



Policy Name:	Human Rights	Policy No.:	1.15
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# HUMAN RIGHTS POLICY

## 1. PURPOSE OF THE POLICY

Business for Development (B4D) is committed to maintaining the highest ethical standards and to engaging in practices that enhance the welfare, safety, and well-being of our staff members, business partners, and wider communities in which we operate. B4D respects and supports human rights principles as defined by the principles of the International Bill of Human Rights and the International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work.

We will not tolerate human rights violations of any kind, and we are committed to implementing effective systems and controls to prevent violations from taking place anywhere in our business or supply chains.

## 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 representatives, 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 environments which support human rights principles.

Human Rights matters are addressed in a range of B4D policies, processes, frameworks and/or action plans. A list of related Policies that address the various elements of human rights are specified in [Appendix A](#).



### 3. WHAT ARE HUMAN RIGHTS?

Human rights are often defined in different ways.

Simple definitions that are often given include:

- the recognition and respect of people's dignity
- a set of moral and legal guidelines that promote and protect a recognition of our values, our identity and ability to ensure an adequate standard of living
- the basic standards by which we can identify and measure inequality and fairness
- those rights associated with the Universal Declaration of Human Rights.

### 4. B4D APPROACH

Protecting human rights is fundamental to our ethics and values. We are committed to respecting, protecting, and promoting human rights for all individuals regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status. We do not tolerate violations of human rights or threats, intimidation, or attacks against human rights defenders committed by our staff members or any third parties acting on our behalf or related to any aspect of one of our operations.

We operate across vast geographic locations, including areas where social, economic and political factors may put human rights and acceptable working conditions at risk. Our actions to support and respect the dignity, well-being and human rights in these areas help us to live up to our commitment to do no harm and to leave communities better off.

Our commitment to respect, promote and support human rights is aligned to the UN Guiding Principles on Business and Human Rights and is embedded in our Code of Conduct. We commit to a participatory, accountable, and non-discriminatory approach to human rights whilst ensuring equality, empowerment and legality are embedded in everything we do.

B4D seeks to identify, assess and manage human rights impacts within our value chain in line with the following policy aims:

#### **Non-discrimination and Equity**

We do not tolerate discrimination against individuals on the basis of culture, religion, ideology, gender, gender identity, sexuality, race, ethnic origin, indigeneity, disability, age, displacement, caste, education, marital status, sexual orientation, poverty, class, socioeconomic status or any other characteristics that can cause marginalisation throughout our society. B4D recognises the importance of understanding the drivers of marginalisation and exclusion are frequently intersectional.

We provide equal opportunity and treatment for the purposes of eliminating discrimination based on the above factors or other status of individuals unrelated to the individual's ability to perform work.

#### **Working Conditions and Fair Compensation**

We believe in fair employment practices and in a workplace in which all individuals are treated with dignity and respect.



We aim to pay all staff members and contractors fairly. We will enforce working hours to the best of our ability aligned with ILO standards, and provide fairly compensated overtime and pay for periodic holidays and time off.

### **Modern Slavery**

Slavery, servitude, forced and compulsory labour and human trafficking (Modern Slavery) represent grave human rights abuses.

B4D does not tolerate any form of Modern Slavery, child labour, prison labour, or any form of servitude in any part of our business or supply chain. In accordance with it B4D acts ethically and with integrity in all our business relationships and ensures that its procurement practices are transparent, fair and responsible.

### **Child Labour**

In accordance with legislation worldwide and its Child Protection and Safeguarding Policies, B4D does not tolerate the exploitation of children through any form of work that deprives children of their childhood, interferes with their ability to attend regular school, and is mentally, physically, socially or morally harmful. B4D is committed to operating in a way that safeguards vulnerable individuals from harm.

### **Health and Safety**

B4D is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove or manage risks to the health, safety and welfare of workers, contractors, authorised visitors, and anyone else who may be affected by our operations.

### **Freedom of association**

We respect the freedom of expression and right to associate of our staff members and contractors, including their right to establish and to join organisations of their own choosing to bargain collectively and advance their occupational interests without our previous authorisation or unreasonable interference.

## **5. CONDUCT AND EXPECTATIONS**

Where applicable law conflicts with our Policy, we maintain legal compliance but seek to raise awareness of best practices within our spheres of influence.

We expect our suppliers to comply with contractual requirements and to respect human rights in a manner consistent with this Policy within their operations and supply chains, or such higher standards as required by law or contract.

We work to promote respect for human rights within our spheres of influence through stakeholder engagement, collaboration, and participation in various forums.

We deliver human rights-related training and awareness-raising activities among staff members.

### **Reporting a Concern**

In the event that B4D identify conduct contrary to our ethical and human rights 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 human rights 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 members of the public with a concern:** B4D ensures that its beneficiaries, visitors, members of the public, partners and others know they can report a human rights 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](mailto: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 human rights impacts, and modern slavery risk based upon our operational context and ability to influence. We thus concentrate on labour and



employment practices and worker welfare. In recognition that other rights 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 Human Rights. We will continue to evolve our supply chain 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 human rights commitments and Modern Slavery requirements as specified in related policies, processes, frameworks and/or action plans, and in accordance with legislation including the Australian Modern Slavery Act 2018.





## APPENDIX A

### Associated policies

Code of Conduct

Complaints Handling Policy

Child Protection Policy

Diversity and Inclusion Policy

Safeguarding Policy

Whistleblowing Policy

Working Conditions Policy

Workplace Discrimination and Harassment Policy

