

UnlockEquality:

Level up your workplace

1.Organisational Policies & Structures

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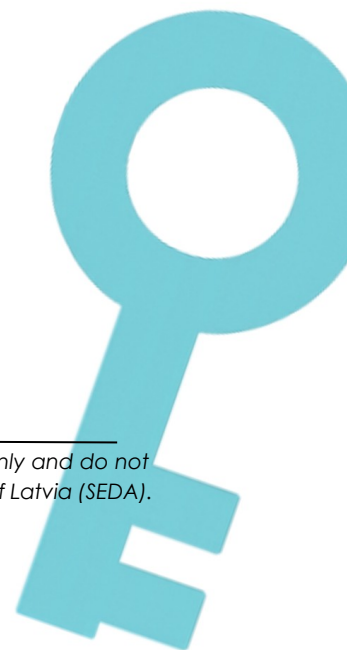


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UnlockEquality – Full Section 1 Checklist

Eu Legislation Organisational Policies

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1.1 Existence of Core Policies

Short Description

This checkpoint evaluates whether an organisation has clearly defined and codified anti-discrimination, equality, and diversity policies. These should apply to all staff, be legally compliant, and be recognised as foundational.

Practical Example

A company handbook includes an anti-discrimination policy endorsed by leadership and accessible on the intranet.

What to Observe:

- Presence of written equality and anti-discrimination policies
- Application of policies across all roles and departments
- Legal compliance with EU equality directives
- Clear endorsement from senior leadership

EU Law / EU Reference:

- Directive 2000/78/EC — Equal Treatment Framework in Employment and Occupation: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32000L0078>
- Directive 2006/54/EC — Equal Opportunities and Equal Treatment in Employment: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32006L0054>

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Checklist Assessment Table

Item (Checkpoint Title)	Yes	No	Needs Work	Notes
Written anti-discrimination policy exists	☐	☐	☐	
Policies apply organisation-wide	☐	☐	☐	
Leadership endorsement is visible	☐	☐	☐	
Compliance with EU equality law	☐	☐	☐	

1.2 Quality and Clarity of Policies

Short Description

This checkpoint focuses on whether policies are written in plain, inclusive, and actionable language, and whether they are practical for day-to-day guidance.

Practical Example

A policy uses straightforward terms and includes examples of acceptable and unacceptable behaviour.

What to Observe

- Use of clear and inclusive language

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- Actionable behavioural examples included
- Avoidance of legal jargon
- Accessible formatting and layout

EU Law / EU Reference:

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- EU Charter of Fundamental Rights, Article 21 — Non-discrimination:
<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:12012P/TXT>
- EIGE — Gender-Sensitive Communication Toolkit:
<https://eige.europa.eu/gender-mainstreaming/resources/gender-sensitive-communication>

Checklist Assessment Table

Item (Checkpoint Title)	Yes	No	Needs Work	Notes
Policies are in plain language	☐	☐	☐	
Inclusive and respectful terminology	☐	☐	☐	
Practical examples provided	☐	☐	☐	
Format and layout accessible	☐	☐	☐	

1.3 Accessible Reporting Mechanisms

Short Description

This checkpoint verifies that employees can easily report discrimination or harassment and that systems are safe, confidential, and trusted.

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Practical Example

A dedicated email address, phone line, and contact person are publicly listed in the staff handbook.

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What to Observe

- Clearly defined complaint procedure
- Confidentiality protections in place
- Multiple, accessible reporting channels
- Training on use of systems

EU Law / EU Reference

- Directive 2019/1937 — Whistleblower Protection Directive: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32019L1937>
- Directive 2006/54/EC, Article 17 — Access to Judicial and Administrative Procedures: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32006L0054>
- ILO Convention C190 — Violence and Harassment in the World of Work: https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C190

Checklist Assessment Table

Item (Checkpoint Title)	Yes	No	Needs Work	Notes
Clear complaint procedure	☐	☐	☐	
Confidentiality is protected	☐	☐	☐	
Accessible reporting channels	☐	☐	☐	
Staff are	☐	☐	☐	

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trained on procedures				
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1.4 Anti-Harassment Frameworks

Short Description

This section examines whether the organisation defines and prevents harassment, ensures victims are supported, and applies appropriate disciplinary procedures.

Practical Example

A policy defines harassment, outlines steps for filing complaints, and states that retaliation is forbidden.

