



Diversity & Inclusiveness Policy

Policy & Procedure Owner	CEO Office	
Approved by	ERFA Board of Directors	
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Abbreviations

ACFID	Australian Council for International Development
AIDS	Acquired Immune Deficiency Syndrome
ERFA	Edmund Rice Foundation (Australia)
ERFA representatives	Staff members, contractors and volunteers of ERFA
HIV	Human Immunodeficiency Virus
Partner	Any organisation which has an MOU / Contract with / or receives funding from ERFA
SDGs	United Nations Sustainable Development Goals

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Attached documents

Vulnerability Context Analysis Template

Related policies

Complaints Handling Policy
 Gender Equality & Female Empowerment Policy
 Human Resource Policy
 Occupational Health & Safety Policy
 Safety & Security Policy
 Staff Code of Conduct

Related documents

Vulnerability Context Analysis Tool

Related Commonwealth legislation

Age Discrimination Act 2004
 Australian Human Rights Commission Act 1986
 Disability Discrimination Act 1992
 Racial Discrimination Act 1975
 Sex Discrimination Act 1984

Compliance

This policy applies to all staff and associates that act for, represent or visit ERFA and ERFA-supported programs. Failure by ERFA-supported partners to fully comply with any aspect of this policy could result in immediate termination of funding.

Organisational overview

Edmund Rice Foundation Australia (ERFA) believes that quality education is the key to sustainable change. We are an international development organisation that focuses on sustainable and transformational education. We operate in some of the poorest communities in the world, including in Africa, East Timor, the Philippines, and Papua New Guinea. We also partner with domestic programs in Australia. ERFA's goal is to design and implement high impact education programs that will enable our beneficiaries to stand independently and break free from the cycle of poverty. ERFA-supported education programs range from kindergartens to advanced microfinance projects and are designed with the needs of the community at their core.

Legal definitions

Edmund Rice Foundation (Australia) is a company limited by guarantee. The objects of the company are set out in clause 3 of ERFA's constitution. Clause 3 (f) reads as follows:

To develop partnerships with overseas aid agencies or formal arrangements with other delivery agents related to the Company but resident in Developing Countries for the implementation of the objects in paragraph (a).

One of ERFA's roles is to act as trustee of the Edmund Rice Overseas Aid Fund.

Throughout its policies and official documentation ERFA uses the term Partners for those organisations with which it has formed alliances in developing countries for the receipt of overseas aid funding for the in-country delivery of education programs. Whilst ERFA has an active, engaged and qualitative role with these programs, working to build capacity and maximise the impact of best practice development outcomes, these are not partnerships in the legal sense. Rather they are alliances that ERFA has formed with in-country organisations with whom ERFA has communicated its vision, mission, values, policies and expectations with respect to sustainable development and whose own vision, mission, values, policies and development goals are congruent with those of ERFA. The in-country organisations implement the programs and ERFA supports them.

Contents Page

Section	Page
1.0 Policy overview	4
2.0 Context	4-5
3.0 Commitments	5
4.0 Monitoring and evaluation	5-6
5.0 Vulnerability context analysis	6-7
6.0 Disability	7-8
7.0 Equal opportunity employment	8
8.0 Diversity and inclusiveness in development education	8
9.0 Breaches of policy	8
10.0 HIV/AIDS policy	9-11
Vulnerability Context Analysis Template	12-14

1.0 Policy overview

The purpose of this Diversity & Inclusiveness Policy is to articulate ERFA's commitment to the principles of diversity and inclusiveness in its Australian and in-country operations and its expectation that these principles will be adhered to by the Partners of the Projects that it supports.

This policy underpins ERFA's commitment to being inclusive and offering support in a spirit of human solidarity regardless of various driving factors of marginalisation and exclusion. ERFA believes that sustainable development and human rights are interdependent and mutually reinforcing. Therefore, diversity and inclusiveness belong in a human rights context.

ERFA treats the diversity of its stakeholders as one of its most precious assets. ERFA's human capital comprises the collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talents of ERFA's Australia-based and in-country stakeholders.

This policy establishes standards of behaviour expected of ERFA' Partners. As a requirement of ERFA support, Partners are required to adopt a project-specific Diversity & Inclusiveness Policy that adopts the commitments and processes as laid out in this policy.

