

# Equality and Diversity Plan

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Next review: December 2023

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## Purpose

Chaperone’s team acknowledges that quality and success comes from creating a workplace that is fair, inclusive and diverse. Yet, we also acknowledge that, as individuals with a particular culture and experience, we are prone to a variety of biases (including unconscious bias, confirmation bias, stereotyping and many others). Through this equality and diversity plan, which is annually reviewed at the Chaperone Annual Team Meeting by all members, our team is committed to mitigate the impact of those biases and to actively contribute to building a healthy, diverse, and respectful work culture.

## State-of-play

The following **assumptions** were made when assessing the state-of-play:

- We are a young company, legally created in December 2019, launched in March 2020;
- We have “global reach” and “social enterprise” mindsets;
- Our founders are Portuguese and Chaperone is legally constituted in Portugal.

With this in mind, **we’ve monitored and analyzed the following:**

Variables	Categories
<b>1. Preferred pronouns</b> She/her vs He/his vs They/their <b>2. Nationalities</b> Number of members Number of nationalities Portuguese vs non-Portuguese members	<b>A. Team</b> - Members - Leadership - Advisory Board
	<b>B. Consultants</b> (career services providers available in our platform <a href="http://www.chaperone.online">www.chaperone.online</a> )
	<b>C. Recommended Consultants for 1-to-1 sessions</b>
	<b>D. Selected Trainers/Speakers for group trainings</b>
<b>1. Gender</b> Female vs Male vs Non-binary	<b>E. Marketing</b> (visuals on website, social media posts and promotional PDFs)

The Table below captures Chaperone’s state-of-play for the defined variables and categories, as of December 2022. From 2023 onwards, the data shown represents information collected either through an annual survey or through interviews.

<b>A x 1. Team &amp; Preferred Pronouns</b>	
% of “he/him” members	25 %
% of “she/her” members	75 %
% of “they/their” members	0 %
% of “he/him” in leadership	50 %
% of “she/her” in leadership	50 %
% of “they/their” in leadership	0 %
% of “he/him” in advisory board	100 %
% of “she/her” in advisory board	0 %
% of “they/their” in advisory board	0%
<b>A x 2. Team &amp; Nationalities</b>	
# members	4
# nationalities represented in members	2
% non-Portuguese members	25%
<b>B x 1. Consultants &amp; Preferred Pronouns</b>	
% of “he/him” consultants	45 %
% of “she/her” consultants	55 %
% of “they/their” consultants	0 %
<b>B x 2. Consultants &amp; Nationalities</b>	
# consultants	38
# nationalities represented in consultants	9
% non-Portuguese consultants	47 %
<b>C x 1. Recommended Consultants for 1-to-1 Sessions &amp; Preferred Pronouns</b>	
% of “he/him” members	In 2024
% of “she/her” members	In 2024
% of “they/their” members	In 2024
<b>C x 2. Recommended Consultants for 1-to-1 Sessions &amp; Nationalities</b>	
# consultants	In 2024
# nationalities represented in consultants	In 2024

% non-Portuguese consultants	In 2024
<b>D x 1. Selected Trainers/Speakers for Group Trainings &amp; Preferred Pronouns</b>	
% of “he/him” members	46 %
% of “she/her” members	54 %
% of “they/their” members	0%
<b>D x 2. Selected Trainers/Speakers for Group Trainings &amp; Nationalities</b>	
# consultants	57
# nationalities represented in consultants	8
% non-Portuguese consultants	19 %
<b>E x 1. Marketing (the numbers reflect our interpretation of the gender identities featured in the visuals)</b>	
% “male” appearances	42 %
% “female” appearances	58 %
% “non-binary” appearances	0 %

In addition to the metrics mentioned above, regarding **work-life balance promoting practices**, the team highlighted the features below, currently embedded in our work culture:

1. Remote work
2. Flexible working schedules
3. Agile and lean methodologies plus flat organizational structure
4. Annual performance review
5. Open-door culture
6. Collaborative goal setting (quarterly)
7. Home office support
8. Training opportunities
9. Family friendly/conscious culture

## Future (“The Plan”)

The metrics we monitor are important for us to gain awareness of our biases and to guide our decisions. They show our commitment to embrace diversity and inclusiveness. We welcome people from all backgrounds and strive to have representation of all groups. It is essential to clarify that our recruitment processes also take into consideration people’s expertise and competencies. We are dedicated to ensuring fair opportunities for all.

Objective	Measure	Indicator	Current Metric	Target	Timeline	Driver
<b>A x 1 Team &amp; Preferred Pronouns</b>						
Increase the % of <b>“he/his”</b> and/or <b>“they/their”</b> in the <b>team</b>	Invest in the recruitment process	% of members as <b>“male”</b> and/or <b>“other”</b> gender identities	25%	50 % (± 15 %)	2026	All
Increase the % of <b>“she/her”</b> and/or <b>“they/their”</b> in the <b>advisory board</b>	Invite advisors strategically	% of advisors as <b>“female”</b> and/or <b>“other”</b> gender identities	0%	50 % (± 15 %)	2026	All
<b>A x 2 Team &amp; Nationalities</b>						
Increase the % of <b>non-Portuguese</b> members	Invest in the recruitment process	% of non-Portuguese team members	25%	40 % (± 10 %)	2026	All
<b>B x 2 Consultants &amp; Nationalities</b>						
Increase the % of <b>non-Portuguese consultants</b> in the platform	Invest in the recruitment process; Build a programme of referrals	% of non-Portuguese consultants	47%	70 % (± 10 %)	2026	All
<b>E x 1 Marketing &amp; Gender</b>						
<b>Balance</b> the % of <b>“female”</b> vs <b>“male”</b> vs <b>“non-binary”</b> appearances	Monitor visuals choice and consciously select visuals	% of <b>“female”</b> appearances	58%	50 % (± 15 %)	2032	All
<b>Work-life Balance Promoting Practices</b>						
Maintain or increase number of practices promoting work-life balance	Stay conscious and sensitive about this.	Number of practices in place	9	≥ 9	2023	Leaders
Improve the monitoring and analysis process	Re-evaluate every year; Annual survey for more and better data.	NA	NA	NA	2026	All