



IMS LUXEMBOURG
Inspiring More Sustainability



CHARTRE
de la **DIVERSITÉ**
LËTZEBUERG

The Diversity Charter Lëtzebuerg

→ IN PRACTICE

.....
Luxembourg's leading network for Corporate Responsibility
.....

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1. The challenge of diversity



Numerous studies show that organisations that recognise the potential of their diverse workforce perform better than those that do not.

The challenge of a diversity policy is to ensure that each person has **employment and career opportunities in line with their skills and aspirations**, respecting and considering their individual characteristics (gender, age, ethnic or social background, disability, language, religion or belief, political opinion, sexual orientation, among others).

The concept of managing diversity and inclusion in the workplace is based on the simple idea that **recognising the plurality of human profiles within an organisation contributes to economic success** if it is consciously integrated into its strategy and management practices.

In this context, the signing of the Lëtzebuerg Diversity Charter clearly demonstrates an organisational commitment, both internally and externally, towards accepting and valuing differences in the professional world.



THE BUSINESS CASE OF DIVERSITY

Diversity



Increase the economic and human performance of the organisation

Develop its capacity for innovation
Better understand the expectations of its various customers or users
Open up to new markets towards sustainable development



Optimise human resources management

Better manage skills
Encourage the involvement of its employees
Prevent tomorrow's shortage of workforce



Demonstrate commitment as a socially responsible company

Diversity is one of the aspects of Corporate Social Responsibility (CSR)



Prevent image risks and loss of reputation



To be in conformity with legal requirements

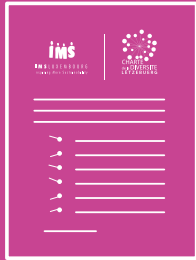
Discrimination

Risk

Opportunity

2.

The Diversity Charter Lëtzebuerg



The Diversity Charter is a **commitment text articulated around 6 articles** and proposed for signature by any organisation in Luxembourg, whether private or public, public limited company or non-profit organisation, and whatever its size. As a national charter, it provides a common vision of diversity and supports signatories in their commitment to implement diversity management beyond legal obligations.

The ninth Charter in the European Union, created by IMS Luxembourg, is **part of the European network of Diversity Charters**, led by the European Commission's DG Justice, and is sponsored by Mrs Corinne Cahen, Minister of Gender Equality and Diversity, Integration and the Greater Region.

In order to monitor the project, a **Committee for the Diversity Charter Lëtzebuerg** has been set up. It is composed of **Comité 7 privileged private and public partners** - CACEIS Investor Services Bank, Deutsche Bank, HSBC Luxembourg, Linklaters, the Ministry of Gender Equality and Diversity, Integration and the Greater Region, PwC and Sodexo - as well as IMS Luxembourg, the project initiator.



6 articles

1 common vision of diversity

1 European network

1 committee for the Diversity Charter

7 privileged partners



3.



A commitment text

Valuing diversity in organisations requires a voluntary and proactive approach. In conjunction with the Committee for the Diversity Charter Lëtzebuerg, IMS Luxembourg is setting up a dedicated structure with a qualified team team to offer free services to the signatories of the Charter:

- an exchange platform,
- regular information on diversity available on the platform,
- the provision of tools and studies on the subject,
- thematic conferences,
- an annual official signing session,
- workshops for exchanging around practices,
- a newsletter,
- a practical guide and an e-learning programme on «Diversity Management».

The signatory organisations and institutions will be visible and referenced on the Diversity Charter Lëtzebuerg's website.



For an organisation in Luxembourg, commitment to Diversity means going beyond the legal obligations with respect to non-discrimination and considering the multitude of profiles to be an indisputable asset in terms of organisation's performance.

Carrying out a Diversity approach means putting respect and development of a person's unique talents and skills at the heart of the organisation culture and practices.

Continually working towards creating a more inclusive organisation enables each and every person to grow and find his or her place within society and contribute to the richness of our country.

