

Internal reference number:	POL: GESI: 2022: 1	
Date created	Date latest revision approved (Kyeema Board)	Next Review date
February 2018	April 2022	April 2025

Introduction

Kyeema Foundation (Kyeema) is a non-governmental organisation that works predominantly to reach poorer members of communities in developing countries. As 70% of the world's poorest citizens are women, women are a large focus group for Kyeema. Kyeema is committed to addressing the effect of gender inequalities and inequities as being fundamental to the attainment of human rights. Kyeema is also 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

This policy articulates Kyeema's commitment to the promotion of gender equality and equity, and to principles of diversity and inclusiveness in its organisational culture and operations in developing nations.

This Gender Equity and Social Inclusion Policy establishes standards of behaviour expected of all Kyeema personnel.

Guiding Principles

Kyeema acknowledges that gender equality is a human rights issue.

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 gender is reflected in implementation plans;
- (b) The different needs and priorities of girls, boys, women and men are identified when implementing Kyeema's activities;
- (c) Gender analysis tools are used during planning, implementation, monitoring, reporting and evaluation of programs through a 'do no harm' approach;
- (d) Program design centres on, and reports against sex and age indicators, wherever feasible and appropriate;
- (e) Women and diverse groups are provided with equal opportunities to access and participate in training and capacity building activities in Kyeema's programs;

- (f) Relevant and correct information on its activities reflect Kyeema's commitment to gender equality that influences changing attitudes and practices that reinforce gender-based stereotypes;
- (g) Staff, Board, volunteer and partner capacity and knowledge in the area of gender equality is increased through education and training;
- (h) A safe environment and family-friendly work practice is in place to enable men, women and people of all gender identities to participate fully in work and family life; and
- (i) The workforce composition and hiring practices at Kyeema will be diverse and inclusive of people from all backgrounds.

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: the socially constructed roles, behaviours, activities and attributes that a given society considers appropriate for specific genders.

Gender equality: the equal rights, responsibilities and opportunities of women and men and girls and boys. Gender equality implies that the interests, needs and priorities of both women and men 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: 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: individuals, groups of people or organisations that collaborate with or are contracted by Kyeema to achieve mutually agreed objectives in development activities.

Sex: the biological and physiological characteristics that define men and women.

Volunteers: 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 applies to staff members, contractors and consultants; volunteers; Board Directors; Partner organisations; 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

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, and people of all genders, to improve health and prosperity;
- respecting the values and cultures of the people Kyeema works with;
- enhancing women's participation in decision-making and leadership in all areas of Kyeema's work;
- recognising the close connection between gender inequality and disability, and gender inequality 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; and

- 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

This policy will be embedded in Kyeema's organisational culture and practice.

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.

The Chief Executive Officer (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 addressing the effects of gender inequalities and inequities as being fundamental to the attainment of human rights for all and the effectiveness of our aid and development activities (*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;
- 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).

Kyeema is also committed to working towards the achievement of the Sustainable Development Goals – in this case, *Goal 5: Gender Equality*.

Information Source

ACFID Code of Conduct Commitment 2.3 We promote gender equality and equity.

<https://acfid.asn.au/content/commitment-23-we-promote-gender-equality-and-equity>

DFAT *Promoting opportunities for all: Gender equality and women's empowerment, 2011.*

Related Documents

This policy is to be read in conjunction with:

Kyeema Foundation Code of Conduct

Kyeema Foundation Brisbane Head Office Procedures Manual

Kyeema Foundation Disability Inclusion Policy

Authorisation

Robyn Alders

Name of Policy Officer

Robyn Alders, Chair

Signature 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 GEDI & 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.