

Salvation and rehabilitation organization

S.R.O Est, 2001

GENDER POLICY HANDBOOK



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1. Introduction

1.1 Purpose of the Gender Policy

The Gender Policy of S.R.O Team aims to promote gender equality, empower women, and create a supportive environment that respects and values gender diversity.

1.2 Scope of the Policy

This policy applies to all staff, volunteers, partners, and stakeholders of S.R.O Team, guiding interactions within the organization and its external engagements.

1.3 Commitment to Gender Equality

S.R.O Team is committed to eliminating gender-based discrimination and promoting equal opportunities for all genders in every aspect of its operations.

2. Gender Equality Principles

2.1 Non-Discrimination

S.R.O prohibits discrimination based on gender identity, expression, sexual orientation, ethnicity, religion, disability, or any other characteristic.

2.2 Equal Opportunities

All individuals have equal access to employment, training, career development, and leadership opportunities within S.R.O Teams.

2.3 Gender Sensitivity and Inclusivity

S.R.O fosters a culture of respect and inclusivity, recognizing and accommodating diverse gender identities and expressions.

3. Policy Statements

3.1 Recruitment and Hiring

- **Objective:** Ensure fair and transparent recruitment processes.
- **Actions:**
 - Implement gender-neutral job descriptions and criteria.
 - Promote gender balance in candidate shortlisting and selection.
 - Offer equal opportunities for career advancement.

3.2 Workplace Environment

- **Objective:** Create a safe and supportive workplace environment.
- **Actions:**
 - Implement zero-tolerance policies against gender-based discrimination and harassment.
 - Provide mechanisms for reporting and addressing complaints confidentially.
 - Ensure inclusive facilities and accommodations.

3.3 Training and Capacity Building

- **Objective:** Enhance skills and knowledge on gender equality and women's empowerment.
- **Actions:**
 - Provide regular training programs on gender sensitivity and unconscious bias.
 - Offer leadership and management training opportunities for women.

3.4 Career Development and Promotion

- **Objective:** Promote equal opportunities for career advancement.
- **Actions:**
 - Implement transparent promotion criteria and processes.
 - Mentorship and coaching programs to support women's career growth.

3.5 Work-Life Balance

- **Objective:** Support work-life balance for all employees.
- **Actions:**
 - Flexible work arrangements to accommodate caregiving responsibilities.
 - Family-friendly policies, including parental leave and childcare support.

3.6 Health and Safety

- **Objective:** Ensure the health and safety of all employees.
- **Actions:**
 - Address occupational health risks specific to gender.
 - Provide access to reproductive health services and accommodations.

3.7 Sexual Harassment and Gender-Based Violence

- **Objective:** Prevent and address sexual harassment and gender-based violence.
- **Actions:**
 - Establish clear policies and procedures for reporting and handling incidents.
 - Offer support services and referrals for survivors.

3.8 Monitoring and Evaluation

- **Objective:** Monitor progress towards gender equality goals.
- **Actions:**
 - Regularly review gender disaggregated data and indicators.
 - Conduct gender audits and assessments of policy implementation.

4. Implementation Strategies

4.1 Training and Awareness Programs

- Conduct regular workshops and seminars on gender equality and women's rights.
- Include gender equality modules in all organizational training programs.

4.2 Institutional Mechanisms

- Establish a Gender Equality Committee or focal point to oversee policy implementation.
- Integrate gender considerations into strategic planning and decision-making processes.

4.3 Partnerships and Advocacy

- Collaborate with external partners and stakeholders to advocate for gender equality.
- Support local initiatives that promote women's empowerment and gender justice.

5. Monitoring and Evaluation

5.1 Indicators and Targets

- Define key performance indicators (KPIs) to measure progress towards gender equality goals.
- Set targets and benchmarks for increasing women's participation and leadership.

5.2 Reporting Mechanisms

- Establish regular reporting mechanisms to track policy implementation and outcomes.
- Ensure transparency and accountability in reporting on gender-related initiatives.

5.3 Review and Revision

- Conduct periodic reviews of the Gender Policy to assess effectiveness and relevance.
- Update the policy based on feedback, lessons learned, and emerging best practices.

6. Appendices

Appendix A: Glossary of Terms

- Definitions of key gender-related terms and concepts.

Appendix B: Sample Forms and Templates

- Sample forms for reporting harassment incidents, gender audit templates, etc.

Appendix C: Resources and References

- List of resources, research papers, and organizations focused on gender equality and women's empowerment.