group will address specific claims

### **Inclusivity**

To improve inclusivity in the organisation we need to recognise and celebrate differences and understand the value of diversity. **Inclusivity** is the principle of providing all people with the chance to access opportunities and resources. Inclusivity efforts in the workplace can help traditionally marginalised groups—based on gender, race, or disabilities—to feel among peers in the workplace. The organisation aims to promote workplace inclusivity, which occurs when people feel valued and accepted in their team and in the organisation without having to conform.

*Target: people with care necessities*

#### Actions to take

- Care-friendly (with changing tables, places to breastfeed etc.) working environments and event locations
- Include a question on this issue in the registration form an event/training

*Target: people with special needs*



Actions to take

- Have working and event environments with no architectural barriers
- Include a question on this issue in the registration form for an event/training

Actions to tackle the problem

- Annual review of the policy
- The Gender and Anti-Discrimination Committee will meet every two months and discuss improvements.
- The Safeguarding Group will address specific claims.

**Legal Framework**

The organisation values the importance of reporting, recording, and taking legal actions against harassment and discrimination in the workplace. ALDA aims to raise awareness on the importance of reporting, while also ensuring an equal and fair treatment in the recording process.

Actions to take

- Trainings on legal actions against harassment and discrimination in the workplace, and how to report these occurrences.

Actions to tackle the problem

- Identify a legal counsellor to support the organisation.

## AREA 2: RECRUITMENT AND CAREER PROGRESSION

### Recruitment

ALDA does not discriminate in recruitment, employment or subcontracting of staff on the basis of race, religion, age, sex, colour, disability, sexual orientation, gender identity/expression, national or ethnic origin, or political affiliation. The organisation promotes a diverse recruitment strategy **ensuring equal access to the organisation** and a more inclusive environment in the workplace, while also providing equal opportunities to all employees.

This document will work in synergy with the Staff Regulations and the GE&AD Committee will collaborate in drafting some articles of the Regulation.

To ensure that our conduct and processes are fair and lawful, we will:

#### Job advertisement

- Use inclusive language in job advertisements and include EEO—Equal Employment Opportunity—statements, avoiding gender-specific, ageist and ableist language
- Develop new job advertisement templates that appeal to a wider range of applicants

#### Hiring process

- Require managers to keep detailed records of their decision-making concerning the hiring process of their team members and job candidates
- Adopt structured interviews
- Implement workshops and develop guidelines to raise awareness and provide tools to deal with unconscious bias in recruitment and other processes

### Salaries

Equal pay for equal work is one of the founding principles of the European Union\*.

ALDA prohibits gender-based wage discrimination between people in the same establishment who perform jobs that require substantially equal skills, effort, and responsibility under similar working conditions.

*[\*Source: [2014/124/EU](#): Commission Recommendation of 7 March 2014 on strengthening the principle of equal pay between men and women through transparency Text with EEA relevance]*

### Transparency

Implementing pay transparency measures can help address the gender pay gap and reduce broad gender inequalities in the workplace.

### **Career Progression**

ALDA offers opportunities for promotion, training, transfer, or other career development without unlawful discrimination, this includes development opportunities that could lead to permanent promotion. To create a diverse, inclusive workplace where everyone can thrive, it is necessary to avoid seeing people as one-dimensional (representative of a gender, specific ethnic group etc.) and instead see the added value they bring to the organisation. To do so, it is important that goals and objectives related to a specific position are clear, so that career advancement depends on the ability of the employee to achieve them rather than subjective characteristics.

➤ Training of staff in managerial positions and evaluation committees to inform and raise awareness of the existence of unconscious biases that can undermine decision-making processes and career progression.

