



cesie
the world is only one creature

Gender & Diversity Management Policy CESIE

Year: 2022

Version: #2

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.



cesie
the world is only one creature

Introduction

CESIE affirms its belief in gender equality which is a core value of the EU, a fundamental right and key principle of the European Pillar of Social Rights (EU Gender Equality Strategy 2020-2025); in LGBTIQ+ inclusive societies (in line with the EU LGBTIQ Equality strategy 2020-2025), in importance to ensure rights of persons with disabilities (in accordance to EU Strategy for the Rights of Persons with Disabilities 2021-2030), its effort towards the world without any types of discrimination (referring to the EU anti-racism action plan 2020-2025) and at more inclusive and diverse societies (Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy 2021)

CESIE is committed to the rightful and respectful management of diversity. The present policy shows the commitment to taking proactive steps to respect human dignity and uphold diversity in all its forms in CESIE's initiatives and facilities. Particularly, the Gender Equality and Diversity Management Policy aims to overcome structural discrimination and create a more diverse, inclusive, gender-balanced CESIE that works for all its staff and target groups. It includes recommendations related to hiring, capacity building and retention, inclusive working environment and special measures, as well as gender mainstreaming and diversity recommendations for communication, representation and design, management and implementation of projects.

All staff and external collaborators working at CESIE shall respect the present policy.

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.



Definitions

For the purposes of the present policy, the following definitions apply:

- **Structural discrimination**

A form of discrimination resulting from policies, despite apparently being neutral, that have disproportionately negative effects on certain societal groups.¹

- **Discrimination**

Present where one person is treated less favourably on grounds such as sex and gender, age, nationality, race, ethnicity, religion or belief, health, disability, sexual orientation or gender identity, than another person is, has been or would be treated in a comparable situation.²

- **Diversity**

Refers to the full range of different social backgrounds and identities which include but are not limited to, gender, ethnic origin, nationality or citizenship, age, disability, language, political opinions, religious beliefs, social background, sexual orientation, physical appearance and colour.³

- **Equality**

Is a value that motivates a shared concern for human dignity; the participation by all (see definition of diversity) in economic, social and cultural life.⁴

- **Gender**

Gender refers to the characteristics of women, men, girls and boys that are socially constructed. This includes norms, behaviours and roles associated with being a woman, man, girl or boy, as well as relationships with each other. As a social construct, gender varies from society to society and can change over time.⁵

CESIE understands gender as being non-binary meaning that they don't fall into one of the two categories, man or woman⁶.

- **Gender-balance**

Used in reference to human resources and equal participation⁷ of all genders in all areas of work, projects or programmes.

- **Gender-based violence (GBV)**

¹ As defined in the [glossary of terms and concepts by UNICEF, 2017](#)

² As defined by [EIGE's Glossary & Thesaurus](#)

³ As defined by the Gender & Diversity Policy of the IFRC (2020)

⁴ As defined by the EQUINET.

⁵ As defined in Working definitions by [World health Organisation](#)

⁶ As defined in [National Centre for Transgender Equality - Understanding Non-Binary People: How to Be Respectful and Supportive](#)

⁷ As defined in concepts and definitions by [EIGE](#)

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F:97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org



Gender-based violence refers to any type of harm that is perpetrated against a person or group of people because of their factual or perceived sex, gender, sexual orientation and/or gender identity. Gender-based violence is based on an imbalance of power. It is carried out with the intention to humiliate and make a person or group of people feel inferior and/ or subordinate. It can be sexual, physical, verbal, psychological (emotional), or socio-economic⁸, among others.⁹

CESIE understands gender-based violence both comprising violence against women (usually used interchangeably) and violence against all genders.

- **Gender Bias**

Making decisions based on gender that result in favoring one gender over the other which often results in contexts that are favoring men and/or boys over women and/or girls¹⁰

CESIE understands the concept as comprising all genders.

- **Gender Equality**

The concept that women and men, girls and boys¹¹ and other subjectivities have equal conditions, treatment and opportunities for realizing their full potential, human rights and dignity, and for contributing to (and benefitting from) economic, social, cultural and political development.¹²

- **Gender Equity**

The concept recognizes that women and men have different needs and power and that these differences should be identified and addressed in a manner that rectifies the imbalances between the sexes. This may include equal treatment, or treatment that is different but considered equivalent in terms of rights, benefits, obligations and opportunities.¹³

CESIE recognizes all genders have different needs and that imbalances need to be rectified among them all.

