

International Commission of Jurists Diversity and Inclusion Policy

Created	Authorized by	Scheduled for Review
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1. Introduction

- 1.1 The ICJ, as an organisation dedicated to the advancement of human rights, is committed to upholding equality, and countering discrimination and exclusion. Through its work around the world, in accordance with the [ICJ's strategic plan](#), the ICJ strives for the equal enjoyment of human rights, and advocates for access to justice, remedies and accountability for those who are most marginalised or disadvantaged.
- 1.2 This commitment to equality is central to the ICJ's code of ethics (para.3.9) and is implemented through its Equal Opportunity Policy. The Diversity and Inclusion policy aims to further ensure that the ICJ lives up to its commitment to equality by increasing diversity and inclusion amongst its representatives, in its workplace practices, and in its activities. As a global organisation with Commissioners, staff, consultants and interns from all regions of the world, the ICJ aims to be representative and inclusive of the people whose rights it defends.
- 1.3 **Diversity** refers to representation of people with different identities, backgrounds and life situations, in the organisation and its work. It involves representation of people with differences in sex, race, colour, national, ethnic or social origin, religion or belief, age, gender identities, sexual orientation, marital status, disabilities, health status, political opinion as well as other different characteristics or situations.
- 1.4 **Inclusion** refers to how well the contributions, presence, opinions, and perspectives of different groups of people are valued and integrated into the organisation's work.
- 1.5 The ICJ has developed this policy with the aim of:
 - Being a truly diverse and inclusive organization;
 - Ensuring that all our people feel valued, respected, heard and seen;
 - Providing a safe and healthy environment for all.

2. Key principles

- 2.1 The ICJ should be diverse in its composition at all levels, including membership of the Commission, management, staff, interns and consultants.

- 2.2 Principles of diversity and inclusion should be embedded in all ICJ internal policies and strategic plans, and in project planning and implementation.
- 2.3 The ICJ should strengthen and nurture a culture that respects and hears ideas and opinions from people with diverse identities and backgrounds and ensures that stereotypes based on sex, race, colour, national, ethnic or social origin, religion or belief, age, gender identities, sexual orientation, marital status, disabilities, health status or other status or characteristics, are consistently challenged and changed.

3. Commitments

- 3.1 In accordance with these principles, the ICJ will take the following steps:
- 3.2 **Mapping:** Update annually its internal mapping of the diversity currently represented amongst Commissioners, staff, long-term consultants and interns to the extent compatible with the right to privacy, and identify areas where there is a lack of representation;
- 3.3 **Selection and recruitment:** On an annual basis, identify areas where there is a need for greater diversity or equality of representation amongst Commissioners, staff, long-term consultants or interns and make a conscious effort to diversify the ICJ by recruiting or selecting people from underrepresented backgrounds.
- 3.4 **Human resources:** ensure that human resources policies and processes (salary and benefits, performance management, evaluation, promotion) treat all staff equally and take account of diverse needs and circumstances of staff;
- 3.5 **Protection from harassment.** Ensure that all staff, interns and consultants are protected from harassment on grounds of their identity, characteristics or situation, including by access to the grievance policy and application of the discipline policy where appropriate;
- 3.6 **Flexible working:** Ensure flexible work arrangements to accommodate varying employee needs such as for staff, interns or consultants living with disabilities or health conditions, pregnant women or those with infant children or other caring responsibilities; and provide for such arrangements in human resources policies and practices;
- 3.7 **Disability:** take measures to the maximum extent possible to ensure that the needs of staff, interns, consultants or Commissioners with disabilities are accommodated and that people with disabilities are able to fully participate in ICJ activities;
- 3.8 **Inclusion in project design:** When designing a project or an activity, ensure access for marginalized groups to ICJ events, activities and resources and make relevant provisions for inclusive participation;
- 3.9 **Events and panels.** Ensure diversity of representation of participants and speakers at events, including by avoiding convening or participating in single-gender panels of speakers;

- 3.10 **Inclusive language:** Provide guidance to ensure that ICJ language used in its publications, website, messages to staff and partners, as well as in ICJ meetings and events, is inclusive and represents the organisation's commitment to diversity;
- 3.11 **Internal policies.** Ensure that ICJ's commitment to be diverse and inclusive is reflected in existing procedures and manuals, and in any future internal policies and procedures that are developed;
- 3.12 **Partnerships.** Actively seek and expand ICJ's partnerships with organizations that represent diverse communities;
- 3.13 **Monitoring and Evaluation.** Work towards including monitoring of diversity and inclusion in the ICJ's Monitoring Evaluation and Learning (MEL);
- 3.14 **Internal Communication.** Through initial orientation and refreshers on the relevant policies, ensure that all ICJ Commissioners, staff, consultants and interns share a common understanding of the diversity and inclusion policy and that the Exco members, the Secretary-General and members of Senior Management team are equipped to lead on and implement this policy;
- 3.15 **External Communication.** Communicate this policy to ICJ partners and networks so that they are aware of our commitment and their obligation to operate in line with this policy.

4. Roles and Responsibilities

- 4.1 Lead responsibility for the promotion and implementation of this policy lies with the Secretary-General. All Directors are responsible for ensuring the promotion and implementation of the policy in their programme or department.
- 4.2 The Executive Committee shall appoint one of its members as focal point on diversity and inclusion, as well as a deputy focal point, to champion these issues within the Commission and the organization as a whole.
- 4.3 A Diversity and Inclusion Committee shall be established including the EXCO focal points, the Secretary-General, the Director of Development and Donor Relations, and the Human Resources Manager, to oversee the implementation of this policy. A deputy may be appointed for any member of the committee if they are unable to carry out the role for any reason.
- 4.4 The Committee shall meet at least once a year to agree action points to be implemented within the following year, with allocated responsibilities, timelines and benchmarks. Prior to each meeting, all staff shall be invited to raise any problems of lack of diversity and inclusion with the Committee. The action points will be communicated to all Directors and other relevant staff.
- 4.5 Violations of this policy may be addressed through the grievance policy, the discipline policy and/or the whistleblowing policy as appropriate.