What to Observe

- Harassment is defined in policy
- Procedures exist for formal and informal resolution
- Support for those affected
- Non-retaliation clauses present

EU Law / EU Reference

- Directive 2006/54/EC, Article 2 — Prohibition of Harassment and Sexual Harassment: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32006L0054>
- Directive 2000/78/EC, Article 2(3) — Harassment as a Form of Discrimination: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32000L0078>
- ILO Convention C190 — Violence and Harassment in the World of Work: https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C190

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Checklist Assessment Table

Item (Checkpoint Title)	Yes	No	Needs Work	Notes
Harassment clearly defined	☐	☐	☐	
Complaint and support procedures exist	☐	☐	☐	
No retaliation for complaints	☐	☐	☐	
Sanctions applied fairly and consistently	☐	☐	☐	

1.5 Data Collection & Monitoring Systems

Short Description

This checkpoint ensures the organisation tracks diversity, inclusion, and equality metrics over time and uses the data for improvement.

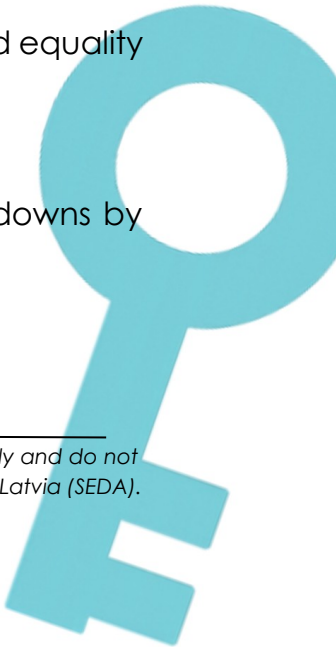
Practical Example

An annual report presents anonymised gender and diversity breakdowns by role and pay grade.

What to Observe

- Demographic data collected regularly

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- Data disaggregated by relevant variables (gender, age, etc.)
- Data used to identify inequalities
- Data shared with management and staff

EU Law / EU Reference

- Directive (EU) 2023/970 — Pay Transparency Directive (pay gap reporting obligations): <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32023L0970>
- Regulation (EU) 2016/679 — GDPR (protection of sensitive personal data in HR systems): <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32016R0679>
- Directive 2006/54/EC — Equal Treatment, Article 29 (statistical reporting): <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32006L0054>

Checklist Assessment Table

Item (Checkpoint Title)	Yes	No	Needs Work	Notes
Regular data collection exists	☐	☐	☐	
Data disaggregated and analysed	☐	☐	☐	
Trends reviewed by leadership	☐	☐	☐	
Reports shared transparently	☐	☐	☐	

1.6 Code of Conduct for Senior Staff

Short Description

This section assesses whether senior leaders are held to clear ethical standards, especially in modelling non-discrimination and inclusive behaviour.

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Practical Example

Leadership signs a Code of Conduct, and ethics training is included in onboarding.

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What to Observe

- Clear Code of Conduct in place
- Leadership trained on inclusion
- Leaders model respectful and equitable behaviour
- Consequences for breaches are enforced

EU Law / EU Reference:

- EU Charter of Fundamental Rights, Article 1 — Respect for Human Dignity: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:12012P/TXT>
- Directive 2006/54/EC — Equal Treatment obligations binding on leadership: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32006L0054>
- European Commission Gender Equality Strategy 2020–2025 — Leadership and accountability: https://commission.europa.eu/strategy-and-policy/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy_en

Checklist Assessment Table

Item (Checkpoint Title)	Yes	No	Needs Work	Notes
Code of Conduct exists and is visible	☐	☐	☐	
Leadership trained on equity	☐	☐	☐	

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Senior leaders model standards	☐	☐	☐	
Breaches addressed appropriately	☐	☐	☐	

1.7 Governance & Accountability Structures

Short Description

This checkpoint looks at whether there is a designated structure or role responsible for equality policy implementation and follow-up.

Practical Example

A diversity officer or working group monitors progress and reports to executive leadership quarterly.

What to Observe

- Clear ownership of equality frameworks
- Governance structures formally assigned
- Regular evaluation and updates to policy
- Reporting line to top leadership

EU Law / EU Reference:

- Directive 2006/54/EC, Article 20 — Equality Bodies and institutional responsibility: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32006L0054>
- Directive (EU) 2023/970 — Pay Transparency governance and enforcement mechanisms: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32023L0970>
- European Commission Gender Equality Strategy 2020–2025 — Institutional governance frameworks: https://commission.europa.eu/strategy-and-policy/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy_en

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Checklist Assessment Table

Item (Checkpoint Title)	Yes	No	Needs Work	Notes
Responsible role or team assigned	☐	☐	☐	
Governance structure supports action	☐	☐	☐	
Policies regularly reviewed and updated	☐	☐	☐	
Reporting to executive leadership occurs	☐	☐	☐	

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