

EARTHWATCH EUROPE GENDER EQUALITY PLAN 2023

INTRODUCTION

Earthwatch Europe is committed to promoting equality and preventing discrimination in all aspects of our work. We are committed to creating a diverse and inclusive working environment – a place where individuality is embraced and everyone has the opportunity to thrive. Gender equality within our organisation means gender diversity, gender equity (*fair treatment based on respective needs*), equal pay and equal access to opportunities, decision-making responsibility and work-life balance.

The Sector While there appears to be a lack of available data relating to the environmental sector specifically, in the voluntary sector – comprised of organisations whose primary purpose is to create social impact rather than profit – more than two thirds of employees are female (UK Civil Society Almanac, 2021), with 54% of senior managers being female. Examining 50 of the top charities in the UK, the proportion of female trustees was found to be 41% and only 40% of CEO's are women (Third Sector Diversity Survey, 2020). A 2018 candidate survey report produced by Charity Job found that men were less likely than women to feel that gender would have an impact on their career: 27% of men compared to 56% of women (Diversity and discrimination in the charity sector, Charity Job, 2018).

As an organisation, we recognise that having a large proportion of female staff does not equate to gender equality. The overview (*Section 1*) and the situation report (*Section 4*) presents the current state of gender equality at Earthwatch Europe.

The Gender Equality Plan (GEP) sets out our approach to gender equality at Earthwatch Europe, embedding Earthwatch's commitment to gender equality throughout the organisation with clear goals, actions, and monitoring processes to be taken to achieve them.

The GEP was developed based on the results of an internal gender audit, discussion with the Equality Diversity and Inclusion (EDI) working group members, analysis of staff survey results, and consultation with employees. The GEP and actions remain an ongoing point of discussion, ensuring that equality remains at the heart of Earthwatch Europe.

Wider EDI Commitments Our plans for gender equality will also be embedded within a range of initiatives and action plans in line with our organisational commitments to EDI and well-being. We have joined the [Diverse Sustainability Initiative](#) and made our commitments public. These will also be publicly communicated on our website as per action 1.5.

RESPONSIBILITIES AND DEDICATED RESOURCES

The responsibility to promote equality applies to all Earthwatch activities and all members of our staff. Promoting equality is the particular duty of the Earthwatch Europe Executive team as well as our Senior Managers and people managers.

Earthwatch has a dedicated EDI working group, that is led by our CEO, with a sub-group dedicated to focus on gender equality within the organisation. They will have the responsibility to ensure agreed actions are taken in line with the gender equality plan and oversee its application and effectiveness.

The Executive team will be responsible for signing-off the GEP and communicating our proposed plans and actions to our Trustees for feedback, contribution and agreement. The EDI group will be responsible for communicating the GEP with the organisation in a variety of ways, including all staff mission meetings, away days, emails and team communications. The EDI group will also be responsible for providing employees with ways to feedback on the plan through either anonymous methods such as in person or email. The Executive team will be responsible for ensuring the actions agreed in the plan are being implemented and remain a priority within the organisation and their own departments.

Our action plan (*Section 2*) further outlines the specific responsibilities for achieving agreed milestones.

EARTHWATCH EUROPE GENDER EQUALITY PLAN 2023

ARRANGEMENTS FOR DATA COLLECTION AND MONITORING

Metrics we could commit to analysing were agreed upon by members of the EDI group and comprehensive gender-disaggregated statistics were collected. Metrics were identified and agreed upon using the European Union's [GEAR tool](#), analysing GEPs from other organisations, and cross-referencing with data currently available at Earthwatch Europe. To further understand how our staff view equality at Earthwatch Europe we undertook a staff survey, the results of which also guide the actions presented in section 2.

HR and finance teams hold responsibility for accurately gathering and presenting data, on the agreed metrics, annually. Analysis and monitoring of the data and agreeing any required changes to our GEP will be the responsibility of the EDI working group.

