



Resilient Water Innovation for Smart Economy

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Abstract	The Internal Ethical and Gender dimension Guideline serves as an advisory document to ensure the safety, rights, dignity and wellbeing of each person and related data collection and processing within REWAISE.



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1 EXECUTIVE SUMMARY

The Internal Ethical and Gender dimension Guideline D1.10 is an updated strategic document within the REWAISE Project, in the framework of WP1 "*Coordination, Management and Communication*", and more specifically, within Task 1.6 "*Ethics and Gender dimension*", which aims to describe all the fundamental ethical and gender-related issues relevant to the REWAISE Project and to define the procedures to be followed by all Consortium partners working in the project and in the different activities that are going to take place.

This document serves as guidelines for integrating ethical and gender dimensions into the REWAISE project. The successful implementation of these guidelines is crucial in ensuring that our project not only complies with European standards, but also embodies the principles of inclusivity and respect for diversity in all aspects of its execution.

The goals of this Ethical and Gender dimension Guideline are to:

- i) Update the internal guidelines for involving humans in innovation actions (informed consent procedures and transparent recruiting).
- ii) Update the support of the ethical, GDPR and gender aspects of data collection and research and define procedures and measures to secure their compliance.

This deliverable, D1.10 *Internal Ethical and Gender dimension Guideline*, is structured as follows:

- **Summary of the document:** Description of the objectives of the document
- **Background:** Relevant information about the standards that have been considered in the definition of the guidelines.
- **Procedures, guidelines and self-assessment:** Description of the guidelines and questionnaires-
- **Annexes:**
 - **Annex 3** – containing the procedures on ethical issues and self-assessment. The ethical checklist template for REWAISE partners can be found in this annex.
 - **Annex 4** – containing the guidance for applying GDPR in REWAISE Project. The project template for GDPR checklist can be found in this annex.
 - **Annex 5** – in this section the gender perspective for REWAISE Project is deployed. The Gender Mainstreaming checklist for REWAISE partners can be found in this annex.
- **Conclusion:** Conclusions and findings of D1.10 will be described in this section.

2 BACKGROUND

This document D1.10 #2 Internal Ethical and Gender Dimensions Guideline is an updated version of D1.9 #1 Internal Ethical and Gender Dimensions Guideline.

This updated document provides a comprehensive overview of how European standards are integrated into the Rewaise project, particularly within the Living Labs, emphasizing the project's commitment to ethical practices and gender equality.

European Standards and Compliance

The REWAISE project adheres to several key European standards and regulations that guide our commitment to ethical integrity and gender equality:

1. **Horizon Europe Mandates:** As part of our compliance with Horizon Europe, we have incorporated mandatory gender equality plans that address systemic issues such as gender imbalances and integrating the gender dimension into research and innovation content.
2. **EU Directives on Equality:** The project is guided by the EU Directive 2006/54/EC on equality between men and women in matters of employment and occupation. This directive provides a legal framework that ensures all project activities promote gender equality and prevent any form of discrimination.
3. **EIGE Guidelines:** The European Institute for Gender Equality (EIGE) provides comprehensive tools and guidelines that we have adopted to ensure our methodologies and practices meet the highest standards of gender sensitivity and responsiveness.
4. **General Data Protection Regulation (GDPR):** Our project conforms to GDPR standards, ensuring the protection and confidentiality of personal data, particularly when processing gender-related data.

Applications in Living Labs

Living Labs in the REWAISE project are designed as interactive environments where innovations are tested and refined in real-life contexts. The integration of European standards and guidelines into our Living Labs involves:

1. **Tailored Gender Mainstreaming Strategies:** Each Living Lab implements customized gender mainstreaming strategies that are developed using the

UNIDO Gender Mainstreaming Checklist. These strategies are designed to ensure that gender considerations are systematically integrated into all phases of experimentation and development.

2. **Stakeholder Engagement:** Stakeholders involved in Living Labs receive updated information on the ethical and gender standards mentioned above. This training ensures that all participants are aware of their roles in upholding these standards and are equipped to implement them effectively.

3 ABOUT REWAISE

The REWAISE Project proposes a paradigm shift towards a carbon neutral water cycle, addressing the technological, financial, legal, social issues to realize the full value of water, considering three key components of the economic and societal value generated by integral water cycles:

- **Value from water:** REWAISE will generate value from water, boosting economic activities and service quality, and creating water-centred jobs and business. To achieve this, REWAISE will: i) engage the community in new economic models, creating recurrent activities and jobs, ii) create new market niches and boost businesses related to the new technologies, and iii) develop a common digital framework to improve decision-making on shared criteria.
- **Value through water:** REWAISE will generate social well-being and value through water, accomplished by i) developing new governance models that favour policy and regulatory changes, ii) increasing the sustainability, safety, security and resilience of water systems, to recover from disruption and iii) demonstrating a carbon-free smart water cycle in nine living labs across three European climate zones.
- **Value in water:** REWAISE will extract the value in water, promoting efficient use and reuse, and also recovering energy and materials inherent in raw and used water streams. This will be achieved by i) reducing freshwater consumption by over 30% with available alternative water sources, ii) achieving a zero-carbon water cycle service and generating value from water nutrients and materials and iii) demonstrating innovative recovery of raw materials, minerals from water desalination and nutrients.

Among the social issues addressed, both the ethical and gender perspectives are key aspects within REWAISE. The Project is structured in Living Labs, through which it will contribute from a citizen-driven perspective to a water-smart society, new business models and governance methods, as well as social engagement to understand the societal context toward water smart community. To do so, the Responsible Research and Innovation (RRI) frames the project (for more information check REWAISE RRI Indicator



System https://www.dropbox.com/scl/fi/vtlkqwgxbmwcf7je3z2cc/RRI-Indicator-System-for-REWAISE-Text-for-CETIM_KC_bm.docx?rlkey=xrgvmvq09smgerytru6mj05zy&dl=0). It proposes that all actors (including civil society) co-design actions, transversely integrates the gender perspective, and supports sustainability.

Paying special attention to ethical issues the REWAISE Consortium will develop guidelines that aim to support the ethical, GDPR and gender aspects of data collection and research, and also define procedures and measures to secure their compliance.

Activities carried out within REWAISE must therefore comply not only with ethical principles and relevant national, EU and international legislation, such as the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights, but also with The EU Personal Data Protection Regulation (GDPR).

The Consortium will therefore share an Ethics Plan (EP), which is a strategic document describing all the fundamental ethical issues relevant to REWAISE project and defining the procedures to be followed by all Consortium partners working in the project.

The EP may be updated during the lifecycle of the project if needed, introducing further information as Milestone actions get finalised and reported.

4 GENERAL PRINCIPLES

For all activities funded by the European Union, ethics is an integral part of research from beginning to end, and ethical compliance is seen as pivotal to achieve real research excellence. Therefore, REWAISE is deploying and updating a Responsible Research and Innovation (RRI) plan which will contemplate several dimensions and indicators, being the Ethics and Gender dimension one of them (more information in task 7.1).

There is a clear need to make a thorough ethical evaluation from the conceptual stage of the proposal not only to respect the legal framework but also to enhance the quality of the research. Ethical research conduct implies the application of fundamental ethical principles and legislation to scientific research in all possible domains of research. The process to assess and address the ethical dimension of activities funded under Horizon 2020 is called the "Ethics Appraisal Procedure". The requirements that all partners need to comply with are applicable during both the grant preparation and during the ongoing project.

The Ethics Plan in REWAISE will specify all the ethical issues and how they will be processed during REWAISE actions. Relevant project documents are:

- Grant Agreement (GA) Including Art. 34

- Consortium Agreement (CA). Ethics shall be aligned with CA, which includes Ethics compliance terms and conditions in section 11.1.
- Data Management Plan (DMP) as part of WP1. D1.7 and D1.8 (IPR Methodology and Policy and Data Management Plan).
- European Code of Conduct for Research Integrity of ALLEA (All European Academies)
- Other sources used for developing ethics requirements of REWAISE project:
 - National and EU regulations.
 - Ethics Issues Table and Ethics Self-Assessment for Horizon 2020 proposals; Horizon 2020 regulation No 1291/2013.
 - EU Personal Data Protection Regulation (GDPR).
 - Gender in EU-funded research Toolkit.
 - Project Coordinator's Code of Ethics and Conduct Anti-Corruption Policy. All partners must be aware of FCC Group policies and compliance models <https://www.aqualia.com/en/web/aqualia-en/other-policies>.

5 PURPOSE OF ETHICS PLAN (EP)

The Ethics Plan (EP) is a strategic document containing the procedures to be followed by all the project participants. The objective of the ethical guidelines is to ensure that all REWAISE Consortium partners work in an ethically acceptable way with respect to involving staff members and participants in any of its actions in the project.

This plan specifies how the Consortium will maintain security, privacy and confidentiality norms, as well as common values of autonomy, independence, beneficence, non-maleficence and justice will be respected.

Furthermore, it will advise all partners in the consortium on how to work with participants, respecting the combined ethical standards of the consortium members, as well as the national regulations.

It discusses ethical issues related to the following topics:

1. Issues on data collection and social consultation (interviews, questionnaires, discussion groups, etc.)
2. Informed consent
3. Anonymity of consulted people
4. Compensation to participants
5. Gender perspective
6. Multifunctional teams and multi-perspective analysis
7. Regular participatory assessments with representatives of all target groups

The EP and other project materials discussing ethical guidelines will be available in English. Each partner organisation will be responsible for ensuring that all involved



people are aware and understand the guidelines (i.e., if required they will have to translate the content into the national languages)

6 PROCEDURES ON ETHICAL ISSUES AND SELF-ASSESSMENT

The project will set up a series of 'Privacy by Design' rules to guarantee that all research activities address security, ethics and individuals' liberties. The project will enable mechanisms to avoid any intentional or unintentional use of information that can bring any harm to any participant or being misused in other contexts.

All partners performing research will act according to national and European legislation, and in line with national data protection provisions and the European data protection rules¹. They will be required to follow agreed rules for the recruitment of participants, the implementation of activities, recording, analysis, and storage of data collected in the project. The guidelines on these issues are applied by all partners and periodically reviewed by the Ethics and Information Privacy protection committee of the project. Each partner is responsible for compliance in their country and must be able to justify it and prove it to the ethical committee as well as to observe national and EU legislation.

As a first step for the procedure's definition on ethical issues and self-assessment, every partner organization within REWAISE project has identified an Ethics' responsible who will be in charge of the Ethics Appraisal Procedure in the company to perform an ethical conduct/behaviour, if any, and follow the Ethics Plan.

The details of each organization appointed responsible(s) can be found in the information contained in D1.9. (table 1).