Section 7.0 HIV/AIDS articulates ERFA's standpoint with respect to the reduction of the spread of the HIV/AIDS virus. ERFA is committed to the care and support of staff or volunteers living with HIV/AIDS, both within ERFA's Australian workplaces and those of the projects it funds in developing countries, irrespective of whether they deliver specific HIV/AIDS programs.

2.0 Context

Edmund Rice Foundation Australia's Diversity & Inclusiveness Policy is grounded in the United Nations 10th Sustainable Development Goal: "[Reduced Inequalities](#): reduced inequality within and among nations." Of particular relevance for ERFA's work in developing countries are the following targets of the 10th Global Goal:

- promote universal social, economic and political inclusion;
- by 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status;
- reduce income inequalities;
- by 2030, progressively achieve and sustain income growth of the bottom 40 per cent of the population;
- ensure equal opportunities and end discrimination;
- ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies and action in this regard.

The ACFID Code of Conduct also makes recommendations for the following conditions to be met:

- Design or planning framework, tools, templates which require or approaches which consistently show evidence of consultation with people with disabilities and contextual analysis of the barriers to social inclusion and participation.
- Development and humanitarian initiatives consistently show evidence of people with disabilities and/or their representative organisations participating in decision-making about the initiatives that affect them.
- Monitoring and evaluation framework, tools, templates which require or approaches which consistently show evidence of the assessment of progress in promoting empowerment of people with disabilities.
- Commitment 1.1: we respect and protect human rights.
- Commitment 1.2 We respect and respond to the needs, rights and inclusion of those who are

vulnerable and those who are affected by marginalisation and exclusion.

- Commitment 2.1: Commitment 2.1 We promote the participation of primary stakeholders.
- Commitment 2.4: We promote the empowerment of people with disabilities.

These conditions are addressed within this Diversity & Inclusiveness Policy.

ERFA's Diversity & Inclusiveness Policy is also informed by:

- DFAT Disability Action Strategy 2017 – 2020

3.0 Commitments

With respect to diversity and inclusiveness, ERFA is committed to:

- fostering, cultivating and preserving a culture of diversity and inclusion;
- the treatment of all persons with dignity and respect at all times;
- embracing the differences of, including and actively representing those affected by intersecting drivers of marginalization and exclusion, including but not limited to socio-economic status, poverty, class, age, race, ethnicity, indigeneity, displacement, caste, gender, gender identity, sexuality, sexual orientation, marital status, physical and intellectual ability, disability, political affiliation, religious affiliation and other characteristics of uniqueness;
- respecting the cultures, customs and beliefs of the in-country communities it seeks to serve;
- ensuring wide community participation in the planning of the programs it supports;
- ensuring the active involvement of vulnerable beneficiaries in Project design;
- proactively including vulnerable, marginalised and excluded beneficiary segments in Project delivery;
- ensuring that Projects address the unique needs and wants of vulnerable beneficiaries;
- ensuring that Projects adopt processes to safeguard vulnerable beneficiaries from unintended harm;
- acknowledging that beneficiaries who have intersecting vulnerabilities experience heightened barriers to exclusion;
- the prevention of bullying, discrimination, harassment (including sexual harassment), vilification and victimisation.
- diversity awareness training opportunities are to be provided for Australia-based and in-country program personnel.

4.0 Monitoring and evaluation

ERFA performs ongoing monitoring and evaluation of Partners' efforts to include and safeguard vulnerable beneficiaries.

A major vehicle through which ERFA conducts monitoring and evaluation is the SmartyGrants online platform. ERFA uses the platform to provide feedback and submit requests for further clarification when assessing Partners' online application forms and quarterly acquittal reports.

In ERFA's Application Form, updated annually to reflect new policy requirements, under the section 'Project Beneficiaries' prospective Partners are asked to answer the following questions about specific vulnerability segments:

- How did the marginalised/excluded group contribute to project design?
- How will the Project address the rights, needs and inclusions of the vulnerable group?
- How will the Project ensure the vulnerable group are protected from unintended harm?