Agreed areas of specific gender aggregated analysis are as follows:

- Gender balance within the organisation (departments, at role levels and in those with line management responsibilities);
- Gender pay-gap reporting;
- Gender split of promoted employees at each level;
- Service length;
- Voluntary leavers;
- Parental leave uptake;
- Working hours;
- Learning and development activities.

Other areas of non-gender aggregated measurement will include staff consultation feedback and staff surveys.

GENDER REPORTING

All data in the GEP is reported using the binary definition of gender as the data management systems at Earthwatch Europe are built to satisfy the requirements of HMRC and payroll services, and UK law currently only recognises male and female genders (Gender Recognition Act, 2004). Earthwatch Europe recognises that this definition is insufficient and addressing data inadequacies is a key goal of this version of the GEP (see *Section 3*).

Earthwatch Europe already collects data confidentially on other gender identities through our Equal Opportunities Questionnaire. As a small organisation, reporting on genders outside the binary is likely to be identifiable to individuals. As such, Earthwatch Europe will seek to understand and implement necessary changes to ensure that we maintain our commitment to be an organisation where individuality is embraced, everyone feels safe, and are treated with respect and fairness, without reporting on individual experiences unless express permission is granted.

Reviewed and signed-off by the Earthwatch Europe Executive Team

Due for review: June 2025.

Section 1. EARTHWATCH EUROPE REPORT OVERVIEW

Overall, the data and feedback detailed in the situation report (*Section 4*) found little evidence of gender inequity at Earthwatch Europe. In general, Earthwatch is doing well across the areas we were able to analyse data and feedback on.

Data was not available in some areas, nor was comparable data over longer periods. As such, some of the actions in this GEP are to improve Earthwatch Europe's data collection and reporting (*Section 3*). Furthermore, in areas where we identified actions to improve as an organisation or build on existing good practices, these have been included in our GEP goals and milestones (*Section 2*).

GENDER BALANCE ORGANISATIONALLY AND IN LEADERSHIP AND DECISION-MAKING

- At all organisational levels, women represent a minimum of 43% of those employed.
- Women occupy the majority of lower/entry-level roles. The proportion of men and women at higher-level roles is 50:50.
- There is a clear gender imbalance at decision making and leadership level, within the board of trustees, currently 72% male.
- Role level and type isn't the only indication of decision-making influence in the organisation, and ensuring a good gender balance within our working groups is also important.
- Gender pay-gap analysis found that men and women at Earthwatch Europe receive equal pay for equal work.

GENDER-EQUALITY IN RECRUITMENT AND CAREER PROGRESSION

- Vacancies in the past 12 months have been filled by 50% male and 50% female recruits. We do not currently collect gender or other equality data on all our candidates and so cannot conclude if this is in line with those who applied.
- On average, men had a longer service length than women. This is a change from last year. Differences in service length and reasons for leaving could contribute to other measures of inequality e.g. pay and career progression however, more data is needed to assess these factors over time.
- 14% of staff were promoted between October 2022 and September 2023 – 2 male and 5 female. Female staff on average had taken double the time to first promotion as their male counterparts. More data is required to assess if this is a trend.
- Over 80% of staff said they had opportunities to train and progress over the last 12 months however, to date we cannot track these opportunities to ensure they are fairly distributed across the organisation.

WORK-LIFE BALANCE AND ORGANISATIONAL CULTURE

- Earthwatch Europe have introduced policies that go above and beyond statutory responsibilities such as compassionate leave, enhanced sick pay, flexible working times and options, job share and homeworking.
- Nearly half of our employees work part-time or flexible hours. 90% of those that take this up are women.
- The annual staff survey results showed that overall, staff feel we are doing well in providing a workplace where they feel valued, respected, cared about, treated with fairness, comfortable being themselves at work, and can be honest and open.
- More than 80% of staff felt they have a good work-life balance.

MEASURES AGAINST GENDER-BASED VIOLENCE INCLUDING SEXUAL HARASSMENT

Earthwatch Europe deplores all forms of violence and harassment and seeks to provide a working environment which is free from harassment and intimidation and where people have the confidence to complain of harassment without fear of ridicule or reprisal.

