

## **Gender Policy**

**Introduction:** CLAP constructs this Gender Policy in order to ensure that there is no sex-based discrimination in allocation of resources or benefits or in access to services, which in turn brings gender equality and equity both at its organizational as well as programme level. The rationale for integrating a gender perspective in the activities of CLAP lies in the mandate of Constitution of India, International Convention on the Elimination of all forms of Discrimination against Women (CEDAW) and Constitution of CLAP, which all advocate for promotion of gender equality and equity.

**Scope:** CLAP's approach to gender is not specifically on women, but on both men and women. Gender refers to the roles, responsibilities, needs, interests and capacities of both men and women. Therefore the term 'gender' does not replace the term 'sex' which refers exclusively to biological differences. Men and women often play different roles in society and accordingly they may have different needs. A gender perspective is required to ensure that men's and women's specific needs, vulnerabilities and capacities are recognized and addressed.

### **Objectives of Gender Policy:**

- Reflecting the organizational commitment towards gender
- Providing a framework for effectively integrating gender concerns into the organizational agenda and policy domain
- Creating equal opportunities and a conducive environment for both women and men at work place.
- Promoting equal representation and participation of women in decision making at the organizational and programme levels.

### **Elements of Gender Policy:**

CLAP 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. In this context, CLAP adopts gender perspective, which means focusing on both women and men and their relationships with each other and resources. The organization aims at mainstreaming gender by creating an enabling working environment that in turn attracts and helps to imbibe gender sensitivity among its staff. 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.

CLAP shall address the gender issues at two levels, viz., Organizational level and Programme level.

***Organisational Level:***

**1. Recruitment:** CLAP aim to be an equal opportunity employer. Therefore CLAP encourages the recruitment of eligible women during its recruitment drive and creates a suitable working environment for them. While recruiting the women candidates more emphasis is given on the induction of Scheduled Tribe, Scheduled Caste and differentially abled women. Efforts shall be made to recruit adequate women staff with an objective of achieving a numerical gender balance in all posts at all levels.

**2. Prevention of Sexual Harassment:** Sexual harassment is a serious criminal offence, which can destroy human dignity and freedom. It is our duty to prevent or deter the committing of any act of sexual harassment at our work place in order to promote the well being of all our women employees. In order to prevent sexual harassment at our workplace, a Women Dignity Committee shall be formed in conformity with the verdict of Hon'ble Supreme Court of India on Vishaka V. State of Rajasthan. Such Committee shall function as a Complaints Committee as specified by Hon'ble Supreme Court of India for enquire into the grievances relating to sexual harassment and recommend the penal actions against the perpetrator. While dealing with the grievances of sexual harassment, the Committee shall follow the guideline specified by the verdict of Hon'ble Supreme Court of India on Vishaka V. State of Rajasthan.

**3. Maternity and Paternity Benefit:** A woman employee who has put in 3 months of service after confirmation shall be entitled for 3 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.

**4. Nursing Breaks:** The organization shall provide regular nursing breaks to its women employees during the exclusive breastfeeding period as per the procedure established by laws for the nutritional interest of their prospective children.

**5. Gender Sensitive Infrastructure:** Sometimes improper office infrastructure such as table, chair, toilet system, etc. makes the women employees feel uncomfortable to work. Therefore our organization makes all the possible steps to adopt a gender sensitive infrastructure system both for its men and women employees.

**6. Equal Representation:** Our Organization shall ensure equal opportunities among male and female staff for personal growth, in promotion benefits, training

and working conditions. Similarly, equitable representation and participation of men and women in the core group, Board of trustees and in various functional committees of the organization.

**7. Appropriate Work Conditions:** Our Organisation shall provide 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. The organization shall also extend 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 travelling in the field. The Organization shall also review its 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.

**8. Drug free work environment:** Our organization does not allow its male and female employees to use drug substances in the office premises or to work under intoxication, which can create such an unsavoury atmosphere leading to tarnishing the dignity and image of women employees.

**9. Capacity Building:** Special measures shall be undertaken to facilitate staff capacity building processes and trainings to enhance perspectives and conceptual clarity on Gender issues (for all the staff members). It is to be ensured 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, etc.

**10. HR Policy:** The HR Policy of the organization shall be made gender-sensitive and responsive, and gender indicators into staff performance appraisal systems shall specially be integrated into it. The Terms of Reference (ToR) during recruitment of staff or external consultants shall incorporate and explicitly mention gender sensitivity as an essential element of job profiles. The Organization shall ensure 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

### ***Programme Level:***

At the programme level the organization is committed to the following principles:

- All the programme staff shall take responsibility for promoting gender equality during implementation of various programmes.
- All the programmes of the organization shall integrate the efforts for ensuring that women and girls' voices are heard in mainstream development processes.

- All the Campaigns and Movements shall include a gender equality perspective in all its thoughts.
- Proportionate representation of both men and women shall be ensured during press briefings and other public relations activities relating to organizational programmes.
- Special efforts shall be made to formulate measures for ensuring that gender-specific vulnerabilities and capacities of men and women are systematically identified and addressed in all programmes;
- The data on beneficiaries to be collected is to be disaggregated by sex for needs assessment and programme planning and gender analysis is integrated into programme design, delivery, monitoring and evaluation.

**General:** This Gender Policy is subjected to necessary amendments as and when required.

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**Key Terminologies used:**

**Gender** is used to describe those characteristics of women and men, which are socially constructed, while **sex** refers to those which are biologically determined. People are born female or male but learn to be girls and boys who grow into women and men. This learned behaviour makes up gender identity and determines gender roles.

**Gender analysis** identifies, analyses and informs action to address inequalities that arise from the different roles of women and men, or the unequal power relationships between them, and the consequences of these inequalities on their lives, their health and well being. The way power is distributed in most societies means that women have less access to and control over resources to protect their health and are less likely to be involved in decision making.

**Gender equality** is the absence of discrimination on the basis of a person's sex in opportunities, in the allocation of resources and benefits or in access to services.

**Gender equity** refers to fairness and justice in the distribution of benefits and responsibilities between women and men. The concept recognises that women and men have different needs and power and that these differences should be identified and addressed in a manner that rectifies the imbalance between the sexes.

**Gender mainstreaming** is defined by The ECOSOC Resolution as "...the process of assessing the implications for women and men of any planned action,

including legislation, policies or programmes, in any area and at all levels. It is a strategy for making women's as well as men's concerns and experiences an integral dimension in the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and social spheres, such that inequality between men and women is not perpetuated. The ultimate goal is to achieve gender equality".