

## TFRI Gender Equality Plan

TFRI is committed to fostering a culture of respect, inclusion and effective gender equality. Our Gender Equality Plan (GEP) outlines our commitment to promoting and maintaining gender equity within our organization and the steps taken to achieve this goal. Through our policies and initiatives, TFRI aims to cultivate an inclusive, respectful environment that supports gender equality, inclusivity and equal opportunities for all.

### 1. Key commitments

TFRI's goal is to offer a workplace where gender equity is embedded in our culture, practices and policies. As per our key commitments below, we promote gender equity, ensuring that all employees, volunteers and stakeholders are respected, valued and supported.

- **Promote work-life balance**

TFRI is dedicated to achieving a gender-equitable organizational culture by implementing measures that support an environment where all genders feel welcome, experience job satisfaction and view TFRI as a fair employer. We demonstrate our commitment to work-life balance through policies such as Disconnecting from Work, Remote Working, Vacation, Parental Leave and Flexible Working Hours. TFRI is committed to providing family-friendly policies and flexible working arrangements that enable staff to balance their work and personal responsibilities. We actively promote and support an organizational culture that is inclusive, equitable and accommodating for all genders.

Objective is to ensure staff satisfaction with these policies as measured by a short annual survey.

- **Balance gender representation in management, recruitment, career progression**

Equality is integral to our daily operations and essential to us.

In alignment with our Equity Diversity Inclusion (EDI) policy, all employees and applicants are provided with equal opportunities, regardless of gender.

TFRI promotes equal career opportunities for all and strives to ensure that job performance evaluations are based solely on job-specific tasks, core competencies, goals and measurable results, without consideration of factors such as race, Indigenous ancestry, ethnic origin, religion, sex, gender identity or expression, age, marital or family status, language or visible and invisible disabilities.

We include statements affirming non-discrimination in all job postings, we include gender neutral language and we strive to ensure balanced gender representation on interview panels.

Objective is to approach and maintain 50/50 gender equality across staff and management, informed by specific indicators collected below.

- **Balance gender representation into research activities**

Gender balance is considered when TFRI establishes scientific review committees, conference planning committees and panels and on initiative leadership committees.

Objective is to ensure gender equality is included in all Terms of Reference and that gender balance approaches 50%. Indicators include collection and review of membership across TFRI.

- **Prevent gender bias and harassment**

In accordance with our Respectful Workplace Policy, discrimination, gender-based harassment and bullying are not tolerated and must be reported through a safe and reliable channel for corrective action. TFRI is deeply committed to the well-being and safety of its employees.

Objective is to ensure employees feel that they are not exposed to harassment, and where it occurs that they feel it is effectively addressed, as measured by a short annual survey.

## **2. Key processes**

- **Public document**

This document will be published on the TFRI website, signed by top management and actively communicated within the organization.

- Organizational commitment to gender equality.
- Objectives and desired outcomes of the GEP.
- Relevant baseline data and targets.
- Actions and resource allocations.

Regular progress reports will also be included.

- **Training**

TFRI organizes regular training sessions on EDI, including gender equality, for all staff and management to counter stereotypes and prejudices, and unconscious biases, with additional training provided as needed.

## **3. Dedicated resources and defined responsibilities**

The Human Resources department, in collaboration with senior management, is responsible for overseeing the implementation of the GEP.

Successful implementation requires commitment from all staff and organizational support for training and activities that develop staff knowledge and skills. All staff are responsible for adhering to the GEP and, in line with our Respectful Workplace Policy, reporting any observed discrimination.

The Human Resources department is also tasked with collecting data disaggregated by sex and other relevant variables to review and integrate gender considerations into all areas of TFRI's work.

As part of performance reviews, TFRI will conduct a short annual survey of staff to determine their level of satisfaction with the content elements described above.

## **4. Data collection, monitoring and review**

Gender equality is a critical priority for TFRI. The GEP will be subject to a continuous improvement process and will be integrated with other relevant initiatives. TFRI will implement necessary policies, best practices, procedures and principles to drive cultural change toward a more gender-equitable, diverse and inclusive organization.

TFRI will collect sex-disaggregated data on staff and will publish an annual update on certain indicators as an annex to this plan on the TFRI website, based on specific indicators. These will include gender statistics of staff, management and the Board of Directors.



As of September 2024, 64% of our staff, 43% of management and 50% of our Board of Directors are women.

TFRI will collect and publish the following specific indicators:

- staff numbers by gender at all levels, by disciplines, by function (including administrative/support staff) and by contractual relation to the organization.

By end of 2025, TFRI will complete an assessment of specific indicators that are feasible for it to collect to inform ongoing evaluation of gender equality. These may include the following:

- number of women and men in academic and administrative decision-making positions (e.g., boards, committees, etc.);
- number of women and men applying for distinct job positions;
- review of salary data to identify gender-based disparities;
- number of staff by gender applying for / taking parental leave, the duration of leave and how many returned after taking the leave; and
- numbers of training hours/credits attended/received by women and by men.

Approved by:

A handwritten signature in black ink that reads "Jim Woodgett". The signature is written in a cursive, flowing style.

Dr Jim Woodgett  
President and Scientific Director  
Terry Fox Research Institute