Our policy, approach and procedures are detailed in our employee handbook and relevant policies. All staff are made aware of the policy on equal opportunities and their rights, responsibilities and obligations in complying when joining the organisation and are directed to these policies as required. We aim to keep these up to date and make them as easy to access as possible.

INTEGRATION OF THE GENDER DIMENSION INTO RESEARCH AND TEACHING CONTENT

Earthwatch Europe recognises this is an area that is of great importance. To date we only collect data on our own research team (Science, Policy and Innovation). We recognise that a key impact of our work is who we engage as citizen scientists and through our educational (school, community, and corporate employees) programmes, and as part of our wider EDI commitments have committed to review our existing programmes and develop new programmes aimed at giving increased equity and increased diversity. A key action in this area will be to establish data collection and reporting methods, to inform decision-making and future improvements in integration of gender dimension into research and teaching content at Earthwatch Europe.

Section 2. ACTIONS TO PROMOTE GENDER EQUALITY 2024

Goal	Milestones	Dates	Responsible
1. Identify and remove any barriers to greater equality and inclusion within our recruitment processes.	1.1 Relevant training sourced and provided to all employees involved in recruitment at Earthwatch Europe, to become integrated into minimum standards training.	November 2024	EDI Group and HR Adviser
	1.2 All job descriptions to be checked using online tools to ensure language used is not biased towards male candidates.	September 2024	HR Adviser. Recruiting managers.
	1.3 Develop an EDI information page on our website to publicly promote and highlight our commitments and actions in this area.	June 2025	EDI Group, Comms Team, HR Adviser.
	1.4 Embed ongoing activities actioned last year across the organisation.	September 2024	All
2. Ensure our organisational policies and procedures support gender equality and that they are understood and being consistently applied by all at Earthwatch Europe.	2.1 Put in place a process to confirm all employees have read and understood our policies at the end of their probationary period.	September 2024	Line managers and HR Adviser
	2.2 Review associated policies and procedures and update where required	September 2024	HR Adviser
3. Raise awareness and build capacity around gender, equality and inclusion at Earthwatch Europe.	3.1 Collate and communicate relevant toolkits and a bank of shared resources and guidance, to promote continued self-learning and development around EDI and gender issues within the organisation.	June 2025	EDI Group and HR Adviser
	3.2 - EDI goals to be shared on our organisational goals tracker, EDI updates to feature in every all-staff mission meeting, away day sessions to be organised	September 2024	EDI Group
4. Ensure Earthwatch Europe is an organisation that promotes gender equality in career progression, leadership and decision making.	4.1 Implement plan to build a more diverse board of trustees.	September 2024	EDI Group and Trustees
	4.2 Examine the external factors that could be affecting the recruitment of men into lower levels and women into senior positions.	September 2025	EDI working group
	4.3 All working groups to define a fair and transparent process and criteria for deciding how employees join and contribute to them.	June 2025	Organisational working groups
5. Promote and strengthen an organisational culture that supports the health and wellbeing of our employees, and facilitates open and honest feedback.	5.1 Investigate the benefits of signing up to the menopause workplace pledge and taking associated actions.	June 2025	EDI Group
	5.2 Training to be provided to all line managers on mental health awareness in the workplace.	June 2025	HR Adviser and External Provider.
	5.3 Assess need and viability for wellbeing champions within the organisation, including an Executive team representative, to lead on wellbeing activities, and introduce new initiatives to support good work-life balance.	June 2025	HR Adviser and EDI Group

Section 3. ACTIONS TO IMPROVE FUTURE SITUATION REPORTS AND ANALYSIS OF PROGRESS

In completing the situation report, key areas where Earthwatch Europe could introduce new data collection or improve current methods were identified. As such, the action plan below specifically outlines our specific goals for improving future situation reports, as well as to monitor the progress and potential impact of our actions.

