



European Federation for Welding, Joining and Cutting

Gender Equality Plan 2022



Contents

| | |
|-----------------------------------------------------------------------------------------|----|
| Framework | 3 |
| EWF Characterisation..... | 4 |
| Mission and Vision | 4 |
| Human Resources/Staff indicators | 5 |
| Results from the Diagnosis Questionnaire applied internally, at EWF..... | 7 |
| Directors..... | 7 |
| Dimension: Strategy, Mission and Values of the Company | 7 |
| Directors and Area Managers | 8 |
| Dimension: Equal access to employment – Advertisements, selection and recruitment | 8 |
| Dimension: Equality in Working Conditions (Performance evaluation) | 8 |
| Directors, Area Managers and Collaborators | 9 |
| Dimension: Parenting protection..... | 9 |
| All Staff Elements | 10 |
| Dimension: Equal working conditions/ Salaries and Career Management | 10 |
| Dimension: Balance between work and family/personal lives..... | 11 |
| Dimension: Prevention of harassment situations at work | 12 |
| Dimension: Initial and continuous training..... | 12 |
| Dimension: Internal and external communication | 13 |
| EWF Gender Equality Plan 2022 Action Plan | 14 |
| ANNEX Action Plan 2022..... | 15 |

Table of Graphics

| | |
|-----------------------------------------------------------------------------------------------------|---|
| Graphic 1 EWF Elements (per category) | 5 |
| Graphic 2 EWF Directors Gender Representativity..... | 5 |
| Graphic 3 Gender representativity on the remaining Categories - Area Managers & Collaborators | 6 |



Framework

The *European Parliament resolution of 21 January 2021 on the EU Strategy for Gender Equality*¹ states that “the right to equal treatment is a fundamental EU right enshrined in the European Union Treaties and in the Charter of Fundamental Rights, as well as an essential factor for its further development”.

The gender equality is considered essential for the development of societies and for a full participation of all people, regardless of their gender. It translates into equality of rights, freedoms and opportunities between genders, with the aim of providing equal recognition and participation in all spheres of public and private life.

As such, it has been acquiring further importance to institutions and organizations, both at national and European levels, which are more conscious about gender equality issues and are fully committed in preparing and implementing strategic and effective policies against discrimination, exclusion and gender inequalities, in line with specific public policies that address matters such as equal work conditions or reconciliation between work and family life.

To EWF, it is important to contribute for an inclusive society, aligned with EU recommendations and relevant referential both at European and national levels, for an effective equality of treatment and of opportunities between all genders. Hence, with this Gender Equality Plan, EWF commits to implement actions that aim to foster work-life balance, gender balance in leadership and decision-making processes and measures against gender-based violence, including sexual harassment, much in line with EWF values and culture.

Thus, the main purposes of this Gender Equality Plan 2022 (or GEP 2022) are the following:

- Provide information about the main results achieved with a Diagnosis Questionnaire (based on a specific [Diagnosis Matrix](#) provided by CITE – Comissão para a Igualdade no Trabalho e no Emprego (Commission for Equality in Work and Employment), a Portuguese official institution dedicated to the matter of gender equality rights) circulated among all collaborators of EWF (including Directors), prepared by EWF Team, covering different dimensions such as:
 - Strategy, mission and values of the company;
 - Equal access to employment;
 - Equal working conditions;
 - Parenting protection;
 - Balance between work and family/personal lives;
 - Prevention of harassment situations at work;
 - Initial and continuous training;
 - Internal and external communication.
- Identification of actions already being implemented at EWF which promote gender equality, and identification of areas in which it is important to intervene – Action Plan for Gender Equality.

In sum, the **Gender Equality Plan 2022** is EWF’s commitment in the adoption of best practices that promote gender equality and prevent gender discrimination not only for 2022, but in the years to come, meaning it will be updated on a yearly basis.

¹ https://www.europarl.europa.eu/doceo/document/TA-9-2021-0025_EN.html (Accessed on November 25th, 2021)



EWF Characterisation

The European Federation for Welding, Joining and Cutting, or EWF, is a non-profit organisation created in 1992 that manages the harmonized [International Manufacturing Qualification System](#), currently comprised of two systems: one dedicated to Welding and related technologies (since 1992) and the other to Additive Manufacturing technologies (since 2018) - the International Additive Manufacturing Qualification System, or IAMQS).

Based in Brussels (Belgium), EWF has its offices in Oeiras (Portugal), from where all its collaborators are working towards the design and development of Qualifications focused on manufacturing technologies, aligned with real industrial skills needs and requirements. Those Qualifications are rooted on a strong quality assurance system, which allows those Qualifications to be implemented in a harmonised way by a network of members (and roughly 650 training providers) from more than 45 countries around the world, making the Qualification System recognised both at European and international level.