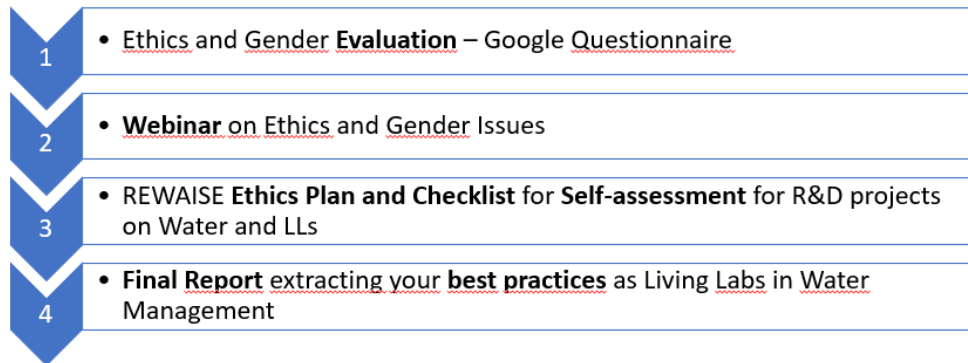
Next step was to explore whether and how ethics and gender dimension were relevant to REWAISE partners. The consortium followed the survey in Annex 1 "Survey on Ethics and Gender Dimension", by those appointed responsible for ethics with the aim to best integrate the ethics and gender dimension in research and innovation in the Project. The results of the survey can be found in D1.9.

Therefore, based on these preliminary results obtained in the survey, it was of interest to design a webinar on Ethics, GDPR and Gender dimension, which helped establish an action plan to be followed by each partner organization throughout the development of the project in order to comply with H2020 requirements, and help REWAISE Project define the Ethics Plan and achieve an added value in terms of excellence, creativity, and business opportunities.

¹ https://ec.europa.eu/info/law/law-topic/data-protection_en

The webinar was held the 26/03/2021 with the participation of the representatives of each partner. During the webinar the guidelines and the use of them considering the pilots in each entity, were presented.

Webinar index content:



6.1. Procedures on ethical issues

As part of the commitment to uphold the highest standards of ethics in all project phases, it is essential to explicitly include measures that ensure all gender identities are treated equitably. The ethical guidelines are designed not only to comply with general principles of fairness and respect but also to proactively address the unique challenges faced by gender minorities, including non-binary, transgender, and intersex individuals.

Considering specific guidelines for Gender Inclusivity, following actions are included:

1. **Inclusive Language and Communication:** All project documentation, communications, and outreach materials utilize gender-inclusive language to ensure that no gender identity is invisible. This practice helps create a welcoming environment for all individuals, regardless of their gender identity.
2. **Data Collection and Privacy:** When collecting personal data, it is vital to include options that allow individuals to self-identify their gender in a manner that reflects their personal identity. We ensure that all data collection methods are sensitive to gender diversity and that privacy measures are robustly applied to protect this data.
3. **Addressing Specific Needs of Gender Minorities:** Recognizing and integrating the specific needs and concerns of gender minorities into project planning and execution includes providing access to gender-appropriate facilities, ensuring safety and non-discrimination, and addressing any barriers that may inhibit the full participation of gender minority groups.
4. **Training and Awareness:** Conducting training sessions for all project staff and stakeholders on gender diversity and inclusivity focuses on understanding the varied gender identities and the importance of respecting and acknowledging these differences within the project context.
5. **Monitoring and Feedback:** Implementing monitoring mechanisms to regularly assess the effectiveness of our gender inclusivity practices by collecting feedback from gender minorities to continually refine and improve our approaches.

6. **Ethical Review and Support:** Establishing a dedicated ethical review panel that includes members who are knowledgeable about gender diversity issues will oversee project activities to ensure they meet ethical standards and are responsive to the needs of gender minorities.
7. **Transparent Reporting and Accountability:** Maintaining transparency in reporting the outcomes of our gender inclusivity efforts includes documenting challenges, successes, and lessons learned, which is shared with all stakeholders to promote accountability and continuous improvement.

6.2. Informed consent procedure

This procedure ensures ethical integrity while being sensitive to the diverse needs of all participants, particularly regarding gender dimensions. It reinforces trust between researchers and participants, crucial for the successful conduct of inclusive and respectful research. The informed consent letter is included in Annex 7.

The following steps describe the Informed Consent Procedure for Projects with a Gender Dimension that can be considered as part of the procedures on ethical issues of the Rewaise project.

1. Preparation of Consent Materials

Language and Content: use clear, simple, and non-technical language accessible to all participants, regardless of their educational background and ensure that all consent materials respect gender diversity, including forms that allow participants to identify their gender in a way that reflects their personal identity.

Inclusivity in Design: design consent forms and informational materials that are visually accessible, including large print versions and formats accessible to individuals with disabilities.

2. Training of Staff

Conduct training sessions for all staff involved in the consent process. This training should cover ethical considerations in research, focusing on gender sensitivity and inclusivity. Next to this it includes also techniques for communicating effectively with diverse populations and procedures for handling sensitive information and maintaining confidentiality.

3. Presentation of Information

Initial Contact: When initially contacting potential participants, explain the purpose of the project, the nature of their involvement, and the types of data that will be collected.

Detailed Explanation: Provide a detailed explanation about the research process and what participation entails, any potential risks and benefits of participating and the measures taken to ensure privacy and data security.

Additional Resources: Offer additional resources or reading material for participants who might wish to learn more before giving consent.

4. Voluntary Participation

Emphasize that participation is entirely voluntary. Participants can decline to participate without any penalty or loss of benefits to which they are otherwise entitled, and participants can withdraw from the project at any stage without any negative consequences.

5. Consent Form Features

Multiple Gender Options: Include multiple gender options on consent forms to ensure all participants can identify themselves comfortably.

Language Options: Provide consent forms in multiple languages, if necessary, to accommodate participants from different linguistic backgrounds.

Signature and Date: Ensure that the consent form includes a space for participants to sign and date, indicating their consent.

Contact Information: Include contact information for the research team and an independent ombudsperson or ethics review board for participants to reach out with questions or concerns.

6. Documentation of Consent

Securely store all consent forms and related documentation, maintaining confidentiality and adhering to relevant data protection regulations. Included in Annex 7.

7. Ongoing Communication

Keep participants informed about any significant changes to the research project or their participation and provide regular updates about the progress of the research and any findings that may affect their continued participation.

8. Post-Research Follow-Up

Upon conclusion of their participation, provide participants with information about the research outcomes and offer debriefing sessions to discuss the results and any further questions they might have.

6.3. Transparent recruitment

The following procedure not only promotes gender inclusivity but also helps ensure that recruitment practices are fair and transparent, aligning with the broader objectives of equity and diversity within projects. It sets a foundation for a work environment that values and respects diversity in all its forms, crucial for innovative and successful projects.

1. Job Description and Advertisement

Inclusive Language: Use gender-neutral language in job descriptions and advertisements and clearly state that the project is committed to gender diversity and inclusivity.

Clear Criteria: List essential and desirable criteria transparently, specifying qualifications, skills, and experiences required for the role.

Widely Advertise: Advertise the position across diverse platforms to reach a broad audience, including platforms frequented by underrepresented gender groups.

2. Application Process

Accessible Formats: Provide application forms in various formats that are accessible to people with disabilities.

Multiple Gender Options: Include multiple gender options on application forms to accommodate all applicants' identities.

Anonymous Applications: Consider implementing an anonymous application process where practical to minimize unconscious bias.

3. Selection Committee

Diverse Committee: Form a selection committee that reflects gender diversity and various backgrounds to represent different perspectives.

Bias Training: Ensure all committee members undergo training on unconscious bias, gender sensitivity, and diversity inclusion.

4. Interview Process

Structured Interviews: Use a structured interview format with a standard set of questions for all candidates to ensure fairness.

Inclusive Environment: Create an interview environment that is welcoming to all genders. This includes considering the physical setting and ensuring it is accessible.

Diverse Panels: Include diverse panel members in interviews to reflect the project's commitment to gender inclusivity.

5. Evaluation Criteria

Transparent Criteria: Use clear, predefined criteria for evaluating candidates that are directly related to job requirements.

Score System: Apply a scoring system based on the evaluation criteria to assist in making objective decisions.

6. Offer and Feedback

Offer Process: Make offers based on merit, ensuring all negotiations and terms are fair and consistent among all candidates.

Constructive Feedback: Provide constructive feedback to unsuccessful candidates, highlighting areas for improvement and encouraging future applications.

7. Onboarding and Monitoring

Inclusive Onboarding: Design an onboarding process that reinforces the project's values on gender diversity and inclusivity.

Continuous Monitoring: Regularly review and assess recruitment practices to ensure they remain fair, transparent, and effective in promoting gender diversity.

8. Documentation and Reporting

Maintain Records: Keep detailed records of the recruitment process, including decisions made at each stage and the rationale behind them.

Regular Audits: Conduct regular audits of the recruitment process and outcomes to identify any patterns of bias or discrimination and to implement corrective actions.

6.4. Ethics self-assessment

At the beginning of the REWAISE actions all partners and team members ensured that they fulfil the Ethical self-assessment of the project that guarantees that the research is relevant to the communities involved and has objectives that are not harmful or prejudicial to participants.

The project is committed to ensure that the general benefits of its activities will warrant the involvement and efforts of their participant individuals, limiting any disturbance to them, especially in terms of protecting their identity and integrity. The project will be



based on deliberative co-creation of activities and representatives of all interested stakeholders will be involved in these field activities.

The project will enable mechanisms to avoid any intentional or unintentional use of data that can bring any harm to any participant or being misused in other contexts. All partners performing research will act according to national and European legislation, and in line with national data protection provisions and the European data protection rules. They will be required to follow agreed rules for the recruitment of participants, the implementation of activities, recording, analysis and storage of data collected in the project.

Any survey, interview or workshop participation will happen on a voluntary basis with sufficient information to all partners. The information on the rights of interviewees and participants to workshops will be given verbally before the research activity starts. Agreement will be reached with organisations that provide information through documents or interviews, on the disclosure of that information and the protection of confidentiality.

Data storage will be aligned with the Consortium Agreement requirements (section 11.1). In terms of data storage, REWAISE uses SharePoint and follows Microsoft Office 365 Service.

All beneficiaries signed a document titled "Access And Use Policies For Pkf Attest's Office 365 Data Sharing Services".

6.5. Ethical checklist

This checklist has been developed to promote good practice and to assure the quality of the REWAISE project work. It covers both legal and ethical issues, such as data protection and informed consent.

The checklist is a self-assessment form which is designed to help REWAISE partners.

Partners can download and print the checklist template from the annexes.

