



GENDER EQUALITY AND DIVERSITY POLICY



Confederation of European
Probation

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1. General principles

Gender equality and diversity are fundamental principles in a safe and just society. The importance of gender equality and respect for diversity are recognised as core principles in the work of the Confederation for European Probation (CEP). This relates both to its operational functions and its work as a member organisation which seeks to promote the effective use of community sanctions in order to promote wider social inclusion. This policy sets out the key principles and actions informing this approach.

1.1. Definition of key terms:

Conscious Bias/Unconscious Bias: In the case of conscious bias a person is very clear about their feelings and attitudes, and related behaviours are conducted with intent. Implicit or unconscious bias is when we make judgments or decisions on the basis of our prior experience, our own personal deep-seated thought patterns, assumptions or interpretations, and we are not aware that we are doing it.

Discrimination: Discrimination can be based on a variety of grounds, such as sex, race, ethnicity, gender, colour, language, religion, political or other opinion, national or social origin, association with a national minority, birth, sexual orientation, gender identity and expression, sex characteristics, age, state of health, disability, marital status, migrant or refugee status, or other status.

Gender Equality: Gender equality entails equal rights for all, as well as the same representation, visibility, empowerment, responsibility, and participation, in all spheres of public and private life. It also implies equal access to and distribution of resources regardless of gender. Source: [Council of Europe Gender Equality Strategy 2018-2023](#)

Gender Mainstreaming: Gender mainstreaming refers to the integration of a gender equality perspective across all organisational action. It is a strategy that helps organisations make better decisions to achieve gender equality including as they relate to policy decisions.

Intersectionality: An intersectional approach can allow for insight into the more complex forms of discrimination, exclusion and violence to which individuals may be exposed. Various grounds on which such discrimination is based may intersect, leading to unique lived experiences and vulnerabilities. In the context of gender equality policies, an intersectional approach can be used to understand, take into account and address the interactions between gender and sex and other personal characteristics/statuses as listed above and the resulting compounded forms of discrimination. Anyone can be vulnerable to these forms of discrimination, but certain groups of women and girls are particularly exposed to them and thus stand to benefit in particular from an intersectional approach to gender equality policies. Source: [Council of Europe Gender Equality Strategy 2018-2023](#)

1.2. Why CEP decides to produce and implement a gender policy and diversity?

CEP, the Confederation of European Probation, is an organization strongly committed to human rights, anti-discrimination, and social justice. Furthermore, CEP has reaffirmed its commitment to gender equality, diversity and non-discrimination by adopting a new policy to ensure the equal representation and treatment of all genders in both their internal management and public international events as well as inclusion and non-discrimination for any ethnic background, minority or social status, beliefs, ability/disability, economic and communication factors.

CEP wants to become more proactive and explicit in promoting gender mainstreaming and diversity as a way to achieve gender equality and combating multiple and intersecting discriminations.

As mentioned in CEP Internal Regulations (Point 55), *CEP has implemented gender mainstreaming in its strategy and strived to secure a gender-sensitive approach in all its actions and gender-based representation. This CEP gender and diversity policy therefore seeks to promote gender equality and non-discriminatory mainstreaming in accordance with the Gender Mainstreaming Toolkit (and following the EC Gender Equality Strategy 2020-2025) and wider diversity and inclusion policies. CEP contributes to tackling multiple and intersecting discrimination. Furthermore, CEP follows the Recommendation CM/Rec (2010)5 of the Committee of Ministers to Member States on measures to combat discrimination on grounds of sexual orientation or gender identity. CEP also recognises, and where needed, addresses discrimination on the grounds of age, ability, race, ethnicity, religion, sexual orientation, criminal record, family status or other grounds.*

1.3. What are the aims and objectives of this policy?

- CEP's gender equality and diversity policy sets out the organisation's commitment to operating in a gender inclusive and non-discriminatory way.
- CEP recognises that its staff and stakeholders come from diverse backgrounds with varying experiences and needs.
- CEP is committed to ensuring gender equality, diversity and inclusion are embedded into our day-to-day working practices, and wider organisational activities.
- To promote gender equality and non-discriminatory mainstreaming in accordance with the Gender Mainstreaming Toolkit (and following the EC Gender Equality Strategy 2020-2025), wider diversity and inclusion policies. CEP contributes to tackling multiple and intersecting discrimination.
- To achieve gender mainstreaming in all CEP policies and measures: internal management of CEP and organization of international activities.
- CEP wishes to emphasise the transparency aspect as good governance principle.



