

GENDER AND DIVERSITY POLICY

TRANSPARENCY INTERNATIONAL SECRETARIAT

Review & Change History

Version	Date effective	Created by	Approved by MG	Reviewed by	Consulted	Change history
1	29.01.2014	HR	29.01.2014	Works Council 11.12.13	Gender Task Force	Initial Version

1. Purpose of the Gender and Diversity Policy

TI-S aspires to secure equal opportunities, fair and equal treatment for every single person who works at TI-S, regardless of age, gender, race, ethnic origin, physical ability, religion, belief, sexual orientation or other aspects of one's identity

The purpose of this policy is to ensure that everybody can fully **benefit from TI's work and participate in TI public activities**, without any identity-based discrimination or marginalisation

The main aim of this policy is to ensure the mainstreaming of the gender and diversity principles into other policies/processes and procedures across the organisation and to complement key aspects of the TI-S Code of Conduct, in particular guiding principles 1, 2, 8 and 10, the guidelines on staff relations (4.2) and staff recruitment (4.3.2).

2. Scope

This policy applies to all employees working under any form of contract with TI-S including interns. Those working with TI-S as volunteers, Senior Advisors or as paid consultants are also expected to observe the spirit of the policy.

3. Key Definitions

Diversity refers to the acceptance and inclusion of different types of people in a group or organisation. Individual differences can be related to race, ethnicity, age, sex, sexual orientation, socio-economic status, physical abilities, religious beliefs and other aspects of someone's identity.

Gender defines what it means to be a man or woman, boy or girl in a given society – it carries specific social expectations. Put differently, 'gender' refers to the socially constructed perceptions of the differences between men and women, and related attributes and behaviours. It is often used in contrast to 'sex' which refers to physiological (rather than social) distinctions.

4. Principles

TI-S does not tolerate any form of discrimination and is committed to:

- Promoting a **culture** characterised by mutual **respect and appreciation** of every single individual who works in TI-S
- Ensuring that **management structures and processes** consistently serve TI's commitment to promoting diversity
- Endeavouring to **use TI's diversity** in a way to enhance the quality of TI's work and its impact
- Ensuring that everybody (regardless of age, gender, race, ethnic origin, physical ability, religion, belief, sexual orientation or other aspects of one's identity) can **contribute to and benefit from TI-S programmes without discrimination**

All TI-S staff members, interns and those working with TI-S as volunteers, Senior Advisors or as paid consultants are expected to respect and value diversity in TI-S and are encouraged to take appropriate action against unfair behaviour not only in case they have been a victim but also in case they have witnessed discrimination or harassment.

TI-S is bound by law to take action against staff members who discriminate against or harass others and has a duty to protect members of staff who have been victims of unfair behaviour by others.

5. Implementation

Gender and diversity including related grievances and/or ethic concerns etc. are addressed through the following TI-S processes, policies and activities:

5.1 Processes & Procedures

5.1.1 TI-S Grievance Policy: The policy provides a framework for resolving labour and workplace related complaints/grievances formally or informally. These grievances include but are not limited to:

- Terms & conditions of employment
- Health & Safety
- Work relations
- Bullying and harassment
- New working practices
- Working environment
- Organisational change
- Discrimination
- Equal opportunities

A grievance should be raised following the process as outlined in the grievance policy.

5.1.2 TI-S Code of Conduct:

Ethics-related concerns (i.e. concerns about interpretation, application or suspected violation of the Code of Conduct at TI-S), including but not limited to:

- Chapter relations
- Staff relations
- Conflicts of Interest

- Staff recruitment/Non-preferential treatment of family and friends
- Private activities and private property
- Transparency and Confidentiality

Should be raised with the Ethics Advisor (ethics@transparency.org) and/or the Ethics Council¹

5.1.3 TI-S Recruitment Process: The process and procedures are in line with the code of conduct and applicable legal provisions to ensure equal opportunities.

5.1.4 TI-S Induction: The TI-S Induction days include sessions on Ethics and Health & Safety

5.1.5 TI-S Absence & Leave Policy: The policy lays out the relevant legal and TI-S internal provisions for maternity and parental leave, additional days of leave, special leave, unpaid leave, extended annual leave for disabled persons and leave to care for sick children. In addition the HR Team provides individual support on demand.

5.1.6 TI-S Business Health & Travel Safety Guidelines: TI-S has taken out a subscription to the Control Risks / International SOS Travel package intended to improve the safety and protection of TI Secretariat staff that travel or live abroad. As part of the Security Membership staff has access to security briefing reports on specific countries/territories/cities providing information such as consulate contact numbers and **specifics about travel tips for women.**

5.2 Awareness & Communication

5.2.1 Gender and Diversity sensitivity training for all staff – ongoing since December 2012

5.2.2 Training on Gender and Diversity sensitivity in publications for communications staff

5.2.3 Showing diversity and its benefits in TI-S communications

5.2.4 Showcasing TI's diversity in the Secretariat office (visual displays)

5.2.5 Information sessions to staff on issues of relevance to this policy (Disability benefits, parental benefits etc.)

5.3 Work Environment

5.3.1 Health & Safety: TI-S has established a Health & Safety Management System including access to external experts who can advise on ergonomics, health and safety in the workplace and, medical conditions related to the working environment (Occupational Health and Safety Specialist Dipl.-Ing Lutz 01745457263, Company Physician Dr Schwenk-Schaper 01774933388)

¹ *Please be aware that the distinctions between the Code of Conduct, the TI-S Grievance Policy and the relevant contacts are not always clear-cut. In case of doubt, please approach the institution that you consider the most appropriate for advice.*

5.3.2 Barrier-free environment: TI-S provides an environment which in line with the current needs of staff and corresponding legal requirements. Additional needs, should they arise, will be addressed together with the Occupational Health & Safety Specialist.

