

# guide Women in entrepreneurship

10 recommendations to gender mainstreaming in your organisation

# editorial Gender-inclusive entrepreneurship, not an option, a necessity



TStartup Heatmap's latest research (2020) on women entrepreneurs in Europe revealed that only **15.5%** of founders or co-founders are women with women entrepreneurs receiving **38%** less funding than their male counterparts when starting under the same conditions. Even in cities with strong support ecosystems, less than one in five start-ups ifounders are women. Although women make up 52% of the total European population, only 34% of the European Union self-employed workers and 30% of start-up entrepreneurs are women (WEbarometer Report, 2021). Despite a growing number of gender equality plans in companies and public institutions, these statistics prove that we are still a long way from achieving true gender equality in entrepreneurship.

What do we mean by gender? **Gender refers to the social attributes and opportunities associated with being male and female and the relationships between women and men and girls and boys,** as well as the relations between women and those between men. These attributes, opportunities and relationships are socially constructed and are learned through socialisation processes (Definition by the European Institute for Gender equality – EIGE).

Gender mainstreaming in our society has been embraced at international level as a strategy to achieve full gender equality. It involves integrating a gender perspective into the preparation, implementation and evaluation of regulatory measures and expenditure programmes, with a view to promoting equality between women and men and combating discrimination. When applied to entrepreneurial support structures, gender mainstreaming aims to create a gender-inclusive ecosystem.

Impact entrepreneurship is a powerful tool for achieving gender equality and a key to empowering women, as it has long been recognized as a driving force for economic growth and innovation. Indeed, it provides women with opportunities for economic independence and financial sufficiency towards greater independence and better living conditions while breaking gender norms preventing them from reaching their potential. Entrepreneurship is a way for women to become true actors of change. Entrepreneurship embodies the fundamentals of freedom: freedom of choice, freedom of life, freedom in building your own path. However, despite significant progress in recent years, gender disparities persist in entrepreneurial endeavours, with women entrepreneurs often facing specific challenges and barriers to success. To address these disparities, gender mainstreaming in entrepreneurial support structures is crucial to unlocking the power of inclusivity and fostering an environment in which all entrepreneurs can thrive.

The Empow'Her's 2019 European study, which provided data on the challenges faced by women as social entrepreneurs, revealed that support structures had a key role to play: **63%** of women social entrepreneurs who responded to the study felt that women's lack of selfconfidence hindered their development as entrepreneurs and 87% were willing to participate in a dedicated programme for women social entrepreneurs.

True empowerment measures will help to address the increasing desire of women to access entrepreneurship opportunities. The mobilisation of all involved actors and in-depth studies of the legal context in Europe and abroad constitute the main pillars of **the FoWoSE** (Fostering Women Social Entrepreneurship) project aiming to increase the integration of gender at all levels, at structural level and at program level.

#### Iliana BALABANOVA

President of the <u>European Women's Lobby</u> President and cofounder of the Bulgarian Platform of the EWL

# introduction



### **Our findings**

There is a general lack of inclusivity in entrepreneurship, and especially social entrepreneurship towards women. Support structures and social economy organisation (SEOs) do not sufficiently integrate gender equality at structural level and project level, which reduces opportunities for women entrepreneurs. Indeed, if the people in charge of supporting and training women social entrepreneurs are not themselves trained and lack the tools to support these women, women's access to entrepreneurship is hampered. Furthermore, structures with expertise on gender equality issues have not had the opportunity of sharing their formalised good practices with other actors.

This guide is therefore intended to address this lack of sharing of gender mainstreaming practices.

#### What is this guide about?

This is a pedagogical tool that aims at **enabling organisation to better integrate gender into their organisations and their support programmes.** The tool includes a self-diagnosis that helps organisations assess their structure and their level of gender mainstreaming. Then, based on the results, up to **10 easy-to-implement recommendations** are provided to change and improve the practices.

#### How was this tool developed?

In response to the lack of tools, we launched the FoWoSE project (Fostering Women Social Entrepreneurship), a European consortium project funded by the European Union's Erasmus+ programme. This tool is based on the expertise of each consortium partner and on our research as part of the FoWoSE project. Learn more about the project at the end of the guide.

In order to make the content developed by the project partners more accessible and user-friendly, we have created this pedagogical tool to help organisation better integrate gender.

