



# RESEARCH DATA ALLIANCE FOUNDATION (RDAF) GENDER EQUALITY PLAN

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## Table of Contents

1	About the Research Data Alliance Foundation .....	1
2	The RDA Code of Conduct .....	2
3	Gender Equality in leadership and decision making. ....	2
3.1	RDA Governance and Operation Boards gender .....	2
4	Work-life balance and organisational culture .....	3
4.1	Working environment .....	3
4.2	Maternity policies.....	3
4.3	Flexible working time arrangements.....	4
5	Gender equality in recruitment and career progression .....	4
6	Measures against gender-based violence, including sexual harassment .....	4

## 1 About the Research Data Alliance Foundation

The Research Data Alliance (RDA) Foundation<sup>1</sup> is a non-profit charitable organisation registered as a legal entity in the UK and is the official and legal representative of the RDA community as a whole.

The RDA Foundation's legal headquarters are at Rutherford Appleton Laboratory, Harwell Oxford, Didcot, Oxfordshire, OX11 0QX, United Kingdom. The RDA Foundation is a charitable company limited by guarantee and not having share capital – company number 9021881. It was incorporated under a Memorandum of Association on 1 May 2014 and is governed with its Articles of Association<sup>1</sup>. It is a registered charity, receiving charitable status on 21 July 2015 – charity number 1162762.

The RDA Foundation provides the core business operations of the RDA representing the RDA globally. The RDA Secretary General works directly for the RDA Foundation and is the company CEO.

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<sup>1</sup> <https://www.rd-alliance.org/about/rda-foundation/>



## 2 The RDA Code of Conduct

The RDA is a thriving global community celebrating diverse individuals, institutes, government bodies, and organizations that bring valuable expertise, perspectives, and experiences. Our community flourishes through the rich exchange of cultures and ideas, creating an environment where innovation and collaboration can thrive.

To foster this welcoming and inclusive environment, we've established this Code of Conduct<sup>2</sup> as a positive framework for community interactions. This code reflects our shared values and commitment to respecting each member's contributions while creating a space where everyone can participate fully and comfortably.

The Code of Conduct represents our ongoing commitment to collaboratively building an ever more welcoming and inclusive RDA community. The code evolves with us and is reviewed regularly by the Council based on feedback from our community members.

## 3 Gender Equality in leadership and decision making.

The RDA has a small core staff (Secretariat) managed by the Secretary General, who is also the Chief Executive Officer of the RDA Foundation.

The governance boards are all volunteer-based boards representing different stakeholder groupings and geographical contexts. Most of the board terms are for 3 years with the possibility of 2 consecutive terms.

- The [Council](#) is responsible for the oversight, sustainability, and overall success of the RDA.
- The [Funders Forum \(FF\)](#) is a group of funding organisations with an interest in research data and related data policies.
- The [Organisational Advisory Board \(OAB\)](#), composed of representatives of the RDA's Organisational Members, advises Council on the directions, processes, and mechanisms of the RDA from an organisational perspective.
- The [Regional Advisory Board \(RAB\)](#), composed of representatives of the RDA's Regional Partners, advises Council on the directions, processes, and mechanisms of the RDA from a regional perspective.
- The [Technical Advisory Board \(TAB\)](#) provides technical expertise and advice to Council, as well as supporting and developing RDA groups to promote their impact.
- The [Secretariat](#), composed of an internationally distributed team including the [Secretary General](#), conducts daily RDA operations and administrations.

These bodies, and the relationships between them, are described in the [RDA Governance Document](#).

### 3.1 RDA Governance and Operation Boards gender

In terms of gender balance on the RDA Governance and Operation Boards, 64% are female.

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<sup>2</sup> <https://www.rd-alliance.org/about/code-of-conduct/>

