

Diversity, Inclusion and Equity Policy at the Climate and Society Institute - iCS

1. Objective

The Climate and Society Institute – iCS, promotes the values of Diversity and Integration through practices related to Racial diversity, equity, and inclusion in its workforce, culture, and programmatic work.

We understand the importance of diversity, equity, and inclusion both internally, in our hiring process and organizational culture, and externally, in our granting practices, implementation of special projects, and other related activities. We care about and maintain these essential values to promote a healthy, diverse, future-focused environment with a holistic view, especially towards minority groups.

Our choices about how we use our assets have important consequences. In the process of hiring employees and support partners, we must be attentive to the broader society of which they are a part, encompassing their histories, economic situations, and cultures.

Based on our commitment to combating inequalities in all their forms, iCS presents this Diversity, Inclusion, and Equity Policy. This policy establishes the rules and commitments that should guide the actions of our employees in actively combating all forms of discrimination and prejudice and promoting the inclusion of all people, regardless of race, gender, sexual orientation, gender identity, ability, and national or territorial origin. These commitments will guide the projects and activities developed by iCS, its communication with society, the conduct of its internal administrative processes, the layout of its physical spaces, and its collaboration with partner organizations.

2. Scope of Application (coverage)

This Policy applies to all iCS employees, service providers and supporters, participants in special programs, interns, freelance service providers, board members and other stakeholders.

3. What is diversity?

Diversity is understood as variety, heterogeneity, plurality, and difference. It is a characteristic common to all living beings on the planet, and it is thanks to it that humanity has survived to this day. However, diversity does not only refer to biological or social characteristics when these are related to the variety of appearances, cultures, and histories. It also refers to the attribution of certain values to specific groups, resulting in negative stereotypes, prejudice, stigma, and discrimination. In other words, it hinders or even denies, through value judgments and hierarchization, access to fundamental rights for people who constitute minority groups.

3.1 And what are these groups? These are groups of people who have little or no social, economic, and political representation, even though, in some cases, they constitute the largest numerical segment of the Brazilian population. They fall under the category of marginalized groups: Black people, women, single mothers, people with disabilities, LGBTQIA+ individuals, Indigenous populations, riverside communities, economically vulnerable people, among others.

4. What is inclusion?

Complementing the idea of diversity, inclusion relates to how members of all groups are treated in any and all spaces, as well as how they feel they belong and are included. This perception stems from the fair treatment they receive and witness, the feeling of receptiveness, the perception of equal opportunities, and how valued they feel as members for the work and effort they put in at different levels.

In practice, it's about how integrated and respected an individual feels because of the characteristics they possess that connect them to certain social groups, such as race, gender, religion, and others.

5. About Equity

It consists of adapting the existing rule to the specific situation, observing the criteria of justice. It can be said, then, that equity adapts the rule to a specific case in order to make it more just. It is a way of applying the law, but being as close as possible to what is fair for both parties.

Promoting equity is one of the iCS principles and is directly related to the concept of equality, guided by respect for the needs, diversities, and specificities of each citizen or social group. The principle of equity includes the recognition of social determinants, such as different living conditions, which involve housing, work, income, access to education, leisure, among others that directly impact different job opportunities.

6. Basic principles of action regarding equality of opportunity

To achieve the objectives and commitments related to equal opportunities, the following basic principles of action are adopted and promoted within the iCS framework, which should govern employment and other relationships:

a) To guarantee quality employment as a fundamental means of promoting equal opportunities and non-discrimination, fostering the maintenance of quality jobs and fair wages that ensure continuous learning of skills and development of professional competencies;

b) To develop the principle of equal opportunities in the workplace, the fulfillment of which is one of the essential pillars of professional development and which implies a commitment to practicing and demonstrating equitable treatment that favors the personal and professional advancement of individuals at iCS in the following areas:

- **Promotion and professional development:** valuing the knowledge and skills necessary to perform the work, through objective performance evaluation. In particular, both in the preparation of the Individual Work Plan and in the performance evaluation and, if applicable, in salary adjustments, criteria of equal opportunities, non-discrimination and respect for diversity will be considered;
- **Selection:** choosing the best professionals through tools and selection systems based on the candidates' capabilities.
- **Hiring:** not establishing discriminatory salary differences.
- **Training:** Guaranteeing the training and development of each professional in the knowledge and skills required for the proper performance of their work.
- **Support for professionals with disabilities,** in order to promote their effective employment.
- **Promotion of transparent communication,** respecting innovation and granting the necessary autonomy to the professional in the performance of their duties.

c) To promote gender and/or racial equity in relation to access to employment, training, professional advancement, and working conditions that respect individual social and cultural realities in order to:

- Strengthen the commitment to gender equality, both for the organization and for society, and promote awareness of this issue in both spheres.
- Guarantee the principle of equal opportunities in professional development;
- Adopt positive actions to correct inequalities that arise and to promote access for professionals whose gender and/or race are less represented in positions of responsibility.
- Enhance mechanisms and procedures for selection and professional development that facilitate the acquisition of necessary qualifications for professionals of underrepresented genders and/or races to advance in all areas of the organization where their representation is insufficient, including the implementation of specific training and professional development monitoring programs for women, which can encourage the existence of a significant number of female executives and leaders in the programmatic area.

