



Gender Policy of RMMRU

GENDER POLICY OF RMMRU

1. Introduction:

Refugee and Migratory Movements Research Unit (RMMRU) is a centre for evidence based research and grassroots action. This RMMRU has an organisational approach to address the gender issues. It has identified and attempted to address some of the key challenges that hinder effective gender mainstreaming.

As a research based organisation RMMRU is committed to respecting, protecting, and actively promoting the human rights of individuals irrespective of their gender. The policy seeks to ensure greater consistency of gender principles, policies and practices across the organisation and to provide an accountability framework in relation to gender against which all staff can be held accountable and against which RMMRU will evaluate itself.

2. Principles of Gender Policy:

In South Asia, the interaction of culture and social conditions has created stark gender differences. In Bangladesh, discrimination against woman is reflected through a variety of social sectors, including disproportionate rates of migration and employment. This policy is initiated for positive change on the issues and to facilitate to reach the goal of RMMRU with the following principles:

- i) Gender equality and equity must be considered as an integral part of RMMRU's overall policy, programmes and projects.

- ii) Application of gender analysis to human rights framework of RMMRU is applied across all activities, programmes, projects, themes and advocacy.
- iii) Every individual of RMMRU understands and demonstrates attitude and behaviors that promote gender equality and equity.
- iv) Adequate resources are allocated towards gender work.
- v) RMMRU will make a conscious effort to refrain from acts of 'tokenism' on the gender issue.
- vi) The cross cutting nature of gender concern is recognized-gender equality is everyone's responsibility and an area that warrants specialized attention and resources.

3. Goal of the Gender policy

- To establish a congenial atmosphere in workplace in all its project areas including beneficiaries where all staff members (male and female) can take part equally in organisational affairs.

4. Objectives of the Gender policy

- To ensure equality among all levels of staff (women and men) of RMMRU.
- To ensure equal rights, dignity and opportunities among all levels of staff and their equal participation in all activities.
- To create a congenial and right-based environment to change and improve the status of women in the society.
- To undertake affirmative actions considering the social backwardness and deprivation as well as specific needs of women.

5. Values and Code of Conduct

- Gender equality, equity and nondiscrimination are central to RMMRU's activities and operation.
- The empowerment of women and girls is recognized as fundamental to RMMRU's vision and mission.
- Every individual understands clearly and demonstrates attitudes and behaviors that promote gender equity and equality.
- Adequate resources are allocated to work on promotion of gender equality and women's empowerment.



- The cross-cutting nature of gender equality and equity issue is recognized and it is everyone's responsibility.
- Men and boys are prepared to be active agents in transforming the unequal society into an equal one.
- One Focal Person will be designated to oversee and monitoring of the Gender issues of the organization.
- RMMRU will ensure that all training across the organisation is gender-sensitive; and staff is trained on gender equality, intersectional perspectives and gender responsive behavior
- Adopt a gender lens in everything we do – gender mainstreaming is everyone's responsibility – this is not extra work, but looking critically to ensure that it is being identified and addressed.
- RMMRU will adopt community-based approaches building on existing community structures to motivate the participation of women, girls, men and boys in all community based actions.
- Ensure child safe guarding, child protection, sexual harassment prevention and protection policies are in place and applied properly
- Ensure gender as a cross-cutting issue in all key strategic pillars and programmes/projects of RMMRU.
- Inform development partners about RMMRU gender equality goals and objectives and shared good practices of RMMRU gender mainstreaming work and its positive impact, respecting rights of privacy

6. Areas of the policies

Affirmative actions have been undertaken for the women staff in the following areas:

- Staff development;
- Recruitment, leave, deployment and transfer;
- Workload (Equal Rights, menstruation period, pregnancy period, breast feeding).

6.1. Staff Development

- All staff members shall undergo continuous gender sensitivity training courses.
- All staff members will be given orientation on the gender policy within three months after approval of the gender policy.
- All newly recruited staff members will be given an orientation on gender at the pre-service training.
- All training modules will be reviewed to incorporate the gender aspect.
- Specific training will be given to women staff to enhance leadership and

managerial capacity.

- Ensure continuous dialogue among staff on gender issue through workshops and seminars.
- Develop/revisit mission, strategic plan, and capacity development plan of RMMRU to assess gender justice.

6.2. Recruitment, promotion, leave, deployment and transfer

6.2.1 Recruitment:

- i) Determine the nature, structure and causes of gender imbalances in staff throughout the organisation and set targets for recruitment, salary review, retention and promotion, of staff accordingly, particularly women in senior positions.
- ii) Recruitment must be balanced along gender lines. The number of women staff in RMMRU will be increased gradually. This increase will be at the field level as well as at all other levels of management.
- iii) Constitute a recruitment board with proportionate number of women where ever possible.
- iv) Examine interview practices to ensure that interviews encourage rather than discourage women candidates and closely monitor the process to ensure that there is no discrimination based on age, sex, sexual orientation, class, nationality, religion, ability, family status.
- v) Some questions related to gender issue will be put in the written test and viva voce.
- vi) Prioritize gender sensitivity in all terms of reference, including TORs for external consultants
- vii) Provide women friendly facilities, terms and conditions and a working culture so as to encourage women to secure employment.
- viii) In case of staff resignation the executive director or her/his designates along with representative of the concerned staff, will hold an exit interview with the concerned staff to ascertain the causes of the resignation.
- ix) All organisational feedback from the departing employee will be brought to management and appropriate staff liaisons. Staff and management will determine responsibility and accountability of addressing feedback pertaining to organisational matters.
- x) In the advertisement notice, it is stated that qualified women are especially



encouraged to apply. This practice will continue.

xi) To achieve the target of increasing women staff, if necessary, applications will be invited from women candidates only.