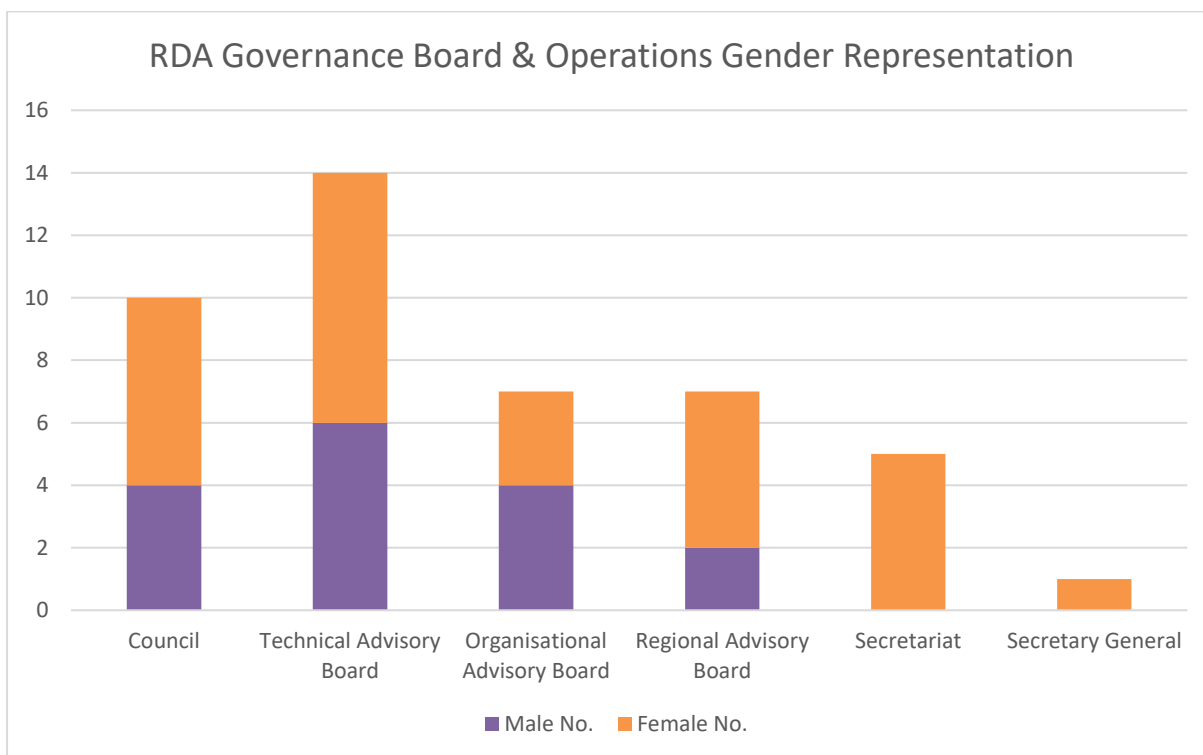


Figure 1 - RDA Governance and Operation Boards gender representation

The governance board membership criteria for balance are specifically defined in the board election processes. Overall, the RDA policy is to achieve governance boards with sufficient breadth of geographical representation, gender balance as well as scientific and professional/technological expertise to enable it to discharge its responsibility effectively. It will be necessary for the Council to have knowledge of initiatives across different geographical regions as well as provide Science & Technology (S&T) advice. It is appropriate therefore for quotas to be implemented in the balancing algorithm for these dimensions.

The specific balancing algorithm for gender is based on the RDA Guiding Principle focusing on inclusivity, gender balance on the RDA governance boards is essential and we strive for gender balance based on a minimum 30:30:40 (30% men, 30% women and 40% open) – at all levels of our governance bodies. This commitment is grounded in a core belief: to attract, recruit, retain and promote the best candidates, and to reap the diversity dividend, we must tap into the full talent pool.

## 4 Work-life balance and organisational culture

### 4.1 Working environment

The RDA is a fully virtual organization, meaning that staff work from the country, town, place of residence. The RDA Foundation offers conservative financial support for home office connectivity, office equipment accessories (all computers are purchased by and assets of the RDA Foundation), such as monitors, headsets, etc. Where feasible, the RDA Foundation supports a portion of the rental / fee to work in a co-working environment.

### 4.2 Maternity policies

The Research Data Alliance (RDA) Foundation is committed to supporting its employees through their



pregnancy, pregnancy loss, maternity leave, breastfeeding, returning to work after maternity and travelling for work during the first 18 months of the newborn's life.

Since the RDA Foundation is a UK based legal entity, specifically a limited company and charitable organisation, UK guidelines on Statutory Maternity Leave have been taken into consideration.

The RDA Foundation maternity policy adheres to the basic UK regulations, which entitles all employees to take maternity leave with an expectation of return to their job. For employees with more than 12 months service with the RDA it includes additional benefits. The employee is entitled to a maximum of 52 weeks maternity leave and the RDA maternity pay is at the following rates:

- a. First 6 weeks at 90% of average weekly earnings (before tax)
- b. 33 weeks at up to 50% of average weekly earnings (before tax)
- c. From 40th week onwards, to be agreed in writing, £172.48 or 90% of average weekly earnings (whichever is lower) for a maximum of 8 weeks (SMP)
- d. From 48th to 52nd week onwards no payment.

Finally, if a staff member is required to travel and has an infant aged 3 to 18 months, the infant and the infant's delegated carer for the duration of the trip may travel with the staff member and all travel, accommodation and subsistence expenses will be covered by the RDAF, subject to prior written approval. The expenses are deducted from the staff member's annual travel budget and if sufficient funds are not available, the request may not be approved. Such expenses should be declared and claimed for with the RDAF travel expenses claim form.

### 4.3 Flexible working time arrangements

While the majority of the RDAF staff are employed full-time working a 5 day, 8 hour week, we recognise that we ask the staff to join meetings, travel, manage activities outside of a normal working week. As the RDAF is not in a position to offer overtime, we compensate in the following manner:

- Unused days holiday may be carried over to the following contract year to be taken by the end of the 2nd month.
- If a staff member is requested to travel or work on a weekend or public holiday, extra leave will be given, 0.5 days for a half day worked or travelled on (irrespective of weekend or public holiday) and 1 day for more than half a day worked or travelled on.

## 5 Gender equality in recruitment and career progression

The RDAF recognises the UK Equality Act (2010)<sup>3</sup> for all employees. The organisation utilises selection procedures to ensure that women and men get equal chances to develop and advance their careers within the RDA Foundation. Training opportunities to support the employees are considered on an annual basis and, where feasible, included as a specific budget line for employee training and career progression.

## 6 Measures against gender-based violence, including sexual harassment

The Research Data Alliance Code of Conduct outlines how the organisation deals with gender-based

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<sup>3</sup> <https://www.gov.uk/guidance/equality-act-2010-guidance>



harassment and violence.

Signed and approved



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