

Diversity, Equity, and Inclusion (DE&I) Plan 2023

March

2023

The Amsterdam Institute for Global Health and Development (AIGHD) strives for equal opportunities for health and well-being for all.

Introduction

After two years of informal discussions on diversity and inclusion within the organization, AIGHD has formalized its plan since March 2023. We believe in Diversity, Equity & Inclusion (DE&I) because it encompasses the symbiotic relationship, philosophy, and culture of acknowledging, embracing, supporting, and accepting those of all racial, sexual, gender, religious and socioeconomic backgrounds, among other differentiators. As an organization working on global health DE&I is pivotal to our work, our partners, and funders: working alongside integrity and equitable partnerships.

As AIGHD we decided to draft a DE&I plan instead of a Gender Equality plan because we believe that diversity relates to more aspects than just gender. Gender is an important aspect of our DE&I plan but there are more aspects of differences when addressing diversity. Other differences also lead to more diversity and benefits in the workplace. We strive for a workforce with a balanced representation of gender, age, ethnicity, and people with disabilities.

As an organization we also decided to include the E of equity to our diversity and inclusion plan since we believe that if we live in a world where there still a disproportionate unequal society, we want to contribute by actively addressing this imbalance and provide more opportunities for people who have historically had less access.

Inclusion is about diversity in practice. It's the act of welcoming, supporting, respecting, and valuing *all* employees. It is about where every employee feels at home and can speak out/up and where everyone's unique contribution is considered.

Resources, Planning & Reporting

At AIGHD we realize that the challenge is to continuously address our vision and goals on DE&I and to ensure continuous support within the organization. Only then can we realize sustainable change. This means that we will involve our employees and researchers to develop a shared conscience regarding diversity, equity, and inclusion. Within AIGHD we have appointed staff members & researchers as DE&I ambassadors. The AIGHD advisory team will also be consulted annually to provide feedback on the DE&I focus areas and activities. Besides these resources the AIGHD Executive Board will also allocate budget to fund the activities mentioned further in this document.

To realize sustainable change, we have agreed on Board level that the DE&I plan forms part of the AIGHD (multi)annual planning process, meaning that every year we include DE&I in our (multi)annual vision and goals. Since this was agreed in the first quarter of 2023 the first planning session with DE&I

will take place in our June 2023 strategic planning session. We have identified two phases within our DE&I plan: the phases represent the top-down, bottom-up approach. The first phase includes active support on Board level, setting the overall requirements and focus areas. During the second phase the DE&I ambassadors will provide input to a more detailed activity plan and the Board will set clear targets on the focus areas. From the annual report 2023 onwards, we will also report on the goals that will be defined in the June 2023 planning session.

Targets & approaches – What are our goals?

As we know DE&I does not happen by itself. To achieve more DE&I in the organization we will focus on activities within the following focus areas:

1. Gender equality and Equal Pay
2. Increase inclusiveness of the organization
3. Increase awareness and commitment to DE&I within the organization and partnerships.

1. Gender equality and Equal Pay

1.1 Target numbers

AIGHD is a relatively small organization of around 37 employees and 126 fellows. When defining our targets, we will include our fellows and the consultants that work for us. They form an important part of our international research organization and should reflect the organization that we want to be. When working on gender equality and equal pay we know that we need targets and benchmarks that move us forward concretely. The most important targets will be set on age, gender, and disability access. We do believe there are other aspects that are important such as: LGBTIQ+ and ethnicity. Within AIGHD we have a reporting process in place where those who feel discriminated can complain and speak in confidence. AIGHD has appointed (external) confidential counsellors and an ombudsperson.

Responsible: The Board is responsible for decision-making and achieving targets. These targets will be set during the June 2023 strategic planning session.

Our HR advisor will collect and report on targets. The HR advisor will report on a semi-annual basis to our DE&I ambassadors, Board and Supervisory Board.

1.2 Awareness training

Sensitizing board and staff through training and education is an important part and first step. That is why we will organize a first awareness-raising session and training on diversity, equity & inclusion with a special attention to gender equality and unconscious bias behaviour. This training session is mandatory for the whole organization.