### **Work-life balance**

The gender gap can and should be closed through work-life balance regulations simultaneously aimed at improving the engagement in work and life roles and at reducing conflicts between them. A good work-life balance also means providing a non-discriminatory environment, being mindful of employees' needs on illness, mental health, private life, and care-giving duties. This should involve:

- Promoting a better work-life balance by reconciling the demands of people's working and private lives
- Supporting the balance between work and parenting and/or care-taking activities
- Access to remote working or medical leave for people with chronic illnesses (e.g. chronic menstrual pain or chronic migraines)
- Access to remote working. Each department will develop its own regulation, taking into account the specific requirements of the job roles and the employees' needs
- Preventing work-related mental health conditions:
  - Establishing workplace mental health programmes with workshops for staff members at least once a year
  - Conducting surveys on mental health in the workplace, including topics such as workload, relationships with colleagues, support from the management team in order to identify warning signs and tackle issues as quickly as possible

### **Fair Parental leave for all employees**

The organisation aims to develop a fair parental leave to be inclusive to all employees, permanent and non-permanent staff, regardless of their gender or family set-up. It is important to have gender-neutral and adoption-inclusive parental leave regulations, in order to empower all parents, in particular employees who may feel excluded from traditional parental leaves, i.e. transgender and non-binary employees, same-sex couples, and people experiencing infertility.

- Parental leave should be granted to both biological and adoptive parents, as well as to any kind of parental figures. These rights extend to gender diverse parents, single parents, same-sex partners, and civil partners
- ALDA takes into account each regional jurisdiction but foresees a general parental leave

## AREA 3: MEDIA

### COMMUNICATION & DISSEMINATION

People who do not feel represented in our communications output are likely to think our communication and dissemination strategy does not concern them. Therefore it is important to strive to represent the full spectrum of the population, challenging stereotypes related to gender and other aspects, in ALDA activities and campaigns. By offering everyone roles of equal value and importance and including different aspects of diversity, we ensure that everyone feels involved.

Adoption of a gender-fair and Anti-Discrimination institutional/administrative language through:

- The organisation of trainings on the procedures and strategies
- The extensive application of the GE&AD Guidelines for institutional communications
- The development of a toolkit on Inclusive Language and Communication

Dissemination and monitoring of the Guidelines on the promotion of equal opportunities and gender balance in events and in the composition of working groups and committees.

- Gender neutral and anti-discriminatory forms in database, surveys, attendance list
- Ensure gender-balanced panels and presenters
- Inclusive language and communication

#### **Inclusive language and message**

Inclusive visuals need to be reinforced with inclusive language. Societal perceptions and media portrayal can feed into gender stereotypes, not only through imagery and narratives, but also language. Gendered language is so common that it can be difficult for many to even notice it. Language powerfully reflects and influences attitudes, behaviour and perceptions, thus using gender-fair and inclusive language can help to reduce gender stereotyping, promote social change, and contribute to achieving gender equality. Some instruments ALDA should adopt are:

- Gender-inclusive language, taking into account:
  - o The type of written/oral communication, audience, purpose
  - o The clarity of the text
  - o The communication strategy
- § Use non-discriminatory language
- § Make gender visible when relevant for communication
- § Do not make gender visible when not relevant for communication
- Trainings for employees on respectful communication (written and verbal)
- Workshops on inclusive communication to raise awareness of stereotypes in text and images

## **Visual and audio inclusivity**

The right of access to information enables people to gain access to information regardless of their physical abilities/disabilities. It encompasses the rights to request and receive information in different formats that are accessible for diverse needs. This includes audiovisual media such as videos and the use of computer-based technologies, that must be designed to be accessible for all users including people with physical, visual, hearing, and cognitive impairments.

- Review communication outputs to ensure they are inclusive of people with visual impairments
- Improve the website and social media for people with visual disability
- Addition of sign language and subtitles on videos
- Use and adoption of specific indicators/standardised processes (ex. [UNESCO Gender-Sensitive Indicators for Media](#) (GSIM)), useful also for reporting purposes

## **Platforms & social media**

We strongly believe in the transformative role media can play in achieving gender equality and inclusivity in societies by creating gender-sensitive and inclusive content and breaking stereotypes. To implement changes in this area, we should:

- Adopt an inclusive and sustainable approach to digital competences, training, digital platforms/applications we create
- Follow the European Commission's Digital Decade priorities of focusing on solidarity and inclusion: externally, promoting technology as a tool that unites people, ensuring easy access to digital skills, services; internally, ensuring fair working conditions with easy access to digital
- Adopt a human-centred digital agenda and promote international partnerships and cross-memberships with relevant stakeholders who already adopt inclusive practices
- Curate social media pages that shall be a space where everyone feels comfortable to participate

