



# GENDER POLICY

# *FAROF GENDER POLICY*

## **Table of Contents**

1.0.	Introduction.....	3
2.0.	FAROF’s Vision.....	3
3.0.	Mission Statement.....	3
4.0.	Objectives of Gender Policy.....	4
5.0.	Rationale for Gender Policy.....	5
6.0.	FAROF’s Commitment.....	6
7.0.	Standard.....	7
8.0.	Elements of Gender Policy.....	8
9.0.	FAROF Gender Policy.....	9
10.0.	Principles and goals.....	10
10.1.	Programmes.....	11
10.2.	Organizational development.....	12
10.3.	Public Image.....	15
10.4.	Finance and Resource Allocation.....	16

ANNEX I – Glossary of Gender Terms for FAROF International Policy

## **1.0. INTRODUCTION**

Gender equity is a prerequisite in ensuring sustainable development for the society. FAROF is diligent and committed to promote gender mainstreaming as a means of fostering poverty reduction, economic development and gender equality. Developing a broad spectrum gender policy is a strong step towards the integration of gender equity in all works of FAROF. The drive towards gender equality is both essential and timely.

The policy is set within the vision of FAROF and it involves empowerment of the poor to ensure dignified and sustainable livelihood.

The aim of FAROF gender policy is to contribute to the elimination of world poverty. A key component of the strategy to achieve this is to promote equality for women, particularly for those who make up the majority of the billion or more people living in abject poverty. Promotion of gender equality and the empowerment of women is part of the responsibility of all staff. It is integral to work in all sectors and regions, and at all levels from national policy to community level projects.

## **2.0. FAROF Vision**

Envision serving as a source to humanitarian excellence, where every child and women's right are protected with improved quality health care, illiteracy and better living standard.

## **3.0. OUR MISSION STATEMENT**

FAROF mission is committed to creating a healthy community for the most disadvantaged children and women through quality health care, education, protection against violence and exploitation, and community development that are sustainable, replicable and appropriate for hard-to-reach-areas.

## **4.0. Objectives of Gender Policy:**

- To explicitly state the organizational commitment towards gender
- To provide a direction towards building gender related agenda
- To provide a framework for effectively integrating gender concerns into the organizational agenda and policy domain
- To create equal opportunities and a conducive environment for women and men at work place
- To create a congenial work environment within FAROF which enables women and men to work together in a equitable, effective and mutually respectful manner
- To promote equal representation and participation of women in decision making at the professional/ programmatic and administrative levels.

## **5.0. RATIONALE FOR FAROF GENDER POLICY**

The mission of FAROF was initially focused exclusively on children and education and then expanded to look at poverty. It has taken a long time for us to understand that the underlying causes of poverty can be found in the very unjust distribution of power and resources and that gender inequity is a key part of this. On a day-to-day basis the community leaders we work with, the staff of partner organisations we support, and the government officials we interact with, are often not just men but also believers in patriarchy.

Within the organisation as well, resistance and discrimination are encountered at different levels and manifest themselves in various subtle as well as open ways. Although overcoming gender injustice cannot simply be reduced to recruiting women to leadership positions, organisational change does depend on developing a critical mass of support. The capacity that we have created in terms of gender posts and working groups at the local, national and regional levels has made a big difference.

The gender review within Taking Stock confirmed much of this reality. So much for looking back. It is true that a huge amount of our work is with poor women and girls. We also have many examples of our work that have strengthened the position of women, both in our directly-operational and our partnership programmes. Our staffs are committed to addressing this issue in every area – at the community level, our policy advocacy work, fundraising, human resource management, finance and IT.

Fighting poverty together has challenged many of the previous assumptions and put the struggle for women's rights at the heart of our new approach.

Women's empowerment and equal access to opportunities is, therefore an integral component to the development process. Nonetheless, more than just a strategy for economic development. Women's equality is also a necessity in the positive evolution of human development, and is a fundamental human right.

Women empowerment and gender equality is a prerequisite in ensuring sustainable development for the society. Hence, the importance of gender policy to address gender issues to the mainstream.

## ***FAROF GENDER POLICY***

This policy statement is deliberately light in detail but clear in our resolve. It is for each one of us who make up FAROF to show to ourselves and the world outside, particularly the poor women and girls who wage their daily battle against discrimination and injustice, that we mean every word we say. It is for people in leadership positions to demonstrate their commitment in practice to give their own time and allocate adequate resources. This means big changes in both our behaviour and actions at all levels. It also means intolerance of any forms of behaviour that run counter to this policy statement.

