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Introduction

Kyeema Foundation (Kyeema) is a not-for-profit NGO that works predominantly to reach resource-poor members of communities in developing countries. Kyeema is committed to being inclusive and respecting, protecting and promoting human rights for all, regardless of gender, race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender identity, sexuality, sexual orientation, poverty, class, or socioeconomic status.

Purpose

The purpose of this policy is to articulate Kyeema's commitment to the principles of gender, disability 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 Gender Equality, Disability & Social Inclusion 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.

This policy will ensure that:

- (a) Program Planning includes consideration of gender issues and race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class, or socioeconomic status is reflected in the implementation plans;
- (b) the different needs and priorities of girls, boys, women and men are identified when implementing its activities;
- (c) gender analysis tools are used during the planning, implementation, monitoring, reporting and evaluation of programs;
- (d) programs design and report against sex and age indicators, wherever feasible and appropriate;
- (e) women are provided with equal opportunities to access and participate in training and capacity building activities in its programs;
- (f) context appropriate internal and external communications that reflect Kyeema's commitment to challenging attitudes and practices that gender stereotypes.

- (g) staff, Board, volunteer and partner capacity and knowledge in the area of gender equality is increased through education and training; and
- (h) a safe environment and family-friendly work practices that enable both men and women to participate fully in work and family life;
- (i) incorporate participatory gender and power analysis and data disaggregated by sex, age, and other relevant diversity factors to inform actions across the programme/project cycle;
- (j) key personnel and partners are provided with training on undertaking contextual, stakeholder and risk analysis including the analysis of power dynamics and gender.

Scope

This policy will be embedded in Kyeema's organisational culture and practice, and will therefore apply to the 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.

Gender refers to the socially constructed roles, behaviours, activities and attributes that a given society considers appropriate.

Gender equality refers to the equal rights, responsibilities and opportunities. Gender equality implies that the interests, needs and priorities of all people are taken into consideration, recognising the diversity of different groups of women and men. Gender equality is not a women's issue but should concern and fully engage men as well as women. Equality between women and men is understood as a fundamental human rights issue.

Gender equity refers to fairness and impartiality in the treatment of women and men in terms of rights, benefits, obligations and opportunities.

Inclusion 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.

Sex refers to the biological and physiological characteristics that define men and women.

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 inclusion, 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 recruitment and selection procedures

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 a 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 gender equity, Kyeema is committed to:

- ensuring that all staff, Board members, partners and volunteers have an understanding of gender issues and the principles outlined in this policy;
- working with women, men, boys and girls to improve livelihoods;
- respecting the values and cultures of the people Kyeema works with;

- encouraging the participation of women in all areas of Kyeema work;
- recognising the close connection between gender and disability, and gender and poverty;
- promoting gender equality to key stakeholders; and
- recognising that issues of gender inequality intersect with other forms of oppression based on unequal power relations, such as ableism, racism, caste and ethnic discrimination, ageism, sexual orientation and homophobia, religious discrimination, classism, colonial history among others.

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

This policy applies to:

- Staff members, contractors and consultants;
- Volunteers;
- Board of Directors;
- Partner organisations; and
- Observers/visitors accompanying a KF activity.

This policy will be monitored and reviewed where necessary. An appointed GEDSI focal person will act as a resource person for any issues related to gender equality, disability and social inclusion. The CEO and GEDSI focal person are accountable to the Board for managing and maintaining compliance with this policy. Where compliance issues are identified, the GEDSI focal person will work with staff and other relevant stakeholders to address these issues to the CEO promptly.

Legislative Framework and Standards

In alignment with the ACFID Code of Conduct, Kyeema is committed to addressing the effect of gender inequalities and inequities as being fundamental to the attainment of human rights (*Section B.1.4 of the Code – Addressing Gender*).

Kyeema activities are aligned with Australian Aid's *Promoting opportunities for all: Gender equality and women's empowerment strategy, 2016*.