## **Use of image and video**

It is important to reflect people's real lives and experiences and move towards a more intersectional perspective to make everyone feel seen and represented in our use of audiovisual content. This can be achieved through:

- Compulsory consent forms and safeguarding guidelines
- Choosing images of people that are diverse in terms of gender, disability, age and ethnicity, ensuring specific groups feel visually represented
- Ensuring that images of persons with a disability should aim neither to hide a visible disability nor over-emphasise it. Persons with a disability should be portrayed with able-bodied persons, in a setting where they have equal value
- Ensuring optimal gender balance among people present in audiovisual products
- Avoiding stereotyping or tokenism in images

## **Press**

Having a mindful approach of gender equality and diversity in the press is important to have diverse voices heard. This can be achieved through:

- Appropriate choices of coverage: include a gender equality and diversity perspective in the reporting of ALDA's actions, projects and policy-making
- Application of the "Inclusive language and message" guidelines in all editorial work and for all languages
- Ensuring the language used in press releases reflects gender equality and Anti-Discrimination values
- Dissemination of editorial work and material through media channels that embrace ALDA's values

## **Advocacy & campaigns**

Advocacy is a means to achieve equality and social justice through the empowerment of disadvantaged groups, so they actively participate and are directly included in decision-making processes affecting their lives. This can be achieved through:

- Keeping in mind the GE&AD perspective at the drafting stage of all documents, policies and campaigns
- The systematic inclusion of diverse views, particularly those from grassroots-based social organisations and LGBTQIA+, women, migrant, and indigenous peoples' organisations and representatives
- When possible, ensuring accessibility to documentation in the languages of the marginalised groups called into question
- Ensuring as much as possible the availability of appropriate resources to enable full participation of stakeholders
- The inclusion of a survey on the organisation's website to understand how to improve accessibility

## **AREA 4: PARTNERSHIP, MEMBERSHIP, BENEFICIARIES & SUPPLIERS**

This area provides clarity on how the organisation aims to address gender imbalances and discrimination in its external relationships. Partners, members, suppliers, and beneficiaries should all embrace ALDA's principles on Gender Equality and Anti-Discrimination.

Any complaints or issues regarding online or offline activity can be addressed anonymously (or not) via an online form available in the organisation website, to be monitored by the Safeguarding Group.

Complaints or reports that will be addressed via the complaint form or in person will be tackled via the following procedure:

- The Safeguarding Group will meet to address complaints
- The SG will investigate potential other claims about the same person or process to determine if the discrimination is systemic. If deemed appropriate, the SG will forward the claim to the Coordination Board and to the Secretary General
- After the Secretary General's evaluation, the complaint could be submitted to the Governing Board, who will then advise on how to proceed

### **Relationship with members**

Action to take:

- Inclusion of the GE&AD Policy in the membership agreement to be signed by the member
  - Organisation of trainings on the policy's values and how to tackle discrimination for members
- Any violation of the policy and/or discriminatory behaviour, conduct or discourse that is physical or verbal in nature and that was perpetrated by a MEMBER can be addressed either anonymously, via an online form provided by ALDA, or in person by reporting it to the Safeguarding Group.

If the violation happens during an activity, the chair or facilitator of the meeting/activity is required to:

1. Immediately suspend the session, ensure that the venue is safe for all participants and all concerned parties are in protected locations
2. If necessary and possible according to the laws of the country, call the police
3. Report the discriminatory act to the Safeguarding Group

### **Relationships with project partners (or potential ones)**

Actions to take:

- Inclusion of the GE&AD Policy in the partnership agreement to be signed by partners
- GE&AD values must be part of all activities of the project

Any violation of the policy and/or discriminatory behaviour, conduct or discourse that is physical or verbal in nature and that was perpetrated by project PARTNER can be addressed either anonymously, via an online form provided by ALDA, or in person by reporting it to the Safeguarding Group.

