

# Gender Policy



**Fast Rural Development Program**

## **OBJECTIVES**

- To ensure that gender balance is maintained and managed at all levels of the organization
- To ensure that FRDP remains as a gender-fair organization
- To facilitate and monitor a gender-balanced Staff Development Process
- To ensure implementation and institutionalization of gender policy across FRDP.

## **ENSURE THAT GENDER BALANCE IS MAINTAINED AND MANAGED AT ALL LEVELS OF ORGANIZATION**

FRDP should ensure that the General Body and Board of Directors is balanced in terms of gender representation. Gender balance should be observed in terms of programme staff as well. It should be ensure that to create a more equitable balance in the working environment and within the organization premises and a need to have more women at the decision making level. FRDP shall have internal system to provide opportunity to either promote or recruit women at the senior management positions.

## **USE GENDER AWARENESS AND UNDERSTANDING AS ONE OF THE CRITERIA FOR PROMOTION AND RECRUITMENT**

All advertisements shall continue to present FRDP “as an equal opportunity employer”.

All posts shall demand gender awareness, as pre-requisite for all programme staff and others shall be trained accordingly. This shall be applicable with immediate effect.

All job descriptions and ToRs shall have gender sensitivity as an integral component.

All interview panels shall continue to have gendered representation.

The consideration of high standards of efficiency, competency and integrity shall be kept in view while recruiting new staff. At the same time FRDP shall continue to provide a challenging work environment and opportunities of employment for all staff. Special efforts are needed to recruit female staff in the organization based on the principle of equality. Proper planning shall be done in order to prepare the organization to accommodate more women for senior positions. In some cases recruitment through specific channels like women organizations will help. Budget for all such activities shall be allocated as per need.

Same principles shall be applied for volunteers, interns and consultants.

## **FACILITATE FRDP EMERGE AS A GENDER FAIR ORGANIZATION**

FRDP, being a gender sensitive organization has to move beyond the basic requirements in terms of following facilities for a healthy and productive work environment.

Provision of maternity leave shall continue as a positive practice.

Flexible working hours practice be continued if needed.

A system of promotion and career development needs to be in place for all employees on equal opportunity basis. FRDP promotes gender-fair culture in terms of material displayed, remarks and daily communication patterns. In order to make sure that FRDP is a harassment free work place, Complain response mechanism will apply. Those found guilty will be subject to maximum penalty.

Regular staff meetings with all staff on a monthly basis are practiced. All staff members shall be supported and listened to carefully when gender issues are raised. FRDP continue to reward good practices, specially the efforts, which adds to the gender mission of FRDP.

Gender stereotypes, shall be discouraged and avoided throughout the organization.

#### **FACILITATE AND MONITOR GENDER-BALANCED STAFF DEVELOPMENT PROCESS**

Equal opportunity of training will continue to be provided to male and female staff at all levels. Individual training plans for staff shall be made and regularly monitored and updated. FRDP shall remain open to new learning with regard to gender and will shape its future programmes accordingly. FRDP will also promote knowledge and skills on gender issues, through research, documentation etc.

#### **TO ENSURE GENDER POLICY IMPLEMENTATION AND INSTITUTIONALIZATION THROUGHOUT FRDP**

Human resource management shall be shaped in a way that ensures equal opportunity. Budget exercise shall take into consideration an analysis of fund flow that ensures balance. Work on this activity shall start right away and the concerned sections with the help of senior management are responsible for such analysis. All relevant development stakeholders shall be made aware of FRDP's message and strategy and coordinated action in this regard will be ensured. All reports, documentation and capacity building materials shall be ensured to have gender disaggregated data. The reporting and documentation needs to be streamlined in order to ensure smooth flow of such information within and across the organization.