- **Gender Identity**

Each person's deeply felt internal and individual experience of gender, which may or may not correspond to the sex assigned at birth, including the personal sense of the body (which may involve, if freely chosen, modification of bodily appearance or function by medical, surgical or other means) and other expressions of gender, including dress, speech and mannerisms.¹⁴

⁸ As defined in the [Council of Europe -What is gender-based violence?](#)

⁹ For further details on types of GBV see <https://eige.europa.eu/thesaurus/terms/1153>

¹⁰ As defined in the [glossary of terms and concepts by UNICEF, 2017](#)

¹¹ Idem.

¹² Idem.

¹³ As defined by EIGE

¹⁴ As defined in concepts and definitions by [EIGE](#)

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org



It is a person's sense of being a woman, a man, both, neither, or anywhere along the gender spectrum¹⁵ giving space to a myriad of different subjectivities.

- **Gender Mainstreaming**

A strategy towards realizing gender equality. It involves the integration of a gender perspective into the preparation, design, implementation, monitoring and evaluation of policies, regulatory measures and spending programmes, with a view to promoting equality between women and men¹⁶ and all genders and combating discrimination.

- **Hate crime**

Any criminal offence, including offences against persons or property, where the victim, premises, or target of the offence are selected because of their real or perceived connection, attachment, affiliation, support, or membership of a group. A group may be based upon a characteristic common to its members, such as real or perceived race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, or other similar factor.¹⁷

- **Human Dignity**

At its most basic, the concept of human dignity is the belief that all people hold a special value that's tied solely to their humanity. It has nothing to do with their class, race, gender, religion, abilities, or any other factor other than them being human.¹⁸

- **LGBTIQ+**

LGBTIQ people are people who are attracted to others of their own gender (lesbian, gay) or any gender; whose gender identity and/or expression does not correspond to the sex they were assigned at birth (trans, non-binary); who are born with sex characteristics that do not fit the typical definition of male or female (intersex); and whose identity does not fit into a binary classification of sexuality and/or gender (queer).¹⁹

CESIE prefers to use the term LGBTIQ+, the "+" representing all the terms that are evolving continuously so as to be respectful of all gender identities and subjectivities.

- **Staff members**

Refers to paid staff, volunteers, interns and associates.

¹⁵ As defined by the Ontario Human Rights Commission

¹⁶ As defined in concepts and definitions by EIGE

¹⁷ As defined in the [definitions by ENAR](#)

¹⁸ As defined by [Human Rights Career](#)

¹⁹ As defined in the [LGBTIQ Equality Strategy 2020-2025](#)

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

Principles & Values

CESIE is committed to the following values and principles, which should be respected and promoted by all its staff members and which CESIE believes central to uphold maximum standards in terms of gender and diversity management:

- ★ CESIE values and treats every person without discrimination of any kind, irrespective of the age, race, colour, sex, language, religion, political or other opinions, national, ethnic or social origin, language, gender identity or sexual orientation, property, disability, birth or other status. CESIE commits to install positive measures and actions which reflect the special value that's tied solely to each person's humanity. All staff should consider people as part of an established social network by valuing dignity, fostering respect and supporting active listening.
- ★ CESIE respects the physical and cultural integrity of each individual and it values individual skills and competences so as to build up bridges of knowledge and cohesion. In this sense, CESIE protects groups and individuals from discrimination and violence and supports the social inclusion and active participation of vulnerable and disadvantaged people.
- ★ CESIE has a zero-tolerance policy against any kind of discrimination including hate crime and or violence including gender-based in all its forms. CESIE stands for inclusion and all internal and external initiatives and actions that are conducted are impartial and unbiased.
- ★ CESIE values and respects the gender identity and all forms of diversity of all its staff and target groups and makes it a priority to ensure equal treatment, conditions and opportunities for all from a diversity and gender-sensitive perspective while aiming to eliminate inequalities and promote gender equality.
- ★ CESIE conducts both its internal and external initiatives from a person-centred approach by incorporating gender and diversity analysis in programme design addressing the specific needs of different people and groups including safety.
- ★ CESIE integrates gender perspective into planning, design, implementation, monitoring and evaluation of its internal activities and external programmes when applicable.