EWF is also very active in [projects](#) funded by Erasmus+ and Horizon 2020, being involved in the preparation, participation and management of projects focused on Vocational Education and Training (VET) and on Research & Technical Development (RTD) towards the development of technical and transversal skills (including upskilling and reskilling) and on the preparation of the workforce for a stronger, innovative and inclusive European economy and society.

The importance of EWF approach to Qualifications (i.e., its methodology based on a modular approach, focused on Learning Outcomes) is recognized by Cedefop² and the importance of its Qualification System is recognised by industry and by ISO and CEN (standardization bodies), of which EWF is a liaison organisation .

Mission and Vision

EWF's mission is to provide world class, European focused, value-added products and support services to its members and their communities in the field of joining, welding and related technologies on an international basis.

Its vision is to be an essential global network in the field of joining, welding, cutting and related technologies, indispensable to members in the achievement of their strategic objectives.

² <https://www.cedefop.europa.eu/pt/news/sectoral-approaches-vet-welders-define-their-future-strategy> (Accessed on November 25th, 2021)

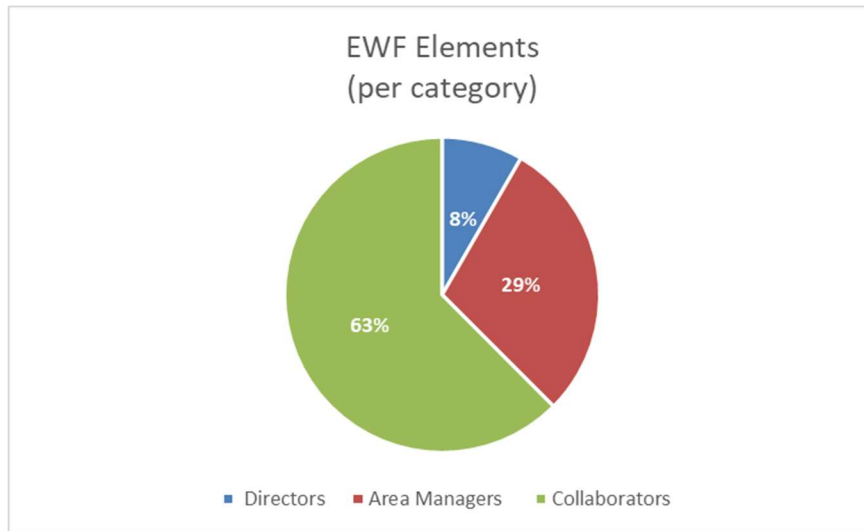


Human Resources/Staff indicators

EWF implements its strategy and activities with the support of a total of 24 staff elements (including three interns), distributed by the following categories:

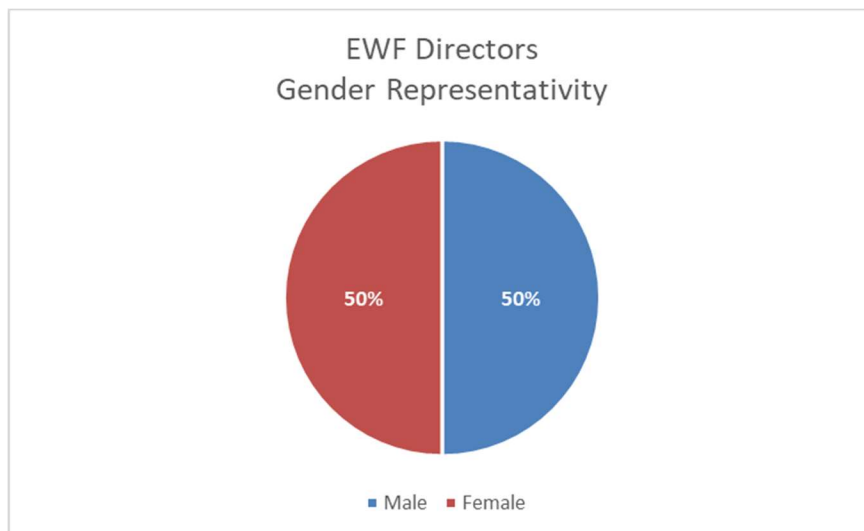
- a. Directors;
- b. Area Managers;
- c. Collaborators.