### Who is it for?

This guide is intended for **managers/leaders of entrepreneurial support structures** who wish to and/or are responsible for better integrating gender into their organisation. Staff can also take the test but they might know all the answers. If this is so, you can ask your manager and this could be an excellent way to start working on your gender action plan and involving all parties.

If you are willing to assess gender mainstreaming in your organisation, this is the tool for you!

We provide solution for better gender mainstreaming, but our recommendations and challenges are not exhaustive. This document is not a one-size-fits-all and can be adapted according to the needs of each organisation or a desire to go further in its approaches. To deepen your approach to gender mainstreaming, you can hire an external consultant with gender expertise to tailor a gender plan for your organisation. Tag us on social media:





# glossary

**Bias:** Preference, predisposition or inclination towards or against one thing, person or group, often based on prevailing stereotypes. These biases are often unconscious, they are learned, and become deeply ingrained and can influence behaviours that could lead to unfair treatment of certain gender groups.

**CEO:** A chief executive officer, the highest-ranking person in a company or other institution, ultimately responsible for taking managerial decisions.

**Equality:** Equality is the right of different groups of people to have a similar social position and receive the same treatment.

**Gender:** Refers to the socially constructed characteristics of women and men - such as norms, roles and relationships of and between groups of women and men. It varies from society to society and can be changed.

Gender-based discrimination: Gender discrimination describes the situation in which people are treated differently simply because they are male or female, rather than on the basis of their individual skills or capabilities.

Gender focal-point: The work of a gender focal point is to support gender mainstreaming by advocating, advising and supporting professional staff and monitoring and reporting on progress - if necessary through the use of/support from consultants or external specialists.

**Gender lens:** The deliberate 'application' of a lens seeing something through the eyes of a woman and then seeing the same thing through the eyes of a man. By applying the lens, it reveals how your activities may be experienced by different gendered groups. Applying a gender lens may reveal that your activities advantage certain gender groups, whilst disadvantaging others.

**Gender mainstreaming:** The integration of a gender perspective into the preparation, design, implementation, monitoring and evaluation of policies, with a view to promoting equality between all genders, and combating discrimination.

**Gender-neutral:** The term 'gender-neutral' means that something is not associated with either women or men. It may refer to various aspects such as concepts or style of language.

**Inclusion:** Inclusion is the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalised, such as those who have physical or intellectual disabilities and members of other minority groups.

Sexism: Sexism is linked to beliefs around the fundamental nature of women and men and the roles they should play in society. Sexist assumptions about women and men, which manifest themselves as gender stereotypes, can rank one gender as superior to another.

Stereotypes: A widely held but fixed and oversimplified image or idea of a particular type of person or thing.

**Support structure:** A support structure is an organisation that offers entrepreneurial and managerial support, services, support programmes and possibly a place to work.

**Trainers:** Trainers are internal or external professionals that help entrepreneurs with their project by giving them advise, trainings... When we speak of trainers we also mean coaches and mentors.

Workplace harassment: Harassment is unwelcome conduct that is based on race, colour, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

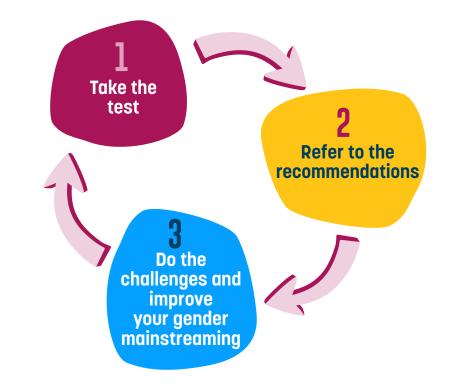


# how to use this tool?

You are about to assess gender mainstreaming in your association.

Please be as **objective** as possible in order to identify the status of gender mainstreaming in your organisation and to be able to better integrate gender into your structure.

All questions are listed randomly.



#### For each question, we suggest 4 answers:

### 'Yes, absolutely'

You fully agree with the question, your organisation is already doing this.

### 'Not yet or in discussion'

You haven't implemented this action yet but you have already thought about it and/or are planning to do so.

### 'Yes, to some extent'

You have implemented something similar, you are on the right direction or you have in fact already implemented this action but feel that you still have lots to do.

### 'Not at all'

This action is not implemented at all in your organisation. It is not in your current plans to implement such action or, even if you have considered doing so, you can't allocate the resources needed.

