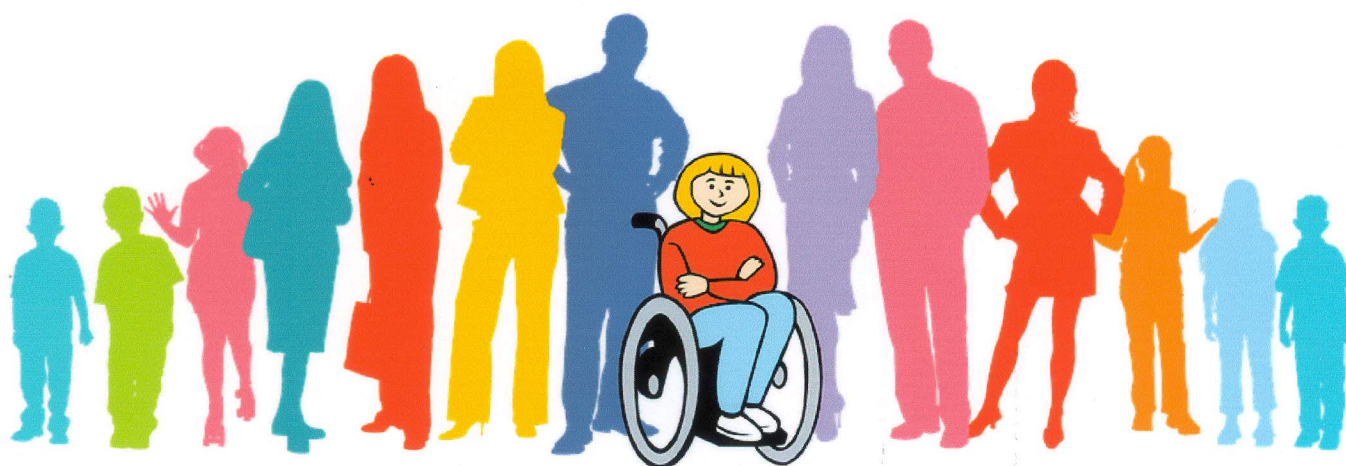


Diversity

A row of hands holding up large, colorful letters that spell out the word 'Diversity'. The letters are in various colors including red, yellow, blue, and purple.

and
INCLUSION



March 2019



**NGO FORUM
FOR PUBLIC HEALTH**

4/6, Block- E, Lalmatia, Dhaka-1207, Bangladesh

Diversity & Inclusion Policy

March 2019



**NGO FORUM
FOR PUBLIC HEALTH**

**4/6, Block-E, Lalmatia
Dhaka-1207**

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Diversity & Inclusion Policy

1. Principles

The Executive Committee, Senior Management and Staff of NGO Forum for Public Health are wholly committed to the principles and aims of diversity & inclusion and to its implications for the organization. This policy should be read in conjunction with NGO Forum's Human Resource Policies & Procedures, Gender Policy, Child Protection Policy, Workplace Harassment Policy, Disciplinary Action Policy, Recruitment Policy and Staff Development Policy. We fully take on board our responsibility, in accordance with our equality obligations, not to treat disabled staff less favourably than their non-disabled colleagues and to comply with our duty to provide reasonable adjustments for those staffs with a disability who are at a substantial disadvantage compared to their non-disabled colleagues. We aim to make sure that this principle applies in all aspects of our organization life. And we seek to ensure that this principle is applied whenever relevant individual decisions have to be made or whole-organization policies reviewed.

2. Definition

Diversity includes ethnicity and cultural background, gender, age, sexual orientation, physical abilities, family status, religious beliefs, perspective and experience. It also refers to diverse ways of thinking and working. Our approach to diversity encompasses the cross-section of people and difference that make up our connection and the wider community we serve.

Disability as any 'physical or mental impairment which has a substantial and long term adverse effect on someone's ability to carry out normal day to day activities'. In the definition of disability given above:

- 'Impairment' can be a physical or mental condition.
- 'Substantial' means 'more than minor or trivial'. Substantial adverse effects

can be determined by looking at the effects on a person with the impairment, comparing those to a person without the impairment, to judge if the difference between the two is more than minor or trivial.

- 'Long term' means that the impairment has existed for at least 12 months, or is likely to do so, or that it is likely to last for the rest of the affected person's life.
- 'Normal day to day activities' could be determined by reference to the illustrative, the list of examples given in Labor Laws of Bangladesh.
- Job related activities are included in the meaning of 'day today activities' or job description of the incumbent.

NGO Forum in referring to the use of the phrase '**gender equality**', supports the meaning whereby people are able to access and enjoy the same rewards, resources and opportunities regardless of whether they are a woman or a man.

3. Guiding principles

For NGO Forum for Public Health (hereinafter NGO Forum), diversity underpins an organization's desire to:

- Improve long-term performance;
- Optimize the human capital available to the organization;
- Provide for broader perspectives at both board and senior management levels in relation to decision-making;
- Develop the organizational structure to reflect the demographics of the community in which an organization operates; and
- Create a source of competitive advantage and benefit.

NGO Forum is committed to ensuring we have a diverse workforce and an inclusive environment conducive to respect and substantive equality in the appointment of

well-qualified employees, senior management and board candidates so that we can:

- Achieve our strategic goals;
- Maximize member value; and
- Promote processes within our organization that will deliver long-term development advantages to the organization.

4. Measurable objectives

NGO Forum will develop, implement and measure key initiatives, objectives and measures to promote diversity in the organization and support the aims of the Diversity and Inclusion Policy.

These will be reviewed and reported on regularly.

Our objectives include:

- Gender equality in the governance and in the leadership of the organization
- Diversity of experience, thought and skill set on the Board and staff
- Gender pay equity
- Supportive and flexible work practices
- Fostering a culture conducive to respect and substantive equality
- Providing practical guidance to organizations to assist them to develop diversity policies and implement measurable targets

5. Accountability

- The Board is responsible for developing the Policy, setting the measurable objectives and monitoring progress against them.

The Board has responsibility for oversight of these aspects of the Diversity & Inclusion Policy.

- The achievement of those measurable objectives for which the Board is

responsible are tied to Key Performance Indicators in the evaluation of the Board.

- The Executive Director is responsible for ensuring that workplace practices are in place to give effect to the Diversity Policy and to meet the measurable objectives developed by the Board. The Executive Director is responsible for reporting to the Board on progress in achieving the measurable objectives set by the Board.
- The achievement of those measurable objectives for which the Executive Director is responsible are tied to Key Performance Indicators in the performance plan of the Executive Director.
- Our annual report will contain details of the measurable objectives set by the Board in accordance with this Policy and our progress towards achieving them. In addition, we will disclose in our annual report details of the respective proportion of men and women on the Board, in senior management positions and across the whole organization.

6. Compliance

NGO Forum will meet all obligations with respect to legislative and regulatory and reporting requirements in relation to diversity and discrimination.

7. Application of Policy

This Policy applies to all employees of the NGO Forum members of the Board and its committees. This Policy does not form part of any employee's contract of employment.

8. Variations

NGO Forum reserves the right to vary, replace or terminate this Policy from time to time.