



# DIVERSITY GUIDE FOR NEW STAFF



GHENT  
UNIVERSITY

## A DIVERSITY-FRIENDLY ORGANIZATION

- 7 DIVERSITY AND GENDER WORKING GROUP
- 7 FACULTY DIVERSITY TEAMS

## WELL-BEING

- 9 POINTS OF CONTACT FOR INAPPROPRIATE BEHAVIOUR
- 10 LOW-STIMULUS REST AREAS
- 11 STAFF NETWORKS
- 12 WORK/LIFE BALANCE
- 14 ANTI-DISCRIMINATION STATEMENT

# CONTENT

## SENSITIZATION

- 16 DIVERSITY TRAINING
- 18 LUNCH LECTURES ON DIVERSITY
- 19 GENDER TEST / DIVERSITY TEST

## DIVERSITY ACTIONS FOR UNDER-REPRESENTED GROUPS

- 21 GENDER POLICY
- 23 THINK TANK FOR FEMALE PROFESSORIAL STAFF
- 23 PUMPING AND BREASTFEEDING ROOMS
- 24 TRANSGENDER POLICY
- 24 GENDER-INCLUSIVE TOILETS
- 26 INDIVIDUAL GUIDANCE FOR FOREIGN-LANGUAGE STAFF
- 28 OCCUPATIONAL DISABILITY
- 28 PHYSICAL ACCESSIBILITY
- 29 DIGITAL ACCESSIBILITY
- 30 MENTORING FOR YOUNG RESEARCHERS
- 31 GUIDELINES FOR INTERNATIONAL RESEARCHERS

Ghent University is a socially engaged university that presents itself as actively pluralistic. As an institution, we are anchored to the city and society. By creating value with the available social capital, we are working to make our workplace a better reflection of society and grow Ghent University into a global player. After all, a diverse workforce promotes innovation, creativity and excellence.

In addition, with the new diversity action plan, approved by the Board of Governors in March 2019, we are making our work and research environment increasingly inclusive. It is our pleasure to provide a stimulating workplace with optimal development opportunities for all employees. Because those who feel at home at Ghent University are able to excel in academic education, high-quality research and social service provision.

This guide provides a brief overview of initiatives for employees and researchers regarding diversity and inclusion.

**Rik Van de Walle**  
rector

**WELCOME TO OUR COMMUNITY!**



# A DIVERSITY- FRIENDLY ORGANIZATION

ACCORDING TO ITS MISSION STATEMENT, GHENT UNIVERSITY REGARDS DIVERSITY AS AN ASSET AND, AS A RESULT, STRIVES FOR SOCIAL COHESION AND CONNECTEDNESS BASED ON SIMILARITIES BETWEEN ALL MEMBERS OF THE GHENT UNIVERSITY COMMUNITY.

## DIVERSITY AND GENDER WORKING GROUP

The Diversity and Gender Working Group provides information to the central departments and plays an active role in the exchange of information between the central departments and the faculties. It is a platform for the exchange of good practices and research results related to diversity. In addition, the Diversity and Gender Working Group has a policy advisory role.

## FACULTY DIVERSITY TEAMS

Since the beginning of 2014, each faculty has had a diversity team whose task is to initiate and further develop the diversity policy at the faculty level. Each team is managed by a diversity coordinator and is composed of committed members of staff. All employees are welcome to join. Some faculties also have a committee or a diversity working group.

### MORE INFO

[diversiteit.personeel@ugent.be](mailto:diversiteit.personeel@ugent.be)  
[www.ugent.be/facultairediversiteitsteams](http://www.ugent.be/facultairediversiteitsteams)

# WELL-BEING

## POINTS OF CONTACT FOR INAPPROPRIATE BEHAVIOUR

In recent years, Ghent University has invested heavily in the development of a psychosocial welfare policy, including a code of conduct on how to deal with inappropriate behaviour. All forms of discrimination and exclusion can be discussed with a confidential advisor of the Trustpunt or at the faculty.

