

EQUAL OPPORTUNITIES POLICY

APRIL 2024





INTRODUCTION

NewClimate Institute strives to provide an inclusive, and respectful workplace environment for all its employees.

We believe that diversity is an asset. We work together to create an inclusive community for all staff and embrace the complexity and individuality each staff member brings to the organisation.

NewClimate Institute supports its employees regardless of their race, gender, sexual identity, sexual orientation, age, religion, belief, origin, nationality culture, disability and other various visible and non-visible characteristics that form a person's identity. Diversity and inclusion are important considerations in all of the activities NewClimate engages in and organises.

Our 'Equal opportunities policy' highlights our core values and approach to current and future employees, partners, and funders. It aims to reaffirm our commitment to ensure equal opportunities for all employees.

DEVELOPMENT & LEADERSHIP

- NewClimate strives to operate based on the principles of self-organisation, meaning that hierarchies are flat and that each staff member is encouraged to participate and contribute to decision making.
- All employees have the opportunity to take on internal roles according to their evolving interests and strengths, be they in thought leadership; project execution; coordination of projects and thematic topic areas; effective communication of our outputs; or ensuring the efficient functioning and health of our organisation.
- Personal development talks are carried out on a yearly basis with each staff member. They provide an opportunity to discuss progression based on individual interests, skills and circumstances. The talks are done in groups of three and follow a common procedure and notes which are reviewed for consistency to ensure equal treatment of all.
- NewClimate supports training of all its employees internally (on the job and through internal training sessions) and offers opportunities to take part in supported external training activities. Requests for individual external trainings are evaluated individually and are open to all permanent employees equally.

RECRUITMENT

- NewClimate welcomes applications regardless of a candidate's race, ethnic and social origin, religion, sex, sexual orientation, gender identity, national origin, disability, care responsibilities or age. Our human resources department removes unsolicited personal photographs from applications to minimise unconscious biases.
- Candidates are selected to find the most qualified, experienced, and suitable colleagues for the NewClimate team. In case of equal qualification of several candidates, diversity of the overall team is considered.
- Job advertisements are often flexible in their start dates to accommodate prospective employees who need the extra time to apply for visas and make relocation arrangements before they can start.

WORK-LIFE BALANCE

- NewClimate promotes a healthy workplace. Staff members can access mental health counselling sessions with an external organisation. The sessions are fully anonymous and are intended to help when dealing with acute challenges and to bridge the gap with any longer-term counselling needs. NewClimate also organises irregular meetings to discuss mental health topics, organised internally or with external support.
- At NewClimate, employees can structure their workday as long as they work the hours specified in their respective contracts. Where possible, we work during typical office hours to facilitate the organisation of meetings, ensure colleagues do not work overtime and allow for an easy exchange of information with colleagues and other organisations. Full-time employment is currently equivalent to 40 hours per week.

HARASSMENT AND GENDER-BASED VIOLENCE

- NewClimate is committed to providing a safe environment for all its employees, free from discrimination on any ground and from harassment at work.
- NewClimate operates a zero-tolerance policy for any form of harassment in the workplace. Harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker, or anyone working with NewClimate. This includes but is not limited to sexual jokes and innuendo, verbal abuse, commentary about an individual's body, leering, whistling or touching, and any other physical, verbal or visual conduct of an inappropriate nature.
- NewClimate encourages promptly reporting complaints or concerns to our human resources team. NewClimate is committed to preventing, correcting, and disciplining behaviour that violates this policy and will ensure protection against retaliation for those who report harassment.
- Any employee who engages in harassing behaviour is subject to appropriate and immediate action to respond to violations up to and including contract termination.

EVENTS AND MEDIA

- NewClimate strives for equal representation of colleagues in our public appearances, including presentations, virtual events, interviews with the press, among others. We acknowledge that some opportunities are predetermined by specific expertise, availability and seniority, but we aim for a diverse and equal representation of colleagues in the public where possible. We provide training opportunities for colleagues with less experience in media interactions.

MONITORING AND EVALUATION

- Key indicators on staff composition and representation are tracked annually to monitor progress and inform corrective action if needed. These indicators are regularly communicated internally to the team.
- NewClimate Institute will continuously review and update this policy as needed.

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