



GENDER, DIVERSITY AND INCLUSION POLICY



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POLICY REVIEW HISTORY

The following table provides a summary of the review and adaptation history of the Gender, Diversity and Inclusion Policy for Peace by Youth (PY). This table serves as a record of all changes, updates, and improvements made to ensure the policy remains relevant and effective in promoting diversity and inclusion within the organization.

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Approval Statement

Policy Title: Gender Diversity and Inclusion Policy

Policy Code: PY50005002

Approval Date: December 10, 2024

Statement of Approval:

The Board of Directors of Peace by Youth (PY) formally approves the adoption and implementation of the MEAL and IM Guidelines. This document has been reviewed and endorsed as a critical framework to enhance PY's capacity for evidence-based decision-making, accountability, and continuous learning.

The MEAL and IM Guidelines establish clear principles, methodologies, and tools for designing, monitoring, evaluating, and learning from PY's programs and projects. It supports efficient information management practices to ensure transparency, improve outcomes, and maximize impact. This framework aligns with PY's mission to empower youth and foster sustainable socio-economic development while maintaining accountability to stakeholders.

Implementation and Review:

This guideline will be communicated to all relevant stakeholders and integrated into PY's program design and implementation processes. It will be periodically reviewed and updated to reflect advancements in MEAL practices, organizational growth, and stakeholder needs.

Signatures:

Chairperson, Board of Directors

Name:

Nisar Ahmed



Signature:

Date:

December 10, 2024.

Secretary, Board of Directors

Name:

Hina Jamil



Signature:

Date:

December 10, 2024.

I. INTRODUCTION

PURPOSE AND SCOPE:

Peace by Youth (PY) is committed to building a more just and equitable world where all individuals have the opportunity to thrive. We believe that fostering a diverse and inclusive environment is not only critical to achieving our mission, but also a core value that strengthens our organization and the communities we serve. This Gender, Diversity and Inclusion Policy outlines our unwavering commitment to creating a welcoming, respectful, and inclusive space for all members of the PY community, including staff, volunteers, beneficiaries, partners, and supporters.

The scope of this policy encompasses all aspects of PY's work, including:

- **Internal operations:** Recruitment, hiring, promotions, training, compensation, and workplace culture.
- **Program design and implementation:** Ensuring equitable access and participation in all programs and initiatives.
- **Partnership development:** Collaboration with diverse organizations and individuals who share our values.
- **External communications and representation:** Reflecting the diversity of the communities we serve in all our public interactions.

RATIONALE:

PY recognizes that diversity is a strength. By embracing the richness of different backgrounds, experiences, and perspectives, we gain a deeper understanding of the needs and challenges facing young people globally. This inclusive approach allows us to develop more effective solutions, build stronger relationships, and ultimately, create a more impactful and sustainable organization.

Our core values – **humanity, impartiality, neutrality, and independence** – inherently demand a commitment to diversity and inclusion. We believe that all individuals, regardless of their background or identity, deserve to be treated with dignity and respect. By fostering an inclusive environment, we empower young people from diverse backgrounds to participate meaningfully in shaping their own futures and building a more peaceful world.

II. POLICY STATEMENT

PY is committed to:

- **Creating and maintaining an environment that respects diverse traditions, heritages, and experiences.** We celebrate the unique identities of all individuals and strive to ensure everyone feels valued, welcomed, and empowered to contribute their talents and perspectives.
- **Promoting inclusivity at all levels and aspects of our work.** This includes ensuring equitable access to opportunities, resources, and decision-making processes for all members of our community.
- **Rejecting discrimination of any kind based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or any other characteristic protected under applicable law.** We believe that discrimination is incompatible with our values and undermines our mission.

We understand that achieving true diversity and inclusion is an ongoing journey. We are committed to continuous learning, reflection, and improvement to ensure that our policies and practices are inclusive and equitable for all.

This policy serves as a foundation for creating a more diverse and inclusive PY. We encourage all members of our community to actively participate in upholding these principles and building a more just and equitable world for all.

II. POLICY STATEMENT

COMMITMENT TO DIVERSITY AND INCLUSION:

Peace by Youth (PY) is unwavering in its commitment to creating and maintaining a vibrant and inclusive environment that celebrates the diverse traditions, heritages, and experiences of all individuals. We believe that inclusivity is not only a moral imperative but also a strategic advantage that strengthens our organization and enriches the lives of the young people we serve. We strive to cultivate a space where everyone feels valued, respected, and empowered to contribute their unique talents and perspectives to building a more peaceful and equitable world.