### MORE INFO

[trustpunt@ugent.be](mailto:trustpunt@ugent.be)

[www.ugent.be/intranet/vertrouwenscontact.htm](http://www.ugent.be/intranet/vertrouwenscontact.htm)

[www.ugent.be/grensoverschrijdend-gedrag.htm](http://www.ugent.be/grensoverschrijdend-gedrag.htm)





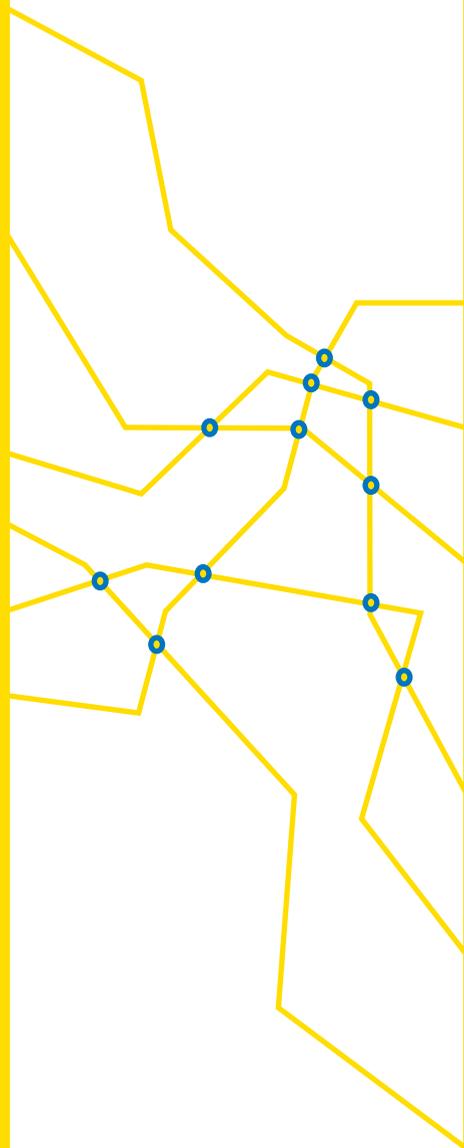
## LOW-STIMULUS REST AREAS

The university recognizes that some employees need a silent place to allow time for rest or reflection in between work activities. In the short term, neutral areas for time-out moments will be set up on a number of campuses. These areas are intended for individual use and are not linked to any particular religion or belief.

*On our website you will find a list of mosques, synagogue, churches and places of silence in Ghent that you might want to visit.*

### MORE INFO

[diversiteit.personeel@ugent.be](mailto:diversiteit.personeel@ugent.be)  
[www.ugent.be/omgaanmetdiversiteit](http://www.ugent.be/omgaanmetdiversiteit)



## STAFF NETWORKS

The university wishes to give staff from underrepresented groups and interested parties a platform to exchange experiences, identify bottlenecks and think about solutions on equal opportunities topics. The intended effect of the networks is a diversity policy that is widely supported and responds to the current needs of the staff. The networks bring together people from the LGBTQ+ community, unite employees with a migration background or connect colleagues with an occupational disability. All employees are welcome to join.

### MORE INFO

[diversiteit.personeel@ugent.be](mailto:diversiteit.personeel@ugent.be)  
[www.ugent.be/personeelsnetwerken](http://www.ugent.be/personeelsnetwerken)

# WORK/LIFE BALANCE

The university offers different options to keep work and private life well balanced.

## WORK AND CARE

Every employee has the opportunity to work part-time and to work from home in order to be able to continue combining work and private life.

## CHILDCARE

The university offers childcare for employees with children aged 0 to 3 years.

## SPORTS CAMPS

During the school holidays, the university offers sports camps in the GUSB complex for children of employees.

## IRONING SERVICE

Every employee can use service vouchers to have a personalised laundry box picked up and returned ironed at a pick-up point of their choice.

## FLEX POOL

Faculties and departments can request temporary replacements as a result of the maternity leave of professorial staff or administrative and technical staff who can no longer perform their duties due to urgent medical or functional reasons.



