

# Gender Policy

---

## 6.1 Equal opportunity

The organization provides equal opportunities to all without making any discrimination in term of caste, gender, colour, ethnicity and religion. In order to promote healthier and working friendly environment, organisation concern on gender issue is on priority. In order to promote gender equality in work culture organisation discourage all sort of harassment and annoyance among the employees.

## 6.2 Sexual Harassment

The organizational interpretation about the “Sexual harassment” could be explained as it means that someone is bothering you by saying or doing unwanted or unwelcome things of a sexual or gender-related nature. For example, someone who makes unwelcome sexual or gender-related remarks and gestures by:

- Touching you inappropriately
- Making offensive jokes or remarks about women or men
- Making sexual requests or suggestions
- Staring at or making unwelcome comments about your body
- Displaying sexually offensive pictures
- Being verbally abusive to you because of your gender

## 6.3 Procedure to deal with the issue

- If any person associated with the organisation directly or indirectly will face such situation he/she will have to follow the following procedure to look into the matter and to take necessary action against the person accused.
  - If the person associated directly with the organisation report of the case should be brought into the notice of immediate supervisors who will forward the matter to the secretary.
  - If the case is against the supervisor the matter could be directly brought to the secretary.
  - When the matter brought to the notice of the immediate supervisor or the secretary as case may be, the case will be forwarded to the Committee of Gender Issues. When the report on such will be brought to committee, an enquiry committee will be constituted to hear both sides. The enquiry committee will report to the Committee of Gender Issues and the Committee will take final decision.
  - If the accused person is indirectly associated with the organisation, the case will be brought into the notice of secretary who will take necessary action through Committee on Gender Issue or the respective agency as the case may be.

#### **6.4 Special Provision for women employees**

- Maternity Leave: Every female staffs associate as full time staff is entitled to get Maternity leave, if such situation arises during her contract period. Since the nature of organization is voluntary and non-profit and higher dependence on external resources number of days for Maternity Leave would be decided by the Committee of Gender Issues. Maternity Leave with pay shall be provided only for first two successful pregnancies, however every female shall be entitled for Maternity Leave even for second onwards but that shall be leave without pay. In such situation her contract will not be affected if the project period is still going on.
- Specials leave during Menstrual Period: 2 days special leave per month with pay may be granted to female staffs in case emergency (i.e. Menstrual Cycle) which would be decided by the Committee on Gender Issues.
- Female employee could accompany a male staff during field visit, if the field is hard to reach or in very interior part or very tough.
- Though personal phone calls are restricted as mentioned in section 9.9 chapter 9, female staffs could use it if she wants and is required.
- At least one female staff will be the member of each committee constituted under the provisions of the organizational policy to deal with various specific issues.