### **6.0. FAROF's COMMITMENT**

FAROF is committed to:

1. Promote gender equality as an explicit internationally recognized human right.
2. Address systemic and structural practices that create barriers to the realization of women's rights and gender equality; including prevention and response to gender based violence and sexual exploitation and abuse.
3. Support the empowerment of women and girls as a key strategy toward ending poverty, conflict, human suffering and gender inequality.
4. Actively involve men and boys as allies in promoting gender equality.
5. Analyse and implement strategies to manage potential risks and harms to women, girls, boys and men.
6. Engage and coordinate with partners, governments, funders and civil society organizations to promote and support effective, creative and impactful ways to promote gender equality.
7. Monitor, evaluate and institutionalize organizational learning regarding specific gender equality results.
8. Actively hold ourselves and others accountable to gender equality standards.
9. Ensure that key organizational policies, systems and practices including but not limited to budgeting, human resource recruitment, training and management, and decision making support women's rights and gender equality.
10. Ensuring adequate funding to realize our commitments.

## ***FAROF GENDER POLICY***

11. Apply these commitments within FAROF and across all programme areas using integrated planning approaches and recognized gender sensitive tools and techniques such as gender analysis frameworks, collection of age/sex disaggregated data, and results-focused design and evaluation.

### **7.0. STANDARD**

FAROF members are required to meet these program standards in order to end poverty and support the dignity of all people and ensure that the following standards are applied, monitored, adhered to and reported on:

1. Key organizational policy, planning and programmes will:
  - incorporate gender and power analysis as a mandatory operational and/or design feature.
  - be based on data disaggregated by sex, age and other relevant diversity factors such as ethnicity, religion, caste, etc.
  - i) explicitly state gender equality results and
    - ii) Include relevant and feasible gender sensitive indicators for every stage of planning, implementation, monitoring and evaluation.
  - i) ensure sufficient funding to meet gender requirements and
    - ii) Formulate staff work plans and budgets accordingly.
2. Human Resources policies and practices will adequately address gender equality. FAROF members will track and report annually on gender balance in staffing and governance structures and implement specific strategies to balance male/female representation.
3. FAROF executive and senior management staff report regularly to beneficiaries, donors and the public on progress on gender equality in FAROF's work through appropriate reporting channels.
4. Each FAROF member (office) must assess and enhance accordingly the organizational capacity for the implementation of the policy.

## **8.0. ELEMENTS OF GENDER POLICY**

FAROF understands that gender refers to the attributes and opportunities associated with being male and female and the socio-cultural relationships between women and men. These attributes, opportunities and relationships are socially constructed and are learned through socialization processes. They are context specific and changeable. In most societies there are differences and inequalities between women and men in activities undertaken, access to and control over resources as well as decision-making opportunities. Gender is part of the broader socio-cultural context, which also takes into consideration factors such as class, race, economic status, ethnic group and age. FAROF adopts gender perspective, which means focusing on both women and men and their relationships with each other and resources. In addition, it means working with a global perspective that allows for and appreciates regional diversity. The organization aims at mainstreaming gender by creating an enabling working environment that in turn attracts and helps to retain gender sensitive staff. Since FAROF is working to strengthen natural resources management practices to secure livelihoods of deprived communities it means achieving a better analysis of patterns of use, knowledge and skills regarding conservation and sustainable use of natural resources. Only with a gender perspective can a complete picture of human relationships and ecosystems be built up. The gender policy is an integral part of all its organizational policies, programmes and projects and involves building a culture that understands the issues and policies, which respect diversity and gender, related concerns. A mere statement of policy and objectives does not ensure the concerns relating to addressing the gender. Towards achieving the above objectives, clear indicators need to be defined to evaluate and assess the organizations commitment towards gender equity on a periodic basis.

## **9.0. FAROF GENDER POLICY**

FAROF recognises that gender relations and inequalities are fundamental causes of poverty. Women and girls do not enjoy the same status, power or access to and control over resources as men and boys. This situation is unacceptable. Principles of equity and social justice require us to work to ensure that everyone has equal opportunity for expressing and using their potential, irrespective of sex, age, race, colour, class, caste, religion, ethnic background, sexual orientation, HIV status or disability. FAROF is fully committed to channelling energy, effort and resources into processes that create a society that values women, men, girls and boys equally.

