

GENDER POLICY

OF

Center of Participatory Research and Development-CPRD

Adopted in January 2017



House 1219, Flat A2, Road 10, Lane 10
Mirpur DOHS, Dhaka-1216, Bangladesh
E-mail: info@cprdbd.org; Web: www.cprdbd.org

This document has been approved by 21th Executive Committee Meeting of Center for Participatory Research and Development-CPRD

Date and Place: 05 January 2017, Dhaka, Bangladesh



Approved by

Dr M Shahadat Hossain
Chairperson
Center for Participatory Research
and Development-CPRD

Md. Shamsuddoha
General Secretary
Center for Participatory Research
and Development-CPRD

Rabeya Begum
Treasurer
Center for Participatory Research
and Development-CPRD

11. CPRD Gender Equity Policy

Center for Participatory Research and Development–CPRD is an independent, non-profit, and progressive policy, research, and implementation institute. CPRD aims to promote alternative development ideas and policies at local, national, regional and global levels through its interactive activities like research, innovation, advocacy, solidarity and action. CPRD also engages itself in campaigning on social development issues and tailoring capacity building programs through identifying capacity gaps, organizing training for different development stakeholders. Apart from the core activities of socio-economic development of the disadvantaged population, policy research, policy literacy, policy advocacy, campaign and mobilization etc also are the focus areas of CPRD's work.

CPRD, since its inception, has been working with a number of research organizations and academic institutions in country and abroad to support the survival strategies of the marginalized community people who are at-risk of climate change vulnerabilities and disaster extreme events. Besides implementing community based and participatory action researches, CPRD also regularly produces policy briefs, study reports and analyses on the key issues of country's interest in relation to multilateral discussions and negotiations

11.1 Rationality

- a. CPRD is a research organization based on Bangladesh and the country's socio-cultural background makes it difficult for women to get involved in professional sector. Thus, CPRD believes this situation should be improved and in order to do that gender relation steps be included in the Human Resource Management Policy.
- b. The steps are described in the different section of the Human Resource Management Policy but for easy reference it should be a separate section.

11.2 Recruitment and Promotion

- a. While advertising for recruitment, special focus should be paid to attract female candidates to apply for the post. In the advertisement female preference will be mentioned.
- b. In case of promotion female will be evaluated equally as male staff.

11.3 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, and in various functional committees of the organization

11.4 Workplace

- Providing a safe and secure workplace for women staff, free from sexual harassment. Female staff of any level will be teased by other staff or if she will be exploited or if she will think that she will not get justice from her senior supervisor then she will place the matter to Chief Executive directly verbally or by written.
- Providing an enabling and friendly work environment where both men and women enjoy and actively participate in work.
- 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
- The supervisor will give light work to female staff if she suffers from female problem. If necessary the supervisor will arrange transportation.
- If there is insurance coverage from the project the female staff is working on, then she will be get benefit from the insurance during child birth.
 - ❖ Placing Gender in existing committees: A woman employee who has put in 3 months of service after confirmation shall be entitled for 4 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 30 days of leave either immediately after child birth or fifteen days before child birth and fifteen 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.

11.5 In the field

- Furthering deliberate and intense efforts to promote participation of women and their collectives in various aspects.

- Analysis of gender disaggregated roles and work patterns, and make special efforts to reduce the work load of women
- Ensuring equal wages to equal work for both men and women in the works as part of the programs, where CPRD 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.

11.6 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 programme
- 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

11.7 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

- 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.

11.8 Central committee for development of gender relation

Through leading the senior female colleagues and ensuring all level participation a gender development committee will be formed. This committee will conduct meeting regularly. This committee will ensure the personal matters of female staff, professional development and will provide advice to the Executive Director about their participation in the strategic level of the organization. Apart from this every four months there will be a meeting exclusively with the participation of female staff where the female staff related agenda will be discussed and the minutes will be sent to Executive Director directly.

11.9 Disciplinary action: Alternative of dismissal

If any female staff is accused for any unlawful activities and if it will be proved then for her rectification she will be given three months forced leave once during her job period rather than dismissal process. After three months if it seems that she has been rectified then she will again be recruited in another position.