Question	Answer	If Yes, please provide details; if No, please justify
Have you ensured that this work has not been done before?	Yes/No/NA	
Are there any expected benefits to participants?	Yes/No/NA	
Have you considered risks to the research team?	Yes/No/NA	
Have you considered risks to the participants (for example, harm, deception, impact of outcomes)?	Yes/No/NA	
Have you considered risks to data collected (for example, storage, considerations of privacy, quality)?	Yes/No/NA	

Have you considered risks to the research organisations, project partners, and funders involved?	Yes/No/NA	
Have any potential hazards been minimised, including unwitting disclosure of private condition or personal circumstance?	Yes/No/NA	
Might anyone else be put at risk as a consequence of this research?	Yes/No/NA	
Will participants be assured that participation is voluntary and that they can refuse or withdraw at any time?	Yes/No/NA	
Have you ensured that no participant is excluded on the grounds of sexual orientation, age, gender, religious belief, ethnic group or disability?	Yes/No/NA	
Will vulnerable people be recruited (for example children, people with learning disabilities, the elderly)?	Yes/No/NA	
Will potential participants receive verbal or written information about the project?	Yes/No/NA	
Will information be provided in languages other than English?	Yes/No/NA	
Will information be provided in formats other than standard type (e.g. Braille, large font)?	Yes/No/NA	
If using secondary data, does the consent from the primary data cover further analysis?	Yes/No/NA	
Will informed consent be obtained – either verbal or written?	Yes/No/NA	
Has the competence of participants to give informed consent been determined?	Yes/No/NA	
Will you ensure that all identifying data is removed and that all records (paper and computer) are anonymised?	Yes/No/NA	
Will data be kept in accordance with the EU General Data Protection Regulations (GDPR)?	Yes/No/NA	
Will you protect your data at the research site and away from the research site?	Yes/No/NA	
Is there an intention to publish or disseminate this work?	Yes/No/NA	
Have you considered ethics within your plans for dissemination/impact?	Yes/No/NA	
Will participants receive feedback?	Yes/No/NA	
Will results be presented in a way that does not identify individuals?	Yes/No/NA	
Will any unequal relationships exist between anyone involved in the recruitment and the potential participants?	Yes/No/NA	
Will you be collecting information through a third party?	Yes/No/NA	
Will the ethics aspects of the project be monitored throughout its course?	Yes/No/NA	

Table 1. Ethical checklist

6.6. Update project coordinator’s code of ethics and conduct anti-corruption policy.

All partners of the REWAISE project must be aware of FCC Group policies and compliance models.

This Code of Ethics includes the following guiding principles:

Honesty and Respect

- Observe legislation and ethical values.
- Zero tolerance for bribery and corruption.

- Prevent money laundering and the financing of terrorism.
- Safeguard free competition and best market practices.
- Exemplify ethical conduct in the securities market.
- Avoid conflicts of interest.

Diligence and Professionalism

- Be diligent in terms of control, reliability and transparency.
- Safeguard the reputation and image of the Group.
- Use the company's resources and assets efficiently and safely.
- Oversee the ownership and confidentiality of data and information.

Loyalty and Commitment

- Our clients are the focal point.
- Health and safety are paramount.
- Promote diversity and fair treatment.
- Be committed to our environment.
- Be transparent in our relations with the community.
- FCC Group extend its commitment to FCC Group's business partners.

In this sense, the last principle extends this commitment to FCC Group's partners, collaborators, and providers based on the previous principles. The aim is to establish a balanced and transparent collaboration framework. For this all partners must:

- Demonstrate ethical conduct
- Protect human rights
- Display a high level of commitment
- Respect the environment in all their activities

As part of our ongoing commitment to uphold the highest standards of ethical conduct, it is essential to ensure that our internal policies not only comply with legal standards but also reflect our dedication to inclusivity and respect for all gender identities and expressions.

To this end, the **Project Coordinator's Code of Ethics and Conduct** is hereby expanded to include the following provisions:

1. Non-Discrimination Policy

Explicit Prohibition of Discrimination: Our policies explicitly prohibit discrimination on the basis of gender identity, gender expression, sexual orientation, and other related characteristics. This commitment is reflected in all project activities, from hiring and recruitment to interactions with stakeholders and data collection practices.

2. Anti-Harassment Guidelines

Comprehensive Coverage: The guidelines clearly define what constitutes harassment based on gender identity and expression, ensuring that all project participants understand the behaviours that are considered unacceptable.

Preventive Measures: Implement preventive measures including regular training sessions on gender sensitivity and anti-harassment to cultivate a respectful and safe working environment.

3. Complaint Mechanism

Accessible Reporting Channels: Establish accessible, confidential, and respectful channels for reporting discrimination or harassment. These channels must ensure that complainants are not subjected to retaliation or any form of bias during the process.

Clear Procedures for Resolution: Set forth clear, transparent procedures for investigating and resolving complaints related to gender discrimination or harassment. Ensure that these procedures are promptly followed, with fair treatment for all parties involved.

4. Training and Awareness

Regular Training Programs: Conduct regular training programs for all team members on understanding gender diversity, including non-binary and transgender identities, to foster an inclusive culture.

Awareness Campaigns: Initiate awareness campaigns that highlight the importance of diversity and inclusion within the project and its broader impact on society.

5. Monitoring and Evaluation

Continuous Improvement: Regularly monitor and evaluate the effectiveness of the policies and practices concerning gender identity and expression. Use these evaluations to make informed adjustments and improvements.

Feedback Loop: Create a feedback loop where project participants can contribute suggestions for improving gender inclusivity, which helps in refining policies and practices over time.

6. Transparency and Accountability

Documentation and Reporting: Maintain thorough documentation of all policies and instances of their application, especially concerning complaints and their resolution.

Accountability Measures: Implement accountability measures for breaches of the Code of Ethics, ensuring that violations are dealt with promptly and effectively.

7 GDPR FOR PARTNERS

The EU General Data Protection Regulation (GDPR), which has been in force since 25th May 2018, obliges every organisation operating in the EU to protect data. It is the most important of all data protection regulations in Europe, the implementation of which the project partners must comply with by taking appropriate measures.

The GDPR imposes comprehensive obligations on all those responsible within the meaning of the ordinance. Those responsible must not only ensure that they meet the requirements of the GDPR but must also be able to prove this as outlined in Article 5 GDPR. This means that companies and organisations must be able to prove that they implement suitable data protection guidelines and appropriate data protection precautions. Otherwise, there is a risk of fines, claims for damages and other disadvantages.

7.1. Guidance for applying GDPR

The GDPR applies to the completely or partially automated processing of personal data which are stored in a file system or are to be stored.

Personal data is any information relating to a natural person who is identified or identifiable, directly, or indirectly, with reference to an identifier e.g. ID number, location data, or any other information in relation with his/her identity.

Nature	Content	Format
Personal data can be: Objective- factual in nature. Subjective-includes opinions, assessments about the data subject.	Personal data can be directly about the subject, or it may be related to an individual's activities.	Alphabetical, Numerical, Graphical, Photographical, Acoustic.
E.g.: Objective: A researcher from x institution has published X & Y papers over the last year. Subjective: The supervisor thinks the researcher is ready to become a professor in X place.	E.g. Directly: Individual's name, personal email address. Individual's activities: Bank statements showing what the individual has purchased.	

Table 2. Scope of personal data

Processing is a comprehensive term for the contact with personal data. It includes the collection (acquisition, collection), storage, modification, use and transfer of data.

Principles of the processing of personal data according to Article 5 (GDPR) are:

- Lawfulness, fairness, and transparency: lawful grounds for processing personal data, Contractual necessity; Legal obligation necessity; Vital interest necessity; Public interest necessity; Legitimate interests.
- Purpose limitation: survey only for specified, explicit and legitimate purposes.
- Data minimization: collection and processing must be proportionate and relevant to the purpose and limited to what is necessary for the purposes of the processing.
- Accuracy: personal data must be correct.
- Storage limitation: personal data may be processed only in such a way as to ensure adequate security of such data.
- Integrity and confidentiality: the person responsible must be able to demonstrate compliance with the principles.

7.2. Legitimacy of data processing

Personal data processing can be managed under Article 6 of the GDPR.

This means that personal data of third parties may be collected, stored, or passed on if the data processors do have an explicit permission from the data owner according to the GDPR.

Partners need to ensure that they have a legitimate reason for processing personal data. The most common reasonings are:

- Consent of the person has been received (Article 6 I a).
- The personal data processed is necessary for the fulfilment of a contract (Article 6 I b).
- Processing of personal data is necessary to safeguard the legitimate interests of the data controller, unless the interests or fundamental rights of the data subject prevail (Article 6 I f).

REWAISE strives to protect personal data throughout the life of the project. Information about the tasks in which personal data collection, data management and storage are going to be involved can be found in D1.7 Data Management Plan.

7.3. IT Security

Those responsible for data protection must also safeguard IT security. Just as data protection focuses on the protection of individuals regarding the processing of personal data, IT security primarily aims to protect data from misuse by third parties.

7.4. Confidentiality

As stated in the General Agreement Article 36- Confidentiality 36.1 REWAISE will ensure all partners keep confidential any data, documents, or other material (in any form) that is identified as confidential at the time it is disclosed ('confidential information').

Confidential information could include all technical, commercial, financial, business, or strategic information and/or data, in whatever form, relating to one of the partners, its group, business, affairs or products and communicated to or otherwise disclosed to another partner. This includes, for example, the use of passwords on computers, data storage in remote servers, and the storing documents with personal data in locked cabinets.

Here below specific actions regarding the Data management and Digital data management are listed. A more exhaustive explanation can be found in Deliverable 1.7.

Integrity of information: Integrity is intended to protect the integrity of information. This integrity is lacking when data is intentionally or unintentionally manipulated or altered.

Availability of data: The IT goal of availability is to ensure that existing data can be used as required, i.e. is available.

Implementation of duties: Each project partner needs to check whether their organisation complies with all the necessary data protection obligations and, if necessary, make the according adjustments.

7.5. Data protection requirements in H2020 Projects

In case personal data are processed in the framework of a H2020 project, Project partners will follow all the guidelines exposed in D1.7.

7.6. Data processing and Ethics risk

While working on a research project, there are also some indicators of data processing operations that may entail higher ethics risks and that must be taken into consideration by all partners.

Below we provide some examples.

Topic	Indicators
Types of personal data used in the research	<ul style="list-style-type: none"> • racial or ethnic origin • political opinions, religious or philosophical beliefs • genetic, biometric or health data • sexual orientation • trade union membership
Data subjects involved in the research	<ul style="list-style-type: none"> • children • vulnerable persons • persons who have not given their explicit consent to participate in the research project
Scale or complexity of data processing	<ul style="list-style-type: none"> • large-scale processing of personal data • systematic monitoring of publicly assessable area on a large scale • involvement of multiple datasets and/or service providers, or the combination and analysis of different datasets (i.e. "big data")
Data collection or processing techniques involved in the research	<ul style="list-style-type: none"> • privacy-invasive methods or technologies (e.g. the covert observation, surveillance, tracking or deception of individuals) • the use of camera systems to monitor behaviour or record sensitive information • "data mining" (including data collected from social media networks), "web-crawling" or "social network analysis" • the profiling of individuals or groups (particularly behavioural or psychological profiling) • the use of "artificial intelligence" to analyse personal data • the use of automated decision-making which has a significant impact on the data subject(s)
Involvement of non-EU countries	<ul style="list-style-type: none"> • transfer of personal data to non-EU countries • collection of personal data outside the EU

Table 3. Indicators of data processing operations

7.7. GDPR Checklist

The following checklist gives an overview of the most critical issues each project partner needs to verify for itself in relation to compliance with GDPR.

