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EUROPEAN MANAGEMENT EDUCATION AND LEARNING (e-mel) LLP

GENDER EQUALITY PLAN

Work-Life balance and organisational culture

The company will automatically extend the temporary contract of a worker if they have been absent due to maternity, paternity or parental leave. This policy aims to encourage the career advancement of all members of staff.

The organisation is an advocate of and actively encourages “hybrid working” in order to improve the work-life balance of members of staff. By enabling workers to both work from home and come to the office, we aim to ensure that workers are able to fulfil family commitments as well as keep in touch with and meet fellow workers regularly. In addition, the organisation operates a flexible time process that enables those who find themselves with an unexpected family or caring problem to take time out and make up for it at another date. This is achieved by focusing on measures of work objectives and deliverables rather than measuring attendance time or time sat at a desk.

Where a worker is unsure about how to manage their work-life balance, management are happy to offer practical advice and find a mutually agreeable solution.

Organisational culture is a key enabler to achieving gender equality. We constantly strive to ensure our organisation is an open, respectful and welcoming place to work that is sensitive to a range of gender identities and that does not consider women and men as homogenous groups.

Harassment, bullying, discrimination or any other form of disrespectful behaviour is not tolerated. Instances of such behaviour are encouraged to be reported to senior management, whereupon an investigation will be conducted and disciplinary action taken against the offender. We encourage the use of inclusive language; the use of discriminatory language should always be called out and we encourage workers to do so.

Gender balance in leadership and decision-making

Our organisational management is 50% female and 50% male. Decision-making by management requires agreement of all parties and in so doing builds gender balance into the process. This balance is built into the organisational structure and will remain regardless of the individuals in place. Furthermore, the organisation will specifically look to encourage the maximum possible diversity in terms of gender, race, culture and sexual orientation.

This approach is also reflected in project management and day to day operations. Workers are all given gender equality training within one month of joining the organisation.

Gender equality in recruitment and career progression

We achieve gender equality in recruitment and career progression through:

- Providing unconscious bias training for recruiters, reviewing language used in adverts and being aware of language biases in recommendation letters
- Preferring open and publicly advertised recruitment and selection procedures over closed ones
- Using standardised CVs and undertaking blind assessment of CVs
- Ensuring that search and appointment panels are gender balanced
- Using a gender-neutral balanced scorecard approach to assessment
- Having a gender balanced assessment panel

Integration of the gender dimension into research and teaching content

We aim to achieve the integration of the gender dimension into our research and teaching content through considered use of language in all research and teaching outputs and, additionally, by specifically singling out gender as a topic within research and teaching outputs.

Measures against gender-based violence including sexual harassment

As a part of the organisational culture that we believe is required, we do not tolerate harassment or bullying of any kind. Sexual harassment is not to be accepted under any circumstances. Workers are encouraged to report any instances of such behaviour to senior management whereupon an investigation will immediately follow.

We operate a zero-tolerance policy on sexual harassment and bullying. Where a victim prefers a female only panel to investigate, this will be arranged together with the support of an appropriate co-worker to act as champion and mentor during the course of the investigation.

Signed: J. Moon, Partner



S. Moon, Partner



Date: 25th February 2022

Location: Marlow, UK