

GENDER EQUALITY PLAN 2024-2027

INTRODUCTION

The current document presents the strategic plan for Universidade Europeia regarding gender equality, to foster a diverse and inclusive environment where gender equality is prioritized and integrated into all aspects of the institution, in line with Europa Education Group' organizational values.

This Gender Equality Plan is proposed as a defined set of measures, adopted to eliminate discrimination based on gender and contains goals, measures and feasible actions adapted to the reality of the organization, considering the deadlines for its deployment and the resources required and taking into account the status where the institution is nowadays.

The document outlines the general context of the institution, the organizational commitment with the plan, the implementation details with several initiatives and their expected timeline, and the accountability for the deployment, monitorization and evaluation of this plan.

ORGANIZATIONAL CONTEXT

Universidade Europeia (UE) is part of Europa Education Group (EEG), an international reference group in Higher Education that includes several educational institutions in Portugal and Spain. In Portugal, Ensilis is the establishing entity for UE, IPAM-Porto and IPAM-Lisboa, all part of the EEG.

Founded in 2013, Universidade Europeia is a private institution. As the successor to ISLA – Instituto de Línguas e Administração, the first private higher education institution in Portugal, operating since 1962, UE incorporated IADE in 2016, an institution with over 50 years of history and a reference in Design education in Portugal and Europe.

This path has allowed to form a solid group, which combines the experience, knowledge and values of its institutions, with a drive for innovation and to be at the forefront of Higher Education. UE's mission stands on developing quality higher education, capable of providing its graduates with skills to face current and future challenges, as well as to enhance their potential throughout their professional life.

Regarding the organizational structure, UE has four schools:

- a) The Faculty of Social Sciences and Technology, with a focus on the areas of Management, Human Resources, Law, Technology, Data Science and Social Sciences;
- b) IADE – Faculty of Design, Technology and Communication, with around 55 years of existence, recognized for its leadership and reputation in Design, Marketing and Advertising, Photography, Creativity, Communication and Game Development;
- c) The Online Faculty, the first online college in Portugal, has strengthened the UE's position in distance learning – an absolutely strategic area for the development of the group and in which EEG already has extensive experience; and
- d) The Faculty of Health Sciences, created in the end of 2022 with the purpose of affirming the strategic importance of this area for the educational, scientific and cultural project of UE and for expansion of EEG in Portugal.

SCOPE AND FRAMEWORK

As business management has to be in line with the needs and demands of society, UE assumes the commitment to implement the Gender Equality Plan in the company, following the guidelines set by the legislation and recommendations on this matter.

UE considers the implementation of this Gender Equality Plan as a differentiating value on its management framework. This intends to guarantee internal guidelines to bring together current practices and new measures to be developed, in order to ensure actions and interactions with internal and external stakeholders are free of discrimination on the basis of gender, contributing to progress towards a society in which equity and equality is real and effective.

This positioning is consistent with:

- Signing of *Carta da Diversidade (APPDI)*, that defines our commitment for equality of treatment and diversity as a pillar for internal guidelines and practices;
- The United Nations Global Compact and its Ten Principles in the areas of Human Rights, Labour, Environment and Anti-Corruption;
- The EU Gender Equality Strategy 2020-2025;
- Our Policy for harassment Prevention and Code of Ethics, that endorses equal opportunities and the existence of a safe and respectful campus environment for all, without gender-Based Violence and preventing harassment, for employees and students;
- Our general Compliance policy and the available reporting channel that allows anonymous report misconduct situations and address.

This Gender Equality Plan also follows the process and content requirements of the framework programme Horizon Europe. Therefore, the Equality Plan meets the following requirements:

- Public document published on the institution's website and signed by the top management, indicating the University's commitment to gender equality,
- Resources responsible for the design, implementation and monitoring of the gender equality Plan;
- Data collection and monitoring: collecting sex/gender-disaggregated data on workers (and students) and the creation of annual reports based on these indicators;
- Training: awareness-raising and training actions on gender equality.

