



Fondazione
Reggio Children
Centro Loris Malaguzzi



Diversity, equity and inclusion Policy

Fondazione Reggio Children is committed to encouraging **equality, diversity and inclusion** among our workforce, and **eliminating unlawful discrimination**.

The aim is for our workforce to be **truly representative of all sections of society** and **our customers**, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also **committed against unlawful discrimination of customers or the public**.

PURPOSE

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. Not unlawfully discriminate because of the:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal/leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

This document develops and integrates the Fondazione Reggio Children's (I) document on legality and (II) Code of conduct, on the subject of conflicts of interest.

OUR COMMITMENTS

1. **Fondazione Reggio Children:**

- a. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
- b. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- c. Trains its managers and employees about their rights and responsibilities under the equality, diversity and inclusion policy.
- d. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.
- e. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- f. Make decisions concerning staff being based on merit.
- g. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- h. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- i. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice,

reviewing them annually, and considering and taking action to address any issues.

WHISTLEBLOWING

1. Anyone who intends to report unlawful conduct of which he/she has become aware in the course of his/her work may report the offence to the Director by e-mail.

Contents of the report

1. The report must contain the following informations:

- Name and surname
- E-mail for further contacts
- Description of the facts
- Indication of the time context
- Informations to verify the alert

1. A report lacking one of the elements will not be taken into account

Procedure

1. Within a week after the report is received, a confirmation e-mail will be communicated
2. Such acts will be dealt with as misconduct under the Fondazione Reggio Children's disciplinary procedures, and appropriate action will be taken by the competent body. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
3. The preliminary investigation must begin within 15 days of receipt of the report.
4. The preliminary investigation phase must be completed within 60 days, at the end of which the Director:
5. If the fact reported is positively ascertained, it directly informs the body with disciplinary powers and assesses the appropriate action to be taken, proposing any disciplinary measures (in compliance with the provisions of the C.C.N.L. applied) and modifying the operating procedures in the area concerned, in order to prevent the event from recurring.
6. In the event of a negative finding, it files and stores the relevant documentation, after informing the reporting party of the filing.
7. The procedure should be completed within a maximum of 3 months and the outcome transmitted to the reporter.

Protection of reporter/whistleblowers

1. Reports will be treated with the necessary confidentiality and with care to maintain the anonymity of the reporter/whistleblower.
2. The identity of the whistleblower may not be disclosed except in judicial activities.
3. In particular, the data of the reporter/whistleblower shall be processed:
 - in compliance with the criteria of confidentiality
 - in a lawful and fair manner
 - in full compliance with the minimum security measures, by guarding and controlling the processed data in such a way as to avoid risks, including accidental ones, of destruction, loss, unauthorised access or unauthorised processing.
4. If the internal reporting procedure has not been completed within the maximum period of three months, the whistleblower may proceed with the report externally:
 - to the A.N.A.C.;
 - to the judicial authority;
 - to the accounting authority;
 - to the National Labour Inspectorate.

EFFECTIVENESS AND INFRINGEMENT

1. This document is binding on all employees.
2. All employees are obliged to read this document.
3. In cases of non-compliance with this document, Fondazione Reggio Children will take suitable action with regard to the employee or collaborator, and, if necessary, report the transgression in question to the appropriate authorities.

