

Gender Equality and Inclusion Policy

8 April 2021

The GICHD believes that people from diverse backgrounds should all enjoy the same rights, opportunities and protections¹. Furthermore, everyone must be treated fairly with dignity and compassion, be able to actively participate in decision-making that affects their lives and be kept safe from both physical and psychosocial harm.

The GICHD recognises that assessing the implications of any planned action is essential to ensure that the concerns and experiences of people from diverse backgrounds are an integral part of the design, implementation, monitoring and evaluation of its internal and external-orientated work. By mainstreaming gender and diversity, the GICHD both promotes and contributes to gender equality and inclusion.

The GICHD works within international frameworks such as the UN Security Council Resolution 1325 on Women, Peace and Security and the 2030 Agenda for Sustainable Development to further promote gender equality and inclusion. The Centre also complies with all anti-discrimination legislation and regulations both in Switzerland and the Canton of Geneva² (see **Annex A**).

The GICHD has long recognised the importance of gender equality and inclusion in mine action. The Centre first adopted a Gender and Diversity Policy in 2013. The Gender and Diversity Working Group (GDWG) initiated a review of the Gender & Diversity Policy in 2019 to ensure that it continued to reflect good practice standards. This Policy is the result of the review and update process.

The Policy is implemented through the annual Gender Equality and Inclusion Action Plan³, which transforms the objectives and commitments outlined below into measurable, realistic targets and concrete actions. The action plan is a cross-divisional initiative developed and coordinated by the GDWG and submitted to the Management Board for approval.

Aim and objectives

The aim of the Policy is that gender equality and inclusion are achieved.

The objectives of the Policy are:

1. The GICHD's institutional framework contributes to gender equality and inclusion.
2. Women and men from diverse backgrounds participate in and benefit from the GICHD's activities and services on a full and equal basis.
3. The GICHD's organisational culture is inclusive, enabling, and free from bias or discrimination.
4. The GICHD provides fair, equal, and transparent access to employment opportunities and benefits.

Coordination and accountability mechanisms

Overall accountability for upholding the terms of the Policy lies with the GICHD Director, with support from the Management Board, Heads of Division and the GDWG. All GICHD personnel are bound by the terms of the Policy and responsible for directly contributing to its implementation. Consultants are expected to uphold all commitments of the Policy that are relevant to their terms of reference.

¹ IRR 0.2 Diversity and Equal Opportunities

² IRR 1.3 Applicable Law

³ Previously referred to as the Gender and Diversity Action Plan

Institutional approach

The GICHD commits to enhancing the strategic and policy framework to support the promotion of gender equality and inclusion by:

- 1.1 Mainstreaming gender and diversity in all its strategic and results-based management systems and processes.
- 1.2 Reflecting the [GICHD good practice criteria for gender and diversity mainstreaming](#) in immediate outcome forms, project briefs, reports and other documentation, as relevant.
- 1.3 Promoting the use of gender and diversity responsive budgeting by allocating resources for the costs associated with gender and diversity mainstreaming in all relevant areas of internal and external work.
- 1.4 Maintaining mechanisms to coordinate and implement internal efforts to promote gender equality and inclusion.

External activities and services

The GICHD commits to women, men from diverse backgrounds participating in and benefiting from its activities and services on a full and equal basis by:

- 2.1 Integrating gender and diversity considerations in all relevant training packages, advisory services, assessments, and research products.
- 2.2 Striving for GICHD delegations for external-facing activities to be mixed gender and diverse, where possible.
- 2.3 Promoting panel parity, as per the International Gender Champions panel parity pledge.
- 2.4 Encouraging and facilitating the participation of people from diverse backgrounds in GICHD training courses, workshops, and conferences.
- 2.5 Striving for all prospective attendees to have equal access to training courses, workshops, and conferences, by identifying their specific needs and making adjustments as necessary⁴.
- 2.6 Striving for GICHD digital communication tools and publications to be gender and diversity inclusive and reflect good practice standards for accessibility for persons with specific disabilities.
- 2.7 Providing training, mentoring and/or coaching to all staff to enhance their knowledge, skills, and attitudes to integrate gender and diversity considerations in their work and adopt inclusive behaviours.

Organisational culture

3.1 The GICHD commits to fostering an organisational culture that is inclusive, enabling, and free from bias or discrimination.

Employment systems and practices

The GICHD commits to ensuring that current and prospective GICHD personnel have fair, equal and transparent access to employment opportunities and benefits⁵ by:

⁴ This should include consideration of the training location, accommodation, classroom set up, teaching materials, or assessment methodologies

⁵ IRR 1.5.1 Recruitment and selection principles

- 4.1 Promoting and valuing gender balance and diverse representation in management and decision-making structures⁶.
- 4.2 Striving for gender balance and diverse representation in the appointment of personnel and consultants throughout the organisation.
- 4.3 Providing equal access to employment opportunities, through the implementation of transparent, fair, and non-discriminatory recruitment procedures.
- 4.4 Establishing fair, equal, and transparent employment conditions, such as flexible work arrangements, equal remuneration for work of equal value, paid parental leave for birth or adoptive parents.
- 4.5 Making adjustments to equipment and facilities⁷ to ensure that the office environment is accessible to all employees.
- 4.6 Providing transparent, fair, and equal access to training, promotion, and career development opportunities.
- 4.7 Including the technical, social and communication characteristics / skills / knowledge necessary to foster gender equality and inclusion as key competencies that are evaluated during recruitment, selection, promotion, and performance reviews.

Procurement systems and practices

The Centre commits to ensuring that its procurement systems and practices contribute to gender equality and inclusion by:

- 5.1 Requesting prospective consultancy companies or suppliers with ten or more employees to submit their policies related to gender equality and inclusion.
- 5.2 Including commitment to gender equality and inclusion as a criterion for evaluation in the procurement of consultant or supplier services, where relevant.
- 5.3 Including commitment to gender equality and inclusion in the terms of reference of all consultants and suppliers.

Reference documents

The Policy must be read in conjunction with the following documents:

- Gender Equality and Inclusion Action Plan
- Code of Conduct (under development)
- Policy on the prevention of and response to harassment
- Policy on the prevention of sexual exploitation and abuse (under development)
- Child protection policy
- Internal Rules and Regulations (IRR)

The Policy will be reviewed in four years' time, or earlier if a such a need is identified. Every time the Policy is updated, staff should be informed about it appropriately.

⁶ In terms of diversity in the workforce, as standard the GICHD compiles data on age, gender and nationality. Any further personal information may be provided voluntarily.

⁷ Refers to aspects of 'facilities' that are within the control of the GICHD to change.