

# GENDER EQUITY PLAN OF THE EUROPEAN INSTITUTE OF THE CULTIVATED FOREST

**September 2023 version**

**In accordance with the provisions of the French law on equal opportunities and gender equality, which updated [Chapter 3](#) of the Labour Code in March 2022, as well as legal commitments and the provisions of the European Commission's Horizon Europe Programme<sup>1</sup>, the members of the IEFEC, a non-profit association represented by its Board, recognise the importance of a gender equality plan. The measures proposed below are the result of a collective reflection within a small structure, with less than 10 employees, governed by a board. IEFEC is part of the SYNTEC branch agreement.**

IEFEC Gender Equality Plan (GEP), based on the Plan drawn up by BELSPO, was approved by the IEFEC Board of Directors on 21/12/2021 and recognises the need for targeted action on gender issues. The IEFEC undertakes to pursue its implementation in accordance with the procedures described in this document. The Gender Equality Plan follows the framework established by the European Commission and develops the 4 mandatory requirements ("building blocks") for a Gender Equality Plan, as well as the 5 recommended thematic areas. It is a continuation of the logic begun under the presidency of the IEFEC's first president, Margarida Tomé, in 2003.

## **1. Distribution and commitment**

The Gender Equality Plan is public.

It can be consulted at the following address:

<https://www.plantedforests.org/fr/equality-diversity-and-inclusion/>

This space dedicated to the Gender Equality Plan and gender issues on the IEFEC's "Non-discrimination and equal opportunities policy" page has been set up in collaboration between the Communications Manager, the Director and the President of the Board.

### **Action 1.1.**

Regular updating of the page dedicated to the GEP and information on the theme of gender and exclusion.

### **Action 1.2.**

In order to promote its dissemination, the GEP will be distributed by internal mailing to all IEFEC staff and to the Board, and subsequently as each step in its implementation is completed.

---

<sup>1</sup> The GEP falls within the scope of legal provisions to combat discrimination between men and women. It is in line with the political commitments set out in chapter 3 of the Labour Code, which applies to all private-sector organisations registered in France.

## **2. Dedicated structures**

The IEFC has appointed two contact persons within the structure responsible for monitoring the GEP and finalising its actions: the Director and the President of the Board. They are responsible for implementing the Gender Equality Plan.

### **Action 2.1.**

To monitor the Gender Equality Plan and its actions within the IEFC, including exchanges with the equity and harassment contact persons listed above.

### **Action 2.2.**

To ensure that the IEFC complies with changes in national regulations and the industry agreement.

## **3. Data collection and monitoring**

The secretariat has gender-disaggregated data on the workforce

### **Action 3.1.**

To provide all staff with staff data by gender, updated annually (on IEFC Nextcloud and on the website), taking into account the General Data Protection Regulation (GDPR).

### **Action 3.2**

Identify any imbalances, determine their origin and suggest ways of correcting them.

## **4. Awareness-raising and training initiatives**

To raising awareness of gender issues is an essential part of understanding and correcting the discrimination, stereotypes and other prejudices that can plague the working environment.

### **Action 4.1.**

To inform all new employees of their rights and duties in terms of equal opportunities.

### **Action 4.2.**

To inform each new member of the Board of their rights and duties in terms of equal opportunities.

## **5. Work-life balance & organisational culture**

Data relating to part-time work, parental leave, teleworking and, more generally, working time arrangements are managed by the IEFC director and secretariat.

As a private-sector association, IEFC is required to comply with the legal framework set out in the French Labour Code, the SYNTEC agreement and the company agreement, which form the basis for IEFC's action in terms of the organisation of staff working hours.

This legal framework will always at all times be applied respecting the principle of equality, and any employee, regardless of gender, can make use of it.

### **Action 5.1.**

To annually disclose to the Board the full-time equivalents of each employee each year in compliance with the GDPR.

### **Action 5.2.**

To identify imbalances, determine their origin and suggest ways of correcting them.

## **6. Gender balance in management and decision-making**

The IEFC needs to maintain a gender balance in its main decision-making body, the Board. Particular attention is paid to this when renewing its membership.

### **Action 6.1.**

To identify imbalances, determine their origin and suggest ways of correcting them to the supervisory authority when decisions are within its remit.

## **7. Gender equality in recruitment and career development**

As with the previous two points, the IEFC, as an organisation governed by private law, is bound by a legal framework. The Board, represented by its President, is the legal entity that employs the staff. It therefore works with the Director to ensure that recruitment complies with the rules on non-discrimination.

### **Action 7.1.**

to identify imbalances, determine their origin and suggest ways of correcting them to the supervisory authority when decisions are within its remit.

## **8. Measures to combat harassment based on gender**

All private organisations are required to comply with a legal framework that tackles harassment (Title V of Book I of the Labour Code) in all its forms, regardless of who the victim or perpetrator is. The IEFC, like other associations, has set up trusted persons (see Chapter 2). These people have received prior information.

All work relating to psycho-social risks (including harassment) is reported to the Board or the occupational health department (Medecine du travail).

**Action 8.1.**

To make sure there are posters with essential information in high-traffic areas to raise awareness.

**Action 8.2.**

To communicate essential information about harassment in all its forms via mailings, in order to maintain awareness.

Done on 10 September 2023

For the IEFC the President of the Board

Susana Barreiro.