

Equal Opportunity Policy

Code	Sector	Type	
Created by	Last modification	Written by	Authorised
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1. Aim and objective of the policy

The following equal opportunity policy is designed to ensure that the ICJ and its Governing Body comply with their obligations under Swiss Law (art. 8 of the *Federal Constitution of Switzerland*) and international law.

The ICJ is committed to foster, promote and protect ICJ core values such as equality of opportunity and providing employment equality to all, irrespective of:

- Gender identity and/or expression,
- Marital or civil partnership status
- Having or not having dependents
- Religious belief
- Political opinion or affiliation
- Race (including color, nationality, ethnic or national origins)
- Disability or physical appearance
- Sexual orientation
- Age
- Social origin or class
- Health (including HIV status).

The ICJ is opposed to all forms of discriminatory behavior, direct and indirect discrimination, harassment and victimization, on the basis of any of the above grounds.

2. Equality commitments

The ICJ is committed to:

- Fulfilling all its legal obligations under relevant equality legislations and practices and under the present policy
- Promoting diversity and equal opportunity within the organization
- Creating a work environment in which all individuals are treated with respect and dignity
- Preventing occurrences of unlawful direct or indirect discriminations, harassment and victimization
- To keep those persons responsible for violations of these principles accountable and if needed apply disciplinary action.
- To foster an organizational culture in which all personnel are encouraged to report to the hierarchy violations of the equal opportunity principles (whistle blowing)

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2. Scope

This policy applies to all those who work with (or apply to work for) the ICJ including:

- Commissioners and Exco members in the context of carrying out their obligations to the ICJ;
- Staff and interns (paid or voluntary) of the ICJ Secretariat
- Job applicants
- Consultants, partner organizations and independent service providers in the context of carrying out their obligations to the ICJ

This policy applies to all terms and conditions of employment at the ICJ including recruitment, working practices, training and development, working environment and conditions of employment.

3. Implementation

The EXCO is responsible for the application of Equal Opportunity principles in the election of Commissioners, of EXCO members, of the Chairperson and of the Vice-Presidents. The EXCO is also responsible for applying these principle when recruiting a Secretary General. They also are responsible for controlling whether the SG and the Commissioners are complying with this policy.

The Secretary-General is responsible for the effective implementation of this policy and for identifying measures necessary to prevent and overcome violations.

All employees shall abide by this policy and help create an environment conducive to equality.

In order to implement this policy, the ICJ shall:

- Communicate this policy to those who work with (or apply to work for) the ICJ.
- Incorporate equal opportunities notices into general communications practices.
- Establish key controls (within the Internal Control System) to sign off that policy was complied with and procedures were followed
- Ensure that adequate resources are made available to fulfill the objectives of the policy.

5. Monitoring and Complaints

Any and all employees who believe they have witnessed or been the subject of discrimination or harassment should immediately notify a supervisor or, directly human resources department. The officer notified of such a notification shall be receptive and open to promptly investigating any allegations of discriminatory behavior.

When discriminatory behavior by an employee is established, the Secretary-General is responsible for taking action suitable to the circumstances, which may include among other things, mediation, examining other evidence, moving workspaces or taking disciplinary actions. The ICJ grievance procedure is further applicable.

The effectiveness of this policy will be reviewed regularly and action will be taken as necessary. The Secretary-General will monitor complaints that have been addressed, and follow-up if necessary.