The authors hereby emphasise that each project partner is responsible for compliance with the data protection rules.

1. **Appointment of a data protection officer:** Each organisation is responsible for compliance with data protection requirements (GDPR and national laws), and this may include the appointment of a data protection officer.
2. **Directory of processing activities:** Each organisation must keep a register of all data processing activities (see Article 30, GDPR). This list includes responsibilities, describes the purposes of the data processing and defines

deletion

periods.

3. **Privacy policy:** All persons whose data are processed must be informed about the data processing activities. For example, every website owner is obliged to embed a data protection declaration on their website.
4. **Obligation of confidentiality:** All employees who work with personal data must declare in writing to respect confidentiality, i.e. the secrecy of all company-related data.
5. **Data processing agreement:** a) Each REWAISE partner signed an individual data access agreement related to INNCOME's Share Point as REWISE Project repository; b) All partners signed the CA. The CA includes terms and conditions related to Dissemination (art 8.4), Access Right (art. 9), Non-disclosure of information (Art. 10) and Ethics compliance terms and conditions (art. 11.1).
6. **Data management legal commitment** is accepted and signed by each partner. Technical and Organisational Measures (TOM). TOM is a concept for handling personal data. They can include items such as employee user accounts, authorisation concepts, video surveillance or lockable cabinets for files.

8 GENDER MAINSTREAMING CHECKLIST

Recent research underscores that access to and control over infrastructure facilities and services are differentiated not only between men and women but across a spectrum of gender identities, influenced by intrahousehold dynamics, property rights, and cultural norms. Such disparities often stem from entrenched social and economic inequalities that affect diverse groups including migrants and ethnic minorities.

Infrastructure projects have historically been gender-insensitive, often operating under the assumption that all genders will benefit equally. This oversight fails to address the varied impacts these projects can have across different communities, sometimes exacerbating existing inequalities. Indeed, while infrastructure can be a powerful tool for promoting gender equality, its design and implementation frequently overlook the unique needs and contributions of non-binary and transgender individuals, leading to unintended and unequal benefits.

Gender mainstreaming within infrastructure projects should be seen not merely as an additional consideration but as a fundamental component of project success and sustainability. It ensures that interventions do not disproportionately disadvantage any gender, particularly in comparison to cisgender men. This approach is crucial for ensuring that the benefits of development are equitably shared and that no group becomes worse off.

The objective of the Gender Mainstreaming Checklist is to equip REWAISE partners with a robust framework for integrating a comprehensive gender perspective throughout the project lifecycle. For relevant information, check REWAISE RRI Indicator System https://www.dropbox.com/scl/fi/vtlkqwgxbmwcf7je3z2cc/RRI-Indicator-System-for-REWAISE-Text-for-CETIM_KC_bm.docx?rlkey=xrgvmvq09smgerytru6mj05zy&dl=0

This tool aims to:

- Guide partners, task managers, and implementation teams to design, execute, and evaluate infrastructure activities that are sensitive to the needs of all gender identities.
- Support each Living Lab in conducting thorough gender analyses and incorporating gender considerations into all stages of project planning and implementation.

Additionally, as outlined in the GA Annex I part B section 1.3.6, REWAISE will implement a Gender Action and Equality Plan led by AQUA and STW. This includes a gender diagnosis in water cycle management within Competency Groups in selected Living Labs and encouraging gender-diverse entrepreneurship through the WINcubator (SME accelerator), supported by proactive financial incentives from a well-balanced Investor Partnership (InPa).

This checklist, inspired by the Gender Mainstreaming Checklist for Projects from the United Nations Industrial Development Organization (UNIDO), serves as a template to ensure that gender integration is systematically addressed in all project components, including analysis/justification, data & statistics, results framework, budgeting, stakeholder involvement, gender capacities, project implementation, and monitoring & evaluation.

Gender mainstreaming checklist for projects					
Project Component	Question	Yes	No	Partially	Comments*
Analysis/ Justification	Does the project explicitly address a gender issue or issues? If so, please describe how and if not, please provide explanation.				
	Does the background/context analysis of the project examine: a) the different situations of women and men b) the impacts the project will have on different groups				
	Does the project’s context analysis include the impact on various gender identities, including non-binary and transgender individuals? <i>(This ensures the project recognizes and addresses the needs of all gender identities from the outset.)</i>				
Strategy	Does the project approach specify how it will address the gender issues identified in the analysis? If not, please provide explanation.				

Data & Statistics	Will the project collect and use sex disaggregated data and qualitative information to analyse and track the gender issues?				
	Will the project collect and use data disaggregated by a range of gender identities beyond the traditional male and female categories? <i>(Important for accurately understanding and responding to the needs of all community members.)</i>				
Results Framework	Are outcomes, outputs and activities designed to meet the different needs and priorities of women and men?				
	Does the results framework include gender responsive indicators, targets and a baseline to monitor gender equality results?				
	Are the project's outcomes, outputs, and activities designed to address the specific needs and priorities of diverse gender identities? <i>Checks if the project plans to create specific benefits for non-binary, transgender, and other gender identities.</i>				
Budget	Have adequate financial resources been allocated for the proposed gender activities (vis-à-vis % of total budget)?				
	Is a portion of the budget specifically allocated to address issues or initiatives related to non-binary and transgender individuals? <i>Ensures financial resources are dedicated to gender diversity initiatives.</i>				
Stakeholders & Participation	Are women/gender focused groups, associations or gender units in partner organizations consulted/included in the project?				
	Does the project ensure that both women and men can provide inputs, access and participate in project activities (target at least 40 % of whichever gender is underrepresented)?				
	How does the project ensure the participation of non-binary, transgender individuals, and people from different cultural backgrounds in its design and decision-making processes? <i>This question is about inclusivity in project governance, ensuring that diverse voices are included in planning and operational decisions.</i>				
	Are there measures in place to ensure that migrants and individuals from minority groups have equal access to project benefits and resources? <i>(This seeks to confirm that the project actively promotes inclusivity and access for migrants and minorities, ensuring that no group is disadvantaged.)</i>				

	<p>Does the project ensure participation from diverse gender identities in its consultation and decision-making processes?</p> <p><i>Verifies that the voices of non-binary, transgender, and other gender identities are included in the project development.</i></p>				
Gender Capacities	<p>Has a gender expert been recruited OR does the project staff have gender knowledge and have gender related tasks incorporated in their job descriptions?</p>				
	<p>Will all project staff be sensitized to gender (e.g. staff will complete basic online course; I Know Gender Course on UN Women's eLearning Campus https://trainingcentre.unwomen.org/)?</p>				
	<p>Does the project provide training and sensitization on issues related to gender diversity, cultural competency, and anti-discrimination practices for all staff members?</p> <p><i>(This seeks to enhance the project team's understanding and ability to interact respectfully and effectively with all communities and individuals.)</i></p>				
Project Implementation	<p>Does the project plan include training for staff on inclusivity and sensitivity towards all gender identities?</p> <p><i>(Ensures that project staff are well-prepared to engage respectfully and effectively with people of all gender identities).</i></p>				
	<p>Is there gender balanced recruitment of project personnel and gender balanced representation in project committees?</p>				
	<p>Does the project design and implementation consider the specific needs and challenges of non-binary and transgender individuals?</p> <p><i>(This question aims to ensure that the project addresses and integrates the perspectives and requirements of transgender and non-binary participants.)</i></p>				
Monitoring & Evaluation	<p>Is there a plan for outreach and engagement strategies that specifically target gender-diverse communities?</p> <p><i>(Aims to actively include and benefit individuals from these communities in the project).</i></p>				
	<p>Will the monitoring and evaluation of the project cover gender issues and monitor behavioural changes towards greater gender equality?</p> <p>Will the monitoring and evaluation processes specifically assess the impact on non-binary and transgender participants?</p> <p><i>Ensures ongoing assessment and responsiveness to the needs of these groups throughout the project.</i></p>				

	<p>Does the project collect and use data disaggregated by gender, including non-binary identities, as well as by ethnicity and migration status?</p> <p><i>(This question checks whether the project gathers and utilizes detailed demographic data to tailor and evaluate its impact on diverse groups effectively)</i></p>				
	<p>Are there specific indicators in place to monitor the impact of the project on gender minorities and migrant populations?</p> <p><i>(This aims to establish mechanisms within the project to track and assess its effectiveness and equity in reaching and benefiting gender minorities and migrants.)</i></p>				

* Comments are mandatory for each question answered “No” or “Partially”.

Table 4. Gender Mainstreaming Checklist for Projects

9 CONCLUSION

Ethics and data management are of high importance for quality assurance in the REWAISE Project, therefore the Ethics Plan (EP) is a strategic document that will aim to describe all the fundamental ethical issues relevant to the project and present all the procedures to be followed by all Consortium partners.

The Consortium shall carry out the project actions in compliance with ethical principles and applicable international, EU and national laws, and develop its own guidelines, procedures and measures aiming to support the protection of ethical aspects of research. The Ethics plan will be measured based on the results obtained from the checklists included in the guidelines that will have to be completed by the assigned partners.

The Ethics plan will be monitored and reviewed throughout the whole duration of the Project, and a final version will be delivered at the end of it.

Throughout the duration of the project, significant strides have been made in recognizing and integrating diverse gender identities into every aspect of the operations. The commitment to inclusivity has not only enriched the project environment but has also provided valuable insights that have enhanced the robustness and relevance of our outcomes.

Highlights of Achievements in Gender Inclusivity

- Enhanced Project Engagement:** By adopting a more inclusive approach to gender identity, we have seen increased engagement from a broader spectrum of participants. This diversity has brought a wealth of perspectives that have enriched discussions, decision-making processes, and innovation within the project.
- Improved Data Accuracy and Relevance:** The collection and analysis of data disaggregated by various gender identities have enabled us to tailor our strategies



and interventions more precisely, ensuring that they are truly reflective of and responsive to the needs of all beneficiaries.

3. **Strengthened Community Relations:** The efforts to address and incorporate diverse gender identities have been recognized and appreciated by the community, leading to stronger relationships and greater trust between the project team and community members. This trust has been crucial in facilitating smoother implementation and more effective collaboration.
4. **Policy and Practice Enhancements:** The integration of gender diversity considerations into our policies and practices has set a new standard within the project, promoting a culture of respect and equality that extends beyond our immediate objectives to influence broader organizational and community norms.
5. **Sustainability and Scalability:** By embedding gender inclusivity into the project's core, we have laid a foundation for sustainability and scalability. These principles are now integral to our approach, ensuring that future expansions or adaptations of the project continue to prioritize gender inclusivity.