- To seek balanced representation at different hierarchical levels, ensuring equal opportunities.
- To promote the organization of working conditions to allow for the reconciliation of personal and professional life for all professionals, regardless of gender, and to guarantee the elimination of all gender-based discrimination.
- To protect pregnancy and childbirth as specific situations for the female professional group, so that negative impacts on the careers of these professionals are not permitted as a result of these situations.
- To protect pre-adoption and adoption, preventing this from negatively impacting professional careers.

d) To ensure that the use of artificial intelligence in the design of processes related to the selection, hiring, management of labor relations, training, and promotion of professionals is governed by the principle of equity.

7. Basic principles of action regarding diversity and the promotion of inclusion.

To achieve the stated objectives and commitments regarding diversity and the promotion of inclusion, iCS adopts and promotes the following basic principles of action that should govern the development of labor relations:

- a) **To guarantee non-discrimination among its professionals** based on nationality, ethnic origin, skin color, marital status, family responsibilities, religion, age, disability, social and health condition, gender, sexual orientation, gender identity and expression, neurodivergence, or any other condition or characteristic of a person that is unrelated to the requirements for performing their job;
- b) **To foster an environment where all iCS professionals contribute** with their knowledge, experience, and skills, regardless of any personal or social conditions or circumstances.
- c) **To foster a sense of inclusion** at iCS that aims to ensure that all professionals consider themselves part of the Institute and recognize their inclusive role in the local, national, and international community.
- d) **To recognize the coexistence of different generations** as a source of continuous enrichment, due to their diverse abilities and approaches, both for professionals and for different institutional projects and areas;
- e) **To consider that certain physical or intellectual disabilities** that may be an obstacle to the development of some tasks can represent a significant help in other areas.
- f) **To foster information and communication** with the various partner communities of iCS, so that they are recognized as an ideal space for the development of the diverse professionals who comprise them, from the perspective of their belief in diversity and inclusion.
- g) **To ensure that selection and hiring processes** are based on neutral criteria while establishing specific actions to promote the inclusion of people belonging to groups with less access to the labor market.
- h) **To address, using measures of integration** and acceptance, conflicts involving people who are: single, married, in a stable union, divorced, separated, widowed, living with multiple people, with or without children, and with other circumstances of family and affective relationships.
- i) **To ensure that decisions regarding career advancement** and professional development are based on equitable

criteria, in order to eliminate, in all organizational decisions, reasons or consequences detrimental to diversity and to promote the appropriate inclusion of all professional groups.

j) **To ensure that each professional's training provides them with sufficient knowledge**, skills, and abilities for the proper performance of their work, and to include specific actions in training and capacity-building processes that promote the acceptance of diversity and the rejection of discrimination.

k) **To preserve a workplace free from violence**, intimidation, and harassment in all its forms, including sexual and gender-based harassment, ensuring the establishment of swift and effective reporting channels and support for alleged victims.

l) **To incorporate behaviors into leadership programs** that promote decision-making and a culture based on diversity, as well as an internal communication strategy that effectively conveys the pluralistic and inclusive nature of iCS.

Strategic guidelines for valuing diversity and promoting a more inclusive organization:

- **Institutional commitment:** to respect and value the uniqueness of all employees and stakeholders, to promote an inclusive work environment, and to combat discrimination and prejudice in all its forms.
- **Inspiring leadership:** making decisions that are free from bias and based solely on objective factors. Promoting inclusive environments, fostering moments of active listening, forming and developing diverse teams regardless of the Institute's area. Taking a stand when witnessing exclusionary conduct and/or discriminatory attitudes and inspiring people by example.
- **Promoting inclusive and affirmative processes:** ensuring inclusive practices, policies, standards, and internal processes to attract, hire, develop, recognize, and retain the best and most diverse talent. Valuing the diversity of employees and stakeholders: recognizing and valuing the individualities of employees and stakeholders and ensuring an inclusive work environment that does not tolerate prejudice and discrimination.

8. Responsibilities

Employees:

- i. Observe and ensure compliance with this Policy,
- ii. When necessary, contact the People and Culture Management department for consultation on situations involving conflict with this Policy or in the event of situations described herein,
- iii. Be familiarized with the concepts presented in the “Concepts and Acronyms” section of this document.