If the violation happens during an activity, the chair or facilitator of the meeting/activity is required to:

1. Immediately suspend the session, ensure that the venue is safe for all participants and all concerned parties are in protected locations
2. If necessary and possible according to the laws of the country, call the police.
3. Report the discriminatory act to the Safeguarding group

### **Relationship with suppliers**

Actions to take:

- Inclusion of the GE&AD Policy in the contract to be signed by the supplier

Any violation of the policy and/or discriminatory behaviour, conduct or discourse that is physical or verbal in nature and that was perpetrated by a SUPPLIER can be addressed either anonymously, via an online form provided by ALDA, or in person by reporting it to the Safeguarding Group.

If the violation happens during an activity, the chair or facilitator of the meeting/activity is required to:

1. Immediately suspend the session, ensure that the venue is safe for all participants and all concerned parties are in protected locations.
2. If necessary and possible according to the laws of the country, call the police.
3. Report the discriminatory act to the Safeguarding Group.

### **Relationship with beneficiaries**

Actions to take:

- Conduction of a survey after each activity to monitor and evaluate GE&AD matters.

In case of the violation of the policy:

- Any complaint or alleged issue regarding online or offline activity can be addressed anonymously (or not) via an online form provided by our organisation

➤ In the case of a discriminatory behaviour, conduct or discourse that is physical or verbal in nature, the chair or facilitator of the meeting/activity is required to:

1. Immediately suspend the session, ensure that the venue is safe for all participants and all concerned parties are in protected locations.
2. If necessary and possible according to the laws of the country, call the police.
3. Report the discriminative act to the Safeguarding Group



## GLOSSARY

**Ableism:** Beliefs or practices that rest on the assumption that being able-bodied is “normal” while other states of being need to be “fixed” or altered. This can result in devaluing or discriminating people with physical, intellectual or psychiatric disabilities. Institutionalised ableism may include or take the form of un/intentional organisational barriers that result in disparate treatment of people with disabilities

**Ageism:** Stereotyping and discriminating individuals or groups because of their age. It is a set of beliefs, attitudes, norms, and values used to justify age based prejudice, discrimination, and subordination.

**Accessibility:** The degree to which the functionality of a system, a service, or environment is accessible by as many people as possible. Accessible design ensures both direct (unassisted) access and indirect access through assistive technology (e.g., computer screen readers). Universal design ensures that an environment can be accessed, understood, and used to the greatest extent possible by all people.

**Discrimination:** a situation in which one person is treated less favourably on grounds such as sex and gender, age, nationality, race, ethnicity, religion or spiritual belief, health, disability, sexual orientation or gender identity than another person is, has been or would be treated in a comparable situation.

**Gender:** A social and cultural construct. Gender-based roles and other attributes, therefore, change over time and vary with different cultural contexts.

**Gender Equity:** The process of being fair to people. Gender equity may involve the use of temporary special measures to compensate for historical or systemic bias or discrimination. It refers to differential treatment that is fair and positively addresses a bias or disadvantage that is due to gender roles or norms or differences between the sexes. Equity ensures that people have an equal chance, not only at the starting point, but also when reaching the finishing line. It is about the fair and just treatment of both sexes that takes into account the different needs of people, cultural barriers and (past) discrimination of the specific group.

**Gender Equality:** The state of being equal in status, rights and opportunities, and of being valued equally, regardless of sex or gender identity and/or expression. In a state of gender equality, people are free to develop their personal abilities and make choices without the limitations set by stereotypes, gender norms, or prejudices. Gender equality is widely recognized as a fundamental human rights concern and a precondition for advancing development, reducing poverty, and promoting sustainable development. Gender equality implies that the interests, needs and priorities

of both women and men are taken into consideration and that achievement of development outcomes does not depend on an individual's sex or gender identity and/or expression.

**Gender Expression:** The manner in which a person expresses their gender to others through external means such as clothing, appearance, or mannerisms.

**Gender Identity:** Each person's deeply felt internal and individual experience of gender, which may or may not correspond to the sex assigned at birth, including the personal sense of the body (which may involve, if freely chosen, modification of bodily appearance or function by medical, surgical or other means).

**Gender-neutral:** Anything – a concept, an entity, a style of language – that is unassociated with either the male or female gender.

**Harassment:** Any unwanted behaviour, physical or verbal (or even suggested/implied), that makes a person feel uncomfortable, humiliated, or distressed.

