

Fact-sheet – What is discrimination and how to avoid it?



What is the objective?

The objective is to understand how can workplace discrimination be prevented.

Definition: As per ILO Convention C111*, discrimination is defined as any distinction, exclusion or preference made based on race, color, sex, religion, political opinion, nationality, which may affect, modify or impair equality of opportunity or treatment in employment or occupation.

* https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C111



How to achieve the objective?

- 1 Establish anti-discrimination policies** – the policies should clearly define discrimination, cite examples of discrimination, and detail how each position in the factory can avoid discrimination.

Example of Anti-discrimination Policy structure

1. Policy purpose = President's word
2. Scope = to whom does this policy apply? Full time/part-time workers, onsite contractors, management staff, etc.
3. Definition of discrimination
4. Rules to follow = clear statement on the practices to be forbidden in the company (recruitment, salary, position, access to overtime, access to promotion, disciplinary measures)
5. Actions the company will take to avoid discrimination practices (training, posts, internal audits, etc.)
6. What to do in case of discrimination (reporting channel, system to address the issue, disciplinary measures, etc.)

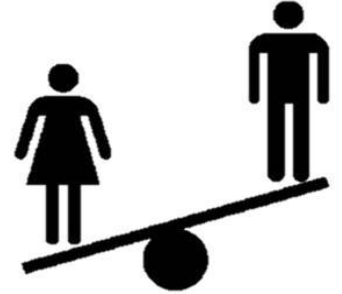
- 2 Train workers and management on bias and discrimination** – all workers and management should be trained on the definition of discrimination. The training should include examples of discrimination and inform them how their behaviors may be biased. During the training, the factory should explain the policy in place and measures to be taken against discrimination.
- 3 Ensure anti-discrimination procedures are followed** – The factory should have a system to control the implementation of the policy:
 - a. Human Resources Key Performance Indicators (KPIs) may be implemented to detect potential discrimination cases (position, salary, disciplinary measures.);
 - b. Internal audit to review the actual practices (KPIs review, grievance records, workers, and management interviews, etc.);
 - c. Specific follow up of defined workers' categories that could be subject to discrimination.

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Common non-compliances

- Different salaries for men and women;
- Asking female workers to take a pregnancy test during the course of an interview or as a condition of employment;
- Giving preference for promotion based on age, gender, ethnicity, etc.



Good practices

- **Workshops and Exercises:** trainings can be more effective in the form of workshops or exercises where workers and managers are asked to identify if discrimination occurs in a made-up scenario;



- **Continue the conversation about discrimination:** regularly train and engage workers and managers on issues related to discrimination and regularly remind workers that they can use any grievance channel available to them to report or ask a question about discrimination.