



LUNEX Gender Equality Plan

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LUNEX

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Context

LUNEX is situated in the Grand Duchy of Luxembourg and is subject to the Labour Code of Luxembourg. Luxembourg, being situated in the European Union (EU), is also subject to the laws and guidelines of the EU, including Gender Equality and non-discrimination against people who identify as any gender, and people who have another attribute, permanent or temporary, that causes them to have been denied opportunities and choices, either directly or indirectly, a result of that attribute.

Inclusion Statement

LUNEX is committed to providing a supportive and inclusive environment for all individuals in its organisation, independent of gender so long as these do not contravene any laws of Luxembourg nor policies and standards adopted and agreed upon by LUNEX. Organisations operating in partnership with LUNEX e.g., those providing sporting opportunities in an official capacity, internships, or scholarships to LUNEX staff and students are expected to abide by the same standards in both their contractual and casual interactions with LUNEX staff and students.

Purpose

The overall purpose of this policy is to commit to not contributing to any person finding themselves in a position of disadvantage because of gender.

LUNEX works actively towards operating in a way that the organisation neither directly nor indirectly places anyone at a disadvantage, as well as towards creating a fair, safe environment where women and men, in all their diversity, are **free** to pursue their chosen path in life and have equal opportunities to **thrive**.

Scope

The policy concerns all LUNEX current staff and students including those on exchange programmes, guest lecturers, student applicants, staff applicants and alumni. This policy covers equal treatment as stated in the Constitution of Luxembourg and in the Luxembourgish Labour Code.

Policy Statement

LUNEX Gender Equality Plan complies with the Luxembourgish Labour Code, as well as with any relevant rules and regulations in the field of labour, and specific regulations of LUNEX.

LUNEX values diversity and promotes equal opportunities for everyone. LUNEX promotes respectful behaviour, and it encourages good relations within and between gender. While promoting shared values, LUNEX aims to meet the different needs of gender. It promotes an inclusive and harmonious place of work and study where people respect each other. LUNEX operates a

zero-tolerance towards harassment, bullying and violence. It prevents unlawful discrimination and victimization, meets legal obligations, and it takes all events related to this seriously whereby dealing with respective situations where anyone has broken this policy.

No form of intimidation, bullying or harassment will be tolerated. If members of staff or students believe that they may have suffered discrimination because of gender, they should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with the line manager. Alternatively, members of staff can raise the matter in line with the LUNEX Grievance Policy.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. LUNEX will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by LUNEX as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under the LUNEX Grievance Policy and LUNEX Code of Conduct.

Roles & Responsibilities

The Board of Directors shall ensure compliance with the regulations in force.

The Heads of Departments shall monitor that their direct reports comply with this policy.

LUNEX employees shall perform their work within the limits set out by this policy.

LUNEX employees shall refrain from any act of discrimination or harassment at work. The Board of Directors and LUNEX HR representatives raise employees' awareness of gender-equal treatment, discrimination, and harassment at work through various internal means of communication.

LUNEX HR representatives examine complaints in a timely and impartial manner, to protect the dignity and privacy of each party concerned.

Definitions

Gender discrimination - "Any distinction, exclusion or restriction made on the basis of sex which has the effect or purpose of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on the basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field." [*United Nations, 1979. 'Convention on the Elimination of all forms of Discrimination Against Women'. Article 1 - European Institute for Gender Equality*]

Gender equality - equal rights, responsibilities and opportunities of women and men and girls and boys. [*European Institute for Gender Equality*]

Harassment - a situation 'where an unwanted conduct related to the sex of a person occurs with the purpose or effect of violating the dignity of a person, and of creating an intimidating, hostile, degrading, humiliating or offensive environment' [European Commission - Directive 2002/73/EC]. Harassment occurs when one or more workers or managers are repeatedly and deliberately abused, threatened and/or humiliated in circumstances relating to work. Violence occurs when one or more workers or managers are assaulted in circumstances relating to work. [2007 Framework agreement on harassment and violence at Work – European Social Partners]

Sexual Harassment - takes place where any form of 'unwanted verbal, non-verbal or physical conduct of a sexual nature occurs, with the purpose or effect of violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment'. [European Commission - Directive 2002/73/EC]

Psychological harassment (mobbing) is characterised by any behaviour that, due to its repetitious and systematic nature, is aimed at, or has the effect of, undermining personal dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment. [European Commission - Directive 2000/78/CE]

Work-life balance - achieving a balance between not only domestic tasks and caring for dependent relatives but also extracurricular responsibilities or other important life priorities. [European Institute for Gender Equality]

Related Legislation & Documents

Council Directive 2000/78/EC, establishing a general framework for equal treatment in employment and occupation.