**Inclusion:** Authentically bringing traditionally excluded individuals and/or groups into processes, activities and decision/policy making in a way that shares power. Inclusion promotes broad engagement, shared participation, and advances authentic sense of belonging through safe, positive, and nurturing environments. Inclusion is key to eliminating systemic inequality.

**Intersectional Approach:** Acknowledgement of systemic discrimination due to sexual orientation and identity, gender and gender identity, race, economic status, immigration status, national origin, and ability. The idea is that multiple identities intersect to create a whole that is different from the component identities.

**Nonbinary:** People who do not subscribe to the gender binary (The disproven concept that there are only two genders, male and female, and that everyone must be one or the other).

**Racism:** Any distinction, exclusion, restriction or preference based on race, colour, descent, national or ethnic origin which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise, on an equal footing, of human rights.

**Sexual Orientation:** Emotional, romantic, or sexual feelings toward other people or no people.

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Eligibility for parental leave in EU Member States: <https://eige.europa.eu/>  
<https://www.hrc.org/resources/corporate-equality-index>  
<https://www.wilpf.org/work-with-us/>  
<https://www.wfp.org/careers/internships>  
<https://www.youthforum.org/collective-complaint-on-unpaid-internships>  
<https://www.europarl.europa.eu/contracts-and-grants/files/grants/media-and-events/en-annex-9-inclusive-communication-guidelines-of-the-european-parliament.pdf>  
[https://elearning.unipd.it/spgi/pluginfile.php/99867/mod\\_folder/content/0/WACC\\_Mission%20possible\\_gender%20and%20media%20advocacy%20toolkit\\_module%202.pdf?forcedownload=1](https://elearning.unipd.it/spgi/pluginfile.php/99867/mod_folder/content/0/WACC_Mission%20possible_gender%20and%20media%20advocacy%20toolkit_module%202.pdf?forcedownload=1)  
<https://asksource.info/topics/cross-cutting-issues/advocacy-inclusion>  
[https://www.unipd.it/sites/unipd.it/files/2020/Comunicazione%20inclusiva\\_%20alcune%20risorse.pdf](https://www.unipd.it/sites/unipd.it/files/2020/Comunicazione%20inclusiva_%20alcune%20risorse.pdf)  
[https://www.glaad.org/sites/default/files/allys-guide-to-terminology\\_1.pdf](https://www.glaad.org/sites/default/files/allys-guide-to-terminology_1.pdf)  
<https://pflag.org/glossary>  
<https://eige.europa.eu/thesaurus/overview>  
[https://home-affairs.ec.europa.eu/pages/glossary/racial-discrimination\\_en](https://home-affairs.ec.europa.eu/pages/glossary/racial-discrimination_en)  
<https://www.europarl.europa.eu/contracts-and-grants/files/grants/media-and-events/en-annex-9-inclusive-communication-guidelines-of-the-european-parliament.pdf>  
<https://www.gatesgenderequalitytoolbox.org/wp-content/uploads/Gender-Equality-Lexicon-August-2018-1.pdf>

## **Annex A.**

### **Complaint Form**

\*All information will be treated confidentially and anonymously. An email address or telephone number is required to be able to get in contact in case further information is needed\*

\*Compulsory

Email or telephone number\*

Name

Surname

Organisation

Where & when did the violation happen? (meeting, event, etc.)\*

Type of violation\*

- Violence
- Discrimination
- Humiliation
- Intimidation
- Degradation
- Harassment
- Bullying
- Other

Please describe the situation in detail\*

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Please specify\*

- I observed the violation of the GE&AD Policy but was not directly involved
- I was engaged in a situation where the GE&AD Policy was violated

General details\*

- I, the undersigned, declare the information I have provided for this application is true and complete to the best of my knowledge and belief



## **Annex B.**

### **ACCESSIBILITY BANNER FOR THE WEBSITE**

- Did you find any barriers that make it difficult or impossible to access, navigate or engage with our website content?
- If yes, could you explain which parts of the website did you struggle engaging with?
- Do you have any suggestions on how to improve our website accessibility?

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## Annex C.