Responsible: HR advisor, DE&I ambassadors. When: Q3 2023

1.3 Recruitment & Selection process

To recruit and select unbiased, the current recruitment & selection process will be critically reviewed, and a plan will be drafted to recruit more consciously. That means that we will address questions like: How do we recruit? How are our recruitment and vacancy texts drafted? Where are vacancies posted? How do we communicate with applicants? What is the pre-selection based on? What requirements do we set? What do we mean with 'experience'? What is necessary and important? How do we make sure the interviews are done in an equal and inclusive way. And finally: how do we prevent our tendency to attract people with whom we have a first 'click'.

Responsible: HR Advisor. When: Q3 2023

1.4 Equal Pay

Equal Pay is often, but not exclusively, a gender issue. We believe that everybody within AIGHD, doing the same work, is entitled to the same wage. In 2023 we will investigate whether we comply with Equal Pay.

Responsible: HR Advisor to execute the investigation; Board to act if needed

1.5 Employer branding

Besides being an attractive organization in a changing labour market, we also want to position ourselves as a diverse and inclusive employer. What our vision and definition is of inclusive and diverse will be included in phase two of this plan (strategic planning June 2023). We will include this in our 2024 communication plan.

Responsible: Executive Board, DE&I ambassadors, Communication Advisor

2. **Increase inclusiveness within the organization.**

2.1 Training

See also point 1.2. In quarter three of 2023 an awareness training will be organized. This training also aims at increasing awareness on the DE&I within AIGHD and unconscious bias.

2.2 Introduction program

It is important to include DE&I in the introduction program for new employees. A warm welcome is an integral of inclusiveness. A comprehensive introduction is important since new staff have time to get to know the organization with its written and unwritten rules.

Responsible: HR Advisor & Line-management

2.3 AIGHD staff meeting

Every year an AIGHD staff meeting will be dedicated to DE&I. This will be organized by the DE&I ambassadors. A budget will be allocated for this activity.

Responsible: DE&I ambassadors

3. Increase awareness and commitment to DE&I within the organization and partnerships.

It is important to make everyone aware of what is required of the organization and its employees and what this means in practice. Diversity, equity, and inclusion plans can also have a perceived undesirable effect, such as miscommunication, conflict, or discrimination. To prevent misunderstanding, it is important to increase involvement within the organization. The Board, Principal Investigators, and line management play an important role in this process. Diversity belongs to everyone.

3.1 Tone of the top

The Board supports DE&I within AIGHD and express this in their day-to-day management and communication.

3.2 Employee satisfaction survey

AIGHD will introduce an employee satisfaction survey in Q4 2023. Questions on DE&I will be included in our survey.

Responsible: HR advisor and DE&I ambassadors

3.3 DE&I ambassadors

DE&I requires the active involvement of our staff to become successful, AIGHD has formed a working group for this purpose: the DE&I ambassadors. They will guide and promote DE&I on the work floor, they will actively contribute to the AIGHD DE&I plan and they will communicate and/or escalate issues related to DE&I directly to the Executive Board.

3.4 Integrity framework & Equitable partnerships

AIGHD has established an integrity framework to prevent integrity violations as much as possible, and to provide guidelines to properly handle reported incidents and to support victims of integrity violations. When staff join AIGHD and during the annual team-session (2.3) this integrity framework is communicated and explained. Especially the interpersonal integrity violations (discrimination, harassment, humiliation, violence, bullying, sexual harassment, sexual violence) with clear examples will be communicated in the DE&I team session.

Since AIGHD also works in various partnerships and collaborations we have a chain responsibility towards our partner organizations, beneficiaries, suppliers and other third parties. In the June 2023 strategic planning meeting, we will further discuss and define what our vision and



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definition is of equitable partnerships. Based on that vision we will further develop our policies (complaints policy & procedure, anti-fraud policy, anti-corruption policy, (research) code of conduct).

Signature Executive Board:

Date: 23 March 2023

Place: Amsterdam

A handwritten signature in black ink, appearing to read 'A. Wagenaar-Vassall', positioned above a horizontal line.

A. Wagenaar-Vassall

Executive Director

A handwritten signature in black ink, appearing to read 'C. Schultsz', positioned above a horizontal line.

C. Schultsz

Director of Science

Signature: *A. Vassall*
A.Vassall (Mar 24, 2023 09:11 GMT)

Email: a.vassall@aighd.org

AIGHD - Diversity Equity Inclusion plan 2023

Final Audit Report

2023-03-24

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