1.4. Who is affected by this policy?

The Gender equality and diversity policy imposes rights and responsibilities on CEP Presidium, Board and Staff.

CEP promotes non-discrimination, diversity, gender equality and ensures equal opportunities and facilitates equal conditions within the Presidium, Board and staff.

It is important that CEP lead by its own example. Having a clear commitment to promote gender and non-discrimination and through the adoption and promotion of gender mainstreaming approaches CEP offers its member organizations a good example of how these issues can be addressed. This accords with CEP's wider *mission to promote the social inclusion of offenders through community sanctions and measures, and through its commitment to improve professionalism in the field.* \

1.5. What are the underpinning documents on which this gender equality and diversity policy is based on?

- [CEP Statutes](#) and [Internal Regulations](#)
- [CEP Statement on probation values and principles](#)
- The 2021 CEP audit on "How CEP addresses cross-cutting equality, equity, marginalisation, discrimination, and human rights issues including those related to gender, race, minority or social status, beliefs, ability/disability, economic and communication factors"
- [The EU Gender Equality Strategy 2020-2025](#)
- [Council of Europe Gender Equality Strategy 2018-2023](#)
- [Council of Europe Gender Equality Strategy 2024-2029](#)
- [EU Charter of Fundamental Rights](#)



2. Gender equality and diversity policy on CEP internal management and organization

The CEP gender and diversity policy is reflected in its own internal organization. This means that CEP respects and promotes gender equality and non-discrimination of its staff in their working place and in CEP's organizational structure (Presidium and Board). With this aim CEP designates one of the CEP Policy officers to be responsible for the Gender Equality and Diversity topics and put in place the measures indicated below.

Furthermore, in terms of leadership CEP is committed to embrace a collaborative leadership style which is a distinctive way of leading, marked by inclusiveness, empathy, and dialogue.

2.1. Presidium and Board

2.1.1 Selection of Presidium and Board

As mentioned in CEP Statute Article X on "Board and officials" point 4: *The composition of the Board shall, in so far as possible, be a reflection of the distribution within the CEP membership, the European regions and the public-law and private-law members, and be a balance between the genders and other interests.*

CEP is committed to achieving diversity among its members including diversity from the perspective of gender, age, ethnicity, area of competences and across different EU member state regions. The Board aims to achieve gender equality taking into account the best suitable person for the position either Board member or Presidium member.

2.1.2. Work dynamics of Presidium and Board

The work dynamics of the Board and the Presidium will be based on promoting participation, listening and respecting the diversity of members' points of view and contributions. This will be reflected in the generation of the agenda for meetings and the conduct of meetings.

2.1.3 Training and reflection on gender equality and non-discrimination perspective

As members of the Board and Presidium are representatives of CEP in meetings and various events, CEP will organize periodically, for and with them, single activities of training and reflection on gender and non-discrimination awareness, conscious and unconscious bias, analysis, and planning, in order to make sure that all Board members share an understanding on gender equality and diversity perspectives.

2.2. Staff

Regarding its staff, CEP aims to promote a gender-sensitive and non-discrimination approach across all domains of work, including: access and recruitment; promotion; leadership; working conditions; training; and an established system to handle queries and complaints. CEP fosters an organizational climate of respect for workers in an environment of equal conditions, without discrimination or violence of any kind.

2.2.1 Staff selection and welcome

CEP ensures that decisions related to employment are based on individual's merit, through the implementation of gender-sensitive and non-discrimination recruitment processes.

CEP is committed to recruiting diverse staff members including diversity from the perspective of gender, age, ethnicity, area of competences and across different EU member state regions. CEP also aims for gender equality taken into account the best suitable person for the position.

Once recruited, new staff will be supported in its inclusion process both in a personal and a professional level by an experienced colleague. This mentoring process will be planned and developed in a non-discrimination and gender-sensitive way including conscious and unconscious bias.

