



UNISHKA

Gender Policy



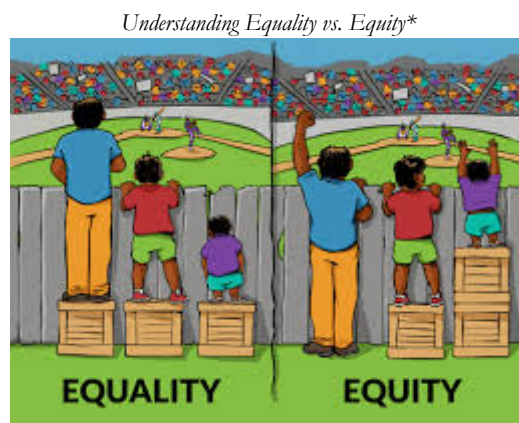
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FOREWORD

UNISHKA Research Service, Inc. (UNISHKA) is committed to supporting gender equity to achieve gender equality in the workplace. We aim to ensure that all staff have the same opportunities, rights, and responsibilities, and are treated with respect, regardless of gender or gender identity. We achieve this by distributing benefits, responsibilities, and resources fairly and justly.

Gender equity is the process of being fair to people in decision making, provisioning resources, and addressing imbalances. Gender equity recognizes that within all communities, women and men have different benefits, access to power, resources, and responsibilities. Gender equity leads to gender equality, where there are equal rights, responsibilities, and opportunities for all people.

To ensure fairness, strategies must recognize and sometimes compensate for historical and/or social disadvantages that prevent all staff from operating on an equal playing field.



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29 April 2020

*<https://www.healthknowledge.org.uk/public-health-textbook/medical-sociology-policy-economics/4c-equality-equity-policy/balancing-equity-efficiency>

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1 POLICY

1.1 Purpose

The purpose of this policy is to set out UNISHKA's principles in ensuring that it maintains a gender equality-based approach to all its organizational and operational activities. This will also support UNISHKA in effectively mainstreaming gender into all services, programs, activities, budgeting, evaluations, and reporting. Our expectation is that by committing to gender equality at UNISHKA, we will enhance and achieve our business objectives, because they are inextricably linked.

1.2 Policy

UNISHKA will provide equitable opportunities in training, development, resource allocation and promotion for all employees regardless of their gender or gender identity and we will maintain an organizational culture which promotes gender equality.

1.3 Principles

- A. UNISHKA will promote a family-friendly workplace for men and women through the following activities:
 - a) Provide parental leave options for all staff;
 - b) Provide flexible working arrangements for staff;
 - c) Maintain awareness around domestic abuse and have appropriate policies, procedures, and training to support staff, including an appropriate leave policy.
- B. UNISHKA will regularly review its policies, procedures, and strategies to ensure gender equality principles are maintained.
- C. UNISHKA will ensure that gender is mainstreamed and integrated into all services, programs, activities, budgeting, evaluation, and reporting.
- D. UNISHKA will create an equitable, respectful, and enabling environment for all staff within the organization through the following activities:
 - a) Ensure that there is meaningful gender representation on all teams, interview panels and ad hoc assignments;
 - b) Ensure that gender equity exists regarding remuneration of employees;
 - c) Seek opportunities to encourage gender diversity in positions historically filled by gender stereotypes, particularly senior and leadership roles;

- d) Demonstrate a commitment to gender equality through social responsibility including participation in the UN Global Compact and adoption of the Women's Empowerment Principals;
- e) Ensure senior representation on external networks that address gender equality issues such as WEP, UN Global Compact, and the LEAD Network.

E. Support external organizations that demonstrate gender equality.

2 STRATEGIES

UNISHKA will employ various strategies to aggressively promote our gender policy. These will include both organizational strategies as well as programmatic strategies.

2.1 Organizational Strategies

Some of the strategies UNISHKA will use to promote the objectives of this gender policy within our organization include:

- Build a common understanding around gender through training.
- Ensure all training is gender-sensitive.
- Make all HR processes and policies gender-sensitive and responsive. Integrate gender indicators into staff objectives, accountabilities, and performance management systems.
- Prioritize gender sensitivity in all terms of reference, including TORs for external consultants.
- Determine the nature, structure and causes of gender imbalances throughout the organization and set targets for recruitment, retention, and promotion of staff accordingly, particularly women in senior positions.
- Develop strategies for reaching targets, including: 1) career development opportunities; 2) family friendly and flexible working policies to allow staff to fulfil caring responsibilities; 3) sexual harassment policies; and 4) equal pay for work of equal value.
- Use information technology to facilitate flexible working policies, flexible working hours and virtual working to strike a balance between home responsibilities and work;

2.2 Programmatic Strategies

In its implementation, UNISHKA will ensure that its projects and programs empower women and promote women's rights. This will require that UNISHKA:

- Apply gender analysis at all stages of project work, including planning, implementation, impact assessment and development of measurable indicators.
- Develop capacity of project staff to carry out gender analysis.

- Ensure project staff take responsibility for promoting gender equality.
- Monitor and evaluate projects for gender goals and develop and employ good practice guidelines and indicators.
- Promote the creation of structures and opportunities for women's participation in decision-making at all levels.
- Ensure that women's and girls' voices are heard in mainstream development processes.
- Undertake capacity building to strengthen women's organizations and groups, and organizations working towards gender equality.
- Promote, support, and participate in the women's movement.
- Apply a gender lens in all campaigns and influencing work.
- Support women and girls to secure their economic, social, political, civil, and cultural rights.
- Promote women's and girls' independent access to and control over land, employment, services, and institutions, including their ability to exercise rights over their own bodies and find protection against violence.
- Develop, promote, and use creative ways of engaging men and boys as agents of change in the pursuit of gender equality.
- Support partners who are aligned to our gender principles, and work to inform and influence those who are not, with the option of breaking the alignment in cases where positive change fails to occur.

3 RESOURCE ALLOCATION

To ensure adequate resources are allocated to gender work across the organization, UNISHKA commits to:

- Include a gender dimension in all finance planning and policies.
- Develop and refine tools and methods for assessing and reporting on gender-related investments throughout the organization.
- Maintain and update annually qualitative and quantitative information on gender-related expenditures.

4 RESPONSIBILITIES

4.1 Responsibilities Matrix

Responsibilities Matrix

Responsible Party	Responsible For
CEO & Executive Leadership Team	Championing the policy
Managers & Supervisors	Communicating the policy to all staff Adhering to the policy and procedures Addressing issues
Human Resources Department	Reviewing policies and procedures Communicating policies organizationally Advising and assisting managers and supervisors in addressing issues Providing regular training/awareness in relation to gender equality
All Staff	Adhering to policies and procedures Attending regular training/awareness programs



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