

# Diversity Policy

## Policy & Governance Information

Policy name	AADK Procurement Policy	Policy owner	Finance & Administration Director
Ratified by	LT	Version	1.1–November 2022
Ratification date	17 January 2020	Review Frequency	Every 3 years
Date last updated	01 November 2022 (1)	Next review	January 2023

## 1 Our approach

We at AADK see diversity as a strength, and want to be representative of the society we work in. We believe that inclusion is critical to our work as a social justice agent, and we aim to recruit, develop and retain the most talented and passionate people from a diverse candidate pool.

Our work is based on an understanding of subtle power and change that has its roots in feminism's long struggle for equality and for a just distribution of power, resources and influence across boundaries of gender, class, nations, generations, sexuality, ability and ethnicity. In concrete terms, this means that we fight against discriminatory wielding of power on three levels: the formal level (laws, politics, institutions), the informal level (financial institutions, corporations) and the invisible level (prejudices, stereotypes, patriarchal structures, xenophobia).

This applies to our way of working with human resources (HR) – both employees or volunteers – within the organisation.

## 2 Equal Employment Opportunity and Diversity in AADK's

AADK complies with the country constitution and all applicable state laws regarding non-discrimination.

AADK provides equal employment opportunities for all persons in all aspects of the organisation's operations, including (among other) during recruitment, delegation, skills development and internal promotion processes as well as support in personnel matters.

AADK does not discriminate based on race, skin colour, national or ethnic origin, religion, age, physical or mental ability, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, social or economic status and other identity markers.

In addition to non-discrimination, AADK is committed to diversity in all staff, volunteers, and audiences as well as full and inclusive participation in programs, policy formulation, and decision-making. We strive to be leader and model when it comes to individual, organizational and societal respect of difference; and to promote dignity, fairness, caring, and equality.

## 3 Equal Employment and Diversity Efforts

AADK is organised to ensure that HR management, communication and leadership processes as well as AADK culture support the development of the diversity mentioned above. This is visible in:

- Developing a yearly assessment and plan on how to work on diversity;
- Recruitment – developing and monitoring processes and content to ensure that positions and communications are non-discriminator and targeted to diverse groups with necessary competences;
- Communication – making sure that the full equal opportunity and diversity clause is easy visible on websites, communications and adds;
- Career development, delegation and leadership – offering equal opportunities to support diversity in all areas and at all levels in the organisation as well as equal access to development opportunities;
- Work frame – Identifying and implementing changes in work frame (e.g. space and time) that can better support diversity;
- Culture – leading reflections and proposing changes in organisation's culture and leadership that support diversity;

This organisation is based on roles and delegation in relevant areas and at different levels to implement and monitor efforts. Furthermore, AADK brings inspiration and knowledge from external sources, being possibly part of relevant network. A Diversity Circle facilitates coordination across the organisation and with external partners.

AADK has a mechanism to address discrimination issues and proposal to increase diversity.

1. The mechanism is communicated to all stakeholders and easy accessible.
2. All employees and volunteers who notify discrimination (either experiencing themselves or observing discrimination situation) are committed to report the case to whistleblowing@ms.dk. The report may contain: a description of the situation; names of people who are involved; and why it is an issue or the purpose of the proposal as well as expected outcomes. Complaints and proposals can be handed in anonymous if required by the complainant or needed to secure people safeness.
3. A Criminal Activity Officer is committed to answer, log the case and follow-up.

AADK monitors regularly diversity efforts and results. This includes a yearly report upon efforts and status to stakeholders (public, employees, leadership and board) – this rapport is part of the Staff status rapport.

#### 4 Policy implementation, evaluation and review

The Diversity Manager is responsible for implementation of this policy incl. communication.

Once a year, AADK's leadership evaluates the policy (based on the yearly rapport and eventual complementary information) and decides changes when necessary.

The Diversity Manager is responsible for evaluation and review process.

##### (1) Updates

01-11-2022	Naming of positions accordingly organisational changes Update with Policy & Governance information
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