



## Gender Equality and Diversity Policy

**Introduction:** United Hands for Refugees e.V. is a Germany based non-profit organisation promoting assistance for people persecuted on political, racial, or religious grounds as well as refugees and people who are discriminated against on the basis of their gender identity or gender orientation. Furthermore, the association aims to contribute to the promotion of international spirit, tolerance in all areas of culture and the idea of international understanding. In line with the Sphere Handbook: Humanitarian Standards, it is a fundamental value and commitment of the organisation to ensure equal opportunities, to the best of our ability, independent of gender, nationality, ethnicity, sexual identity, and other characteristics.

**Purpose:** Our commitment to diversity and equality has been deeply embedded into the values, mission and practices of the initiative since its establishment. Therefore, we hereby commit to dedicating available resources to implementing the following gender equality policy within our organisation structure and operations. We commit to taking the following measures in order to prevent gender-based violence, discrimination, and (sexual) harassment:

**Scope:** This policy applies to all active and sponsoring members as well as board members of the organisation.

### Policy measures:

- **Equal opportunities officer:** An equal opportunities officer will be suggested and assigned by the board during the organisation's general assembly at the yearly meeting, for a period of 1 year. This officer can be reached anonymously with complaints or concerns and will be responsible for resolving matters brought to their attention.
- **Diversity and Gender equality in recruitment:** Volunteer recruitment procedures will not differentiate based on gender, ethnicity, nationality, sexual identification or other characteristics. As affirmed in the organisation statutes, anyone can become an active or sponsoring member of United Hands for Refugees e.V.
- **Gender equality in volunteer development measures:** Equal opportunities will be made available for taking responsibilities within the organisation, training, and development among all volunteers and decision-makers, independent of gender or other characteristics.
- **Raising awareness about gender equality and tolerance:** Regular training will be provided for organisation volunteers and decision-makers to ensure awareness of gender equality and prejudices, anti-discriminative and non-violent communication practices, inclusive language, and positive team dynamics.
- **Diversity of the Board:** A balanced representation of different genders will be desired in the process of electing the organisation's board members.
- **Culture of rejecting discrimination and harassment:** Attention will be placed on ensuring an organisation culture, and particularly leadership from decision-makers, demonstrating zero tolerance for discrimination and harassment of any kind; Any incidents will be effectively followed-up, and any necessary consequences will be enforced by the equal opportunities officer and the board, including exemption as an active or sponsoring member if necessary.
- **Data collection and monitoring:** gender-disaggregated data will be collected and reported on annually relating to the representation of nationalities and gender diversity within members and board members.
- **Awareness-raising:** We will ensure integration of the gender dimension in decision making and teaching content of our awareness-raising measures.