

Appendix 4: Glossary of Terms

TERMS	DEFINITION/MEANING
Affinity bias	Affinity bias is the tendency to favour people who share similar interests, backgrounds and experiences with us. Because of affinity bias, we tend to feel more comfortable around people who are like us. We also tend to unconsciously reject those who act or look different to us.
Belonging	Belonging is the feeling of security and support when there is a sense of acceptance, inclusion and identity for a member of a certain group. It is when an individual can bring their authentic self to work.
Disconnection	Disconnection refers to the workers' right not to engage in work-related activities or communications outside working time, by means of digital tools.
Discrimination	Discrimination occurs when an individual is treated unfavourably because of gender, sexuality, race, religion, pregnancy and maternity or disability, or any other characteristic outlined in local jurisdictional legislation.
Diversity	Diversity refers to different characteristics – gender, ethnic or racial background, religion, disability, sexual orientation, age, socio-economic background and neurodiversity. In this context, it promotes equal treatment for everyone and the idea of equity, which ensures people will be provided with the tools they need to succeed, without prejudice to these characteristics.
Equity	Equity refers to fair treatment for all people, so that the norms, practices and policies in place ensure identity is not predictive of opportunities or workplace outcomes.
GDPR	The General Data Protection Regulation (GDPR) is a regulation in the European Union (EU) law on data protection and privacy in the EU and the European Economic Area (EEA).
Harassment	Harassment refers to the belittling or threatening behaviour directed at an individual worker or a group of workers.
Implementation and monitoring	What the D&I body should do to supervise the achievement of D&I goals.
Inclusion	Inclusion is the policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalised.
Induction period	Induction stands for the process through which employees adjust or acclimatise to their new jobs and working environment.
Intersectionality	Intersectionality relates to the interconnected nature of social and political factors such as ethnicity, class and gender as they apply to a given individual or group, which create overlapping and interdependent systems of discrimination or privilege.
Microaggressions	A series of subtle but offensive comments or actions that reinforce stereotypes or bias.
Neurodiversity	Neurodiversity refers to the different ways a person's brain processes information and includes the following (not an exhaustive list): <ul style="list-style-type: none"> • Autism, or autism spectrum conditions • ADHD (attention deficit hyperactivity disorder) or ADD (attention deficit disorder)

	<ul style="list-style-type: none"> • Dyscalculia • Dyslexia • Dyspraxia, or developmental coordination disorder (DCD) • Cognitive functioning difficulties or executive dysfunction • Dysgraphia • Misophonia • Slow processing speed • Stammering • Tourette's syndrome
Ongoing career	The career of each professional/staff: advancement, promotions, etc.
Prejudice	Feeling favourable or unfavourable, toward a person or thing, prior to, or not based on, actual experience
Privilege	Certain social advantages, benefits, or degrees of prestige and respect that an individual has by virtue of belonging to certain social identity groups.
Professionals/staff	Since this Toolkit is aimed at all European firms, we have chosen to use the term professionals/staff to flexibly identify lawyers and employees of different departments. (In Italy and France, lawyers are self-employed and are not employed on a contract basis.)
Psychological safety	The belief that you won't be punished or humiliated for speaking up with ideas, questions, concerns or mistakes. At work, it's a shared expectation held by members of a team that teammates will not embarrass, reject or punish them for sharing ideas, taking risks or soliciting feedback.
Recruiting process	The process of finding and attracting the potential resources for filling the vacant positions in an organisation. It sources the candidates with the abilities and attitude required for achieving the objectives of an organisation.
Termination	The process accompanying the professional in leaving the firm.
The D&I Action Plan	Includes (1) goals; (2) actions through which goals are achieved; (3) checklist of practical advice to put actions in place; and (4) monitoring and implementation activities.
Unconscious bias	Unconscious bias is when we make judgments or decisions based on our prior experience, our own personal deep-seated thought patterns, assumptions or interpretations, and we are not aware that we are doing it.