



Diversity, Equity and Inclusion Policy

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1. Background:

3ie is committed to creating an environment that is diverse, inclusive, and equitable where everyone is treated with respect and dignity. We strive to promote diversity, equity and inclusion in the workplace, which includes ensuring that everyone at 3ie feels comfortable bringing their true selves to work.

Our Diversity, Equity and Inclusion Policy is part of a broader policy framework and is intended to complement the following existing policies:

- Equal opportunities Policy
- Code of Conduct Policy
- Safeguarding Policy
- Respect at work Policy
- Duty of Care Policy

2. Policy Statement

3ie's commitment to diversity, equity, and inclusion through our values best situates us to fulfill our vision, mission, and goals. As members of a diverse global community, we each bring unique attributes, and perspectives to our work, enhancing our abilities to promote evidence-informed equitable, inclusive and sustainable development and thus improve the lives of people living in poverty in low- and middle-income countries.

The individuals we serve come from diverse backgrounds, many geographies, different economic circumstances, various cultures, customs, and languages. We are dedicated to ensuring our staff, leadership, and all those who we work with respect, reflect, and value these differences.

Our definition of Diversity, Equity & Inclusion is '*We All Belong*', a place where all of us have a responsibility to accelerate our progress, and where we all are accountable and empowered to drive change—within 3ie and outside.

3. Principles and commitments

Discrimination in employment and occupation refers to any distinction, exclusion or preference which has the effect of placing certain individuals in a position of exclusion or disadvantage in the workplace because of their race, color, sex/gender, sexual orientation, religion, HIV status, age, disability, marital status, pregnancy, political opinion, nationality, ethnicity, social origin, economic status or any other attribute protected by law, which bears no relation to the job to be performed.

We have articulated the following guiding principles, informed by our values, that guide our efforts toward a diverse, equitable, and inclusive present and future at 3ie.

- **Diversity and Inclusion**

Diversity and inclusion are critical to the success of 3ie, to teamwork, and towards building a strong sense of connection and belonging among staff, regardless of different identifying characteristics, backgrounds and job classifications. When we as a group and as individuals

embrace the uniqueness of each individual staff member and encourage each person's contributions and involvement in achieving our mission and objectives, staff rise to a greater level of excellence, innovation, commitment and accomplishment.

- **Equity**

We are committed to equitable access to all 3ie resources. Our commitment to equal employment opportunity covers all aspects of employment, including but not limited to recruitment, selection, compensation, promotion, professional development, termination, and participation in 3ie-sponsored employee activities.”

- **Respect and Dignity**

Respect and dignity are vital to building a work environment where employees feel valued and empowered, and where there is a strong sense of community and integrity. Respect and Dignity can be manifested through courteous conduct, fairness and equality, and direct, honest, and positive/affirming communication to and between staff.

- **Discrimination & Harassment Free Workplace**

Being free from discrimination and harassment in the workplace is critical to ensure a safe and supportive environment. Policies are in place to safeguard our employees from any form of discrimination and harassment, and these help create a culture of consciousness and empowerment to speak up in inappropriate situations, instill a sense of acceptance and security for staff, and foster trust.

- **Transparency and Accountability**

We are on a journey to a stronger and more inclusive organization, and transparency and accountability accelerates this by developing trust between leadership and staff, providing for openness and allowing for individuals to make informed decisions about opportunities, as well as in areas like recruitment and hiring, career development opportunities, and organizational changes and processes.

4. DEI Responsibilities

4.1 Employee Responsibilities:

Every employee is responsible for:

- ✓ Respecting the dignity and diversity of all people.
- ✓ Creating an inclusive environment that is free from discrimination, harassment and bullying.
- ✓ Enhancing their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another.
- ✓ Focusing on conscious inclusion to be more intentional with their actions to drive diversity, equity and belonging.

4.2 Manager and Leadership Responsibilities:

Additionally, managers and senior leaders are accountable for specific DEI responsibilities, including but not limited to:

- ✓ Ensuring that employment-related decisions are free from discrimination.
- ✓ Striving to foster diverse representation and an inclusive environment within their teams.
- ✓ Engaging in conscious inclusion and other behaviors that promote equity.
- ✓ Mitigating potential unconscious bias in employment decisions and talent practices (including performance and development, compensation, hiring).
- ✓ Providing reasonable accommodation for qualified individuals with a disability and special needs. Reasonable accommodation depends on the facts and circumstances, and is addressed on a case-by-case basis.
- ✓ Creating a safe work environment free from any form of harassment and bullying.
- ✓ Consistently displaying inclusive leadership behaviors, valuing all perspectives and listening to diverse points of view.
- ✓ Encouraging team members to collaborate, make suggestions, respect and listen to diverse opinions.
- ✓ Cultivating a culture that inspires respect for all.
- ✓ Contacting Global People Team when becoming aware of any incident of discrimination, harassment or bullying.
- ✓ Appropriately addressing any other behavior not consistent with the above, as well as or other 3ie policies.

4.3 Downstream partners and suppliers' responsibility:

We aim to create a more inclusive environment across our entire supply chain, and in order to uphold our commitment to diversity and inclusion, all downstream partners and suppliers are expected to:

- ✓ Adhere to 3ie's DEI standards as outlined in this policy.
- ✓ Include clearly defined expectations for diversity practices.
- ✓ Incorporate DEI requirements in contracts.
- ✓ Regular communication and training on DEI and transparent reporting.

5. Reporting Inappropriate Conduct under this policy:

3ie encourages employees to report in good faith any possible violation of this policy. Concerns can be raised and/or written complaints made to any member of the senior management, or to the Culture and Ethics Committee, either directly or through the reporting mechanisms available

under the relevant 3ie policy. Additional details on the constitution and responsibilities of the Culture and Ethics committee are outlined in 3ie's [Respect at Workplace Policy](#) (Clause 4.4).

All reported incidents will be investigated with an effort to keep the source of the report confidential, with the disclosure of information as appropriate to facilitate the investigation or resolution of the matter. Employees who do not comply with this policy and/or are found to have engaged in discrimination, harassment or bullying, will be subject to appropriate action as per the resolution mechanism under the specific 3ie policy.

6. Prohibition of Retaliation:

We will not tolerate threats or acts of retaliation of any kind against any individuals because they report conduct reasonably believed to violate this Policy, or in good faith provide information in connection with a report or investigation of any such conduct.

7. Considerations:

We comply with the laws of each country in which 3ie is legally registered. It is the responsibility of 3ie senior management and employees to be familiar with and comply with the local equal opportunity laws and regulations which govern the business activities that they engage in. Accordingly, to the extent that following local law would conflict with this Policy, local law must be adhered to.

This policy shall be reviewed every two years and updated as required.
