



Gender Policy 2013

Reviewed on 2021



Unite Theatre for Social Action (UTSA)

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Gender Policy of UTSA

Contents

What is UTSA	... 2
Vision, Mission & Values	... 2
Background of policymaking	... 3
Aim of gender policy	... 3
Objective of gender policy	... 3
Policy implementation Strategy/Method/ Technique	... 4
Areas of application of gender policy	... 4
Principles of the Organization	... 4
Structure of the organization	... 4
Human resource management of the organization	... 5
Financial, physical and other resource management	... 6
Beneficiaries/Rights Holders of the working area	... 7
The Needs arising from the special physical characteristics and social context of women	... 7
Gender based programs and projects	... 7
Gender related organization and staff development	... 7
Values and Culture	... 8
Networking, Communication	... 8
Psychosocial counseling and care	... 8
Acceptance and Signature of Duty	... 9

What is UTSA: UTSA- Unite Theatre for Social Action, one of the renowned development organization in Bangladesh, started its journey in the year of 1997 and working for increasing awareness programs for mental health issues through Therapeutic Theatre as a pioneer organization utilizing UTC (Unit Theatre Concept). It does anticipate peace through theatre as its thematic choice and does inherently believe that peace attainment is further more possible if the theatre by content does itself inherent the concerned issues. UTSA has perpetuated its movement with the dissemination of area-based and issue-focused theatre works on sustainable socio-economic and cultural development since its inception. UTSA considers the theatre as one of the most effective tools in raising awareness and organized more than five thousand issue-based theatre shows in different areas in Bangladesh. Different issues like Child Labor, Child Rights, Labor Rights, Rights of Persons with Disabilities (PwD's), Women's Rights, Gender, Sexual Harassment, Child Trafficking, Early Child Care development, HIV/AIDS, Environment Preservation, Disaster Management, Leprosy, Drug Addiction, Gender-based Violence, Human Rights with Acid Survivors and Cancer Survivors of Acid have been incorporated into the list of their theatre shows.

To match with those development trend, UTSA has adopted a unique approach named REHECDU. Interestingly this approach of development interventions maintains and align with the issues identified at the development trend analysis. Adopting this approach has led UTSA to change a lot to the organization itself. For example, the management structure has been changed to align the need of the organization and enhancing its capacity. UTSA is also one of the pioneer organization that created a bridge among therapy-based interventions, advocacy at different level, care giving services on mental health, psychosocial service and supported to develop enabling environment for individual and in society through addressing conflict agendas.

UTSA was established on 14th March of 1997, head office at Akbarshah, Chittagong of Bangladesh. This organization is registered with the Social Welfare Department (SWD) in 2001 and NGO Affairs Bureau of Bangladesh (NGOAB) in 2011 and renewed later on the year of 2021.

VISION, MISSION & VALUES

Vision:

UTSA envisions for a society of self-reliant people ensuring inclusion, accessibility, gender diversity and socio economical justice with climate resilience.

Mission:

- UTSA endeavors to unleash every single potentiality of mankind and to ensure no discrimination at any background through theatre centric development interventions.
- UTSA envisions to see that every human being is enjoying their economic freedom in a just and economically inclusive society.
- UTSA wants to create a society of freedom by ensuring human rights for the rights holders and assistance at minimum level to the beneficiaries.

Values of UTSA

Empathy – Our staff members shall work with empathy for all the people we serve; persons of concern, right holders, beneficiaries, staff members, service providers, donors, suppliers, and volunteers.

Unity – Our staff members shall promote the idea of unity as UTSA believes that our collective effort to solve the problems and challenges of our right holders require united purpose of serving and service delivery.

Non-discrimination – Our staff members are committed to show no discrimination on the basis of race, religion, gender, color, caste, creed, origin, location, nationality, ethnicity, sexual orientation, political affiliation and cultural representation.

Inclusion – Our staff members are committed, signed, trained, informed and rehearsed that they shall promote the ideology of inclusion of persons with disabilities, minorities, sexual minorities, ethnic groups and other disadvantaged groups.

Equity – UTSA staff members shall promote and advocate for equity in all sphere of its working scopes.

Respect and Dignity – Fundamental respect and dignity of every human person shall be one of the foundational core values of UTSA staff members.

Cultural Attitude – Culture is in the core of UTSA’s history and cultural attitude shall be a star to guide our everyday work in the office and field.

