



Save Youth Future Society
جمعية إنقاذ المستقبل الشبابي

Workplace Gender Equality Policy





Introduction

Save Youth Future Society recognizes that Gender equality in the workplace is a prerequisite for effective organizational performance and development, anchors professionalism and promotes results that contribute to positive societal change in Gaza.

The organization is committed to maintain a working environment in which the dignity of employees is respected. A climate will be created and maintained where employees feel that grievances based on gender or sex discrimination are not ignored or trivialised, and will not lead to reprisals. Management and employees are required to refrain from committing acts of discrimination based on gender or sex.

All management, employees and volunteers have a role to play in contributing towards creating and maintaining a working environment in which the dignity of all persons is upheld and respected. In particular; eliminate discrimination on the grounds of sex and gender; and promote equality in respect of sex and gender.

This gender policy shall be read in conjunction with other policy statements relating to discrimination based on grounds of gender or sex

Objectives

- provide both women and men access to equal opportunities and outcomes, including equal remuneration for work of equal or comparable value;
- Remove barriers to the full and equal participation of women in the workforce;
- Provide full and genuine access to all occupations, including to leadership roles for women and men;
- Eliminate discrimination on the basis of gender particularly in relation to family and caring responsibilities for both women and men;
- foster workplace consultation between employers and employees on issues concerning gender equality in employment and in the workplace.

Guiding Principles

- All employees, job applicants and other persons who are dealing with Save Youth Future Society have the right to be treated with dignity.
- Processes and mechanisms to promote gender equality in the workplace and promote a gender friendly work environment are fully implemented.
- Gender or sex discrimination in the Save Youth Future Society workplace will not be permitted or condoned.
- Persons who have been subjected to discrimination have the right to raise a grievance about it should it occur and appropriate action will be taken by management.
- Management shall take disciplinary action against employees who do not comply with this policy.
- Allegations of sex or gender discrimination will be dealt with seriously, expeditiously, sensitively and confidentially.
- Employees will be protected against victimization, retaliation and from false accusations.
- Management shall communicate the organization's' policy statement on gender discrimination to all employees.

Definitions

The definitions relevant to this policy include:

Gender equality: The concepts that all human beings are free to develop their personal abilities and make choices without limitations set by strict gender roles; and that the different behaviors, aspirations and needs of women and men are considered, valued and favored equally.

Gender equity: Fairness of treatment on the basis of gender, which could mean either equal treatment or treatment that is different but considered equivalent in terms of rights, benefits, obligations and opportunities.

Equal opportunities for women and men: The absence of barriers to economic, political and social participation on grounds of sex.

Equal treatment for women and men: The absence of discrimination on grounds of sex, either directly or indirectly

Gender equality in the workplace: creating an organizational environment that enables all employees to reach their full potential and to be fairly rewarded for this, without discrimination on any basis.

Affirmative Action: special, usually temporary, measures to redress the effects of past or continuing sex discrimination in order to establish de facto equality of opportunity between men and women. Such measures are targeted at a particular group and are intended to eliminate and prevent discrimination and to offset disadvantages arising from existing attitudes, behavior and structures based on stereotypes about the division of social roles

The above definitions emphasize the importance of both not discriminating and enabling all women and men to reach their full potential in the workplace. However, it does not necessarily mean that all women and men employees should be treated the same. It is inevitable that men and women of different ages, backgrounds, areas of specialization and so on, will – for example – require access to different training and development in order to reach their potential

Implementation

As part of improving Gender Equality in the office, Save youth Future Society will:

Recruitment and selection of Staff

- Recruit personnel based on their levels of competence and not based on their sex;
- Include gender competence as a requirement in job specifications, especially for senior management positions. This will enable the recruitment of people who have no problems coping with diversity and women's advancement;
- Ensure that gender aware and gender competent persons sit on the selection panel;
- Ensure all questions during the interview will focus on what is required for the job;
- Subjective and sexist criteria will not be used and are not acceptable, for example; marital status, dress, physical attributes

Appraisal and Promotion

- Ensure performance management and appraisal is equitable and not subtly discriminate against women;
- Ensure job evaluations processes and methodologies are fair and equitable. Subjective criteria and considerations must be eliminated;
- Performance evaluation should not penalise women for trying to balance their social and professional responsibilities. For example judging a woman who cannot work over-time less "committed" than her male colleague.
- Ensure promotion is based on a valid set of clearly articulated criteria;
- Recognize women's disproportionate family responsibilities and do not use these as an excuse to down-grade them.

Affirmative Action

In case there is a large discrepancy between male/female staff, certain affirmative actions can be taken including:

- 1) The number of female staff can be increased gradually. This increase can take place at the field level as well as at all other levels of management.
- 2) Save Youth Future Society can give priority to female candidates with equal educational qualification and experience in case of recruitment.

