



## DHS'S WORKPLACE GENDER, EQUALITY AND DIVERSITY POLICY

### 1. INTRODUCTION

As a company with field offices in many countries DHS recognises that a diverse workforce makes an essential contribution to the success of its programmes and to its ability to reduce explosive threat through sustainable strategies aimed at reducing hazards of mines/ERWs for populations at risk. Drawing on the different perspectives and experiences of many individuals will add value to 's core business.

The purpose of DHS's Workplace Equality and Diversity Policy is to build a diverse workforce and to ensure that job applicants and employees do not receive less favourable treatment at work on the grounds of age, gender, marital or civil partnership status, pregnancy, maternity, family responsibilities, political beliefs, race, ethnicity, religion, disability, sexual orientation or gender identity.

The Policy guarantees that:

- All 's employees will be treated fairly and with respect. For the purposes of this policy, the term "employee" includes Board Members, Consultants, Specialists, and General Workers.
- All employees are entitled to a workplace free from harassment and discrimination. Harassment is defined as any behaviour based on any of the characteristics identified above which is unwanted and which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Discrimination occurs when someone is treated less favourably than another person because of any of the characteristics identified above.
- All employees will have the opportunity to contribute and achieve their potential.

### 2. RELATED'S POLICIES

DHS has implemented comprehensive Gender Policy which sets out what the organisation aims to achieve in terms of gender equality and women's empowerment through the humanitarian and commercial mine action projects it supports around the world.



DHS has also put in place a Safeguarding Policy to protect the needs of vulnerable communities who are served by DHS-funded projects.

### **3. SCOPE OF THE POLICY**

The Workplace Gender Equality and Diversity Policy applies to DHS job applicants and to all employees whether full time or part time, temporary or permanent and wherever they are located within DHS's HQ or field offices. It covers:

- a. Recruitment, selection and promotion
- b. Terms and conditions of employment
- c. Professional development
- d. Flexible working options
- e. Safe working environment
- f. Leadership, management and accountability
- g. Grievances, disciplinary action and termination of employment

In cases where the application of the policy conflicts with national legislation, the legislation takes precedence.

### **4. RESPONSIBILITY FOR THE POLICY**

DHS's Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination in each of its areas of operation. The Board has delegated to the Regional Manager the day-to-day responsibility for implementing the policy and ensuring its maintenance and review.

The Managing Director has particular responsibility for ensuring that all HR policies and procedures support the objectives of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

Managers and supervisors are responsible for setting appropriate standards of behaviour, eliminating discrimination, providing equality of opportunity within their teams and for promoting a culture of tolerance and respect.

All's employees are responsible for treating others with dignity and respect.

### **5. GENERAL POLICY STATEMENTS**

DHS will:

- Promote a working environment where all employees are treated with respect and dignity.
- Ensure that no-one is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.
- Challenge discriminatory behaviours or attitudes wherever they occur.
- Respond swiftly and sensitively to any incidences of discrimination.
- Provide any reasonable adjustments for people with disabilities to ensure they have access



to our services and employment.

- Ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible where the expression of those beliefs does not impinge on the legitimate rights of others.
- Ensure that we take account of the needs of our employees' pregnancy or maternity.
- Celebrate a diverse workforce to ensure fair treatment.

## **6. RECRUITMENT, SELECTION AND PROMOTION**

DHS advertises all open positions on its website (in case of HQ) or newspaper or other medias (for field offices) and states clearly that it welcomes applications from all sections of the community.

The job advertisement and job specification specify clearly the knowledge, experience and skills required by the applicant. Selection for employment will be on the basis of relevant criteria, experience, aptitude and ability.

Candidate selection will always be carried out by more than one person and never by a single-sex panel.

## **7. TERMS AND CONDITIONS OF EMPLOYMENT**

DHS applies a job classification scheme which uses specific criteria to identify jobs of similar complexity and responsibility and to place them within classification bands in order to identify work of equivalent or the same value. Pay is then determined by the location of the position within the classification scheme.

Terms and conditions of employment and benefits will be reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.

## **8. PROFESSIONAL DEVELOPMENT**

DHS's performance management process supports the identification of professional development needs and opportunities and the identification of career development goals.

DHS provides access to learning and development opportunities to all staff. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the effectiveness of our work.

## **9. FLEXIBLE WORKING OPTIONS**

DHS provides access to a range of flexible work opportunities to support employees with family responsibilities or other employees whose work can be carried out effectively from home.

## **10. SAFE WORKING ENVIRONMENT**



DHS prohibits all forms of physical or verbal harassment and discrimination.

#### **11. LEADERSHIP, MANAGEMENT AND ACCOUNTABILITY**

DHS aims for diversity in its senior management and governance structures.

The Head of HR and HR Representatives are responsible for monitoring the policy and any complaints received.

#### **12. GRIEVANCES, DISCIPLINARY ACTION AND TERMINATION OF EMPLOYMENT**

DHS will ensure that, where applicable, grievance and disciplinary procedures are carried out fairly and uniformly for all employees, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.

#### **13. BREACHES OF THIS POLICY**

Staff should use the grievance procedure to make a formal complaint regarding any instance of harassment or discrimination.

Serious breaches of the Workplace Gender Equality and Diversity Policy will constitute gross misconduct and give rise to penalties up to and including dismissal.

Anyone found guilty will be dealt with according to the disciplinary procedures laid down in national legislation.

DHS is committed to protecting from retaliation those staff members who report what they reasonably and in good faith believe to be any instance of harassment or discrimination under the terms of this policy. "Retaliation" or "victimisation" means any direct or indirect action that might be recommended, threatened or taken to the detriment of an employee who engaged in reporting misconduct or who is suspected of doing so. Retaliation against a person reporting breaches of this policy will lead to disciplinary proceedings up to and including dismissal.



Alexander Degtiarev  
Managing Director

Demineco Human Services Ltd. (DHS)