# now it's your turn!

1.	Does your organisation arrange training or onboarding sessions to help external trainers better adapt their posture and content to women entrepreneurs?	
2.	Do you consider your workspace to be accessible and inclusive to all? (office equipments, toilets, sanitary products, breastfeeding rooms etc.)	
3.	Is the representation of women and men in leadership positions equally distributed in your organisation?	
4.	Does everyone in your organisation have equitable access to trainings, regardless of their job positions?	
5.	Does your organisation carry out surveys to meet the needs of your women entrepreneurs and adapt the programs according to the feedbacks collected?	
6.	Does your organisation have a community building strategy for your women entrepreneurs?	
7.	Is there an allocated human resources person in your organisation?	
8.	Are men and women paid equally for the same job?	
9.	Does your organisation have a DEI (diversity/equality/ inclusion) clause in the contract signed by your partners and stakeholders?	
10.	Does your organisation have a formal training policy on gender for its staff?	
11.	Have you ever noticed or have you had reports of gender discriminatory behaviour?	
12.	Does your organisation have an official and accessible to all policy on work-life balance? (out of office hours, days off, working time management, etc.)	
13.	Does your organisation have a designated gender focal point?	
14.	Does your organisation monitor trainers and trainings?	
15.	Does your organisation have an equal employment opportunities policy (EEO)?	

16.	Does your organisation take into consideration the needs of women entrepreneurs when designing and implementing programs and community support systems?	
17.	Does your organisation use gender sensitive communications (inclusive language, role models etc.)?	
18.	Does your organisation consider gender quota when selecting a new provider?	
19.	Does your organisation offer parental leave or other parent- protecting policies, in addition to the legal obligations?	
20.	Does your organisation conduct training to encourage staff to develop new skills?	
21.	Does your organisation have a clear and accessible to all policy against discrimination and harassment?	
22.	Does your organisation support the promotion/networking/ capacity building of women entrepreneurs? i.e by planning events for female entrepreneurship or running specific schemes dedicated solely to women entrepreneurs.	
23.	Does your organisation offer flexible working options?	
24.	Does your organisation help its internal trainers deconstruct their gender biases when supporting men and women entrepreneurs?	
25.	Are the leadership of your organisation trained on gender issues?	
26.	Does your organisation have an internal gender sensitive charter shared with all staff?	
27.	Has your organisation established a selection quota between men and women entrepreneurs?	
28.	Does your organisation carry out anonymous staff surveys to detect any violence or harassment in the work environment?	
29.	Have you implemented a risk assessment tool for health, safety and wellbeing in your workplace and identified the risks with your staff?	
30.	Are staff trained to identify and act appropriately in case of gender discriminatory situations?	

# results

Based on your answers, we suggest recommendations on areas that can be improved within your **organisation and programmes.** 

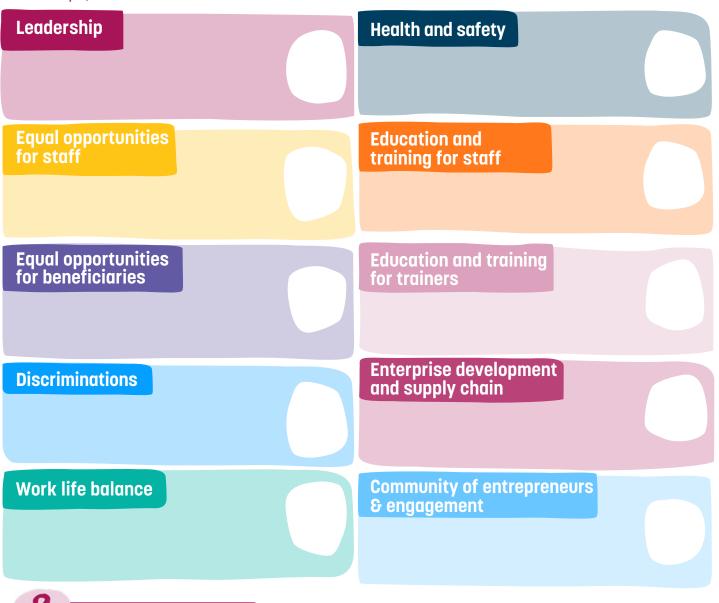
If your score is high enough, you will see the sentence *«congratulations, you do not need specific recommendation on this topic»*. This means that you **meet the standards** for good gender mainstreaming. However, there is always room for improvements and challenges!

If your score is lower than expected, you will read the sentence «you seem to need help to improve your policy on this topic, click here to learn more».