Partners are required to address the following questions for the marginalisation factors of gender and disability. Partners are asked to expand on their answers to account for marginalisation factors uniquely relevant to their Project (such as gender identity, sexual orientation, sexuality, poverty, race, religion, ethnicity, indigeneity, age, displacement, caste, class and socio-economic status).

Under the section 'Cross-cutting policies', Partners are asked to upload a copy of their project-specific Diversity & Inclusiveness Policy or to submit a description of their position on diversity and inclusiveness. Partners are permitted to adopt ERFA's own Diversity & Inclusiveness Policy with the approval of their Board of Advisors or other governing authority.

ERFA's Programs Director and Policy & Risk Officer use assessment forms in SmartyGrants to advise Partners whether their Project adequately addresses the needs of vulnerable, marginalised and excluded beneficiaries. As conditions for ERFA support as demonstrated through their application responses and project-specific Diversity & Inclusiveness Policy Partners must:

- make explicit reference to the systems of exclusion that prevent vulnerable beneficiary segments from accessing services;
- acknowledge that beneficiaries who have intersecting drivers of marginalisation experience even higher barriers of exclusion;
- take proactive steps to include vulnerable beneficiaries in the design and delivery of their Project, and address their unique needs, as identified through consultation. This is opposed to passive commitments that simply highlight the non-discriminatory approach of a Project, i.e., one that will allow all beneficiaries to participate regardless of marginalisation factors;
- design a project that incorporates the unique wants and needs of marginalised beneficiaries;
- institute safeguarding arrangements to protect vulnerable beneficiary segments from unintended harm;
- conduct regular Staff training in diversity & inclusiveness and their policy processes.

5.0 Vulnerability context analysis

To assist ERFA and its implementing Partners in ensuring the safety and wellbeing of its beneficiaries, it is necessary to keep a record of beneficiary sectors that may face unique risks or heightened vulnerabilities. Through using the documentation tool, Vulnerability Context Analysis (VCA), ERFA performs a contextual analysis of the specific drivers of marginalization and exclusion affecting the communities of the individual Projects that it supports. This document compiles the following information for each of ERFA's supported Projects:

- Country context analysis: laws, political norms and cultural attitudes on a country-wide scale that affect vulnerable peoples. For example, laws that discriminate against sexual orientation, historical backgrounds of racial oppression, as in the case of apartheid in South Africa, or cultural attitudes that reinforce socio-economic divisions, as in the case of the caste system in India. International human rights groups such as [Amnesty International](#) and [Human Rights Watch](#) are good sources to obtain reliable accounts of human rights conditions around the world. Partners can also provide insightful accounts of country-level vulnerabilities in their funding applications under the sections 'Project need' and 'Project history'.
- Project context analysis: a Project-specific description of inequalities experienced by the communities they seek to support. In the context of development, all of the Projects that ERFA supports are initiated by their Partners with the intention of addressing inequalities and vulnerabilities of some kind. ERFA explicitly asks for Partners to elaborate on the underlying context, the needs and wants of the beneficiaries they wish to serve in funding applications reports under the headings 'Project need' and 'Project history'.
- Vulnerability factors: Partner descriptions of the specific vulnerable beneficiary segments whose wants and needs are addressed in their Project. This information is compiled from Partner's answers to the 'Project Beneficiaries' section of ERFA's Funding Application. See Section 4.0 Monitoring and Evaluation for the specific questions that Partners are asked.

5.1 Compiling information

The VCA is a continuously updated document that changes in accordance with a Project's vulnerability context. It is updated by the Programs Officer or the Policy & Risk Officer at the following times:

- During the funding application assessment phase. Within ERFA's Funding Application, Projects are asked to list the marginalised and excluded groups that they support. The Project is also

asked to explain how the vulnerable beneficiary segment participated in project design, how the Project addresses their rights, needs and inclusions and how the Project protects them from unintended harm.