Family-Friendly Workplace Practices

Where practical, Save Youth Future Society will adopt appropriate employment policies and practices which promote or permit the access of persons to employment opportunities which recognize the family responsibilities of existing employees or job applicants. Such policies or practices may include:

- Maternity, paternity and parental leave
- Policies on childcare provision
- Work from home opportunities
- Part-time work
- Flexi-time
- Extended leave schemes
- Scheduling of meetings and organizational events

Policies

- A policy is developed and implemented that ensures that men and women are compensated equally for performing the same work. Beyond equal pay for equal work, the policy also ensures that both genders are treated equally in recruitment, training, hiring and promotion;
- A policy is developed and implemented that strictly and specifically forbids any form of sexual harassment. The policy describes in detail the professional consequences that will result from harassment, as well as the complaining mechanism;
- A policy is developed that prohibits all forms of discrimination, including gender discrimination. The policy describes in detail the professional consequences that will result from discrimination, as well as the complaining mechanisms.

Gender Pay Equity

Gender pay equity is when men and women receive equal pay for work of equal or comparable value. In practical terms, it means that Save Youth Future Society ensures:

- Men and women performing the same work are paid the same amount
- Men and women performing different work of equal value are paid the same amount

- The wages and conditions of jobs are assessed in a non-discriminatory way. This is done by valuing skills, responsibilities, working conditions and responsibilities in each job type

Awareness Training

Gender Awareness training is crucial in the implementation of this gender policy. These trainings can take different forms and may include:

- Awareness raising for staff members on gender-related concepts with no specific context;
- Training that is tailor-made for the organization and aims at developing gender related skills, knowledge and commitment within the context of the organization.

In addition, all staff need to be aware of the gender policy, the consequences of not obliging to the policy and the complaint mechanism in place.

Gender Mainstreaming

As a means to achieve gender equality, gender mainstreaming means giving equal opportunities to men and women as participants and beneficiaries. All Save Youth Future Society activities are designed taking into account the different needs of women, men, girls and boys. gender equality is mainstreamed in needs assessments and in design, implementation and follow-up of the organizations programs and projects.

Complaint Procedure

Where a member of the organization or an applicant for employment believes that there has been a failure or breach of the policy, he or she should follow the complaint procedures identified in the organizations harassment policy.

Responsibilities

Everybody within the organization has the responsibility for making Save Youth Future Society a gender sensitive and inclusive organization through the implementation of the Workplace Gender Equality Policy:

Save Youth Future Society

- implement policies that promote a gender sensitive workplace free of any form of discrimination, bias, sexual harassment and power abuse;
- ensuring a gender sensitive work place, inclusive organizational culture and inter-disciplinary integration that leads to gender equality.

Senior Management

- promote gender equity and fairness in the recruitment, development and management of human resources;
- Increase awareness and skills of staff and volunteers with regards to the policy;
- Monitor and enforce policies that promote a gender sensitive workplace free of any form of discrimination, bias, sexual harassment and power abuse;
- Ensure that all training across the organization is gender-sensitive;
- re-enabling a gender balance in the different levels of the structure within their organization, in particular to involve more women in the decision-making processes at all level;
- Ensure that need and capacities assessments take into consideration the different needs and interests of women and men, girls and boys;
- Design fundraising proposals and appeals to fulfil Save Youth Future Society' strategic goals and objectives on gender equality and equity.

All Staff

- Recognize gender equality as a fundamental condition for the full enjoyment of human rights by women, girls, boys and men.
- Adopt approaches that promote gender equality in the workplace;
- All staff will be expected to show a gender perspective in their work;
- Advocates gender equality in every occasion within and outside the organization that reflects Save Youth Future Society' commitment and policy for gender transformative change.

monitoring, evaluation and review of the policy

The organization has adopted a policy of zero tolerance towards discrimination and all barriers to equal opportunity. To support values of gender equality the organization will apply those values in its own employment decisions. The organization will review this policy on an annual basis and revise it as necessary to ensure that it is accomplishing its goals.

ANNEX I Checklists

The following checklist has been adapted from the ILO GEMS toolkit. If most of the answers fall in the 'yes' column, it means the organization is on the right track in implementing Gender mainstreaming strategies. If more than half of your answers are 'no', more attention and work are needed.

Organizational Structure and Capacity Checklist	Yes	No	Not Sure
1. Does the organization have a gender policy, action plan and budget?			
2. Does the leadership show commitment to gender equality promotion?			
3. Do operational staff show commitment to gender equality promotion?			
4. If there is a clear policy and commitment to promote gender?			
5. Does the organization have specific programmes or projects with aim to promote gender equality with adequate budget allocations?			
6. Is there a balanced representation of women and men at all levels?			
7. Are men and women treated equally?			
8. Does the organization routinely conduct gender analysis?			
9. Does the organization consult/cooperate with women's organizations?			
10. Does the organization have a gender unit/gender focal point?			
11. Have staff in the organization been provided with gender training?			
12. Does your organization have clear procedures to integrate gender concerns into programming, budget and staff accountability?			
12. Does the organization/unit/project routinely ensure that both men and women are represented in staff meetings and training activities?			