

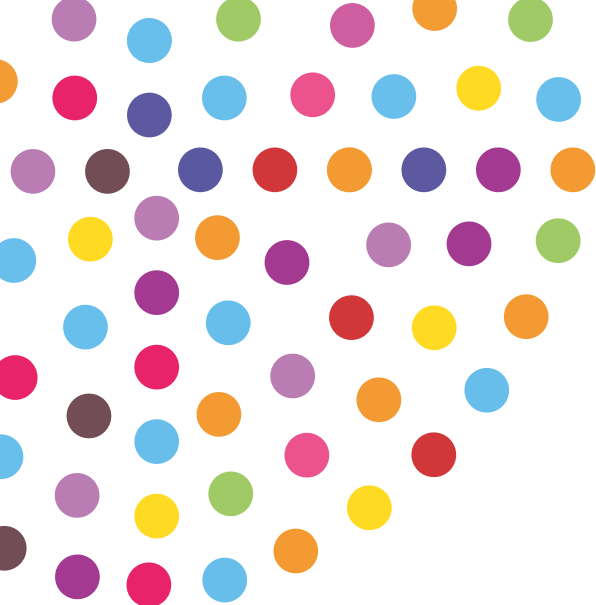
The Diversity Charter Lëtzebuerg

→ IN PRACTICE

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

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A word from the Minister

By taking an interest in the Diversity Charter Lëtzebuerg, you recognise the potential and richness of diversity. You also recognise that the plurality of human profiles within an organisation contributes to its success, provided that this diversity is managed and integrated into the organisation's strategy and practices. You are prepared to take a bold stand in favour of diversity to create an inclusive working environment, which recognises and values the skills of your employees while respecting their individual characteristics, such as gender, age, disability, origin, religion or sexual orientation, etc.

Since 2012, the Diversity Charter Lëtzebuerg supports its signatories in their commitment by animating a peer network. This network will enable you to benefit from advice on raising awareness of diversity issues as well as on the definition, implementation and evaluation of concrete actions.

As patron of the Diversity Charter Lëtzebuerg, I encourage all organisations, whether private, public or associative, to join this movement and implement a diversity management strategy, because it is by creating more diverse working environments that we will create a more just and egalitarian society.

Corinne Cahen

Minister of Family Affairs,
Integration and the Greater Region
Patron of the Diversity Charter Lëtzebuerg

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, race, 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, a Diversity Charter represents a strong signal, both internally and externally to an organisation, of the professional world's commitment to accepting and valuing differences.



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 manpower.



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

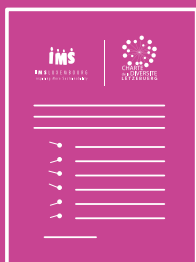
Discrimination

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 for Family, 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** - Deutsche Bank, HSBC Luxembourg, Linklaters, the Ministry for Family, Integration and the Greater Region, PwC, RBC Investor & Treasury Services 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.

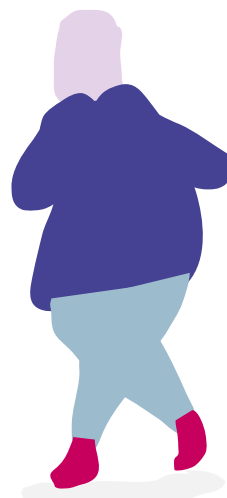


A commitment text

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 « Vos bonnes pratiques font notre diversité »,
- a practical « Diversity Management » guide.

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



«Œuvrer en faveur de la Diversité pour une entreprise* au Luxembourg signifie dépasser les contraintes légales en matière de non-discrimination et considérer la multitude des profils comme réel atout de performance pour l'entreprise.

Mener une démarche de Diversité, c'est inscrire le respect, la valorisation des talents et compétences uniques de chaque individu au cœur de la culture et des pratiques de l'entreprise.

Contribuer à construire une entreprise plus inclusive, c'est permettre à chaque individu de trouver sa place au sein de la société et de s'y épanouir en contribuant à la richesse de notre pays.