Directive 2002/73/EC of the European Parliament and of the Council amending Council Directive 76/207/EC on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions

Luxembourgish Labour Code

Luxembourgish Agreement of June 25, 2009, concerning harassment and violence at work

LUNEX Code of Conduct

LUNEX Grievance Policy

Thematic Areas

1. Work-life Balance

LUNEX is committed to providing an environment that supports work-life balance. For this, we ensure that the employees have access to a wider variety of options that can improve the balance between personal and professional responsibilities, such as teleworking or flexible work schedules. As not every employee has the same goals, each manager makes efforts to accommodate their team members' needs, remaining flexible and open-minded.

2. Teaching and Research

Gender-inclusive technics are incorporated into the teaching and research activities. Communication avoids discrimination and stereotypes. The programs and research projects are defined by equal opportunities and fair treatment to all applicants and students.

3. Gender Balance in Leadership and Decision-making

Efforts are made in appointing both women and men to decision-making positions. The barriers that prevent gender equality in leadership and management positions at both academic and administrative levels are identified and addressed.

4. Gender Equality in Recruitment and Career Progression

LUNEX is an inclusive organization that values and promotes gender equality in recruitment, retention of the staff and career progression. The recruitment procedure accurately reflects this non-discriminatory gender-based policy including transparent criteria and appropriate language. We address the gender imbalances that may occur within the career progress procedures.

5. Workplace Environment

LUNEX values diversity and promotes equal opportunities for everyone. LUNEX promotes respectful behaviour, and it encourages good relations within and between groups. While promoting shared values, LUNEX aims to meet the different needs of different groups. It promotes an inclusive and harmonious place of work and study where people respect each other. LUNEX operates a zero-tolerance towards harassment, bullying and violence. It prevents unlawful discrimination and victimization, meets legal obligations, and it takes all events related to this seriously whereby dealing with respective situations where anyone has broken this policy.

National Context

The Grand Duchy of Luxembourg takes gender equality seriously enough to have a government Ministry for Gender Equality, MEGA, dedicated to addressing the issue of gender inequality. MEGA has a website with the country's goals and measures for achieving them at all levels of society and LUNEX takes advice from MEGA in determining which of these goals it can actively work towards.

Goals and areas of improvement or contribution:

MEGA's Gender Equality Goals:

MEGA has developed a plan to address gender equality focusing on seven areas. The areas where LUNEX could contribute are the following:

- 2 - FIGHTING STEREOTYPES AND SEXISM
- 3 - PROMOTING EQUALITY IN EDUCATION
- 4 - ADVANCING PROFESSIONAL EQUALITY

Luxembourg's Current Statistics on Equality:

According to the European Institute for Gender Equality, Luxembourg ranks 9th in the EU on the Gender Equality Index. Its score is 4.4 points above the EU's score. Since 2010, Luxembourg's score has increased by 11.2 points and its ranking has improved by two places. Since 2018, Luxembourg's score has increased by 2.1 points, mainly driven by improvements in the domains of power and money. Its ranking has remained the same.

LUNEX Strategic Goals

- Goal 1.** Inclusive and equitable working environment
- Goal 2.** Flexible workplace that promotes life-work balance
- Goal 3.** Representation of Women in Leadership and Management
- Goal 4.** Career progression accountability
- Goal 5.** Pay equality
- Goal 6.** Inclusive and equitable educational environment

Current Situation – Gender-disaggregated Statistics

Human Resources in collaboration with other relevant departments establishes gender-disaggregated statistics for at least:

- staff numbers by gender at all levels, by disciplines, function (including administrative / support staff) and by contractual relation to the organisation;
- average numbers of years needed for women and men to make career advancements (per grade);
- wage gaps by gender and job;
- numbers of women and men in academic and administrative decision-making positions (e.g. boards, committees, juries);
- numbers of women and men having left the organisation in past years, specifying the numbers of years spent in the organisation;
- numbers of staff by gender applying for/taking parental leave, for how long and how many returned after taking the leave;
- number of training hours/credits attended by women and men;
- number of female and male students at all levels and for all disciplines;
- percentage of men and women in the research teams;
- the average grants' amounts allocated to research projects conducted by men and women;

The data will be used for a more effective decisional support system. These statistics shall be reviewed annually.

