

# **CBM Global Policy: Diversity and Inclusion**

November 2021



# Rationale

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Diversity refers to the differences that make people unique. These include visible differences such as gender, age, language, ethnicity, race, geographical location, cultural, economic background and visible disabilities; and non-visible differences such as sexual orientation, religious belief and invisible disabilities.

CBM Global strives for diversity, gender equity and inclusiveness in all its forms. We recognise that discriminatory attitudes and practices and the unequal distribution of power are deeply embedded in cultures and institutions throughout our world, perpetuating oppression, inequality and marginalization, including for persons with disabilities. Discrimination and inequality impact all areas of life, from access to services, personal security, livelihoods and leisure, through to individual choice and autonomy.

Diversity & Inclusion in CBM Global means fostering a culture that values and respects people's unique backgrounds, experiences and perspectives; creating a supportive environment in which staff feel their perspectives are valued, they feel safe to be themselves and are inspired to contribute to our vision and mission.

CBM Global is against all forms of discrimination, which means any distinction, exclusion or restriction on the basis of a personal attribute - including sex, disability, religion, sexual orientation and gender identity. We are committed to fully embrace and reflect Diversity & Inclusion in our organizational culture and the activities we undertake, recognising and respecting individual differences, reflecting the diverse cultures and contexts where we work and realizing our vision of an inclusive world.

Prioritising Diversity & Inclusion and placing it at the heart of everything we do is so much more than a legal requirement. Our commitment to Diversity & Inclusion is core to CBM Global's **Values** and it is at the heart of our **Vision**. It is a key deliverable within CBM Global's **Programme Quality Framework**.

CBM Global operates under the norms and standards of international human rights law and the governing national laws in the countries where we operate. We are committed to promoting greater understanding and application of the **Convention on the Rights of Persons with Disabilities** (CRPD), the **Convention on the Elimination of Discrimination Against Women** (CEDAW) and the **Convention on the Rights of the Child** (CRC) in addressing equality and non-discrimination. Furthermore, CBM Global seeks to implement the global ambitions set out in the **Sustainable Development Goals** (SDGs), including those which address inequality.

## 1. Purpose

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The purpose of this Diversity & Inclusion policy is to provide an organisational framework for CBM Global with a governance and accountability mechanism to monitor and improve our practice on Diversity & Inclusion across all areas of our work. This includes diversity within the workforce, with our organisational culture and across the activities that we undertake through our partnerships and programmes.

The policy provides a framework for the sharing of learning and best practices with our partners and other organisations who share our commitment towards Diversity & Inclusion. It also guides the delivery of CBM Global's programme standard on Justice, Equality & Inclusion, and on Gender Equality and child rights, as detailed in our Programme Quality Framework.

## 2. Scope

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CBM Global's Diversity & Inclusion policy is applicable to CBM Global's employees, consultants, volunteers and board members. CBM Global Members are encouraged to adopt the policy where no policy currently exists, and/or to ensure that any existing Member policies relating to Diversity & Inclusion align with this policy.

CBM Global staff are jointly expected to promote this policy and support implementation with partner organisations, ensuring the pursuit of Diversity & Inclusion is reflected in the field programmes, advocacy and advisory activities that we undertake.

The policy is to be implemented in conjunction with CBM Global's policies on Accessibility, Safeguarding of Children & Adults at Risk, Protection from Sexual Exploitation, Abuse and Harassment (PSEAH), Programme Feedback & Complaints, Whistleblowing, Grievance, Code of Conduct and other relevant policies.

## 3. CBM Global's Diversity & Inclusion Statement & Commitments

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### 4.1 Statement

CBM Global stands against all forms of discrimination and exclusion. CBM Global is committed to promoting Diversity & Inclusion within the workplace, across all aspects of our work and at all levels within the organisation. We recognise the success of the organisation depends upon our staff, their diverse abilities, skills, languages, cultures and backgrounds. We value, respect and encourage equality, justice and inclusion and we seek to be non-discriminatory in relation to age, gender identities, disability, faith, ethnicity, race, sexual orientation or any other identity characteristic. We shall strive to fully reflect this commitment within our workforce, within our organisational culture and across our partnerships and programmes.

### 4.2 Commitments

#### 4.2.i Pursuing a diverse workforce

Our aim is to establish a diverse workforce that reflects our vision and mission and the diverse countries and contexts in which we work, at all levels within the organisation. This

commitment is to be reflected in the procedures governing recruitment and selection, encouraging people from a broad range of backgrounds to apply for jobs; employment terms and conditions of employment; performance management; staff development etc.

We will seek to establish a healthy work-life balance for our employees, with initiatives such as parental leave, carer's leave, flexible working hours, working from home arrangements and a policy on sabbaticals.

We will seek to ensure that the staffing composition of our country offices are representative of these countries in terms of ethnicity or tribe.

