

## Gender Policy 2012

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# 1. Gender Policy

## Preface:

**Gender** is the context of men and women that are defined in the social and cultural framework of a society or the differences society adopts between men and women and the **social role** of a men and a women in a society. Men and women plays their social roles, performs task as per the **division of labor** historically defined by society for them which is called the **gender role**. There are three kinds of gender role in a society - **Reproductive, Productive and Social**.

To realize **gender needs** effectively it is essential to adopt **equality and equity policy** which ensures equal rights, dignity and mutual respect between men and women. **Gender Analysis** is used as measurement tools during distribution of opportunities and control, development and discrimination etc. between men and women. The historical division of labor between men and women has discriminated women on resources, power exercise, and control over life. So **Gender Planning** is essential to bring the change.

  
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General Secretary  
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## 2. Objectives

- 2.1 To ensure coordination, equality, equity and equal rights among the men and women staffs at all level.
- 2.2 To ensure equal rights dignity and opportunities among all level of staffs and their equal participation in all activities.
- 2.3 To undertake affirmative actions considering the historically created social backwardness and deprivation as well as specific needs of women.
- 2.4 To create a friendly and right-based environment to change and improve the status of condition and position of women in the society.
- 2.5 To internalize the gender concept in development and implementation.

## 3. Following affirmative steps has been undertaken for the women staffs.

### 3.1 Recruitment

- 3.1.1 Recruitment must be balanced with 50% female staffs and officers.
- 3.1.2 Recruitment will be done through written and viva voice. In some cases recruitment could be done only with viva.
- 3.1.3. For the recruitment of female staff the qualifying marks will be 90 instead of 100 for men.
- 3.1.4 At least one female member must be included in recruitment committee.
- 3.1.5 To achieve the target of 50% female staff, if necessary, applications will be invited from female candidates only.
- 3.1.6 In case of recruitment unmarried applicant must mention mother's name in his/her application along with father's name.
- 3.1.7 Priority will be given to female candidates with equal educational qualification but relaxation in experience for the case of recruitment.
- 3.1.8 In staff personal file male staff must mention the names of wife along with fathers and mothers name.
- 3.1.9 In the Recruitment Advertisement the phrase "Women candidates are encouraged to apply" must be mentioned.

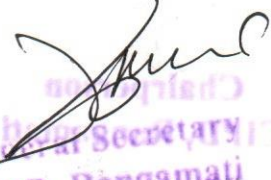
### 3.2. Leave

- 3.2.1 Annual leave, sick leave, casual leave will be equal for both male and female staffs. But a female staff will be entitled for maternal leave.
- 3.2.2 A female staffs will be entitled for 180 days maternal leave with full pay during pregnancy/child birth and, if necessary she may enjoy sick leave and leave without pay simultaneously.
- 3.2.3 In order to give mental support to his wife during childbirth and the succeeding days for postnatal care, a male staff can enjoy 10 days paternity leave.

### 3.3. Transfer

- 3.2.4 The rules of posting and transfer are same for the male female staff. But the some positive exceptions will be made for the female staff:
- 3.2.5 At the time of posting and transfer of a female employee, the workstation and place of residence of the husband/parents are to be taken into consideration. Accordingly, the workstation and place of residence of his wife would be taken into consideration at time of posting and transfer of a male staffs.
- 3.2.6 During the period of pregnancy, i.e. from the first month till the fifth month after childbirth, the female staff is not to be transferred from her work place.

  
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### **3.4 Financial and other material benefits**

**3.4.1** All staffs male and female will be entitled to equal pay scale, increment, retirement and benefits from special fund, Training allowances, , travel allowances, medical facilities, telephone.

#### **3.4.2 Dismissal**

A staff, irrespective of sex, can be dismissed in accordance with the set human resource management manual of the organization. But the male staff will be subject to dismissal for the following additional reason:

If any male staff physically abuses or rapes a female staff and it is proved thereby, he will be dismissed immediately from his job.

### **3.5 Infrastructural and other special benefits**

Some Infrastructural and special facilities to be offered by the organization to the female staff are as follows:

**3.5.1.** There will be separate toilets for the female staff whenever possible;

**3.5.2.** Organization will take special arrangement in all offices (sitting, fan, telephone) for female staffs;

**3.5.3.** Women staffs will be entitled for one hour leave daily to feed her baby after delivery;

**3.5.4.** While attending training, a female participant will be allowed to bring her baby along with her to the training center. She may also bring an attendant with her and all expenses on account of that are to be bared by the organization.

### **3.6. Staff Development**

For staff development, THE ORGANIZATION sends staff members to different institutions for skill development and provides opportunities to participate in training courses, seminars and workshops both at home and abroad. Participation of female staff in these staff development initiatives is ensured in proportion to gender-wise numerical strength in the organization and to ensure that the female staffs at the field level are not deprived of these facilities.

### **3.7. Application of Gender Policy**

A cell has been created to ensure gender equality and application of gender policy within the organization. The major functions of the cell are to identify the problems faced by the female staff, take necessary steps to address those and forward recommendations to the management.


### **3.8 Gender at program and activity**

**3.8.1** 30-40% female representative will be ensured in the Executive Committee of organization:

**3.8.2** Organization will not undertake any program which is inconsistent to gender policy;

**3.8.3** Number of women beneficiaries will be taken into account as target group whenever any program and activities is taken;

  
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3.8.4 Organization will strive to include gender issue as the core value during the analysis of political, social and economical context;

3.8.5 Consultation must be made with female member of the organization before taking any program and activity.

### 3. Value

3.1 Gender equality and positive discrimination in favor of women will be considered as the core value of the organization. All staffs must abide by this principle of the organization and orientation must be given to all staffs on this issue immediately after the appointment.

3.2 Female staff will have the right to take independent decision but they should be careful not to neglect the service rule of the organization.


3.3 The executive head of the organization will be conscious to create a congenial environment for good relation among male and female staffs and do the needful on this regard.

### 5. Program strategy of the organization;

Whenever any project proposal is prepared by the organization the issue of Gender must be taken into account and this Gender Policy must be applied at the implementation stages.

### Conclusion:

Any point of this Gender Policy can not be changed/modified which affects negatively on the policy. But any addition, modification, change which is coherent with the demand of time on gender could be done in future.

  
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