

PARIVAAR EDUCATION SOCIETY

GENDER AND PREVENTION OF SEXUAL HARASSMENT POLICY



**Bonogram, Bakhrahat Road,
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1. Gender & Prevention of Sexual Harassment Policy

Parivaar aims to be responsive, promote gender equity and equality within the organization, ensuring that all its programs, intervention activities and research serve the needs and interests of women and men equally, and work to eliminate all forms of discrimination against women.

Parivaar is committed to have a complete gender policy will be in action ensuring its implementation at all levels. Parivaar aims to promote women staff ratio on a continuous basis. Parivaar will prioritise in recruiting women staff and encourage them to develop their career. Interview panels will be formed with healthy representation of women, and will be respectful towards candidates who are women.

2. Salient features

- Gender awareness training will be provided to capacitate staff on gender perspective. All staff will be equipped through training with the appropriate skills necessary for gender integration in their respective programs.
- Workshops and seminars will be organized to develop a congenial working environment in favour of women's empowerment through encouraging staff to engage in gender matters.
- All programs and departments will strictly implement the policy, and take adequate measures to ensure staff awareness of the policy.
- Due importance will be given to women and other socially discriminated groups in all planning and decision-making processes.
- Special needs of women staff, such as maternity leaves, flexibility during pregnancy, postpartum and lactation period, and issues related to travel time and work hours, will be fully considered.
- All programs and departments will establish gender policy monitoring mechanisms and ensure staff accountability in implementing the gender policy.
- Use positive messages, illustrations or presentations to highlight expected gender and parenting roles, as opposed to the stereotypical gender roles, that are interchangeable among women and men.
- Ensure that all documentations, including reports, information and communication materials, are gender-friendly and gender-responsive.
- The responsibility of successfully implementing the gender policy implies that every staff member of all programs, projects, divisions and departments, and every individual will be held accountable.
- Gender sensitivity will be ensured in monitoring mechanisms and subsequent

processes that measure participation, outcome and changes of both women and men. Gender issues will be highlighted in all the research and evaluation findings of core programs.

3. Sexual Harassment Elimination Policy and Procedure

What is sexual harassment?

Sexual harassment is unwelcome sexual advances, requests for sexual behaviour, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting this individual, or it insults and intimidates an individual and often puts pressure on a victim to commit undesirable acts, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, or submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or sexual harassment involves both mental and physical domination and humiliation by the powerful, or higher officials often harass employees who are junior and less powerful than them.

Internal Committee.

An anonymous complaint will be accepted after assessment. Complaints can also be made to the Internal Committee through email, telephone, mobile phone or SMS. The process of submitting a complaint of sexual harassment. Either the victim, or any other eyewitness of the incident, or a family member, or the lawyer can submit a written complaint.

- Anyone can directly submit a complaint to the Committee.
- There is no need to ask permission from respective line management or go through them.
- The composition of the Internal Committee is updated on the website (parivaar.org)
- The Committee may constitute an investigation team of suitable members for examining a complaint.
- No counter complaints are accepted during the investigation process against the respective person(s)
- The complainant should be temporarily transferred to separate places for avoiding unhealthy work environment
- It will be the responsibility of the Organization's management to disseminate and orientate all employees about the policy and inform everyone about the organization's zero tolerance policy on sexual harassment.
- It will be the responsibility of the Organization's management to support a

bias-free investigation process, maintain confidentiality and implement a punishment if an offence is proved

- It will be the responsibility of the Organization's management to ensure job security of the victim and the eyewitnesses and protect the accuser from any criticism or unpleasant situation.

For whom the policy is applicable

- If a staff of Parivaar is sexually harassed by another staff.
- If a staff of Parivaar sexually harasses anyone involved in any programs or activities
- A staff of Parivaar who sexually harasses or assaults any outsider engaging with Parivaar.