

## Gender Equality and Inclusion Policy November 2021

### I. Preamble

The Chr. Michelsen Institute (CMI) is committed to producing knowledge for development and justice. CMI researches mobilization for gender equality and social change, and is at the forefront of both conceptual and empirical research in this area.

CMI's code of conduct commits the institution to conducting all its business with integrity, respecting the laws, cultures, dignity, and rights of individuals in all countries where it operates. CMI is obliged by law to exercise fair labour practices and to maintain a safe and healthy work environment for the staff.

CMI aims to have a diverse staff in terms of gender, nationalities, beliefs, family relationships, or backgrounds. Fair treatment of all staff is essential, and CMI is committed to equal opportunities for all in accordance with the [Gender Equality Act of Norway](#) and the [Norwegian Working Environment Act](#).

Moreover, CMI aims to respect, promote, and defend the human rights of those affected by its activities in accordance with international human rights standards and the [Human Rights Act of Norway](#). CMI is furthermore required by Norwegian law to complete an annual assessment of how CMI works actively to promote equality and prevent discrimination. This annual assessment is referred to as the Activity and Reporting Obligation (ARP, "Aktivitets- og redegjørelsesplikten").

The Activity and Reporting Obligation focuses on:

- Gender
- Pregnancy, maternity leave or adoption, care tasks
- Ethnicity, religion, outlook on life
- Disability
- Sexual orientation, gender identity, gender expression
- Combinations of these basics

In this Gender Equality and Inclusion Policy, "gender" denotes a social principle rather than being a synonym for women, or as a shorthand for 'men and women'. The policy aims to address inequities that may arise from social relations between individuals, as well as those between and within different groups within the institutional context of CMI.

### II. Aims and Objectives of the Gender Equality and Inclusion Policy

The Gender Equality and Inclusion Policy elucidates CMI's commitment to guaranteeing the fair treatment of all staff, equal opportunities for all including equal pay for equal work, protecting the well-being of staff, and safeguarding the rights of all those who are affected by our activities. The objectives of the policy are:

1. CMI's institutional structure and framework contribute to achieving gender equality and inclusion.
2. Women, men, and those who identify as gender non-conforming or in non-binary terms,<sup>1</sup> from diverse cultural backgrounds, participate in and benefit from CMI's activities and services on a full and equal basis.
3. CMI's organisational culture is fair, inclusive, transparent, accountable, and free from bias and discrimination.
4. CMI provides fair, equal, and transparent access to employment opportunities and benefits.

### **III. Policy oversight and implementation**

Overall responsibility for enforcement and implementation of this policy lies with the CMI Director, with the support of the management team, Head of HR (Human Resources), and the Working Environment Committee.<sup>2</sup>

CMI management and staff commit to upholding the principles and objectives of the policy and to its implementation. Consultants and suppliers contracted on a short-term basis observe and uphold the policy insofar as it relates to their terms of reference.

Implementation of the policy shall be guided by the following principles:

1. Gender, diversity, and inclusion shall be integrated into the CMI strategy and management framework.
2. Gender, diversity, and inclusion shall be considered and upheld in all CMI's internal processes and procedures including recruitment, retention, promotion, procurement, and financial management.
3. Gender, diversity, and inclusion are adhered to in CMI external activities such as research, training, and communication.
4. Gender, diversity, and inclusion will be assessed annually.

These principles imply specific actions that should be undertaken and values that should be upheld as further explained below.

#### **Resource allocation**

CMI is committed to spending the necessary funds to ensure Gender, Equality and Inclusion training for CMI staff (courses and necessary material); and for the implementation on the agreed upon measures to promote equality and prevent discrimination.

#### ***Strategic planning and evaluation***

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<sup>1</sup> See Glossary of [LGBTQ+ and Gender Terms](#)

<sup>2</sup> CMI should also consider designating a gender and inclusion focal point officer/adviser and establishing a gender and inclusion committee. See part III, Policy Oversight and Implementation.

- (i) A gender, ethnicity, and cultural analysis<sup>3</sup> is conducted as part of the strategic planning process to ensure that feasible gender and inclusion objectives are included in the strategy.
- (ii) Gender, diversity, and inclusion indicators are included in the staff environment survey and other evaluation processes.
- (iii) CMI annually assesses its work on gender, diversity, and inclusion. This assessment will be made by the Head of HR, in close collaboration with the Unions and the Working Environment Committee. The assessment will look at:
  - a. Recruitment
  - b. Promotion and development opportunities (gender balance in management and decision-making; Career development)
    - i. This includes reporting on gender-related statistics for all position categories.
  - c. Facilitation and opportunity to combine work and family life (organizational culture and balance between work and private life; wages and working conditions)
  - d. Working environment, harassment, sexual harassment, and gender-based violence (including measures against gender-based violence and sexual harassment)

### ***Management and decision-making***

- (iv) CMI promotes and values gender balance and diverse representation in management and decision-making processes.
- (v) CMI adheres to gender and diversity responsive budgeting and allocates resources for gender and inclusion mainstreaming in all its internal and external work.
- (vi) CMI's procurement systems and practices shall contribute to gender equality and inclusion by including a criterion on commitment to gender and inclusion in the terms of reference for consultants. This shall be part of CMI's procurement guidelines and specifications.
- (vii) CMI will implement measures decided upon as a part of the annual assessments on gender, diversity, and inclusion.

### ***Human Resources Management***

- (viii) CMI implements transparent, fair and non-discriminatory recruitment and selection procedures.
- (ix) CMI staff receive regular training and/or awareness raising on unconscious bias, and on the meaning and importance of gender, diversity, and inclusion.
- (x) CMI maintains a workplace that is accessible to all groups of employees such that under-represented groups (persons with disabilities, women, racial minorities, sexual minorities, etc.) find themselves welcomed and comfortable.

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<sup>3</sup> Carol Bacchi & Joan Eveline (2009) [Gender Mainstreaming or Diversity Mainstreaming? The Politics of "Doing"](#), NORA - Nordic Journal of Feminist and Gender Research, 17:1, 2-17, DOI: [10.1080/08038740802689133](https://doi.org/10.1080/08038740802689133)

(xi) CMI adheres to a zero-tolerance policy on sexual harassment, racism, and discrimination.

***Research, communication, and training***

(xii) CMI encourages and facilitates the participation of people from diverse backgrounds in participatory research, courses, workshops, and conferences; in a manner that respects their dignity and humanity.

(xiii) CMI collects data and information disaggregated by sex and other social markers in order to make inequalities across groups visible.

(xiv) CMI's digital communication tools<sup>4</sup> and publications are gender-sensitive and inclusive.

## Reference Documents

The Gender Equality Act of Norway

The Human Rights Act of Norway

The Norway Working Environment Act

CMI Code of Conduct

UNESCO Code of Conduct for Social Science Research

U4 Photo Policy

U4 Gender and Inclusion [Checklist for Publications](#), [Workshops](#) and [Online Training](#)

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<sup>4</sup> See for example, U4 gender-sensitive editorial policy and [U4 photo policy](#)