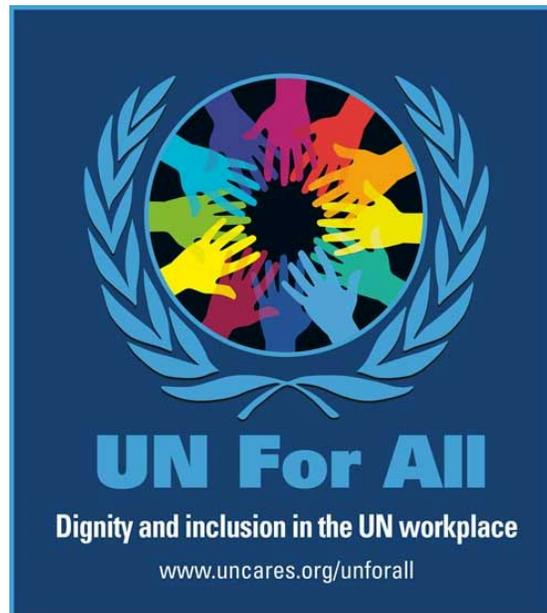


Implementation Guide



UN for All

Dignity and inclusion in the UN workplace

1. **What is the initiative *UN for All***

This initiative consists of a series of modular training sessions available for UN staff worldwide, dealing with different types of stigma and discrimination in the workplace and with the human rights principles that should govern our conduct as international civil servants to create inclusive workplace environments.

2. **Who is behind *UN for All***

UN for All is an initiative of UN Cares, the UN System-wide workplace programme on HIV. UN Cares was launched in 2008 and has allowed thousands of UN employees worldwide to get informed about the basics of HIV prevention, treatment, care and support; has promoted testing and counseling according to the highest standards, and has promoted innovative reflection regarding HIV-related stigma and discrimination. UN Cares has worked to address HIV-related stigma and discrimination through its training sessions and also through the 2011 communication campaign called STIGMA FUELS HIV (www.bestigmafree.org). UN for All is a

new stage in the work by UN Cares on stigma and discrimination as several topics raised are closely interlinked with HIV.

3. Why it is important?

One of the UN Cares 10 Minimum Standards is “Learning and training activities related to stigma and discrimination.” For that reason, UN Cares has taken the lead to develop these training modules for the UN system. We are a global and diverse workforce but often our staff is not adequately equipped to appropriately respect all aspects of the diversity in the workplace and to welcome everyone with dignity and respect.

This project supports the implementation of UN Cares Minimum Standard 3 on Learning and training activities on stigma and discrimination, as well as the UN’s work on the “Three zeros” in relation to HIV. It also comes at a time when many organizations in the UN system have already recognized same-sex unions of staff for the purposes of entitlement which calls for staff preparedness to administer those entitlements in a respectful way. In short, *UN for All* will help staff to uphold the UN system’s obligations toward the collective goals.

4. Messages from high-level political figures

Joint letter sent to Resident Coordinators on 14 August 2015, signed by UNDG Chair Helen Clark, UN High Commissioner for Human Rights Zeid Ra’ad Al Hussein and UNAIDS Executive Director Michel Sidibé on new learning modules developed by UN Cares entitled “UN for All: Dignity and Inclusion in our Workplace.” [Click here for the letter in PDF format.](#)

On the homepage of UN for all (www.uncares.org/unforall) you can find the video message of support of the UN secretary general.

5. Description of each module and the preferred sequence

The four modules available are:

Core module: a half-day face-to-face module that talks about the basic human rights principles, the power of language in the creation of an inclusive work environment, unconscious bias and an introduction to basic concepts regarding substance use, disabilities, sexual orientation and gender identity, and mental health. This should always be the first module implemented as it lays the foundation for the three other modules. This session would be suitable for offices that want to start a conversation about diversity, inclusion, standards of conduct, conflict prevention, staff wellbeing and related topics.

Including LGBTI People: a half-day face-to-face module that explains the basics of sexual orientation, gender identity, gender expression and other related concepts. During the session participants get to hear directly from LGBTI individuals, and from UN leadership regarding what is expected from an inclusive workplace where dignity for all should be guaranteed. This module is ideal for offices that want to make improvements on diversity, or for those who have to work on issues regarding human rights and sexual diversity as per the mandate of the organisation and the directives of the UN Secretary General.

Including People with Disabilities: a half-day face-to-face module that seeks to make participants reflect about the different types of disabilities there are and how the workplace can enable people with various disabilities to be productive in an environment of dignity and respect. We suggest this module for teams and offices that want to be better equipped to welcome staff members living with a disability and/or to interact with civil society or government counterparts where people with disabilities are able to work.