The graphic below illustrates the percentage of EWF elements belonging to each category, being Collaborators the most representative one, followed by Area Managers and Directors:



Graphic 1 EWF Elements (per category)

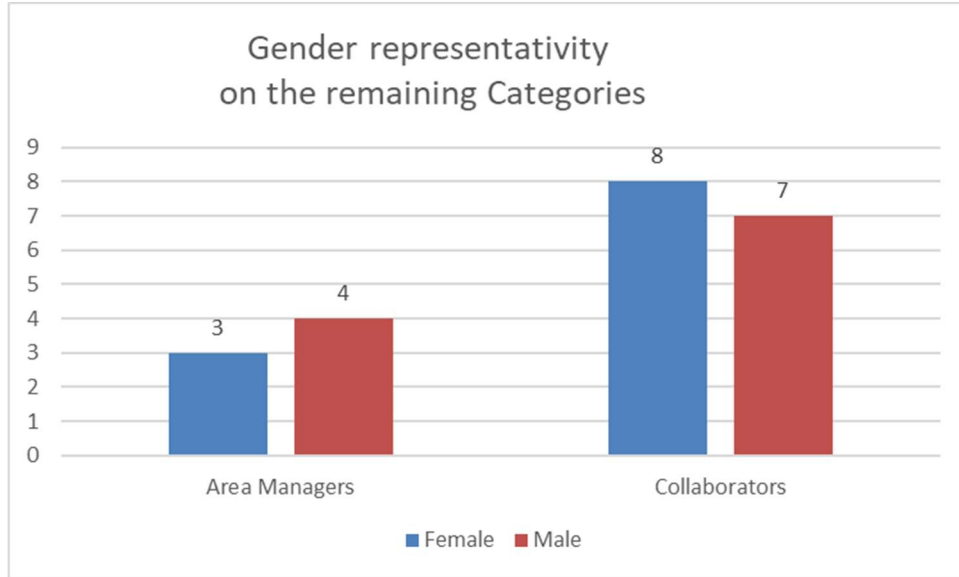
In terms of gender representativity, EWF Directors area is comprised of one Chief Executive (F) and one Deputy Director (M), hence the gender balance is ensured at this level, as illustrated in the graphic below:



Graphic 2 EWF Directors | Gender Representativity



As for the distribution of men and women among EWF Area Managers and Collaborators, the graphic below indicates that there is a good gender parity, as most Area Managers are males (4 out of 7, or 57,14%) while most Collaborators are females (8 out of 15, or 53,33%), which can be explained by the nature of EWF's activities, previously described.



Graphic 3 Gender representativity on the remaining Categories - Area Managers & Collaborators



Results from the Diagnosis Questionnaire applied internally, at EWF

Due to its commitment in elaborating and implementing its first Gender Equality Plan (GEP), in line with European recommendations and national public policies, EWF conducted a broad internal diagnosis, using the following resources from CITE and CIG – Comissão para a Igualdade de Género (Portuguese Gender Equality Commission):

- [CITE Guideline for elaborating Gender Equality Plans](#) which includes a diagnosis support Matrix, used to elaborate the Diagnosis Questionnaire circulated among all elements working in EWF, which results were crucial for the elaboration of this Plan;
- [CIG Guideline for the Implementation of Gender Equality Plans in Companies](#) which provides information on the dimensions and indicators to consider when implementing the GEP;
- Detailed analysis of EWF human resources and gender representativity, which allowed to understand the balance between genders.

The combination of all these resources allowed EWF to elaborate a Diagnosis Questionnaire (in Portuguese language), adjusted to the company's context, for an internal assessment of EWF current situation regarding matters related to gender equality. The results from that Questionnaire are presented in this GEP, enabling to identify, in an objective way, strong points and vulnerabilities which, in reality, are opportunities to implement actions and policies that foster gender equality in the company.

The Diagnosis Questionnaire was circulated between November 10th and 15th, 2021, and the analysis of its results was conducted between November 16th and 25th, 2021, before being presented to the Directors for validation. A total of 22 staff elements of EWF replied to the Questionnaire:

- a. Directors – 2
- b. Area Managers – 6
- c. Collaborators – 14

It is also important to point out that there were questions regarding the different dimensions addressed by the Diagnosis Questionnaire (please see page 3 of this GEP) specifically targeting EWF Directors, others targeting Directors and Area Managers, and there were questions to be answered by all staff members (i.e., from all categories).

Below are the results achieved, organized by categories and dimensions, aligned with the above-mentioned Matrix.

