



Amdalah Africa Foundation - AMDAF

CLG

Charity

Company Number 652991

Charity Number 20205848

CHY 22661

# **DIVERSITY, EQUITY, INCLUSION AND POLICY**

As approved and adopted by the Board

## DIVERSITY, EQUALITY, AND INCLUSION POLICY

Policy Name	Diversity, Equity, and Inclusion Policy
Policy Number	11-04072020A
Date Created	July 2020
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Administrator Responsible	CEO/Manager
Administrator Contact Information	<a href="mailto:Info.amdaf@gmail.com">Info.amdaf@gmail.com</a>
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## DOCUMENT CONTROL

Version & Date	2.0/ January 2024	Author	AMDAF
Directorate:	Governance and Compliance	Approved by Management	Board

### Diversity, Equality, and Inclusion Policy

#### 1. Introduction

Amdalah Africa Foundation - AMDAF is committed to fostering an inclusive and equitable environment where diversity is valued, and all individuals are treated with respect and dignity. This policy outlines AMDAF's commitment to diversity, equality, and inclusion, and provides a framework for promoting these principles throughout our organisation.

#### 2. Purpose

The purpose of this policy is to:

- Promote a culture of diversity, equality, and inclusion within AMDAF.
- Ensure fair treatment and equal opportunities for all individuals, regardless of their background.
- Prevent and address discrimination, harassment, and bias.

#### 3. Scope

This policy applies to all employees, volunteers, contractors, and stakeholders associated with AMDAF.

#### 4. DEI Statement

AMDAF is an equal opportunity organisation. We are dedicated to creating a diverse and inclusive environment where everyone is respected and valued. Our commitment to diversity, equality, and inclusion is central to our mission and operations, and we strive to ensure that all individuals have equal access to opportunities and resources within our organisation.

## 5. Thematic Areas of DEI

AMDAAF's DEI efforts focus on the following thematic areas:

- **Diversity and Representation**
  - **Workforce Diversity:** Efforts to increase the representation of different groups in the workforce.
  - **Recruitment Practices:** Strategies to attract a diverse pool of candidates.
  - **Representation in Leadership:** Ensuring diverse representation in senior and leadership roles.
  
- **Equality of Opportunity**
  - **Equal Employment Opportunity:** Ensuring fair treatment in hiring, promotion, and compensation.
  - **Career Development:** Providing equal access to training, mentoring, and career advancement opportunities.
  - **Pay Equity:** Addressing and correcting disparities in compensation based on gender, race, and other factors.
  
- **Inclusion and Belonging**
  - **Inclusive Culture:** Creating a workplace where everyone feels valued and included.
  - **Accessibility:** Ensuring physical and digital spaces are accessible to all individuals.
  - **Employee Resource Groups (ERGs):** Supporting groups that represent different communities and interests.
  
- **Training and Education**
  - **DEI Training:** Providing training on unconscious bias, cultural competency, and other DEI topics.
  - **Educational Programs:** Offering programs to educate employees about different cultures, identities, and experiences.
  - **Leadership Training:** Training leaders to support and advocate for DEI initiatives.
  
- **Policy and Practice**
  - **DEI Policies:** Developing and implementing policies that promote diversity, equality, and inclusion.
  - **Anti-Discrimination Policies:** Enforcing policies that prohibit discrimination and harassment.
  - **Complaint and Resolution Procedures:** Establishing processes for reporting and addressing DEI-related issues.

- **Community Engagement**
  - **External Partnerships:** Collaborating with community organisations and advocacy groups.
  - **Community Outreach:** Engaging with diverse communities through events, programs, and services.
  - **Corporate Social Responsibility (CSR):** Incorporating DEI into CSR initiatives and community support.
  
- **Equity and Justice**
  - **Social Justice:** Addressing systemic inequalities and advocating for social justice.
  - **Equitable Practices:** Ensuring that organisational practices and policies are fair and just.
  - **Impact Assessment:** Evaluating the impact of DEI initiatives on different groups within the organisation.
  
- **Data and Accountability**
  - **DEI Metrics and Reporting:** Tracking and reporting on diversity and inclusion metrics.
  - **Accountability Measures:** Holding individuals and teams accountable for meeting DEI goals.
  - **Continuous Improvement:** Using data and feedback to refine and improve DEI efforts.
  
- **Health and Wellbeing**
  - **Mental Health Support:** Providing resources and support for mental health and wellbeing.
  - **Work-Life Balance:** Ensuring that workplace policies support a healthy work-life balance.
  - **Safe Spaces:** Creating safe and supportive environments for all employees.
  
- **Cultural Competency**
  - **Cultural Awareness:** Enhancing understanding of different cultural practices and norms.
  - **Cross-Cultural Communication:** Improving communication skills across diverse cultural contexts.
  - **Global Diversity:** Addressing the needs and perspectives of a global workforce.

## 6. Responsibilities

- **Board of Trustees:**
  - Ensure that the DEI policy is implemented and adhered to.
  - Provide leadership and support for diversity, equality, and inclusion initiatives.
  - Review and approve DEI strategies and policies.

- **Executive Team:**
  - Develop and implement DEI strategies and action plans.
  - Promote DEI values and ensure that they are integrated into organisational practices.
- **Managers and Supervisors:**
  - Promote and model inclusive behaviour in the workplace.
  - Ensure that DEI principles are applied in their areas of responsibility.
  - Address and report any instances of discrimination or harassment.
- **Employees and Volunteers:**
  - Adhere to the DEI policy and contribute to an inclusive environment.
  - Report any concerns or incidents related to discrimination or harassment.

## 7. Reporting and Complaints

- **Reporting:**
  - Individuals who experience or witness discrimination, harassment, or any other violation of this policy are encouraged to report their concerns to their manager, supervisor, or the designated DEI Officer.
- **Investigation:**
  - All reports will be investigated promptly and thoroughly. AMDAF is committed to ensuring a fair and impartial investigation process.
- **Resolution:**
  - Appropriate action will be taken to address and resolve any issues identified. This may include disciplinary measures, support for affected individuals, and changes to policies or practices.

## 8. Monitoring and Review

- **Policy Review:**
  - This policy will be reviewed annually to ensure its effectiveness and relevance. Updates will be made as necessary to reflect changes in regulations and best practices.
- **Monitoring:**
  - AMDAF will monitor the implementation of DEI initiatives and measure progress towards achieving our diversity and inclusion goals.

## 9. Contact Information

For questions or concerns regarding this policy or to report any issues, please contact:

**Diversity, Equity, and Inclusion Officer**  
Amdalah Africa Foundation – AMDAF

Name:

Email:

Phone Number:

Signed:

Date: