

20. **EQUAL OPPORTUNITY, VALUING DIVERSITY AND AFFIRMATIVE ACTION POLICY**

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Drafted by: Executive Director	Responsible person: ED, HRM
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Additional Authority: Law and related organisational policies.

- 1997 Cambodian Labour Law
- Recruitment Policy
- Grievance and Dispute Resolution
- Discrimination, Bullying and Harassment

Scope

All employees, consultants, volunteers, interns and beneficiaries are both subject to and protected by this policy.

Responsible Parties

It is the responsibility of the Executive Director and Human Resource Manager to ensure that employees have an awareness and understanding of this policy through induction and training. Each staff member has the responsibility for familiarising themselves with this policy and ensuring that they support and respect equality, workplace diversity and safety and help prevent discrimination, harassment and bullying in the workplace.

Definitions

Equal Opportunity: The right to be treated without discrimination especially on the grounds of one's sex, age, race, ethnicity, colour, religious beliefs, political opinion, social origin, national origin, ancestry, disability, sexual orientation, marital status, parental status, gender identity, gender expression, or genetic information.

Diversity: Primarily refers to the groups as outlined above under equal opportunity.

Affirmative Action: The encouragement of increased representation of women and minority group members through positive discrimination.

Human Resource Manager is the person appointed by TLC (as required per Circular 21/99) to address employee complaints. Their role is to serve as the first point of contact for aggrieved employees. If the Human Resource Manager cannot solve the issue, they must inform the Deputy Director and/or Executive Director, who then meets with the employee. If the parties do not reach an agreement, they should notify the Labor Inspector for conciliation.

Policy

Equal Opportunity and Diversity

This Life Cambodia considers equality as eliminating discrimination and ensuring equal opportunities and access for all groups in both employment and access to our services. Diversity is the valuing of everyone and the celebration of difference. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions benefiting both the organisation and the individual. TLC acknowledges that equality and diversity are inter-dependent; that there cannot be equal opportunity if difference is not valued except where affirmative action may be required to redress individual or social impediments of people from disadvantaged groups.

TLC is committed to providing a workplace that promotes dignity, equality and respect for all. This policy is to be read in conjunction with the *Discrimination, Bullying and Harassment Policy*, which outlines the processes for addressing discrimination relating to the above definitions. The first consideration should be the appropriateness and feasibility

of attempting informal resolution through communicating directly with the person involved or by approaching the Human Resource Manager.

Recruitment

Selection for employment will be on the basis of aptitude and ability. Further detail is set out in TLC's *Recruitment Policy*.

Promotion

All promotion decisions will be made on the basis of merit, and will not be influenced by the characteristics outlined in the above definition of equal opportunity.

Training & Professional Development

Employees may be required to participate in training and development activities from time to time to promote the principles of this policy. Professional Development opportunities will be provided to all employees.

Affirmative Action

TLC is committed to taking specific, result-oriented steps to increase the number of historically underrepresented persons, namely women, people with disabilities and those from the LGBTQI+ community, and increase overall diversity, promoting equality and equity non-discrimination. Cultural and intellectual diversity are critical components of functioning organisations. Thus, TLC will actively recruit and encourage applications from underrepresented group members and will endeavour to provide a positive and supportive environment for members of these groups.

Affirmative Action means taking positive steps, by means of systematic activities, to identify and overcome past discrimination against marginalised groups, to identify and eliminate present discrimination, and to prevent discrimination against them in the future. Thus TLC will consider whether affirmative actions are required in each recruitment process and will encourage applications from under-represented groups.

TLC policies and practices will be reviewed regularly to ensure they provide adequate support for the career progress of under-represented groups. TLC will consult our employees about their needs, analyse our employment profile and other workplace statistics and accordingly establish goals and plans to give effective opportunities for under-represented groups. While recruitment will encourage applications from under-represented groups decisions will be based on merit. Recruitment processes will reflect fairness and include a gender representation on selection committees.

Program Design and Implementation

All projects, programs and activities will be designed and implemented in the spirit of this policy, prioritising the inclusion of underrepresented persons wherever possible. This includes children and young people who will participate in the development of all initiatives that target them.

Authorisation