



KOSHISH CHARITABLE TRUST

GENDER POLICY

## GENDER POLICY OF KOSHISH CHARITABLE TRUST

Koshish Charitable Trust recognizes the importance of gender as a cross-cutting issue in its programs and activities and is committed to the promotion of gender equality.

Inequality between men and women is deep rooted and it is manifested in discrimination against women in different forms. To whatever extent, one might be sensitive; it needs conscious and continuous efforts to achieve a balanced environment both at organizational level and also in work with the partners at field level. Organization's Gender policy is a commitment towards those efforts. The overall effort is to provide an enabling environment for women within the organization, various partners and the communities with whom we are working and strengthen the gender sensitivity among all.

### MEANING OF GENDER:

Koshish Charitable Trust understands that Gender is a social construct and learned through socialization processes. It refers to the attributes and opportunities associated with being male and female and the socio-cultural relationships between women and men. They are context specific and changeable. Koshish Charitable Trust adopts gender perspective, which means focusing on both women and men and their relationships with each other and resources. Only with a gender perspective can a complete picture of human relationships be built up. The gender policy is an integral part of all its organizational policies, programs and projects and involves building a culture that understands the issues and policies, which respect diversity and gender and related concerns.

### At Organizational level of Koshish:

#### A) Staff composition/representation

- Recruiting adequate women staff and ensuring the balance also at senior levels; with an objective of achieving a numerical gender balance in all posts at all levels
- Ensuring equal opportunities among male and female staff for personal growth, in promotion benefits, training and working conditions
- Ensuring equitable representation and participation of men and women in the core group, Board of trustees and in various functional committees of the organization

#### B) Workplace

- Providing a safe and secure workplace for women staff, free from sexual harassment with a Gender Complaints committee to look into specific concerns.
- Providing an enabling and friendly work environment where both men and women enjoy and actively participate in work. This includes providing flexible working hours and allowing working from home, wherever possible
- Extending work related concessions and relaxations for women staff depending upon the situations and requirements; e.g. providing secure transport facilities when they work late hours; giving relaxation over travel time for the next day for those in the field; ensuring security measures along with minimum basic facilities for women staff traveling in the field.
- Reviewing the organizational structure, functioning, problems in relation to gender imbalances among staff and the work environment time to time and taking definite steps to address the same
- Strategic orientation to staff in the field based programs and advocacy initiatives towards increasing women's access, control and ownership over the natural resources.
- Placing Gender in existing committees :A woman employee who has put in 3 months of service after confirmation shall be entitled for 3 months of Maternity Leave on full pay and under probation, she will be eligible for leave without pay for the same length of period.

- Men employees when their spouses have children shall be entitled for 15 days of leave either immediately after child birth or 7 days before child birth and 8 days after child birth for primary parenting and child nurturing. In case of miscarriage / abortion, women staff can avail 2 weeks of Maternity Leave with full pay and spouses are entitled for one week's leave.
- Making efforts to develop infrastructure for childcare facilities in the office premises in order to ensure that the parents can bring their children in circumstances in which the child cannot be taken.

### **C) In the field**

- Furthering deliberate and intense efforts to promote participation of women and their collectives in various aspects of natural resource management.
- Facilitating participation and even representation of women in various institutional structures created for the management of natural resources like committees, user groups etc.
- Analysis of gender disaggregated roles and work patterns, and make special efforts to reduce the work load of women
- Extending constant orientation of field-level partners on gender perspectives as part of long-term gender goals like formal recognition of women's rights over resources like land, assets etc.
- Ensuring equal wages to equal work for both men and women in the works as part of the programs, where Organization is directly or indirectly involved either as an anchor of the program or as a facilitating support service provider.
- Making special efforts to constantly identify vulnerable women and provide them the necessary support and guidance
- Sensitizing the men and mobilizing their support towards gender balance
- Building awareness and sensitivity by processing information and publishing communication material in diverse media to appeal different strata of people in our functional domain.

### **D) Staff capacity building**

- Facilitating staff capacity building processes and trainings to enhance perspectives and conceptual clarity on Gender issues (*for all the staff members*). It will be an important component of the induction program.
- Ensuring that all trainings (internal and external) facilitated by the organization are gender-sensitive.- a) training content/methodology/mode of facilitation b) logistics part -time/location of venue/crèche facilities/other logistics/first-aid kit
- Conducting Gender trainings for both men and women; and ensuring participation of women in all the field level meetings and trainings

### **E) Organizational policies and systems**

- Making all HR systems and policies gender-sensitive and responsive, and integrating gender indicators into staff performance appraisal systems.
- Incorporating and explicitly mentioning gender sensitivity as an essential element in the tasks/job profiles in all terms of reference, including TORs for external consultants.
- Ensuring that the conceptual clarity and sensitivity on gender issues will be one of the important selection criteria in recruitment processes and capacity building efforts of staff
- Initiating and building the advocacy around gender balance and making efforts to integrate gender concerns into the scaling up and mainstream developmental programs

### **F) Staff benefits**

- Following all statutory requirements related to maternity and paternity leaves.
- Ensuring that staff access to and use of information technology is gender equitable

Arrangements should be made for recording all information and open access for reviewing the performance of tasks mentioned at organizational level regularly in different forums from staff meetings to Annual meetings.

### **Networking:**

- KOSHISH CHARITABLE TRUST would proactively make several efforts in promoting gender concerns in the work with partners. It involves extending support to partners in organizing training programs, conducting gender studies, preparing resource material, providing documentation support etc.
- KOSHISH CHARITABLE TRUST would extend support to partner organizations in developing their own gender policies, strategies and programs
- Sharing Gender reports with our network members and partner organizations and also facilitating similar process within the partner organizations to promote gender sensitivity.
- Supporting and expressing solidarity with partners at field level in taking up issues of discrimination or harassment against women

The Board of Koshish Charitable Trust will be responsible for implementation of this policy, and provide training and technical support to ensure staff members understand and implement the policy successfully.