Background of policymaking:

Women are playing an equally important role in every sphere of family, society and state as well as men. Women are contributing financially to the maintenance of the family through the direct income beyond the boundaries of the family as like the male members. That is why she has to play a vital role at home and outside. According to UN data, a woman spent much working hour than a man at home and outside per week. Sometimes, they are also skilled than male staff in making various decisions. Recently, sociologists think that, if there is a gender-sensitive environment exists in the society outside the home, more women will be employed while maintaining dual identity. However, even though the contribution of women is recognized at home and outside, they are being various discriminated. Unite theatre for Social Action (UTSA) is working to eliminate inequality and to build a gender sensitive society with mutual respect between men and women. Thereby, we realized that our organization needed a gender friendly environment. Conscious effort needed for such positive change. A gender policy is needed as guideline for applying the best action in versatile purpose of human being’s development. For this purpose, we formulated this policy. The draft policy was finalized in September’ 2013 in collaboration with Diakonia Bangladesh.

Aim of gender policy:

Bring both male and female equally in the mainstream of the organization considering the gender policy and to establish an ideal organization that will be considered as suitable for both.

Objective of gender policy:

1. Taking specific step to establish equality for both male and female in planning, policy, activities, evaluation, allocation of resources and budgetary management of the organization.
2. To ensure equal rights, opportunities and effective participation of women and men workers at all levels of the organization.
3. Adopting positive step on basis of justice for the women worker considering the arising problems of male-female discrimination in the present society.
4. Taking positive action through the elimination of gender inequality in the working area the organization as well as the accepted interventions of the organization.
5. Coordinating men and women in each committee to ensure the effective participation of women.

6. Creating a favorable work environment for both male and female employees (especially for women) in the organization and work areas as well, which will help to increase the status of women in society as a whole.
7. To give importance socially to the persons with special needs, marginalized or deprived persons (especially women with disabilities, HIV/AIDS, persons of intersex).
8. To construct cultural values or mental attitude in supportive to the equality of the male-female at all levels of activities.

Policy implementation Strategy/Method/ Technique:

The goals and objectives of the gender policy have to be achieved through the following action-strategies:

1. The policy makers of the organization have to pay the commitment or support to the gender equality and as well as backing to the gender policy.
2. The executive committee must approve this gender policy as well.
3. This policy will have to be revealed, distributed, informed and promoted among all staffs of the organization.
4. A budget has to be allocated to implement of this policy.
5. Men and women have to acquire the knowledge and skills regarding the implementation of gender policy.
6. The specific deadline and proportion have to determine to bring equality of male-female.
7. Employees at all levels have to be aware on gender sensitive.
8. This policy must be obeyed and followed to the employees at all level.
9. Reward will be provided to encourage who implements this policy successfully.
10. Such a gender-friendly structure will be constructed, whereas the matters of gender reflect at the every stage of activity.
11. Organizations as well as various organizational policies have to be reviewed in the context of gender.
12. Specific tools or indicators will have to use to the process of monitoring and implementation.
13. A Gender monitoring committee will have been formed for implementation, supervision and follow up.

Areas of application of gender policy:

1. All Policies.
2. All structures.
3. Human Resource Management (HRM).
4. Financial, physical and other resource management.
5. Rights holders of the working area.
6. Gender based programs, projects.
7. Gender based organization and staff development.
8. Values and culture.
9. The needs arising from the special physical characteristics and social context of women.
10. Networking.

Principles of the Organization:

1. The constitution of the organization is made in the light of gender.
2. All the policies of the organization are rearranged as per of gender policy considering unequal relationship between men and women at present.
3. All types of projects and programs as well as the goals, objectives and initiatives under the organization will have to be changed and rearranged as per of gender policy.

Structure of the organization:

1. The proportion/participation of female like male will be ensured at all level structures of the organization.
2. The 'Executive Body' as the supreme policy making committee of nine (9) members, the female member will be increased from three (4) to five (5). The 'General Body' that is composed of 29 members, the female member will be upgraded at 15 numbers in the next two year.
3. In the next one year, 2 female members will be increased in the management committee that is composed of 5 members.
4. To arrange regular discussions on gender equality in the organization.

Human resource management of the organization:

The organization will maintain the principle of equality in human resource management. In this case, all activities will be conducted based on justice. However, some special positive steps will be taken for women due to the existing situation of male-female and discrimination of the society.

A. Recruitment of employees

Special measures will be followed to ensure fair proportion of men and women at all levels of recruiting process of the organization.

