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# Equality and Diversity Policy

Being an Equal Opportunities Organisation, DAN Europe Foundation is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce.

It is within the company's best interests to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society.

Each employee will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination or harassment.

All employees, regardless of whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When DAN Europe Foundation selects candidates for employment, promotion, training, or any other benefit, it will be solely on the basis of their aptitude, competence and ability.

All employees will be given help and encouragement to develop and maximise their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

**DAN Europe Foundation's purpose is to:**

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
2. Not discriminate in accordance with the Laws of Malta namely the Equality for Men and Women Act, 2010. The protected characteristics include:
  - age
  - disability
  - gender reassignment
  - marriage or civil partnership
  - pregnancy and maternity
  - race (including colour, nationality, and ethnic or national origin)
  - religion or belief
  - sex
  - sexual orientation

#### **Registered address and Headquarters**

"DAN Building" - Sir Ugo Mifsud Street, -Ta'Xbiex, XBX 1431, Malta -Phone +356 2016 1600- Fax +356 2016 1699 - [danhouse@daneurope.org](mailto:danhouse@daneurope.org)

#### **Continental Operations Office**

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3. Oppose and avoid all forms of unlawful discrimination. This includes in:
  - pay and benefits
  - terms and conditions of employment
  - dealing with grievances and discipline
  - dismissal
  - redundancy
  - leave for parents
  - requests for flexible working
  - selection for employment, promotion, training or other developmental opportunities

#### DAN Europe Foundation commitments:

1. To create an environment in which individual differences and the contributions of all team members are recognised and valued.
2. To create a working environment that promotes dignity and respect for every employee.
3. To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
4. To make training, development, and progression opportunities available to all staff.
5. To promote equality in the workplace, which DAN Europe Foundation believes is good management practice and makes sound business sense.
6. To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
7. To encourage employees to treat everyone with dignity and respect.
8. To regularly review all our employment practices and procedures so that fairness is maintained at all times.

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DAN Europe Foundation has zero tolerance to harassment and victimisation.

Harassment which is sexual in nature is a criminal offence and the company shall not tolerate behaviour which constitutes sexual harassment by:

- a ) subjecting the victim to an act of physical intimacy; or
- b ) requesting sexual favours from the victim; or
- c ) subjecting the victim to any act or conduct with sexual connotations, including spoken words, gestures or the production, display or circulation of written words, pictures or other material where -
  - i ) the act, request or conduct is unwelcomed to the victim and could reasonably be regarded as offensive, humiliating or intimidating to the victim;
  - ii ) the victim is treated differently, or it could reasonably be anticipated that the victim could be so treated, by reason of the victim's rejection of or submission to the act, request or conduct.

Any complaints put forward to the HR Department will be thoroughly investigated and the company will take the necessary disciplinary action which could include dismissal on disciplinary grounds.

The company will inform all employees that an Equality and Diversity Policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

DAN Europe Foundation's Equality and Diversity Policy has been shared with all employees. Our policy will be monitored and reviewed periodically to ensure that equality and diversity is continually promoted in the workplace.

Malta, 11 April 2022

Alessandro Marroni  
President  
DAN Europe

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