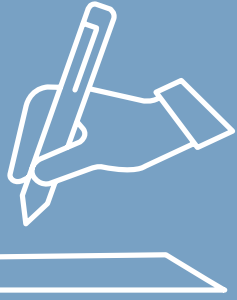
In order to achieve this ambition, the organisation represented by commits in signing this Charter to:

- 1 **Raise awareness, train and involve** management and staff on Diversity issues, which should be considered as a source of enrichment, innovation, progress, and social cohesion.
- 2 **Define a Diversity policy** and implement practices and action plans that consciously include a strategy for managing individual differences.
- 3 **Apply** the principles of equal opportunities and promotion of Diversity as much in the organisation's decision-making and management processes as in its human resource management.
- 4 **Evaluate** these practices, their results and their effects regularly.
- 5 **Communicate** the organisation's commitments and the results of the actions to all stakeholders.
- 6 **Encourage** all of these partners to work in favour of non-discrimination and the promotion of Diversity.

Signed in Luxembourg, on ____/____/____

Signature

4.



Subscribing to the Charter

All organisations based in the Grand Duchy, i.e. a profit or non-profit organisation, regardless of their size and activity, are invited to sign the national charter. The registration process consists of several simple steps:



The organisation fills in the online application form on the website:
www.chartediversite.lu



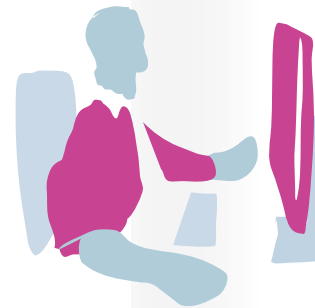
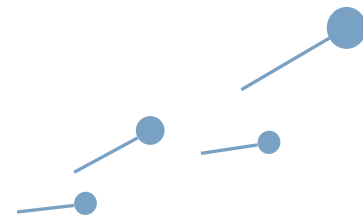
The organisation must then sign the moral contract.



If they are not an IMS member, they will also have to pay the membership fee.

Membership fees for 1 year:

- From 1 to 49 employees: 100 euros
- From 49 to 249 employees: 400 euros
- More than 250 employees: 600 euros



After registration, the organisation's CEO is invited to officially sign the Diversity Charter Lëtzebuerg during the annual official ceremony.



Once the signature is official, the Lëtzebuerg Diversity Charter team provides the organisation with the logo and graphic charter.



Every two years, the organization will have to report on its diversity management practices on: www.chartediversite.lu

It will also have to respond to the two evaluation questionnaires (national and European) every 3 years used to publish the «Diversity and Business» barometer.




Questions concerning your subscription ?
Please contact info@chartediversite.lu

5. The signatory's commitment



By signing the Charter, organizations commit to fight against all forms of discrimination and to implement a policy in favor of equal opportunity and diversity, focused on the recognition and valorization of individual skills.

Signing the Diversity Charter Lëtzebuerg is a key step in a long-term process. By committing to the promotion of diversity, the organization will **clearly define its diversity issues, select priority themes according to its context and produce a diversity management policy.**



To avoid this commitment remaining a mere declaration of intent - which would be detrimental to all signatories - **this politic is to decline in action plans and initiatives** to lead to concrete results.

The signatories agree to:



→ Publish information on the activities carried out in the form of public **practical sheets** every two years.



→ Fill in anonymously the two evaluation questionnaires used to publish the «Diversity and Business» barometer every 3 years.



→ Pay the membership fees every year, if the organisation is not a member of IMS Luxembourg.



An organisation which does not respect its commitments would be automatically excluded from the list of signatories.



See all the best practices published by the signatories at www.chartediversite.lu



As part of their commitments, signatories must report once every three years on their practices in diversity management by responding to two questionnaires (national and European). The responses to the national questionnaire provide an overview of the current state of diversity in Luxembourg and pointers to issues that need to be addressed within organisations. The European questionnaire identifies EU-wide trends. The data collected and analysed is used to draw up the «Diversity and Enterprise» barometer.

This questionnaire serves three main purposes, which are to:

1. **To provide an overview of diversity and related practices** in Luxembourg and European organisations.
2. **To provide a self-assessment tool and inspire signatory organisations.** Thanks to the themes covered, the questionnaire makes it possible to take stock of the actions that have been put in place and their impact on the organisation.
3. **Observe the evolution of the signatories' diversity management policies.**



The barometer in short

For the Diversity Charter Committee, the barometer makes it possible to know the impact of the actions carried out as well as the needs of the signatories. It will then be possible to orient and adapt the Charter's missions according to the results obtained.