The main goals of this plan are to:

- Promote an organizational culture that ensures fair treatment and equitable opportunities for all genders across the organization;
- Ensure equal access to employment and non-discriminatory practices in recruitment and selection;
- Ensure equal conditions to access to leadership roles and career progression;
- Monitor salary gender gap and assess the implementation of mitigation measures;
- Cultivate a work environment that supports work-life balance for all employees;
- Embed the gender dimension in research, teaching, and learning;

- Prevent gender-based violence and harassment on campus, as well as intersectional discrimination.

This plan is based on a commitment by top management, which ensures the human and material resources needed for its implementation, monitoring and evaluation. Simultaneously, it is:

1. **Comprehensive:** designed for everyone working in UE;
2. **Dynamic, flexible and adaptable:** to regulatory changes or changes in the operation of the organization itself;
3. **Preventive:** proactively reducing probability of future discrimination on grounds of gender;
4. **Temporary:** with a duration of 3 years, after which an evaluation of the effectiveness of results will be carried out, i.e. whether the planned objectives have been met. This evaluation will serve as the basis for the updated plan.

IMPLEMENTATION PLAN

The approach to this plan is based on a 3-year commitment, the period considered sufficient for implementing and collecting data on effective changes as a consequence of specific measures defined to address the goals and dimensions targeted.

This plan defines:

- a training plan for staff and faculty to increase awareness and introduce good practices;
- specific initiatives regarding each dimension that is under scope;
- KPI's for monitoring and evaluating each dimension in a continuous way;
- the departments accountable for plan deployment and monitorization.

1. Accountability for implementation and monitorization

This plan has full commitment of top management for its deployment, which guarantees the human and material resources needed for its implementation, monitoring and assessment.

According to these guidelines, Human Resources Department is responsible for ensuring the timely and adequate delivery of the measures defined, in alignment with the Academic structure and with any other departments whose action or resources may be necessary in order to comply.

For the measures specifically targeting integration of the gender dimension in research, knowledge transfer and teaching, the Academic structure, in alignment with the necessary stakeholders, is responsible for deployment according to plan.

2. Staff Training Plan

The transversal training plan for staff - in general and specifically for employees in senior / decision making positions - intends to increase global awareness on Diversity, Equity & Inclusion and the

understanding of gender equality, unconscious biases, and inclusive practices. Training provides participants with the knowledge, skills and values to contribute to the effective implementation of gender mainstreaming strategies in their scope of action and in the organization.

Training program	Global Contents and goals	Target	Timeline	Recurrence
Compliance	Understand the legal requirements for the activity, the importance of complying and individual responsibility on this matter. Have a comprehensive knowledge of the organization code of ethics.	All employees	2024	Annual + for new employees
Diversity, Equity and Inclusion	Understand the impact of diversity, equity, and inclusion in organizations. Recognize unconscious biases. Identify techniques to challenge biases and improve judgments and decision-making.	All employees	2025	Annual + for new employees
Gender Equity in Recruitment and Career Progression	Best practices for equitable recruitment. Recognize unconscious bias in recruitment and how to overcome it. Understand support measures that ensure all genders get equal chances to develop and advance their careers and reduce underrepresentation	People managers/hiring managers and HR	2026	One off + new leaders/hiring managers

Regarding the global training programs above, frequency should be mandatory for the target population and training recurrent annually, with additional sessions for new hires or people managers, as indicated.

Programs should be assessed regarding knowledge acquisition (upon conclusion) and, when possible, regarding impact on practices (>6 months after), in order to measure knowledge, increase and behavioural changes.