We will actively pursue the inclusion of individuals with a disability as a Disability Confident Employer, including creating appropriate entry-level opportunities. We will comply with any relevant legislation governing diversity and inclusion in the different countries where we operate, and the provision of reasonable accommodation.

#### **4.2.ii Creating an inclusive organisational culture**

Our organisational culture seeks to support staff to achieve their potential, where diverse perspectives of staff are heard and every individual is able to fully participate in the pursuit of our mission. We foster a collaborative working environment. Our aim is to create an organisational culture that models our values, that is fully inclusive and recognises and supports the talent and diversity of our staff. We want to create an environment that enables all to share their experiences of exclusion, establishing a culture that values and respects the identity of each individual.

We will take active measures to address attitudinal and environmental barriers that hinder diversity and inclusion, including gender sensitivity and the full and effective participation of people with disabilities on an equal basis with others.

#### **4.2.iii Promoting diversity and inclusion through our partnerships and programmes**

CBM Global will pursue development and humanitarian programmes, advocacy and advisory work which are transformative and inclusive. Diversity & Inclusion considerations for programme design and implementation should follow CBM Global's programme development and assessment procedures, in accordance with the Programme Quality Framework commitments on Justice, Equality & Inclusion; Gender Equality; Accessibility & Universal Design, and Accountability. This includes respecting and advancing the equal rights and dignity of all people in our programme work, upholding non-discrimination and promoting diversity and inclusion throughout our policies and programmes, as well as in our internal and external communications.

We will support our partner organisations in increasing their awareness and pursuit of diversity and inclusion, including through capacity development support. We will seek to identify the most discriminated groups: taking proactive measures to promote equality of opportunity for those who are excluded, or in situations of risk or marginalisation.

## 4. Monitoring & Compliance

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The Executive Management will establish an organisational framework for monitoring the implementation of this policy, encompassing:

- Diverse workforce: inclusive recruitment and selection procedures, HR diversity reporting, flexible working policies etc.
- Organisational culture: employee satisfaction surveys, performance management processes that foster two way communication, celebrating CBM Global diversity etc.
- Partnerships and programmes: project and programme assessments, evaluations, partner feedback surveys etc.

The framework therefore links with the CBM Global Code of Conduct and other relevant policies such as Accessibility, Programme Feedback & Complaints, Whistleblowing and Grievance.

## 5. Responsibilities

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### 6.1 Individual staff

Each staff member has a responsibility for upholding our Diversity & Inclusion policy, contributing to and creating our organisational culture which is inclusive, and for abiding by the Code of Conduct and policies as outlined above. No form of discrimination, bullying or harassment is tolerated – such behaviour is totally contrary to our values, our Code of Conduct and this policy. Each of CBM Global’s values require practical positive behaviours expected of staff in our everyday interactions.

Line managers should also have on their staff meeting agendas periodic reviews of any improvement commitments with their staff and progress reached.

Any staff member who believes that they may have experienced behaviour that is contrary to this policy should raise their concern as guided by CBM Global’s grievance procedures or through the whistleblowing mechanism if this is their preference.

### 6.2 CBM Global Board

The CBM Global Board approves the Diversity & Inclusion Policy, models the policy and reflects it in its decision making, monitors progress and holds Executive Management responsible for compliance with the policy.

### 6.3 Executive Management

The Executive Management of CBM Global is responsible for the implementation of the policy, ensuring the organisational framework is established and the policy is periodically reviewed and revised as needed. On an annual basis CBM Global Leadership will review and report on implementation of this policy.

Whilst all CBM Global staff have a responsibility for creating an organisational culture which is inclusive and reflects our values, it is critical that senior leadership drives the implementation of this policy, with visible leadership and accountability.

#### **6.4 HR**

The HR team will monitor with staff the diversity of our workforce and the vibrancy of our organizational culture, to assess the progress and effectiveness of the implementation of this policy. The team will provide advice and support to managers in recruitment processes and in the management and professional development of staff.

#### **6.5 Country Teams**

Country teams are to work with our partners to monitor and evaluate all activities undertaken from the perspective of achieving equality and inclusion, in order to improve the quality of our programmes, advocacy and advisory work.

Partners, project participants and Organisations of Persons with Disabilities should use CBM Global's regular mechanisms for feedback and complaints for any concerns regarding compliance with this policy.

## **6. Key references and supporting documents**

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- CBM Global Values
- CBM Global Code of Conduct
- CBM Global Programme Quality Framework
- CBM Global Approach to Partnership
- CBM Global Accessibility Policy
- CBM Global Policy on Safeguarding of Children and Adults at Risk
- CBM Global Policy on the Protection from Sexual Exploitation, Abuse and Harassment
- CBM Global Health, Safety & Security Policy
- CBM Global Whistleblowing Policy
- CBM Global Grievance Policy
- CBM Global Programme Feedback & Complaints Policy