

# UP-DATE OF THE « WELCOME TO IMS LUXEMBOURG » & « IMS LUXEMBOURG HR DOCUMENT »

**Nom de l'entreprise :** IMS LUXEMBOURG

**Secteur d'activité :** Activités de services administratifs et de soutien

**Catégorie de l'entreprise :** Fondation, Association, ONG

## Description de l'action

Update the « Welcome to IMS Luxembourg » & « IMS Luxembourg HR document » using an inclusive and non-discriminatory approach.

## Contexte

Even though several updates and changes were done to these documents, a profound lecture and update were not done in the last 10 years.

## Objectifs

Update the « Welcome to IMS Luxembourg » & « IMS Luxembourg HR document » using an inclusive and non-discriminatory approach.

## Approche

Based on our corporate values and collective intelligence, all the staff was invited to participate under the lead of HR. Even so the participation was on voluntary bases, all the IMS staff participated and sent their comments.

The creation of the finalised document took several months and it was done following these steps:

- HR and direction worked on a final proposition
- Diversity Charter's project manager had the first review
- Proofreading and comments from the IMS team
- Final adaptation and communication with the staff
- Start using them with our new colleagues and be open to feedback

In terms of diversity, inclusion and non-discrimination:

- Both documents are written in inclusive language
- Statement of IMS Luxembourg values and respect for diversity
- A clause of zero tolerance for harassment and discrimination was included, as well as a procedure in case of need.
- ...

## Impact

It is too early to measure the impact, however, our latest colleagues had received them and it seems that the documents are clear and there are no questions.

## « A faire »

- Apply a D & I approach to HR subjects.
- Involve the staff in the proofreading, the more diverse the better.
- Highlight the D&I values and the possibility to be authentic.

## « Ne pas faire »

- Use terms that are only understood by the HR or the direction.