[anderswerken@ugent.be](mailto:anderswerken@ugent.be)  
[www.ugent.be/telewerken](http://www.ugent.be/telewerken)

[kinderopvang@ugent.be](mailto:kinderopvang@ugent.be)  
[www.ugent.be/kinderopvang](http://www.ugent.be/kinderopvang)

[sport@ugent.be](mailto:sport@ugent.be)  
[www.ugent.be/vakantiekampen](http://www.ugent.be/vakantiekampen)

[strijkdienst@ugent.be](mailto:strijkdienst@ugent.be)  
[www.ugent.be/strijkdienst](http://www.ugent.be/strijkdienst)

Requests to make use of the resources of the flex pool are to be submitted per faculty by the dean.

## AANTI-DISCRIMINATION STATEMENT

In 2008, the university has issued a non-discrimination statement with the objective of eliminating discrimination and promoting mutual contacts between members of the university community. The code of conduct is aimed at everyone involved in the operation of the university. An infringement can be reported to the institutional ombudsperson, who will investigate the matter with the necessary discretion and, if necessary, take appropriate measures.

### MORE INFO

[ombuds@ugent.be](mailto:ombuds@ugent.be)

[www.ugent.be/antidiscriminatieverklaring](http://www.ugent.be/antidiscriminatieverklaring)



# SENSITIZATION

# DIVERSITY TRAINING

The university provides several training courses for staff on the diversity topics:

## *UNCONSCIOUS BIAS FOR SELECTION COMMITTEES*

A training session for those who wish to retrain their brain to avoid unconscious prejudices in selection and promotion procedures and recruit and evaluate staff objectively. In these sessions, you are taught skills on how to attract and retain talent.

## *ACTIVE BYSTANDER*

A training session with a focus on techniques on how to act effectively when colleagues are victims or witnesses of inappropriate behaviour. In these sessions, you are taught verbal and non-verbal skills on how to respond to micro-aggressions.

## *TRANSGENDER AWARENESS*

A training session with a focus on guidance and training around gender identity and expression in the workplace in preparation of a constructive collaboration with a transgender colleague.

## **INTEGRATION OF A GENDER AND DIVERSITY DIMENSION IN RESEARCH**

A training session that provides practical guidance, including a 'toolkit', for those who wish to integrate gender- and diversity-sensitive topics in research proposals.



## **INTERCULTURAL COMMUNICATION**

A training session with a focus on communication skills which could be helpful when cultural differences are creating problems. Attention is drawn to the own reference pattern (e.g., values, norms and rituals) and to the different dimensions of culture.

## **DEALING WITH POLARISATION**

A training session for those who wish to learn to recognize harmful polarisation. 'Us/them thinking' damages social cohesion and undermines the stability of our Ghent University community. We provide tools to help overcome contradictions between groups.

## **MORE INFO**

[diversiteit.personeel@ugent.be](mailto:diversiteit.personeel@ugent.be)

[www.ugent.be/omgaanmetdiversiteit](http://www.ugent.be/omgaanmetdiversiteit)

## LUNCH LECTURES ON DIVERSITY

The university wishes to bring together the expertise of researchers and policy staff working on gender and / or diversity. The bi-monthly lunch lectures provide an accessible platform for this purpose. Each employee can apply as a guest speaker to an audience of on average 60 colleagues and external sympathisers.

### MORE INFO

[diversiteitengender@ugent.be](mailto:diversiteitengender@ugent.be)  
[www.UGent.be/middaglezingen](http://www.UGent.be/middaglezingen)

## GENDER TEST / DIVERSITY TEST

The university attaches great importance to inclusive language in its communication. To this end, an instrument is being developed to check whether the principles of gender- and diversity-sensitive language use have been taken into account for all forms of written communication (e.g., publications, images, correspondence templates, policy documents, websites, rules and regulations and vacancy notices). Unnecessary gender-related references and exclusion mechanisms in databases, e-mail traffic, speeches, stationery, memorandums and such can be reported to the diversity and inclusion staff of the Department for Personnel and Organisation.