- During the Quarterly Report assessment phase. The 'Challenges, Risks and Emerging Needs' section of ERFA's Quarterly Report gives Projects an opportunity to highlight emerging vulnerable beneficiary segments not discussed in their funding application or incorporated into their project design. The 'Cross-Cutting Policies' section asks Projects to detail any training conducted in the last quarter relating to ERFA's cross-cutting policies, including ERA's Child Protection Policy, Prevention of Sexual Exploitation, Abuse and Harassment Policy, Gender Equality & Female Empowerment Policy, Diversity & Inclusiveness Policy, Protection of Human Rights Policy and Environmental Sustainability Policy. Insights into the needs of a Project's vulnerable groups, as well as new strategies for how to advance their inclusion or protect them from unintended harm, could be discovered during these training sessions.
- When a Project informs ERFA of changes to the complexion of their vulnerable beneficiary groups or the complexion of the vulnerability context.
- When new risks or inequalities to a Project's beneficiaries are discovered through regular monitoring and reporting.

5.2 Addressing vulnerabilities

The VCA is a crucial tool that aids ERFA in decision-making and safeguarding the needs of vulnerable, marginalised and excluded beneficiaries. The tool is used to:

- Assess Partners' cross-cutting policies: the VCA is a useful tool that provides a convenient snapshot of whether a prospective implementing Partner's safeguarding strategies are compliant with ERFA requirements. This in turn guides ERFA on how to best support the capacity of the project.
- Support proactive strategy decisions: individual Project context analyses provides insight on what are the best strategies ERFA can implement to ensure that vulnerable stakeholders are protected from unintended harm, and that marginalised and excluded stakeholders are actively included in Project design.
- Support Reactive strategy decisions: in the event of a safeguarding incident or the lodgment of a complaint that concerns the wellbeing or safety of a stakeholder, the VCA is a useful reference to help ERFA Staff understand why and how the incident may have transpired. In light of incidents or complaints, a Project's VCA can then be updated to reflect new vulnerabilities and improve its safeguarding capacity.
- Allocate resources: through the VCA, ERFA Staff can help identify those Projects with a primary focus on the inclusion and representation of vulnerable beneficiaries (for example, a Project that specialises in supporting the development of small businesses run by women living with HIV/AIDS). ERFA is then able to appropriately allocate resources that meet the unique demands of these Projects (for example, a Project that specialises in the education of students living with a disability may require increased funds to transport students to a classroom or to conduct specialised disability training).

6.0 Disability

ERFA's commitment to persons living with a disability is informed by the UN Convention on the Rights of Persons with Disabilities.

ERFA believes that respect for diversity and the elimination of negative attitudes towards disability are facilitated through the promotion of a better understanding of the diverse lived experiences and perspectives of people living with disability. ERFA is aware that women and girls in developing nations living with disability face intersecting drivers of marginalisation and typically experience discrimination due to their gender, disability and consequent economic status. They also experience a greater risk of abuse and violence. Such inequalities impact on access to education, employment, health services and decision-making. Consequently, women and girls are over-represented amongst those living in

poverty. Children living with disability face significant barriers to enjoying the same rights and freedoms as their peers and often face greater risks of abuse.

ERFA is committed to:

- promotion of the dignity and well-being of people living with disability
- the belief that people living with disability share the same rights and freedoms as all persons
- enabling the participation of people living with disability in decision making in project design and all stages of the project cycle
- considering issues of disability and inclusion for people living with disability in project design, appraisal, monitoring and evaluation
- the support of projects with a specific outreach to and advocacy for people living with disability
- the inclusion of people with disability in its employment policy

7.0 Equal opportunity employment

With respect to equal employment opportunity principles and practice, ERFA is committed to:

- ensuring that equal opportunity exists in all areas of employment;
- recruitment and selection decisions based on merit according to qualifications, skills, abilities, experience and aptitudes and not affected by irrelevant personal characteristic;
- provision of employment conditions and opportunities for professional development without discrimination;
- provision of a working environment free from discrimination, bullying, sexual harassment, and racial and religious vilification;
- provision of reasonable flexibility in working arrangements to accommodate for employees' family and carer responsibilities, disability, religion and culture and work/life balance;
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.

8.0 Diversity and inclusiveness in development education

ERFA affirms the critical role of education in transforming and liberating lives; education that enables the development of self-sustaining, healthy individuals and communities who are thus empowered to determine their own futures. Hence, education is an indispensable component for the achievement of ERFA's diversity and inclusiveness policy commitments. The specific educational context for the realization of these commitments is Development Education, which enables people to understand and participate in tackling the root causes of injustices and inequalities in their communities. Key components in Development Education include human rights, social justice and inclusive education. Hence, education in diversity and inclusiveness must be an essential component in Development Education. For maximum effectiveness, this education needs to encompass whole communities.

