

Ethics, Gender Equality and Non-Discrimination policy

DELIVERABLE D.1.2 INTERNAL POLICIES (SOPS),
WP LEAD: GCR



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1. Purpose and Scope

This policy outlines the commitment of POWER2UAMs consortium to actively promote, gender equality and prevent all forms of discrimination within its activities. It applies to all implementing staff, external experts, volunteers, adult participants, and child participants.

The project will adhere to EU values, including non-discrimination, gender equality, and safeguarding. Issues that may arise during the project implementation such as conflict of interest, bias, sexual harassment, discrimination, data sharing, health and safety and will be assessed through Complaint and safeguarding mechanisms (with targeted communication for UAMs).

More specifically,

- Partners will ensure balanced representation in local meetings through targeted invitations to both male and female representatives of local authorities and service providers.
- All project activities (workshops, trainings, advocacy events, etc.) will ensure equal participation of men and women to reduce gender gaps.

- Local strategies will focus on ensuring equal access to public services for boys and girls through gender-based analysis. A toolkit for local stakeholders will guide equal service access for men and women, including unaccompanied minors (UAMs).

The policy affirms the inclusion of all gender identities, including non-binary, transgender, and gender-diverse individuals. All participants will be informed of their rights and the complaint procedures at the start of each event or activity.

2. Guiding Principles

- **Equity and Inclusion:** Every person is entitled to equal access, opportunity, and respect, regardless of gender, age, or identity.
- **Non-Discrimination:** No individual will be excluded or treated unfairly due to gender, gender identity, gender expression, or sexual orientation.
- **Child-Centered Approach:** All activities involving children are designed and implemented with child protection, inclusion, and empowerment in mind.
- **Intersectionality:** We recognize that gender interacts with other identities (e.g., disability, ethnicity, age) and that responses must consider diverse experiences.
- **Community Ownership:** Gender equality and non-discrimination are shared responsibilities across all levels of project engagement.

3. Policy Commitments

3.1 Participation and Representation

- Actively promote the participation of women, men, and non-binary people in all project activities.
- Use inclusive strategies (e.g., focus groups, child-friendly feedback tools) to ensure the voices of children and marginalized groups are heard.

3.2 Safe, Inclusive Spaces and Infrastructure

- Provide access to safe space facilities or separate discussion spaces for young men and women, if desired and necessary.
- Ensure that physical spaces are free from harassment and allow for safe participation by all genders and ages.
- Avoid enforcing gender-based roles or expectations in the activities.

3.3 Language and Communication

- All communication materials and tools will use gender-inclusive language.
- Staff and volunteers will respect individuals' self-identified names and pronouns in all interactions.

3.4 Training and Capacity Building

- Staff, volunteers, and partners will receive training on gender sensitivity, unconscious bias, and inclusive practices.

- Child safeguarding training will incorporate considerations around gender identity and expression.

4. Monitoring, Evaluation, and Learning (MEL)

- Collect disaggregated data by gender, including non-binary and “prefer not to say” options where appropriate.
- Monitor gender-specific barriers or challenges faced by participants.
- Regularly evaluate the effectiveness of gender inclusion measures and revise practices based on feedback.

5. Roles and Responsibilities

- Project Managers and Leadership: Ensure policy implementation, allocate resources, and lead by example.
- Staff and Volunteers: Uphold inclusive practices and report any breaches of this policy.

6. Reporting and Accountability

Participants and stakeholders can report incidents of discrimination or exclusion through clear, confidential, and accessible reporting channels. **Report forms will be also available online in the project’s website in English and French and in the partner’s websites/or social media, also translated in the languages of the majority of the UAMs in the specific localities.**

Complaints will be taken seriously, investigated promptly, and addressed with appropriate corrective measures.

6.1 SOPs for reporting

A simple and effective procedure for addressing gender discrimination complaints should ensure **confidentiality, non-retaliation, accessibility, and clear action steps.**

1. Reporting the Complaint (Local/National)

Complaints can be reported verbally or in writing. Multiple safe channels should be available:

- Project manager or team lead
- Safeguarding or Gender Focal Point
- Designated HR contact or complaints officer
- Anonymous suggestion box or / email (safeguarding@gcr.gr)

2 Acknowledgement and Confidentiality

The recipient of the complaint must acknowledge it within 2–3 working days. All complaints must be handled confidentially — only staff directly involved in handling the case will be informed.

The complainant should be informed of:

- The next steps
- Their rights
- Available support services (e.g., psychosocial or legal)

3. Initial Review

A designated person or small team (trained in gender and safeguarding) conducts a preliminary assessment:

- Is this a gender discrimination issue?
- Is urgent action needed?
- Is further investigation warranted?
- Should it be referred for external investigation?

4. Investigation and Response

If appropriate, a referral for formal investigation to the Safeguarding Lead of GCR¹ is launched (ideally concluded within 30 days). All parties are interviewed fairly and separately. A decision is made based on findings.

Actions may include:

- Mediation (if appropriate)
- Policy review
- Awareness/training measures
- Disciplinary action (if appropriate)

5. Outcome & Follow-up

Both the complainant and the accused (where applicable) are informed of the outcome (respecting confidentiality).

Support (emotional, legal, professional) should be offered to both parties.

¹ Vasiliki Katrivanou, Head of Social Unit, Safeguarding Lead v.katrivanou@gcr.gr

The case is documented securely, and follow-up monitoring is conducted to ensure no retaliation or repeat incidents.

Reports and outcomes will be documented and used to inform continuous improvement.

Policy Review and Adaptation

This policy will be reviewed midterm, or earlier if needed, to reflect evolving needs, legal standards, and best practices in gender and inclusion. Feedback from staff, adult and child participants, and stakeholders will inform all updates.

Approval & Endorsement

This policy is approved and endorsed by the consortium and applies to all activities and Work Packages.

Effective Date: 30/4/2025

Next Review Date: 31/5/2026

Annex I

Discrimination Complaint Form

This form is to report any incidents of discrimination, harassment, exclusion, or unfair treatment within the implementation of activities of POWER2UAMs project. Reports can be submitted online to ... anonymously or with contact details.

All information will be kept confidential.

1. Basic Information (Optional)

Name: _____

Role (e.g., participant, staff, volunteer): _____

Contact Information (email or phone, if follow-up is desired): _____

2. Incident Details

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Description of the Incident (What happened?):

Who was involved (if known)?

3. Type of Issue (Please check all that apply)

Gender-based discrimination

Bullying or harassment

Exclusion or unfair treatment

Verbal or physical abuse

Other (please explain): _____

4. Impact Statement

How did this incident affect you or others?

5. Action Taken (if any)

Did you speak to someone about it or take any immediate steps?

6. Desired Outcome

What would you like to see happen in response to this complaint?

7. Consent for Follow-up

I agree to be contacted about this complaint

I prefer to remain anonymous