Contribution to Project Success and Sustainability:

- The inclusive practices we have implemented serve as a model for other projects, illustrating how integrating diverse gender identities can enhance project outcomes and sustainability. The insights gained and the practices developed provide a valuable blueprint for replicating success in similar initiatives, both within our organization and externally.

In conclusion, the integration of diverse gender identities into our project has not only met ethical and social justice objectives but has also proven to be a strategic enhancement to the project's effectiveness and sustainability. Our experiences affirm that a commitment to gender inclusivity is indeed a commitment to excellence and success.

The benefits that gender inclusivity brings to projects, highlighting its importance not only from a social and ethical perspective but also as a critical component of project success and sustainability

10 BIBLIOGRAPHY

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- https://www.afdb.org/sites/default/files/documents/policy-documents/checklist_for_gender_maintstreaming_in_the_infrastructure_sector.pdf
- Project Coordinator's Code of Ethics and Conduct summary for partners, supplies and collaborators: <https://www.aqualia.com/en/web/aqualia-en/code-of-ethics-and-conduct>
- Project Coordinator's Code of Ethics and Conduct Anti-Corruption Policy. <https://www.aqualia.com/en/web/aqualia-en/other-policies>



11 ANNEXES

11.1. Annex 1 – Survey on Ethics and Gender Dimension

Marca temporal	1.Do you have an ethical policy?	2.If yes, who is responsible?	3.Do you have a GDPR policy?	4.If yes, who is responsible?	5.Do you have an ethical code of conduct?	6.Are you aware of The GDPR?	7.Are you interested in a code of conduct?	8.Do you have a gender policy?	9.If yes, who is responsible?	10.Are you interested in a code of conduct?	11.Are there any other initiatives?
15/01/2021 9:51:55	No		Yes	Data Protection Officer	Yes	Yes	Yes	No		Yes	
15/01/2021 15:50:10	No		No		No	Yes	Yes	No			
18/01/2021 11:55:43	Yes	Henrik Aspegren, henrik.a	Yes	Maria.Petersen, maria.pe	No	No	Yes	No		Yes	
18/01/2021 12:36:34	Yes	Ethics Commission of the U	Yes	Delegation for Data Prote	Yes	Yes	Yes	Yes	Equality Unit. Amparo Mai	Yes	
20/01/2021 0:07:33	No		No		No	Yes	Yes	No		Yes	
21/01/2021 8:51:12	Yes	sara.blomberg@chemeng	Yes	sara.blomberg@chemeng	Yes	Yes	Yes	Yes	sara.blomberg@chemeng	Yes	
22/01/2021 10:06:53	Yes	cumplimientoaqualia@fcc	Yes	protecciondatos@aqualia	Yes	Yes	Yes	No	We have the equality plan	Yes	
22/01/2021 11:55:31	Yes	We have a general strate	Yes	our Chief Secretary Mr. G	Yes	No	Yes	No		Yes	
22/01/2021 13:40:39	No	Guy Reavley , guy@solar	No	Guy Reavley , guy@solar	Yes	Yes	No	Yes	Guy Reavley , guy@solar	No	NO
25/01/2021 19:35:50	No	We have a general code c	Yes	Prof. Ilenia Tinnirello is re	Yes	Yes	Yes	No	The statute of the Univers	Yes	No
28/01/2021 21:49:45	No	We have a general code c	Yes	Prof. Ilenia Tinnirello is re	Yes	Yes	Yes	No	The statute of the Univers	Yes	No
29/01/2021 17:58:05	No		No		No	Yes	Yes	No		Yes	
1/02/2021 7:58:48	No		Yes	HR is responsible for that	No	No	Yes	No		No	
1/02/2021 15:50:02	No		Yes	Patrik Johansson	No	No	No	No		No	no
2/02/2021 10:48:59	No		Yes	m.korcz-olejek@ietu.pl	No	Yes	No	No		No	
3/02/2021 19:52:55	Yes	Ann-Marie Brady annmari	No		No	Yes	Yes	No		Yes	
4/02/2021 20:52:44	Yes		Yes		Yes	Yes	Yes	Yes		No	
8/02/2021 10:26:19	No		No		No	No	Yes	No		Yes	
8/02/2021 16:37:44	Yes	Adrian Evans will act as o	Yes	Coventry University Group	Yes	Yes	Yes	Yes	For ReWaise - Adrian Eva	Yes	
22/02/2021 13:44:10	No		Yes	dataskyddsbud@malm	No	No	No	No		No	



11.2. Annex 2 - Questions on GDPR, Ethics and Gender issues for the Webinar preparation:

1. Do you take data protection into account, from the moment you begin developing a product to each time you process data?
2. Do you have an internal security policy for your team members, and build awareness about data protection?
3. Do you have up-to-date records of all data processing activities?
4. Do you know when to conduct a data protection impact assessment, and have a process in place to carry it out?
5. Do you have/ or do we have as a project the processes and resources in place to support access requests from individuals to delete data in accordance with the GDPR?
6. Are you aware that detailed information about informed consent must be provided to potential participants?
7. Does your research respect the integrity and dignity of persons?
8. Does your research involve the use of elements that may cause harm to the environment, to animals or plants?
9. Do you know what the principle of proportionality is?
10. When drafting a proposal, do you pay attention to balance between women and men in the research teams who will implement your project?
11. Have you ever considered differentiated outcomes and impacts of the research on women and men?



11.3. Annex 3 - Ethical checklist

Date:	Partner:
WP:	Action:

		If Yes, please provide details; if No, please justify
Have you ensured that this work has not been done before?	Yes/No/NA	
Are there any expected benefits to participants?	Yes/No/NA	
Have you considered risks to the research team?	Yes/No/NA	
Have you considered risks to the participants (for example, harm, deception, impact of outcomes)?	Yes/No/NA	
Have you considered risks to data collected (for example, storage, considerations of privacy, quality)?	Yes/No/NA	
Have you considered risks to the research organisations, project partners, and funders involved?	Yes/No/NA	
Have any potential hazards been minimised, including unwitting disclosure of private condition or personal circumstance?	Yes/No/NA	
Might anyone else be put at risk as a consequence of this research?	Yes/No/NA	
Will participants be assured that participation is voluntary and that they can refuse or withdraw at any time?	Yes/No/NA	
Have you ensured that no participant is excluded on the grounds of sexual orientation, age, gender, religious belief, ethnic group or disability?	Yes/No/NA	



Will vulnerable people be recruited (for example children, people with learning disabilities, the elderly)?	Yes/No/NA	
Will potential participants receive verbal or written information about the project?	Yes/No/NA	
Will information be provided in languages other than English?	Yes/No/NA	
Will information be provided in formats other than standard type (e.g. Braille, large font)?	Yes/No/NA	
If using secondary data, does the consent from the primary data cover further analysis?	Yes/No/NA	
Will informed consent be obtained – either verbal or written?	Yes/No/NA	
Has the competence of participants to give informed consent be determined?	Yes/No/NA	
Will you ensure that all identifying data is removed and that all records (paper and computer) are anonymised?	Yes/No/NA	
Will data be kept in accordance with the General Data Protection Regulations (GDPR)?	Yes/No/NA	
Will you protect your data at the research site and away from the research site?	Yes/No/NA	
Is there an intention to publish or disseminate this work?	Yes/No/NA	
Have you considered ethics within your plans for dissemination/impact?	Yes/No/NA	
Will participants receive feedback?	Yes/No/NA	
Will results be presented in a way that does not identify individuals?	Yes/No/NA	
Will any unequal relationships exist between anyone involved in the recruitment and the potential participants?	Yes/No/NA	
Will you be collecting information through a third party?	Yes/No/NA	
Will the ethics aspects of the project be monitored throughout its course?	Yes/No/NA	



11.4. Annex 4 - GDPR Checklist

Date:		Partner:	
WP:	Action:		

		If Yes, please provide details; if No, please justify
Appointment of a data protection officer: Each organisation is responsible for compliance with data protection requirements (GDPR and national laws), and this may include the appointment of a data protection officer.	Yes/No/NA	
Directory of processing activities: Each organisation must keep a register of all data processing activities (see Article 30, GDPR). This list includes responsibilities, describes the purposes of the data processing and defines deletion periods.	Yes/No/NA	
Privacy policy: All persons whose data are processed must be informed about the data processing activities. For example, every website owner is obliged to embed a data protection declaration on their website.	Yes/No/NA	
Obligation of confidentiality: All employees who work with personal data must declare in writing to respect confidentiality, i.e. the secrecy of all company-related data.	Yes/No/NA	
Data processing agreement: If a service provider processes personal data on behalf of and on the instructions of a responsible person, a data processing agreement must be signed in certain cases, which specifies the duties and responsibilities of both parties.	Yes/No/NA	
Technical and Organisational Measures (TOM): TOM is a concept for handling personal data. They can include items such as employee user accounts, authorisation concepts, video surveillance or lockable cabinets for files.	Yes/No/NA	

11.5. Annex 5 - Gender Mainstreaming Checklist

Date:	Partner:
WP:	Action:

Gender mainstreaming checklist for projects					
Project Component	Question	Yes	No	Partially	Comments*
Analysis/ Justification	Does the project explicitly address a gender issue or issues? If so, please describe how and if not, please provide explanation.				
	Does the background/context analysis of the project examine: a) the different situations of women and men b) the impacts the project will have on different groups				
	Does the project's context analysis include the impact on various gender identities, including non-binary and transgender individuals? <i>(This ensures the project recognizes and addresses the needs of all gender identities from the outset.)</i>				
Strategy	Does the project approach specify how it will address the gender issues identified in the analysis? If not, please provide explanation.				
Data & Statistics	Will the project collect and use sex disaggregated data and qualitative information to analyse and track the gender issues?				
	Will the project collect and use data disaggregated by a range of gender identities beyond the traditional male and female categories? <i>(Important for accurately understanding and responding to the needs of all community members.)</i>				
Results Framework	Are outcomes, outputs and activities designed to meet the different needs and priorities of women and men?				



