

DIVERSITY AND INCLUSION POLICY

Reform Institute Foundation

VALUES AND OBJECTIVES

Inherent in the Institute's activities, both within the organization itself and in its external engagements, is an approach based on values such as respect in the workplace, diversity, openness and inclusiveness.

By accepting diversity, we broaden our perspectives and experience, which brings added value for our long-term objectives. At the Reform Institute, we believe that a diverse team and creating opportunities for people regardless of any characteristics, such as social identity, nationality, ethnicity, religion, sexual orientation or age, result in a more adaptable organization, allow us to better communicate in cross-cultural contexts and with diverse partners, and foster innovation and expand the pool of talent. This approach also has a positive impact on our cooperation opportunities and communication activities.

The purpose of this Diversity and Inclusion Policy is to formulate commitments and key principles governing the operations of the Institute to ensure open and non-discriminatory environment for all team members and all activities of the Institute carried out in partnership with representatives of various sectors, with space for diverse experiences and perspectives, in which individuals feel respected and valued.

DEFINITIONS

Reform Institute adopts the following definitions for the purposes of its Diversity and Inclusion Policy:

Diversity – a wide array of characteristics of an individual, group or organisation, such as sex, age, ethnicity, nationality, sexual orientation, disability, family status, religious and political beliefs.

Inclusion – recognition and appreciation of diverse characteristics of every individual, respect for people's differences.

Reform Institute does not tolerate any practices that violate the principles of diversity and inclusion, in particular, discrimination (including harassment and sexual abuse) for any reason, and mobbing, as defined in the Polish Labour Code (Article 18 Clause 3a to Article 18 Clause 3e and Article 94 Clause 3 respectively). Reform Institute will act with due care and diligence with the aim of preventing those practices within its internal structures and in its external engagements, and reducing the associated risks.

SCOPE

This Diversity and Inclusion Policy applies to:

- members of the Institute's team, i.e. employees, interns, contractors, members of the Management Board and Foundation Board,
- external partners, i.e. any individuals or entities other than the team members, with whom the Institute communicates or collaborates.

KEY PRINCIPLES

Reform Institute makes the following commitments:

Organisational culture

The Institute will continuously strive to build a culture that reflects and promotes diversity and inclusion through:

- everyday actions and their adherence to the principles of diversity and inclusion,
- organisation of work,
- communication and building awareness within the Institute's team.

The Institute introduced flexible working time arrangements to improve the work-life balance of team members. Team members use inclusive language and work in the atmosphere of mutual respect, tolerance as well as acceptance and support for self-development.

Equal treatment of all team members

All decisions relating to:

- recruitment of new team members,
- access to training and professional development opportunities,
- employment terms, including pay,
- termination of the relationship with any team member

will be based on transparent and objective criteria, such as professional qualifications and performance of the team member and reasonable needs of the Institute.

Preventing discrimination (including harassment and sexual abuse) and mobbing

The organisation will monitor and respond to any inappropriate conduct that might qualify as discrimination (including harassment and sexual abuse) or mobbing. The Institute is aiming to build a culture of openness where every team member and external partner can freely voice their concerns or report inappropriate conduct. All concerns and reports will be given due consideration.

Gender equality

Aware of the challenges associated with gender equality, the Institute will strive to provide everyone with equal opportunities, regardless of gender. This commitment will be reflected through:

- Gender balance (in leadership and decision-making)
The Institute will strive to achieve gender balance in decision-making and leadership processes by formulating unambiguous, non-discriminatory and transparent selection and appointment criteria and procedures.
- Gender equality in recruitment and career development
The recruitment and career development processes will be transparent and based on qualifications and skills of an individual, regardless of gender. Vacancies will be announced to the public. All team members will receive equal treatment, respect and support, e.g. in terms of family benefits and equal pay.
- Consideration of the gender aspect in research and other activities
The Institute will strive to ensure proportional participation of men and women in its team and external projects, such as events, workshops, seminars or panel discussions. Moreover, it will endeavour to consider the gender dimension in monitoring research results and programme outcomes.

OBLIGATIONS

Members of the Management Board and other members of the management staff have an obligation to:

- Set the tone through their conduct, attitude and engagement in the diversity and inclusion efforts of the Institute.
- Oversee the implementation of key principles laid down in this document at the Institute, within its projects and by members of its team. Tools used for the implementation process will be designed and selected to meet current needs of the Institute.
- Where appropriate, include gender aspects in annual reports and staff training.
- Carry out inspections in response to concerns or reports of any conduct violating the diversity and inclusion policies. The inspections will:
 - be carried out with due care and diligence,
 - be impartial,
 - be confidential,
 - be timely,
 - respect the rights of the whistleblower, i.e. protect them from retaliation and provide them with information about the outcomes of inspection after its end,
 - respect the rights of the accused person, i.e. the right to be presumed innocent and the right to defend themselves, including the right to be heard.

The Management Board will define and implement appropriate corrective measures on a case-by-case basis.

Team members have an obligation to:

- Respect the principles of equality, tolerance and non-discrimination in their relationships with other team members and external partners.
- Report concerns. If any team member has concerns about potential discrimination (including harassment and sexual abuse) or mobbing at the organisation, has been a victim or witness of discriminatory conduct or language, they should report such concerns or conduct to Vice President of the Management Board via email (see Appendix no. 1 – Contact Details). Whistleblowers should have reasonable grounds to believe that the information was true at the time it was reported.

Members of the Management Board and other members of the management staff have an obligation to:

- Set the tone through their conduct, attitude and engagement in the diversity and inclusion efforts of the Institute.
- Oversee the implementation of key principles laid down in this document at the Institute, within its projects and by members of its team. Tools used for the implementation process will be designed and selected to meet current needs of the Institute.
- Where appropriate, include gender aspects in annual reports and staff training.
- Carry out inspections in response to concerns or reports of any conduct violating the diversity and inclusion policies. The inspections will:
 - be carried out with due care and diligence,
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ADOPTION, ACCESS AND REVIEW

This Diversity and Inclusion Policy was adopted by the Management Board under the resolution no. 2023/XI/1 of 3 November 2023.

This Policy was made available to all team members and it will be made available to every new member.

This Policy is available in the Institute’s cloud and on its website at www.ireform.eu.

Questions about the Policy should be directed to Operations Specialist via email (see Appendix no. 1 – Contact Details).

This Policy will be reviewed every 2 years.

**Appendix no. 1
Contact Details**

Full name	Position	Email address
Krystyna Kowalska	Operations Specialist	krystyna.kowalska@ireform.eu
Zofia Wetmańska	Vice President of the Management Board	zofia.wetmanska@ireform.eu