



SCOUTS[®]
Creating a Better World

World Organization of the Scout Movement
Organisation Mondiale du Mouvement Scout
Всемирная Организация Скаутского Движения
Organización Mundial del Movimiento Scout
المنظمة العالمية للحركة الكشفية

**CHAMA CHA SKAUTI
TANZANIA**

**TANZANIA SCOUTS
ASSOCIATION**

HURI YA MUUNGANO W

Patron: THE PRESIDENT OF THE UNITED REPUBLIC OF TANZANIA

EQUALITY, DIVERSION AND INCLUSION POLICY

Schedule of Amendments and Approval

Document Number	Revision	Approval Reference	Date
TSA/DOC/011	Creation	5 th Ordinary Meeting of the National Executive Committee	4 th June, 2016

1.0 Aims of the Policy

The Tanzania Scouts Association (TSA) recognises and values people's differences and will assist them to use their talents to reach their full potential. The TSA will do all it can to ensure it recruits volunteers and paid staff, trains or give the rightful induction and promotes people based on their performance, qualifications, experience and abilities for their specific roles within the TSA and based on open performance appraisal.

This policy is designed to ensure that the TSA complies with its obligations under equality and as stipulated in its constitution, Policy, Organization and Rules (POR) and the constitution of the United Republic of Tanzania and that, the TSA demonstrates its commitment to treating people equally and fairly.

The TSA is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and any other form defined as discrimination and in accordance with the Tanzania societal values and norms.

Using fair and objective employment practices, the organisation aims to ensure that

- 1) All volunteers, all employees and potential employees, all young members in scout sections and all friends of scouts with service users are treated fairly and with respect at all stages of their existence with the TSA.
- 2) All volunteers, all employees and potential employees, all young members in scout sections and all friends of scouts with service users. have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from any other volunteers, employee or potential employee, young members in scout sections or any friend of scout or service user.
- 3) All volunteers, all employees and potential employees, all young members in scout sections and all friends of scouts with service users have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- 4) All volunteers, all employees and potential employees, all young members in scout sections and all friends of scouts with service users have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

2.0 Scope of the Policy

2.1 This Policy applies to the following:

- 1) All volunteers, uniformed and none uniformed and at all levels of TSA operations, which is from Group level and all its sections, to the District level, to the Regional level and to the National level at the TSA headquarters.
- 2) All employees at different levels of the TSA operations.

- 3) All officially recognised friends of Scouts.
- 4) All young scout members in all Scout sections.
- 5) The Patron, the Trustees, all members of the General Assembly, All members of the National Board and all members of its Standing Committees and ad hoc Committees and correspondingly all such members at Regional level, District level and Group level with all its Sponsoring Authorities and parents.
- 6) All friends of Scouts who are officially recognised.
- 7) All users of TSA services including those in partnership and joint ventures, those receiving rental services, the Government Ministries and Departments, the Local Government Authorities both higher and lower.
- 8) All applicants for different positions in the TSA including volunteers as well as paid staff and all other types of applicants including investors.

2.2 Types of Discriminations

1) Direct Discrimination

This happens when any one among those whom this policy applies as mentioned in above 2.1 1) - 8) is in one way or another treated is treated less favorably than someone else because of their:

- sex
- marriage or civil partnership
- gender reassignment
- pregnancy and maternity issues
- disability
- race
- religion or belief
- age

and that there is no genuine position requirement for it. People also must not be discriminated against because they are on a part time or fixed term contract

2) Indirect Discrimination

This happens where there is a working condition, practice, activity or rule that disadvantages one group of people more than another, even if it becomes difficult for compliance. Such discrimination should only be allowed if it is necessary for the way the business works and there is no other way of achieving it.

3) Discrimination Arising from Disability

This is where a disabled person is treated unfavorably because of something connected to their disability and where it cannot be objectively justified.

4) Associative Discrimination

This happens when one is treated worse than another because they are associated with someone with a protected characteristic.

5) Perspective Discrimination

This happens when one is treated worse than another because of incorrect assumption that they have protected characteristic.

6) Third Party Harassment

This is where a volunteer, employee, young member in scout section and friend of scouts or service provider is harassed by a third party who is not in any of the afore mentioned category. The organization becomes liable if it has happened on at least two or more occasions, which it is aware that took place, may take steps to prevent it happening again.

3.0 Policy Statement

As the TSA, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our service users.

We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

4.0 Responsibilities

All the players as mentioned in 2.1 1) – 8) of the TSA have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the National Board as the overseers and the National Executive Committee as the TSA executives.

Breaches of the Equality and Diversity Policy by employees

Breaches of this policy by employees shall be dealt with in accordance with the Human Resource Policy and Procedure Manual of the TSA, which could result strict disciplinary actions ranging from warnings to suspensions to termination.

Breaches of the Equality and Diversity Policy by volunteers

Any breach of this Policy, may result in disciplinary actions taken against the concerned person(s) that may include warning, suspension or termination of such voluntary worker, or for the uniformed members it could as well mean termination from TSA membership. In case the breach of this policy constitutes to criminal offense the legal procedures would be taken against the concerned person(s).

Employees and volunteers are also personally liable under the laws of the country for any act of unlawful discrimination.