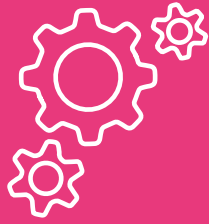
To go further

The Lëtzebuerg Diversity Charter has published **two practical guides and an e-learning programme** on diversity management to support the members of its network in implementing their practices and actions.

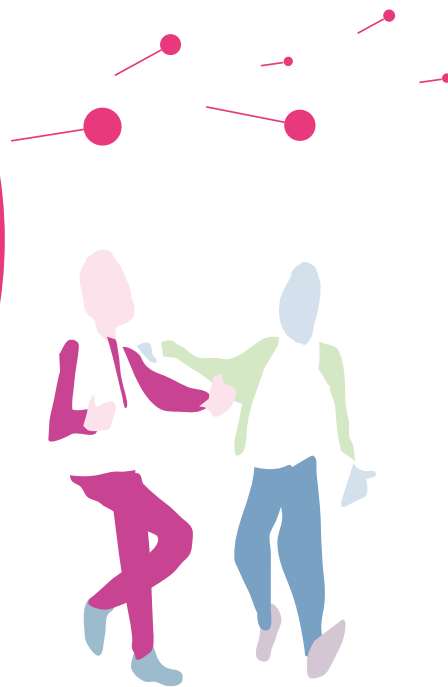


Consult the Diversity Management in times of crisis practical guide on www.chartediversite.lu

6.



The Charter's structure



The more you give, the more you get back!

The Diversity Charter Lëtzebuerg exists through the commitment, actions and knowledge sharing of its network of signatories. The contribution of each and every one of them plays a major role in understanding the challenges of diversity management in the Grand Duchy and thus paves the way towards a network of organisations with the common goal of a more inclusive and sustainable society.

Sharing good practices and knowledge, what does this bring to the signatories of the Diversity Charter Lëtzebuerg?

- Access to a network for sharing diversity practices and the possibility of inter-company collaboration on these issues.
- More visibility (social networks, Charter website, events, etc.).
- Capitalization of knowledge (tools, documents, e-learning...).
- The possibility to test ideas and find solutions to current or future diversity issues.
- Being heard at a national and European level.



Each signatory of the Lëtzebuerg Diversity Charter has a status of:

- **Basic:** default status when the organisation becomes a signatory.
- **Advanced:** status achieved through continuous action and commitment. Your experience in diversity and inclusion now sets you as a role model and you gain visibility within the network.
- **Ambassador:** accessible only by invitation from the Lëtzebuerg Diversity Charter, this status, as well as including the Advanced benefits, confers new opportunities, in particular greater visibility within the network.