2.2.2 Promotion

Any promotion in the workplace (salary, status) is free from any discrimination. CEP ensures that decisions related to promotion are also and only based on individual's merit.

2.2.3 Leadership, participation and work conditions

Implementing gender friendly and non-discrimination policies in the internal functioning applies at all levels of the organisation. This includes organisational leadership that promotes gender equality and diversity.

CEP is committed to implement a gender-responsive leadership focused on an inclusive perspective where team members are treated equitably, feel a sense of belonging and value, are invited to participate, their contributions are taken into account, are appreciated on their talent, and have the resources and support they need to achieve their full potential, regardless of their gender, ethnicity and/or background.

CEP ensures salary wage differentials are free from any type of discrimination.

The reconciliation of family and professional life is laid down in Article 33 paragraph 2 of the EU Charter of Fundamental Rights. Reconciliation of work and family life is also a key objective of the European Commission's Strategy on Gender Equality 2010-2015. With this in mind, CEP promotes work life balance measures aimed at a better reconciliation of work and personal life:

- CEP is committed to implement family-friendly measures aimed at a better reconciliation of work and personal life, for example part-time and remote working; to promote non-discrimination, diversity, gender equality, well-being, equal treatment, to ensure equal opportunities and facilitate equal conditions within the staff and lead as an example to CEP members.
- For those who have caregiving and family responsibilities (including any direct family member such as parents, children and/or partners) by promoting work life balance and family-friendly measures aimed at a better reconciliation of work and personal life.
- CEP maintains flexible ways of working, where all types of flexible work are valued and in place available for all employees.

2.2.4 Training on gender equality and diversity perspectives

CEP will promote the training of its staff, including managers, regarding gender policies and practices and diversity topics and will ensure the reflection on the practical application of what have been learned in their daily work.

Any new member of the staff will follow an initial training focused on gender equality and diversity and all the staff will be updated periodically.

2.2.5 CEP Policy and liaison officer responsible for Gender Equality and Diversity topics

To ensure that all the above mentioned initiatives are implemented and to promote gender and non-discrimination awareness in all levels of the organization, in 2021 CEP created the role of Gender and Diversity officer, following the recommendation of the 2021 Audit. This responsibility is taken by one of the current CEP Policy and liaison officers.

As mentioned, the 2021 Audit points that the Gender and Diversity officer *“has as a main duty to review that all policies, strategies and practices employed by CEP in terms of their alignment with the European and international standards in the gender and non-discrimination issues”*. This specific role, however, does not take away from the fact that the whole organization must share this responsibility and commitments and work together to implement the actions indicated in this policy.

Special training opportunities on gender and non-discrimination perspective will be provided to the Diversity officer to carry out the development and implementation of CEP gender and diversity policies.





3. Gender equality and diversity policy for CEP international activities

CEP takes gender equality and non-discriminatory measures as structural priority by including gender equality and non-discriminatory measures in all stages of the process of defining, planning, implementing, and evaluating CEP activities (policies, projects, and events).

CEP also includes gender equality and diversity perspectives as mainstreamed in all its activities and organize at least one activity per year focused on gender-based violence.

For CEP gender equality and other non-discrimination issues are reflected across the annual work plan as well as takes them as part of the agenda for the biannual Director Generals conference.

The policy on gender equality and no-discrimination applies to all events organized by CEP, including meetings, expert groups, workshops, conferences, webinars and roundtable or panel discussions, be it in-person, hybrid or online.

This policy requests that not only the CEP Gender equality and diversity officer makes sure to implement it but also that CEP Presidium, Board and Staff ensure that events are as diverse as possible in terms of gender and other non-discrimination issues.

Equal participation of all genders as both speakers and attendees, is of great importance, as it brings different perspectives and ideas to the probation and overall criminal justice field and therefore increases the value and impact of events. Enhanced participation by women also creates more opportunities for them to develop networks, helps promote female role models and leaders, and contributes to eliminating gender stereotypes.

As mentioned before, this policy goes beyond merely filling gender quotas - it involves a fundamental shift in all elements of event planning, promotion and evaluation.

