

BANDAMA CHARITY FOUNDATION SIERRA LEONE**ANTI-DISCRIMINATION POLICY AND PROCEDURE**

Policy and Procedure for the Application of Anti-Discrimination Legislation — BCF-SL

BCF Sierra Leone | 2026 – 2027

Document Type:	Anti-Discrimination Policy and Procedure — Binding on All Staff and Partners
Legislative Basis:	Sierra Leone Constitution (equality provisions) Sierra Leone Gender Equality and Women's Empowerment Act Persons with Disability Act 2011 Child Rights Act 2007 Universal Declaration of Human Rights
Standards Alignment:	BCF-SL Code of Conduct GESI Framework Safeguarding Policy SDG 10 (Reduced Inequalities)
Owner:	HR Director / Executive Director



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SECTION 1: STATEMENT OF COMMITMENT

BCF-SL is committed to equality, non-discrimination, and the full and equal participation of all persons in its programmes and workplace. BCF-SL does not tolerate and actively works to eliminate discrimination on the basis of sex, gender, age, disability, ethnicity, tribe, religion, marital or family status, pregnancy, HIV status, political opinion, national origin, or any other characteristic protected under Sierra Leone law or international human rights standards.

This commitment applies in equal measure to BCF-SL's service delivery (how beneficiaries and community members are treated), its employment practices (how staff are hired, managed, and supported), and its partnerships (what standards BCF-SL holds its partners to). Discrimination is a violation of human rights and a breach of BCF-SL's Code of Conduct.

SECTION 2: PROTECTED CHARACTERISTICS AND FORMS OF DISCRIMINATION

Protected Characteristic	Legislative Basis	BCF-SL Programme Relevance
Sex and Gender	Gender Equality and Women's Empowerment Act; CEDAW	Ensuring women access all BCF-SL services equally; addressing gender-based barriers to participation
Disability	Sierra Leone Persons with Disability Act 2011; CRPD	Ensuring all services, venues, and information are accessible to persons with disabilities
Age	Child Rights Act 2007; Constitution	Protecting children from exploitation; ensuring elderly persons access services without discrimination
Ethnicity / Tribe / Religion	Constitution; equality provisions	All BCF-SL services delivered equally to all ethnic, tribal, and religious groups in programme communities
HIV / Health Status	National HIV/AIDS Policy; right to dignity	No beneficiary or staff member may be excluded based on HIV status or other health condition
Pregnancy / Maternity	Gender Equality Act; labour provisions	Pregnant women are supported, not excluded, from services and employment
Political Opinion	Sierra Leone Constitution	BCF-SL services are politically neutral; no beneficiary is favored or excluded based on political affiliation

2.2 Types of Discrimination Covered by This Policy

- Direct discrimination: Treating a person less favorably than another because of a protected characteristic.
- Indirect discrimination: Applying a condition or requirement that appears neutral but disadvantages persons with a particular protected characteristic.
- Harassment: Unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, or humiliating environment.
- Victimization: Treating a person unfairly because they have made or supported a discrimination complaint.
- Systemic or structural discrimination: Institutional policies, practices, or behaviours that produce unequal outcomes for persons with particular protected characteristics, even without intent to discriminate.

SECTION 3: BCF-SL'S ANTI-DISCRIMINATION OBLIGATIONS

3.1 In Service Delivery

- All BCF-SL services must be designed and delivered in a manner that does not exclude, marginalise, or treat unequally any group or individual on the basis of a protected characteristic.
- Beneficiary targeting and selection criteria must be reviewed annually by the Programs Director and M&E Unit to identify and eliminate any indirect discriminatory effects.
- BCF-SL will take positive action targeted outreach, accessible formats, additional support to ensure that marginalised groups (including women, persons with disabilities, and minority ethnic communities) have equitable access to services.

3.2 In Employment

- All BCF-SL hiring, promotion, performance management, disciplinary, and redundancy decisions must be based solely on relevant skills, experience, and conduct never on a protected characteristic.
- Job adverts, application processes, interview panels, and selection criteria are reviewed by the HR Director for potential discriminatory elements before each recruitment.
- BCF-SL commits to reasonable adjustments in the workplace and recruitment process for persons with disabilities.

SECTION 4: PROCEDURE FOR HANDLING DISCRIMINATION COMPLAINTS

1. Any person who believes they have experienced discrimination by BCF-SL may report it through BCF-SL's Beneficiary Feedback and Complaints Mechanism (for service users) or through BCF-SL's HR Grievance Procedure (for staff).
2. Discrimination complaints are classified as Priority complaints with a 15-working-day substantive response commitment.
3. The complaint is investigated by a person with no connection to the alleged discrimination. Where possible, the investigator holds anti-discrimination training.
4. If the complaint is upheld: the discriminatory practice, policy, or behaviour is corrected immediately; disciplinary action is taken against responsible individuals as appropriate; systemic remedies are documented and implemented.
5. The complainant is notified of the outcome and of their right to appeal or to refer to external bodies (including the Sierra Leone Human Rights Commission).

Executive Director

Chairperson, Governing Board

Signature & Date

Signature & Date

Programs Director

Covenant Chancellor

Signature & Date

Signature & Date



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