

POLICY ON GENDER EQUILITY



Gitanjali Foundation



F.C.R.A. Registration no. - 146930075

Address:

Headoffice - Barabagan, P.O. -
Barabagan, P.S. - Suri, Dist - Birbhum,
State - West Bengal, India, PIN - 731103



@gitanjaliwb



gitanjalifoundation.org.in



@gitanjaliwb

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Policy on Gender Equality

Overview:

The Gender Equality Policy of Gitanjali Foundation is established to promote and ensure gender equality and equity across all facets of our operations and programs. This policy delineates our commitment to fostering a safe, inclusive, and empowering environment for all individuals, regardless of their gender.

1. Purpose:

The primary objectives of this policy are to:

- ❖ Promote gender equality and prevent gender discrimination within the organization.
- ❖ Ensure equal opportunities and fair treatment for all genders in employment, program participation, and leadership.
- ❖ Foster an inclusive environment that respects and values diversity.
- ❖ Address and mitigate gender-based violence and harassment.

2. Scope:

This policy is applicable to:

- ❖ All employees, volunteers, and interns of Gitanjali Foundation.
- ❖ All participants, beneficiaries, and partners involved in our programs and activities.
- ❖ All stakeholders, including donors and community members.

3. Principles:

- ❖ Equality and Non-Discrimination: Ensure that all individuals are treated equally and fairly, without discrimination based on gender.
- ❖ Inclusion: Create an inclusive environment that welcomes and values diverse perspectives and experiences.
- ❖ Empowerment: Empower women and other marginalized genders through targeted programs and initiatives.
- ❖ Accountability: Hold all members of the organization accountable for upholding gender equality and addressing gender-based issues.

4. Objectives:

1. Promote Gender Equality:

- ❖ Ensure gender equality in recruitment, hiring, training, and promotion processes.



- ❖ Implement policies and practices that support work-life balance, such as flexible working hours and parental leave.

2. Prevent Gender Discrimination and Harassment:

- ❖ Establish a zero-tolerance policy for gender-based discrimination and harassment.
- ❖ Provide training and awareness programs on gender equality and prevention of harassment.

3. Support Gender-Responsive Programming:

- ❖ Design and implement programs that address the specific needs and challenges faced by women and other marginalized genders.
- ❖ Ensure that program planning, implementation, and evaluation processes incorporate gender perspectives.

4. Facilitate Women's Leadership and Participation:

- ❖ Encourage and support women's participation in leadership roles within the organization and in community programs.
- ❖ Provide opportunities for leadership training and capacity building for women.

5. Key Actions:

5.1 Recruitment and Employment:

- ❖ Ensure job advertisements, descriptions, and recruitment processes are gender-neutral.
- ❖ Aim for gender balance in recruitment panels and interview processes.
- ❖ Set targets for gender diversity in hiring and promotions.

5.2 Training and Capacity Building:

- ❖ Provide mandatory gender equality and sensitivity training for all staff and volunteers.
- ❖ Offer training programs on gender-responsive programming and leadership for women.

5.3 Program Design and Implementation:

- ❖ Conduct gender analysis during the planning phase of all programs to identify specific needs and barriers faced by different genders.
- ❖ Ensure programs include components that address gender-specific issues, such as access to education, healthcare, and economic opportunities.
- ❖ Promote the participation of women and marginalized genders in program planning, implementation, and evaluation.

5.4 Preventing and Addressing Gender-Based Violence and Harassment:

- ❖ Establish clear procedures for reporting and addressing gender-based violence and harassment.
- ❖ Provide support services, including counseling and legal assistance, for victims of gender-based violence and harassment.
- ❖ Conduct regular audits and assessments to ensure the effectiveness of these procedures and services.

5.5 Monitoring and Evaluation:

- ❖ Develop indicators and tools to monitor and evaluate progress towards gender equality objectives.
- ❖ Conduct regular gender audits and assessments to measure the impact of our gender equality initiatives.
- ❖ Report on gender equality outcomes in annual reports and other communication materials.

6. Governance and Accountability:

6.1 Roles and Responsibilities:

- ❖ Board of Trustees: Provide oversight and ensure that gender equality is integrated into the organization's strategic objectives and policies.
- ❖ Executive Committee: Implement the Gender Equality Policy and ensure compliance across all operations and programs.
- ❖ Gender Equality Committee: Monitor the implementation of the policy, address gender-based issues, and provide guidance and recommendations to the Executive Committee.
- ❖ All Employees and Volunteers: Uphold the principles of gender equality in their daily activities and interactions, and participate in training and capacity-building programs.

6.2 Reporting and Redress Mechanism:

- ❖ Establish a confidential and accessible reporting mechanism for gender-based discrimination and harassment.
- ❖ Ensure that all reports are investigated promptly and thoroughly, and appropriate action is taken.
- ❖ Provide protection and support to individuals who report discrimination or harassment, ensuring there are no reprisals.

7. Commitment to Continuous Improvement:

Gitanjali Foundation is committed to continuously improving our gender equality practices by:

- ❖ Regularly reviewing and updating this policy to reflect best practices and changes in legal and regulatory frameworks.



- ❖ Seeking feedback from employees, volunteers, program participants, and other stakeholders on our gender equality initiatives.
- ❖ Engaging with external experts and organizations to learn from their experiences and incorporate new approaches to gender equality.

Conclusion:

The Gender Equality Policy of Gitanjali Foundation underscores our commitment to creating a gender-equal organization and community. By fostering an inclusive environment, promoting equal opportunities, and addressing gender-based issues, we aim to empower all individuals to contribute to and benefit from our programs and initiatives. Our dedication to gender equality is integral to our mission of social upliftment and community development.