### STATEMENT FOR MEMBERS

Date

**OBJECT: Gender Equality and Anti-Discrimination Policy**

I, [INSERT NAME HERE], hereby declare that I share the values of ALDA's Gender Equality and Anti-Discrimination Policy and as MEMBER of the organisation I agree to:

- ❖ Actively avoid and prevent any form of discrimination in activities, programmes and decisions;
- ❖ Promote and encourage a safe and equal environment;
- ❖ Support the self-expression and self-actualization of everyone involved in or affected by the actions of the organisation;
- ❖ Engage in programmes and initiatives aimed at reducing gender inequality and every form of discrimination.

By signing this document, I also accept that:

In case of violation of the policy and/or in the case of discriminatory behaviour, conduct or discourse that is physical or verbal in nature my membership will be reviewed by the Governing Board.

Date and time \_\_\_\_\_

Signature \_\_\_\_\_



## Annex D.

### STATEMENT FOR PARTNERS (if ALDA is the project coordinator)

Date

#### **OBJECT: Gender Equality and Anti-Discrimination Policy**

I, [INSERT NAME HERE], hereby declare that I share the values of ALDA's Gender Equality and Anti-Discrimination Policy and as PARTNER of the project "\_\_\_\_" I agree to:

- ❖ Actively avoid and prevent any form of discrimination in activities, programmes and decisions taken during the course of the project;
- ❖ Promote and encourage a safe and equal environment;
- ❖ Support the self-expression and self-actualization of everyone involved in or affected by the actions of the project;
- ❖ Include a gender equality and anti-discrimination perspective in all campaigns and advocacy work of the project.

By signing this document, I also accept that:

In case of violation of the policy and/or in the case of discriminatory behaviour, conduct or discourse that is physical or verbal in nature my partnership and my involvement in the Consortium will be reviewed by ALDA's Governing Board and the partnership agreement might be either changed or withdrawn.

Date and time \_\_\_\_\_

Signature \_\_\_\_\_



## Annex E.

### STATEMENT FOR SUPPLIERS

Date

**OBJECT: Gender Equality and Anti-Discrimination Policy**

I, [INSERT NAME HERE], hereby declare that I share the values of ALDA's Gender Equality and Anti-Discrimination Policy and as a SUPPLIER I agree to:

- ❖ Actively avoid and prevent any form of discrimination in activities, programmes and decision that are part of the contract with ALDA;
- ❖ Promote and encourage a safe and equal environment during the activities;
- ❖ Support the self-expression and self-actualization of everyone involved in this transaction.

By signing this document, I also accept that:

In case of violation of the policy and/or in the case of discriminatory behaviour, conduct or discourse that is physical or verbal in nature the contract will be reviewed by ALDA's Governing Board and the contract might be either changed or withdrawn.

Date and time \_\_\_\_\_

Signature \_\_\_\_\_



## **Annex F.**

### **SURVEY FOR BENEFICIARIES**

**1. In your opinion, were the goals and objectives of the event achieved?**

**(1- Definitely not, 5 - Definitely yes)**

- Definitely not
- Probably not
- Probably
- Probably yes
- Definitely yes

**2. Overall, how would you rate the event?**

- Excellent
- Very Good
- Good
- Fair
- Poor

**3. What did you like the most about the event?**

---

**4. What was unnecessary, what did you not like?**

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**5. How well-organised was the event?**

- Extremely well-organised
- Very well-organised
- Somewhat well-organised
- Not well-organised
- Not at all well-organised

**6. How would you rate the workshop instructor?**

- Excellent
- Very good

- Good
- Fair
- Poor

**7. How would you rate the workshop materials?**

- Excellent
- Very good
- Good
- Fair
- Poor

**8. Did you find the workshop useful?**

- Definitely not
- Probably not
- Probably
- Probably yes
- Definitely yes

**9. Did you feel respected and valued?**

- Yes
- No

**10. In case of negative answer, please explain more:**

---

**11. In your opinion, did the event promote either directly or indirectly gender equality and Anti-Discrimination values?**

- Yes
- No

**12. Would you recommend this event to others ?**

- Yes
- No

**13. Is there anything you would like to share about the event?**

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## Strasbourg, 21st November 2022

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