FAROF has increasingly worked with a gender perspective over the years. This experience has led us to acknowledge that women's empowerment and the recognition of women's rights as human rights are essential for sustainable development and can be empowering for everyone. It has also taught us that working with a gender perspective means involving and engaging men and boys in order to improve the status of women and girls. These lessons – along with the need for improved learning and monitoring around gender issues and clear accountability mechanisms – have guided the development of our gender policy. Fighting poverty together provides an institutional framework for placing women's rights and empowerment at the centre of all our work. This document provides guidance for operationalizing the strategic objectives on gender of fighting poverty together. However, it also stands alone as the over-riding policy document on gender for all of FAROF.

The following sections are not discrete segments and should be taken as a whole. The policy seeks to ensure greater consistency of gender principles, policies and practices across the organisation and to provide an accountability framework in relation to gender, against which all staff can be accountable and against which FAROF will audit itself.

## **10.0. PRINCIPLES AND GOALS**

A rights-based approach demands that we take the analysis of poverty and marginalisation beyond communities and households to individual women, men, boys and girls as well as to the most vulnerable and marginalised groups fighting poverty together.

### **Principles**

The achievement of gender equality requires that:

- Gender equality and equity are central to FAROF being and doing;
- The empowerment of women and girls is recognised as fundamental to our mission;
- Every individual understands and demonstrates attitudes and behaviours that promote gender equality and equity;
- Adequate resources are allocated to gender work;
- All work is continuously monitored against gender indicators;
- And the cross-cutting nature of gender concerns is recognised (gender equality is both everyone's responsibility and an area that warrants specialised attention and resources).

### **Goals**

The gender policy aims to ensure gender equality and women's empowerment are central to FAROF:

- Programmes at all levels;
- Organisational culture and behaviours;
- Public image.

The following pages lay out the specific objectives and strategies for programmes, organisational development, public image and finance and resource allocation.

## **10.1. Programmes**

### **Objective**

All programmes empower women and promote women's rights as human rights.

### **Strategies**

Apply gender analysis at all stages of policy and programme work, including planning, implementation, impact assessment and development of measurable gender indicators.

- Develop capacity of programme staff to carry out gender analysis.
- Develop gender-sensitive approaches and methods of work which are empowering, building on lessons learnt from Stepping Stones, Reflect and other participatory methodologies.
- Ensure programme staff take responsibility for promoting gender equality.
- Through the Accountability, learning and planning system (Alps), monitor and evaluate programmes for gender goals, and develop and employ good practice guidelines and indicators.
- Promote the creation of structures and opportunities for women's participation in decision-making at all levels.
- Ensure that women's and girls' voices are heard in mainstream development processes.
- Undertake capacity building (e.g. resource allocation, training, information, networking) to strengthen women's organisations and groups, and organisations working towards gender equality.
- Include a gender equality perspective in all campaign and influencing work.
- Support women and girls to secure their economic, social, political, civil and cultural rights.
- Promote women's and girls' independent access to and control over land, employment, services and institutions, including their ability to exercise rights over their own bodies and find protection against violence.
- Develop, promote and use creative ways of engaging men and boys (and not only women and girls) as agents of change in the pursuit of gender equality.

- Support partners who are aligned to our gender principles, and work to inform and influence those who are not, with the option of breaking the alignment in cases where positive change fails to occur.

## **10.2. Organisation development**

### **Strategies**

#### **A) Staff composition/representation**

- Recruiting adequate women staff and ensuring the balance also at senior levels; with an objective of achieving a numerical gender balance in all posts at all levels
- Ensuring equal opportunities among male and female staff for personal growth, in promotion benefits, training and working conditions
- Ensuring equitable representation and participation of men and women in the core group, Board of trustees and in various functional committees of the organization

#### **B) Workplace**

- Providing a safe and secure workplace for women staff, free from sexual harassment with a Gender Complaints committee to look into specific concerns.
- Providing an enabling and friendly work environment where both men and women enjoy and actively participate in work. This includes providing flexible working hours and allowing working from home, wherever possible
- Extending work related concessions and relaxations for women staff depending upon the situations and requirements; e.g. providing secure transport facilities when they work late hours; giving relaxation over travel time for the next day for those in the field; ensuring security measures along with minimum basic facilities for women staff traveling in the field.

