

Gender, Diversity and Inclusion Policy

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INTERNATIONAL CROPS RESEARCH
INSTITUTE FOR THE SEMI-ARID TROPICS

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1. Version Control

Policy Formulation:

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Policy Amendments:

Date	Version	Changes made by	Changes approved by	Description of change

The Institute reserves the right to amend, suspend or rescind this policy at any time. Whilst, the Institute has made best efforts to define detailed procedures for implementation of this policy, there may be occasions when certain matters are not addressed or there may be lack of clarity in the procedures. Such difficulties or lack of clarity will be resolved in line with the broad intent of the policy, by the Director General or Governing Board Chair (on case to case basis). The Institute may also establish further rules and procedures, from time to time, to give effect to the intent of this policy and further the objective of good corporate governance.

2. Introduction

ICRISAT (“Institute”) is committed to the cause of promoting diversity and inclusion both within the institute and in the larger communities impacted by its work. Through this Policy, the Institute aims at providing a collaborative, supportive, and respectful environment to its workforce across locations. This Policy forms part of the overarching Ethics Framework of the Institute as outlined in the “Ethics Policy”.

2.1. Objective

Through this policy, the Institute outlines its commitment to the highest standards of diversity and inclusion. The objectives of this policy statement are as follows:

- a) To constantly seek to achieve higher standards of diversity and inclusion at the Institute
- b) To provide a fair, safe and inclusive environment of respect for all members of the ICRISAT workforce
- c) To reinforce the importance of valuing diversity of perspective at the Institute - leveraging diverse personalities, thinking, skills, experience and working styles of the workforce
- d) To support a culture where there is zero tolerance towards any form of harassment or victimization based on age, gender, disability, race, nationality, ethnic origin, religion, language, marital or civil partnership status, political beliefs or sexual orientation
- e) To attract, develop, and advance individuals on the basis of skill and competency regardless of their age, gender, disability, race, nationality, ethnic origin, religion, language, marital or civil partnership status, political beliefs or sexual orientation

2.2. Scope & Applicability

This policy is applicable to all the members of Institute’s workforce. The principles in this policy statement extend to, but are not limited to, practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; retention; social and recreational programs; and the ongoing development of a work environment built on the premise of diversity and inclusion.

2.3. Roles & Responsibilities

- a) **Governing Board:** The Governing Board shall be responsible for providing oversight over the effective implementation of the overarching Ethics Framework of the Institute, of which this Policy forms an integral component.
- b) **GDI Committee:** The GDI Committee shall be responsible for the implementation of this Policy and monitoring compliance with this Policy as well as underlying policies, procedures and/ or guidelines.
- c) **Ethics Committee:** The Ethics Committee shall (in collaboration with the GDI Committee), be responsible for ensuring alignment of the GDI Policy and GDI related initiatives of the Institute with the overarching Ethics Framework. It shall also provide guidance to the GDI Committee in decisions/ matters which may have an ethical repercussion for the Institute and its workforce.

- d) **Workforce Members:** The Institute's workforce shall be responsible for adherence to the diversity and inclusion practices communicated to them.

2.4. Exception to the policy

Any exception to this Policy shall require an approval from Director General (DG) of the Institute and a post facto ratification shall also be obtained from the Governing Board at the next Board meeting. Any exceptions involving the DG shall be approved by the Governing Board. The Policy Owner shall be informed of these exceptions and he/she shall maintain a record of these for monitoring purpose.

2.5. Frequency of review

This policy shall be reviewed by the Policy Owner at least once in every 24 month period from the date of implementation or from the date of last review or earlier as directed by the Policy Council.

3. Policy Statement

3.1. ICRISAT's gender, diversity and inclusion principles

- a) The Institute believes that diversity and inclusion at the workplace are instrumental for its success and are key enablers to help it achieve its strategic objectives
- b) The Institute shall ensure that gender parity, diversity and inclusion principles are integrated into its processes for recruitment and selection; compensation and benefits; professional development and training; promotions; communications, transfers; social and recreational programs; and the ongoing development of a work environment built on the premise of diversity and inclusion
- c) The Institute shall make conscious efforts to attract applicants from diverse groups to achieve and maintain a workforce that embraces diversity across all levels, functions, roles and locations including senior management and leadership hiring
- d) The Institute shall hire gender diverse talent by incorporating best practices for diverse hiring across all cadres and levels
- e) The Institute shall work towards achieving a balanced nationality composition across levels in the organization and spanning across all its locations including senior management and leadership roles
- f) The Institute shall endeavor to employ the best talent for its workforce irrespective of culture and religion and will be sensitive to their cultural or religious commitments
- g) The Institute shall measure performance of its workforce on the basis of agreed objectives without prejudice on grounds of age, gender, disability, race, nationality, ethnic origin, religion, language, marital or civil partnership status, political beliefs or sexual orientation
- h) The Institute shall identify talented workforce based purely on skills and performance ensuring that talent progression and succession decisions are equitable, consistent and aligned with the gender, diversity and inclusion principles of the Institute
- i) The Institute shall demonstrate zero tolerance towards behavior that is inconsistent with the principles outlined in this policy
- j) The Institute shall make flexible working arrangements (both day-to-day and those for promoting career flexibility) taking into consideration their contribution to promoting gender diversity. These practices shall be monitored regularly for changes that maybe required
- k) The Institute shall remain committed to workplace gender equity, promoting fair treatment for women and men. This may include equitable treatment or treatment that is different but considered necessary to enable the equal participation of women and men in terms of the entitlements, benefits and opportunities in their professional life.