	Does the results framework include gender responsive indicators, targets and a baseline to monitor gender equality results?				
	Are the project's outcomes, outputs, and activities designed to address the specific needs and priorities of diverse gender identities? <i>Checks if the project plans to create specific benefits for non-binary, transgender, and other gender identities.</i>				
Budget	Have adequate financial resources been allocated for the proposed gender activities (vis-à-vis % of total budget)?				
	Is a portion of the budget specifically allocated to address issues or initiatives related to non-binary and transgender individuals? <i>Ensures financial resources are dedicated to gender diversity initiatives.</i>				
Stakeholders & Participation	Are women/gender focused groups, associations or gender units in partner organizations consulted/included in the project?				
	Does the project ensure that both women and men can provide inputs, access and participate in project activities (target at least 40 % of whichever gender is underrepresented)?				
	How does the project ensure the participation of non-binary, transgender individuals, and people from different cultural backgrounds in its design and decision-making processes? <i>This question is about inclusivity in project governance, ensuring that diverse voices are included in planning and operational decisions.</i>				
	Are there measures in place to ensure that migrants and individuals from minority groups have equal				



	<p>access to project benefits and resources?</p> <p><i>(This seeks to confirm that the project actively promotes inclusivity and access for migrants and minorities, ensuring that no group is disadvantaged.)</i></p>				
	<p>Does the project ensure participation from diverse gender identities in its consultation and decision-making processes?</p> <p><i>Verifies that the voices of non-binary, transgender, and other gender identities are included in the project development.</i></p>				
Gender Capacities	<p>Has a gender expert been recruited OR does the project staff have gender knowledge and have gender related tasks incorporated in their job descriptions?</p>				
	<p>Will all project staff be sensitized to gender (e.g. staff will complete basic online course; I Know Gender Course on UN Women’s eLearning Campus https://trainingcentre.unwomen.org)?</p>				
	<p>Does the project provide training and sensitization on issues related to gender diversity, cultural competency, and anti-discrimination practices for all staff members?</p> <p><i>(This seeks to enhance the project team’s understanding and ability to interact respectfully and effectively with all communities and individuals.)</i></p>				
	<p>Does the project plan include training for staff on inclusivity and sensitivity towards all gender identities?</p> <p><i>(Ensures that project staff are well-prepared to engage respectfully and effectively with people of all gender identities).</i></p>				
Project Implementation	<p>Is there gender balanced recruitment of project personnel and gender balanced representation in project committees?</p>				



	<p>Does the project design and implementation consider the specific needs and challenges of non-binary and transgender individuals?</p> <p><i>(This question aims to ensure that the project addresses and integrates the perspectives and requirements of transgender and non-binary participants.)</i></p>				
	<p>Is there a plan for outreach and engagement strategies that specifically target gender-diverse communities?</p> <p><i>(Aims to actively include and benefit individuals from these communities in the project).</i></p>				
Monitoring & Evaluation	<p>Will the monitoring and evaluation of the project cover gender issues and monitor behavioural changes towards greater gender equality?</p>				
	<p>Will the monitoring and evaluation processes specifically assess the impact on non-binary and transgender participants?</p> <p><i>Ensures ongoing assessment and responsiveness to the needs of these groups throughout the project.</i></p>				
	<p>Does the project collect and use data disaggregated by gender, including non-binary identities, as well as by ethnicity and migration status?</p> <p><i>(This question checks whether the project gathers and utilizes detailed demographic data to tailor and evaluate its impact on diverse groups effectively)</i></p>				
	<p>Are there specific indicators in place to monitor the impact of the project on gender minorities and migrant populations?</p> <p><i>(This aims to establish mechanisms within the project to track and assess its effectiveness and equity in reaching and benefiting gender minorities and migrants.)</i></p>				



11.6. Annex 6 - Project Coordinator's "Code of Ethics and Conduct" main references

Our Code of Ethics and Conduct provides practical insight into the values shared across the FCC Group for enabling a more robust culture of compliance and supporting the creation of long-term value for our project.

Adherence to the content of the Code may under no circumstances contravene applicable legislation, though should such a situation arise, the content of the Code would be adapted in line with the legal provisions.

The Code shall prevail over any conflicting local internal rules and codes of conduct, except where such regulations impose more stringent conduct requirements. Specific adaptations shall be allowed for countries in which the FCC Group operates, subject to consultation with and authorisation by the Compliance Committee.



The FCC Group Code of Ethics and Conduct

The purpose of the Code of Ethics and Conduct is to encourage all persons having links with any FCC Group company to observe the most stringent conduct guidelines in their commitment to complying with laws, legislation, contracts, procedures and ethical principles.

Compliance with this Code is mandatory for anyone related to any FCC Group company, regardless of the type of contract or agreement defining their labour relationship, job position or geographical location in which they carry out their work.

The conduct guidelines in the present Code of Ethics and Conduct also apply to all investees and entities in which the FCC Group exercises control over management. The FCC Group will also encourage its investees, even when not under the group's control, providers, contractors, collaborators and other partners to adopt principles and values similar to the ones set forth herein.

FCC | Code of Ethics and Conduct

We extend our commitment to our business partners

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In our relations with providers, contractors, partners and collaborators, we seek to establish a balanced and transparent collaboration framework that fosters stable, long-lasting business relationships which maximise the benefits for all parties

At the FCC Group, we share our commitment to ethics and compliance by promoting up-to-date workplace health and safety practices and encouraging collaborations with those who conform to advanced social, environmental and ethical standards. They may do this by adhering to this Code, including specific clauses in contracts or having compliance models in place that are compatible with the FCC Group model.

Our partners, collaborators and providers must

Demonstrate ethical conduct in their business relations and openly reject corruption, bribery and fraud.

Protect human rights and the fundamental labour rights acknowledged worldwide in the Universal Declaration of Human Rights and in the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work and other ILO Conventions.

Display a high level of commitment insofar as meeting workplace health and safety standards, guaranteeing a safe and healthy working environment and proactively implementing measures that help to minimise workers' exposure to risk.

Respect the environment in all their activities not only by complying with legislation but also by undertaking their activities so as to minimise negative environmental impacts and engaging in sustainable environmental management. Specifically, when providers conduct their activities at FCC Group premises, they should ensure that their employees are aware of and comply with the applicable internal and external environmental regulations.

We will undertake due diligence procedures for the purpose of complying with these principles, considering ethical aspects and the professional and financial suitability of the parties with whom we do business.



11.7. Annex 7. Informed consent for the project

REWAISE Information Letter (to be sent as a pdf)

Project Name: Resilient Water Innovation for Smart Economy (REWAISE)
Project No & Funding: Grant agreement No 869496
End user organisation:

[Date, place]

Dear Sir/Madam,

REWAISE is a project funded by the European Commission H2020 research program (Grant agreement No 869496) that aims to develop a new "smart water ecosystem" (<http://rewise.eu/>). REWAISE will develop technologies to tackle several water-related challenges and will contribute to reducing freshwater use, recovering energy from wastewater streams, and creating a carbon-neutral hydrological cycle, and more. Along with the technical development, relevant stakeholders will be interviewed to ensure the project actually meets societal needs with regards to water.

The aim of this document is to inform you about the regulatory framework that applies to any participation in EU funded projects, and thereby to your participation in the REWAISE project. In order to comply with the EU guidelines, we need to ask for explicit consent to being part of this research. Therefore, we already inform you that on the day of the interview, the moderator will go with you through a list of items we need your consent for.

What does it mean for you to participate in the REWAISE Project?

- **Participation is voluntary**

Your participation in the REWAISE project is voluntary and you can choose to stop participating at any time. You can withdraw your consent at any time without giving any reason. It shall be as easy to withdraw as to give consent. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. There will be no negative consequences for you if you decide to withdraw your consent. Data and information that has been collected up to the point of withdrawal will continue to be used by the REWAISE Consortium, unless the participant requests that their data is removed from the dataset.

If you should decide to withdraw your consent, please contact the research contact person and let her/him know of your intention of leaving the research project. You can contact the research contact person at the address given below (Ms. Beatriz Medina).



Please keep in mind that if you do not provide us with your authorization now or if you cancel it in the future, you will not be able to participate in this study.

We hope that most participants will find the discussion interesting and thought-provoking. If, however, you feel uncomfortable in any way during the interview session, you can decline to answer any question or to end the interview.

- **How do we store and handle the information you provide?**

The provided information will be treated anonymously, which means it will be aggregated with other data and not used as individual data. This is in accordance with the data protection regulation from the European Commission: art. 5.1, "b", of the Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. The results from the study will be stored in the REWAISE database which will be archived by WE&B and will be deleted one year after the project ends. The results will be made available to other collaborating researchers within the REWAISE project.

Results from this study will be used for the REWAISE project and for scientific purposes only. Personal data will be processed in a manner that ensures appropriate security and confidentiality of personal data, which includes preventing unauthorized access to or use of personal data and the equipment used for processing. Recorded information will be processed during the phase of data analysis and will be included in project internal reports or later in scientific publications. Your recorded information will only be processed for the purposes of the project ('purpose limitation') and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation'). The results of this study may be published in scientific magazines, conference proceedings or books.

- **Contact person**

If you want to receive a copy of the results of this study, if you would like to request any further information about your rights as a participant in the testing phases, or if you are not satisfied with the way this study is being carried out, or if you have any question or complaint during the testing phase, please contact the leading researcher:

Beatriz Medina, Water, Environment and Business fir Development

[Full address of end-user organization]

beatriz.medina@weandb.org

Thank you on behalf of REWAISE team, we are looking forward to speaking to you soon!

**REWAISE Consent Sheet (to be recorded by voice and info gathered in a Google form by facilitator while saying it)**

Participant Name

Signature:

Date:

.....

Witness Name

Signature:

Date:

.....

General		
I confirm I have read and understood the Information Letter and Privacy Policy (attached) for the above project. The information has been fully explained to me and I have been able to ask questions, all of which have been answered to my satisfaction.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I give my consent to participate in the interview of the research project entitled REWAISE	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that this project is entirely voluntary and if I decide that I do not want to take part, I can stop taking part in this project at any time without giving a reason. I understand that deciding not to take part will have no negative consequences for me.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that participation may involve being interviewed and tested by researchers, members of the REWAISE.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that I will not be paid or receive any materialistic reward for taking part in this project.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I know who to contact if I have any question about the REWAISE, my participation thereto or my privacy.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I consent to take part in this project having been fully informed of the risks, inconveniences and benefits which are described in full in the Information Letter which I have been provided with.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I agree to being contacted by researchers by email and phone as part of this project.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I agree that my data is collected in a central database. In order to facilitate scientific discoveries, my non-identifiable data will be made available to the public (in absolutely anonymous form) for the use permitted by research.	Yes <input type="checkbox"/>	No <input type="checkbox"/>



Data processing		
I consent to the collection of personal data such as my name, email address in accordance with the purposes of this research project.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that personal information about me, including the transfer of this personal information about me outside of the EU, will be protected in accordance with the General Data Protection Regulation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have been given a copy of the Information Letter, Privacy Policy and this consent form.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

To be completed by the Principal Researcher

I, the undersigned, have taken the time to fully explain to the above participant the nature and purpose of this research project in a way that she/ he could understand. I have explained the risks and possible benefits involved. I have invited the participant to ask questions on any aspect of the project that concerned her/ him.

I have given a copy of the Information Letter, Privacy Policy and this Consent form to the participant with contacts of the research team.

Researcher Name**Signature****Date**



11.8. Annex 8. Informative annex: Diversity and inclusion plan

This is an informative annex was made by Jess Alce, Chair the ethnicity group at Severn Trent Water.



Our commitment to Diversity & Inclusion 2

Wonderfully you

How boring would it be, if we were all cut from the same cloth? And how ill-equipped would we be, to serve the communities who trust us to do right by them?