6.2. Promotion:

Both male and female staff will be promoted in equal values and level.

6.2.3 Leave

(As per Service Rules)

6.2.4. Deployment and Transfer

- Any transfer matter will take into consideration the school-going children of the concerned staff member. Such transfer will be made at the end of the annual exam of children.
- During the period of pregnancy, i.e. from the first month till the fifth month after childbirth, woman staff will not be transferred from her work place.
- During the pre and post delivery period of the wife of a male staff, he will not be transferred from his work place.

6.3. Workload: (Equal Rights, Menstruation period, pregnancy period, feeding)

Organisation will take role in the workload areas, which are as follows:

6.3.1 Equal Rights: As per service rule

6.3.2 Menstruation period: During the period of Menstruation women staff will be permitted to do deskwork.

6.3.3 Pregnancy period: As per service rule.

6.3.4 Breast-feeding: Ensure enough flexibility so that staff members take care of babies.

7. Financial and other material benefits

All staffs will be entitled to equal pay scale, house rent, travel allowance, increment, overseas travel allowance, transportation expense, medical facilities etc. according to Service Rules,

8 Infrastructural and other Special benefits

i. The working environment shall be free from norms and cultures that divide duties with respect to sexes.



- ii. Sexual harassment will not be tolerated. All complaints and concerns will be given immediate and serious consideration.
- iii. No discrimination based on sex, age, family status, religion, class, sexual orientation and respect for same sex alliances and alternate family structures.
- iv. Family friendly and flexible working policies will be pursued to allow staff to fulfill carry responsibilities (including maternity, paternity and parental leave).
- v. There will be separate toilet for the woman staff in the organisation.
- vi. While attending training, a woman participant will be allowed to bring her baby along with her to the training center. She may also bring an attendant with her and all expenses to this account will be borne by RMMRU provided the concerned project would have budgetary allocation for this.
- vii. Ensure safety of the women staff for returning home, if she works after office hour.
- viii. While conducting field visits safe and secure transport and accommodation when travelling, particularly for women staff.

9. Strategies in Programme Level

9.1 Project Planning:

- To ensure gender analysis during project Planning.
- To give priority of women basic need and strategic interest in planning.
- To conduct PRA and take strategy for ensuring the participation of women from all spheres of society and reflecting their demand and opinion.

9.2 Implementation:

- To eliminate social and cultural constraints for ensuring women's participation in the project.
- To ensure equal participation and role of women in the implementation of the project.
- To ensure the access of women to information during implementation of the project.
- To increase the efficiency of women for active participation and role in implementing the project.

9.3 Monitoring and evaluation:

- To ensure equal participation of women in monitoring and evaluation of the project.
- To use specific form/frame containing gender sensitive indicators for monitoring and evaluation.
- To ensure collection of gender based information and analyze progress of the project on the basis of collected information during monitoring and evaluation.
- To bring necessary changes in the project for affirmative change of women's condition and position on the basis of women's basic need, strategic interest and gender based information collected during monitoring and evaluation.

10. Impact study:

- To ensure use of gender sensitive indicators (qualitative and quantitative)
- In analysing impact of the project women's active participation and sharing can be ensured through following PRA.
- To analyse the noticeable changes in women's condition and position due to implementation of the project.

11. Policy Implementation and Monitoring

A Gender committee will look into it. It consists of at least 3 members of different levels of RMMRU. There will be a gender focal in the head office and every field office to ensure the implementation and monitoring of this gender policy.

The committee will collect information and prepare a report and submit the same to the existing authority to take necessary action, this will be done at regular intervals.

12. Conclusion

The gender policy of RMMRU is essentially designed to act as a guideline for the policy makers, project designers and implementers to look at policies, programmes and issues with a gender perspective. It recommends practical initiatives which will challenge and minimize all forms of discrimination against women. It will help to address social injustices and develop a new organisational culture that values and benefits both women and men and allows them to be their most productive.

It is important to bring such policy in an organisation like RMMRU but it is more important to put into practice at different levels.



Annex1:Glossary of terms

- **Gender:** Gender refers to the socially constructed roles played by women and men that are assigned on the basis of their sex. Gender is used as a means of examining similarities and difference between women and men without direct reference to biology, but rather to the behavioral patterns expected from women and men and their cultural reinforcement. These roles are usually specific given area and time.
- **Gender Equity:** The equality of being fair and right-a stage in the process of achieving gender equality. In order to ensure fairness measures must often be taken to compensate for historical and social disadvantages that prevent women and men from otherwise operating on a level playing field.
- **Gender Equality:** Gender equality means that women and men enjoy the same status. Gender equality refers to the equal rights, responsibilities, opportunities, benefits, treatment and valuation of women and men.
- **Mainstreaming:** Focus on the institutions, policies and programmers that have a broad impact in setting the conditions under which communities, household and individuals function. It seeks to ensure that these institutions, policies and programmes respond to the needs and interests of women as well as men and distribute benefits equitable between women and men in incomes, resources and opportunities.
- **Gender Awareness:** Gender awareness is the recognition that development actors are women and men, and that women and men are advantaged and constrained in different ways with implications for women and men having differing needs, interests and priorities. Rethinking the assumptions and practice of gender-blind policies through gender analysis and learning about gender differences have resulted in what is referred to as gender aware polices.