To ensure Partner programs' adherence to its Diversity and Inclusiveness Policy commitments, ERFA requires that program funding applications include a program professional development plan for the provision of staff and volunteer education and training in cross-cutting issues, including disability & inclusiveness and the promotion of human rights, over the contract period. Applications must also be accompanied by copies of program policies addressing these cross cutting issues. Details of relevant education and training delivered must be included in Quarterly Monitoring Reports and Annual Acquittal Reports. These reports must also profile the personnel who delivered the training and the participants. Program adherence to the above requirements will also be reviewed during field monitoring and program visits.

9.0 Breaches of policy

Any staff member or volunteer who believes they have been subjected to any kind of discrimination that conflicts with ERFA's Diversity & Inclusiveness Policy should follow the procedures set out in ERFA's Complaints Handling Policy.

10.0 HIV/AIDS policy

Edmund Rice Foundation Australia's (ERFA) HIV/AIDS Policy is informed by the United Nations Sustainable Development Goal 3: *Good Health & Well-being*.

The United Nation's 2030 Agenda for Sustainable Development includes 17 Sustainable Development Goals (SDGs), which were adopted by world leaders at the United Nations Sustainable Development Summit on 25 September 2015. These SDGs replace the previous Millennium Development Goals formulated in 2000. SDG 3 aspires to ensure health and well-being for all, including a bold commitment to end the epidemics of AIDS, tuberculosis, malaria and other communicable diseases by 2030.

The human immunodeficiency virus (HIV) weakens the immune system and causes acquired immune deficiency syndrome (AIDS). When the immune system is weakened, various infections and cancers are able to take hold. However, as a result of advanced medical treatment HIV infection need not lead to AIDS.

10.1 Effects of HIV/AIDS in developing countries

ERFA recognizes that HIV/AIDS undermines development and exacerbates poverty. Hence, reducing the incidence and prevalence of HIV/AIDS is a prerequisite for reducing poverty.

The effect on communities and families is devastating as parents, children, income earners and leaders become ill and die. At household level, the epidemic undermines household economies, often pushing those directly affected into poverty, and reducing the incomes of all. Not only those living with HIV and AIDS, but also many individuals and households not directly affected, may see their incomes fall. The impact of the disease on affected households is cumulative, cutting incomes, depriving them of assets, undermining coping mechanisms and leaving them ever more vulnerable to extreme poverty.

Rising morbidity and mortality rates among the economically active segment of populations distorts labour markets, disrupts production and consumption, erodes public sector capacity and diminishes national wealth.

Women are disproportionately affected by HIV and AIDS, particularly where they are subject to male sexual dominance, low status and locked into dependent social and economic relationships with men. Women and children are often the care-givers for those infected.

Stigma and discrimination are major obstacles to effective HIV and AIDS prevention and treatment. Fear of discrimination prevents people from acknowledging their HIV status and seeking treatment. People with HIV, or suspected of having it, are often turned away from healthcare services, denied housing or employment, shunned by friends and family, abandoned by their spouse, suffer physical violence and are sometimes even murdered.

Global insecurity creates conditions that facilitate the spread of HIV and AIDS, in particular war and armed uprisings, destruction of infrastructure, disruptions to livelihoods and large-scale population movements.

The spread of HIV and AIDS is facilitated by high population densities, low socio-economic development, high rates of population mobility and official denial.

10.2 ERFA's HIV/AIDS policy statement

- ERFA recognizes the close relationship between health, human rights and sustainable development.
- ERFA recognizes that HIV/AIDS has a profound effect on development, including education, employment, life expectancy, health outcomes and poverty reduction.
- ERFA is committed to promoting the health of vulnerable communities, including those infected and affected by HIV/AIDS.
- ERFA recognises that HIV/AIDS is more than a health problem and requires a development

approach that emphasises both the individual and social factors that are at work in the causes of HIV/AIDS and in its solution.

