



## Zabarang Kalyan Samity Policy Cover Sheet

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<b>Primary person responsible for updates to this policy:</b>	Mathura Bikash Tripura
<b>Job title:</b>	Executive Director

**Circulation:** This policy has been approved by the executive committee members and is available to staff and general committee members. It is addressed to all staff members, volunteers and applies at any organizational services.

**Reviewed by:**

Mathura Bikash Tripura  
Executive Director  
Zabarang Kalyan Samity

Date: 15 December 2022

**Approved by:**

S Ananta Bikash Tripura  
Chairperson  
Zabarang Kalyan Samity

Date: 15 December 2022

# Gender policy



## **Zabarang Kalyan Samity**

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## 12. ZKS Gender policy

This policy sets out Zabarang's commitment to gender equality. Zabarang believes that men and women can and should compete on equal terms and neither sex should receive more or less favorable treatment on the basis of their sex. However, Zabarang recognizes that equal opportunity is not possible where one sex has faced a life time discrimination and disadvantage.

### Aims:

- To eliminate discrimination and harassment in the workplace
- To promote equality of opportunity between men and women
- To make more effective use of talent in the workforce

### Principle statements:

#### 1. ZKS will be an Equal Opportunities Employer.

- 1.1 Zabarang will not give any positive or negative treatment to candidates on the basis of their sex.
- 1.2 All female candidates who meet the essential criteria for a post that is currently underrepresented by women will be offered an interview.
- 1.3 Job advertisements will make explicit statements regarding gender where one sex is underrepresented in that area of work, for instance a job advertisement for a senior position might read: 'Zabarang is an equal opportunities employer. Women are encouraged to apply.' In order to maximise the participation of women, the advertisement will be posted to such public places, where women are gathered usually.
- 1.4 The interview panel will include at least one senior female member from senior management team or representative from the Executive Committee or partner organisation.
- 1.5 Job analysis and interview questions will place less emphasis on formal qualifications and higher education and take into account more flexible skills.
- 1.6 Zabarang will ensure women's participation in senior management, access to decision making process and accountable governance.
- 1.7 Gender based needs, safety and security will be considered in times/ terms of role division or assignment of tasks.
- 1.8 Zabarang will take into account the gender based needs in programme designing and budgeting. Special provision for paid maternity/ paternity leave, flexible time for lactating mothers, transport/ escort facilities after evening, double seat in public transport, care giver support up to 3 years children etc. will be considered.

  
Matxura Bikash Tripura  
Executive Director  
Zabarang Kalyan Samity

  
Chairperson  
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**2. ZKS will provide a safe, secure environment for staff, free from harassment so that staff can fulfil their duties efficiently and safely.**

- 2.1 ZKS will ensure that safe, secure transport is available for all staff, including during field and after-office hours.
- 2.2 ZKS will provide safe, reasonable and accessible accommodation during official travels.
- 2.3 The Gender Committee will work to provide a safe and enabling environment to prevent and address all kinds of gender-based discrimination, including sexual harassment.
- 2.4 Elimination of gender based violence, sexual harassment, exploitation etc. at workplace is subject to the Gender Committee formed under HR and administrative section.
- 2.5 Sexual harassment at work place is subject to anti-sexual harassment committee formed under the guideline of honourable High Court Division of the Supreme Court of Bangladesh.
- 2.6 ZKS has a disciplinary policy, which covers the code of conduct: attitude, behaviour (verbal, non-verbal). The organization also follows a separate Code of Conduct, which is applicable for all staff members of the organization.
- 2.7 ZKS will provide orientation on the code of conduct along with orientation of other policies.

**3. ZKS will ensure that all staff have equal access to training, job promotion and career development.**

- 3.1 ZKS will conduct staff appraisals once a year with all staff to review individual progress, to identify any future support and development needs staff may have and to discuss career development/job promotion.
- 3.2 ZKS will be a family friendly organisation. Flexible working hours for women staff especially for lactating mothers, the establishment of a baby day care centre will be designed and established at the office to encourage a healthy work-life balance and ensure that primary carers are not discriminated against indirectly.
- 3.3 ZKS will outline its training, learning process, promotion and career development plans with special measures for women staff members to improve the performance of all staffs in accordance with HR policy of the organization.

**4. ZKS recognises that there are other forms of discrimination based on factors such as ethnicity, religion, age, disability and that these are equally important to take into consideration.**

**Implementing and Monitoring the Gender Policy**

Gender Committee are responsible for monitoring the Gender Policy and continuing the ongoing process of gender mainstreaming at ZKS. The Committee can delegate the task of monitoring and evaluation to ZKS's Monitoring Officer.

  
Matxura Bikash Tripura  
Executive Director  
Zabarang Kalyan Samity

  
Chairperson  
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### 1. ZKS will be an Equal Opportunities Employer.

Indicator	How to monitor
A gender balance at every level of the organisation	The gender audit should be reviewed annually to get an accurate profile of ZKS staff from a gender perspective. The audit should focus on gender balance i.e., how many women are in senior management, how many male-female field staff etc. to know the male-female staff ratio and take actions accordingly.
A gender balance in recruitment in terms of candidates and interviewers	The recruitment process should be monitored at every stage i.e., advertisement, short listing, interview to ensure an equal balance of men and women are considered.

### 2. ZKS will provide a safe, secure environment for staff, free from harassment so that staff can fulfil their duties efficiently and safely.

Indicator	How to monitor
All staff feel that they are able to make the necessary travel arrangements to be safe and secure	Survey of staff to see how satisfied they are with the provisions made in the Safety and Security Policy for accommodation and transportation on work related visits.
Staff are aware that they have the option of flexible working hour when needed.	Survey of staff to test their awareness of how flexible working hour works at ZKS and how it might be extended or improved so that their work commitments do not prevent them from fulfilling their family responsibilities.
Staff feel that work does not prevent them from fulfilling their family responsibilities	
A mechanism for making complaints about sexual harassment is in place that staffs are aware of.	Survey of staff to ensure they are aware of the mechanisms for making complaints about sexual harassment.

### 3. ZKS will ensure that all staff have equal access to training, job promotion and career development.

Indicator	How to monitor
Staff appraisals are conducted once a year and are used as an opportunity for employees to discuss career development and additional support.	<ul style="list-style-type: none"> <li>- Review of job Description vis-a-vis actual responsibilities semi-annually.</li> <li>- Performance appraisal report submitted annually for personal evaluation</li> <li>- Profiling of staff in accordance with continuing education and career paths.</li> <li>- Incentives, promotion and rewards policy for outstanding employee.</li> </ul>

  
 Matxura Bikash Tripura  
 Executive Director  
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 Chairperson  
 Zabarang Kalyan Samity

## Annex 1.

### Definitions

The term '**sex**' is used to describe biological differences between women and men.

The term '**gender**' refers to the wider social roles and relationships which structure men's and women's lives.

**Gender inequality** exists in all aspects of society and refers to lasting and embedded patterns of advantage and disadvantage.

**Equal opportunity:** Men and women do not receive any more or less favorable treatment on the basis of their sex, ethnicity, religion or any other immutable factor. Men and women should compete on equal terms and should be recruited, promoted and rewarded on the basis of their abilities, not their sex.

**Positive discrimination:** Preferential treatment of someone in either recruitment or promotion because they come from a disadvantaged group. This might be seen in the setting of quotas or the allocation of extra points in interviews.

**Positive action:** Measures or actions designed to counteract the effects of past discrimination.

  
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