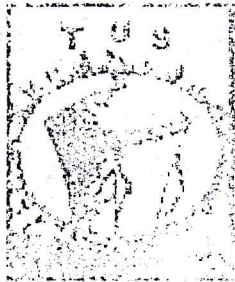


GENDER POLICY



TRINAMUL UNNAYAN SANGSTHA

Blanco Bamsai Building, Pankhalyapara,
Khagrachari Hill District

Phone: 0371-61173, Fax: 0371-61398

Email: trinamulsh@yahoo.com; trinamulsh@gmail.com

Website: www.trinamulsh.org

TUS Gender Policy

Background

The Vision Statement of Trinamul Unnayan Sangstha is:

'A society based on the values of justice, equity and freedom, where the disadvantaged and marginalised sections of people have full and effective participation in all stages of the development process'.

As our Vision Statement recognises, TUS believes that all people – regardless of gender – should have the opportunity for full and effective participation in the development process. For the achievement of development goals, TUS believes it is important that gender concerns are placed in the centre of development activities and development organisations.

Policy Development

This policy has been developed following a gender audit of TUS, which aimed to assess all aspects of the organisation from a gender perspective, including staff gender-sensitisation levels; staff needs and priorities; gender-sensitive practices and policies already in existence; and gaps in existing practices and policies. All staff were invited to participate in the audit, and this policy has been designed in response to the issues raised.

Policy Aims and Objectives


This policy ('TUS Gender Policy') applies to TUS staff, volunteers and governing body members. Through this policy, TUS aims to take the first step in the process of gender mainstreaming in the organisation. It aims to put a concern for gender in the centre of its organisational policies and practices, and specifically to fulfil the following objectives:

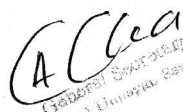
- 1) to ensure that all staff have an understanding of gender and gender issues in their work;
- 2) to promote equality of opportunity in recruitment processes, and to ensure that both men and women have opportunities to fulfil their potential in their careers;
- 3) to create spaces for both men and women to develop their skills and contribute to the organisation to best of their capabilities;
- 4) to strengthen organisational participatory planning and decision making processes;
- 5) to uphold flexible and gender-sensitive working arrangements that take into account staff needs;
- 6) to provide a supportive working environment free from sexual harassment and discrimination;
- 7) to ensure the safety and security of all staff in their work.

TUS recognises that gender mainstreaming should take place at organisational and programmatic levels in order to ensure that gender issues are central to all aspects of an organisation and its activities. However, as a first step, this policy focuses on policies and practices at the organisational level.

Policy: Organisational Level

1) Awareness and Understanding: TUS believes that all of its staff should have an understanding of gender, and be given regular opportunities to further their understanding of gender issues.


Chairperson
Trinamul Unnayan Sangstha


General Secretary
Trinamul Unnayan Sangstha

Gender Policy of TUS

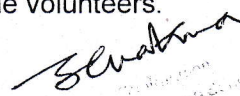
- All current staff will participate in orientation workshops on gender, to ensure that everyone has an understanding of gender and gender issues in their work.
- New staff joining TUS will undergo a needs assessment to assess their understanding of gender, and will participate in gender orientation workshops as required.
- All current and new staff will be given opportunities to further their understanding on gender through bi-annual staff development activities on gender issues.
- Regular discussions on gender and gender issues will be encouraged by TUS leadership, for example through reports in staff coordination meetings by the Gender Implementation Committee and TUS representatives in gender-related networks.