This means that you **need improvements** to better integrate gender in your organisation and/or your programmes. Clicking on the button will take you directly to the recommendation page.

Once on that page, you will have all the information you need to understand and put into practice the topics.

To go even further, we have created level 1 and 2 challenges to quickly apply our recommendations.



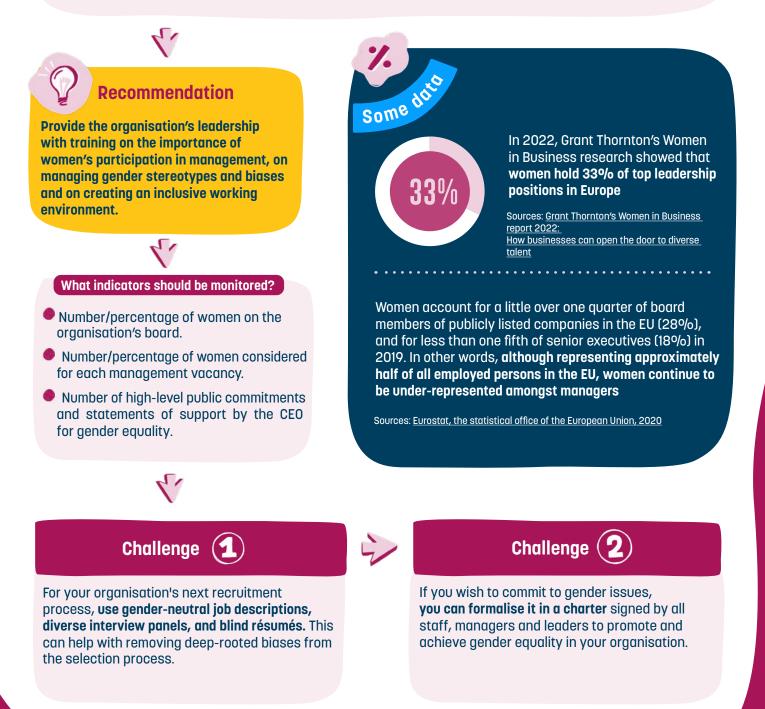
#### How are the scores calculated?

Each answer is given a score and each category is composed of 3 questions. When added up, they can amount to up to 9 points per category. We have judged that above 6 points, you have mainstreamed gender in your organisation. You can still refer to the recommendations and challenges to go even further!

# leadership

## Overview of the key area

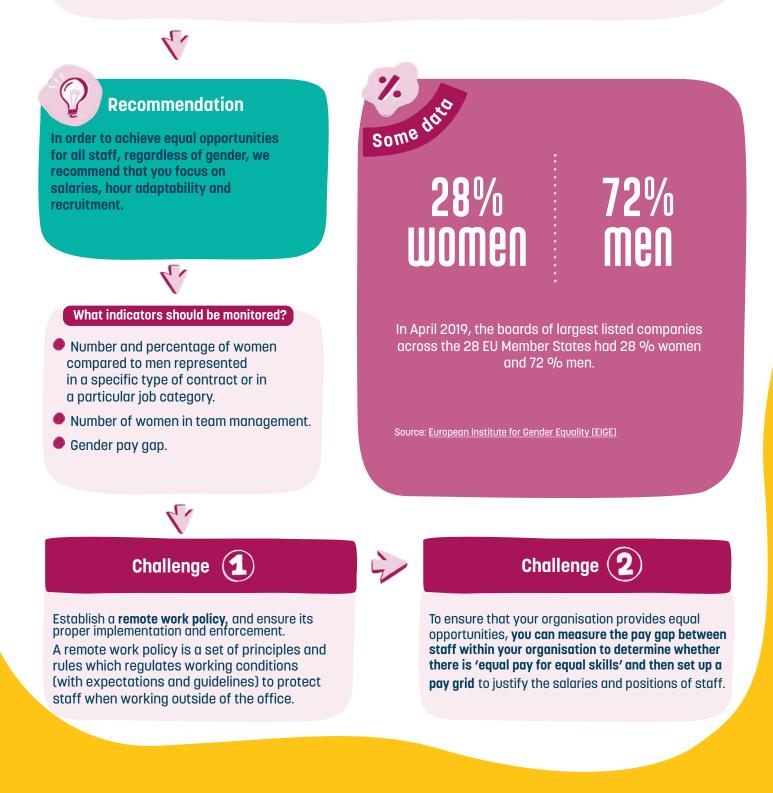
**Equitable and inclusive corporate leadership (both in numbers and in practice) is an essential and integral part of making gender equality and women's empowerment a key strategic priority for any organisation, large or small.** It publicly signals the goals and objectives of the CEO and senior management team in promoting gender equality in entrepreneurship and creates a high level framework that defines how this commitment will fit into the company's sustainability strategy, day-to-day operations and organisational culture.



