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# **Gender Equity Policy**

Approved : July 27, 2010  
Modified : June 6, 2021

Participatory Research Action Network- PRAAN  
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## About Participatory Research Action Network- PRAAN

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**Evolution:** Participatory Research Action network- PRAAN is a non-profit and non-political organization that has been working for strengthening people's initiative to promote and ensure human rights, economic rights, gender equality, promotion of a culture of peace and non-violence, climate resilience, governance, trade justice, rural livelihood global citizenship, and appreciation of cultural diversity for sustainable development in the local level.

**Legal Entity:** PRAAN registered under the Registrar of Joint Stock Companies and Firms (RJSC) and Ministry of Social Welfare of the Government of Bangladesh.

**Beneficiaries:** The organization works intensively with youth, women, poor and marginal community, marginal, and underprivileged biodiversity dependent people i.e. forest people, indigenous communities, marginal farmers, fisher communities, and climate-vulnerable people.

**Vision:** PRAAN envisions a poverty-free pluralist society based on knowledge and technology where everyone's basic needs, rights, and information are ensured.

**Mission:** Work to fight poverty through participatory action research activities followed by social actions to eradicate poverty, lack of knowledge, and Injustice.

**General Committee:** The General Committee of 21 members is the supreme authority of PRAAN. This Committee elects the Executive Committee.

**Executive Committee:** PRAAN Executive Committee consists of 7 members who are elected by the General Committee. The Executive Committee members meet at a regular interval to oversee organizational performance.

**Working Area:** PRAAN works in Noakhali and Laksmipur for piloting projects and laboratory works, and the whole of the country for advocacy and campaign activities.

**Head Office:** Participatory Research Action Network- PRAAN  
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Nurul Alam Masud  
Chief Executive, PRAAN

  
Sharmin Neelormi  
Chairperson, PRAAN

## Section 02 : Introduction to the 'Gender Equity Policy'

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**2.1 Title of the Policy :** This Policy shall be named as 'Gender Equity Policy' of PRAN.

### 2.2 Rational

1. PRAAN believes that the women are behind in the professional development due to the social and cultural attitude. In this situation to develop gender relation the steps should be included in the Human Resource Management Policy.
2. The steps are described in the different section of the Human Resource Management Policy but for easy reference it should be a separate section.

### 2.3 Basic aspects of the Gender Equity Policy

- I. This policy will play an essential role in the implementation of the declared commitments on various gender issues of the organization.
- II. This policy will play an essential role in the implementation of the relevant gender equity and equality in line with the organization and projects and in the implementation of the commitment by the Government of Bangladesh to eliminate discrimination against women and their advancement.
- III. This policy will further emphasize the importance of gender equality mention in the long-term strategic plan.

### 2.3 Development Process of Gender Equity Policy

PRAAN organized series of consultation with its female staffs and Members and reviewed different organizations' Gender Equality policy, practice and procedure; and drafted this policy. It received feedback from beneficiaries and staff and included them later on into this policy.

### 2.4 Review and alteration of Gender Policy

- The Executive Committee and the Competent Authority of PRAAN is the only authority who reserves the right to change, modify, suspend, interpret or cancel its policy clause.
- Proper justification must be required for modification and alteration of any word, section & subsection stated in this policy manual.

### 2.5 Approval and Effective Date of Gender Equity Policy

This Policy shall be effective from the day following the day of approval given on it by the Executive Committee of PRAAN and the employees of PRAAN shall be notified of the exact effective date of this policy.

This policy has been approved unanimously in the Executive Committee meeting held July 27, 2010; and reviewed and approved on June 06, 2021 in the Executive Committee meeting and effective from the same date onward.

  
Nurul Alam Masud  
Chief Executive, PRAN

  
Sharmind Neelormi  
Chairperson, PRAN

## Section 03 : The Policy

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### 3.1 Introduction

Adopting gender policies is essential in creating a friendly work environment for women. Because of social discrimination between women and men affects the field of work, both for men and women. In this context, PRAAN is proposing a Gender Policy which will be implemented by the Internal Governance System, financial consistency, and moral values approved by the Executive Council of this organization. PRAAN will amplify a gender-sensitive environment where both women and men will enjoy equal opportunities in the same type of work. The organization will take initiatives to exercise gender equity and solve issues in the context of gender justice in its program, governance, planning, monitoring, and evaluation.

