



INSTITUTE FOR URBAN EXCELLENCE

STRATEGY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN

2022 - 2030

The aim of the Gender Equality Plan of the Institute for Urban Excellence (hereinafter referred to as the Institute) is to ensure equal opportunities for employees of all genders. At the Institute we respect all employees, irrespective of gender, sexual orientation, ethnicity, nationality, and age. As an institute, our primary purpose is to contribute to the betterment of society, which can only be achieved by achieving a gender balance in all our endeavors, including decision-making. The Institute has a zero-tolerance policy for harassment and discrimination of any kind. This implies prevention measures and direct intervention in any harassment cases.

PUBLICATION

The Plan is approved by the Institute's management and is made public on our website. Review of the plan is expected on a yearly basis.

DEDICATED RESOURCES

Given the small size of the Institute, each year we assign one team member to act as a Gender Equity Representative, based on a democratic process—once the Institute grows above ten employees, we will create a dedicated team. This person is responsible for implementing and promoting gender equality, serves as a bridge between employees and management on topics related to gender equality, and is available as confidential support for employees who have experienced gender-relevant grievances.

DATA COLLECTION AND MONITORING

We will include a dedicated section on gender equality in our annual Institute report in which we evaluate progress and outcomes of gender equality and diversity. The Gender Equity Representative will hold a yearly self-evaluation meeting in which all employees participate. In this meeting we will reflect on our policies, practices, and procedures regarding gender and diversity.

TRAINING AND AWARENESS BUILDING

Every year, all employees will take an online course on Gender Equality in the World of Work. One example is the course provided by UN Women Training Centre, available here: <https://portal.trainingcentre.unwomen.org/cart/>. The courses will either be free of charge, or the costs will be covered by the institute. The course provider can be changed in consultation with management and employees.

OBJECTIVES

- Raise gender awareness amongst employees and ensure adherence to principles of equal treatment and gender balance
- Implement a gender-sensitive communication strategy
- Gender equality in employment

IMPLEMENTATION

- **RAISE GENDER AWARENESS AMONGST EMPLOYEES AND ENSURE ADHERENCE TO PRINCIPLES OF EQUAL TREATMENT AND GENDER BALANCE**
 - i. Promote equality in the workplace
 - ii. Improve internal competences by participating in training courses and appointing a Gender Equity Representative
 - iii. Examine governance rules and regulations to ensure equal opportunities and treatment in the workplace
 - iv. Establish criteria for balanced leadership and decision-making
 - v. Facilitate dialogue amongst employees and regularly collect and respond to feedback
- **IMPLEMENT A GENDER-SENSITIVE COMMUNICATION STRATEGY**
 - i. Monitor use of language and refrain from reproducing gender stereotypes.
 - ii. Review publications and social media content to ensure gender equality.
 - iii. Review and update the gender equality plan on an annual basis and ensure the most recent version is published on the Institute website.
 - iv. Ensure a gender balance amongst speakers at public events.
- **GENDER EQUALITY IN EMPLOYMENT**
 - i. Ensure all staff recruitment is discrimination-free
 - ii. Promote a balance of genders of employees. At the time of authorship (October 2022), the staff consisted of four people who identify as male (Willem-Paul Herber, Samir Amin, Yoann Clouet, & Methi Laithavewat) and two who identify as female (Taliah Dommerholt & Tannya Pico). Gender balance will be considered in future hiring decisions.
 - iii. Promote a work life balance and respect justified leaves of absence, such as parental leave.
 - iv. Review staffing schedules and salaries to ensure gender parity.