

## **DIVERSITY AND INCLUSION POLICY**

### **STATEMENT OF INTENT**

As a global employer and international development agency, Christian Aid is committed to promoting equality, valuing diversity, creating an inclusive environment and combating unfair treatment. Equality of opportunity and freedom from discrimination is a fundamental human right and we will exercise leadership and commitment in promoting this right.

Christian Aid believes this will be achieved through its roles as:

- employer
- organisation that involves volunteers and supporters. and
- in the communities where we work

It is Christian Aid's policy to respect the diversity of all employees, prospective employees, volunteers, partners, beneficiaries, contractors and suppliers and treat them fairly and equally regardless of characteristics such as gender, sexual orientation, family status, race, caste, culture, nationality, ethnic or national origin, religious belief, age, physical or mental ability, educational background, working patterns, responsibility for dependants, union membership, political affiliation.

This policy applies to recruitment and selection, terms and conditions of employment (including pay, promotion, training and development, performance management, job evaluation) and every other aspect of employment. It also applies to ways of working with volunteers and supporters and how we treat our partners.

Diversity includes all the characteristics, experiences and cultural influences that make each of us unique individuals. Inclusion means that all are welcome at Christian Aid and will be treated with respect and dignity in line with the Christian Aid values, irrespective of their background.

### **GUIDING PRINCIPLES**

Christian Aid is committed to promoting dignity and basic rights of every person, and works with those that are committed to supporting poor and marginalised communities to eradicate poverty and promote basic rights and justice.

Through the corporate strategy 'Turning Hope into Action', Christian Aid's initiatives aim to foster strong and cohesive communities that build individual and community capacity, and where all people are recognised as being of equal worth and share common values and aspirations.

The core ethos for the organisation is improving the life chances of the individual and promoting social and economic inclusion. Diversity and inclusion in Christian Aid is aligned to this vision.

Christian Aid recognises the unique differences between individuals and aims to create an environment that values and respects the talent and contribution of all people.

Christian Aid will challenge and support new and existing partners in their efforts to increase diversity awareness, knowledge and skills in their organisation and in the communities, through the provision of appropriate capacity building and resources.

Christian Aid expects that all employees take individual responsibility to ensure they comply with this policy and fully support and promote the principles of diversity and inclusiveness and encourages all those who interact with it to support these principles.

Christian Aid will strive for continuous improvement by identifying and promoting best practice and will challenge and address poor practice.

Any breach or alleged breach of the policy will be taken seriously, investigated fully and may result in action under one or more of the organisation's harassment, disciplinary, grievance or whistleblowing procedures. In serious cases such behaviour may constitute gross misconduct and may result in dismissal.

### **As an employer**

Christian Aid's objectives for equal and appropriate treatment in employment:

- ✓ Comply with legislation promoting diversity across different countries and cultures. Whilst legal and cultural frameworks may vary, the commitment from Christian Aid to promote a diversity orientated culture remains.
- ✓ Employ a workforce that reflects the diversity of local contexts.
- ✓ Provide fair access to learning and development opportunities, encourage and support staff in fulfilling their potential.
- ✓ Provide a safe and accessible working environment that values and respects the identity and culture of each individual and that is free from discrimination, harassment and victimization.
- ✓ Involve members of staff and staff groups on issues that affect them and communicate decisions effectively.
- ✓ Ensure all employees are managed in a fair and equitable way within the performance management framework.
- ✓ Provide fair and transparent pay structures and reward systems.
- ✓ Promote opportunities for a healthy work life balance for all employees.

### **As an organisation which involves volunteers**

Christian Aid's objectives for equal and appropriate treatment of volunteers from all sections of the community:

- ✓ Provide, where possible, a variety of specialist volunteer roles that will attract people from a range of backgrounds and abilities.
- ✓ Seek to make information about volunteering opportunities with Christian Aid widely available.
- ✓ Ensure that volunteer recruitment procedures are fair and consistent.

- ✓ Provide a safe and accessible environment in which every volunteer's identity and culture will be valued and respected, and that is free from discrimination, harassment and victimisation.
- ✓ Provide appropriate learning and development opportunities for all specialist volunteers and encourage them to fulfil their potential within their volunteering role.
- ✓ Communicate with volunteers on a regular basis and give them opportunities to express their concerns and be involved in appropriate decision making

### **In the communities where we work and with external stakeholders**

Christian Aid's objectives for effective partnership with the global community:

- ✓ Work with partner organisations to improve the quality of life for all people globally, and in doing so to provide an environment that is free from discrimination, harassment, violence and that shares and promotes human well-being.
- ✓ Value country based identity, celebrating and respecting the variety of lifestyles, cultures and religions in a fair and sensitive way.
- ✓ Encourage and support people to be active in community life and exercise their democratic rights.
- ✓ Listen and respond to the views of local communities through appropriate public consultation and participation.
- ✓ Ensure that wherever practicable, media publications and information resources promote diversity and that Christian Aid's material is accessible to all audiences.

### **LINKS AND DEPENDENCIES**

Recruitment and selection  
 Training and development  
 Harassment and bullying  
 Whistleblowing  
 Discipline and grievance procedures  
 Disability discrimination  
 Gender  
 Rehabilitation of offenders

### **MEASURES**

Staff survey  
 Level of grievances/legal disputes and analysis of what is behind them  
 Diversity strategy implemented and strategic priorities met