CEPS POLICY ON DIVERSITY AND INCLUSION

April 2022

Table of Contents

I – Purpose of the Diversity & Inclusion Policy

CEPS aims to promote diversity and inclusion throughout its main work pillars of human resources (hiring and promotion), research and analysis, publications and outreach, communication and events, and training.

The objectives of the Policy are to:

Secure equal opportunities and fair and equal treatment for every single person who works at CEPS, regardless of gender, gender identity, age, racial and ethnic origin, sexual orientation, socioeconomic background, religious or political beliefs, education, physical and mental ability, or other aspects of one's identity

Encourage a more systematic and inclusive approach within CEPS research and publications

Promote diversity and inclusion in the organisation of events and through diverse communication channels

The Policy, through a series of detailed and interconnected action points, aims to complement and support other CEPS' policies, procedures and guidelines, namely:

- CEPS Anti-harassment policy and procedures
- Human Resources Strategy for Researchers (HRS4R)
- CEPS Code of conduct for the recruitment of researchers
- CEPS Internship/visiting fellowship policy
- CEPS Policy on teleworking (as updated)
- CEPS Parity Pledge
- CEPS Learning and development policy
- CEPS Integrity Statement
- CEPS Policy on flexible work arrangements
- CEPS Research quality procedure
- CEPS Code of ethics and authorship

II – Scope of the Diversity and Inclusion Policy

The Policy applies to all staff members working under any form of contract with CEPS, including employees, associates, consultants, interns and volunteers.
All staff members are expected to observe and promote the spirit of the Policy in their interactions with external stakeholders.

III – Key Definitions

Diversity

Refers to the seen and unseen characteristics and experiences that make every human unique. Individual differences can be related to gender, gender identity, age, racial and ethnic origin, sexual orientation, socioeconomic background, religious or political beliefs, education, physical and mental ability, or other aspects of one's identity.

Inclusion

Refers to a culture where everyone who has the capability to excel can achieve their potential and bring their unique experiences to life inside our organization every day. All of our employees feel connected, valued, safe, seen and heard.

Equity

Described as fairness, sameness, and valuing diversity and inclusion.

See **Annex 1** at the end of this document for additional definitions.

IV – General principles

CEPS is committed to:

- Fostering a culture of inclusion characterised by mutual respect and appreciation of every single individual staff member
- Ensuring that management structures and processes consistently serve CEPS' commitment to promoting diversity, inclusion and equity
- Endeavouring to use CEPS' diversity in a way that enhances the quality and impact of CEPS' work

CEPS does not tolerate any form of discrimination or harassment and, in accordance with the law and CEPS' Anti-harassment policy and procedures, will:

- Take any appropriate action in response to incidents of discrimination or harassment
- Protect staff members who have been victims of discrimination or harassment
- Ensure the relevant internal procedure is clear and transparent

All staff members are expected to be inclusive and respect and value our diversity at CEPS and are encouraged to take appropriate action against unfair behaviour in cases where they have been a victim or have witnessed discrimination or harassment.

These principles are implemented through the following CEPS policies, guidelines and activities:

- ▶ CEPS House Rules
- ▶ Human Resources Strategy for Researchers (HRS4R)
    - CEPS Anti-harassment policy and procedures
    - CEPS Integrity Statement
- ▶ CEPS Research Integrity Protocol

V – CEPS pillars of work

A – Human resources

CEPS's commitment to inclusion, diversity and equity will be embedded in relevant human resources practices and policies:

- Valuing different types of life experiences during the recruitment process as a complement to the assessment criteria relating to expertise and competence
- Securing equal access to career development opportunities, promotions and fair allocation of tasks throughout the career path for staff members of all genders, ages, racial or ethnic origins, and with any other distinctive features
- Ensuring transparency, including pay transparency
- Ensuring the fair evaluation of work performance
- Promoting work-life balance, a respect for all staff members' various religious and cultural practices and the fulfilment of care responsibilities by providing appropriate working arrangements on an equal basis (e.g. telework, flexible working arrangements, and sabbatical leave)

The following policies and guidelines are meant to implement the aforementioned principles:

▶ Human Resources Strategy for Researchers (HRS4R)Human Resources Strategy for Researchers (HRS4R)

▶ CEPS Code of conduct for the recruitment of researchers

▶ CEPS Internship/visiting fellowship policy

▶ CEPS Policy on teleworking (as updated)

▶ CEPS Policy on flexible work arrangements (forthcoming)

▶ CEPS Guidelines on career path (forthcoming)

Action points:

1 The forthcoming career path guidelines will be supported by an in-depth evaluation of CEPS' job classification scheme and career path (e.g. equal pay audits) and a survey on the barriers to progression faced, by specific dimensions of diversity, starting with gender

2 Supporting regular mentoring and sponsorship initiatives, both within units but also across the entire organisation

3 CEPS' forthcoming policy on flexible work arrangements should deal with, for instance, overtime management (e.g. through compensation schemes or mechanisms to better balance tasks within teams), flexible working arrangements and sabbatical leaves

4 Continuation of the effort to broaden the pool of applicants for job vacancies and the use of gender-neutral language in job advertisements

5 Review and make any needed adjustments to ensure the hiring process is equitable and minimises the impact of bias

B - Research and Analysis and Publications and Outreach

CEPS's commitment to diversity, inclusion and equity in its research and publications entails in particular:

● Promoting the intentional formation of diverse research teams
● Supporting the expression of different policy positions across a research topic, in accordance with CEPS' core value of independence
● Encouraging the better integration of inclusive and equitable approaches in research and analysis

- Ensuring that the review process of CEPS' research outputs includes the systematic monitoring of the integration of inclusive and equitable approaches
- Encouraging diverse authorship in CEPS' collective publications with more than three authors

These principles will be implemented through the CEPS Research quality procedure (forthcoming) and the CEPS Code of ethics and authorship (forthcoming). They aim to promote an intersectional approach to research and reflexivity among researchers.

Action points:

1 Guidelines and best practices on the integration of inclusive and equitable (or intersectional) approaches in the conduct of research projects, including the design of the project proposal, data collection and research design, data analysis and research dissemination

2 Redefining the review process of CEPS' research outputs to include the systematic monitoring of the integration of an intersectional approach in different policy fields, distinguishing according to the types of research outputs

3 Celebrating publications, for example with awards, that achieve an intersectional lens based on clear criteria

C – Communication and Events

CEPS' Parity Pledge commits it to promoting diversity, inclusion and equity in its communications and on the CEPS website, and through the organisation of CEPS events and in all-year-round activities in various policy fields.

Action points:

1 A dedicated space on the CEPS website to highlight CEPS' engagement and commitment to diversity and inclusion

2 Public data on how CEPS performs in terms of our diversity overall and across leadership levels, as well as highlighting representation of specific dimensions of diversity, such as gender

3 An internal database of diverse speakers (using Salesforce), integrating female experts in different policy fields, providing a broad overview of potential event participants, either as panellists and/or moderators

4 A code of conduct for moderators that considers the need for equal speaking time and the risk of interruption of any speaker

5 The celebration of diversity through internal events and public events in coordination with specific international days. Where possible, CEPS will acknowledge specific international days by showcasing its own research content that is relevant to the subject being marked

D – Training

CEPS is committed to fostering diversity, inclusion and equity in human resources, research and publications, and events through the CEPS Learning and development policy, including:

- The organisation of both mandatory, optional and customised personal training, and follow-ups to raise awareness, build skills and shift behaviours that aim to involve all CEPS units and a diverse participation of CEPS staff members
- Providing resources and discussion points for leaders and teams to assess and improve their inclusive culture
- The joint organisation of training with counterparts or stakeholders (TBD)

Action points:

1 Regular trainings will be organised in the following areas and it is highly recommended that all staff members attend at least once:

- Raising awareness on diversity, inclusion and equity and its importance throughout all of CEPS' activities
- Raising awareness on the meaning of discrimination, harassment and unconscious bias, and the relevant procedures to follow

2 The induction training programme offered to new staff members should include the following topics:

- Working in an intercultural and diverse environment and mutual respect
- Raising awareness on the meaning of discrimination and harassment and the relevant procedures
- Giving and receiving feedback

2 The following trainings should be offered to the relevant staff members and those staff members will be highly encouraged to attend:

- Gender- and diversity-sensitive research methods
- Diversity and inclusion in events and moderation
- Recruitment and interview training

VI – Monitoring

This policy involves the establishment of a Sustainable Diversity Goals ('SDG') Committee whose governance and rules still have to be discussed and agreed.

The newly established Sustainable Diversity Goals ('SDG') committee will monitor inclusion and diversity throughout CEPS' main pillars of work based on:

- An annual survey to assess CEPS inclusive culture which will be a specific section of the broader annual general staff survey
- An annual assessment of CEPS recruitment and selection processes as well as gender balance in events and authorship
- Annual quantitative data collection/audits in the key dimensions of: grade, salary band, gender, age, nationality, seniority, full-time/part-time staff, and participation in training or other staff development

VII – Review process

The Policy will be reviewed every year by the Operational Committee in consultation with the SDG Committee.

