



CDISC European Foundation (CEF) Policy 001

Gender Equity Plan

REVISION HISTORY

Date	Version	Description	Author
January 12, 2024	1	original	Rhonda Facile/CEF Board of Directors and Officers

1. OVERARCHING GOALS

CDISC is a 501(3)(c) global non-profit charitable organization that was founded as a volunteer organization in 1997 and incorporated in 2000. Although it has headquarters in Austin, Texas USA, CDISC has hundreds of member organizations and thousands of volunteers located around the world. The CDISC European Foundation (CEF) is a related but separate entity that was formed in 2011 with headquarters located Brussels, Belgium. CEF was launched to enable CDISC to participate actively in collaborative projects that are funded and led by European-based institutions.

Equity between women and men is one of the fundamental values that CDISC protects. Equity means that everyone, regardless of gender, should have the same opportunities, rights, and obligations. CDISC seeks to have an even distribution between women and men's influence on work and working conditions, as well as between the number of women and men employed at all levels and in all departments.

There are currently no CEF employees.

2. PUBLICATION

This Gender Equity Plan will be reviewed and updated periodically, signed by CDISC CEF management and placed on the CDISC website.

3. DEDICATED RESOURCES

It is the responsibility of the President and CEO to ensure that the goal of an equal workplace is achieved, and that the work to promote gender equity is given sufficient resources.

Others with special responsibility for the promotion of gender equity include the Executive Leadership, Human Resources, and the Heads of departments.

There are currently no CEF employees.

4. DATA COLLECTION AND MONITORING

The President and CEO, the Vice President, Human Resources, and CDISC European Foundation Directors are responsible for appointing a committee for gender equity and equal treatment with special responsibility for monitoring and collecting information about efforts to promote gender equity, as required. This responsibility includes the following activities:

- Establishing and evaluating CDISC's gender equity and equal treatment plans, as needed.

- Preparing an annual report based on indicators or findings, as needed.
- Reviewing recruitment data to ensure appropriate demographics are reached.

4. TRAINING

CEF will conduct awareness raising/training on gender equity and unconscious gender bias for staff and decision makers. Topics to be covered include:

- Work-life balance and organization culture
- Gender balance in leadership and decision-making
- Gender equity in recruitment and career progression
- Integration of gender dimension in research
- Measures against gender bias violence including sexual harassment

5. GENDER EQUITY PLAN

The CEF gender equity plan is defined for CEF employees. According to this policy, CDISC will implement appropriate equity measures as needed. Issues relating to working conditions, gender distribution, parenthood, and harassment are dealt with in the gender equity plan.

To provide continuity in the workplace to promote gender equity, it is necessary to appoint someone to be responsible for the various equity issues specified in this plan. CDISC appoints the Vice President, Human Resources to be responsible for this plan and they can appoint others as necessary to help implement the plan. There are currently no CEF employees.

6. SITUATION REPORT

Gender distribution

The work to promote gender equity includes surveying the distribution between women and men. There are currently no CEF employees.

8. CHECKLIST

To be implemented when/if employees are hired within the European Union.

	Activity	Coordinator(s)	Timetable	Achieved
1	Public GEP: the GEP is a formal document published on the Institution's website and signed by the top management	Human resources (HR)		Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Dedicated resources: commitment of resources and gender expertise to implement the GEP	HR	Continuous	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Data collection and monitoring: sex/gender disaggregated data on personnel and annual reporting based on indicators	HR	Continuous	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Training: Awareness raising/trainings on gender equity and unconscious gender biases for staff and decision-makers	HR	Continuous	Yes <input type="checkbox"/> No <input type="checkbox"/>
Content-wise, which of the following recommended thematic areas does your Gender Equity Plan address, using concrete measures and targets?				
5	Work-life balance and organizational culture.	HR & Department Heads	During performance reviews	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Gender balance in decision making:			
	<ul style="list-style-type: none"> The gender equity plan and its proposals should be discussed at the HR's annual plan review. Investigate the gender distribution of managers of all levels, as appropriate. 	HR & Department Heads	During performance reviews	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Gender equity in recruitment and career progression:			
	<ul style="list-style-type: none"> When advertising a vacancy, encourage people of the underrepresented sex in the category to apply for the position. Newly hired staff should continue to receive information, both verbally and in writing, about CDISC's gender equity work and work against harassment. This should be done during onboarding for new employees. 	HR & Department Heads	During performance reviews and at New employee onboarding	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Integration of the gender dimension into research and/or teaching content. See point 4 above for organizational GEP training.	HR & Department Heads	During performance reviews	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Measures against gender-based violence including sexual harassment:			
	<ul style="list-style-type: none"> Newly hired staff will receive information, both verbally and in writing, about CDISC's gender equity work and work against harassment during onboarding, 	HR & Department Heads	During performance reviews	Yes <input type="checkbox"/> No <input type="checkbox"/>

	<ul style="list-style-type: none">Issues relating to the work environment in general, and sexual harassment in particular, should be raised during performance reviews.			
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9. IMPLEMENTING AND UPDATING THIS POLICY

The Human Resources will oversee the implementation and review of this Policy periodically.

10. AUTHORIZATION

This document has been approved and is in effect on this date:

Chris Decker

Title

Date

DocuSigned by:

Chris Decker

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CDISC President and CEO, CEF Board Member

March 5, 2024