



ANTI-DISCRIMINATION POLICY

Policies can be established or altered only by the Board: **Procedures** may be altered by the CEO.

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Anti-discrimination Policy

Introduction

AJESH endorses diversity, supports equal rights, and does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap, whether covered by applicable legislation or not, except where affirmative action may be required to redress individual or social handicaps of people from disadvantaged groups.

Purpose

This document sets out

- AJESH's policy against such discrimination
- The governance structures, responsibilities and processes that have been established to give effect to that policy.

Policy

AJESH does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap or any other personal attribute protected by law, except where affirmative action may be required to redress individual or social handicaps. AJESH will make all reasonable accommodations to allow people who experience difficulties in their dealings with the organisation to benefit equally from its work.

Authorisation



A circular blue stamp for AJESH Cameroon is visible. The stamp contains the text: "AJESH CAMEROON", "P.O. BOX", and "TEL: 33 18 75 54 / 99 13 50 03". A handwritten signature in blue ink is written over the stamp. Below the signature, the name "Harrison A. Ncho Ngaaje" and the title "EXECUTIVE PRESIDENT (CEO)" are printed in blue.

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Anti-discrimination Procedures

Responsibilities

1. The Board will:

- Regularly review the leadership and commitment given to eliminating discrimination through active promotion of the organisation's Anti-Discrimination Policy.
- Monitor performance by way of periodic management reports and assurances.

2. The CEO will:

- Ensure that:
 - the organisation's practices and processes incorporate precautions against discrimination in such areas as hiring, client selection, and program delivery;
 - Reasonable accommodations are made to allow diverse groups to access benefits provided by the organisation;
 - Where appropriate, weight is given to the culture and experiences of individuals from disadvantaged groups.
- Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections.
- Oversee the performance of subordinate officers in these matters.
- Review and report to the Board, as appropriate, on the effectiveness of the management systems established to remove discrimination.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective policy compliance across the organisation.

3. All staff and volunteers at all levels will:

- Ensure that they are aware of the organisation's policy against discrimination;
- Not act in a manner that would be considered to be discriminatory pursuant to this policy or any applicable legislation;
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of discrimination occurring.

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Processes

The CEO will initially review the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy, and will report to the Board on this matter.

The CEO will review any changes to the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy.

Staff and volunteers will follow these procedures.

Related Documents

- Administrative Manual
- Financial Procedure Manual
- Anti-Discrimination Policy
- Equal Employment Opportunity Policy
- Sexual Harassment Policy
- Work Health & Safety Policy
- Code of Conduct

Authorisation



Harrison A. Noko Ngaaje
**EXECUTIVE PRESIDENT
(CEO)**

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