That's why I couldn't be more excited to share with you, how we're building a wonderfully diverse and inclusive workforce. One that mirrors the customers in our region.

Where all our employees, bar none, have an equal chance to succeed. Regardless of their background or personal circumstances.

A diverse and inclusive organisation is a more talented one.

Diversity for us, is employing talented people that truly represent the customers in our communities. After all, we serve everyone. So, we want to reflect and understand everyone too.

We want to tap into the very best talent from across our geographical patch. As a regional business, we feel it's our duty to create meaningful opportunities for individuals from all walks of life, who live in the communities we serve. We believe that our journey to being truly representative will create more opportunities for some of our under-represented communities and will set the bar high for the next generation too.

Once we've attracted talented people to our business, we want their experience at Severn Trent to be a brilliant one.

For us, an inclusive workplace, is one where all our people are treated fairly every day, and feel fully able to bring their entire selves to work.

We're committed to the journey.

You'll see we've made some bold commitments that will take time to bear fruit. However, we're making great strides and we're super-proud of all the external recognition we're getting.

The true test for me though, is how our people feel. Lots of our employees tell us they love working here and that we treat people from all backgrounds fairly. We're also seeing more diversity in our workforce. And newcomers say they trust us enough to be their true selves at work.

But, just like everything we set our hearts and minds to at Severn Trent, we're determined to get even better. Every day we'll put in the hard yards, to push ourselves further.

And so, this document lays out our diversity and inclusion ambitions and progress. I hope you enjoy reading it.

Liv
Liv, Chief Executive

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TRENT



Our commitment to Diversity & Inclusion 3

What's inside

To jump to a section, simply click on the title of the page you wish to view.

<p>Our social purpose 4</p> <p>D&I strategy on a page 5</p> <p>Our plan on how we're 6</p> <p style="padding-left: 20px;">Creating a workplace that's fair for all 7</p> <p style="padding-left: 20px;">Building a workforce that reflects our communities 9</p>	<p>We're making great strides on 12</p> <p style="padding-left: 20px;">Gender equality 13</p> <p style="padding-left: 20px;">LGBTQ+ 14</p> <p style="padding-left: 20px;">Ethnicity 15</p> <p style="padding-left: 20px;">Social Mobility 16</p> <p style="padding-left: 20px;">Physical and mental wellbeing 17</p> <p style="padding-left: 20px;">Age 18</p>
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*all the data supplied in this document is for year ending 2020/21

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It's anchored in our social purpose

The glue that binds us together and motivates us to get out of bed each morning is our purpose. And that's to **take care of one of life's essentials**. Not just today, but for generations to come.

Whether it's making sure we all have the hot brew to wake us up each morning, or the relaxing bath before bed, we know just how important water is to everyday life. It's a big job requiring bold ambitions. All of which we spell out in our [sustainability framework](#). We're one of the largest employers across our region, which makes our diversity and inclusion efforts even more important. Our actions are guided by our values, and diversity and inclusion run through the core of these.

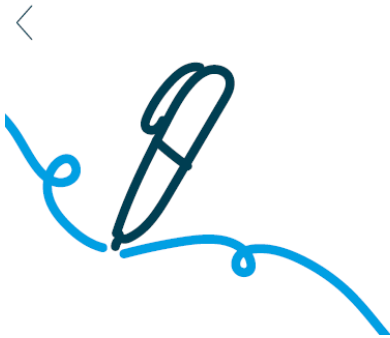




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D&I strategy on a page

The big commitment



1. We're creating a workplace that's fair for all.

We're building a fair working environment, where everyone has the opportunity to succeed. Regardless of their age, ethnicity, gender, physical or mental wellbeing, religion, sexual orientation, or socio-economic background.

We want our people to trust that they can feel safe to speak and act freely; to look around and see themselves in others. This is what creates happier and higher performing employees.

2. We're building a workforce that reflects the communities we serve.

The Severn Trent patch is a wonderful assortment of diversity. And we serve everyone. People from every walk of life, all with different needs. They're our neighbours, our friends, and our family.

Only when we have a range of backgrounds, experiences, opinions, and value sets in our organisation – can we comfortably put ourselves in the shoes of our customers. So, our diversity ambition is to have a workforce that reflects the communities we serve.

Making a positive difference in our local communities

Throughout our plan, we also want to make a positive difference in our local communities. We're one of the biggest employers in our region, investing in skills and careers.

We want to be a force for good, breaking down myths, stereotypes and barriers so that we can influence the life chances of future generations.

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1. How we're creating a workplace that's fair for all

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Our inclusion targets – How will we know when we get there?

Our efforts to create an inclusive workplace will be judged primarily by our people. Only they can tell us how it really feels to work at Severn Trent. We measure this through our employee engagement survey called 'Quest'. The picture below shows you how we're doing.

	Our inclusion targets	Today's picture
Quest Employee engagement score	8.1 out of 10 (based on global benchmark)	8.3 out of 10
Quest equality question People from different backgrounds are treated fairly at Severn Trent	8.1 out of 10 (based on global benchmark)	8.9 out of 10 All employees
Quest equality question People from different backgrounds are treated fairly at Severn Trent	Parity between ethnicities and genders	Men 8.9 Women 8.9 Ethnic Minorities 8.2

Data accurate as of 31 March 2021

The numbers explained

We're thrilled that our **employee engagement score is 8.3 placing us in the top 5% of utility companies in the world.**

Men and women score this question equally but we can see we have more work to do when you look at different ethnic groups, where there are some small differences, despite all being above benchmark.

We're really proud that we're currently exceeding our engagement and equality targets, but as we raise awareness of the issues and challenges that some minority groups face, we anticipate that our equality score will dip. We accept that and believe it is part of the journey to achieving sustainable change. At the same time we would be disappointed if our scores fell too far, so we are still targeting to outperform the global best practice benchmarks.








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Our inclusion plan

How fairly people feel they're treated, is driven by the everyday words and actions of all of us. Our company values will guide our behaviours, but we're also putting in place actions to create a culture of inclusivity for everyone.

<

We're starting at the top

Our Executive team have all been partnered with D&I employee reverse mentors, from an under-represented group at Severn Trent. They meet regularly and vow to speak with complete candour. This is to make sure our most senior leaders get genuine insight into what life is like for all our colleagues at Severn Trent. And more importantly, what needs to change.

Everyone has a voice through our Employee Advisory Groups

We have Employee Advisory Groups for LGBTQ+, Ethnicity, Disability and Women in STEM* and Ops. Each has an Executive Sponsor and a voluntary employee Chair. These groups are empowered to raise awareness, educate our workforce, and work with external bodies to help us create the right policies and interventions to drive out intentional and unintentional discrimination.

*Science, Technology, Engineering and Maths

We're all getting curious

Curiosity is one of our values and we're embracing getting curious about diversity and inclusion through our state-of-the-art Severn Trent Academy. Our management community have all been invited to attend diversity and inclusion awareness sessions. There's plenty of formal training interventions available. And, our Employee Advisory Groups run fantastic curiosity sessions for their colleagues, where they get to find out more about the people they work with - who often have different backgrounds to them.

We're breathing new life into our policies


Like most companies, what and how we do things is to some degree, guided by our HR policies. We're making sure our existing policies better reflect the society we now live in. And, we're writing new ones to support the changing way we live and work. For example, in many families grandparents are involved in providing childcare. Our grandparental leave allows our employees to fulfil their caring responsibilities.

We're improving our buildings

How people feel at work is often shaped by their physical environment. We're upgrading our sites to improve how people feel about their workplace, for example, improving access and use of facilities for disabled people, gender neutral toilets, faith facilities, breast feeding rooms, and wellbeing spaces.

>

WONDERFUL ON TAP





2. How we're building a workforce that reflects our communities

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Our diversity targets – How will we know when we get there?

The profile of our organisation will change as we continue to hire new and diverse talent. We're thrilled about the progress we've made, but we know it's not enough. In true Severn Trent fashion, we're setting ourselves ambitious targets. However, our colleagues tell us they love working here at Severn Trent and our engagement scores are strong. This means that employee attrition is low. This is a lovely situation to be in. But, it does mean it'll take longer to change our diversity profile. This picture below shows how our region is made up, and the stretching numbers we're shooting for.

	Our communities*	Today's picture (all employees)	Our diversity targets
Ethnic minorities	14.1%	9.1%	14.1%
• Asian background	8.7%	6.1%	8.7%
• Black background	2.6%	1.7%	2.6%
• Mixed background	2.2%	1.2%	2.2%
• Others	0.8%	0.1%	0.8%
Gender (% of females)	51%	29%	35%

All numbers are rounded to one decimal point and any addition discrepancies are due to rounding. (31 March 2021 data)

*Average of East and West Midlands data from 2011 Census. Will be updated once 2021 Census data is available.

The numbers explained

We use a combination of Census and internal data to create our D&I targets. You'll notice we have some gaps though.

The 2021 Census results, which are released in 2022, will help us to update and fill in some of those and we've just launched a new HR system to give our colleagues the option to share more of their information with us. That will help us to look at sexual orientation, social mobility, disability and wellness in more depth, and we will use this in due course.

Specifically, on gender

We're completely committed to increasing the number of women we have working for us, but we're equally realistic that a good proportion of our roles are operational. Some of these are extremely physically demanding and we have always found these harder to fill with women. We're committed to helping to evolve technology, shift perceptions and work with educational establishments to break down stereotypes. We're determined to help bring about change and feel 35% is a bold target for right now that will help us achieve that.



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Our diversity plan

Our people do an incredible job of welcoming the new talent that comes through our doors. Most applicants in our region already know someone who works for Severn Trent. This ambassadorship is great, but at the same time, we want to tap into lots of new pools of talent too.

We're knocking down the barriers that stop people from joining our organisation, like not having a degree. Especially in areas where social mobility is low. We're also ramping up the engagement in our communities, and spreading the word about who we are, and what we can offer.

Here's some of the things we are doing to improve diversity:



Offer around 500 young people valuable and interesting work experience for six months via the government **Kickstart Scheme**. We've worked hard to make sure our candidates mirror the communities we serve.



Support the **#1000BlackInterns** programme, providing paid work experience for 100 black students in higher education. Around 50 will be in our operational teams.



Promote our **graduate, intern and apprentice schemes** so that our annual intakes match the profile of the communities we serve.



Give our hiring managers **diverse candidate shortlists**, so they get to meet and interview the diverse talent in our region.



Continue with our **outreach programme**, working closely with educational establishments in social mobility cold spots, so that young people are more likely to hear about the opportunities we can offer them.



Become **active role-models** in our communities to inspire others from the same background as us in to similar career paths.