Including People who Use Substances: a half-day face-to-face module that describes different degrees of substance use, and what is expected from the workplace, management and staff members regarding substance use, abuse and dependence. This module is essential for teams and offices who want to better understand substance use, abuse, and what provisions are in place in the United Nations to support staff members who may need assistance. The learning points from this session will allow participants to act with knowledge and respect in regards to substance use.

We advise that the core module should always be offered first, as it lays down the foundation of human rights principles which is the basis for the remaining modules.

6. Who should facilitate the workshops (skills, preparation)

UN Cares has started a global effort to train facilitators in the *UN for All* methodology and content in every country. Training consists of a deep immersion in the topics we talk about in each module, advanced facilitation techniques, UN system policies and resources and more. To find a trained facilitator in your duty station that is able to deliver these modules, please look for the UN Cares team in the country (uncares.org/facilitators), or contact the UN Cares Regional Coordinator relevant to your region. <http://www.uncares.org/UNAIDS2/content/contact-us>

7. Who are guest speakers for each module

It is expected that for each specific module (sexual orientation & gender identity, disabilities and substance use) the workshop will include UN staff or a person working in a similar setting who can come and share their story with participants. If such a person is not readily available, someone can be contacted via video conference, or we also have videos available on some

topics. In addition, local UN resource persons working on inclusion and human rights issues may be included in the training team.

8. How can I make sure that UN for All modules are offered in my UN office?

You should contact the UN Cares team in the country and find out who was the person or persons trained in UN for All. With them, you have to lobby the Resident Coordinator, heads of agency and managers to ensure they understand the importance of the project as explained by the Secretary-General and other leadership figures in the UN. You can make reference to the letter sent to RCs in August 2015 by DOCO. On the UN for All website you will find supporting documents and messages that will assist in this task.

Offering the training modules does not require complex logistics nor high budgets. In reality, you need a training room, flipcharts, access to a printer for printing handouts and materials, a computer and a video projector.

9. Sample text for communicating the project to Resident Coordinators, heads of agency and others in positions of authority

The United Nations should be a model workplace which honours the inherent human rights and dignity of each staff member without discrimination.

Following the successful 2011 Stigma Fuels HIV communication campaign, and with the aim of making the United Nations a fully inclusive workplace, which is respectful of all kinds of diversity, UN Cares has developed a set of learning modules titled “UN for All: Dignity and Inclusion in our Workplace”, which addresses the following themes: disability, sexual orientation and gender identity, and substance use in relation to UN workplace policies and practices.

These interactive modules will help all UN system staff members, whatever their background, to understand how to be more inclusive of all colleagues, and, ultimately, how to interact with all the UN’s working partners and stakeholders. They support our global vision of Zero new HIV infections, Zero discrimination, and Zero AIDS-related deaths, as well as global efforts related to human rights and decent work.

To support these modules, you are asked to....

- *Support the colleagues who have been trained to deliver this training to be available to do so;*
- *Lead by example in attending the training and following its messages;*
- *Ensure that your managers make available the staff time and the budget needed to implement the training.*

10. Sample text for inviting participants

The United Nations should be a model workplace which honours the inherent human rights and dignity of each staff member without discrimination.

*Following the successful 2011 Stigma Fuels HIV communication campaign, and with the aim of making the United Nations a fully inclusive workplace, which is respectful of all kinds of diversity, UN Cares has developed a set of learning modules titled “**UN for All: Dignity and Inclusion in our Workplace**”, which addresses the following themes: disability, sexual orientation and gender identity, and substance use in relation to UN workplace policies and practices.*

These interactive modules will help all UN system staff members, whatever their background, to understand how to be more inclusive of all colleagues, and, ultimately, how to interact with all the UN’s working partners and stakeholders. They support our global vision of Zero new HIV infections, Zero discrimination, and Zero AIDS-related deaths, as well as global efforts related to human rights and decent work.

This workshop has the support of:

- *Secretary-General, Ban Ki-moon*
- *Chair of the UN Development Group and Administrator, UNDP, Helen Clark*
- *Executive Director, UNAIDS, Michel Sidibe*
- *High Commissioner for Human Rights, Zeid Ra’ad Al Hussein*
- *Many other senior leaders (name some regional or country-level leaders relevant to your context)*

*We are pleased to welcome you to attend the **[insert name of module/s]** on **[date and time]** at **[location]**. Kindly confirm your participation by **[insert name of person tracking registrations]** and by adding your name to this global participant list **[insert google link?? or other solution??]**.*

*In the event of questions please contact **[insert name of local contact]**. For information about the global “UN for All” project, go to www.uncares.org/unforall .*

11. Instructions for recording participants’ information and for evaluation

It is important to record and report on the name and emails of participants who attend each learning session. An automated system will send a monthly email (learning bursts) for 6 months after the training. We will provide a method for registration in coming weeks.

12. How to access the UN for All logo, in print-ready versions?

If you require the UN for All logo, please write to info@uncares.org