Directors

Dimension: Strategy, Mission and Values of the Company

Questions addressing the dimension *Strategy, Mission and Values of the Company* were made only to EWF Directors. According to the results achieved, there is a need to:

- a. Make reference to gender equality and non-discrimination between women and men on EWF's strategic plan and reports as part of the organisation values;
- b. Define specific objectives that foster gender equality between women and men on EWF's strategic plan;
- c. Allocate funds or other kind of resources for the implementation of measures and actions in the scope of gender equality between women and men;



- d. Take in consideration aspects connected to gender equality, balance between work and family/personal lives and parenting protection when assessing workers' satisfaction or the organizational environment;
- e. Create a code of conduct that clearly mentions the issues of gender equality and non-discrimination between women and men, when relating with stakeholders, namely regarding the outsourcing of services;
- f. Consider the principles of gender equality and non-discrimination on the criteria and procedures for recruitment and selection of human resources.

Directors and Area Managers

Dimension: Equal access to employment – Advertisements, selection and recruitment

The questions addressing this dimension were asked to the elements belonging to Directors and Area Managers categories.

The results achieved allowed to conclude that all criteria and procedures implemented by EWF for the recruitment and selection of human resources have in consideration the principles of gender equality and non-discrimination between genders, thus this specific action is already being implemented and is part of EWF culture.

The selection and recruitment process provides for the provision of information on the workers' category, a summary description of the corresponding functions, the amount and the frequency of remuneration, even though this action is not clear to all Area Managers, with whom this information must be shared.

Another good practice implemented by EWF on job offers is that they do not contain discriminatory elements based on sex or gender (e.g., "physical strength", "total availability", "marital status" and "family situation"), and information concerning recruitment and selection processes is not broken down by gender.

Even though we can consider that there is good level of parity among genders, EWF must encourage the application and selection of men or women for positions where they are under-represented.

Dimension: Equality in Working Conditions (Performance evaluation)

Each year, EWF Directors and Area Managers conduct performance evaluation to all its Collaborators.

This evaluation is based on objective criteria, common to women and men, in order to exclude any discrimination (direct or indirect) based on sex and/or any penalty arising from the exercise of family responsibilities, which is considered a best practice, part of EWF culture.

To ensure fairness in assigning grades or scores to Collaborators within the scope of performance evaluation, there is a validation system used by Directors and Area Managers, in line with the procedures that foster non-discrimination between genders.

EWF discloses the performance evaluation model, ensuring its transparency with female and male workers.

Thus, the results from the questions applied to EWF Directors and Area Managers focused on performance evaluation allowed to conclude that EWF culture is fully aligned with the recommendation and measures that prevent discrimination amongst staff elements.



Directors, Area Managers and Collaborators

Dimension: Parenting protection

This is a very important dimension because unfortunately not all companies take in consideration the rights of workers, women, and man, with children. In these cases, managers tend to have a biased behaviour towards the worker, which is usual detrimental, impacting not only the worker's motivation but also the working environment. Thus, the Diagnosis Questionnaire had specific questions dedicated to EWF Directors, and a set of questions answered by all staff elements:

Results from the questions applied to EWF Directors

The results achieved demonstrated that EWF must consider in the future the possibility of providing/granting:

- a. Supporting measures for male and female workers with special family situations (e.g., single parent families, disabled family members, chronically ill family members, workers with grandchildren of teenage children);
- b. Periods for assistance to ascendants and spouses of male and female workers, lasting longer than the 15 days provided for by law;
- c. Protocols with proximity services on EWF premises (e.g., laundry, catering, takeaway, car wash, pharmacy);
- d. Specific measures (e.g., information, adequate training, retraining) that foster the reintegration into working life male and female workers who have interrupted their career for family reasons;
- e. Own support equipment for sons and daughters of male and female workers (e.g., day-care, kindergarten, leisure activities, summer camps, or others);
- f. Protocols with support services for sons and daughters of male and female workers? (e.g., kindergarten, toy library, wellness, culture and leisure activities, gyms, etc.);
- g. Protocols for facilitating access to support services for elderly or disabled family members (e.g., home support, rehabilitation, homes and day care centres);
- h. Financial support for the payment of childcare services for the sons and daughters of male and female workers (e.g., day-care, kindergarten, childminders and babysitters);
- i. Financial support related to the education of sons and daughters (e.g., subsidies, scholarships, book payment, holiday camp payment);
- j. Household health-related financial support (e.g., family health plan, insurance, home support);
- k. Health services on its premises to family members of the workers.

Because it is a non-profit organization, EWF has limited material resources, which may prevent some of these measures to be implemented. Nevertheless, they are part of the actions to be considered for implementation in the years to come (i.e., 2022 onwards) for the sake of parenting protection and the benefits it brings to all workers, irrespectively of their gender.

