



GENDER EQUALITY PLAN

InCommOn (Innovative Communities Onwards) is a non-governmental, non-profit organisation aimed at urban sustainability through the development of social and economic equity and environmental protection.

Our core principles and our manner of working include a commitment, in practice, to gender equality and non-discrimination based on gender in both our daily working processes, as well as the activities, events and research we undertake with the public.

A. Organisational culture

Work-life balance: All InCommOn staff and volunteers are offered flexible working packages within the framework of the labour laws of the country and the European Union. All staff are given a wide range of options to work from home and work diverse hours, but are required to attend specific meetings. Through regular discussion with immediate managers and open lines of communication, all staff members can adapt, change and re-organise working hours to fit with their other obligations and pursuits outside of work. All work-related 'apps' are advised to be turned off when an individual is not 'online' within their scheduled working hours. Holidays, sick leave and days off are arranged with managers in line with the labour laws of the country. Maternity leave is covered in line with the national laws and parental leave for partners is encouraged. All staff are encouraged to define and develop their jobs and work projects around their own interests, skills and personal growth (in-line with the aims and needs of the organisation). Monthly wellbeing sessions are offered to the entire team for free.

Gender balance in leadership: The initial and current General Director of the organisation is female, as are 70% of the staff, including team leaders and high-level programme coordinators. The Board of Directors is 100% female.

All staff and volunteers are encouraged to develop their skills and work towards promotions and leadership positions, if they so desire.

Gender equality in recruitment and career progression: InCommOn hires staff based on ability, experience, qualifications, potential and commitment to the principles of the organisation. We advertise for staff without reference to gender, but state that some of



roles include physical work. The selection process for hiring is carried out by a committee of diverse staff members, who do not ask any candidates about marital status, relationships, family status or future plans for children.

All staff are supported in pursuing their goals for personal development and career progression.

Measures against gender-based violence and sexual harassment: The founding principles and aims of the organisation include social equality and the equal (not 'same') treatment of all people. Therefore, the organisation has a zero-tolerance policy for any type of discrimination or harassment of any individual or group, including sexual harassment and gender-based violence.

The organisation has a system of confidential feedback among staff and managers should issues of sexual harassment or gender-based violence arise.

A designated Member of the Board of Directors (female) serves as a Gender Equality Officer and is obligated to investigate any reports of sexual harassment and take any legal and other appropriate measures.

All staff and volunteers are made aware that they should report any incidents to her or to their immediate managers, and they will be handled with discretion and within the regulations set out by law. The priority in any such case will be the protection and support of the person bringing the allegation, but an unbiased and fair process will be carried out, giving the accused person a just hearing before any decisions are taken.

Each team leader and project manager is obliged to report any incidents that they see or are told about, to the Gender Equality Officer. In cases of violence, they are also obliged to report this directly to the relevant authorities.

B. Interaction with the public (events, social research and community meetings)

Public events and meetings: InCommOn engages in a wide range of activities with the public, including participative discussions and events, community building, advocacy, 'street-work' and also social research.

Every event is open to the public as a whole (restricted only by issues of age appropriateness – that is, some activities are for children, others are for adults-and numbers of participants dependent on venue) and people of all genders are welcomed and given equal time and space to participate. Facilitators moderate all discussions to ensure



that no-one is excluded and that all voices are heard. Speakers and contributors to events are selected based on their experience, knowledge and relevance to the topic / activity, regardless of gender.

All of the activities and events (both for children and adults) are gender-neutral in nature, unless a specific group or meeting is requested by the community on a gender-sensitive issue.

The InCommOn headquarters is intended to be a community hub. Therefore, if the community decides that there is a need for a gender-specific group (e.g. women's group or an LGBTQ+ support group or a teenage boys' group) and wishes to use our physical space to meet, InCommOn would support this type of activity as it would provide a safe space for open discussion and solidarity. Due to inequalities in society, such activities (which by their nature are 'gender exclusive'), are ways of redressing the balance and providing a means to work towards greater Gender Equality in the community. In situations such as these, InCommOn will ensure that participants stipulate which InCommOn staff they wish to be present and this will be respected. InCommOn staff will be on site and may facilitate such meetings but will not intervene in their content unless they are prone to exclusivity or hate-speech, rather than the provision of a supportive and safe space for marginalised groups.

Research with the public: InCommOn carries out a wide variety of social research in order to understand the needs, skills and issues of the community in which it works so as to offer relevant services, activities and support. To achieve this aim, it is important to gain a clear picture of the gender issues and numbers within the community. When undertaking such studies, researchers ask respondents if they are happy to state their gender and offer the options "Male, Female, Non-Binary, Other, Prefer not to say".

Prior to any social questionnaires or interviews, the research team carefully considers the gender dimensions of the proposed work, to determine whether gender is of relevance to the particular set of issues being investigated. If it is not, no questions are asked, and no observations are recorded with regard to gender. If it is deemed relevant (as a demographic indicator, a means of identifying a problem, or an essential facet of delivering services) then the questions are phrased tactfully and answers are recorded as the respondent wishes to identify, rather than as the researcher determines.

InCommOn does not undertake any kind of research that involves interaction with the public which would require physical contact, the collection of biological materials or the



dispensation of any substances (such as medical research), therefore issues of biological gender differences are irrelevant as they are not within the scope of our work.

C. Data collection and monitoring

Public events: The InCommOn team collects data on gender via participation at our events in order purely to assess whether our work is reaching all genders equally or whether some types of activities seem to be of greater interest to one gender. The data is collated and utilised internally for the purposes of improving our events, but is not shared with any outside parties.

Research: The gender information gathered during research studies is utilised to analyse overall demographic data and results in order to improve services / resource distribution in the community and to allow for all voices to be heard. Research reports are generated from the studies and are published (including gender data) but these are stated as overall figures and with no names or identifying features included in any comments or findings shared with the public.

D. Dedicated resources and Training

The aims and methods of the organisation include the core goals of working towards inclusivity, equality and fairness. Therefore, all of the organisation's activities and manner of working (both internally and externally, with the public and other collaborators/organisations) uphold and promote gender equality as a central cross-cutting measure.

Each project considers and includes dimensions of gender equality from its initial stages of creation and monitors these throughout the project both in terms of staff involvement and with regard to the project participants and beneficiaries.

Gender equality is a built-in facet of all of our work. All project staff are trained in issues of gender equality and safeguarding against sexual harassment, through experiential learning; by working on inclusive and democratic projects and through the nature of the team meetings, working environment and organisational structure which train, support and demonstrate appropriate behaviours with regard to gender equality.

InCommOn teams hold weekly project meetings and all staff attend a monthly team-building session through which training is offered, including on gender equality, and



equally importantly, demonstrated through the manner in which the meetings and activities are undertaken.

The organisation has a safeguarding policy which outlines our commitment procedures with regard to the protection of vulnerable individuals and children, with whom we work on a regular basis through our projects - which also includes steps for guarding against sexual harassment and promoting gender equality.