INCLUSIVITY ACROSS ALL LEVELS:

This commitment to diversity and inclusion extends across all facets of our organization, encompassing:

- **Our Staff:** We actively cultivate a workforce that reflects the diverse communities we serve. We believe in equitable recruitment and retention practices, fostering a workplace culture that promotes collaboration, mutual respect, and professional development opportunities for all staff members, regardless of their background or identity.
- **Our Volunteers:** We recognize the invaluable contributions of volunteers from diverse backgrounds and strive to create an inclusive environment where they feel welcome, supported, and able to utilize their skills and passions to contribute meaningfully to our mission.
- **Our Beneficiaries:** Our programs and initiatives are designed and implemented with inclusivity at their core. We ensure equitable access and participation for young people from all walks of life, regardless of their social, economic, cultural, or geographical background. We actively listen to their voices and perspectives, ensuring that our programs address their specific needs and aspirations.
- **Our Partners:** We collaborate with a diverse range of partners, including local organizations, community leaders, academic institutions, and other NGOs. We value collaborative partnerships that leverage the strengths and expertise of different stakeholders to build more inclusive and impactful solutions for young people.

NON-DISCRIMINATION:

PY unequivocally rejects discrimination of any kind, based on:

- Race, color, religion, or national origin
- Gender, gender identity, or sexual orientation
- Age or disability
- Socioeconomic status or political affiliation
- Any other characteristic protected under applicable law

We believe that discrimination is fundamentally incompatible with our values and undermines our mission to empower young people and build a more peaceful world. We are committed to providing a safe and welcoming environment for all members of our community, free from harassment, bullying, or any form of discrimination.

LIVING OUR VALUES:

We recognize that upholding these principles requires ongoing commitment and action. We are dedicated to continuous learning, reflection, and improvement of our policies and practices to ensure they remain inclusive and equitable for all. We encourage open communication, feedback, and dialogue on diversity and inclusion matters, recognizing that everyone has a role to play in creating a more welcoming and inclusive PY.

By embracing diversity and fostering inclusivity, we unlock the true potential of our organization and empower young people from all backgrounds to become agents of positive change in their communities and the world.

III. OBJECTIVES

Guided by our unwavering commitment to diversity and inclusion, PY establishes the following key objectives:

PROMOTING DIVERSITY:

- **Workforce:** Achieve a workforce composition that reflects the diverse communities we serve by setting measurable hiring targets for underrepresented groups and implementing inclusive recruitment practices.
- **Volunteer Base:** Actively reach out to and engage volunteers from diverse backgrounds, creating opportunities for meaningful participation and contribution based on their skills and interests.
- **Program Beneficiaries:** Ensure equitable access and participation in all PY programs, regardless of social, economic, cultural, or geographical background. Prioritize outreach and inclusion strategies for marginalized and underserved communities.

CREATING AN INCLUSIVE ENVIRONMENT:

- **Respectful Workplace:** Cultivate a workplace culture that fosters mutual respect, understanding, and collaboration across all levels. Implement clear guidelines and procedures for addressing discrimination and harassment concerns promptly and effectively.
- **Empowering Environment:** Provide opportunities for professional development and leadership training for staff and volunteers from diverse backgrounds, empowering them to reach their full potential and contribute meaningfully to PY's mission.
- **Accessible Programs:** Design and implement programs that are culturally sensitive, accessible to individuals with disabilities, and address the specific needs and aspirations of diverse young people.

AWARENESS AND TRAINING:

- **Diversity and Inclusion Training:** Implement mandatory training programs for all staff, volunteers, and board members on diversity and inclusion principles, unconscious bias, and cultural competency. Encourage ongoing participation in workshops and development opportunities related to these topics.
- **Awareness Campaigns:** Regularly launch awareness campaigns that celebrate diversity, promote understanding of different cultures and perspectives, and encourage open dialogue about diversity and inclusion within the PY community.
- **Feedback Mechanisms:** Establish accessible and confidential feedback mechanisms for individuals to report concerns about discrimination or lack of inclusivity, and ensure timely and appropriate action is taken to address them.

