

SUMMARY OF ANTI-DISCRIMINATION GUIDELINE

1 Introduction

Schwarzkopf-Stiftung Junges Europa is committed to fostering a diverse, inclusive, and respectful environment for all individuals regardless of race, ethnicity, nationality, gender identity, sexual orientation, age, religion, disability, or any other protected characteristic. The organisation upholds a zero-tolerance policy towards any form of discrimination, harassment, violence, and boundary violations, including micro-aggressions.

The Anti-Discrimination Guideline serve as a comprehensive framework for fostering a fair, equitable, and inclusive workplace. The commitment to ongoing education, reflection, and structural changes ensures a continuous effort towards eliminating discrimination and promoting diversity within the organisation.

2 Core Principles

- **Solidarity:** Prioritizing the needs and preferences of those affected by discrimination and never trivialising their experiences.
- **Accountability:** Each individual is responsible for confronting and addressing discrimination, unlearning biases, and reflecting on their behaviour and thought processes.

3 Diversity-Oriented Organisational Development (DOOD)

Since 2020, the DOOD process was implemented to address discrimination at various levels:

- **Process Team:** A team representing diverse perspectives to guide and refine the DOOD process.
- **Anti-Discrimination Surveys:** Annual surveys to identify and address discrimination within the team.
- **Equal Pay Check:** Ensuring equal pay for equal work across genders.
- **Training and Reflection:** Regular anti-racism training and reflection sessions for all staff, particularly white-positioned team members and directors.

4 Education and Training

- **Annual Training Day:** Mandatory training on anti-discrimination, inclusion, and empowerment for all staff.
- **Empowerment:** Monthly meetings and workshops for BPoC (Black and People of Color) team members to discuss empowerment and anti-discrimination topics.

5 Internal Communication

- **Non-Discriminatory Language:** Emphasizing the use of inclusive language, respecting individuals' preferred names and pronouns.

- **Person-First and De-Stigmatizing Language:** Focusing on the individual rather than their condition or disability.
- **Pronoun Usage:** Encouraging the use of correct pronouns and promoting trans allyship through proper introductions and usage.

6 Working Together in the Office

- **Gender-Neutral Bathrooms:** All bathrooms are gender-neutral.
- **Religious Beliefs:** Providing accommodations for religious practices and dietary needs, while prohibiting religious proselytising in the office.
- **Dress Codes:** No gender-specific dress requirements.

7 External Communication and Events

- **Diversity-Oriented Communication:** Guidelines for barrier-free communication and handling instances of hate speech.
- **External Events:** Guidelines to ensure diversity-sensitive external events, including considerations for gender ratio, BPoC inclusion, and accessibility.

8 Recruitment, Inclusion, and Accessibility

- **Diversity-Oriented Recruitment:** Guidelines to promote a diverse and inclusive recruitment process.
- **Action Plan for Inclusion and Accessibility:** Commitment to creating an inclusive workplace for all employees.

9 Care Responsibilities and Work-Life Balance

- **Flexible Work Arrangements:** Supporting employees with care responsibilities through flexible working conditions.

10 Holidays and Remembrance Days

- **Celebration of Diverse Holidays:** Acknowledging and celebrating diverse holidays within the organisation.

11 Complaints and Conflict Resolution

- **Complaints Office:** The internal Complaints Office is designated to handle complaints related to discrimination. It ensures a safe, confidential, and accessible process for all employees to report incidents.