Plan of Actions

Goal 1. Inclusive and equitable working environment

LUNEX is committed to developing and promoting an inclusive culture in all aspects of the organization. It supports gender equality as exemplified by the national and European regulations.

Actions	Responsibility
Promote awareness externally and internally through communicating channels like for example: <ul style="list-style-type: none"> - Incorporate dedicated messages that supports gender equality, diversity and inclusivity in the promotional materials and job ads / calls for applications. 	Human Resources Marketing Quality Management

<ul style="list-style-type: none"> - Recruitment announcements include transparent criteria - Develop a dedicated webpage within LUNEX website within the next 2 years - The images utilized on different medias promote gender equality - Every 2 (two) years obtain staff feedback on gender equality 	
Integrate gender equality into LUNEX's Strategic Plan	Human Resources, Board of Directors
Ensure all staff are aware of the gender equality and related equity policies by sharing with them the documents	Human Resources, Quality Management
Promotes an inclusive communication that sustains gender equality.	All staff members
Developing an electronic tool that allows reporting on discrimination and harassment in an anonymous manner to the competent authorities	Human Resources
Organizing weeks of awareness on different topics that could include posters, dedicated messages, dedicated video running on monitors	Human Resources, IT, Quality Management
Training on gender equality and unconscious gender biases for decision-makers and staff.	Managers in line, Human Resources
Equal and fair treatment in students' recruitment and teaching	All staff members

Goal 2. Flexible workplace that promotes life-work balance

Actions	Responsibility
Flexible work arrangements including home office or customized daily work schedules are included in organizational culture and discussed periodically (at least once a year) with every staff member	Human Resources, Managers in line
Part-time work is allowed and supported by the organizational culture	Human Resources, Managers in line

Promote family friendly initiatives such as reducing workload according to family needs	Human Resources Managers in line
Offer support for parental leave / maternity leave and paternity leave	Human Resources Managers in line
Formulating recommendations to the chairs of the councils to organize meeting within working hours and respect the schedule in order to support work and family life balance	Human Resources Decision-making staff, Persons in charge of different councils / committees

Goal 3. Representation of Women in Leadership and Management

Actions	Responsibility
Set targets for the representation of women in management and leadership positions (as defined by HR in headcounts reports) – no less than 30%	Human Resources Board of Directors
Increase women representations in LUNEX councils and decision-making roles	Decision-making staff Persons in charge of different councils / committees
Gather gender desegregated statistical data	Human Resources Managers in line
Proposals for woman candidates for positions decision-making positions	Managers in line Board of directors Human Resources office

Goal 4. Career Progression accountability

Actions	Responsibility
Ensure that the career progression timeline is equal and non-discriminatory	Human Resources Managers in line

Maintain records of gender breakdown on recruitment and promotions	Human Resources
Once a year undertake qualitative and quantitative analysis to identify risks on women across LUNEX and department level	Human Resources Board of Directors
Offer support for women who are considering taking parental leave to make sure this will not impact their career progression	Human Resources Managers in line
If possible, allocate staff returning from parental leave a progressive return to the contractual workload	Managers in line Human Resources
Implement a peer-to-peer program to empower academic staff to achieve their best potential through supportive collegial relationships	Teaching and Learning Council Human Resources

Goal 5. Pay equality

Actions	Responsibility
Provide pay equality for similar roles and responsibilities	Human Resources Managers in line
Monitor Pay Equality data and submit report to management	Human Resources

Goal 6. Inclusive and equitable educational environment

Actions	Responsibility
Ensure equal opportunities and fair treatment to all applicants and students	All staff members
Use of inclusive communication that sustains gender equality during teaching hours and research projects	All teaching and research staff members