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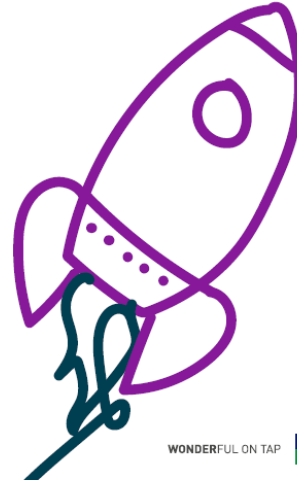
It's a life's work

We're under no illusion that **building a workforce that reflects the communities we serve, and a workplace that's fair for all is going to be easy.**

But, it's a big and bold commitment that we couldn't be more excited about. Especially as we've already started to make our ambitions a reality with some really exciting progress.

We're a regional business, and almost 95% of our people live in our geographical patch. So, our goal is entirely personal.

That's why, it's only our people and communities that will tell us when we've fully met our diversity and inclusion commitments.



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We're making great strides

The progress we've made hasn't happened by accident.

We know there is still much more we want to do, but that doesn't distract from how proud we are of the progress we have made. It's the result of lots of deliberate action, and we couldn't be more passionate about getting this right. Here's some examples of our work to date...

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...on gender equality

We're thrilled that women play a big role at Severn Trent. Especially as we work in a traditionally male dominated industry.

← We were one of the first FTSE100 companies to have a female Chair and CEO. Today, 55.6% of our board, and 43.2% of our senior managers are female. Our amazing efforts to tip the gender balance are being recognised externally too:

- In the 2021 Hampton-Alexander Review, we rank second place in the FTSE100 for the representation of women on our board and in leadership.
- In Equileap's 2021 Gender Equality Global Report, we rank fifth in the whole of the UK for gender equality, and 31st in Europe. That's out of a massive 4,000 organisations
- In the Bloomberg Gender-Equality Index (GEI), we score 71% for gender equality. Up from 53% the year before

Each year, we publish our [Gender Pay Gap Report](#). In 2020, we saw our performance improve for the fourth consecutive year. We're intentionally having more conversations and training about perceived taboo topics like menopause, and we've also signed up to become an [Endometriosis Friendly Employer](#).

Our HR policies are continually being updated to make sure women are better supported when they're trying to become pregnant, or when they become mums. For example, by introducing family friendly policies that allow our female employees to take more paid time off when they're undergoing fertility treatment, or when their baby needs neonatal care.

We still have much more to do though. Including increasing female representation in operational and STEM (Science, Technology, Engineering, and Maths) roles.

Being me: Sunil Purba



"Until I became a dad, I didn't fully understand what it meant to have dependants. And how much juggling parents and carers have to do, to manage their work and home life."

Sunil Purba is an Employee Relations Manager. He's boundlessly campaigning to make sure we have the right HR policies and practices in place, when our people go through big life events. From becoming parents and grandparents, to coping with ill health.

His recent triumph, has been to introduce increased flexibility for employees having fertility treatment; new parents of babies receiving neonatal care; and grandparents who care for their grandchildren.

He's also making sure we give our people choices, when life events mean they can no longer do the role they're in. For example, by retraining them to do alternative work.

Sunil said: "We're creating a workplace that's fair for all. Modern life throws up modern challenges. Sometimes they're planned, but often they're unexpected. We're striking the balance between supporting our people when they need us, and making sure we can still serve our communities."

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...on LGBTQ+

We're super-proud to have moved up a staggering 239 places in the Stonewall Workplace Equality Index.

←

We're working hard to make sure everyone treats our LGBTQ+ community fairly, and our HR policies support that.

Our LGBTQ+ network was set up in 2017 and is still going strong – educating our workforce and generating important conversations on real issues that affect our LGBTQ+ employees. Employee Carl Edwards, is [Stonewall's 2020 Gay Role Model of the Year](#), for his contribution to LGBTQ+ inclusion within our business and the local community.



Being me: Carl Edwards



"Nobody should ever feel alone. You should be able to look around the company you work for, and see yourself reflected somewhere. That's why I'm flying the flag for unseen minorities."

Carl Edwards is a design technician, and proud founder of our LGBTQ+ network. He's also Stonewall's Gay Role Model of the Year 2020.

He invests time and energy into educating our workforce, generating important conversations, and making tangible improvements to the way we work. This helps our people to feel they can bring their whole selves to work, regardless of their gender identity or sexual orientation.

He's the driving force behind 'lunch and learn' educational sessions, recruiting LGBTQ+ champions, our Allies programme, policy changes, training interventions, and representation at our region's Pride events.

Fuelled by his own personal situation, he's tackling topics head-on. Subjects like LGBTQ+ history, mental health, microaggressions, office banter, pronouns, and intersectionality.

He said: "From where we were four years ago, we've come on leaps and bounds. From the top down, we're embracing diversity and I'm so proud to work for Severn Trent."

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...on ethnicity

Our representation of colleagues from ethnic backgrounds (9.1%) is better than the industry average of 6.5%.



But, it doesn't yet mirror the communities we serve 14.1%. Although, there are promising signs, 69% of our 2021 graduate intake are from an ethnic minority background. We're also excited to be a [Business in the Community's \(BITC\) Race at Work Charter signatory](#) highlighting our commitment to taking steps to improve race equality in our workplace.

And our Ethnicity Employee Advisory Group is busy helping us create an inclusive place to work for everyone. For example, through celebrating important events like Black History Month. This is where we recognise and celebrate the awesome contributions black people have made in history, and within our own organisation too.

Being me: Teresa Campbell



"I want to see bravery at every level of leadership. This is so that all leaders are able to set the right example and challenge non-inclusive behaviours."

Teresa Campbell is a scheduling manager at Severn Trent. She's also the deputy chair of our Ethnicity Employee Advisory Group, and a reverse mentor for our CEO, Liv Garfield.

Through sharing her own life experiences, Teresa is helping us to understand how the everyday things that people say and do – in and outside of work – can make a person feel. For example, the curiosity people have about Teresa's hair, and how that reinforces how different she feels.

Teresa has recently been involved in focus groups with Apprentices of ethnic backgrounds. This gives our newcomers a voice, and provides another lens for our leaders.

tapping into the experiences of Black, Asian, and minority groups in Severn Trent, is the key to unlocking diversity and inclusion. That's what Teresa believes.

She said: "To attract more ethnic minorities, we must speak to the people who are already here. The experiences they're having today, should define the experiences that people have tomorrow."

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...on social mobility

A third of the UK's most deprived areas are in our patch, so we're very conscious of the role we play in helping people get onto the career ladder.



We're opening up more ways for people from all walks of life to come through our doors, including apprenticeships, the Government's Kickstart Scheme and the Andy Duff Bursary Fund. We've also removed the need for degrees unless it's absolutely necessary.

Today, around 34% of our new hires and 30% of promotions are people from areas with low social mobility.

We are founder members of the Social Mobility Pledge, and rank eighth in the 2020 Social Mobility Index, having been in the top ten for the last two years.

We're also proud to provide meaningful employment for young, white, working class males – who are also a disadvantaged group.

Being me: Marylson Cariata



"I am so grateful for the opportunity at Severn Trent. Not only will the funding support me, so I can learn to drive and buy the resources that I need, but it will also help me gain real-life experiences within industry that will help when I look to begin my career."

Marylson is studying Civil Engineering at Nottingham University and is being supported by Severn Trent's Andrew Duff Bursary Fund.

The Andy Duff Bursary, named after Severn Trent's previous Chair, is managed in partnership with the Social Mobility Foundation. It offers financial support to students in further education as well as the opportunity of paid work experience each summer, a business mentor, a Severn Trent career coach and free skills training at the Severn Trent Academy throughout their studies.

Marylson joined the programme in 2020 and has recently been completing work experience in the hydraulics team at Severn Trent.

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...on physical and mental wellbeing

Our goal is that no one gets hurt or is made unwell by what we do. We know that on a day to day basis, some of our colleagues will be living with disabilities or health conditions. And so, we're working hard to make sure everyone can still reach their potential.



Our teams are trained in mental health awareness and senior managers have shared their mental health personal stories to support others.

We also work with Hereward College, to offer internships to students with disabilities and learning difficulties, and we support the hidden disabilities scheme throughout the business.

We're also part of Disability Confident which is designed to help us recruit and retain disabled people, and those with health conditions.

If colleagues are unable to work because of ill-health we can support them through interventions like our income protection scheme and we've signed up to the Dying to Work charter, that gives terminally ill employees more control over how they spend their final months. We also provide support for carers and those with unwell or disabled family members.

Being me: Jeff Wood



"Spending so much time in hospital, I saw other parents lose their jobs, simply because they had to be at their child's bedside."

Jeff Wood is a delivery practice lead at Severn Trent. He works compressed hours that allow him to care for his three-year-old daughter Dolly, who has medical needs.

In August 2018, Dolly was born at just 28 weeks following an emergency C-section. Having developed multiple medical complications, Dolly spent her first months in various hospitals across the UK - including Gloucester, Bristol, and London.

Despite this, Jeff was able to be by his daughter's side, without having to worry whether he had a job to come back to.

Jeff said: "Days before Dolly was born, I'd just been promoted to business leader. But, there was never any pressure from Severn Trent to get back to work."

"Today, I continue to attend hospital appointments with Dolly. And one day a week, I'm her carer, allowing my wife to continue with her career too. Family friendly policies make very challenging life events, that little bit easier to navigate."



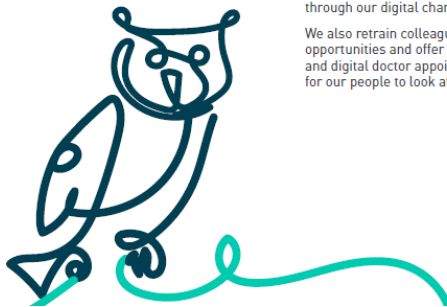
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...on age

The age of our workforce ranges from 16 to 74. This cross-generational diversity gives us a wonderful spectrum of experience and perspectives to tap into.



Our own workforce is steadily increasing in age, and we believe in supporting employees to make their own career choices. We will adjust people's roles to suit their physical abilities if they want to continue working longer. One example is our virtual Distribution Service Technician team that allows colleagues to step away from manually demanding roles and provide advice to their onsite colleagues through our digital channels.

We also retrain colleagues to open up new career opportunities and offer free flu jabs, health checks, and digital doctor appointments to make it easier for our people to look after themselves.

Being me: Emma Knott



"The skills and experience of our employees is really important and we believe employees should be able to continue working for us as long as they wish to."

Emma Knott has worked for Severn Trent as a HR Business Partner since August 2019. She works closely with our Central Functions, supporting employees and managers by giving advice on a range of employment areas. She is also a member of our Diversity & Inclusion working group. Part of her role is to help drive a more inclusive working environment, ensuring that our workforce feel supported throughout their career.

There are a number of tools and options in place to support our ageing workforce in their roles, helping to make decisions that are right for them. Whether this is by moving into a job share, reducing working hours as employees approach retirement, or exploring other career opportunities within the business.

"By understanding the needs of our older employees, we can create a healthier, happier workplace where our employees feel supported and continue to have access to our wonderful career opportunities."



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