

Diversity, Equity, and Inclusion (DE&I) Policy

1. Introduction

1.1. SHO is committed to fostering a culture of diversity, equity, and inclusion (DE&I) within the organization, where all individuals are valued, respected, and empowered to contribute their unique perspectives, talents, and experiences.

1.2. This DE&I Policy outlines SHO's commitment to promoting diversity, advancing equity, and fostering inclusion in all aspects of its operations, programs, and activities.

2. Definition

2.1. Diversity: Diversity refers to the presence of a wide range of individual differences, including but not limited to race, ethnicity, gender, age, sexual orientation, disability, religion, nationality, socioeconomic status, and cultural background.

2.2. Equity: Equity refers to the fair treatment, access, opportunity, and advancement of all individuals, with a focus on addressing systemic barriers and creating conditions for everyone to thrive.

2.3. Inclusion : Inclusion refers to creating an environment where all individuals feel welcomed, valued, and respected, and where their voices are heard, contributions are acknowledged, and diverse perspectives are embraced.

3. Principles

3.1. **Respect and Dignity:** SHO is committed to treating all individuals with respect, dignity, and fairness, regardless of their background, identity, or status.

3.2. **Equal Opportunities:** SHO will provide equal opportunities for all individuals to participate in its programs, projects, and activities, and to access employment, training, and advancement opportunities within the organization.

3.3. **Non-Discrimination :**SHO prohibits discrimination on the basis of race, ethnicity, gender, age, sexual orientation, disability, religion, nationality, socioeconomic status, or any other characteristic protected by law.

4. Mechanisms and Procedures

4.1. Recruitment and Hiring:

4.1.1. We do ensure job postings and recruitment materials promote diversity and inclusion and attract a diverse pool of candidates from underrepresented groups.

4.1.2. Use inclusive language in job descriptions, advertisements, and interview processes to minimize bias and create a welcoming environment for all applicants.

4.1.3. Implement strategies to mitigate unconscious bias in recruitment and hiring processes, such as blind resume reviews, diverse interview panels, and structured interview questions.

4.2. Training and Development:

4.2.1. We maintain & provide diversity, equity, and inclusion training for all staff, volunteers, and leaders to raise awareness, build cultural competence, and promote inclusive practices.

4.2.2. SHO Offer professional development opportunities, mentorship programs, and leadership training to support the advancement and retention of individuals from underrepresented groups.

4.2.3. Incorporate DE&I principles into ongoing training and capacity-building initiatives across all levels of the organization.

4.3. Workplace Policies and Practices:

4.3.1. SHO's Review and update policies and procedures to ensure they are inclusive, equitable, and free from discrimination, harassment, and bias.

4.3.2. Implement flexible work arrangements, accommodations, and support services to meet the diverse needs of staff, including those with disabilities or caregiving responsibilities.

4.3.3. Establish mechanisms for reporting and addressing discrimination, harassment, or other forms of misconduct in the workplace, ensuring confidentiality, fairness, and accountability in the resolution process.

4.4. Program Design and Implementation:

4.4.1. We Integrate DE&I considerations into the design, planning, and implementation of SHO's programs, projects, and activities to ensure they are accessible, inclusive, and responsive to the needs of diverse communities.

4.4.2. Engage stakeholders from diverse backgrounds and perspectives in program development, decision-making, and evaluation processes to ensure relevance, effectiveness, and cultural sensitivity.

4.4.3. Monitor and evaluate program outcomes and impacts through a DE&I lens, using disaggregated data and participatory methods to assess equity and inclusivity.

4.5. Accountability and Oversight:

4.5.1. Establish clear roles and responsibilities for promoting DE&I within SHO, including designated DE&I champions or committees responsible for overseeing implementation, monitoring progress, and addressing challenges.

4.5.2. SHO Conduct regular assessments and reviews of SHO's DE&I initiatives, policies, and practices to identify areas for improvement, address gaps, and track progress towards DE&I goals and objectives.

4.5.3. We ensure transparency and accountability in decision-making processes related to DE&I, including regular communication with staff, volunteers, partners, and stakeholders about SHO's DE&I efforts and outcomes.

5. Compliance Monitoring and Review

5.1. SHO conducts regular audits, reviews, and assessments of SHO's DE&I initiatives, policies, and practices to ensure compliance with this policy, UN standards, and best practices.

5.2. We keep reviewing and updateing the policy periodically to reflect changes in DE&I regulations, organizational needs, and emerging best practices in diversity, equity, and inclusion.

6. Reporting and Accountability

6.1. All individuals associated with SHO are responsible for upholding this DE&I Policy and for promptly reporting any concerns or violations to the appropriate authorities.

6.2. SHO's management and governance bodies are accountable for ensuring the effective implementation and enforcement of this policy and for taking appropriate action to address non-compliance or misconduct.

This DE&I Policy outlines SHO's commitment to promoting diversity, advancing equity, and fostering inclusion in all aspects of its operations, programs, and activities. It provides mechanisms and procedures for integrating DE&I principles into recruitment and hiring, training and development, workplace policies and practices, program design and implementation, accountability and oversight, compliance monitoring and review, and reporting and accountability, aligned with UN standards and best practices.