- ERFA recognizes that access to education about the disease, prevention methods and treatment and care for those infected and affected is a universal right.
- ERFA recognizes that work aimed at poverty eradication must incorporate strong HIV/AIDS components, including prevention, the integration of prevention and care and the creation of environments that enable the attainment of human rights.
- ERFA is committed to addressing stigma and discrimination by promoting the creation of tolerant, supportive environments for people living with HIV/AIDS.
- ERFA believes that in the design of interventions priority must be given to integrated community-based programs to ensure sustainability and maximum benefit for beneficiaries and must include their participation, especially those living with HIV/AIDS.
- ERFA believes that gender dynamics play a critical role in responses to HIV/AIDS.
- ERFA expects that its in-country project partners' policies will reflect an awareness of and sensitivity towards HIV/AIDS, including non-discriminatory employment practices and provision of appropriate personal support for employees and their dependents.

10.4 Strategies to address HIV/AIDS in developing countries

ERFA recognizes that national strategies are crucial in combatting HIV/AIDS. Therefore, ERFA-supported projects should endeavour to co-operate with local government agencies and NGOs working in the HIV/AIDS field. Differences of approach or ideology should not prevent co-operation.

ERFA-supported projects, that are engaged with local communities in addressing and combatting HIV/AIDS, adopt a comprehensive, holistic approach, which encompasses:

- awareness raising;
- prevention through comprehensive behaviour change education;
- voluntary testing and counselling;
- care and treatment;
- fighting stigma & discrimination;
- advocacy.

10.5 Awareness raising

Individuals and communities need to make their own decisions about how they will address HIV/AIDS. Hence, local communities need to be engaged in an effective awareness raising and education program, utilizing a community development approach, which enhances understanding of HIV/AIDS and general health and sexual health through provision of scientifically accurate information that enables informed decision making.

10.6 Prevention through comprehensive behaviour change

Comprehensive behaviour change is crucial in combatting the spread of HIV/AIDS. This includes promoting protective behaviours such as maintaining faithful relationships and changing behaviours that promote the spread of the virus, such as multiple sexual relationships, male sexual dominance and predatory sexual behaviour. While ERFA does not fund the supply, distribution or promotion of condoms, ERFA understands that, in a spirit of cooperation, the projects it supports may work alongside agencies that do. ERFA views condoms as an at best short-term strategy not conducive to the effective long-term solutions that require comprehensive behaviour change.

10.7 Voluntary testing and counselling

Knowing one's HIV status is crucial to staying healthy and preventing further infection. Therefore, ERFA encourages voluntary testing. Testing facilities must preserve clients' right to privacy, be non-discriminatory in attitude and provide counselling as relevant and needed. Voluntary testing and counselling identifies those who need treatment, helps reduce mother-to-child transmission and provides an entry point for further education to prevent transmission.

10.8 Care and treatment

Most ERFA-supported partner projects involved in the HIV/AIDS field adopt a community focused, home-based care model, which supports both sufferers and their caregivers. For sufferers, ERFA supports treatment through Anti Retroviral medication administered by appropriately trained healthcare personnel. The holistic community focused support for both sufferers and caregivers includes:

- basic medical and nursing care
- counselling support
- nutritional education and support
- HIV transmission prevention education
- economic empowerment through establishing self-help income generating activities, including access to micro-credit programs

10.9 Fighting stigma & discrimination

Stigma and discrimination against HIV positive people is a prime factor that discourages testing, is a barrier to prevention and access to medical care, and the possibility of living a productive, secure life. Therefore, ERFA encourages identifying and addressing the attitudes and values that underlie stigma and discrimination against people living with HIV/AIDS and their caregivers.

10.10 Advocacy

HIV/AIDS is a complex phenomenon encompassing social, political, economic and health issues, at times in a context of fear and ignorance. Effective rights based advocacy should seek to:

- advance the rights of people who are HIV positive
- access greater resources to fight the epidemic, develop social leadership and educate local communities about HIV/AIDS
- support the rights of HIV positive persons to adequate care and treatment
- bring an end to stigma to enhance the quality of life of those both infected and affected
- empower women to be able to make decisions about their own lives, particularly where they are subject to male sexual dominance, low status and locked into dependent social and economic relationships with men

10.11 HIV/AIDS in the workplace

ERFA recognizes the seriousness of HIV/AIDS and its potential impact in the workplace. Therefore, ERFA recommends that policy on HIV/AIDS in the workplace needs to be developed and implemented in consultation with staff and volunteers at all levels and must be in compliance with local legislation regarding HIV/AIDS, local legislation regarding discrimination and work health and safety and with the ILO Code of Practice on HIV/AIDS and the world of work.

