



## HEALTHY AND INCLUSIVE WORKPLACE POLICY

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| <b>Version:</b>              | 1.0                              |
| <b>Policy Owner:</b>         | Human Resources Business Partner |
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| <b>Most Recent Review:</b>   | April 2025                       |
| <b>Next Review:</b>          | April 2027                       |

## 1. Introduction and Purpose

The International Fund for Public Interest Media (the “International Fund”) is committed to fostering a healthy and inclusive workplace that promotes diversity, where staff feel respected and valued, and where everyone has equitable access to opportunities. It strives for a culture of inclusion, respect, and equal opportunity, and a workplace free from unlawful discrimination, harassment and bullying. The International Fund is also working towards disability equity in our workplaces including by identifying barriers, and improving accessibility. This commitment is set out in the **Healthy and Inclusive Workplace Policy** (herein, the “Policy”).

As an international organization, the International Fund is committed to building a workforce that is reflective of the diversity of its grantees, partners, and geographies in which it operates. The workforce is distributed between its headquarters in Paris, its regional headquarters in Ghana and its regional offices to ensure lived experience and contextual expertise inform its operations. The International Fund believes that equitable representation and inclusive practices can contribute to a more sustainable, robust, and impactful media ecosystem, so it strives to replicate those beliefs in its own practices.

This policy establishes a framework to cultivate an inclusive and healthy work environment at the International Fund and reflect its values. It aims to:

- Promote a diverse, healthy and inclusive workplace,
- Ensure equity in opportunities and resources,
- Guarantee fair treatment for all,
- Foster an environment where employees feel valued and respected,
- Provide support to staff for mental and physical wellness,
- Create a workplace where each person can be their authentic selves and reach their full potential.

## 2. Scope of Policy

The Policy applies to all International Fund Employees, including contractors and vendors with which the International Fund works.

## 3. Related Policies and Documents

The Policy complements the Employee Handbook, which sets out expectations for employee behavior and working arrangements as well as procedures and mechanisms for recruitment,

performance management, retention, compensation and benefits, and disciplinary action, among other topics. The values outlined in the Policy and the Employee Handbook are intended to align; in the event of any disagreement between the two documents, the Employee Handbook shall prevail and govern.

With particular respect to compensation and benefits, the Employee Handbook sets out a clear and consistent approach, including in alignment with the International Fund's commitment to a healthy and inclusive workplace. For this reason, compensation and benefits is outside of the scope of this Policy.

Related policies include:

- Policy on the Prevention and Response to Workplace Harassment, Sexual Harassment, Discrimination and Abuse of Authority
- Talent Acquisition Policy

#### 4. Definitions

**Employee:** For the purposes of this Policy, an Employee is any person holding an appointment to a position with the International Fund, regardless of the duration or nature of their appointment (i.e., full-time, part-time, fixed-term, or temporary), and duty station or grade, as well as to others working for the International Fund under other types of contractual arrangements, including consultants and interns.

**Manager:** The direct manager of an Employee.

**Equality** ensures that every individual has equal opportunities, regardless of their background, identity or experience.

**Diversity** refers to the representation and recognition of people with different characteristics. These include age; disability; gender identity or expression; marriage and civil partnership; pregnancy and maternity; race; religion or belief; and sexual orientation.

**Inclusion** is about going beyond representation and recognition, to valuing these differences and enabling everyone to thrive at work. An inclusive workplace is one where people feel they can perform to their full potential, and that they belong in the organization without needing to conform or mask their identities.

**Harassment** is any improper and unwanted conduct that has or that might reasonably be expected or perceived to have the effect of: a) offending, degrading, humiliating or

intimidating another person(s); and b) creating a hostile work environment and/or unreasonably interfering with that person's ability to carry out their functions at work.

**Sexual Harassment** is any unwelcome conduct of a sexual nature, whether verbal or physical, that is offensive or creates a hostile or intimidating work environment. Sexual harassment may include unwelcome sexual advances, unsolicited requests for sexual favors, or any other behavior of a sexual nature that might reasonably be expected or be perceived to intimidate, cause offense or humiliation to another, when such conduct interferes with work or is made a condition of employment.

**Bullying** is repeated offensive, cruel, intimidating, insulting or humiliating behavior, combined with the misuse of power or position, to undermine an individual or group of individuals. Bullying may be physical, verbal, visual or written, and it can be direct or indirect. Bullying behavior typically occurs repeatedly and regularly over time.

**Mobbing** is the bullying of an individual person by a group of persons.

**Cyber-Bullying** refers to situations of unwanted or aggressive behavior(s), perpetrated through electronic media, that may harm, threaten, or demoralize the recipient(s), and can occur during or outside working hours.

**Discrimination** is any unfair treatment or arbitrary distinction based on certain grounds such as an individual's gender, gender expression, gender identity, race, religion, nationality, ethnic or social origin, sexual orientation, disability, age, language, or other personal status. Discrimination involves direct or indirect actions that are based on distinctions or prejudices which have the purpose or effect of treating one person or a group of persons inequitably or unjustly. Discrimination may manifest itself through harassment or abuse of authority.

**Abuse of Authority** is the improper use of a position of influence, power or authority against another person. This is particularly serious when a person uses his/her influence, power or authority to improperly influence the career or employment conditions of another (e.g., assignment, contract renewal, performance evaluation, or promotion). Abuse of authority or misuse of power may be an aggravating factor in situations of harassment, including sexual harassment.

**Personal characteristics** include those related to race, creed, color, religion, gender, sexual orientation, gender identity or expression, national origin or ancestry, citizenship, age, marital status, physical or mental (dis)ability, medical condition, veteran status, genetic predisposition or carrier status, and status as a victim or any other classification protected by applicable local law.