IV. ROLES AND RESPONSIBILITIES

Building a truly inclusive environment requires shared ownership and active participation from everyone at PY. Here's how different stakeholders contribute to upholding this policy:

LEADERSHIP COMMITMENT:

- **Executive Director:** Serves as the champion for diversity and inclusion, setting the strategic direction and ensuring resources are allocated to achieve objectives outlined in this policy. Regularly reviews progress and holds leadership accountable for upholding inclusive practices.
- **Management Team:** Actively promotes diversity and inclusion within their respective teams, leading by example and fostering an environment where diverse voices are heard and valued. Implements inclusive practices in hiring, decision-making, and performance management.
- **Board of Directors:** Provides guidance and oversight on diversity and inclusion initiatives, ensuring alignment with PY's mission and values. Holds leadership accountable for implementing the policy effectively.

STAFF AND VOLUNTEERS:

- **Adherence to Policy:** All staff and volunteers are expected to familiarize themselves with and adhere to this policy and other relevant guidelines on diversity and inclusion.
- **Inclusive Behavior:** Treat each other with respect, regardless of background or identity. Practice active listening and demonstrate cultural sensitivity in communication and interactions.
- **Participation:** Actively participate in mandatory and optional training programs on diversity and inclusion to enhance understanding and skills.
- **Reporting Concerns:** Report any observed or experienced discrimination, harassment, or violations of the policy through established channels, without fear of retaliation.

DIVERSITY AND INCLUSION COMMITTEE:

- **Composition:** Comprised of staff, volunteers, and potentially board members representing diverse backgrounds and perspectives.
- **Responsibilities:**
 - Oversee the implementation of the Gender, Diversity and Inclusion Policy.
 - Develop and recommend training programs and resources on diversity and inclusion.
 - Gather and analyze data on diversity within the organization and program participation.
 - Investigate and address concerns or incidents related to discrimination or lack of inclusivity.
 - Recommend changes to policies and practices to promote continuous improvement.
 - Report regularly to leadership on progress and challenges.

INDIVIDUAL ACCOUNTABILITY:

Each member of the PY community, regardless of their role, has a responsibility to uphold the principles of diversity and inclusion. This includes actively challenging discriminatory behavior, speaking up for yourself and others, and contributing to creating a welcoming and respectful environment for all.

V. STRATEGIES FOR IMPLEMENTATION

Building a diverse and inclusive environment requires concrete actions. Here are key strategies PY will implement:

RECRUITMENT AND RETENTION:

- **Targeted Outreach:** Expand recruitment efforts to reach diverse talent pools through partnerships with organizations representing underrepresented groups, attending job fairs focused on diverse candidates, and utilizing inclusive job boards.
- **Unconscious Bias Training:** Integrate unconscious bias training into the recruitment process for hiring managers and recruiters to mitigate bias and ensure fair evaluation of all candidates.
- **Inclusive Interview Practices:** Employ standardized interview panels with diverse representation, utilize inclusive interview questions, and create a welcoming interview environment for all candidates.
- **Supportive Workplace Policies:** Offer flexible work arrangements, inclusive benefits packages, and opportunities for professional development to create a supportive and retention-friendly environment for diverse employees.

TRAINING AND DEVELOPMENT:

- **Mandatory Training:** Develop and implement mandatory diversity and inclusion training for all staff, volunteers, and board members, covering topics like unconscious bias, cultural competency, microaggressions, and bystander intervention.
- **Advanced Training:** Offer optional training sessions on specific diversity and inclusion topics like LGBTQ+ inclusion, disability inclusion, and working effectively with diverse populations.
- **Leadership Development:** Equip leaders with skills to foster inclusive teams, address microaggressions effectively, and promote inclusive decision-making practices.
- **Ongoing Learning:** Encourage continuous learning through knowledge-sharing platforms, guest speaker sessions, and participation in external diversity and inclusion conferences and workshops.

PROGRAM DESIGN AND DELIVERY:

- **Needs Assessment:** Conduct thorough needs assessments that consider the diverse needs and perspectives of target communities when designing programs.
- **Inclusive Program Design:** Design programs that are culturally sensitive, accessible to individuals with disabilities, and address the specific needs and aspirations of diverse young people. This could involve offering program materials in multiple languages, providing accessibility tools, and incorporating culturally relevant elements.
- **Outreach and Recruitment:** Utilize diverse outreach strategies to reach young people from marginalized communities and ensure equitable access to program participation. This may involve partnering with local organizations, utilizing targeted social media campaigns, and offering flexible participation options.
- **Monitoring and Evaluation:** Regularly monitor and evaluate programs for inclusivity and accessibility, gathering feedback from participants to identify areas for improvement and ensure equitable program outcomes for all.

VI. MONITORING AND EVALUATION

CULTIVATING CONTINUOUS IMPROVEMENT

Building a truly inclusive environment is an ongoing journey, and PY is committed to continuously monitoring and evaluating our progress towards achieving our diversity and inclusion objectives. This section outlines our approach to ensuring accountability and fostering continuous improvement.