VIII – Annexes

1. Glossary of Key Terms
2. Internal Database of Experts (TBC)
3. Composition And Accountability Of The Permanent SDG Committee (TBD)

IX – Further information

1. Brussels Binder database and registration link
2. Brussels Binder Beyond Toolbox
3. Chatham House Toolkit

Annex 1 Glossary of Terms

Diversity: Differences in the values, attitudes, cultural perspective, beliefs, ethnic background, sexual orientation, gender identity, age, skills, knowledge, and life experiences of each individual in any group of people.

[1]

A diversity-sensitive approach refers to policies and programmes that consider the characteristics and experiences that make every human unique. It addresses these dimensions, individually or collectively, by aiming to promote their acceptance and inclusion.

A gender-sensitive approach refers to policies and programmes that consider the particularities pertaining to the lives of both women and men. It addresses the gender dimension by aiming to eliminate inequalities and promote gender equality, though, for example, an equal distribution of resources.

[2]

Equitable research approaches refers to research conducted in a manner that ensures a balanced representation of voices and creates a level playing field for all researchers concerned.

Gender refers to the social attributes and opportunities associated with being female and male and to the relationships between women and men and girls and boys, as well as to the relations between women and those between men. Gender is also an important term to understand in the context of gender identity and intersectionality. It is often used in contrast to 'sex', which refers to physiological (rather than social) distinctions.[3]

Gender Balance: Human resources and equal participation of women and men in all areas of work, projects or programmes. We consider gender-balanced events as panels where at least 40 % of speakers are women.

Gender equality means equal rights and opportunities for women and men and implies that the interests, needs and priorities of both are taken into consideration, thereby recognising the diversity of different groups of women and men. Gender equality is not a women's issue but should concern and fully engage men as well as women. Equality between women and men is seen both as a human rights issue and as a precondition for, and indicator of, sustainable people-centred development.

[4]

---

[1] European Commission. (1998). 100 Words for Equality: A Glossary of Terms on Equality between Women and Men.

[2] Ibid.

[3] The European Institute for Gender Equality's thesaurus

[4] Ibid.

Gender Gap: Gap in any area between women and men in terms of their levels of participation, access, rights, remuneration or benefits. [5]

Gender Mainstreaming: Gender mainstreaming is the (re)organisation, improvement, development and evaluation of policy processes, so that a gender equality perspective is incorporated into all policies at all levels and all stages, by the actors normally involved in policymaking.

Gender Parity: Gender parity is a statistical measure that provides a numerical value of woman-to-man or girl-to-boy ratio.

Gender-Sensitive: Policies and programmes that take into account the particularities pertaining to the lives of both women and men, while aiming to eliminate inequalities and promote gender equality, including an equal distribution of resources, therefore addressing and taking into account the gender dimension. [6]

Home-based work: Work carried out by a person in her or his home or in other premises of her or his choice, other than the workplace of the employer, for remuneration, which results in a product or a service as specified by the employer, irrespective of who provides the equipment, materials or other inputs used.

Inclusion: Inclusion is about how well the contributions, presence and perspectives of different groups of people are valued and integrated into an environment. An environment where many different genders, races, nationalities, and sexual orientations and identities are present but only the perspectives of certain groups are valued or carry any authority or influence, may be diverse, but not necessarily inclusive. [7]

Intersectionality: Analytical tool for studying, understanding and responding to the ways in which sex and gender intersect with other personal characteristics/identities. [8]

Manel: A panel where only men are present as speakers.

---

[5] European Commission (1998).

[6] EIGE. Glossary & Thesaurus. Gender Sensitive.

[7] Bush, M., (2021). Why Is Diversity & Inclusion in the Workplace Important? Available here

[8] Mediterranean Institute of Gender Studies (2009). Glossary of Gender-Related Terms. Available here

[9] United Nations Statistics Division. Glossary on Gender Statistics – Global Gender Statistics Programme.

Misgendering: refer to someone, using a word, especially a pronoun or form of address, that does not correctly reflect the gender with which they identify. More in general, making assumptions on someone's gender based on their gender expression.

Sex-disaggregated statistics: Data collected and tabulated separately for women and men allowing the measurement of differences between women and men in terms of various social and economic dimensions and are one of the requirements to obtaining gender statistics.[9]

---

[9] United Nations Statistics Division. Glossary on Gender Statistics – Global Gender Statistics Programme.