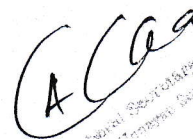
2) Recruitment: *TUS is an Equal Opportunities employer, and believes that recruitment should take place on the basis of candidates' competency for positions. It will not discriminate on the grounds of gender, ethnicity, or any other social factor.*

- However, TUS recognises the current under-representation of female staff in some positions within the organisation, especially at management level. TUS will undertake steps in its recruitment processes to encourage a more equal male:female staff ratio within the organisation, and particularly in positions in which women are currently under-represented.
- All recruitment interview panels will include at least one female representative, preferably a female Executive Committee or senior staff member.
- All job advertisements or recruitment notices will include statements encouraging applications from female candidates, such as 'women are strongly encouraged to apply'.
- Where two or more candidates are judged to be equally competent for a position, preference will be given to female candidates.
- Where there are two or more vacancies at the same position, TUS will aim to recruit equal numbers of men and women, while taking into consideration candidates' competency for the position and safety and security issues in the working area.

3) Staff Development: *TUS believes that all staff, regardless of gender, should be able to access training and development opportunities to enhance their skills, knowledge and understanding on issues related to their work.*

- TUS is committed to developing and following a structured performance appraisal system, in which all staff will undergo an annual assessment of their performance, and past and future progress and support needs.
- Gender-sensitivity and commitment to gender will be included as an indicator in the performance appraisals of all staff.
- Staff participation in staff development activities, such as participation in training workshops, will be decided on the basis of staff need. TUS is committed to monitoring participation in training and development through its performance appraisal system.
- TUS recognises that traditionally women have had fewer opportunities to gain professional experience or develop their professional skills. With this in mind, it is committed to activities specifically designed to develop the skills and confidence of female staff and governing body members, including:
 - the provision of training opportunities specifically for female staff;
 - providing opportunities for work experience and capacity-building support to female volunteers.


Shabana
Executive Committee


ACOA
Global Accessibility
Committee

4) Decision-Making and Participation: *TUS believes that male and female staff should be given equal opportunities to participate in organisational activities and decision-making processes.*

- TUS expects its managers to facilitate opportunities for staff participation in decision-making processes and organisational activities.
- TUS is committed to developing structures and practices that encourage the participation of staff who may have been under-represented in decision-making processes or organisational activities in the past, such as female staff and field staff. Examples include the formation of staff committees, and the provision of confidence-building activities for female staff to encourage their greater participation in staff meetings.

5) Work Arrangements: *TUS is committed to ensuring that all staff policies and service rules are gender sensitive and take into account staff needs.*

- Periodic reviews of staff policies and service rules, including those relating to pay, leave, transportation and working hours, will be undertaken regularly to ensure that gender sensitivity is maintained.
- TUS recognises that personal and domestic issues need to be accommodated by their staff, and that these may vary according to gender. It will strive to ensure flexibility in working arrangements to ensure that the needs of both male and female staff can be accommodated.
- Specifically to promote family-friendly working practices, TUS offers the following leave and TA/DA policies:
 - four months paid maternity leave;
 - 15 days paid paternity leave;
 - the provision of TA/DA to one child-minder to accompany the carer if they are travelling in the field or away from office on official business, when the child is less than one year of age.

6) Sexual Harassment and Discrimination: *TUS is committed to ensuring a supportive and harassment-free working environment for all its staff, in which all staff are treated with respect.*

- TUS will address all complaints related to sexual harassment or discrimination on the grounds of gender made by staff members, volunteers, guests, participants in workshops, etc through its Gender Committee.
- Through its Gender Committee, Executive Committee and management, TUS is committed to developing organisational structures through which staff can feel comfortable raising complaints relating to sexual harassment and gender.
- Sessions on sexual harassment will be included within gender orientation workshops for staff, to ensure that all staff have an understanding of sexual harassment, and the organisational structures set-up to redress any related complaints.

7) Safety: *TUS will strive to ensure the safety and security of all its staff members in their work.*

- TUS recognises that in some circumstances or geographical areas, women may be particularly vulnerable to sexual harassment or other safety and security issues, such as in particular project working areas. In these instances, TUS will strive to ensure the safety of its staff, such as through assigning male staff, or by ensuring that female staff do not work alone.
- If any staff member feels unsafe in their work or has security concerns about a particular task or field visit, they should report these to their manager. Managers

Shubana
Director
Tribhuvan University, Singu, Bha

Alicea
General Secretary
Tribhuvan University, Singu, Bha Page 3 of 5

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should be sensitive to these concerns, and provide necessary support, such as through accompanying the staff member.