Goal	Milestones	Date	Responsible
D1. Improve current data collection processes and methodologies on agreed metrics	D1.1. Improved quality and reliability of absence data at Earthwatch.	Data to be reviewed in 2024	Employees, Line managers, HR Adviser
	D1.2. Build in gender identity reporting methods into HR software (to include non-binary and other gender identities)	June 2025	HR Adviser, System provider
	D1.3. Increase the accuracy and scope of data recording of paid for training activities (split by team / role level)	September 2024	HR Adviser, Exec leads
	D1.4. Collect gender aggregated data on employees' main reason for leaving	September 2024	HR Adviser
	D1.5. Collect gender and career level aggregated data on flexible working arrangements.	September 2024	HR Adviser
D2. Explore and implement infrastructure to support extending the metrics used in the gender equality plan	D2.1 Source and analyse current data and actions relating to gender dimensions in our research and teaching content to identify gaps, establish future methods and inform future action needed.	January 2025	HR Adviser, Research Leads
	D2.2 Investigate costs and potential benefits of using an applicant tracking system in our recruitment processes, that can track equal opportunities data	June 2025	HR Adviser
	D2.3. Assess whether equal opportunities monitoring should form part of the annual staff survey questions and future consultations	September 2024	HR Adviser, EDI group, Exec team.
	D2.4. Investigate cost and benefits of building reporting mechanisms into our HR system for sex aggregated data around the caring responsibilities of our employees.	September 2024	HR Manager, System provider
	D2.5. Re-examine metrics proposed by the EU GEAR tool but not currently assessed in the Earthwatch Europe GEP. Rank metrics according to priority and create a SMART plan to address data gaps.	June 2025	EDI Group

Section 4. SITUATION REPORT

GENDER BALANCE ORGANISATIONALLY AND IN LEADERSHIP AND DECISION MAKING

As of September 2023, Earthwatch Europe employs more than twice the number of women as men (Table 1). This majority is not maintained at more senior levels of the organisation. Senior roles that have more influence on the direction of the organisation and responsibility for managing staff (Executive and Senior Manager) have a more evenly distributed sex-ratio than less senior roles (Coordinator and Manager). Assistant is the exception to this with an even sex ratio. The board of trustees is over two-thirds male.

Role (number of people in role)	Male	Female
Trustee* (14)	71%	29%
Executive (7)	57%	43%
Senior Manager (15)	47%	53%
Consultant* (1)	0%	100%
Manager (14)	7%	93%
Coordinator (10)	20%	80%
Assistant (3)	33%	67%
Total Employees (49)	28%	72%

Table 1: Distribution of men and women by role at Earthwatch Europe as of September 2023.

*indicates roles not considered employees and therefore not included in the overall staff sex ratio calculation.

Gender split was skewed female in all departments except for the Executive and Finance and Operations, where the gender ratio was more equal (Table 1 and 2). This skew is in line with Earthwatch Europe's overall gender ratio.

Department (number of people)	Male	Female
Programmes and Partnerships (19)	21%	79%
Fundraising and Communications (6)	33%	67%
Business Development (3)	33%	67%
Finance and Operations (7)	43%	57%
Science, Policy and Innovation (10)	40%	60%

Table 2: Proportion of male and female employees at Earthwatch Europe across departments at end of September 2023.

Gender Pay-Gap Analysis

Earthwatch Europe uses two methods to assess gender-pay gap within the organisation. The first follows the methodology set out by the UK government whereby the pay of all members of the organisation is split into equal quartiles, 1 being the lowest salaries in the organisation and 4 being the highest (Table 3).

The second method reports salary at the level of the role (Table 4). Earthwatch Europe has chosen to perform the second method as we're a small organisation and can relatively easily perform gender-pay gap analysis at the role level, thus comparing the pay gap analysis across roles that hold similar levels of responsibility, which may be more difficult for larger organisations. We are mindful in using this method, that other factors such as long-service and differences in role responsibility, complexity and skills required, within each broad level, can lead to there being roles that skew the results of the analysis towards one sex or another, and so the data alone will not tell the full story. Both analyses were performed at the same time at the end of FY 23 (September 2023).

