

DIVERSITY,  
EQUITY AND  
INCLUSION  
POLICY

EUROPEAN  
VACCINE  
INITIATIVE

European Vaccine Initiative



UniversitätsKlinikum Heidelberg • Voßstraße 2, Geb. 4040 • 69115 Heidelberg • Germany



# DIVERSITY, EQUITY AND INCLUSION POLICY VERSION <2.0>

EVI Diversity, Equity and Inclusion Policy - Policy Statement		
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## 1 Abbreviations

<b>DD/MM/YYYY</b>	Day/Month/Year
<b>EVI</b>	European Vaccine Initiative



## 2 Purpose statement

EVI is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, colour, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

## 3 Applicability and scope

All employees and consultants of EVI have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfil this responsibility.

## 4 Responsibilities

EVI Senior Management are responsible for controlling this policy. All employees and in-house consultants have responsibility for the daily implementation.

## 5 Policy statement

Diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying



needs.

- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

Any employee found to have exhibited any inappropriate conduct or behaviour against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or HR.

## 6 What is meant by Equality at EVI?

Equality means "the state of being equal." It is one of the ideals of a democratic society, and the right to accomplish different kinds of equality, like racial equality, gender equality, or equality of opportunity between rich and poor. The target of this plan is to progress toward the ideal of everyone being truly equal.

EVI works towards this target by promoting equality and combatting discrimination among the associations' employees and stakeholders, both internal and external, regardless of their gender, ethnicity, national origin, language, religion and beliefs, functional abilities, sexual orientation, gender identity and age.

Although different types of discrimination have some common characteristics, there are situations where it can be appropriate to separate out equality as a priority area. Such as gender balance in various positions across the organisation.

Equality is not just a matter of gender balance in numbers, but also one of equal opportunities and the fair distribution of resources. The achievement of equality requires having a long-term, genuine desire to accomplish the goal. Many parties need to be involved and there are many considerations, which need to be taken into account. When we are involved in our everyday work it is easy to quickly lose sight of equality considerations unless targets have been voiced, integrated and responsibilities have been clearly allocated.

This statement addresses the most important challenges involved in EVI's gender equality work during the forthcoming years.

## 7 EVI's Commitment to diversity, equity and inclusion

EVI values diversity in its organisation, recognising that diversity and inclusion are not only an essential component of equality, but also enhance team and organisational performance.



Therefore, EVI is committed to:

- maintaining a diverse employee base across all operational and managerial levels, including its executive leadership team, where gender parity is actively sought – openly chosen on qualifications only.
- ensuring equity in its human resource management practices including recruitment, remuneration, talent development and promotion.
- enforcing policy on code of conduct - non-tolerance towards discrimination and other forms of social misconduct in the workplace.

### 7.1 Definition of Gender at EVI

EVI is committed to gender equity. It also recognises that certain definitions of gender are dynamic and change with time and social context. In order to ensure uniform understanding amongst its employees of what is meant by the term “gender” in its policies, EVI agrees to the United Nations-derived definition, where gender refers to the socially constructed characteristics of people - It varies from society to society and can be changed. <sup>1</sup>

### 7.2 Gender Balance

EVI aims to achieve gender balance – though never compromise on the selection on qualifications only during recruitment and not on gender. EVI will never discriminate applicants at any level.

### 7.3 Equity in Salaries and Promotion

EVI undertakes a payroll system based on qualifications, experience, and education – as well as seniority, Functional grade and performance. EVI will never discriminate staff from achieving a fair payroll.

### 7.4 Policies that Support Diversity, Equity and Inclusion

EVI believes in a culture that is entrepreneurial, professional, performance-driven, and highly ethical. EVI believes in fostering a work environment that rewards collaboration, values diversity of backgrounds, personal characteristics and opinions and motivates staff members to deliver consistently high performance, have the courage to question conventional wisdom, and embody the principles of EVI’s Code of Conduct in their decisions and actions.

EVI recognises the positive impact that flexible working conditions have on diversity, equity and inclusion, and has established policies to reinforce this:

- Vacation entitlements are uniform across EVI (with some variation from local law).

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<sup>1</sup> <https://www.who.int/gender-equity-rights/understanding/gender-definition/en>



- HR entitlements are uniform across EVI (with some variation from local law).
- EVI allows part time employment and homebased teleworking.
- EVI supplies employees with laptop computers and mobile telephones to facilitate home-office and work while on travel assignments.

EVI also pursues diversity, equity and inclusion by articulating what behaviours will not be tolerated, making available channels for reporting of non-compliance and committing to investigate and feed-back to employees who report transgressions, as outlined in EVI's Code of Conduct. Specifically:

- EVI will not tolerate discrimination on the basis of personal characteristics such as race, colour, nationality or ethnic origin, gender, marital status, sexual orientation, disability, age, political or religious beliefs.
- EVI has a zero-tolerance policy towards sexual exploitation and abuse, defined as acts of sexual violence, sexual assault, rape, sexual activity with a minor, transactional sex and solicitation of transactional sex.
- EVI will not tolerate any form of intimidating or threatening behaviour such as harassment, or bullying, or any other form of inappropriate behaviour.

### 7.5 EVI's commitments upon being informed of compliance concern

- Investigate in a professional, systematic, and analytical way, ensuring a conflict-free, neutral forum for reports to be resolved
- As much as possible, keep the identities of those who raise concerns, and those who may be implicated in any such report, confidential
- Take appropriate action
- Report back to the person(s) who raised a concern

This statement is done under the reality of being a small non-profit organisation. Having a small group of staff makes it even more important to pursue diversity, equity, and inclusion so everyone feel respected and appreciated.