

# Gender Policy Template

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- [Gender Policy Template](#)

# Gender Policy Template

## Policy statement, & Purpose and Principles

### **Policy statement**

As an organisation, we are committed to providing a secure and enabling work environment to our regular and contractual staff, and interns. We are committed to providing them with an environment that is gender sensitive and recognises the role of gender amongst diverse people as equal players, agents and leaders of change in their families, communities and society.

### **Purpose and Principles**

The purpose of this Gender policy is:

1. To espouse the cause of the right to gender equality and the right to dignified livelihood.
2. To foster a social, physical and psychological environment that will enable regular, contractual staff and interns to work productively.
3. To strive for gender justice at an individual, institutional and programmatic level.

To achieve this purpose, the principles mentioned below will serve as the guiding factors for our organisation's efforts in the area of gender empowerment:

1. All people, by virtue of their shared humanity, carry equal dignity and rights inherently. The organisation, therefore, always strives to affirm and uphold equal rights and opportunities for gender diversity.
2. Each person, by virtue of their particular character and context, has a unique identity and combination of aspirations and abilities. Therefore, as an organisation, we will always strive to acknowledge the intersectionality of identities and how particular conditions of each individual or social group shapes their ability to achieve equal fulfilment, and to create tailored opportunities for each to thrive.

# Definitions and Abbreviations

1. “Gender” refers to the social attributes and opportunities associated with being male and female and the relationships among and between women, men, girls and boys. These attributes, opportunities and relationships are socially constructed and are learned through socialisation processes. They are context- and time-specific and changeable. In most societies, there are differences and inequalities between women and men in responsibilities assigned, activities undertaken, access to and control over resources, as well as decision-making opportunities. Gender is part of the broader socio-cultural context. Other important criteria for socio-cultural analysis include class, race, poverty level, ethnic group and age.
2. “Non-binary” is an umbrella term for gender identities that are not exclusively male or female. People who identify as non-binary may experience a gender that blends elements of both, is fluid, or exists outside the binary altogether.
3. “Gender fluid” is an identity that describes individuals whose gender may shift or change over time, encompassing different gender expressions or identities at different times.
4. “Gender equality” refers to equal rights, responsibilities and opportunities irrespective of sexual orientation and identity. Equality does not mean that women and men will become the same but that rights, responsibilities and opportunities for gender diverse persons will not depend on whether they are born male or female. Gender Equality implies that the interests, needs and priorities of women, men, and gender diverse persons are taken into consideration in recognition of the diversity of different populations. Gender equality is not a “women’s issue” but should concern and fully engage the intersectionality of sexual orientation as well. Equality between genders are seen both as a human rights issue and as a precondition for, and indicator of, sustainable people-centered development.
5. “Gender equity” means fairness of treatment for gender diverse persons, according to their respective needs. This may include equal treatment or treatment that is different but which is considered equivalent in terms of rights, benefits, obligations and opportunities. In the development context, a gender equity goal often requires built-in measures to compensate for the historical and social disadvantages of women and other marginalised communities like trans\* persons and Gender non-conforming persons.
6. “Gender mainstreaming” is the process of assessing the implications for women, men and the larger spectrum of gender of any planned action including legislation, policies or programmes, in any area and at all levels. It is a strategy for making the concerns and

strategies of gender diverse persons an integral part of the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and societal spheres, so that women and men can benefit equally, and inequality is not perpetuated. The ultimate goal of gender mainstreaming is to achieve gender equality.

# Applicability and Implementation

This policy applies to all regular and contractual staff, including interns, of [organisation]. In case of a complaint as a result of an act by a staff member or a third party, management will take the necessary action to support and assist the affected party.

[Organisation] defines gender policy guidelines at two levels: Institutional and programmatic.

## 1. Institutional Level

1. Staff Policies: All staff policies, rules and regulations shall be gender sensitive and will be reviewed periodically.
2. Recruitment: [Organisation] seeks gender balance in staffing. Diversity of candidates will be encouraged to apply for all vacancies including management and leadership positions both at the field and head office. There will be adequate representation of women and other genders in recruitment and interview panels.
3. Performance reviews: Gender sensitivity will be one of the performance indicators for assessing employees. The key responsibility areas will have both, business as well as behavioral aspects to ensure every employee drives inclusion.
4. Capacity building for gender sensitisation: We will organise workshops, training programs and discussions for promoting and enabling a gender sensitive work culture on topics like unconscious bias, allyship, inclusive leadership, micro-aggressions and communication, etc.
5. Harassment: Our Anti Sexual Harassment policy is gender neutral and is in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

## 2. Programmatic Level

1. Building skills and capacities on gender perspectives to enable greater participation of all sections of the community in our programs will be one of our objectives in all programs.
2. All programs will promote equal participation of all stakeholders. To promote and assess inclusion of gender equality in each project, managers will prepare and use a gender equality checklist.

