

Equality and Diversity Plan

Last updated: December 2023

Next review: December 2024

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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
1. Preferred pronouns She/her vs He/his vs They/their 2. Nationalities Number of members Number of nationalities Portuguese vs non-Portuguese members	A. Team - Members - Leadership - Advisory Board
	B. Consultants (career services providers available in our platform www.chaperone.online)
	C. Recommended Consultants for 1-to-1 sessions
	D. Selected Trainers/Speakers for group trainings
3. Gender Female vs Male vs Non-binary	E. Marketing (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 2023. From 2023 onwards, the data shown represents information collected either through an annual survey or through interviews.

A x 1. Team & Preferred Pronouns	
% 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%
A x 2. Team & Nationalities	
# members	4
# nationalities represented in members	2
% non-Portuguese members	25%
B x 1. Consultants & Preferred Pronouns	
% of “he/him” consultants	45 %
% of “she/her” consultants	55 %
% of “they/their” consultants	0 %
B x 2. Consultants & Nationalities	
# consultants	35
# nationalities represented in consultants	9
% non-Portuguese consultants	49 %
C x 1. Recommended Consultants for 1-to-1 Sessions & Preferred Pronouns	
% of “he/him” members	41 %
% of “she/her” members	59 %
% of “they/their” members	0 %
C x 2. Recommended Consultants for 1-to-1 Sessions & Nationalities	
# unique recommended consultants	27
# nationalities represented in recommended consultants	6
% non-Portuguese recommended consultants	44 %

D x 1. Selected Trainers/Speakers for Group Trainings & Preferred Pronouns	
% of “he/him” members	35 %
% of “she/her” members	65 %
% of “they/their” members	0 %
D x 2. Selected Trainers/Speakers for Group Trainings & Nationalities	
# unique Trainers/Speakers	23
# nationalities represented in unique Trainers/Speakers	10
% non-Portuguese in unique Trainers/Speakers	43 %
E x 1. Marketing ¹ (the numbers reflect our interpretation of the gender identities featured in the visuals)	
% “male” appearances	44 %
% “female” appearances	56 %
% “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

¹ Marketing materials include website, booklet and social media visuals.

Future (“The Plan”)

The metrics we monitor are important for us to gain awareness of our biases and to guide our decisions. We welcome people from all backgrounds and strive to have representation of all groups. In our recruitment process, it is essential to clarify that we take into consideration people’s expertise and competencies as well as diversity. We are dedicated to ensuring fair opportunities for all.

Objective	Measure	Indicator	Current Metric	Target	Timeline	Driver
A x 1 Team & Preferred Pronouns						
Increase the % of “he/his” and/or “they/their” in the team	Invest in the recruitment process	% of members as “male” and/or “other” gender identities	25%	50 % (± 15 %)	2026	All
Increase the % of “she/her” and/or “they/their” in the advisory board	Invite advisors strategically	% of advisors as “female” and/or “other” gender identities	0%	50 % (± 15 %)	2026	All
A x 2 Team & Nationalities						
Increase the % of non-Portuguese members	Invest in the recruitment process	% of non-Portuguese team members	25%	40 % (± 10 %)	2026	All
B x 2 Consultants & Nationalities						
Increase the % of non-Portuguese consultants in the platform	Invest in the recruitment process; Build a programme of referrals	% of non-Portuguese consultants	49%	70 % (± 10 %)	2026	All
Work-life Balance Promoting Practices						
Maintain or increase number of practices promoting work-life balance	Stay conscious and sensitive about this.	Number of practices in place	9	≥ 10	2030	Leaders
Improve the monitoring and analysis process	Re-evaluate every year	NA	NA	NA	2026	All