Afin de réaliser cette ambition, l'entreprise
représentée par
s'engage, par la signature de cette charte, à :

- 1 **Sensibiliser, former et impliquer** les décideurs et collaborateurs aux enjeux de la Diversité en tant que source d'enrichissement, d'innovation, de progrès et de cohésion sociale.
- 2 **Définir une politique de Diversité** et mettre en œuvre des pratiques et plans d'actions qui intègrent consciemment la gestion des différences individuelles des personnes.
- 3 **Décliner** les principes d'égalité des chances et de promouvoir de la Diversité tant dans les processus de décision et de gestion de l'entreprise que dans la gestion de ses ressources humaines.
- 4 **Évaluer** régulièrement ces pratiques, leurs résultats et leurs effets.
- 5 **Communiquer** à l'ensemble des parties prenantes de l'entreprise les engagements pris et les résultats concrets des actions menées.
- 6 **Encourager** l'ensemble de ses partenaires à également œuvrer en faveur de la non-discrimination et de la promotion de la Diversité.

Fait àle 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



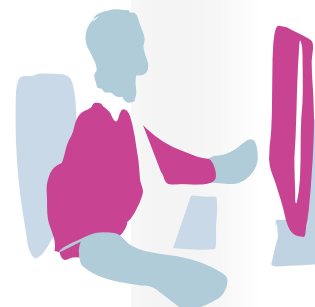
The organisation must then sign the moral contract.



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

Registration 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 Diversity Charter Lëtzebuerg's team gives the logo and graphic charter to the organisation.



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

It must also answer the evaluation questionnaire every 3 years to complete the diversity 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.



Anonymously fill out an evaluation questionnaire that will be used to complete the diversity barometer every 3 years.



Pay the registration 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.



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



As part of their commitments, signatories must report on their diversity management practices once every 3 years by answering a questionnaire administered by IMS. The data collected and analysed is used to establish a barometer. *Since 2023, the questionnaire is open to European Diversity Charters and the barometer will be able to give EU-wide trends.*

This questionnaire serves three main purposes, which are to:

1. **Offer an inventory of diversity and practices** that are associated with it in Luxembourg organisations each year.
2. **To provide a self-assessment tool and inspiration for signatory organisations.** Thanks to the themes addressed, the questionnaire makes it possible to take stock, every two years, 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 questionnaire 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

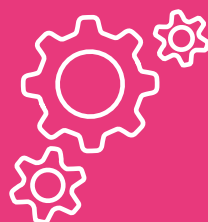
The Diversity Charter Lëtzebuerg has published **two diversity management practical guides** to support its network members in the implementation of their practices and actions.



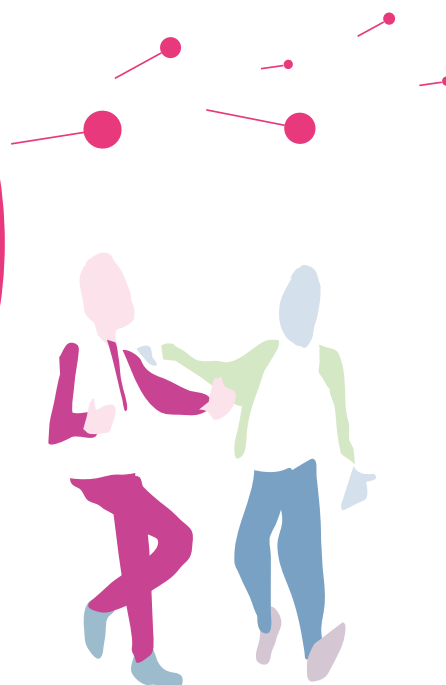
Consult the Diversity Management in times of crisis practical guide on www.chartediversite.lu



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.



Since 2021, each signatory of the Diversity Charter Lëtzebuerg has a status:

→ **Starter:** the starting point; the expectations and benefits attached to this status are communicated at the time of signing.

→ **Advanced:** a 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 of the Lëtzebuerg Diversity Charter; this status, in addition to including the Advanced benefits, confers new possibilities, notably that of leading an Autonomous Working Group.

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.

