

New Development Bank

Diversity Policy

Owner: Human Resources Division

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Diversity Policy

Change Log

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Abbreviations

Bank or NDB	New Development Bank
BOD	The Board of Directors
HRD	Human Resources Department
Policy	The Diversity Policy as set forth herein
MDB	Multilateral Development Bank

Chapter I Introduction

1.1 Objective and Overview

New Development Bank (“Bank” or “NDB”) has reviewed the relevant policies of the Multilateral Development Banks (“MDBs”). The MDBs do not have a specific diversity policy. The Bank has prepared this policy based on the understanding of the Bank. The Bank is committed to make reasonable efforts to ensure the success of diversity policy and its objectives.

This policy defines the diversity principles of the Bank and responsibilities for its implementation. This Policy will be applicable to all appointees including staff, consultants and interns of the Bank.

The main objectives of this Policy are as follows:

- to eliminate barriers and to prevent discrimination on grounds of race, gender, disability, sexual orientation, ethnicity, religion, and marital or family status in the workplace and to develop a work environment that promotes diversity without compromising merit;
- to contribute to the achievement of the Bank’s business goals and client service delivery; and
- to establish a framework that requires all divisions/functions within the Bank to embrace the spirit of merit and diversity in the development of policies and programs that impact the delivery of Bank services.

1.2 Approval of Policy

The Board of Directors (“BOD”) approves this Policy, and amendment to it from time to time, in order to establish diversity and inclusion in the workplace.

1.3 Release and Control

- Authority

The Human Resources Department (“HRD”) is responsible for drafting, reviewing and proposing amendments to the Policy, and the BOD or its Committee has the right to approve the draft of, and amendments to this Policy.

- Version control and revision

In order to ensure the validity and application of this Policy, review is conducted at least on an annual basis, and as necessary to reflect any business environment changes or operational updates.

- Ownership and release

This Policy is for internal use only and contains proprietary information of the Bank. When external auditors request to inspect this Policy for audit purpose,

the Bank submits this Policy for their inspection, provided that this Policy may not be copied without its express consent.

Chapter II Governance Structure

2.1 Roles and Responsibilities

2.1.1 BOD

As per Article 12 (a) of the Articles of Agreement, the BOD shall be responsible for the conduct of general operation of the Bank.

2.1.2 President and Vice Presidents

The President and Vice Presidents will be responsible to ensure adequate implementation of the policy under the direction of the BOD.

2.1.3 HRD

The HRD is responsible of the following:

- to prepare and on-going review of the Policy;
- to implement the Policy and apply it consistently across the Bank; and
- other responsibilities as authorized by the President or the designated Vice President from time to time when considered necessary.

2.2 Reporting Line

HRD reports to the designated Vice President responsible for HR division. The designated Vice President reports to the President, who reports to the BOD.

Chapter III Principles of Diversity

The major principle of this Policy is to create an environment that respects people's dignity, ideas and beliefs, irrespective of their race, gender, disability, ethnicity, religion, sexual orientation and marital or family status.

Diversity is at the heart of how the Bank defines organizational and professional excellence.

The Bank is committed to establish diversity and inclusion in the workplace by providing a supportive work environment and corporate culture. The Bank's effectiveness depends on staff that brings a wide range of perspectives and competencies to collaborate globally with a diverse array of clients and partners. The Bank continuously searches around the member countries to identify and attract talented personnel with appropriate skills, technical competence, backgrounds, experiences, behaviour competence and perspectives. The Bank is committed to build a workforce based on merit which reflects the diverse population it serves, and establish an inclusive work environment where differences are both respected and valued. This inclusive approach enables all staff to contribute to the mission of the Bank and helps staff to achieve their full potential.

The Bank is an equal employment opportunity employer. The Bank is committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees. The Bank does not condone any form of discrimination on grounds such as race, gender, disability, sexual orientation, ethnicity, religion and marital or family status.

Chapter IV Policy Guidelines

The Bank does not condone any form of discrimination on grounds such as race, gender, disability, sexual orientation, ethnicity, religion, and marital or family status

Responsibilities of supervisors or managers, HRD and staff:

- It is the responsibility of the immediate supervisors and managers for:
 - a. Educating themselves and their team members about the policy.
 - b. Taking steps as advised or prescribed in the Code of Business Conduct and Ethics when discrimination problems arise.
 - c. Discouraging discrimination by:
 - not engaging in a behavior that is contrary to the Policy and Code of Business Conduct and Ethics.
 - communicating and supporting the Bank's objective of a workplace free from discrimination.
 - not ignoring or condoning behavior that is contrary to the Policy.
 - taking all complaints seriously, discussing the situation with the respondent, and seeking advice from concerned department specified in the Code of Business Conduct and Ethics.
- It is the responsibility of the Human Resources division to:
 - a. Ensure a general understanding about the Policy amongst staff through communications and training interventions.
 - b. Collect and analyze data on diversity in the Bank's workforce.
 - c. Provide advice to employees and managers regarding the Policy, procedures and complaints.
 - d. Promote and ensure effective implementation of the Policy.
 - e. Review recruitment, promotion and retention strategies in line with the Policy.
 - f. To present the diversity report to the BOD on an annual basis.
- It is the responsibility of the staff members for:
 - a. Reporting areas where they feel there may be barriers to diversity.
 - b. Completing the identification part of the self-identification form and the voluntary nature of the self-identification of the designated groups.
 - c. Reporting instances where they believe they have been discriminated against and/or harassed and instances where they have witnessed discrimination and/or harassment as specified in the Code of Business Conduct and Ethics.