Results from the questions applied to all EWF staff elements

Even though there were few elements who were not aware of it (i.e., replied "I don't know" to the question *Does the company view the exercise of maternity and paternity rights by female and male workers equally?*), which may be explained by the fact that some of EWF staff elements are not parents yet, results show that the majority of EWF staff elements agree that the organisation does have that approach.



The same situation is applicable to the fact that EWF encourages men to take the parental leave period provided for by law, which is paid by Social Security and for the exclusive use of the father, encourages men to use part of the time on paternity leave that can be shared with the mother. In other words, not all EWF staff elements are aware of these two best practices, the information of which must be shared with all elements (being parents or not).

In addition, there are measures that must be put into practice by the organisation, considering the replies provided by the majority of respondents to the questions addressing parenting protection dimension (i.e., “No” or “I don’t know”). Those measures (or actions) are:

- a. To disclose existing resources in the geographical area of EWF and/or the residence of male and female workers that facilitate work-family balance (e.g., day care centres/nanny service, institutions for the elderly);
- b. To consider, when applicable, granting male and female workers a longer leave than the one provided for by law, to accompany minor or disabled sons and daughters;
- c. To grant, when applicable, male and female adoption leave for a period longer than that provided for by law;
- d. To consider, when necessary, hiring to replace male and female workers on maternity, paternity and parental leave.

Until this point of the GEP, the identification of all the best practices currently being implemented by EWF as part of its culture and values, and the identification of the actions to be implemented by the organisation during 2022 and further on, resulted from the replies (“No” or “I don’t know”) provided by EWF Directors, Area Managers and/or Collaborators to specific dimensions covered by the Diagnosis Questionnaire (duly identified).

The same approach is used for the following dimensions, which were addressed by the Questionnaire in questions replied by all EWF staff elements, irrespectively of the category to which they belong.

All Staff Elements

Dimension: Equal working conditions/ Salaries and Career Management

Most EWF staff elements are aware that in the attribution of complementary remunerations (e.g., bonuses and accessory benefits), the organisation bears in mind the principle of equality and non-discrimination based on sex. Thus, women or men are not penalised for their family responsibilities (e.g., absences from work due to unavoidable assistance to the family, maternity, paternity and parental leave).

The organisation encourages male and female workers to submit suggestions that contribute to equality between women and men, the balance between professional, family and personal lives and the protection of maternity and paternity.

These are important practices that are part of EWF culture and values, that must continue being implemented.

Another important aspect of EWF policy is the fact that, when appointing a male or female worker to a managerial position or decision-making body, the organisation bears in mind the principle of equality and non-discrimination based on sex.



However, it is necessary to clarify with most Collaborators that EWF develops positive actions that contribute to women and men being able to apply, under equal conditions, for managerial positions (results showed that most Collaborators are not aware of this).

It is clear to all EWF staff elements that the performance evaluation conducted by the organisation is based on objective criteria, common to women and men, and that the skills of male and female workers (whether acquired through school qualifications, vocational training, or acquired through non-formal and informal learning) is recognised by EWF company equally in career promotion and progression processes.

Even though the results achieved with the Diagnosis Questionnaire for this specific dimension showed that not all EWF Collaborators are aware of this, the organisation ensures, in its salary policy, compliance with the principle of “equal pay for equal work or work of equal value” between male and female workers. Thus, it is important that Directors and Area Managers clarify this aspect with them.

According to the results achieved, EWF must also be clear about its position regarding the consideration provided to aspects connected to equality between men and women, to balance between professional, family and personal life and to the protection of maternity and paternity when assessing the satisfaction of male and female workers. In other words, when asking about their staff elements’ satisfaction level, EWF must address those aspects as well.

The same applies to the results to the question “When it has to select someone for an international position, is the company concerned to ensure fair treatment of applications with regards to the application of the principles of gender equality?”. Results show that some Area Managers and Collaborators are not sure about this, which demonstrates that EWF must be clear about this matter as well.

Dimension: Balance between work and family/personal lives

There was a specific question regarding this dimension asked only to EWF Directors and Area Managers: *Does the company provide for the sharing of work posts with a view to reconciling the professional, family and personal life of male and female workers?*. The fact that only EWF Directors replied “Yes”, and that most Area Managers replied “I don’t know” is indicative that this aspect must be clarified and put in practice when applicable.

As for the remaining questions, applied to all EWF staff elements, the results achieved for this specific dimension showed that it is clear that the following actions are part of the organisation culture, as it:

- a. Makes it possible to opt for flexible working hours with a view to reconciling the professional, family and personal life of male and female workers, particularly with regard to the period of breastfeeding;
- b. Encourages working from home and/or teleworking when necessary to reconcile the professional, family and personal life of male and female workers;
- c. Makes it possible to adapt the weekly working time by concentrating or extending the daily working hours with a view to reconciling the professional, family and personal life of male and female workers;
- d. Makes part-time work possible for male and female workers with a view to reconciling professional, family and personal life.