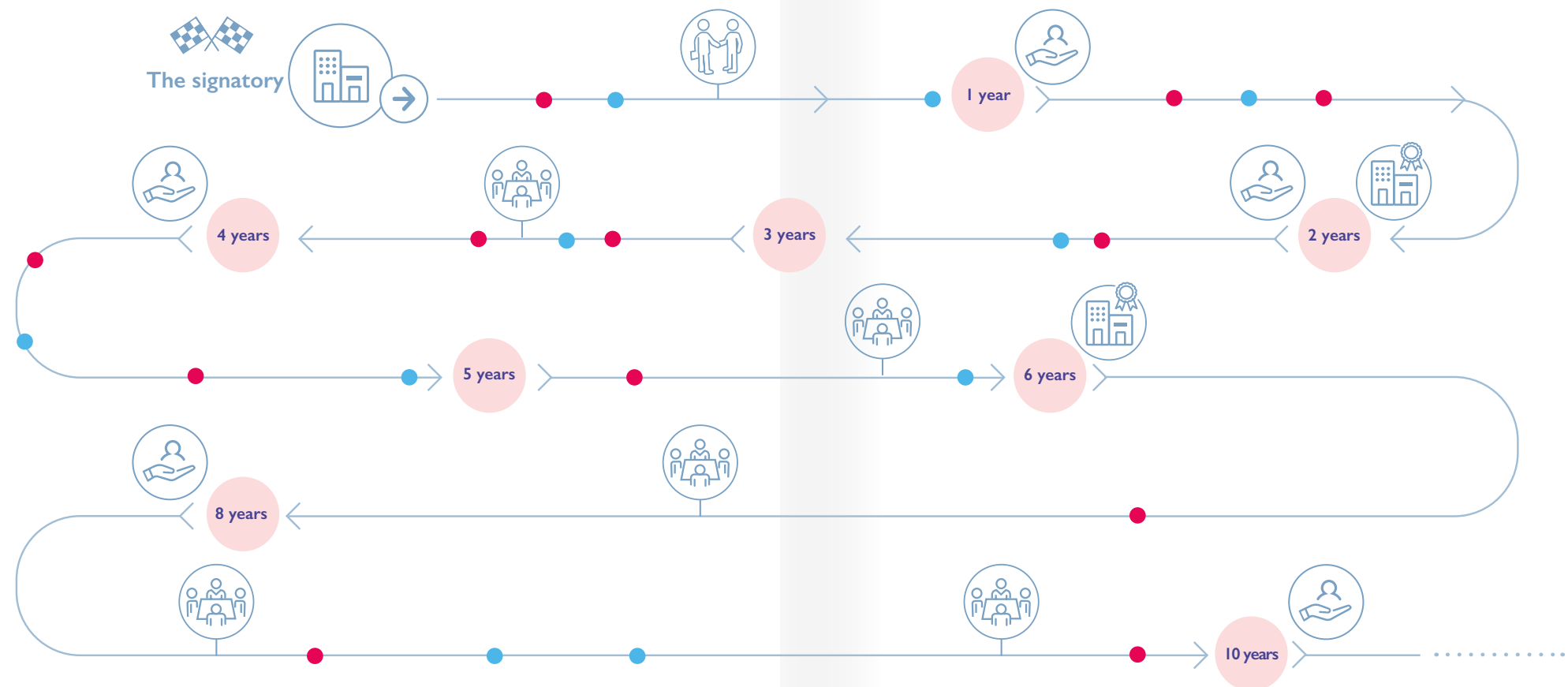


Find out more about the advantages of becoming a signatory on www.chartediversite.lu



How to evolve as a signatory?

Here is a typical path:



Meeting with the Diversity Charter's team or an Ambassador



Signatory's evaluation



Possible access to the Advanced or Ambassador status



Working Group (solution- or theme-oriented)

● Charter's events : training, networking, workshop...

● Visibility or special communication



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

7.



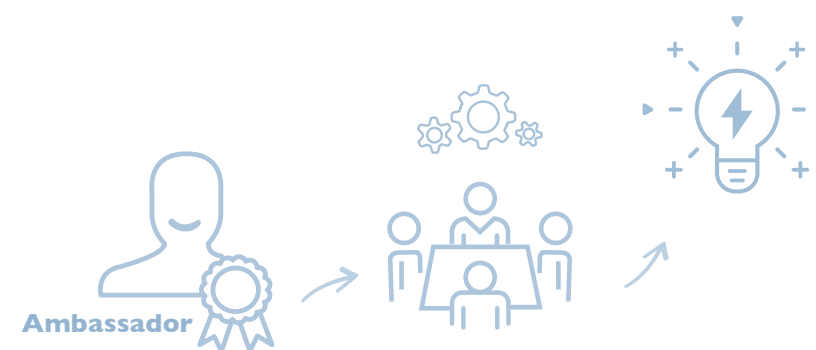
The Autonomous Working Groups



The Diversity Charter Lëtzebuerg offers signatories the possibility, at one time or another, to participate in an **Autonomous Working Group (AWG)** led by an organisation with Ambassador status.