Kyeema also adheres to the following Australian legislation and international conventions and frameworks:

- Commonwealth Equal Opportunity for Women in the Workplace Act (1999);
- Beijing Platform of Action (1995);
- Federal Sex Discrimination Act (1984), Australia;
- Equal Opportunity Amendment (Family Responsibilities) Act 2008;
- Human Rights and Equal Opportunity Commission Act 1986; and
- United Nations Convention on the Elimination of all forms of Discrimination Against Women CEDAW (1978).

Information Source

ACFID Code of Conduct (2015)

<http://www.acfid.asn.au/code-of-conduct/compliance>

Related Documents

Kyeema Code of Conduct

Kyeema Operational Procedures Manual

Authorisation



Signature of Policy Officer

Robyn Alders

Name of Policy Officer

11/09/2021

Date

Attachment 1 GEDSI Officer Terms of Reference

Overview

The position will serve a dual role in ensuring project operations are in line with Kyeema's GEDSI policy and procedures and act as a resource person (focal point) for any issues related to gender, disability and social inclusion. The GEDSI Officer will keep all senior management fully informed, including through written reporting. The GEDSI Officer is also responsible for ensuring all new and current staff receiving training and that new project plans prepared by the team are inclusive of Kyeema's GEDSI policy.

Activities

- Commitment to the goal of inclusiveness and equity;
- Ensure program planning includes consideration of gender, race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender identity, sexuality, sexual orientation, poverty, class, or socioeconomic status and that this is reflected in the implementation plans;
- 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;
- ensuring that all staff, Board members, partners and volunteers have an understanding of gender issues and the principles outlined in Kyeema's GEDSI policy;
- recognising that issues of gender inequality intersect with other forms of oppression based on unequal power relations, such as ableism, racism, caste and ethnic discrimination, ageism, sexual orientation and homophobia, religious discrimination, classism, colonial history among others.

Relationships

The GEDSI Officer will work with Brisbane based (country of operation) Program Managers and the wider Program Manager and volunteer team to collaborate on Kyeema's GEDSI policy and guiding principles throughout all program-related activities. The GEDSI Officer will also report any GEDSI-related matters to senior managers and the CEO in written form. The GEDSI Officer will also collaborate with project teams to ensure project plans and operations are in line with Kyeema's GEDSI policy.

Authority Levels

All staff, volunteers and partners involved in Kyeema program activities will report to the GEDSI Officer for any issue, complaint or suggestion regarding gender, disability and inclusion. The GEDSI Officer is responsible for handling such instances however will report to senior management to ensure that effective action/resolutions have been made.

Attachment 2 Procedures

GEDSI Officer

Kyeema will have at all times nominated an organisational person to assess compliance, respond to and manage evolving GEDSI policy and procedure needs within the organisation.

Code of Conduct

Kyeema's Code of Conduct outlines ethical standards and acceptable behaviour that must be adhered to by all Kyeema Directors, Board Members, staff, consultants, volunteers and partners. Breaching the Code of Conduct is considered a serious offence and carries with it disciplinary action, including possible termination.

Training

All new and current Kyeema staff will receive training on preventing non-compliance with the GEDSI policy. Training for all new Kyeema staff will be included in pre-mobilisation briefings. Kyeema staff will be expected to brief sub-contractors and grantees when negotiating sub-agreements.

Recruitment and Selection Process of Staff

Kyeema will implement recruitment practices that ensure equal opportunity exists in all areas of employment. Kyeema will also enforce provision of employment conditions and opportunities for professional development without discrimination. Kyeema's recruitment and selection process will consider reasonable flexibility in working arrangements, especially where needed to accommodate employees' family and carer responsibilities, disability, religion and culture and work/life balance. 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.

Reporting and Grievance Redress Process

It is mandatory for all Kyeema staff, consultants and partners to report any concerns or allegations of non-compliance with the GEDSI policy they become aware of. Kyeema will take all such reports seriously and will follow Kyeema's complaints and grievance procedures accordingly to manage reports and redress grievances. All parties will be treated fairly and the principles of natural justice will be adhered to.