# equal opportunities for staff

### Overview of the key area

Inclusion and equality are about the equal treatment of individuals and groups and represents oppor-tunities for women and men in the workplace. Although legislation and company policies often include these principles, organisational culture and structure, habits, implicit prejudices and stereotypes can lead to indirect discrimination or unequal treatment of women and men. Eliminating all forms of discrimination in company policies, strategies, culture and practices, in terms of recruitment, opportunities, pay and benefits, is a crucial step in any organisation's journey towards gender equality.

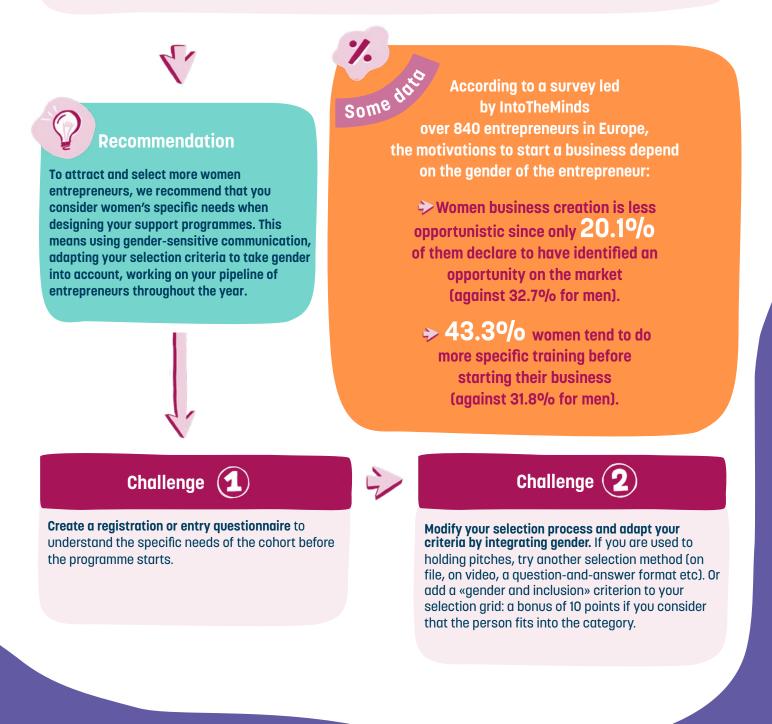


# equal opportunities for the beneficiaries\*

### Overview of the key area

According to the WeBarometer, **women generally have less access than men to information because they are often excluded from mixed networks.** In addition, 'poor support systems' from their families and relatives is highlighted as a critical issue preventing women from starting a business, along with 'unwillingness to take risks' and 'low self-confidence'. Although women tend to resort more to support schemes when they become entrepreneurs, they find it more difficult to take the leap.

For these reasons, and to encourage more women to engage in an entrepreneurial journey, it is essential that communication strategies target them in an attractive and non-stigmatizing way.



## discriminations

### Overview of the key area

Gender discrimination is not always intentional, but can be the result of a lack of information, personal bias, a non-inclusive corporate culture, a lack of support structures to promote gender equality, or simply a lack of commitment to eliminating discrimination at work.

Collecting, monitoring and analysing sex-disaggregated data on a regular basis can help to identify sex discrimination in its direct and indirect forms. In addition, analysing the organisation's policies and operations from a gender perspective is an important starting point for identifying gaps, risks and opportunities. Once the baseline analysis is in place, a company can create an action plan with objectives and activities to achieve the desired change.



## work life balance

### Overview of the key area

Give your staff two separate phones if necessary

(one personal and one business) and if this is not

possible, encourage your staff to turn off work email notifications when they are out of the

office or working hours.

**Gender equality and women's economic empowerment are closely linked to achieving a balance between work and family,** a more balanced sharing of family responsibilities and investment in the care economy. Investing in family-friendly and work/life balance policies ensures that staff with care responsabilities are supported and valued. It has a strong business value too as it increases staff retention and engagement, reduces absenteeism and lowers overall recruitment costs.



