

Gender and Diversity Policy

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DOCUMENT VERSION

Date	Comments
23/5/2020	Approved by the Board

POLICY AMENDMENTS

This is a working document and subject to amendment.

Any suggestions about this policy should be directed to the Femili PNG Operations Directors or Chief Executive Officer/Senior Social Worker (CEO/SSW) so changes to the manual can be considered. When suggestions (or grievances) are raised, the matter will then be raised at the next Executive Management Committee meeting for consideration. Any amendments or changes to the policy will be submitted to the Management Committee for endorsement.

The Development Manager is responsible for maintaining this document including: monitoring its implementation; updating confirmed changes; informing staff of the changes; and disseminating the latest version of the manual across the organisation.

Any changes or amendments to this policy involve the following steps:

- Updating the document version table.
- Updating the relevant provision in this manual.
- Replacing the updated version of the manual e.g. shared drives.
- Printing a hard copy of the updated manual for the office.
- Communicating the changes to all staff.
- Archiving the old version of manual.

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1. INTRODUCTION

This policy covers both Femili PNG and Friends of Femili PNG. For simplicity, this document will refer to only Femili PNG.

This policy outlines the value that Femili PNG places on the diversity of its stakeholders, employees, and partners to its operation. It also defines Femili PNG's commitments to achieve a gender just society in which men and women enjoy equity while contributing and benefiting as equal partners in the development of Papua New Guinea.

Working toward the equal participation in society for men and women in PNG is central to the work that Femili PNG does in supporting survivors of family and sexual violence (FSV). Femili PNG seeks to promote equal recognition of dignity and human rights for all Papua New Guineans, and empower survivors of intimate partner violence, sexual violence, sorcery accusation related violence and/or child abuse.

This policy also further outlines the commitments of Femili PNG to diversity in its operations, and respect for the differences between people in knowledge, skills, and perspectives. Particularly in relation to FSV, Femili PNG recognises that power inequalities exist between individuals and groups, on the basis of social or professional identity including gender, sexual orientation, disability, religious affiliation, age and ethnicity. Social inclusion and empowerment is an important component of Femili PNG's operations.

Femili PNG is committed to upholding the international agreements on human rights and their implementation strategies. These include the United Nations Charter and the Universal Declaration of Human Rights, the Beijing Platform for Action, the Convention on the Rights of Persons with Disabilities (CPRD), the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW), the Convention on the Rights of the Child (CRC), the Declaration on the Elimination of Violence Against Women, the United Nations Security Council Resolution 1325 and 1820 and the Agenda 21.

1.1 Purpose

The purpose of this policy is as follows:

- Create a clear and consistent message on Femili PNG's commitment to gender equality, diversity and an inclusive culture, and to facilitate working relationships with government agencies, NGOs, and its stakeholders.
- Facilitate common accountability mechanisms and minimum standards for organisation-wide objectives for gender equality, women's empowerment and social inclusion.
- Outline the commitment of Femili PNG to inclusivity in its operations for its staff, partners, and stakeholders.

1.2 Scope

This policy applies to all staff, volunteers, contractors and representatives of Femili PNG, and includes anyone acting on behalf of the organisation. For the sake of brevity, the term "staff" will be used to represent the scope of this policy.

This policy also applies to partners who have agreed to acknowledge, adopt or comply with Femili PNG's Gender Equality and Diversity Policy.

1.3 Definitions

Definitions, as used in this policy, are as follows:

- **Discrimination.** When a person is treated less favourably because of their race, family background (including family, clan and wantok affiliation), colour, religion, sex, age, marital status, nationality, sexual orientation, because they have a disability or are HIV positive, or some other point of difference unrelated to work requirements.
- **Disability.** In line with the Convention on the Rights of Persons with Disabilities, as including people with episodic or long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in a society on an equal basis with others.
- **Disaggregated Data.** The collection of data information and analysis of results on the basis of gender, age and/or disability.
- **Empowerment.** The process of change that gives individuals greater freedom of choice and action which leads to an enhanced ability to make informed life choices.
- **Gender Analysis.** The systematic assessment of policy and practice on women and men and on the social and economic relationships between the two. The application of a gender perspective requires: the identification of the needs and priorities of women and men, the identification of existing opportunities and constraints to the achievement of development objectives, and the choice of an intervention strategy to address these.
- **Gender Equality.** Requires equal enjoyment by women and men of socially valued goods, opportunities, resources and rewards.
- **Gender Equity.** A just distribution of benefits and rewards between men and women.
- **Gender.** The social meaning given to being either female or male in a given society. It may also be defined as the economic, social, political and cultural attributes and opportunities associated with being male or female.
- **Harassment.** Any verbal, physical or visual behaviour that is intimidating, humiliating or offensive to another person. This may include through the internet and social media.
- **Women's Economic Empowerment.** Refers to the process which increases women's real power over economic decisions that influence their lives and priorities in society. This can be achieved through equal access to and control over critical economic resources and opportunities.