5.3.3 Quiet room: This room, [...], can function as a room to support breastfeeding mothers, facilitate praying/meditation or other related activities.

5.4 Recommendations for mainstreaming gender and diversity in programmes and activities

5.4.1 Gender and diversity checklist to be used when developing, monitoring and evaluating programmes (see Annex 1)

5.4.2 Seeking advice from and alliances with women's organisations and minority groups

5.4.3 Diversity-sensitive planning and catering at TI events

6. Monitoring

6.1 Annual Employee Engagement Survey which includes questions on the working environment, discrimination and other relevant areas.

6.2 Confidential Ethics Advisor Case Log - this is in place as part of the tasks of the ethics advisor.

6.3 Annual quantitative data collection

Key dimensions:

- Grade
- Salary band
- Gender
- Age
- Nationality
- Seniority within TI-S (number of years)
- Full-time/ part-time staff
- Participation in training or other staff development

7. Review Process

This policy will be reviewed every two years by the HR Department in consultation with the Works Council taking into account different needs, changes within the organisation/structure and changes in legislation.

8. Annexes

Annex 1:

Transparency International Secretariat Gender and Diversity Checklist

Note: In the questions below, the term “initiative” designates projects, programmes and other structured activities of Transparency International.

1. What does the issue addressed by the initiative mean for women and minorities, e.g. the issue of access to information?
2. Have both male and female representatives of all social groups likely to be affected by the initiative been consulted? If not, what will TI-S do to ensure the voices of all stakeholder groups are heard?
3. Do women and men of different backgrounds receive equal pay for work of equal value? If not, what does TI-S do to close the pay gap?
4. Do women and people with a minority status play leadership roles in the initiative? If not, what does TI-S do to ensure they participate in leading the initiative?
5. Are there any reasons to expect that women will benefit less from the initiative than men, or that people with minority status do not fully benefit? If so, what does TI-S do to obtain fuller benefits for all?
6. Do the organisations that implement the initiative have safe systems to gather feed-back and complaints from a wide range of male and female participants and beneficiaries? If not, what does TI-S do to ensure anyone can have her or his concerns heard?
7. Are women as well as minorities, visible in all communications related to the initiative? Are they shown in leadership roles? If not, what will TI-S do to showcase their contributions to the initiative?
8. How does TI-S monitor measures taken to reduce imbalances identified in the previous questions?

Annex 2: Legal Framework in Germany

The Transparency International Secretariat is bound by the relevant German law.

[Allgemeines Gleichbehandlungsgesetz \(2006\) / General Act on Equal Treatment](#)

- Aims to eliminate discrimination based on age, gender, race or ethnic origin, physical ability, religion or belief, sexual orientation
- Legally binding for employers
- Promotes equality in recruitment, career opportunities, working conditions, pay, continued education and training, social protection and access to goods and services
- Prohibits direct and indirect forms of discrimination, bullying and sexual harassment

Annex 3: External Counselling & Support

If you wish to seek support or confidential counselling outside TI-S a wide range of services is available in Berlin. Many of them are free of charge and offer support in English or other languages. The list below gives a good overview but cannot be exhaustive:

Name	Detail	Link	Languages
Berlin Anti-discrimination Services	Offer direct support to Berlin residents:	http://www.berlin.de/lb/intmig/leitstelle/	German English Spanish French Polish Russian Turkish
The Berlin State Office for Equal Treatment and Against Discrimination (LADS)	Fight against right wing extremism, racism and discrimination due to ethnic origin Fight against homophobia and transphobia as well as against discrimination due to sexual identity Fight against ageism and discrimination due to age Implementation of diversity mainstreaming Strengthening the infrastructure for support and advice	http://www.berlin.de/lb/ads/index.en.html	German English
FrauenKrisen Telefon e. V.	You can call the Frauenkrisentelefon (Women in crisis support) -if you want to talk to someone -if you are in a difficult situation that you would like to resolve -if you are looking for a way out of your current crisis -if you need information on other sources of help -if you'd like a face to face counselling session in English, Persian or Dari	www.frauenkrisentelefon.de/	German, English Persian Dari
BIG Hotline	Support for women and children in cases of domestic violence	http://sbbb.khsb-berlin.de/frameset?iframe=/bookmark/details/1084&rframe=1084	German English
Centre for the prevention of violence	Support for men and women	http://bzfg.de/	German
LGBTI Services	A list of links to Support Centers and Gay or Lesbian Therapists in Germany	http://www.vlsp.de/beratung-therapie/angebote/liste	Main list is German
Women-only centres	List of support facilities for women	http://sbbb.khsb-berlin.de/search/?q=frauenberatung	Main list is German