3.2. Reporting and Monitoring

- a) The Institute shall encourage its workforce to report any actual or suspected act of discrimination on grounds of age, gender, disability, race, nationality, ethnic origin, religion, language, marital or civil partnership status, political beliefs or sexual orientation. An individual who makes such a report (Complainant) in good faith has the right to be protected against retaliation and/or victimization as per the Whistle Blowing and Protection from retaliation Policy.
- b) The Institute, through its 'Concern Resolution Procedure' and 'Whistle Blowing and Protection from Retaliation Policy' provides multiple avenues to its workforce to raise complaints related to discrimination which may compromise or threaten to compromise the principles outlined in this Policy.
- c) It is the duty of all members of the Institute's workforce to cooperate with any investigations or enquiries conducted as per the 'Concern Resolution Procedure' or the 'Whistle Blowing and Protection from Retaliation Policy' of ICRISAT. An individual who cooperates in good faith with an investigation process will have the right to be protected against retaliation or victimization.
- d) Retaliation against individuals who have reported discrimination, or who have cooperated with investigations or enquiries conducted under the 'Concern Resolution Procedure' or the 'Whistle Blowing and Protection from Retaliation Policy', will be unacceptable.
- e) The Institute must develop and implement systems, procedures or guidelines to ensure compliance with this policy. The Institute shall pro-actively monitor and review these systems, procedures or guidelines to ensure they are fit for purpose and in alignment with best-in-class diversity and inclusion practices.
- f) The Institute must develop appropriate systems with measurable KPIs to assess the effectiveness of GDI initiatives and these should be monitored by GDI Committee at regular intervals.

4. Appendix

4.1. Key terms

Term	Definition
Bias	An attitude, habit, inclination or preference that interferes with impartial and objective judgment
Complainant	An individual who raises a Concern / Complaint / Protected Disclosure / Disclosure under the Institute's Ethics Framework and its supplementary policies and procedures
Disability	Visible or non-visible differences in abilities, inclusive of sensory, cognitive, emotional, and physical issues. Disability covers a wide range of different physical, psychosocial, sensory and/or intellectual impairments which may or may not affect a person's ability to carry out their day to day activities
Discrimination	The act of differentiating between people or groups and engaging in prejudicial treatment based on their actual or perceived membership in a certain diversity category (basis age, gender, disability, race, nationality, ethnic origin, religion, language, marital or civil partnership status, political beliefs or sexual orientation)
Ethnicity	A category of people who identify with each other, usually on the basis of a presumed common genealogy or ancestry or on similarities such as common language or dialect, history, society, culture or nation
Institute	Refers to International Crops Research Institute for the Semi-Arid Tropics (ICRISAT)
Policy Council	A council consisting of nominated members from the ICRISAT Executive Team, constituted for ensuring compliance with the policy management framework of ICRISAT.
Retaliation	<p>A direct or indirect administrative decision and/or action that adversely affects the employment or working conditions of a Complainant. Such action is taken for the purpose of punishing, intimidating or injuring the Complainant because the individual has:</p> <ul style="list-style-type: none"> • Reported suspected wrongdoing that implies a significant risk to the Institute; and/or • Cooperated with a duly authorized audit or an enquiry of a report of wrongdoing. <p>Retaliation can include, without being limited to:</p> <ul style="list-style-type: none"> • Harassment; • Discrimination; • Unsubstantiated negative performance appraisals; • Unjustified contractual changes: termination, demotion, reassignment or transfer; • Unjustified modification of duties; • Unjustified non-authorization of holidays and other leave types; • Unjustified termination or compensation decreases, or poor work assignments or threats of physical harm • Malicious delays in authorizing travel, or the provision of entitlements;

	<ul style="list-style-type: none"> Threat to the Complainant, their family and/or property including threats that may come from outside ICRISAT. <p>Retaliation will be treated as gross misconduct and is subject to appropriate disciplinary action.</p>
Workforce	Individuals who have a contractual relationship with ICRISAT such as members of Regular Staff Cadres, members of the Non-Regular Special Assignments category, members of Short-term contracts, members of Job-contracts, Learner-Participants and Third-party contractors; regardless of their position, type of employment, or location

4.2. Reference documents/ links

- A. GDI Committee - Terms of reference
- B. Ethics Policy
- C. Concern Resolution Procedure
- D. Whistle Blowing and Protection from Retaliation Policy