



## GENDER AND DIVERSITY POLICY

### 1. OBJECTIVES AND DEFINITIONS

The purpose of this policy is to improve the way in which gender and diversity considerations are integrated in all aspects of the GICHD's mandate. This addresses both internal human resources (HR) and external working practices.

One of the objectives of this policy is to ensure that the GICHD's relationships and work with all its partners is based on the principle of non-discrimination, to make mine action interventions more effective and beneficial for all stakeholders. Further objectives are to promote diversity and gender balance in the GICHD's staff composition and to guard against discrimination.

The policy represents the GICHD's current overall understanding of key gender and diversity issues and outlines strategic decisions based on good practice. Its implementation is further outlined in individual divisions' action plans that specify how each team integrates gender and diversity considerations into its operational work.

#### Terms and Definitions

**Gender:** A term used to describe socially constructed roles for women, girls, boys and men. It is an acquired identity that is learned, changes over time and varies widely within and across cultures.

**Diversity:** Within each group of people there are differences in values, attitudes, cultural perspectives, beliefs, ethnicity, sexual orientation, ability or disability, skills, knowledge, age and life experiences. These differences must be recognised, understood and valued by the GICHD if it is to ensure that all groups of people benefit equally from mine action and that the discrimination experienced by already marginalised groups is not increased.

**Equal opportunities:** The development of practices that promote the possibility of fair and equal chances for all to develop to their full potential in all aspects of life, as well as the removal of barriers to discrimination and disadvantage experienced by certain groups.

**Gender and Diversity Mainstreaming:** The process of addressing the implications for women, men, girls and boys of different ages and backgrounds of any planned action, in all areas and at all levels, to ensure that all groups benefit equally from the GICHD's activities, and that inequality is not perpetuated.

**Discrimination:** Any distinction, exclusion, restriction or preference based on gender, race, colour, national or ethnic origin, disability, sexual orientation, religion or age which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise, on an equal footing, of human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life.

#### Why Gender and Diversity Matter

- High quality human resource management, which takes into account gender and diversity considerations, leads to higher productivity, better quality services, less absenteeism, more equitable distribution of management posts, and lower recruitment and training costs.
- Women, girls, boys and men of different ages and backgrounds have distinct roles and responsibilities within ERW/mine affected communities.

- The needs, constraints, capacities and resources of women, girls, boys and men are different and need to be analysed to ensure effective, sustainable action.
- Gender and diversity analysis improves the impact of GICHD's activities in all domains of its mandate.
- The principle of non-discrimination is at the core of internationally recognised human rights standards and, in the context of mine action, is reflected in a number of legal instruments, including the Anti-Personnel Mine Ban Convention and the Convention on Cluster Munitions.

## 2. PROMOTING GENDER AND DIVERSITY IN WORKING PRACTICES

Integrating gender and diversity analysis into research, advisory services, standards, publications, communications and other activities is a basic criterion of sustainable and effective work practice in mine action. The overall goal of mine action is to reduce the human, social, economic and environmental impact of ERW/landmine contamination. This can only be fulfilled comprehensively through understanding the implications of any planned action on different groups of people. The impact of ERW/landmines on a person's life will differ according to his/her social and economic status, age and gender.

The GICHD is therefore committed to:

- fostering a culture in which individual differences and the contributions of all GICHD staff and partners are recognised and valued
- ensuring gender and diversity mainstreaming in all projects
- building links and drawing on the knowledge of partner organisations that already have tools and expertise on gender and diversity
- working with partners to make sure that their policies and actions are based on an adequate understanding of the different needs, priorities and capacities of affected communities
- using gender & diversity sensitive language
- whenever possible, building on and using local knowledge and expertise.

## 3. PROMOTING GENDER AND DIVERSITY IN HUMAN RESOURCE MANAGEMENT

The GICHD seeks to offer equal opportunities and to encourage the recruitment and selection of under-represented groups, as well as to provide a supportive working environment with appropriate conditions of employment that are free of discrimination.

For these reasons the GICHD commits to:

- practicing fair and non-discriminatory recruitment and selection procedures which seek to include under-represented groups
- promoting gender and diversity within recruitment processes and in the individual terms of reference of staff members and consultants
- including gender and diversity as a cross-cutting concern in overall organisational planning and human resource planning
- seeking gender and diversity balance in the appointment of personnel to management positions

- designing and implementing staff regulations on: flexible work arrangements to meet personal circumstances, paid parental leave for mothers and fathers, non-discrimination and non-harassment
- addressing inappropriate behaviours from staff members by enforcing corrective or disciplinary actions
- enhancing its staff's capacity through training to ensure that gender and diversity analysis is mainstreamed throughout their work, actions, services and behaviour.

#### 4. ACCOUNTABILITY, RESPONSIBILITY AND MONITORING OF POLICY IMPLEMENTATION

Responsibility for implementation lies with each and every staff member at every level.

To hold ourselves accountable and to ensure the policy is effectively applied and achieves meaningful results, the GICHD intends to:

- have one management meeting every six months dedicated to monitoring the successful implementation of divisional action plans, with the support of the Gender and Diversity working group
- include the promotion of gender and diversity as a competence to be monitored in the annual individual staff appraisals
- commission an external organisation to carry out a gender and diversity assessment as part of the next strategy development process.

Approved by the GICHD Management Board on 8 April 2013