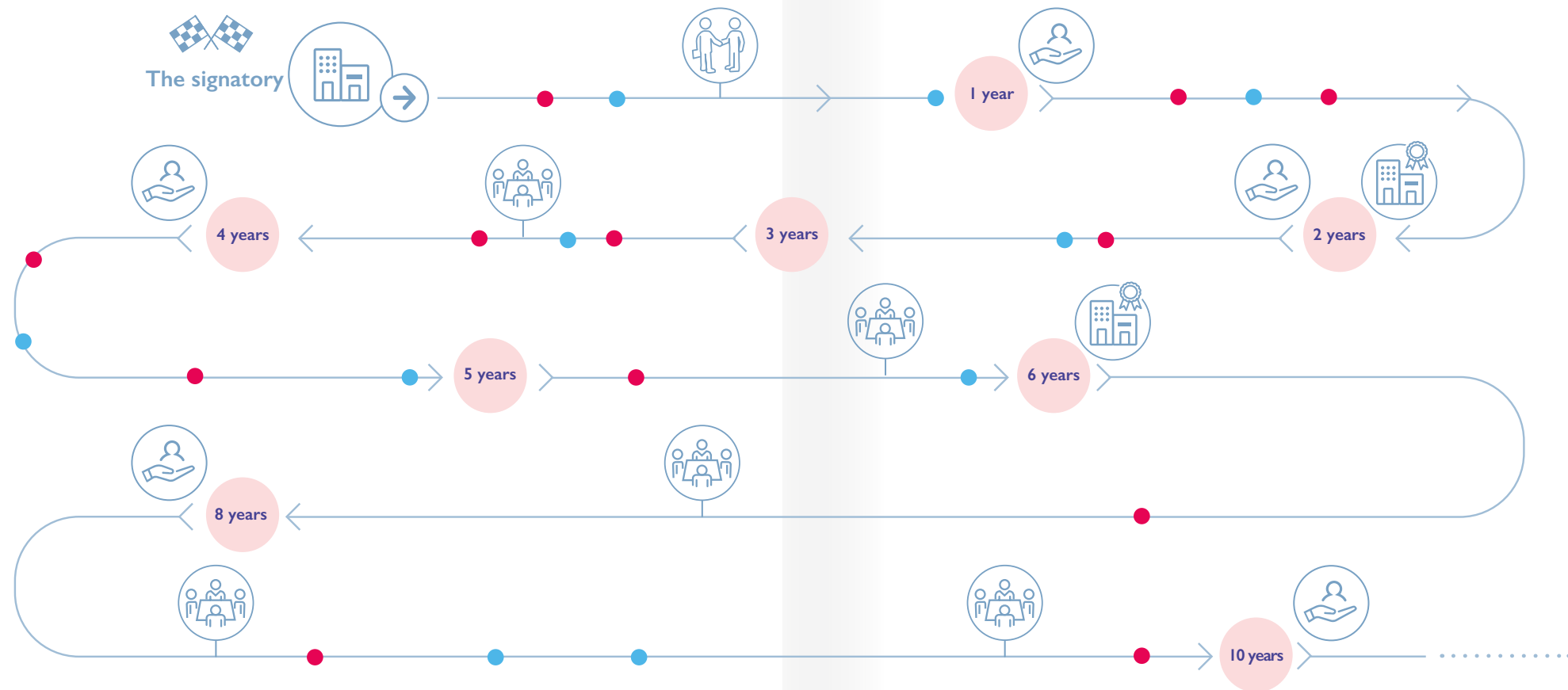
This allows each signatory to see where it stands in terms of diversity and inclusion and to measure its contributions. These statutes offer new benefits, new opportunities and new ways of working together, while encouraging innovation in the implementation of its actions.



Find out more about the different statutes on www.chartediversite.lu

How to evolve as a signatory?

Typical path:



Meeting with the Diversity Charter's team



Signatory's evaluation



Possible access to the *Advanced* or *Ambassador* status



Working group (solution- or theme-oriented)

● Charter's events : Diversity network, workshop, conference...

● Visibility or special communication



For more details on the benefits attached to each status, go to www.chartediversite.lu

7.



Key events and meetings in the Grand Duchy



The Diversity Charter Lëtzebuerg is recognised through its concrete projects for employers and the organisation of key events in the Grand Duchy:



Diversity Networks are events organised 3 to 4 times a year and which allow the presentation of practices implemented by signatory organisations of the Diversity Charter. These meetings, reserved for signatories, allow the sharing of testimonies, the exchange of practices, challenges and questions on the implementation of an inclusive talent management policy.



Since 2015, the Diversity Charter Lëtzebuerg organises every year the Diversity Day Lëtzebuerg, the national diversity day in the Grand Duchy. This event aims to bring together companies, public organisations and associations, whether or not they are signatories, to promote diversity.

Conferences, information meetings, workshops, stands, exhibitions, innovative partnerships, launch of new products and services... So many virtual and face-to-face events were organised across the country. Traditionally, this day is marked by official visits by a delegation made up of representatives of IMS Luxembourg and the ministry sponsoring the Charter.





The Diversity Awards are organised every 2 years since 2015. This event highlights innovative and replicable practices in terms of diversity management in 4 distinct categories:

- Recruitment, welcome and integration,
- Career management,
- Well-being and working conditions
- Communication, values of the organisation.

12 nominees (3 per category) are selected by a pre-jury of experts, who are then assessed by a jury chaired by the ministry sponsoring the Charter.

The 4 winning practices are unveiled at a ceremony. The Diversity Awards Lëtzebuerg highlight the growing involvement of private, public and voluntary organisations in these areas.



8.



