

Yuva Rural Association
GENDER POLICY

1. Introduction

Yuva Rural Association has 'Gender Justice' as one of its five core values. We have a commitment towards gender equality and building a gender sensitive society. Gender justice aims at the personal, social, economic and political empowerment of women. Internally as well, we strive to ensure that our work is free of gender bias and discrimination. The Gender Policy of YRA aims at achieving this as a part of the organizational systems and processes.

The Gender policy herewith is applicable to all the staff members of the organization, including the leadership and management. We are committed to transfer this among our constituency as well.

2. Policy

The various clauses of the policy and the details are as mentioned below:

2.1. Vision and Mission statements

YRA's Vision statement: *An independent empowered society with all human rights such as equality, peace, justice, and security, without any discrimination of the basis of caste, creed, ethnicity, gender, and age towards sustainability.*

YRA's Mission statement: *YRA is committed for a social transformation through socio-economic and political empowerment of poor and marginalized focusing on dalits, tribals, minorities and women in rural areas by establishing their access over resources and human rights that will promote social harmony, ecological balance and enable them to negotiate with the State and Market.*

The vision and mission statements of YRA reflect gender focused interventions and all staff members must abide by the vision and mission of the organization in dealing with their colleagues internally and with the constituencies and other stakeholders in the external society.

2.2. Representation of women in governance, management and staff

2.2.1. At any given point in time, the percentage of women members in the governing council should be 33% and at least the President, Secretary or the Treasurer must be a female representative.

2.2.2. At any given point in time, the percentage of women in the senior management and executive positions should be 33%.

2.2.3. At any given point in time, the percentage of women in the entire organization staff should be 40%.

2.3. Organizational culture

2.3.1. The organization should maintain a safe environment that is free from any unlawful or inappropriate behavior.

2.3.2. Every staff of the organization should be treated with respect and dignity but allowed to be different. Men and women may possess different personal characteristics and demonstrate different professional styles.

2.3.3. All staff should use gender-sensitive language in the office and extended place of work including the field.

2.3.4. All staff should be non-judgmental in dealing with clients, communities and co-workers

2.3.5. All staff should be willing to examine and acknowledge their own sexism, classism and racism and be committed to changing it

2.3.6. All staff should be open to new ways of doing things, even if doing so requires that they relinquish some of their powers and authority.

2.3.7. All staff members should abide by the existing Anti-Sexual Harassment Policy of the organization.

2.3.8. The organization should create avenues for get-togethers, picnics, festivals, national days, celebrating birthdays, etc. for staff members along with their families, and will be compulsory for all staff.

2.4. Basic Amenities

2.4.1. In office premises, proper restrooms and washrooms (toilet facilities) should be made available for both men and women.

2.4.2. Facilities of clean drinking water should be made available for all the staff members.

2.4.3. Every office premise should have a first aid kit and a stock of sanitary napkins for women staff members.

2.4.4. The seating arrangements for all staff members must be proper and comfortable.

2.5. Human Resources

2.5.1. The organization should conduct a gender audit once a year.

2.5.2. During recruitment, every interview panel should have at least one female representative.

2.5.3. During recruitment, preference should be given to women candidates if they fulfill the minimum requirements for a specific post.

2.5.4. The questions asked in an interview should be sought in a positive and sensitive manner. Gender biased questions and statements should be avoided.

2.5.5. All staff members should be given gender orientation during induction and regularly thereafter in phased manners ranging from the basic to detailed gender analysis. The gap between two consecutive trainings should not exceed six months.

2.5.6. Female staff should receive the same salary and benefits that a male staff receives, for the same roles & responsibilities.

2.5.7. Female staff members should be given adequate opportunities to participate in various internal and external forums.

2.5.8. The organization should ensure emotional and moral support and counseling to female staff members and their families to empower them to undertake their roles and responsibilities effectively and to build their capacities.

2.5.9. Any staff members resorting to violence or unlawful behavior at his/her homes will be immediately terminated from the organization as gender justice is a value that should be inculcated and practiced by all the staff in their office and their personal lives.

2.6. Leave, Travel and Working Hours

2.6.1. Maternity leave, Paternity leave, Adoption leave and Abortion leave will be applicable as per the Staff Policy of the organization.

2.6.2. The work arrangements of the organization should be conducive for pregnant women and lactating mothers. Relaxation from travel should be provided to them. Breastfeeding breaks should be made available for lactating mothers to take care of their reproductive role.

2.6.3. Home drop facilities should be made available for women working late in office (beyond 9:00 pm) and late in the field (beyond 8:00 pm).

2.6.4. Staff members, especially female staff, travelling to remote rural locations (especially during late evening hours or at night times) should be accompanied by fellow colleagues.

2.6.5. For female staff travelling unaccompanied, safer modes of travel arrangements should be made to ensure their security.

2.6.6. For overnight stay of female staff, proper, safe, secure and comfortable accommodation should be made available to ensure their security.

2.6.7. All staff members of the organization should follow regular working hours.

2.7. Communications and Programmes

2.7.1. All IEC materials, publications, website, multimedia, and other reports of the organization should maintain gender sensitivity towards equality.

2.7.2. The staff members of the organization should develop and maintain gender sensitive and gender inclusive image of the organization in internal and external forums.

2.7.3. Gender mainstreaming should be a crosscutting and non-negotiable component of all the projects, programmes and activities undertaken by the organization.

2.7.4. All staff members should resort to the above practices in their office as well as in their field areas.

3. Gender Committee of the organization

A Gender committee would be constituted to look after the overall implementation of the gender policy.

The composition of the Gender committee would be as follows:

- One Human Resource representative
- One Female Representative from the Senior Management
- One Staff member
- One Representative from the concerned district office

The responsibilities of the Gender committee are:

- To ensure the effective implementation of the gender policy
- To review the gender policy once in a year and make appropriate changes
- To address the violations of the clauses of the policy and take appropriate actions
- To build the capacities of the staff members with regards to gender
- To address the grievances of the staff members in matters related to gender

The decisions of the Gender committee would be final and abiding to all the staff members of the organization. The responsibility of implementing the decision of the committee will be with the organizational command line.

This Gender Policy of YRA was accepted/ mandated by YRA Governing Council in its meeting held on 11th August 2012 and will be applicable from 1st April 2013.

Director General

Secretary

President