3. Initiatives 2024-2027

The section below presents a set of measures and indicators designed to address the following dimensions regarding gender equality: organizational culture and work-life balance; gender balance in leadership; gender equity in recruitment and career progression; integration of the gender dimension in research and teaching; and measures against gender-based violence and harassment.

a) Organizational Culture and Work-Life Balance

- Measures
 - o Maintain flexible work arrangements: policies for remote or hybrid work and flexible work hours, adjusted to differentiated functions on the organization
 - o Well-being initiatives: establish support programs focusing on mental health, stress management, and work-life integration, namely an EAP (Employee Assistance Program)
- KPIs
 - o Increase in employee satisfaction with work-life balance as measured by regular surveys.
 - o Utilization rates of flexible work arrangements.
 - o Participation in well-being programs.

b) Gender Balance in Leadership

- Measures
 - o Leadership Development Programs: embed gender equality awareness on leadership development programs;
 - o Gender Pay – promote salary policies aligned with the European Union guidelines for Pay Transparency while ensuring a meritocracy culture and a performance-based approach
- KPIs
 - o Monitor the evolution of ratios in terms of leadership positions held by different genders;
 - o Monitor gender gap on salary.

c) Gender Equity in Recruitment and Career Progression

- Measures
 - o Continue to ensure procedures that allow equal opportunities in the different stages of recruitment processes, and disseminate guidelines to recruiters and hiring managers;
 - o Promote a bias-free process of recruitment: assess the implementation of blind recruitment practices as a measure to minimize unconscious bias;
 - o Performance Review training: train managers to conduct fair and equitable performance reviews, regardless of gender or other diverse features;
 - o Career progression juries: implement recommendations to juries for non-discriminatory practices in evaluations for career progression.
- KPIs
 - o Monitor evolution of gender diversity of applicants and new hires: global and by department/role.
 - o Monitor retention rates of employees from each gender: global and by department/role.
 - o Monitor career progression by gender.

d) Integration of the Gender Dimension in Research and Teaching

- Measures
 - o Curriculum Review: conduct a review of curricula to ensure gender inclusivity and representation;
 - o Research Grants and Support: provide grants and support for research projects that incorporate gender perspectives.
 - o Teaching Resources: develop and distribute resources to assist faculty in integrating gender into their teaching methods and guaranteeing equal opportunities in this area.
 - o Create awareness to gender diversity and impacts on students learning process, through sensibilization initiatives held by the Office for Diversity and Academic Success (GADPSA).
- KPIs
 - o Evolution of number of courses incorporating gender perspectives.
 - o Monitor the amount of funding allocated to gender-focused research projects.
 - o Faculty feedback on teaching resources and support, through response to surveys.
 - o Participation rate on awareness initiatives developed by GADPSA.

e) Measures Against Gender-Based Violence and Harassment

- Measures
 - o Zero Tolerance Policy: establish and enforce a zero-tolerance policy for gender-based violence and harassment;
 - o Reporting Mechanisms: provide a channel for reporting harassment or other misconduct, allowing anonymous report;
 - o Support Services: through EAP and by liaising with counselling and specialized services for victims of gender-based violence when needed;
- KPIs
 - o Monitor number of reported incidents of gender-based violence and harassment.
 - o Usage of support services by affected individuals.

4. Monitoring and Evaluation

Monitorization and evaluation of the measures above is based on a regular appreciation and monitorization of the defined indicators, as follows:

- Monitorization of KPIs evolution regarding deployed initiatives - Annual Gender Equality Report;
- After the 3-year implementation period, report detailing progress against KPIs, identifying challenges, and outlining future actions.

The data collected for the purpose of monitoring and evaluating this plan are compliant with the General Data Protection Regulation (GDPR).

CONCLUDING REMARKS

By implementing this gender equality plan, Universidade Europeia aims to create a more inclusive and equitable environment that supports the success and well-being of all members, regardless of gender.

Through ongoing training, concrete measures, and accountability, the institution commits to progressively embed gender equality practices in all its facets, thus contributing for equal opportunities and non-discrimination in the community.

		
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