



Kyeema Foundation Diversity & Inclusiveness Policy

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27 July 2016	August 2018	August 2021

Introduction

Kyeema Foundation (KYEEMA) is a non-governmental organisation that works predominantly to reach poorer members of communities in developing countries. KYEEMA is committed to being inclusive and respecting, protecting and promoting human rights for all, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class, or socio-economic status.

Purpose

The purpose of this policy is to articulate KYEEMA's commitment to the principles of diversity and inclusiveness in its operations and its expectation that these principles will be adhered to in all of the activities we support in developing nations.

This Diversity & Inclusiveness Policy establishes standards of behaviour expected of all KYEEMA personnel.

Guiding Principles

This policy is based on the following principles:

Respect for Persons: People are autonomous beings. This understanding is fundamental to fostering diversity and inclusion, as it is acknowledged that individuals should be able to make decisions over their own lives. A rigorous informed consent process is an important part of fostering autonomy.

Justice: Ensuring all people are treated in the same manner regardless of race, culture, gender, age, health status and religious or political beliefs.

Equity: More than equality, ensuring persons have an equal opportunity for the same outcomes, regardless of the aforementioned characteristics.

Scope

This policy applies to Board of Directors, staff members, contractors, consultants, Partner organisations, volunteers, and observers/visitors accompanying a KYEEMA activity.

Definitions

Diversity refers to the visible and invisible differences that exist between people, such as gender, culture, race, ethnic origin, physical and mental ability, sexual orientation, age, economic class, language, religion, nationality, education, and family/marital status. It also refers to diverse ways of thinking and ways of working.

Inclusiveness is to encourage an environment which fosters equal opportunities for all, regardless of their background, so that they can achieve their full potential in life. It seeks to enable full and active participation all in civic, social, economic and political activities as well as decision making. It is based on fundamental values of equity, equality, social justice, and human rights and freedoms, as well as on the principles of tolerance and embracing diversity.

Partners are individuals, groups of people or organisations that collaborate with or are contracted by KYEEMA to achieve mutually agreed objectives in development activities.

Volunteers include persons undertaking an activity overseas or participating in professional development in their own country or overseas for the common good and without financial gain.

Policy statement

With respect to diversity and inclusiveness, KYEEMA is committed to:

- fostering, cultivating and preserving a culture of diversity and inclusion
- the treatment of all persons with dignity and respect at all times
- embracing differences in age, race, ethnicity, gender, gender identity, marital status, physical and intellectual ability, disability, political affiliation, religious affiliation, socio-economic status and other characteristics of uniqueness
- respecting the cultures, customs and beliefs of the in-country communities it seeks to serve
- ensuring wide community participation in the planning of the projects it supports
- promoting healthy workplace responsibilities and behaviours and empowering staff and volunteers to manage their relationships in the workplace and resolve workplace concerns and conflicts as early as possible to create a positive, cohesive workplace culture
- promoting the resolution of concerns and conflict through consultation, cooperation and collaborative discussion
- the prevention of bullying, discrimination, harassment (including sexual harassment), vilification and victimisation.

With respect to people living with a disability, KYEEMA is committed to:

- promotion of the dignity and well-being of people living with disabilities
- the belief that people living with disability share the same rights and freedoms as all persons
- enabling the participation of people living with disabilities in decision-making in project design and all stages of the project cycle
- considering issues of disability and inclusion for people living with disabilities in project design, appraisal, monitoring and evaluation
- the support of projects with a specific outreach to and advocacy for people living with disabilities
- the inclusion of people with disabilities in its employment policy and processes.

KYEEMA's commitment to persons living with a disability is informed by the UN Convention on the Rights of Persons with Disabilities.

KYEEMA believes that respect for diversity and the elimination of negative attitudes towards disability are facilitated through the promotion of a better understanding of the diverse, lived experiences and perspectives of people living with disability.

KYEEMA is aware that women and girls living with disability in developing nations often face multiple forms of discrimination due to their gender, disability and consequent economic status and often face a greater risk of abuse and violence. Such inequalities impact on access to education, employment, health services and decision-making. Consequently, women and girls are over-represented among

those living in poverty. Children living with disability face significant barriers to enjoying the same rights and freedoms as their peers and often face greater risks of abuse.

With respect to equal employment opportunity principles and practice, KYEEMA is committed to:

- ensuring that equal opportunity exists in all areas of employment
- recruitment and selection decisions based on merit according to qualifications, skills, abilities, experience and aptitudes and not affected by irrelevant personal characteristics
- provision of employment conditions and opportunities for professional development without discrimination
- provision of a working environment free from discrimination, bullying, sexual harassment, and racial and religious vilification
- provision of reasonable flexibility in working arrangements, especially where needed to accommodate employees' family and carer responsibilities, disability, religion and culture and work/life balance
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.

With respect to equal opportunity Board composition, KYEEMA is committed to:

- ensuring an appropriate and diverse mix of skills and experience to deliver value and respond to challenges that may arise

Responsibilities

The Chief Executive Officer in consultation with the KYEEMA Board, is responsible for the implementation of this policy and for advising on the need to review or revise this policy as and when the need arises.

Where compliance issues are identified, the Chief Executive Officer will work with staff and other relevant stakeholders to address these issues promptly. The policy will be reviewed every three years and revised as needed, with the approval of the Board.

Opportunities will be provided for KYEEMA personnel to participate in diversity and inclusiveness awareness training.

Any staff member or volunteer who believes they have been subjected to any kind of discrimination that conflicts with KYEEMA's Diversity & Inclusiveness Policy should follow the procedures set out in KYEEMA's Complaints Handling Policy.

Information Source

ACFID Code of Conduct Commitments 1.2, 2.4 and 9.3

<https://acfid.asn.au/content/commitment-12-we-respect-and-respond-needs-rights-and-inclusion-those-who-are-vulnerable-and>

<https://acfid.asn.au/content/commitment-24-we-promote-empowerment-people-disabilities>

<https://acfid.asn.au/content/commitment-93-we-manage-our-people-effectively-and-fairly>



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Related Documents

This policy is to be read in conjunction with:

Kyeema Foundation Gender Equity Policy

Kyeema Foundation Complaints Policy

Kyeema Foundation Human Resources Policies and Procedures

Kyeema Foundation Code of Conduct

Authorisation



Signature of Policy Officer



Date



Name of Policy Officer

CHAIR