### MORE INFO

[diversiteit.personeel@ugent.be](mailto:diversiteit.personeel@ugent.be)  
[www.ugent.be/omgaanmetdiversiteit](http://www.ugent.be/omgaanmetdiversiteit)





# DIVERSITYACTIONS FOR UNDER- REPRESENTED GROUPS

## GENDER POLICY

Ghent University attaches great importance to gender equality. In February 2012, Ghent University decided to commit itself to male / female balanced organs. The councils and committees whose composition is not bound by decrees and regulations consist of a maximum of 2/3 voting members of the same gender. Since the 2017 rectorial elections, gender balance at the top is also guaranteed by the fact that only candidates of a different gender can stand in duos. The fast track is an accelerated promotion procedure for senior lecturers to the level of professor and was first introduced in 2018. The aim of this measure is to correct the gender balance in the highest contingent of the professorial staff.

### MORE INFO

[diversiteit.personeel@ugent.be](mailto:diversiteit.personeel@ugent.be)  
[www.ugent.be/genderbeleid](http://www.ugent.be/genderbeleid)



## THINK TANK FOR FEMALE PROFESSORIAL STAFF

Professor M. Demoor set up a network to inform, inspire and create a platform for female full professors (later extended to all female professorial staff). Every female professor, regardless of title or management position, is welcome to participate.

### **MORE INFO**

[marysa.demoor@ugent.be](mailto:marysa.demoor@ugent.be)  
[sharepoint.ugent.be/projects/201904567/](https://sharepoint.ugent.be/projects/201904567/)

## PUMPING AND BREASTFEEDING ROOMS

Every pumping or breastfeeding employee is entitled to pumping and / or breastfeeding breaks. A space is provided for this purpose on a number of campuses, so that this can be done safely and discreetly during working hours.

### **MORE INFO**

[olivier.verduyn@ugent.be](mailto:olivier.verduyn@ugent.be)  
[www.ugent.be/borstvoedingspauze](http://www.ugent.be/borstvoedingspauze)

## TRANSGENDER POLICY

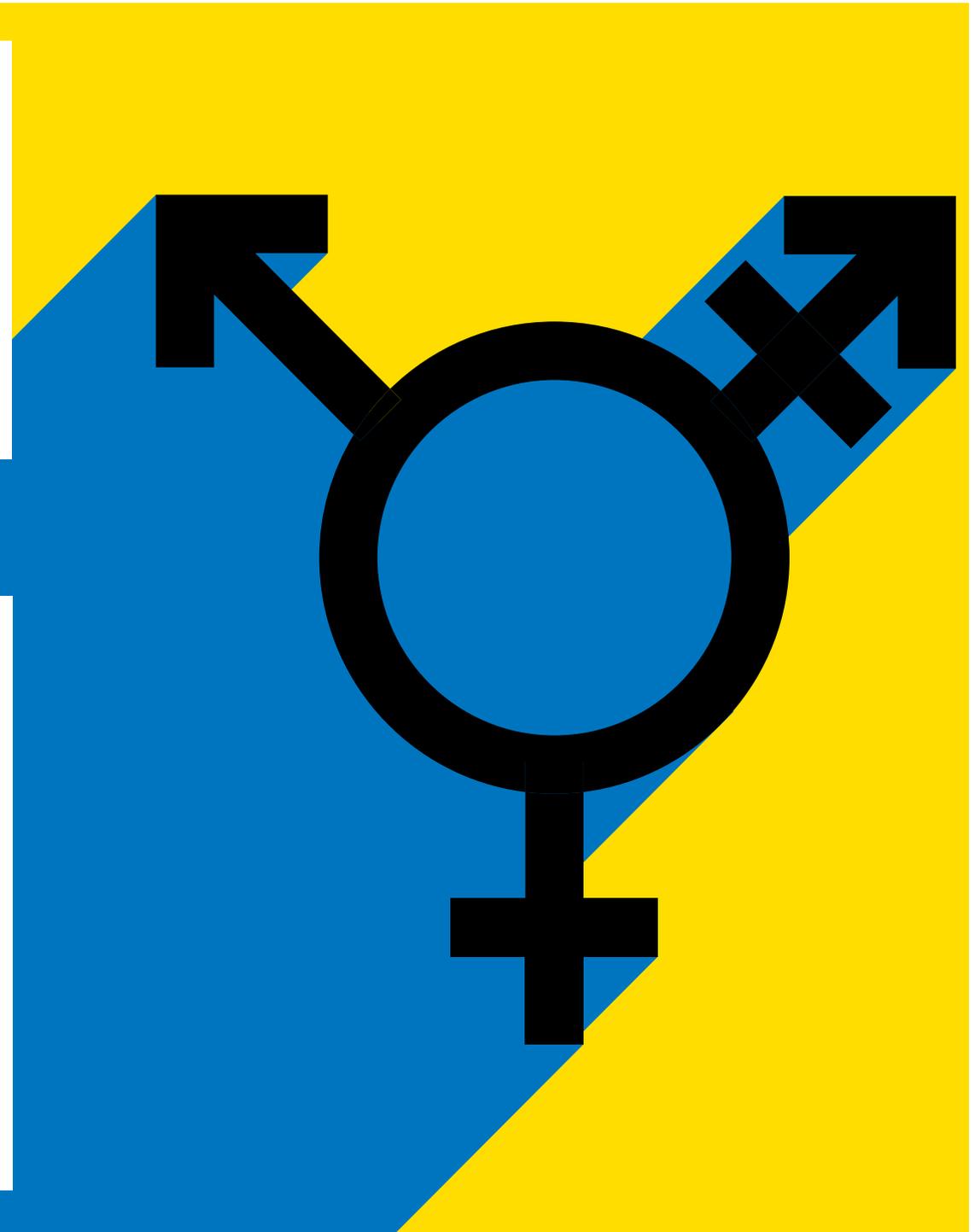
Because the university values the well-being of all its employees, it pursues a proactive transgender policy. The university is committed to eliminating structural discrimination as a result of procedures and regulations, with a focus on open communication and awareness-raising.