The results showed that most staff elements know that EWF grants flexible hours at the request of a worker with family responsibilities, but some Collaborators are not aware of such (a possible explanation may be that it is not part of EWF's internal procedures).

Also, Collaborators are not aware whether EWF allows workers sharing work posts with a view to reconciling the professional, family, and personal life of male and female workers, an aspect that must be clarified.

In general, it is safe to say that EWF procedures are aligned with the recommendations and policies that foster a good balance between work and family/personal lives, only being necessary to clarify some of its procedures so that all its staff elements are aware of them.

Dimension: Prevention of harassment situations at work

All results achieved with the questions applied to EWF staff elements about this important dimension showed that the organisation must:

- a. Have written norms that guarantee respect for the dignity of women and men in the workplace;
- b. Have formal procedures for filing complaints in cases of discrimination based on sex, bullying, stalking, among other forms of gender-based violence at work;
- c. Have specific procedures for repairing damages arising from violations of respect for the dignity of women and men in the workplace.

Until now, no situation occurred in EWF that required these kinds of measures. Nevertheless, it is crucial that the organisation implements these procedures, in line with public policies for the prevention of harassment and other kinds of discrimination and violence.

Dimension: Initial and continuous training

When EWF elaborates its training plan, considers the principles of gender equality and non-discrimination between women and men.

EWF encourages the equal participation of women and men in lifelong learning processes by promoting internal and external training to all its staff elements, relevant for their professional development and growth. The company ensures women and men equal access to the minimum number of hours of certified training established by law.

However, there are actions to be put in practice by EWF related to initial and continuous training of its staff elements:

- a. Integrate, in the training provided, modules/contents related to the theme of equality between women and men;
- b. Enable career breaks, studies or training for its male and female workers (which already occurred on specific occasions, even though it is not currently part of EWF internal procedures);
- c. Prioritise the participation of men or women in training actions aimed at professions/functions in which one of the sexes is under-represented.



Dimension: Internal and external communication

The way a company communicates internally and externally is important as it impacts on the way the messages are received.

It is crucial that messages are clear and consistent with the company's policies and procedures and are fully aligned with its culture and values. Only this way can communication create a positive organisational culture and environment and a sense of trust in stakeholders and contact networks.

According to the results achieved with the answers to the questions applied regarding this dimension it was possible to conclude that all its staff elements believe that EWF uses non-discriminatory language and images based on gender in advertising and promoting its activities, products, and services.

However, there are actions that must be put in place by EWF to improve its internal and external communication concerning its alignments with the principles of gender equality and non-discrimination between women and men. Thus, EWF must:

- a. Employ inclusive and neutral grammatical forms (e.g., male and female workers, people who work) in its internal communications;
- b. Process and present data disaggregated by sex in internal documents and reports;
- c. Take into account the principle of equality and non-discrimination based on sex and employ inclusive neutral grammatical forms (e.g., male and female workers, people who work) in external communication, namely in relation to stakeholders;
- d. Disclose, in an appropriate place, information on the rights and duties of male and female workers, in terms of equality and non-discrimination based on sex, maternity and paternity.



EWF Gender Equality Plan 2022 | Action Plan

This is the first time EWF conducts an internal analysis related to its culture, values and procedures regarding its alignment with the principles of gender equality and non-discrimination between women and men, a matter so extensively addressed by public and private organizations in line with national and European policies and recommendations.

Nevertheless, the results achieved with the Diagnosis Questionnaire were very clear about the fact that EWF is already implementing best practices in all dimensions covered by the Questionnaire, which will continue being implemented as they are fully rooted in the company's activities.

On the other hand, the Questionnaire results also allowed to identify, in an objective way, which are the actions that EWF must implement to ensure the promotion of gender equality and non-discrimination, applicable to all its staff elements.

Thus, EWF is fully committed with the implementations of the actions listed in the Action Plan presented in Annex to this GEP (and aligned with the company's specific context), as well as with their monitoring and constant improvement, in line with CITE's and CIG's guidelines, as they are considered a priority to the company.

This Action Plan (a multilevel intervention plan) indicates the actions to be implemented during 2022, including already some measures that will be implemented for the years 2023 and 2024 (even though this GEP will be updated on a yearly basis as part of the monitoring process mentioned above).

