



Policy Name:	Diversity and Inclusion	Policy No.:	1.16
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DIVERSITY AND INCLUSION POLICY

1. PURPOSE OF THE POLICY

The purpose of this policy is to demonstrate Business for Development's (B4D) commitment to ensuring a diverse workplace and promoting an inclusive approach across the organisation.

2. SCOPE OF THE POLICY

This policy applies to all persons working for B4D or on our behalf in any capacity including staff members, board members, third-party representative, project partners, suppliers and visitors.

For the purpose of this policy the term staff members comprises employees, interns, contractors and consultants. It includes full time and part time ongoing employees, employees engaged for a fixed term under an employment contract, independent contractors and consultants.

For the purpose of this policy the term visitor means a person who accompanies B4D staff members on a trip to visit one of B4D's programs and who comes into contact with beneficiaries during the course of that visit.

This policy does not apply to B4D clients that commission the organisation to undertake consultancy and project management services. Such entities are however encouraged to maintain and promote diverse and inclusive environments.

3. DEFINITIONS

What is diversity?

Diversity refers to the visible and invisible differences that exist between people, including (but not limited to) embracing differences of culture, ideology, gender, race, ethnic origin, disability, age, education, marital status, residential location, sexual orientation, and any other characteristics that can cause marginalisation throughout our society.



What is gender?

“**Gender** is a part of a person’s identity that can differ from the individual’s sex assigned at birth. It refers to the way a person feels, presents and is recognised within the community”,¹ and is an individual’s experience, irrespective of male and female gender identity norms.

Further, B4D recognises sexual orientation, gender identity, and gender expression—not to be confused with sexual activity or behaviour—are personal characteristics that everyone has thus specifically also include lesbian, gay, bisexual, transgender, gender diverse, intersex, non-binary, queer, asexual and questioning (LGBTIQA+)² communities within this definition.

What is disability?

A **disability** may be generally defined as a condition which may restrict a person’s mental, sensory, or mobility functions to undertake or perform a task in the same way as a person who does not have a disability.³

4. B4D APPROACH

As an organisation, our goal is to create a culture that is diverse, inclusive, one that respects and celebrates our differences, provides equal opportunities, and upholds our underlying belief that diversity is a valuable strength.

With operations across many locations, it is necessary to ensure a global perspective is embedded in our approach. B4D recognises the widespread gender and age inequality that exists economically, politically, and concerning accessibility to health and education. As of 2011, the majority of economically active females among the poorest developing nations earn their livelihood through the agricultural sector, so our interactions with smallholder farmers provide a valuable opportunity to entrench inclusive growth. B4D also recognises that 80% of all disabled persons live in developing countries⁴, meaning our involvement again allows us the opportunity to promote equitable opportunities for those who are the most marginalised and living in extreme poverty. B4D strives to empower people of all cultural background, age, abilities and genders and is committed to operating in a way that promotes human rights.

The organisation designates B4D’s Operations Manager as the diversity and inclusion focal person.

¹ See: Australian Government Guidelines on the Recognition of Sex and Gender 2013, The Australian Government <https://www.ag.gov.au/sites/default/files/2020-03/AustralianGovernmentGuidelinesontheRecognitionofSexandGender.pdf>

² Other common variations of this acronym include LGBTI and LGBTIQ. The Australian Institute of Family Studies, the Australian Government’s key research body in the area of family wellbeing, consulted with researchers at queerspace for advice on the most appropriate acronym and subsequently adopted LGBTIQA+ to ensure inclusivity, in line with the practice of Australian organisations serving these communities. As terminology evolves, this acronym may be updated. (<https://aifs.gov.au/cfca/publications/lgbtiq-communities>)

³ See: What is a Disability, Disability Australia Works Ltd, <http://www.dwa.org.au/whatisadisability.htm>

⁴ See: World Programme of Action Concerning Disabled Persons, United Nations Enable, <https://www.un.org/esa/socdev/enable/diswpa04.htm>



Recruitment, Selection and Pay

B4D is responsible for approaching recruitment and selection with an understanding of and regard for diversity and inclusion. The appropriate training and resources for staff members involved in recruitment and hiring are ensured. Throughout recruitment and selection B4D implements an inclusive approach, including recruitment strategies, targeted interview questions, methods of reference-checking, and identification and alleviation of selection barriers to ensure equitable opportunities.