1. Women candidates will be given preference in recruitment based on equal educational qualifications and experience.
2. In the recruitment process, women will be given priority to the vacant posts until bringing gender equality.
3. Despite having the equal education and qualifications considering the current social context in particular field, the standard criteria of candidates selecting will be followed 100% for male and 90% for women.
4. The women representative will be on basis of fairness in the selection committee.
5. If both men and women passed the recruitment test, women will be given priority.
6. The issues about male-female equality will have to bring in the recruitment test. If equality is ensured, both men and women will be given equal opportunities in fields.
7. By ensuring the equality, both male and female will get equal opportunity in all levels of working place.
8. In the job application form of the organization, all employees have to mention the names of their parents at the time of appointment. Married workers will mention the names of their respective spouses, which will have collected in the personal files of the workers.
9. Priority will be given to the distressed, abused, especially women (widows, divorcees) in employment.

B. Promotion

According to the organization's human resource management policy, promotion of the personnel will be considered based on annual evaluation and equality. However, a positive step has to take for promotion of women worker considering the matter of increasing of the women worker on basis of number and quality participation in the high official stage. Gender behavior and sensitivity criteria will be included specifically as an indicator in the performance assessment form of promotion. Women will be given priority amid the equal qualification male-female in promotion.

C. Transfer

1. Before transfer a female worker, the work place near the residence of her father, mother or husband will be in the consideration and the matters of welfare of the children with disabilities or family member will be considered deeply.
2. The female staff will not be transferred during pregnancy or after delivery without consent of her.

D. Leave

1. A female worker will get six (6) months maternity leave (with salary) as per government rules. However, this opportunity for the permanent staff as well as the staffs who have been serving in this organization for a minimum of one-year service period. However, this rule will not be applicable for the mother of more than two (2) survived children.
2. The six (6) months maternity leave (during pregnancy and after delivery) and salary of the women worker will be as per her desired.
3. In case of adopting, the six (6) months maternity leave will be provided for nursing considering the age of adopted child.
4. A male worker will get 15 days long (with salary) leave as paternity leave for the delivery purpose of his wife (as per condition to assist his wife).
5. Women workers who have children under the age of one year will get more than half an hour at lunch break to breastfeeding her child.
6. Both men and women will get maximum 01 (one) hour leave for schooling his/her child at any of convenient time from working hours.

E. Dismissal

A staff can be dismissed accordance the assigned policy if s/he accused of any allegation of corruption, misappropriation or damage of organizational assets as well as violator the principle of goals and objectives of the organization. If any female worker is sexually harassed by a male worker (Verbally, physically, mentally), and if it would be proven, then the organization will take action against him by taking into punishment, dismiss and legal action. However, if the allegation is proved fake, the complainant will be punished. The authority will kick out from the organization if someone guilty for polygamy, child marriage, dowry and domestic violence.

F. Travel

1. In case of female worker, the advantages and disadvantages will be considered to cycling/motorcycle riding or long distance travel during pregnancy.
2. Vehicle assistance will be provided to the women workers for over work after evening as per the capacity of the organization.
3. In case of special needs, two seats will be allotted as per the wish of the female worker to long distance travel (as per the afforded of the organization).
4. If there have any small child (below 6 years) of the women workers, the organization will consider to allocate extra seats for her accompany in the official trip.

Financial, physical and other resource management:

All resources will be used in a fairly means. However, it may vary considering the existing gender inequality of male-female.

1. Financial allocation will have to be kept to implement the gender policy.
2. Preference will be given to the women and persons with disabilities personnel to use the vehicles of the organization.
3. In emergency or special needs, official vehicles can be used by rent (Sickness, maternity time).

4. Necessary support will be provided for learning to drive all types of vehicles.
5. A day care center will be developed in the organization as per the capacity.
6. Separate washrooms and toilets will be provided for women workers.

Beneficiaries/Rights Holders of the working area:

1. The areas will be selected where gender inequality will be emerged by survey and analysis of gender.
2. Toilet facilities will have to be ensured to available in the working areas for the office employees and the participants of the program.
3. The ratio of male-female will have to be determined in fairly means to select the beneficiaries of the organization.
4. A group will be composed by the combination of male and female. However, in special case it may be exception.
5. A group of persons with special needs will be formed by paying the highest interests to the persons with special needs.
6. If any conflict arises, the organization will take immediate steps to resolve it.