**Encourage and normalise parents taking parental leave,** especially the fathers, by appointing male executives as ambassadors.

# health and safety

## Overview of the key area

The key area "Health and safety" highlights the right of staff to safety and freedom from violence in the workplace, as well as the fact that women and men may sometimes have different needs when performing certain tasks. For example, the body structure of most women is different from that of most men, which means that some work equipment must be designed accordingly. Preventing and responding to safety risks and sexual harassment in the workplace is essential to creating a safe and discrimination-free working environment.

## Recommendation

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To provide a safe environment for your staff, we recommend that you address any gender discriminatory behaviour and be very clear about what is not acceptable. Having an anti- gender and workplace harassment officer and antiharassment policies in place should also help.

#### What indicators should be monitored?

- Number of complaints of sexual harassment.
- Number of sexual harassment cases that are resolved without further victimising the survivors.
- Staff views on the organisation's ability to prevent and deal with sexual harassment cases.





If you do not have a human resources manager responsible for enforcing non-discrimination, then designate a trusted person, a gender focal point, to whom staff can turn if they face a problem of violence or harassment at work.





0600

More than one in five people

(almost 23 per cent) in employment have experienced violence and harassment at work, whether physical, psychological or sexual, according to a new joint

analysis, the first of its kind, by the

International Labour Organization (ILO),

Lloyd's Register Foundation (LRF)

and Gallup.

Source : <u>Experiences of violence and harassment at work:</u> A global first survey, International Labour Organization (ILO), Lloyd's Register Foundation (LRF) and Gallup, 2022

**Conduct anonymous staff surveys to** find out what people think about their safety at work and how they rate discrimination at work.

# education and training for staff

## Overview of the key area

This principle includes everything related to the rights and opportunities of staff to access quality education and training as part of their job. Effective training programmes that support women's professional development are also complemented by networking and mentoring initiatives.

## Recommendation

To ensure that your staff is trained and develop new skills, we recommend that you make training sessions available to all, as well as assess their skills and objectives in order to regularly adapt trainings.

#### What indicators should be monitored?

- Hours of role-based training (disaggregated by gender).
- Hours of mentoring (disaggregated by sex).
- Hours of gender-related training (disaggregated by sex).

Some dat

Women focus on education and training, men engage more in work-related training.
In 2017, the EU-28 average of women and men aged 25-64 years participating in education and training in a 4-week period was 12 % and 10 % respectively, well below the Europe 2020 target of 15%.
The EU trend followed similar lines among those in or out of work: 13 % of employed women and 10 % of employed men were engaged in education and training; among unemployed people, it was 11 % of women and 9 % of men.

Source: Gender Equality Index 2019: Work-life balance, EIGE, 2019



Ask staff what kind of training they would like to receive by **creating an idea box** where they can suggest training courses.



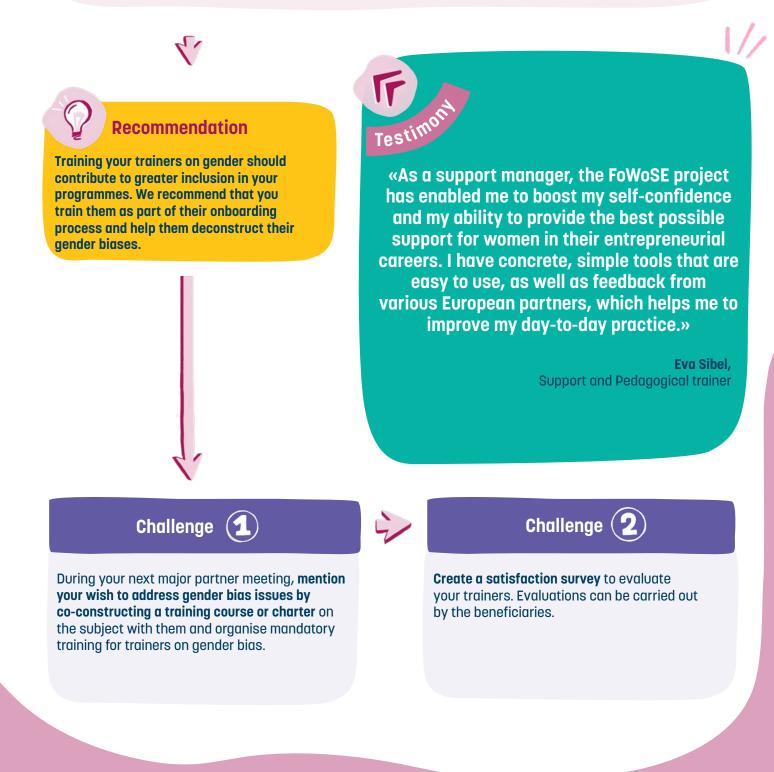


**Organise an annual review of each member of the organisation's career plan** and/or include a gender-sensitive component in the onboarding process.