10.12 Resources

Code of Good Practice for NGOs Responding to HIV/AIDS (a joint initiative to formulate a coherent approach, hosted by the International Federation of the Red Cross, of NGOs working in HIV/AIDS, humanitarian, development, human rights and health fields)

ILO Code of Practice on HIV/AIDS and the World of Work (International Labour Organisation Program on HIV/AIDS and the World of Work)



Vulnerability Context Analysis Template

Vulnerable Stakeholder Groups and Mitigating Strategies

Date Implemented	Date of Last Revision	Next Review
December 2020	December 2020	July 2021

Note: this document is a template only of ERFA’s Vulnerability Context Analysis Tool. As such, no content pertaining to the Programs that ERFA supports is included in this template.

This document should be read in conjunction with ERFA’s Diversity & Inclusiveness Policy.

With respect to diversity and inclusiveness, ERFA is committed to embracing differences in socio-economic status, poverty, class, age, race, ethnicity, indigeneity, displacement, caste, gender, gender identity, sexuality, sexual orientation, marital status, physical and intellectual ability, disability, political affiliation, religious affiliation and other characteristics of uniqueness.

To assist ERFA and its Projects in ensuring the safety and wellbeing of its beneficiaries, it is necessary to keep a record of societal sectors that may face unique risks or heightened vulnerabilities. The purpose of this Vulnerability Context Analysis is to map the unique characteristics of each Project that ERFA supports through a lens of vulnerability and marginalisation. This document will compile information for each of the Projects that ERFA supports on the following characteristics:

Context analysis	Description
Country context analysis	Laws, political norms and cultural attitudes on a country-wide scale that affect vulnerable peoples. For example, laws that discriminate against sexual orientation. International human rights groups such as Amnesty International and Oxfam are good sources to obtain reliable accounts of relative human rights conditions around the world. Projects can also provide insightful accounts of country-level vulnerabilities in their funding applications.
Project context analysis	A Project-specific description of inequalities experienced by the communities they seek to support. Generally, Projects will be initiated with the intention of addressing inequalities in their community. Descriptions of ‘Project need’ or ‘Project history’ in ERFA funding applications and quarterly acquittal reports are a good place to obtain this information.
Vulnerability factors	<p>Project accounts of specific factors of marginalisation (i.e., gender, disability, sexual orientation, socio-economic status etc.).</p> <p>Key to reading row: The rows adjacent to the column ‘Vulnerability factor x’ address the following questions respectively:</p> <ul style="list-style-type: none"> • How did the marginalised/excluded group contribute to project design? • How will the Project address the rights, needs and inclusions of the vulnerable group? • How will the Project ensure the vulnerable group are protected from unintended harm? <p>Projects are required to answer these questions in ERFA funding applications.</p>

Program Title: Project Title

ERFA Supported Project?	[Insert details of ERFA’s support for this project, i.e., whether ERFA supports the Project and the financial amount and duration of the support]
Country	
Country context analysis	
Project context analysis	
Vulnerable factor 1: gender	How did the marginalised/excluded group contribute to project design? [Insert Program answer]
	How will the Project address the rights, needs and inclusions of the vulnerable group? [Insert Program answer]
	How will the Project ensure the vulnerable group are protected from unintended harm? [Insert Program answer]
Vulnerable factor 2: disability	How did the marginalised/excluded group contribute to project design? [Insert Program answer]
	How will the Project address the rights, needs and inclusions of the vulnerable group? [Insert Program answer]
	How will the Project ensure the vulnerable group are protected from unintended harm? [Insert Program answer]
Vulnerable factor 3: [Insert]	How did the marginalised/excluded group contribute to project design? [Insert Program answer]
	How will the Project address the rights, needs and inclusions of the vulnerable group? [Insert Program answer]
	How will the Project ensure the vulnerable group are protected from unintended harm? [Insert Program answer]