

# AMNESTY INTERNATIONAL NEPAL

## DIVERSITY AND EQUAL OPPORTUNITIES POLICY

August 2009

**AMNESTY  
INTERNATIONAL**



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### SECTION 1: STATEMENT OF PURPOSE

Amnesty International Nepal (AI Nepal) is a part of the worldwide movement for human rights. The movement aims to be truly inclusive and multi-cultural with members from all geographical regions within the country, races, classes, educational backgrounds and language groups in order to effectively fulfil its purpose. AI Nepal aims to ensure that its staff, volunteers, work, working environment and conditions of employment are also multi-cultural.

AI Nepal further aims to ensure that, in the spirit of human rights and Amnesty International's policy, all staff, volunteers and job applicants are afforded equal opportunities and the guarantee that they will not face discrimination in the fields of recruitment, working practices, training and development, working environment and conditions of employment; this regardless of race or ethnicity, colour, religion, political opinion, social origin or class, educational background, sex, sexuality, marital status, disability, age, or health (to be summarized hereafter as "regardless of background").

AI Nepal wants to be an organization which embodies the three principles of Diversity and Equal Opportunities: valuing diversity; ending discrimination and unnecessary conformity; and taking positive steps to support people from groups which have been disadvantaged through past discrimination. In Nepal, for example, these include people from ethnic minorities, women, *dalits*, people of disadvantaged geographical regions (as listed so by the Government of Nepal), lesbians and gay men, people with disabilities.

We recognise that, like the AI movement, our working culture is limited. But we yet need to work towards making our staff and volunteers are the representative of the constituencies in the country. The AI movement recognises that the cultural limitations of its membership equal limitations in "the way we work, our methods, techniques, strategy and style", and therefore limits AI's effectiveness in achieving its goals. The success of this policy will therefore be reflected in how effective we are in our work: research, campaigning, membership development and promotion of AI, as well as how it feels to work with AI Nepal: whether we practise the three principles of valuing diversity, ending discrimination and unnecessary conformity, and taking positive action to overcome disadvantage, in our work, working environment, and conditions of service.

### SECTION II: POLICY GOALS AND ACTIONS

#### RECRUITMENT AND SELECTION

##### Policy statement

It is our policy to practise a fair and non-discriminatory recruitment and selection (R&S) procedure; to target groups which are under-represented in the AI Nepal workforce; take positive action to overcome disadvantage faced by applicants from the named groups; build a national,



multi-cultural workforce; and to recruit people who understand the principles of Diversity and Equal Opportunities (DEO) and are willing to practise them.

### **Goals**

1. To ensure that no-one is excluded from working at AI Nepal because of their background through the implementation of a fair R&S procedure and positive action to overcome disadvantage.
2. To have a workforce that reflects diversity in terms of gender, geographical region, and other backgrounds.
3. To ensure that all new recruits understand the principles of the Diversity and Equal Opportunity Policy (DEOP) and are willing to practise them.

### **Future actions**

#### **General**

- A full R&S Code of Practice to be drawn up and agreed.
- A new application form, information to candidates and DEOP monitoring form to be drawn up.
- The director to keep records for each job, stating where advertised; what the target groups were; statistics on the applicants, short listed candidates and appointee by region and ethnic group, sex and disability. These records to be available for policy decision makers of AI Nepal and the staffs.
- Measures to be considered to ensure internal candidates are treated equally to external candidates including monitoring of percentage of internal appointments to be carried out.

#### **Targets**

- The Director will initiate a survey of staff by region and ethnic group, sex and disability to provide a base for targeting and monitoring progress. S/he will set overall targets and the principles for their application;

#### **Positive action**

- All advertisements to include a statement that we are working towards being an equal opportunities employer and all applicants to receive a statement of our policy including an explanation that we welcome applications from everyone regardless of background.
- If women or dalits or people from other ethnic groups are under-represented in a type of job or grade, advertisements should state, "Women/people from X group are encouraged to apply for this job."
- Each shortlist should have at least one person from each of the groups identified as under-represented in that post which fall within the target groups defined by region, ethnic group, sex and disability, if there are candidates from these groups who meet the shortlisting criteria on the person specification.
- The use of appropriate media is ensured for their usefulness in meeting our recruitment aims.



### **Information and training**

- A special orientation course to be developed to include information on this policy and its implications. Ensure that people have learned these skills before being on a recruitment panel.

### **Establishing a Monitoring Mechanism**

- A two-member DEOP monitoring panel will be formed as a mechanism to monitor the implementation of this policy. The Chair and the Director shall represent the panel. The panel shall report the implementation of the policy to the Board.

### **Revision and Updates**

- Provisions in this section will be revised and updated periodically to ensure that AI Nepal addresses different dimensions of the principles of diversity and equal opportunity that has not been covered by this document.

