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OPSIZO
Diversity and Inclusion in Microenterprises

WP3 – Block 4 Check-list

Recruitment: gender-neutral advertisements

1. Go for gender-neutral language, which does not genderize any part of the job and job description.
2. State explicitly the importance given to diversity and inclusion issues, in order to encourage anyone interested in applying.
3. Enable the job candidates to indicate, while applying, if they have specific needs in order to adapt the setting during the interview and/or trial period.
4. Enable the candidates to indicate, when filling in the application, the personal pronouns they prefer to use.
5. Set the job application to 'any gender', in order to overcome gender binarism (man-woman).

Recruitment: neutral and inclusive recruitment process

1. Remove the applicant's identifying factors from the CV and analyze it in a blind recruitment, so as to exclude information that could influence the evaluation and generate bias.
2. During the interview, ask which pronouns the candidate prefers to use.
3. Know and comply with your country's regulations with regard to which topics you may not ask in an interview or recruitment.

4. During the interview, only ask questions strictly related to the professional field.
5. During the interview, ask all candidates the same questions, so that people can be compared on the basis of the same elements.
6. For the interview, use two interviewers, in order to obtain a more objective assessment and limit the effect of the biases.
7. Once the job is obtained, provide the new employee with all the diversity and inclusion measures and policies put in place by the enterprise.
8. Once the job is obtained, provide the new employee with training on diversity and inclusion issues.

Human Resources management

1. Wage equality between men and women.
2. Provide regular surveys to measure the business climate in terms of diversity and inclusion.
3. Provide training on diversity and inclusion issues for the management.
4. Ensure at least 30% female participation in all roles and positions in the business.
5. Offer team-building activities (which are as close as possible to the employees' interests) in order to improve the organisational climate and foster affiliation with the company.

Internal diversity and inclusion management practices

1. Provide a diversity and inclusion committee.
2. Adopt non-discrimination and equal opportunities policies.
3. Adopt a Code of Conduct for the protection of the rights, the equal opportunities and against discrimination.
4. Adopt an informal procedure for reporting discriminatory actions or behaviour of which the employee has allegedly been a victim.
5. Adopt a formal procedure for reporting discriminatory actions or behaviour of which the employee has allegedly been a victim.
6. Provide access to a psychological help desk with the functions of assistance, support, guidance and information, particularly aimed at those workers who have felt discriminated.
7. Implementing interventions aimed at preventing all possible forms of discrimination.
8. Setting up digitalisation courses to make women more skilled, with the aim of bridging the gap that women usually face in terms of digitalisation.
9. Provide events that show closeness and support in the stand for the rights of sexual minorities.
10. Provide events that show closeness and support for women and sexual minorities on international days (International Day for the Elimination of Male Violence against Women, International Day against Homo-lesbian-Bi-transphobia, etc.).

Communication / Marketing

1. Use inclusive language and avoid gender connotations wherever possible.
2. Use authentic and non-stereotypical images.
3. Use an approach, in your marketing activities, that does not address only one target group.
4. Provide, through social media, contents supporting women and sexual minorities on international anniversaries or days (International Day for the Elimination of Male Violence against Women, International Day against Homo-lesbo-bi-transphobia, etc.).

Infrastructure: common areas, toilets, etc.

1. Provide gender-neutral toilets, ensuring respect for privacy and in accordance with relevant legislation.
2. Provide gender-neutral changing rooms, ensuring respect for privacy and in accordance with relevant legislation.
3. Provide nurseries or spaces suitable for children.
4. Provide baby changing facilities (or similar) that can be used by workers with family responsibilities, regardless of their gender.
5. Providing suitable places for breastfeeding children.

6. Displaying flags, posters or other items showing closeness and support for sexual minorities.
7. Provide for items showing closeness to women and sexual minorities to be set out on international days (International Day for the Elimination of Male Violence against Women, International Day against Homo-lesbian-Bi-transphobia, etc.).

Work-family reconciliation

1. Provide, through policies or articles in the Code of Conduct, for actions to prevent direct and indirect discrimination against pregnant women and workers with family responsibilities.
2. Easing the transition back to work after pregnancy.
3. Provide leave for breastfeeding children and for their assistance.
4. Provide equal paid paternity leave.
5. Provide working flexibility in terms of time and place, e.g. the possibility of smart working by regulating working hours.

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