



EQUALITY, DIVERSITY, AND INCLUSION POLICY

Afghan Rayan Educational & Development Organization (AREDO) is committed to encouraging equality, diversity, and inclusion among our workforce and eliminating unlawful discrimination.

Our workforce aims to be truly representative of all sections of society and our customers and for each employee to feel respected and able to give their best.

AREDO is also committed against unlawful discrimination of customers or the public in providing goods or services, or facilities.

The policy's purpose is to:

- provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time
- not unlawfully discriminate because the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy, and maternity, race (including color, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.

AREDO commits to:

- Encourage equality, diversity, and inclusion in the workplace as they are good practice and make business sense
- Create a working environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognized and valued.
- This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help AREDO provide equal opportunities in employment, and prevent bullying, harassment, victimization, and unlawful discrimination.
- Take complaints of bullying, harassment, victimization, and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public, and others in the AREDO's work activities seriously.





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- Such acts will be dealt with as misconduct under the AREDO's grievance and disciplinary procedures, and appropriate action will be taken. Severe complaints could amount to gross misconduct and lead to dismissal without notice.
- Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as sexual assault allegations
- Make opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximize AREDO's efficiency.
- Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.
- Monitor the workforce's makeup regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and meeting the aims and commitments set out in equality, diversity, and inclusion policy.

Use of AREDO's grievance and disciplinary procedures does not affect an employee's right to claim an employment tribunal within three months of the alleged discrimination.



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