



DIVERSITY & EQUALITY POLICY

Encouraging diversity and equality regarding our participants

Pagoda Projects is committed to eliminating discrimination and encouraging diversity amongst the participants of its programmes and partner organisations. Our aim is to grow diversity by the groups of participants being truly representative of all sections of society of all nations where each participant feels dedicated to the principles of **respect, equality** and **fairness** throughout their actions. Valuing each individual takes our top priority to ensure our participants feel confident and comfortable throughout the time on the programme.

To that end the purpose of this policy is to provide equality and fairness for all our participants and to not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, age. We oppose all forms of stereotyping as well as unlawful and unfair discrimination occurring within any practice and procedures connected to our offered programmes.

Realising inclusion of diverse participants

Participants with physical mental, cognitive and other disabilities/pre-existing conditions are welcomed to apply. The disability status will not affect eligibility for any programme. Upon acceptance, a thorough needs assessment will be completed. Pagoda Projects commits to make every attempt to make the provide the support necessary. If it is found that sufficient resources cannot be made available to support the student in-country, Pagoda Projects reserves the right to rescind acceptance in order to ensure the health and well-being of the participant as part of their duty of care.

Enacting inclusion, diversity and equality regarding our services

We believe that every participant should be given the chance to experience our programmes and understand that everyone has different commitments which may hinder their accessibility to enjoy our services. Pagoda Projects has a wide range of programmes with different time frames to cater to every individual. From 10 days to 4 weeks, we can ensure that every participant regardless of their circumstances are able to fully take advantage of the opportunities available to increase their international mobility and employability. This is something we strongly campaign for and is passionate about.

All participants, whether on customized programmes including short-term stays or on our self-funded programme, will be treated fairly and with respect. We commit that all decisions made in agreement with participants and the support provided are free from bias and we strongly strive to offer adequate support to realise the participation on our programmes.

Responsibility of participants

We strongly believe in promoting a safe and caring environment for all our participants and should there be any problems that may arise participants are advised to make Pagoda Projects aware of any misconduct happening in order to take appropriate action and ensure the compliance to our duty of care. A clear procedure for complaints is outlined our complaints and grievance policy which can be found on our website. Participants are made aware of how to handle any complains and grievance during orientation session.



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Our commitment:

- To ensure the creation of an environment in the host country in which individual differences and the contributions of all our participants are recognised and valued.
- Every participant commencing an internship with Pagoda Projects is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- We will regularly review our participant application process and procedures to maintain high standards of diversity, quality and fairness.
- We do not tolerate any misconduct of our diversity and equality policy, neither done by participants nor partner organisations, which could lead to disciplinary proceedings.

Creating a diverse team

Pagoda Projects dedicates itself as an equal opportunity employer that is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our employees and volunteers will be truly representative of all sections of society and each employee feels respected, treated fairly, valued as an individual and comfortable to give of their best. We believe that it is important to value differences between employees and are convinced of the positive benefits of employing a diverse range of talented people

Employees and organisational interns who feel that they have suffered any form of discrimination should raise these issue following the procedure stated in our complaints and grievance policy which will be handed out during onboarding.

Employees and organisational interns should also refer to these procedures if they feel that they been the subject of harassment from someone who is not an employee of Pagoda Projects. Pagoda Projects will not tolerate any harassment from third parties towards its participants, employees and organisational interns and will take appropriate action to prevent it happening again. If an employee or organizational intern witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use the complaints and grievance procedures.

This policy is fully supported by senior management.