CEP will go beyond the nominal approach in terms of gender (counting numbers) and will include discussions on how different genders are affected by different topics. Domestic violence, mental health, foreign offenders, technology and so on have important gendered dimensions, CEP will include gender and non-discrimination perspective in all its activities.

3.1. Expert groups and networks (face-to-face, hybrid and online)

3.1.1. Selection of members

To select the members of the expert groups CEP is committed to opt for diverse experts understanding diversity from the gender perspective, age, area of competences, different EU MS regions and ethnicity backgrounds. Also aims for gender equality taken into account the best suitable person for the position.

3.1.2. Expert groups and networks meetings

To ensure gender equality and diversity in all stages of the expert groups or networks planning process CEP puts in place the following measures:

- Ensure that the programme committee and staff working on the expert group or expert network meeting preparation has diverse experts including diversity from the perspective of gender, age, ethnicity, area of competences and across different EU member state regions
- Allow as much as possible participants (expert group/expert network participants) to attend online and schedule it to fit within their own organizations (Ministries of Justice, Universities, etc.) working capacities and personal life, bearing in mind the reconciliation of personal and professional life balancing.

3.2. Conferences, workshops and webinars

3.2.1. Planning the event: agenda, speakers' selection and preparation

To ensure gender equality and diversity in all stages of the international activities planning process CEP puts in place the following measures:

- Ensure that the programme committee and staff working on the international event preparation is diverse, including diversity from the perspective of gender, age, ethnicity, area of competences and across different EU member state regions. Encourage that organizations send representatives from diverse backgrounds and positions aiming for gender equality.
- Allow as much as possible participants (expert group/expert network participants) to attend online and schedule it to fit within their own organizations (Ministries of Justice, Universities, etc.) working capacities and personal life, bearing in mind the reconciliation of personal and professional life balancing.
- Aim for gender equality among speakers across all CEP events.
- Aim for diverse members, women, young women and non-binary from different EU MS regions and ethnicity background when selecting speakers.
- Encourage speakers to use media that features women and men avoiding stereotypes and equally represented.

3.2.2. Evaluation of events

Although CEP collects and tabulates data separately for male, female and non-binary participants, gender statistics are more than data disaggregated by sex as this data does not reflect gender roles, relations, and inequalities in society.

This, however, allows CEP to track on the evolvement in terms of representations of male, female and non-binary participants in the CEP events over the years, oversee the shift in the division of roles within probation (e.g. more female in senior management roles), reflect these data when preparing events taking into account family-friendly measures and reach for wider diversity and inclusion policies.

3.3. Communication

CEP uses gender neutral language in all its communication as it believes that given the key role of language in shaping cultural and social attitudes, using gender-inclusive language is a powerful way to promote gender equality, non-discrimination and eradicate gender bias. Avoid gendering or use 'they/their/them'.

As mentioned in CEP Internal Regulations on point 56 CEP uses gender neutral language in all its communications, including online (website, newsletter, social media messages and videos/ recorded interviews) and/or hard copy materials or official documents (annual report, technical report, reports of events, reports of internal meetings, among others).

In all communication channels, printed and online, CEP uses positive visual representations, and gender-inclusive and non-discriminatory language. This means speaking and writing in a way that does not discriminate against a particular sex, gender identity, religion, race, region or other group and does not perpetuate gender stereotypes.

CEP believes that given the key role of language in shaping cultural and social attitudes, using gender-inclusive language is a powerful way to promote gender equality, non-discrimination and eradicate gender bias. Gender, and all other balanced representation, is reflected in the content published in the CEP website, social media and newsletter.

When tailoring the communication and dissemination strategy plan for activities, actions, projects, CEP ensures that women and men, in all their diversity, are equally represented in a non-stereotypical fashion and portrayed in active empowered roles. If photos, videos or audios are used, ensure they feature a diverse set of people, including women and people from underrepresented groups. When using alt-text for digital images, ensure language is not sexist.

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CEP is the Confederation of European Probation. It aims to promote the social inclusion of offenders through community sanctions and measures such as probation, community service, mediation and conciliation. CEP is committed to enhance the profile of probation and to improve professionalism in this field, on a national and a European level.



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