EWF Gender Equality Plan 2022 was analysed and validated by EWF Directors, who fully recognised the importance of its contents and the importance of implementing all actions addressed by the Action List, presented below.

Done in Oeiras, Portugal

(date of signature)

Rute Ferraz
(EWF Chief Executive)

Eurico Assunção
(EWF Deputy Director)

ANNEX Action Plan 2022

| Dimension | Objective | Measures | Responsible/ Areas | Budget | Timeline | | | Implementation status | Indicators | Comments |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------|----------|---------------------------------------|------|--------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | 2022 | 2023 | 2024 | | | |
| Strategy, Mission and Values | Publicly assume (internally and externally) the commitment to promote gender equality and non-discrimination between women and men | Review strategic documents and internal and external communication instruments (i.e., mission, operational procedures) to include an express mention of the commitment to equality between women and men as a value of EWF | Directors | NA | x | 1 st trimester of the year | x | x | To be implemented | Number of strategic documents that have expressed reference to the principle of gender equality and non-discrimination between women and men. |
| | Ensure the implementation of the Gender Equality Plan (GEP), its monitoring, follow-up and sustainability | Set up an Internal Working Group for Equality, responsible for implementing measures and actions to promote gender equality and non-discrimination between women and men | Directors | NA | x | Ongoing through the year | x | x | To be implemented | Internal Working Group created, with defined tasks and responsibilities |

| Dimension | Objective | Measures | Responsible/ Areas | Budget | Timeline | | | Implementation status | Indicators | Comments |
|-----------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------|----------|---------------------------------------|------|--------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | 2022 | 2023 | 2024 | | | |
| | <p>Publicize the GEP and its strategic importance to EWF</p> <p>Engage all workers in the implementation of the GEP</p> | <p>Dissemination of the Equality Plan, the respective measures and objectives, through raise-awareness sessions, dissemination on the website, on the intranet, by email, and with posting in internal places of recognized visibility</p> | <p>Directors</p> <p>Internal Working Group</p> | NA | x | 1 st trimester of the year | x | x | Ongoing | <p>Internal and external dissemination of the Equality Plan 1st on trimester of the year</p> <p>Implementation of internal raise-awareness sessions on the 1st semester of 2022</p> |
| | <p>Encourage the participation of all workers in the promotion of gender equality and non-discrimination between women and men</p> | <p>Development of internal mechanisms that encourage the submission of suggestions by all workers, in the field of equal access to employment, balance between work and family/personal lives, parenting protection, performance evaluation, career management and development</p> | <p>Directors</p> <p>Area Managers</p> | NA | x | Ongoing through the year | x | x | Ongoing | <p>Number of suggestions submitted, in the reference year</p> <p>Number of suggestions formally adopted, in the referenced year</p> |

| Dimension | Objective | Measures | Responsible/ Areas | Budget | Timeline | | | Implementation status | Indicators | Comments |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------|----------|---------------------------------------|------|--------------------------|------------|-----------------------------------------------|
| | | | | | 2022 | 2023 | 2024 | | | |
| | Ensure a work environment free from discrimination based on sex, parenthood and/or the balance between professional and family/personal lives | Develop an internal procedure for filing a complaint in cases of discrimination based on sex, parenthood and the reconciliation of professional and family/personal lives | Directors Area Managers Internal Working Group | NA | x | Ongoing through the year | x | x | Ongoing | Internal procedure developed and implemented |
| Equal access to employment | Ensure equality and non-discrimination in access to employment | Review internal procedures aimed at those responsible by the recruitment processes (internal or external) to ensure non-discrimination in gender functions, using, in published advertisements, a language that promotes equality | Directors Area Managers Internal Working Group | NA | x | 1 st trimester of the year | x | x | Ongoing | Internal procedures developed and implemented |

| Dimension | Objective | Measures | Responsible/ Areas | Budget | Timeline | | | Implementation status | Indicators | Comments |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------|----------|-----------------------------|------|--------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------|
| | | | | | 2022 | 2023 | 2024 | | | |
| | | Monitor the publication of job offers written in an inclusive language (i.e., without direct or indirect reference to discriminatory elements based on sex or gender), designating the profession and the content of the vacancy notice with no restriction, specification or preference based on gender | Area Managers Internal Working Group | NA | x | Ongoing throughout the year | x | x | Done | Ratio of ads where errors were detected / total number of ads monitored |
| | | Conduct blind documental assessment of CVs for interview selection | Area Managers | NA | | | x | | | Ratio of CVs analysed/ total number of CVs monitored |
| Initial and Continuous training | Promote a culture of equality between men and women in the workplace, encouraging consistent management and work practices | Integrate, in the training provided, modules/contents related to the theme of equality between women and men | Directors Area Managers Internal Working Group | tbc | x | Ongoing throughout the year | x | x | To be implemented | Number of training provided addressing the principles of gender equality and non-discrimination between woman and men |