### 3.2 Acknowledgement about personal matter

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 in her senior supervisor then she will place the matter to Chief Executive directly verbally or by written.

### 3.3 Recruitment and Promotion

- a. During the recruitment advertisement it should be considered that how to attract female in the recruitment. In the advertisement female preference will be mentioned.
- b. In case of promotion female will also be given preference. In case of female the possible development indicators should be given more emphasis rather than experience of female staff.

### 3.4 Condition for staff appraisal

- a. It is mentioned in the appraisal format that
- b. Attitude to the gender sensitivity
- c. Behavior with the female colleagues.

  
Sharmin Neelormi  
Chairperson, PRAN

### 3.5 Salient points for training inclusion

- a. In every training, the inclusion of female staff will be the compulsory subject. For the inclusion of female in the training the following points will be considered
- b. Gender equity will be the scientifically true.
- c. Gender inequity is the result of the present violent society.
- d. Way out the strategies to be self-sustained in the profession.
- e. Coping up of different unfavorable situation in the working place.

  
Nurul Alam Masud  
Chief Executive, PRAN

### 3.6 Assistance to professional life

#### 3.6.1 Taking care of children :

A female staff will be provided tk. 200/- per month for maximum two children so that she can keep an attendant for her children. The allowance will start from three months and will end by 39 months age of children. If any staff will join with less than three years age of children then she will get this allowance up to the age of three years of the child. For the proof of age the immunization card for the children will have to be shown.

#### 3.6.2 Light work during sickness

The supervisor will give light work to female staff if she suffers from female problem. If necessary the supervisor will arrange public transport on the basis of availability in spite of bi-cycle or motor cycle.

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Chairperson, PRAAN

### 3.6.3 Traveling allowance of child attendant

If any female staff will travel outside with her child then she can take an attendant for her child and the actual cost will be beard by the organization. But this allowance will not be more than the allowance of the staff. For the evidence of the age of the child the photocopy of vaccination card will be attached with the bill.

### 3.6.4 Traveling allowance of child attendant

For the professional development of female staff of all levels the Human Resource Management Section will prepare a plan on priority basis. During the job in the organization the female staff will get one time more education leave than male staff.

### 3.6.5 Assistance for feeding to the child

For feeding her child the female staff will get one hour time during working period so that the work cannot be hampered. The 1st supervisor will approve this facility. For getting this facility no traveling allowance will be provided.

### 3.6.6 Maternity leave

For a regular female staff when the job duration will be one year then maternity leave for 90 days and maximum two times will be approved with pay. This leave will be approved by Chief Executive. The following conditions will be applicable:

- a. Before three months of Expected Delivery Date (EDD) along with doctor certificate the staff will apply to HR department through the recommendations of 1<sup>st</sup> supervisor and Program Manager/ Project Coordinator. The HR department will approve the leave.
- b. As per the decision of staff this maternity leave will be before or after delivery.
- c. Less than one year job the maternity leave will be without pay.
- d. After joining to the office after maternity leave the staff will get the following benefits for feeding her child.
  - I. Every day one hour will be given leave for feeding her child up to two year age of child. This time will be approved by 1<sup>st</sup> supervisor.
  - II. An attendant will be allowed with the child during office time. Any staff can bring her child up to the age of 24 months. In case of attending meeting, workshop, training this will be applicable and in that case the actual cost of attendant of traveling and daily allowance will be beard by the organization.
  - III. Toys for tk. 500/- will be given to the child and those toys will be under the supervision of office.
- e. In case of without pay leave if any staff will want to join the office then it will be possible after getting the approval from HR department. In that case the fitness certificate from the registered doctor will be needed.

Sharminid Neelor  
Chairperson, PRAI

Nurul Alam Masud  
Chief Executive, PRAN

### 3.7 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 Chief executive 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 Chief Executive directly.

### 3.8 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.

Approved by : This policy has been approved unanimously in the Executive Committee meeting held July 27, 2010; and reviewed and approved on June 06, 2021 in the Executive Committee meeting .



Nasir Alam Masud  
Chief Executive, PRAN



Sharmind Noskorni  
Chairperson, PRAN