# Organisational Commitment for Gender Equality Policy

As an employer, we are committed to ensure that gender policy is implemented. Our aim is to not only set policies but also to create a culture of equality and respect. Through dedicated efforts and continuous improvement, we are committed to make significant strides in achieving gender equality in the workplace.

1. Foster Leadership Commitment through executive endorsement and role modeling. Leaders will actively demonstrate gender-inclusive behaviors.
2. Set-up a Diversity Council to oversee gender policy implementation and consistent efforts for driving gender policy in the organisation.
3. Ensure that the Gender Policy is accessible and legible for all the employees
4. Commit to regular reviews and updates of the policy to reflect evolving best practices and legal requirements.
5. Establish confidential and accessible channels for reporting gender-based discrimination and harassment.
6. Include gender policy outcomes and progress in annual reports or sustainability reports.
7. To provide equal opportunities for training, mentorship, and promotion for gender diverse and look beyond just being an equal opportunity employer.
8. Provide comprehensive parental leave policies, for all kinds of parents
9. Commit to work with suppliers and partners who uphold similar gender equality standards.
10. Uphold high ethical standards in all business operations, reinforcing the organisation's commitment to gender equality.

## Our Commitment Statement



“[Organisation Name] is fully committed to fostering an inclusive workplace where all employees, regardless of gender, can thrive. We pledge to implement and uphold our gender policy through dedicated leadership, transparent practices, and ongoing education and support. We recognise that diversity drives innovation and success, and we are determined to create a work environment that reflects and respects the diverse world we serve.”

# Employee Commitment for Gender Equality Policy

By actively participating in and supporting the organisation's gender equality efforts, our employees contribute to a positive and productive workplace culture that benefits everyone. Our Employees' commitment to a gender policy is essential for creating a truly inclusive and equitable work environment in our organisation.

1. To increase self awareness by actively participating in learning opportunities like workshops, trainings, seminars, etc. organised by the organisation.
2. To familiarise myself with the organisation's gender policy and its objectives and take part in gender-related initiatives and activities.
3. To act as allies by supporting colleagues of gender diverse, especially those from underrepresented groups.
4. To advocate for gender equality and speak up against discriminatory behaviours or practices when observed or apprised with.
5. To ensure that my actions, behaviors and decisions do not perpetuate gender biases or stereotypes.
6. Show respect and empathy towards all colleagues, fostering a culture of inclusion and belonging.
7. To encourage peers to also take advantage of our organisation's Gender Policies without stigma.
8. To take personal responsibility for upholding the gender policy in my daily work and interactions.

9. To actively suggest new ideas and improvements for promoting gender equality in the workplace.
10. To be conscious of my conversations and language as a Gender Policy advocate.

### Employees' Commitment Statement

“I, [Employee Name], am committed to upholding and promoting [Organisation Name]’s gender policy. I will strive to understand and advocate for gender equality, engage in inclusive behaviours, and support my colleagues in creating a workplace where everyone, regardless of gender, can thrive. I pledge to take personal responsibility for my actions, participate actively in gender equality initiatives, and contribute to a culture of respect and inclusion.”

## Associated Policies to Gender Policy

Our employees are a sub-unit of the society and gender policies are designed to promote gender equality and address gender-based disparities in various sectors of society and workplace. However, these policies needed to be supported and aided with more specific benefits and policies.

Associated policies that typically accompany or are integrated with gender policies include:

1. Equal Employment Opportunity Policy: Ensure non-discriminatory hiring practices and equal pay for equal work.
2. Parental Leave Policy: Provide paid leave for both parents, including people who identify as non-binary, to promote shared responsibilities.
3. Flexible Working Arrangements: Allow for flexible working hours or remote work to accommodate family responsibilities.
4. Anti-Bullying and Anti-Harassment Policy: Create safe educational environments for the gender diverse.
5. Sexual Harassment of Women at the Workplace (Prevention, Protection and Redressal) Act
6. Maternity Act

7. Health Policies: Introduce health policies like gender-sensitive health services and mental health policies to address gender-specific mental health issues and provide appropriate support services.
8. Transgender Inclusion and Support Policy: Design a policy that aims to provide a supportive and inclusive environment for transgender and gender non-conforming employees as per the Transgender Persons (Protection of Rights) Act 2019.

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