

CWD Equality Policy

CWD Equality Policy	Issued: 23/6/2016	Reviewed: 22/7/2024	Approved by: Managing Director
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1. Introduction

Charisma Workforce Development (CWD) is committed to equality of opportunity for all staff, delegates and clients irrespective of gender, family status, civil status, religious belief, age, disability, nationality or ethnic origin.

2. Policy Statement

Charisma Workforce Development (CWD) is committed to the development, maintenance and support of a policy of equal opportunity for staff, delegates and clients. CWD has and will continue to develop policies, procedures and practices that comply with Sudan Labor Act 1997 (Act No.20- 1997) and the Sudanese Ministry of Human Resource Regulations. CWD is committed to the eradication of unfair and discriminatory practices, direct and indirect, however and whenever they occur.

3. Equality in the Workplace

3.1 The aim of the policy is to promote equality of opportunity for the CWD staff.

- CWD ensures that, through its recruitment and selection procedures, it provides equality of opportunities for employment so that the workforce reflects the diversity of the community it serves.
- CWD is committed to the achievement of equality of opportunity for all staff in career development, training, promotion and re-grading.
- CWD monitors and reviews employment policies and practices to ensure that they do not, directly or indirectly, discriminate unfairly against individual members of staff or particular groups of staff.

3.2 Responsibility

Human resource Coordinator is responsible for formulating, monitoring, evaluating and reviewing the CWD equal opportunities policy and ensuring that Charisma goal of equal opportunities in employment is achieved.

CWD is committed to a policy of equality of opportunity in its employment practices and the following are specifically designed policies and procedures that influence this commitment:

3.4 Recruitment and Selection

The policies and procedures used by Charisma ensure that the best candidate for the job will be selected. Commitment to this principle of appointment on merit will assist the continuing development of CWD and guarantee equality of opportunity. Gender composition of all selection boards will be monitored by the Human Resource Office.

3.5 Employment of people with disabilities

CWD will make reasonable adjustments for a person with a disability who:

- Applies for a job, is offered employment, or is an employee, and
- Requires the adjustments in order to participate in the recruitment process or perform the genuine and reasonable requirements of the job.

3.6 Harassment and Sexual Harassment

CWD believes that every staff member is entitled to work in an environment free from harassment and sexual harassment and every delegate is entitled to study in an environment free from harassment and sexual harassment.

3.7 Anti Bullying

CWD encourages the promotion of a working, learning and social environment where all staff work positively and harmoniously together. Charisma believes that the work environment should give all employees the freedom to do their work without having to suffer bullying or intimidation from any member of staff, colleague or group of colleagues, delegate or group of delegates.

3.8 Discrimination

Direct discrimination occurs when someone is treated unfavourably because of a

Indirect Discrimination occurs when a rule seems neutral, but has a discriminatory impact on certain people. For example a minimum height requirement of 6 foot for a particular job might be applied equally to men and women, but would indirectly discriminate on the basis of sex, as women tend to be shorter than men.

3.9 Staff Training and Development

CWD is committed to equality of opportunity in relation to access to higher and further education and training programs. This is provided to all staff primarily through the Staff Training and Development Policy.

3.10 Resources

The Human Resource Coordinator will advise of the resources required for the implementation of this policy and if and when necessary also advise where the absence of resources is inhibiting the full implementation of the Equal Opportunities policy.

3.11 Review

The Human Resource Coordinator, in association with Executive Manager will review of this policy annually. Human Resource Coordinator shall advise of recommended revisions, in line with best practice and the legal provisions then current. Relevant changes in legislation will be reflected in this policy as they occur.

4. Equality for Delegates

4.1 Aims and Objectives

CWD recognises and implements the philosophy that equality of treatment in the educational environment is a fundamental right. To bring this about, Charisma pledges to use its best endeavors to devise and implement procedures which will ensure that no delegate or potential delegate will receive less favorable treatment than any other because of age, nationality or ethnic or national origin, gender, civil status, family status, disability, religious belief or sexual orientation.

Charisma strives to provide appropriate facilities and services to enable all delegates to

Participate fully as students of Charisma Training Center. The provisions in this policy are without prejudice to the right of Charisma to adopt positive measures to promote equality of opportunity with respect to delegate's as it deems appropriate.

4.2 Policies and Procedures

4.2.1 Selection of Delegates for Courses

Selection for all courses and programs will be on genuine course-related criteria. Specifically, advertising and administrative procedures will indicate an intention not to discriminate on any grounds.

4.2.2 Disability Support Service

CWD provides a comprehensive support service for delegates with a disability. Delegates and potential delegates with recognised disadvantages or disability may be given special consideration. Information about such considerations will be made available to all potential delegates.

4.2.3 Harassment and Sexual Harassment

CWD believes that every delegate is entitled to study in an environment free from harassment and sexual harassment and every staff member is entitled to work in an environment free from harassment and sexual harassment.

4.2.4 Anti-Bullying

CWD believes that the study environment should give all delegates the freedom to carry out their studies without having to suffer bullying or intimidation from any delegate or group of delegates or member of staff.

4.2.5 Discrimination

Any delegate or course applicant who believes that he or she has been discriminated against on the grounds of age, nationality or ethnic or national origin, gender, civil status, family status, disability, religious belief or sexual orientation has the right to complain regarding the alleged discrimination. Such a complaint should be made under the “Complaints Procedure, delegates or Course Applicants” Both formal and informal

Guidance and advice to delegates shall be given in such a way, and in such language, that it includes and represents equally any category of delegate or potential student.

4.3 Enforcement, Reporting and Review

The annual report of Human resource Coordinator shall include an audit of the state of training and implementation of the recommendations until such time as the recommendations are either implemented in full or by board of directors expressly decides not to implement them.

A review of this policy shall be carried out by the Human resource Coordinator, in association with the Executive Manager, not later than five years after its approval by board of directors, in line with best practice and current legal provisions.

4.4 Equality in the Community

CWD is committed to equality of opportunity irrespective of gender, civil status, family status, sexual orientation, religious belief, age, disability, nationality or ethnic or national origin.

If a member of the public feels they have been discriminated against on the ground/s of gender, civil status, family status, sexual orientation, religious belief, age, disability, nationality or ethnic or national origin or membership of the travelling community, they should address their complaint, in writing, to the Executive Manager, who will deal with the complaint appropriately.



Hamid Abuzaid

Managing Director

Charisma Workforce Development

1st June 20116