5.0 Equality and Diversity in Practice

In implementing the policy, the TSA will carry out the following actions:

- 1) Particular attention will be placed on the following:
 - i. Use of selection criteria that is transparent and does not unlawfully discriminate in recruitment and promotion procedures
 - ii. Requiring entry to volunteering or employment or progression within it to be based on proficiency and/or merit
 - iii. Not discriminating in opportunities for recruitment, training, promotion or transfer of employees or volunteers
 - iv. Ensuring that every individual is assessed according to his or her personal capability to carry out a given job/task/role
 - v. Ensure that all employees (volunteers and paid staff) at all levels, trickling down to the Group are given equal treatment with regard to terms and conditions of service, provided they do the same or broadly similar work, or work of equal value
 - vi. Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures

- 2) Ensure that all relevant requirements of The Persons with Disability Act 2010 are met and adhered to. This will include making reasonable adjustments to ensure access to employment or volunteering tasks and opportunities.

- 3) Ensure that any amendments to any legislation relating to discrimination are met and adhered to.

6.0 Implementation of the Policy

All members of the National Board, all members of the National Executive Committee, all Volunteers and all paid staff will be involved in creating an equality environment and one that values inclusion and diversity.

1) Communications

Communication of the policy to all applicants and volunteers /employees shall be through:

- i. Soft copies followed by hard copies to all members of the TSA.
- ii. Seminars and workshops will be organized whenever conditions allow to discuss and interpreted this policy to all relevant persons at all levels.
- iii. Making available a copy of the policy to all prospective applicants
- iv. Officially registered social media groups will also be used to discuss the policy and answer questions with no time limits.
- v. Ensuring all new entrants have the opportunity to discuss the policy with line Commissioners, Group Scout Leaders and colleagues
- vi. Making use of all Committee meetings at all levels, Group Councils, Court of Honor, Crew, Patrol and Pack meetings to discuss the policy and defining areas where practice could be improved
- vii. Providing Equality, Inclusion and Diversity training and guidance to staff and volunteers including the National Board

2) Working with Partners

In selecting our partners we will consider their commitment to Equality, Inclusion and Diversity by conducting introductory forum with them and make them understand who

we are and what we stand for and our keen interest to children and youths and the bright future of this country and the whole world, emphasizing peace and development. On the other hand we shall read their constitution as well as going through their track record and eventually agree on areas of complementarities and building synergies.

3) Users of our Service

We will make our services accessible through outreach by our trained and committed Scout Leaders. We shall bring our services closer to the children and young people in and out of schools and colleges.

Preparing and distributing user-friendly promotional materials.

4) Monitoring The Policy

This policy will be monitored to determine as to what extent it is working and reaching the targets and identify areas for improvement.

Monitoring will relate to both volunteers and employees. It will also apply to all service users and methods used will include open performance appraisal to all volunteers and employees, consumer satisfaction questionnaires will be designed for our service users.

7.0 Reporting Discrimination/Potential Discrimination

- 1) Employees who feel that they have suffered any form of discrimination should raise the issue verbally or through writing to their immediate superior who under the Whistleblowers Policy will work with the Compliance Officer to institute an immediate investigation.
- 2) Volunteers and all members of the TSA who feel that they have suffered any form of discrimination should raise the issue verbally or in writing through their leaders at Group level or Commissioners at the District and Regional levels and the Chief Commissioner at the National level. At all levels the Compliance Officer following the Whistleblowers procedure will institute an investigation immediately.
- 3) Service users who feel that they have suffered any form of discrimination should report verbally or in writing at an appropriate level to the Group Scout Leader, District Scout Commissioner, Regional Scout Commissioner, Chief Commissioner, Chief Scout/Chairman of the National Board.
- 4) Volunteers, employees, members of TSA and service users should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of the TSA. The TSA will not tolerate any harassment from third parties towards its volunteers, employees, members of TSA and service users and will take appropriate action to prevent it happening again.
- 5) If a volunteer, employee, member of TSA and service users witnesses behaviour that they find offensive in relation to age, sex, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race and religion or belief even if it is not directed at them they should also use this procedure.
- 6) In all investigated cases, if the suspect would be proven guilty he/she would be subject to the following penalties:
 - i. If it is a volunteer, employee, member of TSA or service provider shall be given an ordinary or strong warning depending on the nature of such offence

and in writing and be under probation for not less than three months not to repeat similar offence

- ii. If such offences will be deemed grave in nature the suspects may run a risk of termination from work if it is an employee, or termination from voluntary work if it is a volunteer or may also include expulsion from membership of the TSA, or termination from being a TSA service provider
- iii. If such offences fall under serious penal code then legal procedures shall be taken against the suspect

8.0 Confidentiality

As in the Whistleblowers Policy, all reported cases including investigation procedures shall be treated highly confidential including the person who shall raise the allegations.

9.0 Review of the Policy

This policy will be subject to review after every five years by Executive Committee and such amendments if any, shall be ratified by the National Board on behalf of the General Assembly to ensure that it remains up to date and reflects the needs and practices of the TSA.

The policy may also be subject to review, if legislation changes or if monitoring information suggests that policy or practices should be altered