


Aflatoun International 	Quality Management System	Ver: 01	
	Equal opportunity and diversity policy	Issued by: MG Reviewed by: RM Approved by: RM	Date: 10-11-2017

EQUAL OPPORTUNITY AND DIVERSITY POLICY

Revision No.	Revision Date	Changes	Author	Reviewed by	Approved by
1	10 November 2017	KPIs added	M Golsworthy	R Monasch	R Monasch

Aflatoun International believes that a diverse and inclusive work environment is essential to achieving our mission of ensuring access to high quality, inclusive, child centered social and financial education for all children and young people, especially the most vulnerable.

Equal Opportunity and diversity principles are in line with our aim to get the best from our people and give them the greatest opportunity to do their work well.

The Equal opportunity and diversity policy applies to all employees, consultants and volunteers engaged by Aflatoun.

What is equal opportunity and diversity?

Equal Opportunity means fairly treating staff, consultants and volunteers. Fair treatment is:


- treating people as individuals without making judgments based on irrelevant personal characteristics
- creating a work environment free from discrimination, harassment, bullying and victimisation
- allowing all employees to work to their full potential
- making decisions based on merit.

Embracing diversity means celebrating the similarities and differences that makes each person unique and putting this into action through our policies, processes and behaviors to create an inclusive organizational culture.

Diversity principles

1. Aflatoun International is committed to attracting, developing and retaining a diverse and talented community of staff, consultants and volunteers.
2. We value collaboration, based on the diversity of our ideas, perspectives and experiences.
3. We create a safe and inclusive culture where all people treat each other with respect and dignity.
4. Barriers to an inclusive work environment are identified and actions are taken to address them.
5. We all share responsibility for supporting diversity and creating an inclusive work environment.

Key terms

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Discrimination

Discrimination is unfair treatment on the basis of age, sex, chosen gender, race, disability, sexuality, marital or domestic partnership status, pregnancy, association with child, caring responsibilities, identity of spouse, religious appearance or dress, political opinion, religion, social origin, irrelevant criminal record or trade union activity.

Sexual Harassment

Sexual harassment is sexual behavior which makes people feel offended, afraid or humiliated and in the circumstances, it is reasonable to feel that way. Both men and women can sexually harass or be harassed. Sexual harassment is determined from the point of view of the person feeling harassed. It is how the behavior is received not how it is intended that counts.

Sexual harassment can be:

- unwelcome touching or kissing
- comments or jokes, leering or staring
- sexual pictures, objects, emails, text messages or literature
- direct or implied propositions, or requests for dates
- questions about sexual activity.

Mutual attraction or friendship with consent is not sexual harassment.

Bullying

Bullying is behavior which makes people feel offended, afraid or humiliated and in the circumstances it is reasonable to feel that way. Legitimate comment on performance or work related behavior is not unfair treatment. Managers can give full and frank feedback in a constructive and sensitive way.

Victimization


Victimization is unfairly treating people for complaining or helping others to complain.

Statement of commitment

Aflatoun International is committed to fair treatment of employees, consultants and volunteers in relation to human resources decisions, including in relation to recruitment, promotion, compensation, performance management, training and development and termination.

Aflatoun International also requires all employees, consultants and volunteers to act in a manner consistent with this policy during the course of carrying out their work and in any interactions with Aflatoun International's stakeholders.

Discrimination, harassment, bully and victimization will not be tolerated.

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For further information on human resource policies and personnel conduct requirements, refer to the *Aflatoun International Employee Manual*.

Procedure for raising a complaint

Aflatoun International is committed to listening to any grievances in relation to equal opportunity and diversity and taking action to resolve issues as appropriate. The normal procedure for raising any grievance is outlined in the Employee Manual, of which the first step is to discuss with the issue with your relevant line manager.

However, in relation to equal opportunity and diversity concerns, employees, consultants or volunteers may choose the following alternative channels

In order to ensure employees feel comfortable raising a grievance, alternative methods for raising a grievance are also available:

- An employee, consultant or volunteer may raise the issue directly with the Human Resources contacts below; or
- Where an employee would prefer to remain anonymous, s/he may raise the issue with the Staff Representative, who will then raise the issue with Human Resources on his/her behalf.

Any complaints about policy breaches will be dealt with quickly, seriously and confidentially.

Key Performance Indicators

As part of Aflatoun's commitment to promoting equal opportunity, relevant indicators will be added to Aflatoun's quarterly performance reports. The KPIs are developed by the MT each year in consultation with the staff representative. In 2017 the following KPIs will be included:

1. Number of male and female management team members at end of year
2. Ratio of male salaries to female salaries within salary grades

Equal Opportunity & Diversity contacts:

- Michael Golsworthy, Head of Finance & Administration, and responsible management team member.
- Chitra Moojkerjee, Executive Assistant & HR Assistant.
- Aukje te Kaat, Staff Representative.