Composed of professionals from signatory organisations, these working groups enable **collaboration on the resolution of current diversity issues, with the Charter's strategy**. These issues can be related to age, gender, sexual orientation, religion or ethnicity, or they can address more cross-cutting needs.

These projects, which take place over a period of one to two years, aim to **produce and share knowledge at a national, European and international level**. As the Diversity Charter is only an observer and promoter of the initiative and its resources, the organisation of the various meetings, the working methods and the results provided are the responsibility of the Group. **international**.



Learn more on the Autonomous Working Groups on www.chartediversite.lu

8.



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 on a theme related to diversity in companies. 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 or face-to-face activities were organised in the Grand Duchy. Traditionally, this day is marked by official visits with a dedicated tour by a delegation composed of representatives of IMS Luxembourg and the Minister for Family, Integration and the Greater Region, who has sponsored the Charter since its creation.





DIVERSITY AWARDS LËTZEBOURG 2021

The Diversity Awards are organised every 2 years since 2015 at the end of Diversity Day. 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 for each edition by a pre-jury of experts, and are then evaluated by a jury chaired by the Minister for Family, Integration and the Greater Region.

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.



9.



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

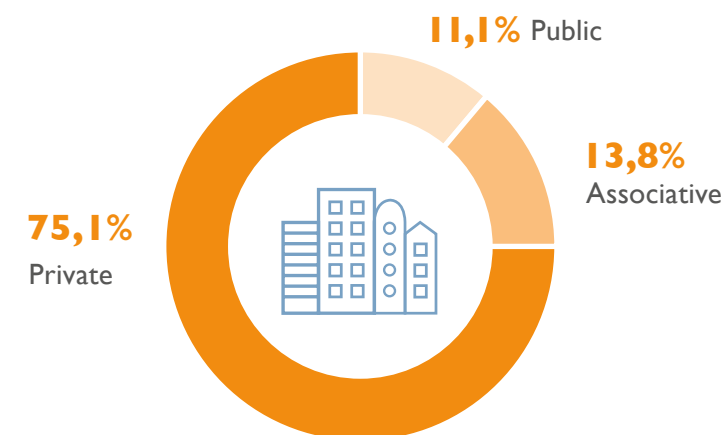
close to **100,000** employees,

representing

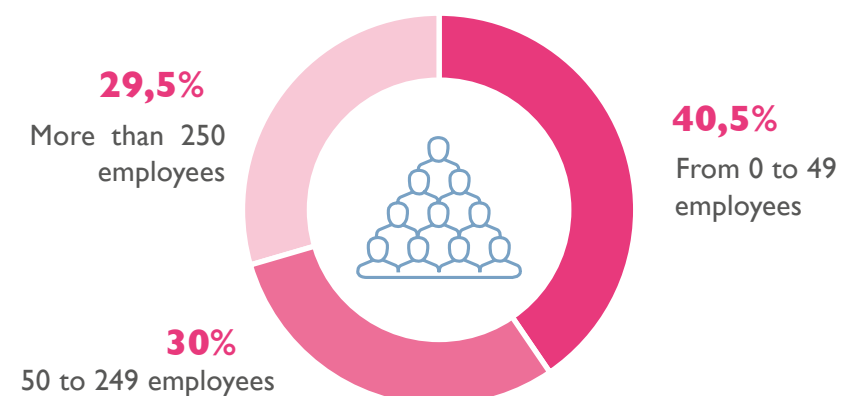
21,5 %

of the national pay roll.

Signatories' profile



Signatory organisations' size



10.

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 an annual forum 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 15 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:



Committee for the Diversity Charter Lëtzebuerg

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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



**RBC Investor &
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sodexo

Luxembourg's leading network for Corporate Responsibility

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