



Diversity, Equity and Inclusion Policy

Developed and approved by the HI5 Governance Administrator

22 June 2023

DIVERSITY, EQUITY AND INCLUSION POLICY

Introduction

HI5 Governance (HI5G) is a Swiss-based Limited Liability Company (LLC). HI5G offers bespoke services, tailored to the unique needs of our clients and partners. Whether public, private, or non-profit sector work, we commit to ensuring that the highest standards of diversity, equity and inclusion are upheld by our staff, associates, consultants, interns and service providers.

This Diversity, Equity and Inclusion (DEI) policy reflects values and practices that are fundamental to HI5G and form an integral part of our organisational culture and the way our team interacts and works with one another, with our clients and partners, and with our service providers. At HI5G, we are committed to ‘walking our talk’ by embedding the principles of diversity, equity and inclusion in our everyday work and interactions. In doing so, we seek to embody our values of trust, open-mindedness, respect, integrity, transparency, and responsibility.

This policy complements other existing policies, such as the Code of Conduct and Ethics, the Anti-fraud policy and the Safeguarding policy, and may evolve over time. Learnings from our own experience, and that of others, will continuously feed into this policy but also our ethics framework, including our anti-fraud and safeguarding policy.

Aims

The DEI policy is established to ensure that interactions at HI5G foster an environment of inclusion and trust, irrespective of people’s backgrounds, identities, or differences. It aims to ensure that HI5G remains free from discrimination. It also guides how diversity, equity and inclusion considerations are integrated into our organisational culture, professional conduct and project delivery.

This also means that we champion diversity and practise inclusion, while recognising that diversity, equity and inclusion require continuous learning, reflection and improvement. We remain open to feedback regarding behaviours, practices or decisions that may not fully reflect DEI principles. With this in mind, we aim to maintain the trust and psychological safety of those who work and engage with us, while upholding the dignity and human rights of all. This policy is one tool by which our ongoing efforts to explore, practice and promote inclusion are advanced.

HI5G seeks to integrate diversity, equity and inclusion considerations into all our work, irrespective of the nature of our work, mandate or project. We recognise that better decisions and stronger outcomes emerge when diverse perspectives are meaningfully represented and engaged.

Scope

This policy applies to all employees, associates, consultants, interns, service providers or any other person affiliated with HI5G within the context of their working relationship with HI5G. It also covers any interactions HI5 may have through projects, trainings, events, consultations, partnerships, research activities or other mandates.

Key definitions

Diversity refers to the characteristics and identities that make us all different. This comprises demographic differences, such as ethnicity, racial identity, nationality, religion, gender, sex, sexual orientation, age, socio-economic status, language, mental or physical disability and neurodiversity. It also comprises more personal differences such as lifestyles, life experiences, political views, personality characteristics, family composition, or education. Diversity is a fact. Its deeper meaning is ‘difference’.

Equity refers to the fair and just treatment of all people based on needs. As a process, equity can be advanced by removing barriers to opportunity and participation, and by ensuring that structures and processes are impartial, inclusive, and enable equitable opportunities and outcomes. Its deeper meaning is ‘fairness’.

Inclusion refers to the active engagement and acknowledging the value of the contributions and participation of everyone in the work environment, ensuring that everyone feels that they belong to the organization/project/training and can express themselves (to contribute with a new idea, raise an issue, or make a mistake) in a psychologically safe environment and without fear of reprisal, notably based on aspects of that person’s identity. Inclusion capitalizes upon each person’s unique and individual strengths to increase productivity, problem-solving capacity, innovation, and performance. It enhances workplace climate. Inclusion is an act. Its deeper meaning is ‘giving voice’ or ‘belonging’.

Discrimination refers to any direct or indirect unjust or prejudicial treatment of anyone due to an aspect of their diversity. Discrimination is considered serious misconduct and Hi5G does not tolerate any form of discrimination. If verified, discrimination will lead to sanctions, including contract termination.

Examples of discrimination

The following comprises a few examples of conscious or unconscious discrimination:

- unequal remuneration based on identity characteristics (e.g. paying men more than women for the same work and same qualifications)
- making racist remarks also in the form of jokes
- transphobic or homophobic remarks even if not directly towards a particular person
- harassing someone who tries to combat discrimination, through discriminatory remarks about that person
- giving more speech time in meetings to or hiring one particular type of person, who generally resembles yourself
- making derogatory remarks about someone’s origins
- any form of favoritism towards people who resemble your identities to the detriment of others who do not.

Workplace disagreements or giving constructive feedback are not considered discrimination.

Examples of inclusive behaviours and attitudes

Through our own work as an organization, Hi5G staff, consultants, interns, service providers or any other person affiliated with HI5G strive to:

- foster understanding and awareness of DEI in all our mandates
- constantly seek to improve ourselves, by working on our judgements, prejudices, and biases (acknowledging biases, challenging ourselves about the biases, and training regularly)
- seek to understand perspectives of people with different identities to our own
- conduct all our mandates and projects in an inclusive manner
- actively seek diverse perspectives and ensure meaningful participation in consultations, meetings, dialogues and decision-making processes
- have the courage to be responsible and active bystanders whenever we witness, directly or indirectly, any discriminatory behaviours
- embody the values of diversity, equity, and inclusion through behaviours and speech, which are respectful of difference and free of any form of implicit or explicit discrimination
- proactively ask for and provide respectful feedback on areas of improvement for diversity, equity, and inclusion
- cultivating a spirit of allyship with any person or group that may be disadvantaged
- create and maintain an environment in which difference is championed.

We encourage prevention and reporting

HI5G encourages all concerns relating to discrimination, exclusionary behaviour or other conduct inconsistent with this policy to be raised in good faith. Reports **made in good faith** will be treated confidentially and without retaliation.

HI5G provides this policy to our staff, associates, consultants, interns, service providers and any other persons working for HI5G. We invite our service providers to participate, and collaborating organizations are asked to participate should they not have an equivalent policy within their own respective organization.

Any concerns relating to discrimination should be reported safely to [ethics\(at\)hi5governance.ch](mailto:ethics(at)hi5governance.ch). Concerns will be reviewed confidentially and addressed in accordance with the HI5G Policy Framework, including the Code of Conduct and Safeguarding Policy. Where appropriate, HI5G will mandate an independent external investigator.

At the time of this policy writing, the above email is solely managed by the HI5G Administrator. Should reporting to the Administrator not be possible for any reason, the following email may be used: [ethics\(at\)humanimpact5.ch](mailto:ethics(at)humanimpact5.ch), managed by Gabrielle Landry-Chappuis, Administrator of HI5 Safe Spaces, trained safeguarding focal point and alternate reporting contact.

Information relating to complaints and investigations will be handled confidentially and shared only with those who have a legitimate need to know.

Verified cases of discrimination or other serious breaches of this policy may result in corrective **asks**, including termination of contractual or working relationships.

Administration

The Administrator of HI5G or the otherwise designated person is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed and revised as needed.

This policy applies to all HI5G staff, associates, consultants, interns, service providers and any other persons working on behalf of HI5.