

Positive Signs – Gender Equality Plan (GEP)

Document Reference: PSC-GEP-001

Approved by: Board of Directors

Date: 26th August 2025

Review Date: 26th August 2026

1. Introduction & Commitment

Positive Signs is committed to promoting gender equality, diversity, and inclusivity across all areas of our organisation. This Gender Equality Plan (GEP) outlines our framework for ensuring equal opportunities and fostering a workplace culture where all individuals, regardless of gender, can thrive.

This plan is publicly available on our website and has been formally approved and signed by the Board of Directors.

2. Dedicated Resources

- A **Director-level Gender Equality Lead** will oversee the implementation of this plan.
- The **HR Department** will manage day-to-day delivery, including monitoring, reporting, and staff support.
- Managers will ensure their teams are trained, engaged, and aligned with the GEP.
- External expertise will be engaged where required to strengthen knowledge and implementation.

3. Data Collection & Monitoring

- Annual collection and analysis of **sex/gender-disaggregated data** across staffing, recruitment, pay, training, and progression.
- Key indicators will include recruitment shortlists, promotions, pay equity, leadership representation, and training participation.
- An **Annual Gender Equality Report** will be prepared by HR and presented to the Directors.

4. Training & Awareness

- Annual training sessions for all staff and managers on **gender equality, unconscious bias, and inclusive decision-making**.
- Awareness-raising campaigns (e.g., newsletters, workshops, team discussions) to build a gender-inclusive culture.
- Recruitment panels will receive specific training on fair and inclusive hiring practices.

5. Focus Areas & Measures

a) Work–Life Balance and Organisational Culture

- Promote flexible working, remote work, and family-friendly policies.
- Encourage a culture of respect, openness, and inclusion.
- Ensure meeting times and workloads are compatible with caring responsibilities.

b) Gender Balance in Leadership and Decision-Making

- Set measurable targets to improve gender balance among **Directors and Managers**.
- Include at least one trained gender equality advocate in recruitment and promotion panels.

c) Gender Equality in Recruitment and Career Progression

- Ensure all job adverts and role descriptions use gender-neutral language.
- Shortlists must include gender diversity where possible.
- Monitor promotions and career progression to ensure fairness.

d) Integration of Gender in Training, Services, and Research

- Ensure training content and course delivery reflect gender diversity.
- Integrate gender perspectives in course design and community projects.
- Review external communications and training materials for inclusivity.

e) Measures Against Gender-Based Violence & Harassment

- Zero tolerance policy on **sexual harassment, bullying, and gender-based violence**.
- Confidential reporting channels via HR.
- Mandatory training for managers on handling complaints.
- Annual review of safeguarding and anti-harassment procedures.

6. Governance & Review

- HR will prepare an **Annual Gender Equality Report**, reviewed and signed off by the Directors.
- The GEP will be formally reviewed and updated every year.
- Progress will be published on our website to ensure transparency.

Signed:



Position:

Strategic Director

Date: 26-08-2025

Review Date: 26-08-2026

CERTIFICATE *of* SIGNATURE

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