## ***FAROF GENDER POLICY***

- Reviewing the organizational structure, functioning, problems in relation to gender imbalances among staff and the work environment time to time and taking definite steps to address the same
- Strategic orientation to staff in the field based programs and advocacy initiatives towards increasing women's access, control and ownership over the natural resources.
  - Placing Gender in existing committees: A woman employee who has put in 3 months of service after confirmation shall be entitled for 4 months of Maternity Leave on full pay and under probation, she will be eligible for leave without pay for the same length of period.
  - Men employees when their spouses have children shall be entitled for 30 days of leave either immediately after child birth or fifteen days before child birth and fifteen days after child birth for primary parenting and child nurturing. In case of miscarriage / abortion, women staff can avail 2 weeks of Maternity Leave with full pay and spouses are entitled for one week's leave.
  - Making efforts to develop infrastructure for childcare facilities in the office premises in order to ensure that the parents can bring their children in circumstances in which the child cannot be taken.

### **In the field**

- Furthering deliberate and intense efforts to promote participation of women and their collectives in various aspects of natural resource management.
- Facilitating participation and even representation of women in various institutional structures created for the management of natural resources like committees, user groups etc.
- Analysis of gender disaggregated roles and work patterns, and make special efforts to reduce the work load of women

## ***FAROF GENDER POLICY***

- Ensuring equal wages to equal work for both men and women in the works as part of the programs, where FAROF is directly or indirectly involved either as an anchor of the program or as a facilitating support service provider.
- Making special efforts to constantly identify vulnerable women and provide them the necessary support and guidance
- Sensitizing the men and mobilizing their support towards gender balance
- Building awareness and sensitivity by processing information and publishing communication material in diverse media to appeal different strata of people in our functional domain.

### **C) Staff capacity building**

- Facilitating staff capacity building processes and trainings to enhance perspectives and conceptual clarity on Gender issues (*for all the staff members*). It will be an important component of the induction programme
- Ensuring that all trainings (internal and external) facilitated by the organization are gender-sensitive.- a) training content/methodology/mode of facilitation b) logistics part -time/location of venue/crèche facilities/other logistics/first-aid kit
- Conducting Gender trainings for both men and women; and ensuring participation of women in all the field level meetings and trainings

### **D) Organizational policies and systems**

- Making all HR systems and policies gender-sensitive and responsive, and integrating gender indicators into staff performance appraisal systems.
- Incorporating and explicitly mentioning gender sensitivity as an essential element in the tasks/job profiles in all terms of reference, including TORs for external consultants.
- Ensuring that the conceptual clarity and sensitivity on gender issues will be one of the important selection criteria in recruitment processes and capacity building efforts of staff

## ***FAROF GENDER POLICY***

- Initiating and building the advocacy around gender balance and making efforts to integrate gender concerns into the scaling up and mainstream developmental programs

### **E) Staff benefits**

- Following all statutory requirements related to maternity and paternity leaves.
- Ensuring that staff access to and use of information technology is gender equitable

Arrangements should be made for recording all information and open access for reviewing the performance of tasks mentioned at organizational level regularly in different forums from staff meetings to Annual meetings.

### **10.3. Public image**

#### **Objective**

The external presentation of FAROF should promote a balanced view of the issues surrounding gender equality and equity.

#### **Strategies**

- Gender analysis will be central to the development of all marketing, fundraising, sponsorship and campaigns work and gender concerns will be incorporated into activities wherever possible.
- Design fundraising proposals and appeals to fulfil FAROF's strategic goals and objectives on gender equality and equity.
- Inform donors about FAROF's gender goals and objectives and give positive examples of FAROF's gender work.
- As part of the recruitment of a wider anti-poverty movement, FAROF will actively encourage the recruitment of new supporters who are gender sensitive.
- All materials and general communications will be formulated to reflect FAROF's goals and objectives on gender equality and equity, challenging gender stereotypes and recognising diversity.
- Gender-sensitive language and images will be used in all internal and external communications.

- Whenever possible, women's and girls' voices will be heard in the first person.
- Ensure that women and men are proportionately represented during press briefings and other public relations activities.