The Charter's signatories

The Diversity Charter Lëtzebuerg network, consisting of more than 250 signatories, works on a daily basis in favour of diversity management,

employing

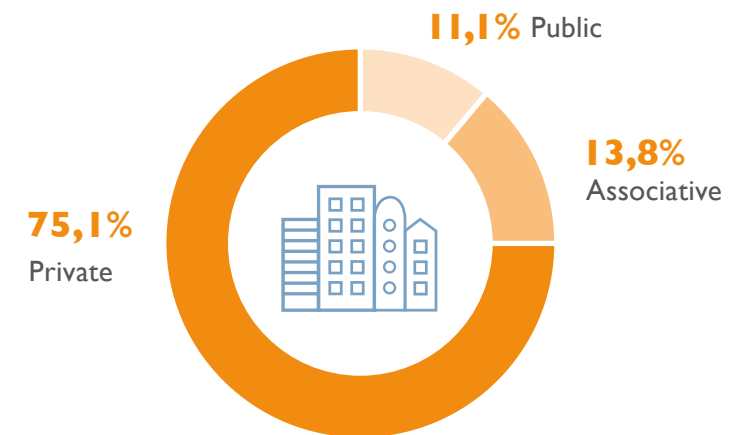
close to **100,000** employees,

representing

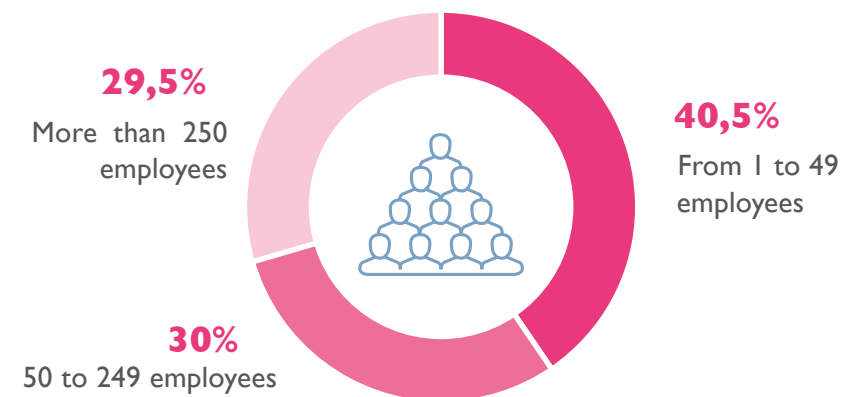
21,5%

of the national pay roll.

Signatories' profile

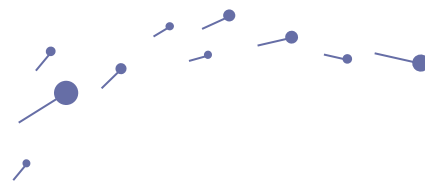


Signatory organisations' size



9.

A European-wide exchange platform



The European Commission recognises that Diversity Charters contribute to the fight against discrimination in organisations and to the promotion of equality. Therefore, since 2010, **met it has been providing and supporting an EU-wide platform for exchanges between national Diversity Charters.**

Supporting the various initiatives that promote diversity management in companies, this platform allows existing national diversity charters to meet regularly in meetings, expert seminars and annual events in order to share their experiences, good practices and develop common tools.

The issues addressed are **multiple and linked to the non-discrimination criteria specific to each country**, and linked to the non-discrimination criteria specific to each country. The European initiatives, on the other hand, bring together several charters under the same flag and make it possible to extend the scope of their actions and their message.

The 26 European countries that have a national Diversity Charter are currently part of this platform.



Consult the Charters by clicking on the different countries or go to www.chartediversite.lu





IMS - Inspiring More Sustainability - has been the leading network of Luxembourg companies involved in Corporate Social Responsibility (CSR) for over 16 years.

IMS explores new solutions and concretely tests sustainable alternatives through working groups and pilot projects with Luxembourg companies.

Through these projects, IMS facilitates initiatives by mobilising all stakeholders (private, public and associations).

IMS is an independent, non-political and non-profit organisation that benefits from the expertise of an agile and creative team. The network represents 16% of the active population in Luxembourg and is the national representative of the European organisation CSR Europe.



The Diversity Charter Lëtzebuerg is supported by:



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*You wish
to promote diversity
and defend non-discrimination?*

**Become a signatory
and act for diversity.**

www.chartediversite.lu

The Diversity Charter Lëtzebuerg is supported by:



Linklaters



Luxembourg's leading network for Corporate Responsibility

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