ASSESSMENT AND REPORTING:

- **Data Collection:** We will collect and analyze data on the composition of our workforce, volunteer base, and program beneficiaries to track progress in achieving diversity targets. This will include data on race, ethnicity, gender, disability, sexual orientation, and other relevant characteristics protected under applicable law.
- **Program Reviews:** Regularly review programs for inclusivity and accessibility, gathering feedback from participants through surveys, focus groups, and individual interviews.
- **Climate Surveys:** Conduct periodic climate surveys among staff, volunteers, and beneficiaries to assess perceptions of the inclusiveness of the organization's culture and practices.
- **Incident Reporting:** Maintain a clear and accessible system for reporting incidents of discrimination, harassment, or other violations of the Gender, Diversity and Inclusion Policy. Investigate all reported incidents promptly and take appropriate action to address them.
- **Regular Reporting:** Prepare and share regular reports on progress towards achieving diversity and inclusion objectives with leadership, staff, volunteers, and the wider community. These reports will highlight successes, challenges encountered, and planned improvements.

FEEDBACK AND CONTINUOUS IMPROVEMENT:

- **Feedback Mechanisms:** Establish accessible and confidential mechanisms for staff, volunteers, and beneficiaries to provide feedback on the organization's diversity and inclusion practices. This can include suggestion boxes, online surveys, and focus group discussions.
- **Feedback Analysis:** Regularly analyze collected feedback to identify areas for improvement and develop action plans to address them.
- **Open Communication:** Foster a culture of open communication where individuals feel comfortable raising concerns and suggesting improvements related to diversity and inclusion.
- **Continuous Learning:** Actively seek out new knowledge and best practices in diversity and inclusion through research, participation in conferences and workshops, and collaboration with other organizations.

By implementing these strategies, PY aims to create a transparent and accountable system for monitoring and evaluating our progress towards a truly inclusive environment. We believe that regular assessment, open communication, and a commitment to continuous learning are essential for ensuring the effectiveness of our diversity and inclusion efforts.

VII. GRIEVANCE AND COMPLAINT MECHANISM

ENSURING SAFE AND RESPECTFUL SPACES

PY is committed to providing a safe and respectful environment for all members of our community. This section outlines the procedures for reporting any breach of our Gender, Diversity and Inclusion Policy, including discrimination, harassment, or any other behavior that creates a hostile or offensive environment.

REPORTING PROCEDURES:

- **Multiple Options:** We offer multiple avenues for reporting concerns, ensuring accessibility and inclusivity. Individuals can report incidents through:
 - **Internal Reporting:**
 - Submitting a written complaint to the designated Diversity and Inclusion Officer or Supervisor.
 - Reporting verbally to their supervisor, the Diversity and Inclusion Officer, or any member of the management team.
 - Utilizing the organization's anonymous reporting system (if available).
 - **External Reporting:**
 - Reporting to relevant external authorities or regulatory bodies.
- **Confidentiality:** We guarantee confidentiality throughout the investigation process. Identifying information of the complainant will only be shared with individuals directly involved in the investigation and resolution, as necessary.
- **Accessibility:** All reporting procedures are clearly communicated and easily accessible to staff, volunteers, and beneficiaries, regardless of their language proficiency, disability, or other factors.

INVESTIGATION AND RESOLUTION:

- **Prompt Action:** All concerns will be promptly investigated with due diligence and impartiality.
- **Fair and Thorough Investigation:** A designated and trained individual or team will conduct the investigation, gathering evidence and interviewing relevant parties.
- **Non-Retaliation:** We strictly prohibit retaliation against any individual who reports a concern in good faith, regardless of the outcome of the investigation.
- **Resolution:** Based on the investigation findings, appropriate action will be taken, which may include:
 - Addressing the alleged behavior through counseling, mediation, or disciplinary action.
 - Implementing preventative measures to prevent future occurrences.
 - Providing support and resources to the complainant.

SUPPORT AND RESOURCES:

Individuals who report concerns or experience discrimination will be provided with appropriate support and resources throughout the process, including:

- **Information and guidance:** Explanation of the investigation process, their rights, and available support options.
- **Emotional support:** Access to professional counseling or support groups, if needed.
- **Legal assistance:** Referral to legal resources, if necessary.

COMMUNICATION:

The complainant will be kept informed of the progress of the investigation and the final outcome, while maintaining confidentiality.