B4D implements targeted strategies to redress any evidence of diversity, gender or disability inequality in all aspects of our engagements.

Training

All new staff members are provided with this Policy upon joining the B4D team. B4D is committed to promoting staff awareness of the value of diversity and ensuring the appropriate resources and training are available for all staff members.

Programs

B4D programs entail a strong focus on identifying the local communities' needs. We communicate with both the locals and our partners to ensure there is a diligent understanding of the current environment, including the needs of marginalised groups. In our program planning stage, risk assessment, includes (but is not limited to) participatory diversity, gender and disability power analysis to ensure B4D upholds our commitment of inclusion. At the conclusion of our involvement, identify any areas for improvement and integrate changes for other current or future programs.

Monitoring and Evaluation

B4D engages in systematic collection of data disaggregated by relevant diversity factors, to inform decision-making across our organisation. In conjunction with internal data, B4D will review relevant external data, such as laws and best practice indicators. B4D is committed to staying informed on how to best effect change to ensure our initiatives and programs promote diversity and empowerment of people with disability and people of all genders.

5. REPORTING A CONCERN

In the event that B4D identify conduct contrary to our diversity and inclusion commitment, we will work with all relevant stakeholders to immediately rectify the situation and take action aimed at preventing future violations. We operate and implement continuous improvement protocols and are committed to increasing our capacity to identify and respond to concerns.

We encourage our staff members, board members, visitors, beneficiaries and members of the public to speak up, without retribution, about any concerns. We will not tolerate retaliation or reprisal against any workers, suppliers, or others for having reported suspected violations of this Policy.

B4D ensures that all stakeholders and members of the public know how they can report a diversity and inclusion concern in a simple, safe and accessible manner as noted below.

Staff members with a concern: Staff members should report their concern immediately to their manager or the Operations Manager. If the staff member does not feel comfortable reporting to their manager or the Operations Manager (for example if they feel that the report



will not be taken seriously, or if those persons are implicated in the concern) they may report their concern to the CEO or the Board.

Board members with a concern: Board members should report concerns to the CEO or the Chair.

Beneficiaries, visitors and others with a concern: B4D ensures that its beneficiaries, visitors, members of the public, partners and others know they can report a diversity and inclusion concern to any staff member and that their report will be treated in a safe and confidential manner.

As the concern may be about the behaviour of a B4D staff member or board member it is important that beneficiaries also have an alternative means of raising a concern. B4D ensures that its beneficiaries know they can also report their concern to the client who has engaged B4D. Clients typically always have a direct connection with beneficiaries and the local community.

Any staff member who receives a concern from a beneficiary, member of the public or from a client must report that concern immediately in accordance with the process that applies to any concern they might have themselves.

In all instances: A complaint can be made directly to the Chief Executive Officer:

Phone: +61 3 9008 9030

Email: feedback@businessfordevelopment.org

B4D's Whistleblowing Policy applies and should be read in conjunction with this policy.

6. ADMINISTRATION OF POLICY

This Policy shall be subject to periodic review and revision. Any review shall have appropriate regard to the interests of B4D's stakeholders.

We prioritise the management of diversity and inclusion impacts based upon our operational context and ability to influence. We thus concentrate on ensuring diversity and inclusion is at the forefront of all decisions and any involvements with our work. In recognition that other issues of diversity, marginalisation, and inclusion, may become more salient over time, we regularly review our focus areas and approach.

As part of our commitment to continuous improvement, B4D will keep developing and improving codes of practice, procedures, requirements and risk assessment and monitoring frameworks that address issues of diversity and inclusion. We will continue to evolve our procurement assurance framework to ensure our suppliers comply with our requirements.

Relevant monitoring, oversight and review processes will be undertaken to review the effectiveness of B4D's diversity and inclusion commitments as specified in related policies, processes, frameworks and/or action plans, and in accordance with legislation.



APPENDIX 1. ASSOCIATED POLICIES

Code of Conduct

Complaints Handling Policy

Human Rights Policy

Safeguarding Policy

Whistleblowing Policy

Working Conditions Policy

Workplace Discrimination

