

# **ETHIOPIAN TRANSLATORS ASSOCIATION (ETA)**

## **NON-DISCRIMINATION AND INCLUSIVITY POLICY**

### **1. Purpose**

The **Non-Discrimination and Inclusivity Policy** ensures that the Ethiopian Translators Association (ETA) fosters an environment of diversity, equity, and inclusion. This document outlines the Association's commitment to eliminating discrimination and promoting equal opportunities for all members, regardless of ethnicity, gender, religion, disability, or other protected characteristics. The policy establishes clear procedures for addressing complaints related to discrimination or harassment, ensuring that all members feel respected, valued, and supported within the Association.

### **2. Definition of Key Terms**

#### **2.1 Discrimination**

Discrimination refers to unfair or unequal treatment of individuals based on characteristics such as ethnicity, gender, religion, disability, age, nationality, or any other characteristic that is protected by law. In the context of ETA, discrimination may manifest in hiring, membership, professional development, and other aspects of the Association's activities.

#### **2.2 Harassment**

Harassment refers to unwanted, inappropriate, or offensive behavior that creates a hostile, intimidating, or humiliating environment for an individual. This may include verbal abuse,

exclusion, bullying, or any form of behavior that negatively impacts an individual's well-being or ability to participate in ETA activities.

## **2.3 Inclusivity**

Inclusivity refers to the practice of creating a welcoming, accessible, and supportive environment where all individuals are respected and have equal access to opportunities, regardless of their background or personal characteristics.

## **2.4 Protected Characteristics**

Protected characteristics are those attributes that are safeguarded by law against discrimination. These include, but are not limited to, ethnicity, gender, religion, disability, age, and nationality.

## **3. Prohibition of Discrimination**

### **3.1 Equal Treatment**

ETA is committed to ensuring that no individual is discriminated against based on any protected characteristic. The following practices are prohibited under this policy:

- **Ethnic Discrimination:** Treating individuals unfairly based on their ethnic background, language, or cultural heritage.
- **Gender Discrimination:** Discriminating against individuals on the basis of gender, including gender identity and expression.
- **Religious Discrimination:** Unequal treatment based on an individual's religion or belief system.

- **Disability Discrimination:** Excluding individuals or treating them unfavorably based on physical or mental disabilities.
- **Other Protected Characteristics:** Discriminating against individuals based on age, marital status, nationality, or other legally protected characteristics.

### **3.2 Commitment to Equal Opportunities**

ETA is dedicated to providing equal opportunities to all members, ensuring that everyone has access to:

- Membership opportunities
- Professional development
- Employment and contracting opportunities
- Events, conferences, and networking activities
- Training and resources

ETA will make reasonable accommodations where necessary to ensure inclusivity and accessibility for all members, particularly those with disabilities.

## **4. Promoting Diversity, Equity, and Inclusion**

### **4.1 Inclusive Practices**

ETA is committed to promoting diversity, equity, and inclusion in all of its activities. The following practices will be followed to ensure inclusivity:

- **Diverse Leadership:** ETA will strive to ensure that leadership positions within the Association reflect the diversity of the community it serves.
- **Equitable Access:** Opportunities for professional growth, training, and participation will be available to all members, ensuring that all individuals, regardless of background, have a fair chance to succeed.
- **Supportive Environment:** ETA will foster a supportive environment where all members feel valued and respected. This includes addressing systemic barriers to participation and ensuring that all members' voices are heard.

## 4.2 Representation

ETA encourages and supports the representation of all groups, including marginalized communities, within the translation profession. The Association will actively promote the involvement of underrepresented groups and encourage their participation in all levels of ETA activities, from conferences to leadership positions.

## 5. Procedures for Addressing Complaints of Discrimination or Harassment

### 5.1 Filing a Complaint

Any member who believes they have experienced or witnessed discrimination or harassment within ETA can file a complaint. The following procedures should be followed:

- **Step 1: Reporting the Incident:** Complaints must be submitted in writing to the **Disciplinary Committee** or any designated complaints officer within ETA. Complaints

should include a detailed description of the incident(s), including the date, time, and nature of the discriminatory or harassing behavior.

- **Step 2: Confidentiality Assurance:** All complaints will be treated confidentially. The identity of the complainant will be kept private, unless otherwise authorized or required by law.
- **Step 3: Acknowledgment of Receipt:** The complainant will receive a written acknowledgment of the receipt of their complaint within 48 hours.

## 5.2 Investigation Process

The **Disciplinary Committee** will investigate all complaints of discrimination or harassment.

The investigation will include:

- **Gathering Information:** The committee will review all relevant facts and may interview witnesses or parties involved.
- **Impartial Review:** The investigation will be conducted impartially, ensuring fairness to both the complainant and the accused.
- **Timelines:** Investigations should be completed within 30 days from the receipt of the complaint. Extensions may be granted if the complexity of the case warrants it.

### 5.3 Outcomes and Remedies

Based on the findings of the investigation, the following outcomes may occur:

- **Resolution:** The Disciplinary Committee may recommend resolutions such as mediation between the parties involved, a formal apology, or an action plan to prevent further discrimination or harassment.
- **Sanctions:** If discrimination or harassment is confirmed, appropriate sanctions will be imposed. These may include:
  - Verbal or written warnings
  - Suspension from ETA activities or events
  - Revocation of membership or expulsion from the Association in severe cases
- **Restorative Measures:** ETA may offer counseling or training sessions to the accused individual to promote awareness and prevent future violations.

### 5.4 Appeals Process

If either party is dissatisfied with the outcome of the investigation or the imposed sanctions, they may appeal the decision. The appeal process will include:

- **Step 1: Written Appeal:** The dissatisfied party must submit a written appeal to the **Appeals Panel** within 14 days of receiving the final decision.
- **Step 2: Review by Appeals Panel:** The Appeals Panel will conduct a review of the case, considering all relevant evidence and ensuring that the initial investigation was conducted fairly.

- **Step 3: Final Decision:** The Appeals Panel will make a final decision, which may either uphold or amend the original decision. The outcome of the appeal is final and binding.

## **6. Ensuring Compliance with Non-Discrimination Standards**

### **6.1 Awareness and Training**

ETA will conduct regular training sessions for all members and staff on the importance of non-discrimination, inclusivity, and respect for diversity. This training will cover:

- Recognizing and combating unconscious bias
- Understanding discrimination and harassment in the workplace
- Promoting cultural competence and inclusive communication

### **6.2 Monitoring and Evaluation**

ETA will monitor the effectiveness of this policy through regular evaluations and feedback from members. The effectiveness of training programs, complaints resolution, and the overall inclusivity of ETA's activities will be assessed and adjusted as necessary to ensure continuous improvement.

## **7. Conclusion**

The **Non-Discrimination and Inclusivity Policy** of the Ethiopian Translators Association is central to creating an equitable and respectful environment for all members. ETA's commitment to diversity, equity, and inclusion strengthens the profession, ensures that all members have equal opportunities to succeed, and promotes the values of fairness and respect across the Association. ETA encourages all members to actively engage in fostering an inclusive and discrimination-free environment.

**Approved by:**

**Ethiopian Translators Association (ETA)**