

# Anti Discrimination Policy

## APPLICATION

As a Global Policy, this policy applies to :

- a. CAP International, including its headquarters in France, and all of its potential country offices, regional offices, liaison offices, and any other offices;
- b. All National Organisations that have signed a Membership Agreement with CAP International;
- c. All other entities that agree to be bound by the Global Policies.

The principles and definitions in this policy also extend to relationships CAP International has with third parties (including, without limitation, implementing partners, contractors and donors).

All the above-mentioned actors have the obligation to report alleged discrimination acts to CAP International's Ethics Committee, in accordance with the provisions of this Anti-Discrimination Policy.

## WHAT IS DISCRIMINATION?

Discrimination is the unjust or prejudicial treatment of different categories of people based on certain characteristics, including but not limited to sex, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, age, socio-economic status, disability, political conviction, being survivor of prostitution or of other forms of gender based-violence, criminal history as a consequence of a situation of exploitation.

## ZERO TOLERANCE TOWARDS DISCRIMINATION

**CAP International endorses, anywhere and anytime, diversity, supports equal rights, and does not advocate, support or practice discrimination based on race, sex, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, age, socio-economic status, disability, political conviction, criminal history as a consequence of a situation of exploitation or any other distinguishing feature, whatever the legislative framework on these issues may be. This policy applies everywhere and at any time.**

**Beyond a global rejection of discrimination as a matter of principle, CAP International rejects discrimination all the more because it is part of the ecosystem that fosters prostitution and sexual exploitation. All over the world, and throughout history, the most systemically disadvantaged and discriminated groups have been overrepresented in prostitution and other forms of sexual exploitation.**

## COMMITMENT

CAP International and its staff commit to:

- Respect the dignity and worth of every individual, promote and practice understanding, respect, compassion and tolerance, and will demonstrate discretion and maintain confidentiality as required.

- Aim to build constructive and respectful working relations with its partners, will continuously seek to improve performance, and will foster a climate that encourages learning, supports positive change, and applies the lessons learned from experience.
- Show respect for all persons equally without distinction whatsoever of race, sex, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, age, socio-economic status, disability, political conviction, or any other distinguishing feature. CAP International and its staff will strive to remove all barriers to equality.
- To respect cultures, customs and traditions of all peoples, and will strive to avoid behaving in ways that are not acceptable in a particular cultural context. However, when the tradition or practice is considered to be directly contrary to an international human rights instrument or standard, CAP International and its staff will be guided by the applicable human rights instrument or standard.
- To make accommodations are made to allow diverse groups to access benefits provided by the organisation;
- To give weight to the culture and experiences of individuals from disadvantaged groups.
- To intervene quickly and appropriately when they become aware of a situation of discrimination
- To act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard
- To refer formal complaints about breaches of this policy to the Ethics Committee for investigation

#### **ADDITIONAL RESPONSIBILITIES OF MANAGERS AND SUPERVISORS**

Managers and supervisors must also:

- Model appropriate standards of behaviour;
- Take steps to educate and make staff aware of their obligations under this policy and the law;
- Act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard and help staff resolve complaints informally when relevant ;
- Ensure staff who raise an issue or make a complaint are not victimised;

#### **ANTI-DISCRIMINATION POLICIES TOWARDS EXTERNAL STAKEHOLDERS**

- CAP International is committed to ensuring that its beneficiaries, partners and members understand their rights and entitlements and how to report suspected discrimination to CAP International, as well as the standards and behaviour demanded of CAP International staff and others subject to this Anti-Discrimination Policy.
- CAP International is committed to preventing its beneficiaries, partners and members from falling victim to discrimination.
- CAP International is committed to excluding a given person or organisation from receiving CAP International's benefits when it is determined that that person has only obtained access to such benefits by perpetrating discriminatory acts and is otherwise not entitled to them.

- CAP International is committed to ensuring that its implementing partners, members, contractors and related Third Parties know, understand and comply with this Anti-Discrimination Policy in terms of the standards and behaviour the policy demands of them, as well as the consequences of breaching it, up to and including the possibility of termination of the violating party's contract, membership and/or relationship with CAP International.

- CAP International is committed to promoting awareness and use of its complaints and reporting mechanisms and to ensuring that all CAP International stakeholders, including beneficiaries, staff, members, implementing partners, contractors and related Third Parties, authorities and public officials, have safe, easy and trusted access to report suspected discrimination in confidence.

## **REPORTING AND INVESTIGATION**

- The Ethics Committee is in charge of receiving, evaluating and investigating any complaint relating to potential acts of discrimination related to CAP international.

- To report any discrimination action or suspicion, a Discrimination Report Form has to be filled and sent by email to the Ethics Committee ([ethicscommittee@cap-international.org](mailto:ethicscommittee@cap-international.org)). The Discrimination Report Form and reporting mechanism are available freely on CAP International's website.

- CAP International, through its Ethics Committee, is committed to taking all reported suspicions of discrimination seriously and assessing, acting upon, investigating and disciplining all such cases as appropriate and according to professional, transparent and fair procedures.

- CAP International, through its Ethics Committee is committed to protecting reporting persons' confidentiality and rights, and does not tolerate retaliation against reporting persons.

- CAP International considers knowingly making a false report of discrimination to constitute a violation of this policy. Doing so will result in disciplinary action up to and including the possibility of termination of employment or termination of the violating party's contract, membership and/or business relationship with CAP International.