



# EFICOR HR MANUAL

## ORGANISATION POLICIES

### GENDER POLICY

#### 2.1.4. Gender Policy

#### EFICOR'S GENDER POLICY

EFICOR is committed to promote an environment that is just, equitable and of mutual respect and cooperation between women and men at all levels in the organisation and in its service.

#### A. DEFINITION OF GENDER

Gender refers to the social attributes and opportunities associated with being male and female and the relationships between women and men and girls and boys, as well as the relations between women and those between men. These attributes, opportunities, and relationships are socially constructed and are learned through socialization processes. They are context/ time-specific and changeable. Gender determines what is expected, allowed and valued in a woman or a man in a given context.

(Source - <http://www.un.org/womenwatch/osagi/conceptsanddefinitions.htm>)

#### B. BELIEFS

##### I. The Source of our Principles and practices

1. Our understanding, principles and practices on gender are guided by the Bible.
2. In specific instances, we stand to benefit by use of reason and law.
3. Our involvement will be based on gender specific data, the voices of different groups in a community (women, men, girls and boys) and researched data.

##### II. Our Values

1. We believe that women and men are created in the image of God and are equally valued by God.
2. We believe that we should reflect this equality in our structures and involvement.
3. We believe that the gospel of Jesus Christ liberates women and men to minister at all levels in church and society.
4. We value strong families<sup>1</sup> with mutual love and respect among adults and towards children.

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<sup>1</sup> A woman and man legally married and may have children and live either as a nuclear unit or in the extended family setting



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#### C. GOALS

EFICOR will constantly seek to

1. Work for justice and dignity for all, especially for women and girls.
2. Provide opportunity to recruit people irrespective of their gender.
3. Create an environment in the organization that gives equal opportunity to fulfil their God given potential irrespective of gender.
4. Encourage individuals, communities, organisations and churches to promote equal and mutual partnership of women and men in society, work, church and home.
5. Encourage women and men to work together to address issues of gender, challenge oppressive structures and advocate for change.
6. Promote and ensure usage of gender sensitive language in all our contexts.

#### D. ORGANISATIONAL COMMITMENTS

Organisational commitments are specific to time and context and in EFICOR at this present time, our commitment towards communities, partner agencies and EFICOR staff are the following:

1. Have gender balance in its governing body.
2. Work towards privilege and entitlement for women.
3. Work against all abuse of women and children – physical, psychological, and sexual.
4. Promote equal access to health services, education,
5. Work towards building capacity of women to raise voice, and vote.
6. Work against female foeticide and encourage wholesome attitude towards girl child.
7. Work against dowry and all related harassment.
8. Ensure that all programmes have gender-disaggregated data to determine envisioned change in the community on gender basis.
9. Promote empowerment of men and women intentionally.
10. Adhere to gender laws and guidelines of government.
11. Periodically do gender audit, identify gender risks and develop mitigation strategies as an integral part of programme design.
12. Create a positive environment for mothers with infants to work with ease and be guided by special provisions under “Guidelines for mothers with infants”.
13. Use gender sensitive languages in all its communications.
14. Enact Anti-Sexual Harassment Policy and Child Protection Policy to support the organizational commitment towards a just, equitable gender policy.
15. Review the policy at regular intervals with relevant reports to incorporate new issues.

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Besides, our specific focuses with different groups are as follows:

#### I. Towards EFICOR Staff

EFICOR commits to:

1. Have gender balance in its organisational structure. In doing this, it will consciously train, hire/ promote women, to attain gender balance in the organisation.
2. Recruit gender sensitive staff and volunteers for all positions/official delegations.
3. Provide safe work environments for all gender.
4. Create conducive working environments to enable all employees irrespective of their gender to balance their lives both inside and outside of work environment.
5. Follow equal pay scale for all employees irrespective of their gender for doing equal work and provide similar service conditions.
6. Provide opportunities for women employees to work in Senior Management positions by investing in their development.
7. Periodically conduct training for staff to be gender sensitive.
8. Provide opportunities for spouses to work in project locations based on the availability of relevant positions and qualifications for the specific work.

#### II. Towards Partner Agencies

EFICOR will:

1. Partner with churches and organizations, which also advance the interests of women in all their activities.
2. Sensitize Partners through various capacity building programmes on issues of women and men and to analyse practices and counter abuses.
3. Ensure that Partner MoUs include accountability for mutually agreed gender equality goals and evaluate the performance of the same.

#### III. In Working with Communities

EFICOR commits to:

1. Monitor existing programmes and policies, and take measures to make them more gender sensitive wherever necessary.
2. Use democratic and participatory analysis, and address trends in gender and power relations in communities.
3. Work towards creating structures that do not deny women their due status and rights either in social, economic, spiritual or political spheres.
4. Address the rights of children, especially girl child.
5. Encourage women and men to participate equally in the decisions, which affect their lives.
6. Encourage greater participation of women in public and political life.
7. Promote empowerment of men and women towards self-sustenance.

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#### IV. EFICOR Promoting Equality and Mutuality in Homes

The most serious abuses of women and girls often occur in homes. Therefore we take it as our God-given duty to promote equality and mutuality in homes. We will seek to empower<sup>2</sup> them.

EFICOR will:

1. Teach women and men especially among the families of our staff to make decisions that affect their lives at home and work with equality and mutuality. Conscious effort will be made to teach on gender issues during Senior Management staff/spiritual mentors' visit to the field, Staff Retreat in both headquarters and field, and Staff Family Conference.
2. Ensure that staff comply with EFICOR's zero tolerance policy with respect to domestic violence.
3. Analyse with separated data on women and men in home and community as part of its programme planning for implementation and evaluation.
4. Encourage both parents to work at building a stable, loving environment for both girls and boys, giving equal encouragement and opportunities to girls and boys in education, health and personal development.
5. Encourage both women and men to shoulder domestic and public duties.
6. Value life skills developed in the home and the community.

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<sup>2</sup> Empowerment is a process leading to knowledge, skills and understanding of rights, to gain confidence and courage. With this, people make decisions that control their own life, resources and environment



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#### DECLARATION OF COMMITMENT

To be signed by all EFICOR staff (regular, contracted and project) and volunteers. A copy will be kept on file at the appropriate EFICOR office or personnel file.

#### **I declare that:**

1. I have **read** and **understood** *EFICOR Gender Policy*.
2. I will **work within the procedure** as laid out in *EFICOR Gender Policy*.
3. I have **not been accused or convicted** of any offence involving physical or sexual abuse.
4. I understand that if a complaint is brought against me regarding sexual harassment while being engaged in EFICOR activities, the allegation will be thoroughly investigated in cooperation with the appropriate authorities.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

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