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F:97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.



Practices & Procedures

CESIE is committed to delivering its staff a clear policy which includes practices and procedures when managing gender and diversity in their work:

Human Resources

- **Recruiting plan and hiring practices**

CESIE conducts recruiting planning and hiring practices of its staff from a non-biased and gender-balanced approach while respecting gender equity and equality. In this sense, CESIE reinforces its efforts to conduct hiring practices for junior and leadership positions as positive measures on gender and diversity.

- **Gender and diversity training**

CESIE informs and trains all staff on the contents of the Gender & Diversity Management Policy and ensures they all understand and apply it in both internal and external procedures.

- **Equal pay**

CESIE ensures that all staff are paid equal wages for the same or equivalent work regardless of gender.

- **Inclusive workplace**

CESIE ensures an inclusive workplace both in terms of infrastructure and environment. Specifically, to:

- *Promote gender inclusivity:* Gender-neutral toilettes.
- *Ensure physical wellbeing for all:* Accessibility to the office and workspace available for people with special needs.
- *Promote flexible alternatives for specific needs:* Flexible agile-working schedule according to both the organization's and the person's needs.

- **Transparent communication**

CESIE publishes transparent data related to its activities on its Annual Activity Report.

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F:97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.



Internal and External Communication CESIE commits to reflect the principle of reciprocal respect, non-discrimination, diversity and inclusiveness as core principles through its communication both in terms of language and use of images:

- ***Inclusive and non-judgemental language***

CESIE establishes all internal and external communication by committing to the use of different types of languages free from prejudices and discriminatory terms, sensitive of target's needs and identities and reflecting the recognition of all:

- ***Diversity-sensitive language***

A language respectful of differences in terms of age, disability, ethnic origin, religion, among others.

- ***Gender-sensitive language***

According to the message conveyed and the target group the following linguistic strategies may be used: visibility of gender, diversity of gender, gender neutralization, neutral male.

This type of language applies to:

- ***Internal communication:***

- Addressing co-workers verbally and by email.
- Drafting internal progress and activity reports.

- ***External communication***

- Addressing partners, stakeholders and beneficiaries verbally and by email.
- Presenting CESIE and its Units/Departments to external stakeholders and partners.
- Drafting project reports.
- All internal-based communication including articles, social media posts on CESIE's institutional channels.
- Producing manuals, guidelines, Toolboxes and other resources as outputs of project implementation.

- ***Inclusive visual representation***

CESIE commits to promoting diversity in all forms in its internal and external

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.



communications by choosing visual representations of diversity from copyright-free sources, photographs or screenshots²⁰ such as in images for articles, presentations, websites, social media posts or outputs.

Project design

- **Balanced participation**

CESIE promotes consultations with the stakeholders, local actors and beneficiaries by promoting a balanced participation of all groups of people taking their specific needs into account in order to support positive measures towards them.

- **Disaggregated data & indicators**

When relevant to the project proposal and call and when CESIE will act as applicant, project proposals will include the description of the target groups through disaggregated data by gender and other diverse characteristics and/or include gender and diversity indicators to advance gender equality.

- **Actions promoting diversity and gender equality**

When relevant to the project proposal and call and when CESIE will act as applicant project proposals will include a description of actions through which the project will promote diversity and gender equality (e.g. a gender-mainstreaming approach and/or a positive measure approach) and a description of how the project will disseminate information to engage women and men, in all their diversity.

- **Positive measures**

Through project design CESIE affirms its commitment towards higher participation of underrepresented or disadvantaged groups and genders in its activities. Appropriate measures will also be taken in the budget to ensure equal participation, when relevant.

²⁰ According to CESIE's [Privacy Policy](#) and [Child Protection Policy](#).

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org



**Project
management &
implementation**

- **Collection of disaggregated data**
CESIE ensures the collection of data of the target groups, disaggregated by gender and other diverse characteristics, for monitoring and reporting when lead of Quality Assurance, Dissemination and when implementing local or international activities with partners under our responsibility. According to the specificity of the project, these might include: gender (including an “Prefer not to answer” option), age, background, special needs.
- **Gender and diversity mainstreaming in the selection of participants**
CESIE affirms its efforts to mainstream gender and diversity in selection procedures for project participants subject to their availability and project needs.
- **Capacity building on gender and diversity mainstreaming to partners and local actors**
CESIE commits to sharing knowledge and fostering capacity building of partners and local actors during project activities by promoting its gender and diversity management principles, values and procedures.