### MORE INFO

[trans@ugent.be](mailto:trans@ugent.be)  
[www.ugent.be/trans](http://www.ugent.be/trans)

## GENDER-INCLUSIVE TOILETS

Employees in gender transition, intersex people, persons with a non-binary gender identity or gender-fluid persons often have problems with the men / women division in the sanitary areas. They are often implicitly forced to use the toilet of their (socially desirable) biological gender and may therefore avoid going to the toilet. Ghent University recognizes that everyone has the right to use the sanitary facility which, at their own discretion, matches their self-defined gender identity.



## INDIVIDUAL GUIDANCE FOR FOREIGN-LANGUAGE STAFF

Job seekers with a different mother tongue, who have recently arrived in Belgium, often struggle to find a job that matches their talent. The university therefore offers professional experience internships within a department or a central administration office, combined with job and language coaching and mentoring in the workplace. After a successful evaluation, the internship can result in an employment contract. In this way, the university tries to make the workplace more diverse across all levels.

### **MORE INFO**

[blink@ugent.be](mailto:blink@ugent.be)

[www.ugent.be/blink](http://www.ugent.be/blink)

## OCCUPATIONAL DISABILITY

The university is committed to supporting employees with a disability. An occupational disability is described as a mental, psychological, physical or sensory disorder. Every employee can request an interview to establish how accessible the workstation is and whether it is possible to get an adapted range of tasks, individualised guidance, special employment measures or the Flemish support allowance.

### MORE INFO

[diversiteit.personeel@ugent.be](mailto:diversiteit.personeel@ugent.be)  
[www.ugent.be/arbeidsbeperking](http://www.ugent.be/arbeidsbeperking)



## PHYSICAL ACCESSIBILITY

The university wishes to make its buildings optimally accessible to all users and is taking specific measures to this end. A floor plan was drawn up for each campus, outlining the most accessible route for wheelchair users. It also includes information about wheelchair-accessible lifts and adapted sanitary facilities.

### MORE INFO

[diversiteit.personeel@ugent.be](mailto:diversiteit.personeel@ugent.be)  
[www.ugent.be/toegankelijkheid/rolstoelgebruikers](http://www.ugent.be/toegankelijkheid/rolstoelgebruikers)

## DIGITAL ACCESSIBILITY

The university wishes to make its websites and online documents optimally accessible to all internet users with visual, motor and hearing impairments, as well as senior citizens. Therefore, all web pages are set up according to the accessibility guidelines of the Anysurfer organisation.