Following the method of the UK Government, only quartile 4 was found to have a gender pay gap larger than the national average of 7.7% as of April 2023 (Commons Library Research Briefing, 2024). The gender pay gap for quartiles 2, 3 and 4 are skewed male, a change from the 2022 analysis where the 2nd quartile was skewed female, and a change from 2021 when the first three quartiles were skewed female. Across all three reports, the fourth quartile has had a more marked gender pay gap than other quartiles which could be in agreement with national findings that the gender pay gap is more pronounced for individuals over 40 as opposed to those under 40 years old. Another contributing factor is that Earthwatch Europe has a male CEO whose level of responsibility is higher than the rest of the individuals in quartile 4.

Quartile	Male Average Monthly Salary (FTE)	Female Average Monthly Salary (FTE)	Salary Variance %
1	£1981.04	£1991.44	+0.5
2	£2521.45	£2486.22	-1.4
3	£3381.49	£3289.70	-2.7
4	£5235.01	£4612.99	-13.5

Table 3: Average monthly salary of male and female staff across 4 quartiles as of September 2023.

To understand if the national reporting methods employed above are also representative of role-specific gender pay gap, a further analysis was conducted (Table 4). Here, the average female salary was slightly higher at the Manager level, skewed female at Senior Manager level, consistent with last year's report. The Assistant/Coordinator level pay is skewed male a large improvement on last year where an outlier role caused the male salary to be 36% larger than female.

Quartile	Male Average Monthly Salary (FTE)	Female Average Monthly Salary (FTE)	Salary Variance %
Assistant/Coordinator	£2000.00	£1925.00	-3.9%
Manager	£2450.00	£2612.97	+6.7
Senior Manager	£3992.60	£4016.27	+0.6
Executive	£5754.66	£5204.17	-10.6

Table 4: Average monthly salary of male and female staff across 4 broad role levels at Earthwatch Europe as of September 2023.

Section 4. SITUATION REPORT

GENDER EQUALITY IN RECRUITMENT AND CAREER PROGRESSION

Recruitment and Service Length

Earthwatch Europe provides equality and fairness in our employment and recruitment procedures through ensuring all candidates have a fair and consistent process, only require skills and experience necessary for the role, using an online tool to check job descriptions for bias words or phrases, advertising flexibility in both hours and location where possible, keeping our online application process simple, advertising salary information, requiring a minimum of 2 on shortlisting and interviewing panels (to include at least 1 experienced recruiting manager), advertising roles across a variety of places and all salary offers to be agreed with HR to ensure fairness and maintain internal equity.

Earthwatch Europe does not use an applicant tracking system at present. As such, we do not have gender aggregated data on our recruitment process. This lack of available data is something we will look to improve as part of our action plan in section 2 (actions 1.1 and D2.2). Between October 2022 and September 2023, four new members of staff joined Earthwatch Europe, two male and two female.

As of September 2023, the median service length for female employees was 2 years 8 months, and for male employees was 4 years (Figure 1). As such, male staff are more likely to have been at Earthwatch Europe longer than female staff.

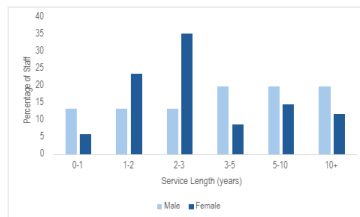


Figure 1: Staff service length at Earthwatch Europe. Percentage is calculated based on the total number of employees of that sex.

Career Progression and Training

To date, information on training is not reliably collected as it is managed individually within teams.

Seven members of staff were promoted between October 2022 and September 2023 – five female and 2 male. This is consistent with the gender split in the organisation. On average, female members of staff had been with the organisation 5 years 3 months upon receiving their latest promotion, male members of staff 1 year 9 months. Two female members of staff had been promoted previously, lowering the average to first promotion since joining Earthwatch Europe by female members of staff to 3 years and 10 months.

Results of the end of year staff survey in December 2022, found that 83% of staff agreed or agreed strongly with the statement 'in the last 12 months, I have had the opportunity to learn and develop'. Thirteen percent were neutral and 4 percent disagreed.

