

Internal reference number:	POL: DI: 2022: 1	
<b>Date Created</b>	<b>Date latest revision approved (Kyeema Board)</b>	<b>Next Review date</b>
February 2022	April 2022	April 2025

## 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 fostering an environment of inclusivity and diversity through the active identification of cultural and contextual barriers preventing people with disabilities from engaging with, and benefiting from, our development practices.

## Purpose

The purpose of this policy is to articulate Kyeema’s commitment to meaningful disability inclusivity in its operations and the expectation that these principles will be adhered to in all the activities we support in developing nations.

This Disability 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 disability in implementation plans and MEL framework – including qualitative and quantitative baseline data;
- (b) demonstrating cultural awareness relating to cultural understandings of disability, whether seen or unseen, and adapting Kyeema’s activities accordingly;
- (c) adequate consultation with relevant parties or marginalised groups to understand their needs and priorities, and their barriers to inclusion and participation, will be undertaken to inform initiative plans;
- (d) the development of tools for disability analysis will be further improved and actively used during the planning, implementation, monitoring, reporting and evaluation of programs;
- (e) programs design and report against sex, age, and disability indicators, wherever feasible and appropriate, and will be included in the *Annual Report*;

- (f) people with disabilities are provided with equal opportunities to access and participate in training and capacity building activities in its programs;
- (g) context appropriate internal and external communications that reflect Kyeema's commitment to engaging with people with a disability and challenging attitudes and practices regarding disability;
- (h) staff, Board, volunteer and partner capacity and knowledge in the area of disability inclusion is increased through education and training;
- (i) a safe environment and family-friendly work practices that enable people of all abilities to participate fully in work and family life;
- (j) 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;
- (k) key personnel and partners are provided with training on undertaking contextual, stakeholder and risk analysis including the rights of vulnerable or marginalised groups; and
- (l) activity descriptions, objectives, possible outcomes, and involvement expectations will be clearly communicated through appropriate or adapted means to ensure informed consent is secured – through a proxy if culturally appropriate.

### Definitions

**Disability:** refers to those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others (United National Convention on the Rights of People with a Disability). Barriers may be attitudinal or societal, communicational, physical or environmental, policy-related, or systemic (DFAT).

**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 for specific genders.

**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.

## 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.

## 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
- ensuring that such disability inclusion actions are articulated clearly in its activity plans and documentation

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

- promotion of the dignity, health and prosperity 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. Inclusion and participation of people with disabilities will be actively sought not only through engaging directly with individuals, but by the involvement of disabled people's organisations (DPOs), where available.

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. Tailored monitoring and evaluation tools will help in identifying the efficacy of development projects in the inclusion, and empowerment of, such marginalised groups.

**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<sup>[1]</sup>
- provision of employment conditions and opportunities for professional development without discrimination
- provision of diversity training and resources during periods of recruitment, and for new employees
- 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 and interns;
- Board of Directors;

- Partner organisations; and
- Observers/visitors accompanying a Kyeema Foundation 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, 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. All stakeholders are responsible for understanding this policy and their promotion of diversity through their daily practices within the workplace and through the Kyeema Foundation's activities more broadly.

### **Legislative Framework and Standards**

In alignment with the ACFID Code of Conduct, Kyeema is committed to including and addressing the rights of people with disabilities and our representatives in our aid and development activities (*Section B.3.3 of the Code – Working with People with a Disability, and, Section B.3.2 of the Code – Rights of Vulnerable and Marginalised People*).

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;
- United Nations Convention on the Elimination of all forms of Discrimination Against Women CEDAW (1978);
- Disability Discrimination Act (1992);
- Fair Work Act (2009); and
- United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).

### **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*

*Kyeema Gender Equity and Social Inclusion Policy (previously GESI policy)*

### Authorisation



Signature of Policy Officer

Robyn Alders, Chair

Name of Policy Officer

1 June 2022

Date

## Attachment 1 Gender Equity, Disability and Social Inclusion (GEDSI) Officer Terms of Reference

### Overview

The position will serve a dual role in ensuring project operations are in line with the procedures of Kyeema's *Disability Inclusion policy* and *Gender Equity and Diversity policy* 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

This GEDSI Officer will:

- demonstrate commitment to the goal of inclusivity 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;
- promote the resolution of concerns and conflict through consultation, cooperation and collaborative discussion;
- prevent bullying, discrimination, harassment (including sexual harassment), vilification and victimisation;
- ensure that all staff, Board members, partners and volunteers have an understanding of disability and gender issues and the principles outlined in Kyeema's *Gender Equity and Diversity policy* and *Disability Inclusion policy*;
- recognise 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 GESI & DI policies 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 GESI & DI policies.

### 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**

At all times, Kyeema will have a nominated organisational person to assess compliance, respond to and manage evolving Gender Equity and Social Inclusion and Disability Inclusion policies and procedures 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.