

INSTITUTIONAL POLICY

WORKPLACE GENDER AND DIVERSITY

INTERNATIONAL MEDIA SUPPORT (IMS)



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TABLE OF CONTENTS

1.0 IMS Commitment to gender equality and diversity (Gender Equality and Diversity Policy)	4
2.0 Unfolding the principles (Gender Equality and Diversity Strategy/Action Plan)	5
Principle 1: Equal opportunities in recruitment, professional development and promotion	5
Principle 2: Gender balance and diversity in representation, communication and travel.....	5
Principle 3: Equality in salaries and benefits	6
Principle 4: Equal opportunities to work-life balance	6
Principle 5: Anti-harassment and discrimination policy	7
Principle 6: Reasonable adjustment to accommodate employees with special needs.....	7
Principle 7: No discrimination or exploitation of partners and beneficiaries.....	8

1.0 IMS COMMITMENT TO GENDER EQUALITY AND DIVERSITY (GENDER EQUALITY AND DIVERSITY POLICY)

International Media Support is committed to ensuring equality and diversity among our workforce, and eliminating all discrimination.

The aim is for each part of our workforce to be representative of various sections of society and our beneficiaries, and for each employee to feel respected and able to develop in his/her professional role to his/her full potential.

The organisation- in implementing its media development project and programmes- is also committed against all discrimination, harassment and exploitation of its partners and beneficiaries.

The principles of equality and non-discrimination applies to all staff members, paid as well as unpaid, disregarding of the person's gender, sexual orientation and gender identity, ethnicity, race, color, religion, marital status, socio-economic background or disability.

Employees addressed in this policy is not to be limited to fixed staff, but also temporary staff, student assistant etc. Furthermore, IMS seeks to eliminate all discrimination and achieving gender balance among other resource persons such as consultants, attached researchers etc.

With the aim to achieve gender equality and diversity, IMS commits to:

1. Ensure equal opportunities in employment, professional development and promotion among all its staff members
2. Provide male and female employees with equal chances to work assignment, representation and travel
3. Prevent inequalities in salaries and benefits based on a person's gender, ethnicity etc.
4. Equal opportunities to work-life balance
5. Create and maintain a workplace free from harassment and bullying
6. Make reasonable adjustment to accommodate persons with disabilities among our workforce
7. Uphold a zero-tolerance of discrimination and/or exploitation of partners and beneficiaries

This policy has been prepared by a taskforce consisting of IMS gender advisor, HR manager, legal advisor, one representative of operational management and one representative of staff association.

The policy has been reviewed by operational management and approved and endorsed by senior management.

2.0 UNFOLDING THE PRINCIPLES (GENDER EQUALITY AND DIVERSITY STRATEGY/ACTION PLAN)

PRINCIPLE 1: EQUAL OPPORTUNITIES IN RECRUITMENT, PROFESSIONAL DEVELOPMENT AND PROMOTION

What it means:

All employment decisions are based on the skills, knowledge, experience and qualifications required to perform a job to appropriate standards, and the employee's suitability for the role. The organization furthermore seeks to achieve a gender balance and diversity in all function groups. The IMS recruitment and promotion system should be open and transparent. All staff should have same opportunities in professional development and chances for promotion.

How to assure that it happens:

- Short-lists of candidates should be gender balanced.
- All interview panels should represent all gender, not including the IMS Head of Human Resources.
- Potential candidates from underrepresented groups should be encouraged to apply and particular attention should be given to the applications from these groups.
- The ethnic and gender composition of the IMS board + management should be considered.
- Major work assignments and promotion opportunities will be announced of the Wire or in e-mail to all staff members and each qualified staff member should have the opportunity to express his/her interest and be considered. The selection process should be transparent.
- IMS will facilitate for people outside Denmark to apply for positions in IMS HQ by providing information about relocation, possibilities to work partially or fully from home country, flexible days of to adjust to national holidays etc.

Follow up:

- Annual overview of the gender balance in each staff category.

PRINCIPLE 2: GENDER BALANCE AND DIVERSITY IN REPRESENTATION, COMMUNICATION AND TRAVEL

What it means:

IMS recognizes the importance of the organization being represented by both men and women and people of different origins. IMS will therefore strive for equal representation of men and women in all external actions and events, such as panels, delegations etc.