# education and training for trainers

## Overview of the key area

The objective of training the trainers is to strengthen you teams' skills integrating the needs of women entrepreneurs' into your entrepreneurship support programmes. As a support structure, your role is to convey more gender inclusive values internally and to your ecosystem. To do this, you need to train your service providers and staff to transmit these values in their daily support.



## enterprise development and supply chain

### Overview of the key area

Human rights abuses can occur not only in poor and developing countries, but also in developed and rich economies. Respecting human rights is the responsibility of all actors, private and public, and ensuring that human rights are not violated by a company's activities is an essential first step. By creating business links with women-owned companies and influencing suppliers to respect human rights and promote gender equality, companies and organisations can have a positive impact on the lives of women and communities.

Respecting the dignity of women in marketing materials is also central to this principle.



## community of entrepreneurs & engagement

### Overview of the key area

**Organisations are increasingly investing in community development programmes to make a valuable, effective and accountable contribution to gender equality and women's empowerment**. Community engagement initiatives can vary from one company to another, depending on the sector of activity, strategy and area of expertise. Community engagement projects do not have to be philanthropic activities, but they should be about a cause that is close to the heart of the company and/or its staff and to which they have the knowledge and capacity to commit to, ideally over the long term.



### Recommendation

In order to build an inclusive and committed community of entrepreneurs, we recommend that you include gender and women's needs in the overall management of your community. This means creating safe spaces where they can express themselves, create real, quality and sustainable relationships with the trainers and the group of entrepreneurs.

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#### What indicators should be monitored?

- Number of women and girls who have benefited from positive impact through community engagement initiatives.
- Number of community stakeholders who have benefited from coalitions and broader initiatives.
- Number of positive changes in policy or practice that community advocacy has succeeded in bringing about.

Some dot Entrepreneurial communities allow entrepreneurs to grow their businesses. According to the WeBarometer in 2021, "networking programs and mentoring programs" are the top two types of enterprise support required for women entrepreneurs, as it provides access to economic and financial opportunities, tips and advices based on shared experiences, as well as useful connections for future collaboration or sale.

Source: WEbarometer : A survey of Women Entrepreneurs in Europe, WEgate, 2021



**Promote at least 3 role models** from different back-grounds and cultures in your support programmes by inviting them to speak on your social media, by writing articles about their story on your website.





**Ensure that women are always represented in all your events:** when organising an event, make sure that there is a gender balance. To go further, you can highlight a woman and her background, organise women-only events, ensure that networking events are included in the general agenda and make sure that the calendar matches women's availability.

# to go further

Refer to the documents created in the framework of the FoWoSE project and on which this pedagogical tool is based:

• Read our guide to improving gender mainstreaming in entrepreneurship support structures

• <u>Check our toolbox to better integrate</u> gender in your activities

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Request a more in-depth and personalised follow-up on gender mainstreaming in your organisation with the partners of the FoWoSE project.

If you successfully completed a challenge, feel free to post it on your social media using the hashtag #FoWoSEChallenge and share your progress!



# about fowose

This Erasmus+ project aims at providing a solution to the lack of inclusivity in entrepreneurship, and especially social entrepreneurship, by acting directly on the organisations which support them on a daily basis. The objective is to strengthen gender mainstreaming at the operational and programme level for support structures in the entrepreneurial ecosystem.

FoWoSE project stems from a common desire of its partners to increase gender-inclusivity in their practices and foster women's entrepreneurship in Europe, by creating specific support content for the organisations and enable them to share their good practices, thus providing better training and opportunities to women entrepreneurs. To this end, the project has developed methodological and training contents, which correspond to the needs of women.

In turn, these tools and methods will be disseminated at regional, national and European scale to create an entrepreneurial ecosystem that is more inclusive towards women

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### **Partners involved:**

**<u>PULSE</u>** - France, Paris

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Reach for Change - Bulgaria, Sofia

<u>SYNTHESIS</u> - Cyprus, Lefkosia

Women On Top - Greece, Athens











