

ANTI-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Kabalega Foundation is committed to creating a workplace and community that values diversity, inclusion, and respect for all individuals. The **Anti-Discrimination and Equal Opportunity Policy** aims to ensure that all people, regardless of their background, are treated fairly and with dignity in all aspects of the Foundation's operations, from recruitment and employment to program delivery and community engagement.

1. Purpose

The purpose of this policy is to:

- Ensure that all employees, volunteers, and stakeholders are treated fairly and equitably, regardless of their background.
- Prevent and eliminate any form of discrimination, harassment, or bias within the Foundation's operations.
- Promote diversity and equal opportunity in hiring, development, and career advancement.
- Provide a working and learning environment free from discrimination, harassment, and retaliation.

2. Scope

This policy applies to all:

- **Employees:** All full-time, part-time, temporary, and contract employees of the Foundation.
- **Volunteers:** Individuals who support the Foundation's activities, including those providing pro bono services.
- **Board Members:** Individuals who serve on the Foundation's Board of Directors.
- **Beneficiaries and Partners:** Communities, individuals, or organizations that benefit from or collaborate with the Foundation.
- **Suppliers and Contractors:** External parties who provide goods or services to the Foundation.

3. Equal Opportunity Commitment

Kabalega Foundation is committed to providing equal opportunities for all, based on merit and ability, without any form of discrimination, including:

- **Race:** Including color, ethnicity, and nationality.
- **Gender:** Including gender identity and expression.

- **Age:** Including young and elderly individuals.
- **Disability:** Including both physical and mental disabilities.
- **Religion or Belief:** Including religious practices and beliefs.
- **Sexual Orientation:** Including sexual orientations.
- **Marital or Family Status:** Including single, married, divorced, or having dependents.
- **Pregnancy and Maternity:** Including individuals who are pregnant, on maternity leave, or have recently given birth.
- **Social or Economic Status:** Including socioeconomic background, class, or income.

The Foundation will ensure that all policies, practices, and activities are conducted in a manner that promotes equal opportunity and does not discriminate against individuals based on the factors listed above.

4. Prohibited Discrimination

Discrimination in any form, whether direct or indirect, is prohibited within the Foundation. This includes, but is not limited to:

- **Direct Discrimination:** Treating someone less favorably because of a protected characteristic (e.g., gender, race, disability).
- **Indirect Discrimination:** Imposing a requirement or condition that may put individuals from certain groups at a disadvantage (e.g., a policy that disproportionately affects people with disabilities).
- **Harassment:** Any unwelcome behavior that offends, humiliates, or intimidates an individual or group due to a protected characteristic.
- **Victimization:** Treating someone unfairly because they have made a complaint or assisted in a complaint of discrimination or harassment.
- **Retaliation:** Taking adverse action against an individual for exercising their rights under this policy, such as reporting discrimination or participating in an investigation.

5. Commitment to Diversity and Inclusion

Kabalega Foundation recognizes the value of diversity and is committed to creating an inclusive environment where all individuals are encouraged to participate, contribute, and grow. The Foundation will:

- **Recruitment and Employment:** Ensure that recruitment, hiring, and promotion processes are based on merit and qualifications, without bias or discrimination. We will strive for a diverse workforce by proactively encouraging applications from underrepresented groups.
- **Training and Development:** Offer training programs and development opportunities that ensure equal access and opportunities for all employees, regardless of their background.
- **Reasonable Accommodations:** Provide reasonable accommodations for employees and volunteers with disabilities, ensuring that they can perform their duties effectively and comfortably.
- **Employee Resource Groups (ERGs):** Encourage the formation of ERGs and networks that support diversity and inclusion within the Foundation.
- **Inclusive Communication:** Use inclusive language in all written and verbal communications, respecting individuals' identities and promoting an inclusive atmosphere.

6. Procedures for Addressing Discrimination and Harassment

Kabalega Foundation takes all complaints of discrimination or harassment seriously. Employees, volunteers, and stakeholders are encouraged to report any concerns through the following procedures:

- **Informal Resolution:** If safe to do so, individuals may attempt to resolve issues informally by speaking directly with the person involved, clearly expressing their concerns, and seeking a resolution.
- **Formal Complaint Procedure:** If informal resolution is not possible or the issue persists, a formal complaint can be lodged with the Human Resources department or the designated Equal Opportunity Officer. The complaint will be reviewed promptly and treated with confidentiality.
- **Investigation:** All complaints will be investigated fairly and impartially. The Foundation will take appropriate action based on the findings of the investigation, which may include disciplinary action up to and including termination for employees, or removal of volunteers or partners.
- **Support for Victims:** The Foundation will ensure that those who report discrimination or harassment are not subject to retaliation. Support services, including counseling or mediation, will be made available as needed.

7. Responsibilities of Employees and Volunteers

All employees and volunteers have a responsibility to:

- **Promote Equal Opportunity:** Treat colleagues, partners, and beneficiaries with respect, dignity, and fairness, regardless of their background.
- **Report Discrimination:** Report any instances of discrimination, harassment, or unequal treatment to the appropriate authorities within the Foundation.
- **Participate in Training:** Engage in training programs related to diversity, inclusion, and equal opportunity to build understanding and awareness of these issues.
- **Support an Inclusive Culture:** Contribute to the development of an inclusive workplace and community by supporting diversity initiatives and respecting differences.

8. Monitoring and Reporting

The Foundation will:

- **Track Equal Opportunity:** Collect and analyze data on recruitment, promotion, and turnover to monitor the diversity of the workforce and identify any potential patterns of discrimination or underrepresentation.
- **Review Effectiveness:** Regularly review the effectiveness of the policy and its implementation, making improvements as necessary to ensure that it continues to meet its objectives.
- **Regular Reports:** Provide regular reports to the Board of Directors and relevant stakeholders on the progress made toward achieving equality and diversity goals.

9. Training and Awareness

Kabalega Foundation will ensure that:

- **Mandatory Training:** All employees and volunteers will undergo training on diversity, anti-discrimination, and unconscious bias to foster a culture of respect and understanding.

- **Ongoing Education:** Employees and volunteers will have access to ongoing learning opportunities related to diversity, inclusion, and anti-discrimination practices.
- **Leadership Accountability:** Leadership and management teams will receive specialized training on how to promote diversity and handle discrimination or harassment issues within their teams.

10. Legal Compliance

Kabalega Foundation is committed to complying with all applicable laws and regulations concerning discrimination and equal opportunity. The Foundation will adhere to local, national, and international legislation, including but not limited to:

- Anti-discrimination laws
- Employment laws
- Equal opportunity laws
- Human rights laws

11. Policy Review and Updates

This **Anti-Discrimination and Equal Opportunity Policy** will be reviewed annually to ensure it remains current and in compliance with applicable laws and best practices. Any updates will be communicated to all employees, volunteers, and stakeholders.

12. Conclusion

Kabalega Foundation is committed to ensuring that all individuals, regardless of their background or identity, are treated with fairness, dignity, and respect. By adhering to this policy, the Foundation aims to create an inclusive and diverse environment where everyone can thrive and contribute to the mission of the organization.

Contact Information

For more information about this **Anti-Discrimination and Equal Opportunity Policy**, or to report a concern, please contact:

Human Resources or Equal Opportunity Officer

Kabalega Foundation

Email: hr@kabalegafoundation.org

Tel: +256-200-900935

Signed:



Date: 04/01/2020

Executive Chairperson