

DEI Statement & Goals

Proposed by the DEI Work Group at T&E

Definition

We believe in the values of diversity, equity, and inclusion in the workspace.

- **Diversity** means embracing staff members from various backgrounds and supporting their characteristics and identities including race/ethnicity, religion, age, socioeconomic status, gender identity, sexual orientation, physical appearance, physical or mental disabilities, neurodiversity, etc.
- **Equity** means ensuring fair treatment in access to opportunity, advancement and distribution of resources for all individuals, thus aiming to level the playing field for all employees, by identifying and removing the underlying or root causes of disparities, both at the point of access and in terms of outcomes, the barriers that have prevented some groups from fully participating.
- **Inclusion** means building a culture and work environment that all the employees feel welcome to participate fully, respected for being themselves, supported when seeking help, and valued when speaking up. Inclusion of diverse individuals is a strength as a springboard for sustainable development within our organisation.

Statement

T&E embraces the importance of diversity, equity, and inclusion both internally, in our hiring process and organisational culture, and externally, in our procurement and related practices. We care about and hold these values essential both because this is the right thing to do and because it is the smart thing to do.

It is right because, as a politically independent non-profit organisation who believes in the power of science and evidence in policy making with significant resources, our choices about how we use our assets have important consequences. In hiring staff and supporting partners to promote our vision of a zero-emission mobility system that is affordable and has minimal impacts on our health, climate and environment, we make choices which have an impact on society. As such, we have a duty to ensure that we not only represent the interests of our members and partners but where possible the society at large. This requires a diversity of views and a responsibility, in hiring staff and choosing partners, to recognize that some groups have been historically disadvantaged and still are today, whether by virtue of race, ethnicity, socioeconomic status, gender identity, sexual orientation, ideology, religion, or other characteristics that reflect

significant social categories or fractures. Our efforts encompass a wide range of identities, reflecting the complexity of the different regions of the world and cultures – each with their own distinct history.

Pursuing diversity, equity, and inclusion is not just right, moreover. It is also smart, because the work of our departments and programs is enhanced and improved by including a diverse range of voices and perspectives. We want people to feel safe introducing outlooks and perspectives that matter to them and seem relevant to what they and we do. Equally important, we want people to not just hear, but to actually listen to others when they do so. We do not limit ourselves to perspectives drawn from the divides that dominate public discourse. When we speak of diversity and inclusion, we mean the whole range of attitudes, outlooks, and perceptions that matter to the people who work with us—whether coming from familiar sources of personal identities, like race, gender, or religion; from less common sources that are particular to our institution, like place in the organisation’s hierarchy; or from sources that are idiosyncratic and individual in nature. Taking these differences into consideration and valuing them is also smart because it will allow the organisation to stay relevant and evolve with society. Ignoring or suppressing diversity will only result in a disconnect with reality and will therefore not serve the purpose of the organisation.

We don’t want to reduce ourselves or our partners to labels or turn each other into anything less than the complex, multifaceted individuals we all are. We seek, rather, to develop enough awareness of difference—enough mutual understanding and cultural sensitivity—that people can raise what matters to them, and we can learn from the enriched dialogue and relationships that result. We value the diverse perspectives our present staff already bring to the organisation’s work, but we are conscious that we have more to do and more to learn, and we look for ways to understand better how to engage and meaningfully include diverse voices in all of our work. Doing so will, we believe, improve the outcomes we and our grantees and partners achieve in our work.

We will start with diverse hiring and staff training. More precisely:

1. Extend hiring channels beyond LinkedIn to ensure more diverse backgrounds of the candidates.
2. Provide all employees with training on DEI (e.g. unconscious bias, neurodiversity), well-being and mental health in order to further improve T&E’s culture and work environment.

Progress on these two items above will be reported on an annual basis and be part of our internal auditors work.

Our Goals

We are committed to achieve the following outcomes in our efforts for diversity, equity, and inclusion at T&E:

Recruitment

- Establish recruitment guidelines (clear timeline, standard questions for interviews, evaluation process, proper criteria, diverse panel)
 - Use neutral and inclusive language in our job advertisements
 - Including salary range in job advertising
 - Consider tools/software to reduce implicit bias in recruitment (or algorithms can target a specific category of people and exclude others)
 - Extend hiring channels to ensure more diverse backgrounds of the candidates
 - Collect data on applicants' backgrounds in order to set objectives and keep track of their implementation
 - Improve onboarding experience (clear guidelines for both managers and newcomers)
 - Encourage/ require applications without picture to prevent ourselves from making decisions based on unconscious biases
 - Training on recruiters to efficiently reduce unconscious biases for future hiring.

Pay Decision

- Conduct pay equity audit to determine the discrepancies and the reasons for such
- Pay a living wage for everyone including interns so these opportunities can be pursued by all, and not only those who have their own financial means.

Performance Review & Promotion

- Acknowledge the importance of neurodiversity and ensure the open communication across teams and functions
- Acknowledge differences in background in goal setting and evaluation indicators
- Provide guidelines for managers and their teams on how to have efficient and comfortable conversation (e.g. preparation strategy, shared agenda & information)
- Track promotion applications across demographics

Representation & Retention

- Gather demographic information on current staff and develop talent retention strategies
- Collect information during exit interviews and survey ex-staff to assess whether a lack of DEI contributed to their departure

- Develop a strategy to retain older staff (45+ years)

Physical and Cultural Environment

- Support training on diverse topics including DEI and wellbeing for staff and management.
- Organise regular workshops to share knowledge and feelings among the staff to increase their engagement.
- Set up mandatory training on DEI (e.g. unconscious bias, neurodiversity), well-being and mental health for all staff in order to improve T&E's culture and work environment.
- Support flexible work arrangements for all the staff and recognise the different life arrangements, an international staff and the fact that not everyone can thrive in a busy open space office
- Diversify channels of feedback for employees experiencing work struggles, mental health issues, or discrimination.
- Create a safer space for less extroverted people to thrive. Identify barriers that may prevent them from fully taking part in discussions or conversations. E.g. could they benefit from more bilateral meetings rather than group meetings? Could a 'raise of hand' rule help them intervene?
- Transparency in practical information such as travel benefits, compensation, home office equipment etc.

Networking

- Consult associations fighting against discrimination for further practices & resources.
- Invite, Learn from & collaborate with other NGOs and experts (e.g. Chloe Mikolajczak) who are working on the DEI initiatives.
- Set up a regular auditing process on DEI with said associations to keep track of T&E's progress.