## 5. Policy Statement and Principles

The Policy expresses the International Fund's commitment to creating a healthy and inclusive workplace in the following areas:

- Equal opportunity, non-discrimination, and addressing harassment
- Recruitment and Hiring
- Personal and Professional Development
- Language and Communication
- Events, Celebrations, and Holidays
- Dialogue and Informal Conflict Resolution
- Accessibility and Accommodations

### 5.1. Equal Opportunity, Non-Discrimination, and Addressing Harassment

The International Fund is committed to guaranteeing that the organization is a safe space for each of its employees. The International Fund takes a no tolerance stance and prohibits any type or form of harassment, bullying, mobbing, cyber-bullying, abuse of authority and discrimination based on any individual's personal characteristics.

The Policy on the Prevention and Response to Workplace Harassment, Sexual Harassment, Discrimination and Abuse of Authority sets out the obligations of all employees, particularly managers, to prevent harassment and discrimination and provides pathways for recourse for individuals who have experienced harassment and/or discrimination in the workplace.

### 5.2. Recruitment and Hiring

Recruitment and selection shall be undertaken in a fair, consistent and transparent manner, taking on board the differing needs of candidates from diverse cultural and linguistic backgrounds.

Our recruitment process is designed to be fair and unbiased. To ensure this, the International Fund follows these guidelines:

- Candidate selection is based on a structured recruitment process that includes a diverse hiring panel, representing various roles, work locations, and genders.
- Each interview is based on, but not limited to, a set of standard interview questions and an objective scorecard to evaluate all candidates consistently.
- We accommodate candidates who may face language barriers. The only language requirement is proficiency at the level necessary for the role.

The International Fund commits to review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to align with best practice.

A Talent Acquisition Policy will be developed to set out full details of the International Fund's approach to recruitment and hiring.

### **5.3. Personal and Professional Development**

The International Fund is committed to establishing clear processes and guidelines for performance evaluations, ensuring fairness across teams, locations, and managers.

The International Fund ensures that the performance management process is fit for purpose, has a strong focus on feedback and development, allows for flexible objective setting and sets time for reviews during the year to discuss and adjust to changing priorities. It is also the main tool to identify individual career development opportunities.

Guidance and training for managers on how to conduct performance evaluations and provide regular feedback is available if required, particularly for new managers.

The International Fund will facilitate employee learning opportunities, which may include cross-functional projects, language courses and other training and development courses, as identified by the employee and their manager, in consultation with Human Resources.

Full details of the International Fund's learning and development procedures, including allocated annual budget and request procedures will be provided by Human Resources.

#### **5.4. Language and Communication**

Recognizing that our workforce is global, with employees from diverse linguistic and cultural backgrounds, the International Fund works to ensure clear, effective, and inclusive communication for all team members.

The International Fund's working language is English. While facility in English is an expectation for all Employees, the International Fund recognizes that its Employees are linguistically diverse and for many English is not their first language. The International Fund can support English classes as part of the professional development budget.

In addition to English, the International Fund's team maintains high competence in other languages relevant to its activities and operations, particularly French and Spanish.

While all Employees are expected to work in English, this expectation does not extend to Grantees or service providers. The International Fund is committed to eliminating language barriers in its grant-making through providing translated materials when possible.

This includes providing captioning on videos and translating materials where needed and feasible.

When conducting meetings virtually (including hybrid meetings), the Chair shall use reasonable efforts to eliminate any communication barriers, and ensure that any virtual participants can be heard and have the opportunity to engage as full participants in the meeting.

#### **5.5. Events, Celebrations, and Holidays**

The International Fund is committed to recognizing the cultural and religious diversity of its team. All events are planned with the needs of team members who will attend in mind, including dietary restrictions and accessibility needs.

The Fund may gather from time to time in person for all-staff or team meetings at headquarters, a regional office or another location. The team responsible for selecting the location will use reasonable efforts to ensure that the location does not cause undue hardship for travelling employees, factoring in public and religious holidays.

## **5.6. Accessibility and Accommodations**

The International Fund is committed to striving towards disability equity in our workplaces including by identifying barriers, improving accessibility across our physical, digital and collaborative environments, providing better access to assistive technology, and supporting carers. The International Fund also works to ensure that all forms of communication, including all information on social media and its website, are inclusive and accessible to all.

Staff should notify Human Resources if they require an accommodation. Requests should include relevant information, including without limitation a description of the proposed accommodation, the reason it is needed, and how the accommodation will allow the individual concerned to perform essential job functions.

After receiving this request, the International Fund will engage in a cooperative dialogue with the employee to determine the precise limitations and explore potential reasonable accommodations to overcome them. Following this, the International Fund will provide the relevant employee with a final written determination regarding the request for accommodation. The Fund will not discriminate or retaliate against any employee for requesting an accommodation.

## **5.7. Reporting and Addressing Concerns**

The International Fund is committed to maintaining open and honest lines of communication between colleagues. Employees are encouraged to report any concerns, complaints, or incidents of discrimination, harassment, or exclusion through the channels outlined in the Employee Handbook and the Policy on the Prevention and Response to Workplace Harassment, Sexual Harassment, Discrimination and Abuse of Authority. These reports will be taken seriously, investigated promptly, and addressed in accordance with the procedures outlined.

## **6. Compliance and Review**

The International Fund commits to monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in this policy.

Monitoring will also include assessing how this policy, and any relevant associated policies, are working in practice, reviewing them bi-annually, and considering and taking action to address any issues.