## **10.4. Finance and resource allocation**

### **Objective**

Adequate resources are allocated to gender work across the organisation.

### **Strategies**

- Commit a high level of support and resources to gender work and functions.
- Include a gender dimension in all finance guidelines, instructions and policies.
- Develop and refine tools and methods for assessing and reporting on gender-related investments at every level of the organisation.
- Maintain and update annually qualitative and quantitative information on gender related expenditure.

### **Implementation and accountability**

FAROF's contribution to the struggle against poverty is about changing how people – poor and non-poor, South and North – are able to act together.

### **Fighting poverty together**

This section outlines the framework for the implementation of the gender policy. It provides guidelines on the responsibility of different parts of the organisation for the achievement of gender equality. However, detailed strategies and their implementation plans will be elaborated by divisions, regions and country programmes.

- All staff will be expected to show a gender perspective in their work.
- The national, regional and international gender working groups will monitor and review the implementation process.
- Three-year plans will ensure that the Fighting poverty together strategic objectives on gender receive adequate resource allocation.
- The organisational mechanisms and gender posts necessary for implementation of the gender policy will be put in place and resourced.

## **ANNEX I – Glossary of Gender Terms for FAROF International Policy**

### **Gender**

refers to the social differences between females and males throughout the life cycle that are learned, and though deeply rooted in every culture, are changeable over time, and have wide variations both within and between cultures. “Gender,” along with class and race, determines the roles, power and resources for females and males in any culture. Historically, attention to gender relations has been driven by the need to address women’s needs and circumstances as they are typically more disadvantaged than men. Increasingly, however, the humanitarian community is recognizing the need to know more about what men and boys face in crisis situations.

### **Gender equality**

Or equality between women and men, refers to the equal enjoyment by women, girls, boys and men of rights, opportunities, resources and rewards. Equality does not mean that women and men are the same but that their enjoyment of rights, opportunities and life chances are not governed or limited by whether they were born female or male.

### **Gender Equality Programming**

Is an umbrella term encompassing all strategies to achieve gender equality. Important examples include gender mainstreaming, gender analysis, prevention and response to GBV and SEA, promotion and protection of human rights, empowerment of women and girls, and gender balance in the workplace.

### **Gender equity**

Justice in the distribution of resources, benefits and responsibilities between women and men, boys and girls. The concept recognises that power relations between girls and boys, men and women are unequal, and that such inequalities should be addressed.

### **Gender mainstreaming**

Is a globally recognized strategy for achieving gender equality. The Economic and Social Council of the United Nations defined gender mainstreaming as the process of assessing the implications for women and men of any planned action, including legislation, policies or programmes, in all areas and at all levels. It is a strategy for making women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes in all

## ***FAROF GENDER POLICY***

political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated. For FAROF, mainstreaming gender means applying gender analysis to all aspects of our work, including advocacy and communications. Gender is not a separate issue; it crosscuts all issues and sectors.

### **Gender-based violence**

Is an umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially ascribed (gender) differences between females and males. The nature and extent of specific types of GBV vary across cultures, countries and regions. Examples include sexual violence, including sexual exploitation/abuse and forced prostitution; domestic violence; trafficking; forced/early marriage; harmful traditional practices such as female genital mutilation; honour killings; and widow inheritance.

### **Sexual Exploitation**

The abuse of a position of vulnerability, differential power, or trust for sexual purposes; this includes profiting monetarily, socially or politically from the sexual exploitation of another. (UN SGB Definition)

### **Sexual abuse**

The actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions.

### **Human trafficking**

The action or practice of illegally transporting people from one country or area to another, typically for the purposes of forced labour or commercial sexual exploitation.

### **Women's Empowerment**

Involves awareness-raising, building of self-confidence, expansion of choices, increased access to and control over resources and actions to transform the structures and institutions which reinforce and perpetuate gender discrimination and inequality. Empowerment comes from within; women empower themselves. Increase women's power through power to; power with and power from within which focus on utilizing individuals and collective strengths to work towards common goals without coercion or domination.

## ***FAROF GENDER POLICY***

**Gender integration** involves identifying, and then addressing, gender inequalities during strategy and project design, implementation, and monitoring and evaluation. Since the roles and power relations between men and women affect how an activity is implemented, it is essential that project managers address these issues on an ongoing basis.