



**HelpAge**

**International**

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## **Diversity, Equity, Inclusion and Belonging Policy**

### **Our Journey Statement**

We invite you to join us on the Diversity, Equity, Inclusion and Belonging Journey at HelpAge International. These are essential to creating an environment that values difference and appreciation for diversity of thought.

Our goal is to be a diverse, fully inclusive organisation, where people of all backgrounds, cultures and experiences can thrive by belonging to maximize their potential. This, in turn will drive maximum sustainability and impact across the globe.

## Introduction:

HelpAge International is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Promoting and supporting diversity and inclusion in the workplace is an important aspect of good people management - it's about valuing everyone in the organisation as an individual. It's also in line with our values where we strive for significant and lasting impact, we are inclusive, we work as committed partners, and we are passionate about learning.

Diversity and inclusion are core to our culture. In recognising the different backgrounds and perspectives of our employees we aim to engage and inspire everyone to bring more of what makes them unique to the workplace.

This in turn helps us promote and maintain an inclusive workplace for the benefit of our employees, the communities we operate in, and our stakeholders (including partners and members) alike. We strive to promote and maintain a diverse, inclusive and stimulating work environment where employees are treated with dignity and respect, valued for their differences in thought, background, experience, perspectives and are empowered to succeed. To reap the benefits of a diverse workforce it's vital to have an inclusive environment where everyone feels able to participate and achieve their potential.

We believe that our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and organisation's achievement as well.

We embrace and encourage our employees' differences in age, colour, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

## Purpose:

This policy represents HelpAge's commitment to taking a cohesive and consistent approach to diversity equality and inclusion.

HelpAge's diversity initiatives are applicable — but not limited — to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; layoffs; terminations; and the ongoing development of a work environment built on the premise of diversity, equity and Inclusion that encourages:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.

- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

## Commitment:

**Diversity, Inclusion & Belonging makes us stronger.** It meaningfully positions us to positively impact the wellbeing of older people around world.

**We Aspire.** to build and maintain a diverse and inclusive workplace where every staff member, consultant, trustee and volunteer can bring their authentic self, are valued for their contributions, and feel they belong no matter where they are based in world.

**We Commit** to provide visible leadership to fully and successfully pursue the aspiration.

**We Commit** to continue listening to HelpAge staff, consultants, trustees and volunteers while we are on this journey.

**We will seek guidance** from recognised experts to ensure we make meaningful and measurable progress.

**We are determined** to make the choices necessary to ensure diversity and inclusion principles are woven into fabric of HelpAge International to preserve and strengthen us.

## Responsibilities:

HelpAge International is committed to modelling and promoting best practices of diversity, inclusion, and equity and maintaining fair and equal treatment for all which includes:

- We will strive to see diversity, inclusion, and equity in connection with our vision and mission for the benefit of those we serve. And create a working environment that promotes dignity and respect for every employee.
- We aim to recognise and address inequities in our policies, programmes, and services.
- We commit to investigating underlying assumptions that interfere with our diversity policy.
- We commit to advocating for systemic inequities that impact our work and address it according to this policy and in accordance with our mission.
- We commit to being transparent about diversity, inclusion and equity in all our interactions.

- We commit to leading with respect and acceptance, and we encourage all employees and volunteers to express this in their work within our organisation.
- We commit to actively promote accessibility in the workplace and provide reasonable accommodation to encourage diversity in the workplace.
- We will seek to embed and integrate diversity and inclusion into the organisation's business plans and strategies, it is not a 'thing' for HR.
- We will create space for our staff and our stakeholders to have courageous conversations on social movements and issues of diversity and inclusion.
- We will support staff-led initiatives on diversity and inclusion, and commit to a formal diversity and inclusion group where voices can be raised.
- We will actively collect data, monitor and analyse internal trends (where appropriate) and report internally and externally where required to further diversity and inclusion.
- We will support sector learning on issues related to diversity and inclusion, linking with other organisations to achieve this.
- To create an environment in which individual differences and the contributions of all team members are recognized and valued, and encourage anyone to raise their concerns so we can apply corrective measures.

All employees of HelpAge have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfil this responsibility.

Any employee found to have exhibited any inappropriate conduct or behaviour against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or an HR representative.

## Definitions:

**Diversity** is about recognising difference. It is acknowledging the benefit of having a range of perspectives in decision-making and the workforce being representative of the organisation's team.

**Inclusion** is where people's differences are valued and used to enable everyone to thrive at work. An inclusive working environment is one in which everyone feels that they belong without having to conform, that their contribution matters and they can perform to their full potential, no matter their background, identity or circumstances.

**Diversity, equity, and inclusion (DEI)** is a term used to describe policies and programmes that promote the representation and participation of different groups of individuals.



Diversity is a **FACT**. It is comprised of physical, personal, and social characteristics, such as gender, race/ethnicity, age, sexual orientation, disability, education, and background, that make people unique and different from one another. It can be MEASURED. (Traits and characteristics)



Equity is **POLICY**. We ensure through our policies and practices that everyone receives the support they need through removing systemic barriers, such as access to networks, opportunities, resources and influential roles. Equity does not take anything away from any colleague, rather it allows to better achieve our mission.



Inclusion is an **ACTION**. It describes a work environment where all individuals are respected for their differences and ensures equitable (given what is needed) access to opportunities and resources that allow full contribution to the organisation's success. (behaviours and social norms to level an uneven playing field)



Belonging is an **OUTCOME**. It means employees are heard, encouraged, and welcomed to bring their full perspectives and whole selves to the table and engage in a psychologically safe space that acknowledges all unique diverse dimensions and emphasizes equity for all people. (Feeling of authentic acceptance)