Career Advancement	Male	Female
In same role as October 2022	13	29
Manager → Senior Manager	1	5
Manager → Director	1	0

Table 5: Most recent career advancement by current staff at Earthwatch Europe.

WORK-LIFE BALANCE AND ORGANISATIONAL CULTURE

Flexible Working – Earthwatch Europe is primarily a remote working organisation, allowing staff more flexibility in their working hours and location. Earthwatch Europe also allows full-time employees the option of a 32-hour week, allowing employees to work four days a week for a minimal pay decrease. Of the 49 employees at Earthwatch Europe 21 work either part-time or flexibly. Of these 90% are female.

Parental Leave – Earthwatch Europe fulfils its statutory obligations concerning paid and unpaid leave for parents. All women must take a minimum of 2 weeks maternity leave immediately after the birth of a child. Partners are entitled to up to 2 weeks paternity leave. Parents can take up shared parental leave (sharing up to 50 weeks between them). All parents are entitled to request up to 4 weeks per child per year of unpaid parental leave. Over the last year 3 employees went on parental leave, all were female.

Sick Leave – Earthwatch Europe has a compassionate approach to illness, and offers occupational sick pay above statutory sick pay provisions, to reduce financial worry to employees who may be unwell and unable to work. The benefit increases with length of service. Employees are encouraged to take the time they need to recover from illness, before returning to work and we offer flexible working arrangements so that medical and dental appointments can be attended even if they are only available during working hours. Where possible, we will work with employees to make any reasonable adjustments to facilitate their return to work following a period of illness or injury. While we do encourage all employees or their managers to record sickness absences, we do not require a reason to be stated. Despite this, data on staff sickness is limited and recorded significantly more consistently within certain teams. The data that we do have suggests that men and women both record an average of 2 days per sickness instance. Women accounted for 83% of the instances recorded, which is higher than the overall proportion of women within the organisation.

Staff Survey – Results from the staff survey cannot yet be aggregated by gender as that question is voluntary.

Overall, the response to the staff survey was a positive one across the majority of areas. Over 88% of staff agreed that:

- they have a good work/life balance,
- their feedback is listened to,
- their work is valued,
- they are proud to work at Earthwatch Europe,
- they feel cared about as a person,
- their opinions count,
- they are treated with fairness,
- they would recommend Earthwatch Europe as a place to work,
- they feel supported,
- they are treated with respect,
- they enjoy 'coming' to work,
- they are comfortable with being themselves,
- they can be honest and open at Earthwatch Europe.

Section 6. REFERENCES

European Union's GEAR tool, <https://eige.europa.eu/gender-mainstreaming/toolkits/gear> (accessed on 21st September 2021)

Gender Recognition Act, 2004, <https://www.legislation.gov.uk/ukpga/2004/7/contents> (accessed on 14th January 2021)

House of Commons Library, 2024, <https://researchbriefings.files.parliament.uk/documents/SN07068/SN07068.pdf> (accessed on 28th January 2024)

Office of National Statistics, 2021, <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/bulletins/genderpaygapintheuk/2021> (accessed on 7th January 2022)

Office of National Statistics, 2022, <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/bulletins/genderpaygapintheuk/2022> (accessed 30th October 2022)

Overview of Third Sector Diversity Survey, 2020, <https://www.thirdsector.co.uk/diversity-study-picture-changed/management/article/1691930> (accessed 31st January 2022)

Diversity and discrimination in the charity sector, 2018 Charity Job Report <https://www.charityjob.co.uk/careeradvice/our-research-diversity-and-discrimination-in-the-charitysector/> (accessed on 2nd February 2022)

NVCO UK Civil Society Almanac, 2021 <https://beta.ncvo.org.uk/ncvo-publications/uk-civil-society-almanac-2021/executive-summary/#the-voluntary-sectors-workforce-has-grown-by-3-over-the-last-year-and-seen-the-fastest-growth-of-any-sector-over-the-last-decade> (accessed 31st January 2022)