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.

Roles & Responsibilities

For gender and diversity management purposes the following roles and responsibilities apply within CESIE to ensure the policy is applied:

Human Resources Ensuring:

Department

- Recruitment and hiring practices
- Equal pay
- Gender and Diversity Training
- Inclusive workspace
-
- Annual update of the policy with the support of expert staff from the Rights & Justice Unit.

Networking and Project Ensuring that project proposals take into the consideration:

Design Office

- Gender-sensitive needs analysis
- Disaggregated data
- Actions promoting diversity and gender equality
- Positive measures

Unit & Department Ensuring the use of

Coordinators

- Inclusive and non-judgemental language
- Inclusive visual representations
- Gender mainstreaming in project management and implementation including selection of participants, collection of disaggregated data and capacity building.

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.



Reporting Procedures

All staff members have the obligation to report any breaches to the Gender & Diversity Management Policy they might know of or suspect. Staff members will be instructed to report anything they notice regarding a gap between protocols and practices through a **standard internal procedure**.

- 1) Completion of the Reporting Form (Annex I) by the staff member and delivery to Gender & Diversity Officer.
- 2) Reports will be treated in confidentiality by the Gender & Diversity Officer at CESIE who will evaluate the case and report further to the Human Resources Department. Gender & Diversity Officer to this date: Ms. Cloé Saint-Nom, cloe.saintnom@cesie.org
- 3) Any member of staff found in breach of Gender & Diversity Management Policy (Annex to the Code of Conduct), will be evaluated based on a case-by-case basis. Should a severe breach be found, the following **external referrals** should be taken into account for reporting:
 - Local Authorities: [Polizia](#) or [Carabinieri](#)
 - The Green Line (1522)

Vito La Fata
President

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.



cesie
the world is only one creature

ANNEX



CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.



ANNEX 1 - Reporting Form

Report of inappropriate behaviors in accordance with CESIE's Gender & Diversity Management Policy Reporting Form

| | |
|--|--|
| <p>Information on the reporting subject²¹</p> | <p>Name: _____ Surname: _____ Position within the organization:</p> <ul style="list-style-type: none"> ● Staff ● Intern ● Volunteer ● Associate <p><i>* The identity of the reporting subject will not be made public and will be treated only for the purposes of a possible legal action</i></p> |
| <p>Information on the alleged inappropriate behavior reported</p> | <p>Type of alleged breach:</p> <ul style="list-style-type: none"> ● Human resources ● Internal and external communication ● Project design ● Project management and implementation |
| <p>Context of the alleged breach</p> | <p>Date: _____ Place: _____ Circumstance (training, event, etc.): _____ _____</p> |
| <p>Description of the alleged inappropriate behavior</p> | <p>_____ _____ _____ _____</p> <ul style="list-style-type: none"> ● Have you observed this behavior personally? _____ ● If not, how did you come to know about it? _____ _____ |

²¹ The reporting subject's data will be treated according to EU Regulation 2016/679 (The EU General Data Protection Regulation - GDPR) , and for the exclusive purpose of this reporting. CSC's legal representative will be responsible for the treatment of this data. The reporting subject can refer to him in order to exercise their rights in conformity with Italian and European law.

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F:97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.



| | |
|--|---|
| | <ul style="list-style-type: none">How would you judge the gravity of the behavior you described? <i>Low Medium High I don't know</i>To your knowledge, is this behavior reiterated? _____ _____ |
| Information on the alleged author of the breach | Name: _____ Surname: _____ Position within the organization: <ul style="list-style-type: none">StaffInternVolunteerAssociate |
| Declaration | By submitting this report, the reporting subject declares that: <ol style="list-style-type: none">He/she is aware that, should the report give rise to legal action on behalf of CESIE, it may be used as an official statement;He/she is in good faith and that all the information provided above is correct and truthful;He/she is aware that purposely providing false accusations against someone is a breach punishable by Italian law. |

The reporting subject
(Read and approved)

Date

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.