

CBM Diversity, Equity and Inclusion (DEI) Policy

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1 Introduction

1.1 Purpose of the policy

The purpose of this policy is to establish a clear and common understanding of Diversity, Equity and Inclusion (DEI). The aim is also to operationalise CBM's commitments to the advancement of DEI for all of CBM's staff and in the context of our work.

CBM's vision is an "inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential"¹. We believe that our work on improving the quality of life of persons with disabilities is strengthened by advancing diversity, equity, and inclusion for our workplace and in the work we do with our partners in the context of implementing projects.²

CBM's DEI commitment is inspired by our Christian values, the Human Rights Framework and globally agreed principles, such as non-discrimination and leaving no-one behind. It is based on international standards, in particular the Convention on the Rights of Persons with Disabilities, as well as the global ambitions set out in the Agenda 2030 and its Sustainable Development Goals.

1.2 Who this policy applies to

This policy is mandatory and applies to all CBM employees worldwide and CBM Board members. Together, all entities are referred to as 'CBM' or 'we' or 'us' in this document.

CBM's Code of Conduct³ shall be read in conjunction with this policy. It sets out behaviours which are ethical, legal and consistent with the organisation's values, mission and professional standards.

1.3 Contextualization

We see Diversity, Equity, and Inclusion as universal principles to be applied at CBM wherever we work. At the same time, we recognize that local cultural context and local law will influence the application of this policy. Local CBM management is called to apply good judgement and wisdom when local context needs to be considered in the application of the policy.

2 Terms and understanding

2.1 Diversity

We are aware and acknowledge of the innate and acquired differences that make every individual unique, including, but not limited to disability, age, ethnicity, gender, sex, socioeconomic status, education, language skills, work experience, organisational level, marital status, religion, and philosophical and intellectual perspectives. We recognize that individuals have multiple and intersecting identities that shape their experiences.

¹ [Link to CBM Vision and Mission Statement](#)

² [Link to CBM Programme Quality Framework](#)

³ [Link to CBM Code of Conduct](#)

2.2 Equity

We aim for equity as equality of opportunities across the diversity of all persons. Equity recognizes that people are diverse in their skills, in what they need and how they can leverage resources and opportunities available. Focusing on making CBM an equitable work environment, we ensure that people are provided with the resources to accommodate their specific needs. This might mean treating people differently to account for their individual situation and needs.

2.3 Inclusion

Inclusion is one of our core values. We aim to be an inclusive organisation, empowering all individuals to participate with their unique perspectives. Fostering a positive work environment in which any individual is welcomed, respected, supported and valued is a goal of ours.

3 CBM's commitments to DEI

We acknowledge that some changes require consistent time for instigation, effectiveness, and accomplishments.

We realise that we can always improve. We commit to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Furthermore, we commit to the progressive realisation of diversity, equity, and inclusion in our workplace and in cooperation with our implementation partners.

3.1 We aim to

- Embrace individual differences of persons with diverse backgrounds and identities, valuing their contribution to our Vision, Mission and Core Values.
- Provide safe and accessible working environments for everyone at CBM to feel included, to participate in a self-determined way and to be able to express themselves.⁴
- Ensure that the working environment is free from discrimination, abuse, bullying, harassment, or any other form of violent behaviour, also defined as unacceptable behaviours in CBM's Code of Conduct.⁵
- Work with our implementation partners on the basis of mutual respect as per CBM's Partnership Principles.⁶
- Hold ourselves accountable against our commitments.
Continuously monitor, evaluate, and improve our understanding of DEI and related practices as defined in our DEI Action Plan.

3.2 We will uphold our commitments to DEI through the following actions:

➤ Improve CBM's understanding and implementation of DEI

- Introduce DEI trainings or DEI training components as part of CBM training programs and make them accessible to all CBM staff.
- Facilitate exchange to support staff in understanding CBM's DEI commitments and raise awareness for DEI in our workplace and in our work.

⁴ [Link to CBM Policy on Accessibility](#)

⁵ [Link to CBM Code of Conduct](#)

⁶ [Link to CBM Partnership Principles](#)

- Take complaints seriously and enable reporting through mechanisms, such as the Whistle Blower System, the Critical Issues Process, or the Program Feedback / Complaints Mechanism.⁷
 - Continuously make ourselves aware of our inherent and unconscious biases to mitigate effects on our behaviour at the workplace and in our work with others.
- **Foster DEI in internal processes**
- Integrate DEI advancement measures into relevant core internal processes such as recruitment, training, and capacity development, also guided by CBM’s International HR Handbook and our Disability Inclusive Development Toolkit.⁸
 - Support the recruitment and professional development of persons with disabilities and women. Specifically, we aim at employing more persons with disabilities and fostering their career advancement in all areas and at all levels.
 - We aim at diversifying our top leadership by improving processes also accessible to women to progress specifically into top management positions.
 - Adapt processes, services, and infrastructure to be inclusive, in accordance with CBM’s Accessibility Policy.⁹
- **Maintain our commitments to DEI through the work we do with partners in the context of our programming**
- Build partnerships based on mutual respect and trust.¹⁰
 - In close co-operation with CBM’s partners, continue the work to reduce structural, environmental, legal, social, and attitudinal barriers which hinder persons with disabilities from full and effective participation and inclusion in society.
- **Introduce review and accountability mechanisms**
- Hold ourselves accountable against our commitments through a DEI Action Plan.
 - Ensure an annual review of the implementation and compliance with the DEI Policy and DEI Action Plan.

4 Governance and Accountability

The DEI Policy is an **integral part of CBM’s Code of Conduct**¹¹.

All staff members and representatives are responsible for the implementation of this policy.

While DEI is everyone’s responsibility, **all managers** are accountable to ensure that this DEI Policy and its provisions are understood and actively lived in their respective work domains.

Country Directors and persons responsible for other CBM locations are the policy owners at the country level and are accountable to ensure the DEI Policy is implemented and complied with in all CBM locations and applied as suitable to the local context. This includes training and information to all staff.

Human Resources at the respective level will support local implementation of the provisions of this policy.

Executive Management together with the Leadership Team will ensure that CBM has a valid 1 to 3 (one to three) year DEI Action Plan that is reviewed at least annually. As a result, a review of the DEI Policy can be suggested if necessary.

⁷ [Link to CBM Whistle Blower System, the Critical Issue Process and the Program Feedback/Complaints Mechanism](#)

⁸ [Link to CBM Disability Inclusive Development Toolkit](#)

⁹ [Link to CBM Policy on Accessibility](#)

¹⁰ [Link to CBM Partnership Principles](#)

¹¹ [Link to CBM Code of Conduct](#)