CONTINUOUS IMPROVEMENT:

We are committed to continuously improving our grievance and complaint mechanism based on feedback received and best practices. We encourage individuals to share their experiences and suggestions for improvement.

VIII. POLICY REVIEW AND ADAPTATION

ENSURING CONTINUOUS PROGRESS

PY recognizes that the landscape of diversity and inclusion is constantly evolving. We are committed to ensuring our Gender, Diversity and Inclusion Policy remains relevant, effective, and aligned with best practices and the ever-changing needs of our community. This section outlines our commitment to regular review and adaptation of this policy.

REGULAR REVIEW:

- **Scheduled Reviews:** We will conduct a comprehensive review of this policy **every two years** to assess its relevance, effectiveness, and alignment with international human rights standards, best practices, and the evolving needs of PY's stakeholders.
- **Additional Reviews:** We may conduct additional reviews if significant changes occur within the organizational context, such as major shifts in program focus, workforce demographics, or the emergence of new challenges related to diversity and inclusion.

STAKEHOLDER ENGAGEMENT:

We believe that true inclusivity requires active participation from all members of our community. Therefore, we will engage diverse stakeholders in the review process through multiple channels:

- **Staff and Volunteer Surveys:** Conduct online and offline surveys to collect feedback from staff and volunteers on their experiences with the policy, its implementation, and areas for improvement.
- **Beneficiary Consultations:** Organize focus group discussions or individual interviews with program beneficiaries to gather their perspectives on how well the policy reflects their needs and aspirations.
- **Community Forums:** Hold open forums in collaboration with partner organizations and community leaders to discuss emerging challenges and priorities related to diversity and inclusion.
- **Advisory Committee:** Consider establishing a diverse advisory committee comprised of staff, volunteers, beneficiaries, and external experts to provide ongoing feedback and guidance on the policy and its implementation.

By incorporating feedback from diverse stakeholders, we ensure the policy remains grounded in the lived experiences of the people we serve and addresses their evolving needs.

ADAPTATION AND UPDATES:

Following each review, we will analyze all collected feedback and data to identify areas for improvement and adaptation. Any changes to the policy will be based on evidence, best practices, and the specific needs of our community. We will ensure clear communication of any updates to the policy through multiple channels, including our website, internal communications platforms, and community forums.

CONTINUOUS LEARNING:

We view policy review as an opportunity for continuous learning and improvement. We actively seek out emerging best practices and research on diversity and inclusion through participation in conferences, collaboration with other organizations, and professional development opportunities for staff. We encourage all members of our community to share their knowledge and perspectives to contribute to a more inclusive PY.

By making a commitment to regular review, active stakeholder engagement, and continuous learning, PY demonstrates its dedication to maintaining a relevant and impactful Gender, Diversity and Inclusion Policy that guides our actions and contributes to building a more just and equitable world for all.

IX. CONCLUSION

A SHARED JOURNEY TOWARDS INCLUSION

Peace by Youth stands firmly on the belief that diversity and inclusion are not just values we espouse, but core components of our identity and the keys to achieving our mission of building a more peaceful and just world. We recognize that true inclusivity is not a destination, but an ongoing journey that requires dedication, continuous learning, and the active participation of everyone in our community.

This Gender, Diversity and Inclusion Policy serves as a roadmap, outlining our unwavering commitment to:

- **Creating a space where all individuals feel valued, respected, and empowered to contribute their unique talents and perspectives.**
- **Fostering a culture of collaboration, understanding, and mutual respect across all levels of our organization.**
- **Ensuring equitable access and participation in our programs and initiatives for young people from all backgrounds.**
- **Continuously learning, adapting, and improving our practices to remain at the forefront of diversity and inclusion efforts.**

We invite all members of the PY community – staff, volunteers, beneficiaries, partners, and supporters – to join us on this journey. Your voice, your experiences, and your commitment are crucial in building a truly inclusive environment where everyone feels empowered to thrive.

LET US:

- **Challenge discriminatory behavior and speak up for ourselves and others.**
- **Embrace opportunities to learn about and appreciate different cultures and perspectives.**
- **Actively participate in training and development programs to enhance our understanding and skills related to diversity and inclusion.**
- **Share feedback and suggestions for improvement to ensure our policies and practices remain relevant and effective.**

Together, we can create a vibrant and inclusive community where young people from all walks of life have the opportunity to build a brighter future for themselves and the world.

Thank you for your commitment to making PY a more diverse and inclusive space.

Let's build peace together, one inclusive step at a time.