### MORE INFO

[diversiteit.personeel@ugent.be](mailto:diversiteit.personeel@ugent.be)  
[www.ugent.be/toegankelijkheid](http://www.ugent.be/toegankelijkheid)

## MENTORING FOR YOUNG RESEARCHERS

Postdoctoral researchers can easily access the support of a more experienced colleague (a professorial staff member), which includes exchanging experiences and receiving regular feedback. This specific one-on-one guidance offers answers to the many career questions that young researchers cannot find answers to in their immediate working environment.

### MORE INFO

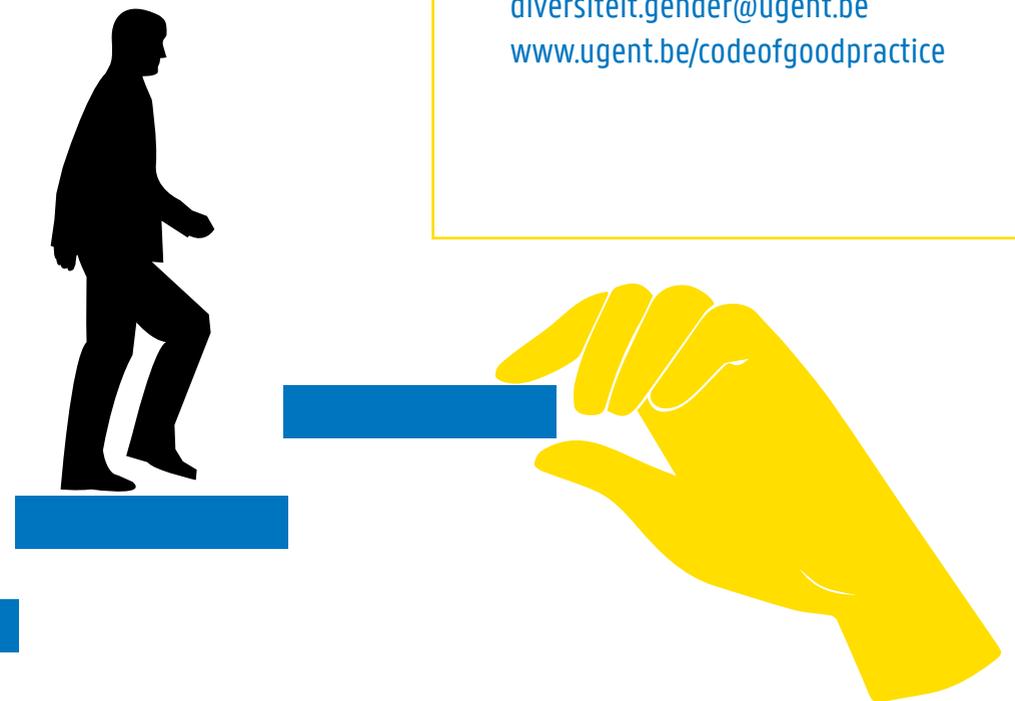
[liesbet.boone@ugent.be](mailto:liesbet.boone@ugent.be)  
[www.ugent.be/postdocumentoring](http://www.ugent.be/postdocumentoring)

## GUIDELINES FOR INTERNATIONAL RESEARCHERS

For international researchers, it is often a struggle to get used to the habits and customs in Flanders. The guidebook "Code of Good practice: Living together as a UGent community" can help a new, international colleague to feel at home at Ghent University.

### MORE INFO

[diversiteit.gender@ugent.be](mailto:diversiteit.gender@ugent.be)  
[www.ugent.be/codeofgoodpractice](http://www.ugent.be/codeofgoodpractice)



## BELEIDSADVISEURS DIVERSITEIT EN INCLUSIE

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**Marieken De Munter**

[diversiteit.personeel@ugent.be](mailto:diversiteit.personeel@ugent.be)

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Rectoraat 1, lokaal 29, tweede verdieping