The Needs arising from the special physical characteristics and social context of women:

1. Women will be kept refrain from fieldwork or risky work during menstruation, pregnancy and other reproductive health problems.
2. As per required of the organization, female staffs can take two seats or someone else with them as per demand. Persons with special needs can also enjoy this benefit.
3. The office authority will ensure travelling at night as well as security of the female staffs.
4. The organization will take responsibility to accommodate of the female staffs staying in the field.
5. Female workers who have been sexually harassed will be encouraged to speak out.
6. The organization will take an uncompromising stand against all forms of violence against women.

Gender based programs and projects:

1. The creative aspect of male and female will be considered to allocate responsibilities and duties among both.
2. Equal participation and benefit of male and female will be ensured in all programs and activities of the organization.
3. Men and women will be involved in equal and creative work in all programs.

Gender related organization and staff development:

Exemplary learning will be utilized to acquire gender equality in the organization.

- **Personnel Development**

1. An initiative will be taken to increase the knowledge on gender sensitivity or male-female equality for all of staffs i.e. training, meeting, seminar etc.
2. Continuous initiatives will be taken to develop various types of skills and knowledge (such as English Language, Information technology, leadership, Braille or sign language etc.). Female workers will be given priority in this case.

- **Organizational Development**

1. The provision of equality between male and female will be obeyed to all of formal-informal meetings, discussions, seminar, symposiums, theatre, study tour and any other events of the organization.
2. Female staffs will be given priority in participating to the abroad event and representing the organization.
3. If female staffs victimized by their family members, the organization will support all types of legal and financial assistance to those female employees as needed.
4. The organization will take measure to restrain from resign of the skilled staffs (especially female staffs) by increasing various facilities as per capability.

Values and Culture:

1. All communities/nations will be given equal status and respect considering gender, religion, caste, race, special needs.
2. Equality between male and female, justice, democracy, diversity, secularism must be respected.
3. All types of hints, despise, insulting, lustful gesture towards women will be prohibited.
4. Encouragement will be provided positively to change discriminatory Gender within the division of labor.
5. Abusive behavior towards women will not be tolerated due to accept positive partiality.
6. Female staffs who are expert in cultural activities will be given priority to the participation.
7. Positive and friendly behaviors as well as attitudes towards female staffs must be nurtured.
8. The organization will take an uncompromising stand against all forms of violence against women.

Networking:

1. The organization will build networks with other NGOs that support the same goals and ideologies in implementing projects or programs.
2. The organizations will prioritize gender-sensitive individuals' especially female officers to liaison with government officials in implementing project goals and objectives.
3. The organization will also build networks with civil societies in implementing project goals and objectives and in that case, gender-sensitive individuals' especially female officer will be given priority.

Communication:

1. Gender fair words, utter, language, quotes, terminology, photos, ornaments etc. must be used towards male and female in all types of development communication.
2. Positive changing images of female have to show instead of the conventional illustration of female.
3. Gender specific characteristic will be used instead of genderless condition at all of the relevant documents.
4. The name of the parent and spouse must have written or described in all types of written documents.

Psychosocial counseling and care:

1. In special need, the psychosocial counseling and caring will be arranged to increase the gender sensitivity of the employees.

2. Psychosocial health protection will be provided to the employees who are mentally upset by violence (especially violence against women) or gender inequality in domestic, social and workspace.
3. Special counseling will be arranged to increase gender-sensitive attitude and behavior for the male staffs, especially for who are unconscious on gender.

ACCEPTANCE AND SIGNATURE OF DUTY

I am taking responsibility to inform about this Gender policy.

I am taking responsibility to inform the persons of concern about the reporting mechanism of violation of this Gender policy.

I will report any violation of this Code of Conduct through the channels prescribed by the Gender policy reporting Mechanism.

I will not stop or force or influence anybody from reporting the violations of this Gender policy.

I am acknowledging that any kind of breach of this Gender policy may lead to disciplinary action, dismissal or in applicable cases, legal action.

I will not report any false accusations.

I am signing this Gender policy in full sense of duty and responsibility.

	Signature of the Employee	Signature of the assigned authority/person
Name :		
Position :		
Date :		
Phone :		
Email :		
Place :		

THE ABOVE GENDER POLICIES CAN BE ADDED, SUBTRACTED, CHANGED AND EXPANDED AS REQUIRED.

The executive body meeting held on 29 September 2021 approved the reviewed **Gender Policy**.



(Quazi Mostain Billah)
President, UTSA



(Mostafa Kamal Jatra)
General Secretary, UTSA