Leaders: Coordinators, Managers, and Directors:

- i. To ensure compliance with this policy by supporting the People and Culture Management; guiding the promotion of a Diverse, Inclusive and Equitable Culture;
- ii. To adopt exemplary conduct in relation to the content of this Policy, as well as in addressing the issue in their daily leadership practice;
- iii. To value diversity, to be an agent promoting Inclusion and to act proactively to ensure equity in their team;

People and Culture Management

- i. To comply with the guidelines established in this Policy, keep it updated to ensure that any changes are incorporated into it, and clarify any doubts regarding its content and application, as well as organize and articulate the strategy for meeting its Guidelines, with regard to the internal public, seeking alignment with best market practices;
- ii. To coordinate and implement the Diversity Program at the Institute;
- iii. To define, implement, and disseminate general diversity, inclusion, and equity actions within iCS, internally, in accordance with the communication strategy defined for the topic by the Executive Board;
- iv. To analyze and issue a recommendation to the Executive Director regarding the diversity and inclusion strategy to be adopted by the Institute, as well as issue a recommendation regarding its effectiveness, proposing any necessary changes to the Executive Board;

Compliance Coordination:

- i. To analyze documents, affirmative action policies, and any matters or actions related to diversity and inclusion within the legal framework, in order to safeguard the Institute's actions in accordance with applicable legislation.
- ii. To investigate complaints registered through the Ethics Channel, addressing the topic of diversity and inclusion within the Organization, in accordance with the Guidelines set forth in this Policy and the Code of

Marielle Franco Working Group (GTMF)

- i. To analyze and propose any necessary adjustments to the Institute's regulatory instruments that address the topic of diversity, issuing recommendations to the Executive Board, if applicable.

Executive Board

- i. To propose and monitor the implementation of projects that improve practices on Diversity, Inclusion, and Equity in all dimensions, in accordance with the iCS Strategic Plan.

9. Consequence Management

Employees, service providers, suppliers, grantees, or other stakeholders who observe any deviations from the guidelines of this Policy may report the matter to the Ethics Committee via email: ouvidoria@climaesociedade.org;

Internally, failure to comply with the guidelines of this Policy will result in the application of accountability measures to the agents who violate it, according to the respective severity of the violation and in accordance with internal regulations, and will be applicable to all persons described in the "Scope" section of this Policy, including leadership and members of the Executive Board.

10. Concepts and Acronyms

Below, we present concepts and acronyms with which all iCS collaborators should become familiar.

Affirmative Action: These are political or institutional measures aimed at balancing the scales and ending the social, cultural, and economic exclusion of individuals belonging to groups that suffer any type of discrimination. Anti-ableist: Conduct contrary to ableism and that actively works to reduce inequalities in relation to people with disabilities.

Anti-LGBTphobic: Conduct contrary to LGBTphobia and that actively works to reduce inequalities regarding LGBTQIA+ people.

Anti-sexist: Conduct contrary to sexism and that actively works to reduce gender inequalities.

Anti-racist: Conduct contrary to racism and that actively works to reduce racial inequalities.

Moral Harassment: Abusive conduct (gesture, word, behavior, attitude) that, through its repetition or systematization, violates the dignity, psychological or physical integrity of a person, threatening their job or degrading the work environment.

Sexual Harassment: A crime defined in article 216-A of the Penal Code as "coercing someone with the intention of obtaining sexual advantage or favor, the perpetrator taking advantage of their position of hierarchical superiority or ascendancy inherent in the exercise of employment, position or function".

Disability: Long-term impairments of a physical, mental, intellectual, or sensory nature which, in interaction with various barriers, may hinder a person's full and effective participation in society on an equal basis with others.

Human Rights: Human rights are norms that recognize and protect the dignity of all human beings. Human rights govern

how human beings individually live in society and with each other, as well as their relationship with the State and the obligations that the State has towards them.

Discrimination: Any distinction, exclusion or preference based on race, color, sex, age, marital status, appearance, sexual orientation, disability, illness, religion, political opinion, national origin, social origin, neurodiversity or other reason, which has the effect of nullifying or reducing equality of opportunity or treatment in employment or occupation; prejudice in action.

Diversity: according to the Greater Good Science Center, it is a term that refers both to an obvious fact of human life – that is, that there are many different types of people – and to the idea that this diversity drives cultural, economic and social vitality and innovation.

Ethnicity: It is the set of customs, traditions, and beliefs attributed to a social group. It is also a form of cultural identification (marked by physical characteristics, origin, and set of customs).

