



DIVERSITY & INCLUSION POLICY

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Objective:

To promote a diverse and inclusive workplace where all employees and volunteers feel valued and respected, and to ensure that diversity and inclusion are integrated into all aspects of the organization, in alignment with the *UN Sustainable Development Goals (SDGs)*, particularly *SDG 5 (Gender Equality)* and *SDG 10 (Reduced Inequality)*.

Policy:

Inclusion:

- **Inclusive Environment:** The organization is committed to creating an inclusive environment where every employee and volunteer feels respected, valued, and able to contribute their best work. This includes fostering a culture of mutual respect and understanding, in line with *UN's principles of equality and non-discrimination as articulated in the Universal Declaration of Human Rights*.
- **Feedback Mechanisms:** Provide mechanisms for employees and volunteers to offer feedback about diversity and inclusion practices, and ensure that their concerns are addressed in a timely and constructive manner.
- **Cultural Celebrations:** Encourage and support the celebration of diverse cultures and backgrounds through organizational events, activities, and communications, supporting the *UN's vision of promoting cultural diversity and intercultural dialogue*.

➤ Diversity Training:

- **Mandatory Training:** All employees and volunteers are required to participate in diversity and inclusion training upon joining the organization and at regular intervals thereafter. This training will cover topics such as unconscious bias, cultural competence, and inclusive communication.
- **Training Content:** The training will include practical strategies for promoting diversity and inclusion, understanding different perspectives, and addressing and preventing discrimination and harassment.
- **Evaluation:** Regularly evaluate the effectiveness of diversity and inclusion training programs through feedback and assessments to ensure continuous improvement.

➤ Equal Opportunity:

- **Non-Discrimination:** The organization is committed to providing equal opportunities in all employment and volunteer decisions, including recruitment, hiring, promotion, and compensation. Discrimination based on race, ethnicity, gender, sexual orientation, disability, age, religion, or any other protected characteristic is strictly prohibited.
- **Affirmative Action:** Implement affirmative action measures to actively recruit and support underrepresented groups, in alignment with the *UN's call for inclusive and equitable economic growth under SDG 8 (Decent Work and Economic Growth)*. This includes outreach efforts, partnerships with diverse organizations, and creating pathways for advancement.

➤ Diversity Metrics and Accountability:

- **Diversity Goals:** Establish and regularly review diversity and inclusion goals to track progress and identify areas for improvement. These goals should be integrated into the organization's strategic plan and performance metrics.
- **Reporting:** Regularly report on diversity and inclusion efforts, including successes and areas for development, to the Board of Directors and other stakeholders. Transparency in reporting helps maintain accountability and drive continuous improvement.
- **Leadership Commitment:** Ensure that organizational leaders actively support and promote diversity and inclusion initiatives, setting an example for others and reinforcing the importance of these values.

➤ Recruitment and Retention:

- **Diverse Hiring Practices:** Implement diverse hiring practices to attract a broad range of candidates. This includes using inclusive language in job postings, sourcing candidates from diverse backgrounds, and using fair and unbiased interview techniques.
- **Retention Strategies:** Develop strategies to retain diverse talent, including mentorship programs, career development opportunities, and creating an environment where all employees and volunteers feel they can thrive.

➤ Incident Response:

- **Reporting Mechanism:** Provide clear procedures for reporting incidents of discrimination or exclusion. Ensure that all reports are taken seriously, investigated promptly, and resolved appropriately.
- **Support Services:** Offer support services to individuals affected by discrimination or exclusion, including counseling, mediation, and access to external resources if necessary.