- TUS recognises that female staff may be particularly vulnerable to safety and security issues. With this in mind, it will provide the support outlined above, and ensure that female staff do not travel alone from field areas after 5pm.

Policy: Programmatic Level

Although this policy is intended to focus on the organisational level, TUS recognises the benefits of gender mainstreaming at programmatic levels, including:

- ensuring that development programmes meet the needs of both men and women;
- encouraging the role of women as decision-makers in their communities;
- ensuring that women as well as men are in positions to influence development priorities;
- highlighting and addressing gender inequalities at community levels.

TUS is committed to continuing its current work on gender within its programmes, for example through gender orientation workshops at community level, and ensuring the representation of women in community-level committees. In the future, it plans to work towards ensuring that gender is included as an essential element of all aspects of its development programmes.

Participation in External Networks Working on Gender Issues: *TUS is committed to its membership of networks working on gender and women's issues.*

- TUS will continue its active participation in networks working on gender and women's issues, including CHTWON and Durbar Network.
- TUS representatives for these networks will share regular updates on network activities with all staff, for example through reports at staff coordination meetings.

Policy Dissemination

TUS will ensure that this policy is disseminated and accessible to all staff, including new staff. Sessions on the content of this policy will be included in gender orientation workshops and refreshers will be provided in follow-up staff development activities on gender issues.

Policy Implementation, Monitoring and Review

In order to ensure the implementation, monitoring and review of this policy, TUS will form a Gender Committee, including an equal balance of male and female staff, and representatives from all staff levels. The Gender Committee will be responsible for:

- monitoring the implementation and effectiveness of this policy, in conjunction with TUS management and governing bodies;
 - including the formation of gender policy action and monitoring plans;
- organising gender orientation workshops for all staff and bi-annual staff development activities on gender issues;
- undertaking regular reviews of TUS policies and practices from a gender-perspective to ensure they are consistent with the principles and statements outlined in this policy, including the introduction of new organisational policies;
- undertaking an annual assessment of TUS from a gender-perspective;
- keeping a detailed documentation of its activities and all processes related to gender

Shweta
Chairperson
TUS Gender Policy Committee

Alcega
Chairperson
TUS Gender Policy Committee

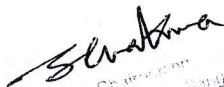
Gender Policy of TUS

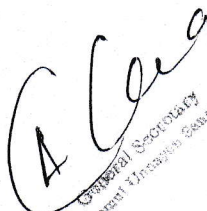
within TUS, and ensuring these are accessible to all staff;

- providing regular updates on its work to TUS management, governing bodies and staff, including through reports at staff coordination meetings;
- addressing gender and sexual harassment issues or complaints, in conjunction with TUS management and governing bodies.

Definitions

- **Gender:** TUS recognises that 'gender' does not mean 'women'; instead it refers to the socially defined differences between and positions of men and women.
- **Gender Mainstreaming:** TUS understands gender mainstreaming as putting a concern for gender equality in the centre of all aspects of an organisation's activities. It is a process of bringing about change within the organisation where we work, the communities we work in, and the issues we work on, by focusing on gender concerns.
- **Sexual Harassment:** Broadly, sexual harassment is understood to be any unwelcome behaviour of a sexual nature, and can take verbal, non-verbal, and physical forms.
- **Equal Opportunities:** Men and women do not receive any more or less favourable treatment on the basis of their sex, gender, ethnicity, religion, or any other social factor. Being an 'Equal Opportunities' employer means that TUS judges men and women on equal terms, and ensures they are recruited, promoted and rewarded on the basis of their abilities, not their gender.


Srabana
General Secretary
Tribhuvan University, Kathmandu


A. Laha
General Secretary
Tribhuvan University, Kathmandu