Actions:

- Identification of qualified male and female experts in IMS thematic areas from different countries

- Gender based safety training and mechanisms in place in IMS

Follow-up:

- Annual overview of representation of men and women in IMS' external events and delegations.
- Annual mapping of gender representation on IMS's website, social media and publications.

PRINCIPLE 3: EQUALITY IN SALARIES AND BENEFITS

What it means:

IMS should assure that all employees receive salary and benefits that are based solely on his/her qualification, experience and work performance. IMS will work actively to remove and/or prevent all forms of discrimination in salaries based on the staff member's gender, ethnicity, religion etc.

Actions:

- Salary matrix used to set the initial salary and revision of salaries
- Indexation of salaries

Follow-up:

- Bi-annual overview of salary statistics and gender pay-gap.

PRINCIPLE 4: EQUAL OPPORTUNITIES TO WORK-LIFE BALANCE

What it means:

IMS should be a workplace where both male and female staff members have opportunities to combine and balance a fulfilling career with a family and private life, if he/she so wish.

Actions:

- Parental leave benefits
- Possibilities – if the position permits and upon approval of line manager - for employees with young children to work part time
- Encouraging male employees to use their right to parental leave
- Revision of parental leave guidelines to include non-normative families

Follow-up:

- Bi-annual overviews

PRINCIPLE 5: ANTI-HARASSMENT AND DISCRIMINATION POLICY

What it means:

IMS strive to be a working environment free of bullying, harassment, victimization and discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognized and valued. IMS has a zero-acceptance attitude against harassment and discrimination, encourages its employees to report all violations, takes all reports seriously and has a well-established mechanism to investigate reports on harassment and discrimination.

Actions:

- Incorporate the sexual harassment policy into the IMS HR policy and practice
- Training and information to all staff that all staff members are well informed about what constitutes harassment and discrimination as well as the report mechanisms and disciplinary measures.
- Training of all staff who are in position to receive harassment complaints or investigate cases of harassment

Follow-up:

- HR compile on an annual basis information on incidents and cases, how they were handled and resolved and report to IMS senior management.

PRINCIPLE 6: REASONABLE ADJUSTMENT TO ACCOMMODATE EMPLOYEES WITH SPECIAL NEEDS

What it means:

Reasonable adjustments are changes that allow people with a disability to work safely and productively. International Media Support will make reasonable adjustments for a person with a disability who is an employee or is applying for a job and requires adjustments in order to participate in the recruitment process or perform the requirements of the job.

Actions:

Examples of reasonable adjustments can include:

- reviewing and, if necessary, adjusting the performance requirements of the job
- arranging flexibility in work hours
- providing technical aid, when reasonable taking into consideration the cost, to enable people with physical or sensory disabilities to take employment in IMS.

PRINCIPLE 7: NO DISCRIMINATION OR EXPLOITATION OF PARTNERS AND BENEFICIARIES

What it means:

IMS commits to treat its partners and beneficiaries equally and in a non-discriminatory way disregarding of their sex, gender, ethnicity, religion, disability etc.

IMS acknowledges the power position its staff might have in relation to its partners and beneficiaries and recognizes the risks of abuse that it implies. IMS strongly discourage intimate relations with members of partner organizations, and expects, when this occurs, the staff member to report to line managers if any conflict of interest might occur due to personal relationships.

IMS does under no circumstances accept the use of this position for favourable treatment or benefits, neither financial nor sexual or any other forms. IMS doesn't tolerate its staff members, consultants or other persons engaged by IMS to, during business travels or field work, engage in any form of purchase of sexual services, neither in exchange for money, nor in exchange for goods or services.

IMS staff members and associates are also expected to be aware of the risk of power abuse when engaging in intimate relations with people of vulnerable populations. IMS forbids in all circumstances sexual activities with children under the age of 18 years old, disregarding of the legal age of consent and disregarding of if the staff member perceived the person as older.

Actions:

- Develop a whistle-blowing and reporting system for cases of corruption, power abuse, discrimination and sexual exploitation and abuse.
- Add to staff contract an obligation to follow the IMS code of ethics, including sexual harassment, exploitation and abuse.
- Regular information and training for staff on the issue of sexual exploitation and abuse when working in the field and on business travels.