



DOCUMENT CONTROL DETAILS	
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Originator or Modifier	<p>Originated By: Evelyn Dykes</p> <p>Designation: Chairman, APLE Cambodia</p> <p>Modified by: Samleang Seila</p> <p>Designation: Executive Director</p>
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Application	<p>All APLE Cambodia Trustees</p> <p>All APLE Cambodia Employees</p> <p>All APLE Cambodia Volunteers</p>
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PP011# / Equality and Diversity Policy

APLE Cambodia is committed to encouraging equality and diversity within our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of our society and our clients, and for each employee to feel respected and able to give their best.

The organisation, in providing services, information and/or support, is also committed against any unlawful discrimination of victims, families, clients or the public.

APLE Cambodia is also committed to preventing discrimination within partner organisations.

The purpose of this policy is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- prevent discrimination against any individual because of characteristics of age, disability, gender, marital status, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, or sexual orientation
- oppose and avoid all forms of discrimination, including in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

Policy Statement

APLE Cambodia is committed to:

- encouraging equality and diversity in the workplace
- creating a working environment free of bullying, harassment, victimisation and discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and discrimination. All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, clients, partners, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to

both an employment rights matter and a criminal matter, such as in sexual assault allegations.

- making opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- ensuring that decisions concerning staff will be based on merit and will not discriminate because of age, disability, gender, marital status, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, or sexual orientation

APPLE Cambodia Senior Management will review employment practices and procedures when necessary to ensure fairness, and also update them and this policy to take account of changes in the law

Monitoring

APPLE Cambodia will monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion/belief, and disability, to ensure equality and diversity, and in meeting our aims and commitments set out in the equality policy.

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

Reporting suspected, perceived or actual discrimination

Details of the organisation's grievance and disciplinary policies and procedures can be found in the Complaints and Grievances and Speak Up/Whistleblowing Policies. These include guidance on how and with whom an employee should raise any grievance in relation to perceived or actual discrimination.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.