1.4 References/other policies

This policy must be read and understood in conjunction with the following other policies:

- **Statement of Organisational Principles** – for context about the work that Femili PNG does to further gender equality in PNG and the commitment to the principles outlined in this document.
- **Human Resources Manual** – for additional information on the staff Code of Conduct, equal opportunity recruitment, and misconduct procedures for discrimination and harassment.
- **Disability Inclusion Policy** – for information about practices relating specifically for people living with a disability.
- **Prevention of Sexual Exploitation, Abuse and Harassment (SEAH) Policy** – for information on Femili PNG's approach to the prevention of SEAH and response to allegations of SEAH.

1.5 Policy review and assessment

Femili PNG will review this policy every three years or as needed. To ensure the policy is effectively applied and achieves expected results, Femili PNG will undertake a gender equality and diversity self-assessment against this policy every three years to coincide with the policy review.

2. PRINCIPLES

Femili PNG has a whole-of-organisation commitment to the achievement of gender equality and social inclusion which requires that we adhere to the following principles:

- **We respect, protect and promote internationally recognised human rights for all, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status.**
 - Our development approach is to respect, protect and advance human rights through providing support to survivors of FSV.
 - We provide services to all survivors, free of charge and free from discrimination.
- **The empowerment of women and girls is fundamental to our mission, vision, values and priorities.**
 - Gender equality and equity are central to all of our actions.
 - Gender-based violence scars women and girls physically and psychologically; severely affecting women's dignity and personal security and suppresses their potential to take control of their lives.
 - We work to promote gender equality and to prevent sexual exploitation and abuse of those who are vulnerable, noting that FSV and sexual exploitation and abuse disproportionately affects women and girls.
- **An inclusive culture which celebrates diversity and allows people to thrive is everyone's responsibility.**
 - The diversity of our employees, partners, and stakeholders are valued at all levels of our operation.
 - We recognise that organisational cultures are a direct result of the actions of staff, management, stakeholders, and contributors.
 - We encourage equality and diversity through programs that seek the inclusion, representation, participation and empowerment of all people. We ensure that key participants representing affected people are involved in the design, implementation, monitoring and evaluation of our programs.

3. GENDER EQUALITY AND DIVERSITY IN OPERATIONS

Through this Gender Equality and Diversity Policy, Femili PNG commits to promote equal realisation of dignity and human rights for all. Specifically, this policy is intended to incorporate our diversity and gender equality principles in our operations.

3.1 Case management services

Femili PNG enshrines the principles of gender equality and diversity through its case management services.

- We offer case management services free from discrimination and free of charge.
- Femili PNG assists women and girls to live a life free from violence by supporting their needs such as access to legal services, repatriation and other services, safety and protection.
- We facilitate access to business start-up kits for women and girls to assist in their economic empowerment.

3.2 Management and program design

Femili PNG mainstreams gender equality and diversity in our day-to-day business, through management and design of activities.

- There is strong representation of women in management - on our Board and Executive Management Committee.
- We ensure adequate resources are allocated to advancing our work in social inclusion and gender equity.
- Our annual work plans and budgets are formulated to assist in our aim of gender equality and social inclusion.
- All new programs or projects have a gender equality and diversity analysis at the planning and proposal stages.
- There is consistency between Femili PNG's Gender Equality and Diversity Policy and other Femili PNG policies and procedures.
- Femili PNG ensures that key organisational policies, systems and practices including but not limited to budgeting, human resource recruitment, training and management, and decision making supports the aims outlined in this policy.

3.3 Human resources

Femili PNG is an equal opportunity employer and the principles of gender equality and diversity feature strongly in our HR operations.

- Staff understand and demonstrate attitudes and behaviours that promote diversity and gender equality.
- Femili PNG sets clear expectations about an inclusive working environment for all people to engage with.
- We undertake merit-based recruitment and, where appropriate, applications are open to people of all genders and backgrounds.
- Femili PNG addresses any discrimination, harassment, or any other unacceptable behaviour.

3.4 Advocacy, outreach, training and research

Femili PNG engages in advocacy, training, outreach and research, and promotes gender equality and diversity.

- We advocate with partners and stakeholders to address systemic and structural practices that create barriers to women's rights and gender equality; including prevention and response to gender-based violence and sexual exploitation and abuse.
- Femili PNG actively involves men and boys as allies in promoting gender equality and preventing FSV through outreach and training.
- We conduct awareness-raising sessions and training around the consequences of FSV and child safety to contribute to the safety and empowerment of women and girls.
- We engage in research projects that explore issues associated with gender-based violence to provide an evidence base for advocacy.

3.5 Monitoring, evaluation and learning

Femili PNG is committed to monitoring, evaluating and learning from its projects and includes gender equality and diversity in these processes.

- We explicitly state gender equality and diversity results and include indicators in planning, implementation, monitoring and evaluation.
- Femili PNG collects and analyses data disaggregated by sex, age and disability to inform reflections, lessons learnt and changes in programming.
- Femili PNG executive and senior management staff report regularly to beneficiaries, donors and the public on progress on gender equality in Femili PNG's work through appropriate reporting channels.

4. PARTNERS

Where possible, Femili PNG shall encourage partners to acknowledge and comply with our Gender Equality and Diversity Policy through the use of MoUs and agreements.

Femili PNG will provide guidance to partners on our gender equality and diversity principles. Femili PNG understands that, in many cases, this policy cannot bind other stakeholder organisations it works with. However, Femili PNG will promote and model good practice in gender equality and diversity to partners and other stakeholders.