Assistive Tools: These are any and all items, equipment or parts thereof, products or systems manufactured in series or custom-made, used to increase, maintain or improve the functional capabilities of people with disabilities.

Gender: Refers to the roles, behaviors, expressions and characteristics socially constructed and attributed to people according to their gender (men, women, non-binary people). Gender does not refer to biological sex.

Affinity Groups: These are groups that meet regularly to share information, knowledge, or to define actions that can be taken, encouraging the engagement of other employees. Affinity groups can focus on gender, race and ethnicity, disability, the LGBTQIA+ community, generations (different ages), among other characteristics shared by the members.

Minoritized Groups: The term "minoritized groups" has the conceptual meaning of social segments that, regardless of their size, have little social, economic (inclusion in the labor market, occupation of positions of power, etc.) and political representation.

Inclusion: The act of including people belonging to minority or marginalized groups, allowing them full participation in all educational, work, leisure, community, and domestic activities.

Accessible Infrastructure: A set of complementary and indispensable aspects and dimensions for the effective inclusion of people with disabilities. There are six types of accessibility: attitudinal (related to attitudes), architectural, communicational, instrumental (related to tools), methodological (related to teaching and work methods), and programmatic (related to public policies, laws, and regulations).

LGBTQIA+: Each letter represents a group of people: lesbians (women who are sexually attracted to or maintain an affective and/or sexual relationship with another woman), gays (people who are sexually attracted to and/or maintain an affective and/or sexual relationship with an individual of the same sex), bisexuals (sexual attraction or sexual behavior directed towards both men and women, or towards more than one sex or gender), transgender (people whose gender identity differs from their biological sex), transsexuals (people whose gender identity differs from their biological sex) or transvestites (people whose gender identity differs from their biological sex), queer (people who do not feel physical and/or sexual attraction to either sex or gender), intersex (people who are born with biological sex characteristics that do not fit into the typical categories of female or male), asexual (people who do not feel sexual

attraction), and the "plus" symbol at the end of the acronym appears to include other gender identities and sexual orientations that do not fit the cis-heteronormative standard. (heterosexual people, that is, those who feel affective/sexual attraction only to the sex/gender different from their own), but who do not appear prominently before the symbol.

LGBTphobia: A crime foreseen in Law No. 7.716/1989. In 2019, in Brazil, given the lack of specific legislation on LGBTphobia, the Supreme Federal Court equated homophobia (rejection or aversion to homosexuals and homosexuality) and transphobia (negative, discriminatory, or prejudiced attitudes, feelings, or actions against transgender people, or those who identify as such) to the provisions of Law 7.716, the same law that addresses the crime of racism.

Neurodiversity: The concept of neurodiversity stems from the idea that the diverse neurological conditions that exist among human beings are normal and, therefore, should not be seen as a disease or something disabling. This means that human differences in terms of atypical neurological connections need to be respected, just as other types of human differences are respected. Included in this concept of neurodiversity are all people, that is, both those who do not have neurological or neurodevelopmental alterations (called neurotypical), as well as people who have neurological or neurodevelopmental alterations, that is, who function outside the pattern expected by society (called neuroatypical or neurodivergent). Examples of people considered neurodivergent include those with: Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), Dyslexia, Dyspraxia, and Tourette Syndrome.

Sexual Orientation: It is the sexual or affective attraction (involuntary and inherent) that a person feels for other people.

Race: It is the set of habits, beliefs, and behaviors shared by people who also have similar physical characteristics (usually expressed by skin color). In other words, race is the physical mark of a culture.

Racism: A crime defined in Law No. 7.716/1989, which refers to discriminatory conduct directed at a specific group or community. The racism law covers a range of situations such as: refusing or preventing access to commercial establishments, preventing access to social entrances in buildings, discriminating in employment relationships, among others. Conceptually, racism is broader than insult, as it aims to affect an indeterminate group of individuals, discriminating against the entirety of an ethnicity and race.

Stakeholder: These are all relevant audiences, whether internal or external, consisting of individuals, groups, organizations, associations, and other actors who influence or are influenced by the Institute's activities, products, and services, and may be impacted by its decisions, actions, and performance. Examples of Stakeholders include, but are not limited to: suppliers, investors, employees, local communities, the press, and civil society organizations.

Unconscious Biases: These are mechanisms of the human brain explained by neuroscience as resulting from brain formation and organization, based both on our experiences and living environments, as well as on ancestral or primitive inheritance. When a value judgment is associated with this unconscious bias, prejudices and discrimination can be generated.

11. General Provisions

This Policy shall be reviewed periodically, at least once every three years or upon request, and submitted to the approval of the iCS Deliberative Council.

12. Approval

People and Culture Management	Executive Board	iCS Council
Approved at a board meeting held on May 16, 2024.		