| Dimension | Objective | Measures | Responsible/ Areas | Budget | Timeline | | | Implementation status | Indicators | Comments |
|--------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------|----------|---------------------------------------|------|--------------------------|------------|---------------------------------------------------------------------------------|
| | | | | | 2022 | 2023 | 2024 | | | |
| | Promote equal opportunities between women and men in access to training | Foster equal participation of women and men in lifelong learning processes by promoting internal and external training to all its staff elements, relevant for their professional development and growth | Area Managers | tbc | x | Ongoing throughout the year | x | x | Done | Number of workers, irrespectively of their genders, attending training |
| Equal working conditions | Promote equality between men and women in terms of progression, professional development, and career | Clarify internally that EWF develops positive actions (to be specified) that contribute to women and men being able to apply, under equal conditions, for managerial positions | Directors Area Managers Internal Working Group | N.A. | x | 1 st trimester of the year | x | x | Done | Internal procedures with reference to EWF policies for professional progression |
| | Encourage balanced participation of men and women in decision-making roles | Ensure fair treatment of applications with regards to the application of the principles of gender equality when electing someone for a decision-making position of for an international position | Directors | N.A. | x | Ongoing throughout the year | x | x | Done | Internal procedures with reference to EWF policies for professional progression |

| Dimension | Objective | Measures | Responsible/ Areas | Budget | Timeline | | | Implementation status | Indicators | Comments |
|----------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------|----------|---------------------------------------|------|--------------------------|-------------------|--------------------------------------------------------------------------------------------|
| | | | | | 2022 | 2023 | 2024 | | | |
| | Ensure the principle of equal pay for equal work or work of equal value | Ensure that all staff elements are aware of EWF salary policy compliance with the principle of “equal pay for equal work or work of equal value” between male and female workers | Directors | N.A. | x | Ongoing throughout the year | x | x | Done | Internal procedures with reference to EWF policies for salary policy |
| Parenting protection | Supporting measures for male and female workers with special family situations | Disclose existing resources in the geographical area of EWF and/or the residence of male and female workers that facilitate work-family balance | Area Managers | N.A. | x | 2 nd trimester of the year | x | x | To be implemented | Internal information circulated amongst EWF staff elements |
| | Foster the reintegration into working life male and female workers who have interrupted their career for family reasons | Provide information, adequate training and retraining | Area Managers | N.A. | X | Ongoing throughout the year | x | x | Done | Number of sessions held with male and female workers to provide information or re/training |
| Balance between | Health promotion | Provide medical consultations to workers and promote actions that provide health and well-being in the workplace | Directors | NA | x | Ongoing through the year | x | x | Done | Number of yearly appointments |

| Dimension | Objective | Measures | Responsible/ Areas | Budget | Timeline | | | Implementation status | Indicators | Comments |
|-------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------|----------|---------------------------------------|------|--------------------------|------------|--------------------------------------------------------------------------------------------------------------------------|
| | | | | | 2022 | 2023 | 2024 | | | |
| | Promote the balance between professional, family and personal life of employees | Development of internal mechanisms that encourage the submission of suggestions by all workers, in the field of balance between professional, family and personal life | Directors Internal Working Group | NA | x | Ongoing through the year | x | x | Ongoing | Number of suggestions submitted, in the reference year Number of suggestions formally adopted, in the referenced year |
| | | Implement raise-awareness-sessions on work / personal life / family life balance and provide the necessary tools for greater effectiveness in this relationship | Area Managers Internal Working Group | NA | x | 2 nd semester of 2021 | x | x | Done | Nr. of implemented sessions in the referenced year |
| | | Promotion of homeworking, flexible hours and possibility of part time work | Directors Area Managers | N.A. | x | 1 st trimester of the year | x | x | Done | Internal procedure developed and implemented in the 1 st trimester of 2021 |
| Prevention of harassment in the workplace | Ensure the prevention and fight against harassment at work | Develop an internal procedure for reporting and analyzing situations of potential harassment at work | Directors | NA | x | 1 st trimester of the year | x | x | Ongoing | Internal procedure developed and implemented in the 1 st trimester of 2021 |
| | | Develop a code of conduct to prevent and combat harassment at work | Directors Internal Working Group | NA | x | 1 st trimester of the year | x | x | Ongoing | Code of conduct developed and disseminated to all workers in the referenced year |