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**Cambodian Center for Human Rights**

## **CAMBODIAN CENTER FOR HUMAN RIGHTS EQUALITY AND DIVERSITY POLICY**



Revised on (date): 23 March 2021

## **1. INTRODUCTION**

The Cambodian Center for Human Rights (“CCHR”) has a vision of a non-violent Cambodia in which people enjoy their fundamental human rights, are treated equally, are empowered to participate in democracy and share the benefits of Cambodia’s ongoing development. This vision commits CCHR to work towards the eradication of discrimination in all its forms.

CCHR will seek to ensure equality of opportunity in all aspects of employment and is committed to preventing discrimination on grounds of race, color, sex, gender, sexual orientation, religion, birth or social origin, language, physical or mental disability, political opinion, marital and family status, pregnancy, wealth, trade union membership or other arbitrary status. CCHR recognizes that everyone is different and respects and values what each employee contributes to the organisation.

This Equality and Diversity Policy (“the Policy”) provides the framework by which CCHR manages and encourages diversity, inclusion and fairness in the running of the organization. The Policy exists to ensure equal access to the employment opportunities that are available across the organization. Further, this Policy sets out CCHR’s zero tolerance policy for all forms of discrimination, harassment, bullying and abuse. Day-to-day responsibility for this Policy is delegated to the CCHR Management Committee, though all employees have a responsibility to foster equality and behave appropriately in the workplace.

CCHR’s commitment to equality and diversity is included in the CCHR Employment Policy. Specific information on CCHR’s commitment to gender equality can be found in the CCHR’s Gender Policy.

## **2. DEFINITIONS**

### **2.1. Discrimination:**

- a) ‘Discrimination’ for the purposes of this Policy refers to any distinction, exclusion or preference made on the basis of race, color, sex, gender, sexual orientation, religion, birth or social origin, language, physical or mental disability, political opinion, marital and family status, pregnancy, wealth, trade union membership or other arbitrary status, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation.
- b) The term ‘discrimination’ includes both direct and indirect discrimination. ‘Direct’ discrimination refers to explicit discrimination. ‘Indirect’ discrimination refers to creating, maintaining, or facilitating unfair general disadvantages for the group being indirectly discriminated against. For example, ‘Indirect’ gender discrimination could include requiring all staff to attend field missions, even while pregnant or with conflicting caring responsibilities.

## **3. SCOPE OF POLICY**

This Policy applies to all Employees of CCHR as defined in the Employment Policy, which includes consultants, interns and volunteers, and the protections encapsulated in this Policy extend to beneficiaries of CCHR. This Policy applies in the CCHR office, as well as when employees are representing CCHR in an official capacity outside the office, including at meetings with stakeholders

and beneficiaries and on field missions. In addition, CCHR strongly encourages all staff to be conscious of their behavior outside of the office in a personal capacity.

#### **4. EMPLOYMENT**

CCHR is responsible for promoting an approach to recruitment that includes a consideration and understanding of diversity.

No employee or prospective employee will be subject to discrimination on the above-mentioned grounds, or receive less favourable treatment or be disadvantaged by any circumstances, conditions or requirements that cannot be justified.

##### **4.1. Recruitment:**

- a) Every potential employee is entitled to expect the recruitment process to be free of all unreasonable barriers and discrimination.
- b) Potential applicants shall be given clear and accurate information about posts through a job description and person specification that includes only requirements that are necessary and justifiable for the effective performance of the job.
- c) All recruitment advertisements shall draw attention to this Policy and that any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview.
- d) CCHR shall make no requests for information that is irrelevant to the job description and from which inferences could be drawn as to the status of an individual.
- e) More than one employee shall be involved in selecting candidates for interview, and in interviewing candidates.

##### **4.2. Employment:**

- a) Employees are entitled to expect equal opportunities in all aspects of their employment.
- b) CCHR is committed to ensuring that its terms and condition of employment do not unreasonably discriminate against any individual.
- c) Staff facilities and services shall be equally available to all employees and where, for reasons of space and cost, this is not being achieved, reasonable alterations will be made.

##### **4.3. Training:**

CCHR's commitment to equality and diversity extends to training. CCHR will provide training on disability awareness, equality and diversity, and appropriate workplace behavior.

#### **5. SERVICES**

Every beneficiary of CCHR services is entitled to expect equality of opportunity and non-discrimination in CCHR's provision of services.

## **6. EMPLOYEE RESPONSIBILITIES**

CCHR employees shall be made aware of this Policy and its implications for them. Whilst the responsibility for creating and monitoring a culture of equality of opportunity and diversity rests with CCHR, its success relies on each employee playing their part. Employees have a number of responsibilities, including as follows:

### **6.1. Compliance:**

Every employee shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination. Training appropriate to each employee's role will be provided. If any employee becomes aware of any actual or possible instance of non-compliance with this Policy, they should immediately report it to either their Supervisor or Management Committee.

### **6.2. Recruitment and Management:**

Those individuals responsible for other employees and prospective employees, including Supervisors and Management Committee, are not to discriminate when applying processes relating to the recruitment, training, advancement, performance management, discipline, dismissal, redundancy, benefits, facilities and services.

### **6.3. Workplace behaviour:**

- a) All employees are required to treat each other with dignity and respect at all times.
- b) No employee shall harass, bully, abuse or intimidate another employee on any grounds.
- c) No employee shall induce, or attempt to induce other employees to discriminate, bully, abuse or intimidate another person.
- d) No employee shall victimize an individual on the grounds that they have made complaints or provided information about discrimination or harassment.

This provision is in addition to the provisions in with CCHR's Gender Policy and Sexual Harassment Policy. Employees are required to understand their responsibilities under these policies as well.

## **7. MONITORING**

### **7.1. Responsibility:**

The Management Committee is responsible for monitoring the effective implementation of this Policy.

### **7.2. Employee Audit:**

An employee audit will be carried out periodically, to establish the composition of the work force, as an indicator of diversity and equality.

### **7.3. Grievance Procedure:**

CCHR will take all reasonable steps to support all persons involved in attempting resolution or in investigating concerns raised under this Policy. If a CCHR employee experiences or witness breaches of this Policy, they should bring this to the attention of their Supervisor or Management Committee. CCHR recognizes the importance of providing a procedure for resolving grievances relating to discrimination and other inappropriate workplace behavior. CCHR's grievance procedure is set out in the CCHR Employment Policy.

### **7.3. Confidentiality:**

All discussed and reported information pertaining to the operation of this Policy will be treated as fully confidential. The inappropriate use of confidential information is subject to disciplinary action, that may include termination of employment, in accordance with CCHR's Employment Policy.

### **7.4. Breach of this Policy and Disciplinary Action:**

CCHR reserves the right to take disciplinary action against employees who breach this Policy. The types of action that might be taken are set out in the CCHR Employment Policy.