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Gender Equality Plan

Inclusion and Diversity at HollandPTC



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1. Introduction

HollandPTC is an outpatient clinic for proton therapy, research and education based in Delft, The Netherlands. Since 2018, we are treating individuals with specific types of cancer with proton radiation. Next to providing care, we perform research aimed at improving the therapy and demonstrating its added value for patients and society. Furthermore, we educate and train healthcare professionals, early career researchers and research students. For our research, we closely collaborate with our founders Erasmus MC, Leiden University Medical Center and TU Delft.

2. Mission Gender Equality

HollandPTC is committed to being an inclusive and diverse organization where people are valued, respected and treated equally regardless of their gender or background. This has been laid down in the HollandPTC Code of Conduct that is shared with every new employee.

We follow the policies and collaborative labour agreement of the Nederlandse Federatie van Universitaire Medische Centra (NFU). The NFU is a partnership of the seven Dutch university medical centres that promotes their interest and develops shared policies including arrangements for its employees. One of the focus areas relates to healthy and safe work. HollandPTC strives for an equal balance of men and women in its management and workforce overall. For now, the gender balance is

- Board of Directors (n=1): 100% female
- Managers MT (n=9): 40% female / 60% male
- Total workforce (n=110): 66% female / 34% male

Our recruitment policy is inclusive and does not discriminate between gender and background as per Dutch governmental policy on equal treatment at work. Only in case of equal qualifications, we will consider our gender balance target in the selection of the candidate. Awareness of gender bias in the assessment of job applications and job interviews is an important aspect.

3. Gender Equality Plan

The Director of HollandPTC have jointly designed this Gender Equality Plan (GEP) and is fully committed to the implementation of the GEP. For this purpose, the GEP and the progress of its implementation will be a regular topic on the agenda of the meetings of the HollandPTC management bodies. In addition, the GEP and its updates will be released on the institutional intranet, and will be presented to all HollandPTC colleagues at the organisation's HollandPTC meetings. These meetings will also be used for lectures on specific topics related to gender equality.

The main targets in our GEP for the coming two years are:

- 1) maintain gender balance
- 2) increase awareness on gender equality within HollandPTC through communication/training / workshops /webinars and recurring items at various meetings. training.

To safeguard the achievement of these targets, the GEP is embedded in our Quality system that holds an annual automated cycle of Planning-Implementation-Monitoring-Evaluation-Review.

HollandPTC uses an all-inclusive quality system called Zenya for the control, monitoring and follow-up of its integral quality and safety. The system contains various modules and these are interconnected. This guarantees the plan-do-check-act cycle. The system has the following modules:

- I-Doc: integral document management;
- Flow: incident reports Care, Data, QHSE;
- Check: internal and external audits, follow-up of findings, implementation and evaluation;
- I-Risk: the integral safety system;
- Compliance: various quality and standards frameworks (this also includes the quality; framework of the GEP).

4. Dedicated Resources

HollandPTC created a Gender Equality Team (GET) to ensure that the institution is a diverse employer with an innovative, creative and inclusive working environment. The GET is composed by a one member of human resources, one member of quality team and one member of communication team and has meetings every four months. The HR member has the leading role and insures communication and alignment with the other members and keep the director informed. Embedding the topic diversity and inclusion in several teams allows the topic to be addressed in different departments and make it an Institution project and goal. The GET develops and discusses policy proposals to promote gender equality, diversity and inclusivity that the Director finally decides about.

5. Data collection and monitoring

The HR department of HollandPTC collects and monitors sex/gender disaggregated indicators including the numbers of employees and FTEs, type of role and leadership, recruitment and selection figures, average employment duration, number of absent days and motive, number and type of training. Based on these indicators, HollandPTC performs a report. The data forms the basis for developing policies and strategies to address gender gaps.

The data will be monitored and reported once a year. The data will be evaluated to understand the progress and outcomes and identify areas where action is needed.

6. Training and Capacity Building

HollandPTC offers (online) training / workshops about the topic equality, diversity and inclusion (ED&I). Furthermore, specific training activities are organized to promote a diverse and inclusive organization, create awareness on gender equality, diversity and inclusivity. These include:

- Director and team managers will have directed gender equality and bias awareness education, (e.g. workshops provided by external trainers or online courses)

- ED&I will be addressed at general HollandPTC meetings (open to all staff members) this will alternative be done by GET or by an invited speaker
- ED&I information will be regularly posted on HollandPTC intranet, with links to available information on EU website, info sessions and workshops available on intranet

7. Work-life balance

HollandPTC promotes a healthy work-life balance. Part-time working, either permanent or temporarily, is feasible. Flexible working hours are possible as long as this can be aligned with the job tasks. As an example, employees involved in patient treatment need to work during patient treatment hours. Hybrid working is facilitated and working from home has become common practice as a result of the COVID-19 pandemic, especially for desk office personnel. When working outside regular office hours is needed, the HollandPTC policy for extended working times is followed. This policy is based on the national regulations on working hours. At work, a lunch room is available and moments for relaxing and sports are encouraged via a table tennis table, a massage chair, outdoor picknick tables, and a running team. In 2023, work-support bicycles has been introduced.

7.1. Leave

Leave is arranged for according to the NFU Collaborative Labour Agreement as well as national regulations. This foresees in holiday leave, as well as in leave for wedding, pregnancy, birth, caregiving for a sick family member, funeral, moving and calamities.

Pregnancy and Maternity leave: Women are entitled to 6 weeks pregnancy leave (before due date) and at least 10 weeks maternity leave (after childbirth). In total, the employee has a right to 16 weeks of leave with 100% salary payment.

Birth leave: An employee with a partner who has given birth is entitled to have 1 week of leave with 100% salary payment, to be taken within 4 weeks after birth. Additional birth leave of maximum 5 weeks after birth with 80% salary payment is possible when taken within 6 months after birth.

Parental leave: Employees with children up to the age of 8 years are entitled to unpaid parental leave of a maximum of 26 times their weekly working hours. Per 2 August 2022, as a national regulation 9 working weeks taken in the first year of life of the child will be paid up to 70% of the salary. HollandPTC provides an additional benefit by supplementing this to 80%. The regulations regarding the various types of leave are communicated to the employees through the institution's intranet.

8. Measures against misbehaviour

HollandPTC does not accept any misbehaviour including discrimination, racism, bullying, aggression, violence and sexual harassment, as laid down in its Code of Conduct. In case of an incident, an employee can choose to report the incident to the manager, the Director or to contact the external independent confidential advisor.

Information on how to contact the external independent confidential advisor is communicated to the employees through the institution's intranet.