



People's Action for Social Service

Non-Governmental Organisation-NGO

GENDER EQUALITY POLICY

PASS

PEOPLE'S ACTION FOR SOCIAL SERVICE (PASS)

**N.N Nilay, Plot no. 190, New Balaji colony, AIR By pass road, M.R.Palli,
Tirupati- 517501, Andhra Pradesh**

Tel: +91 877 2240262



1. **Policy Statement:** PASS stands for equal rights for all at the work place and in the community, irrespective of sex, caste, ethnicity, religion, disability and social status. PASS principles state that it will promote and respect human rights and gender equality. One of the main core activity of PASS is women development. PASS envisages hope, tolerance and social justice where people live happily in just society with dignity and security. We recognize that power relations between genders and ages are unequal, and that we must challenge patriarchy and promote gender equality to achieve social justice. Through this policy, PASS commits to ensuring that gender equality is fully incorporated in all our work both as a Human right and an end in itself, as well as a means to overcome poverty and social injustice more effectively. Working with others, PASS seeks to promote equal realization of dignity and human rights for all genders and ages, and the elimination of poverty and injustice. This policy will be implemented in the context of local legal environments. Throughout this policy when reference is made to all genders and ages this includes (transgender) women and girls, men and boys as well as people who identify beyond the binary; and people of all sexual orientations.


2. **Need of the policy:** The need is to define and communicate commitments and appropriate messages within the employees of PASS by strengthening the efforts to promote gender equality within the organization, in order to enhance the integrity and credibility among partners, allied departments and funders for the program by promoting humanitarian programming within the organization by enabling work as confederation and build strengths and experiences through lessons learnt.

This policy lays out commitment for PASS to strive for communities free from discrimination based on gender and where every human being can fulfil their potential unhindered by discriminating laws, economic and social structures. The policy sets out PASS commitments and principles for our gender equality work. The policy applies to PASS work for all programmes, advocacy and communication work.

3. **Core Principles:** PASS seeks to promote equal realization of dignity and human rights and the elimination of poverty and injustice for all genders and ages. PASS recognizes that issues of gender inequality, oppressions based on unequal power relations, such as racism, caste and ethnic discrimination, ageism, sexual orientation, religious discrimination among others. PASS works with marginalized women to address structural barriers to the realization of women's rights and gender equality; social justices, wellbeing, free from domestic violence and attain holistic well being.

4. **Guidelines of the policy:** In order to ensure that the Gender principles are monitored, evaluated and reported as part of PASS responsibility for accounting and transparency. PASS shall strive to ensure that all persons can fully access and enjoy their rights without discrimination on the basis of their gender identity including women on an equal basis as men, enjoy the rights, opportunities, and actual possibilities to participate on their own terms in all fields of society: socially, economically, politically, and culturally the following guidelines and measures are described as follows:

a. PASS recruits staff, provides training on gender equality and prepare them to apply and follow gender perspective in the work, and represent PASS gender sensitive values whether off or on duty.

For People's Action for Social Service

L. KRISHNAMA NAIDU
President



For People's Action for Social Service

(K. BALAKRISHNA MOORTHY)
General Secretary

- b. PASS has personnel policies and other tools to secure a gender sensitive staff, e.g. ethical guidelines for our staff members that include the prohibition of sexual harassment, abuse and exploitation within the organization and project area communities.
- c. Keep appropriate track of male and female composition in all the PASS projects at all levels.
- d. Promoting and enhancing women in management positions and promote gender balance.
- e. Provide a congenial working environment and conditions that fits the needs of women and men equally.
- f. Promote a working culture of respect; free from sexual harassment, avoid that power and entitlement create a culture of abuse.
- g. Work place discrimination either physically or verbally is subjected to action,
- h. Complaint box shall be kept in the project working place premises, once the complaint is dropped in the box, assess the situation and justify appropriately without any bias.
- i. Encourages the project to discuss the issues / work place harassment freely with the supervisory staff, if the situations are not congenial we encourage to discuss with the Complaint committee, approach any of the committee members individually and obtain their counsel and go ahead accordingly.
- j. Any concerns regarding the issue can be reported and expressed freely without any fear.
- k. The complaints committee will manage confidentiality of the person reporting and the person reported, their respect and dignity will be maintained without any unnecessary disclosure.
- l. If the employee with a complaint approaches the supervisory employee, they have to guide them appropriately with proper procedures to lodge a complaint fairly
- m. If the reporting person wants to maintain confidentiality and doesn't want to disclose through complaint box, the supervisor / manager needs to be patience enough, listen properly and provide appropriate guidance and resolve the issue informally.
- n. Cross questioning the individual or doubting them authentically is discouraged. Ensure the reporting individual feel that confidentiality is maintained.
- o. Privacy of the reporter will be honoured with respect for feelings and dignity.
- p. Identify potential programming risks throughout the program/project cycle and take steps to do no harm and mitigate unintended consequences of gender-based violence, regardless of sectoral focus, especially in fragile and conflict contexts
- q. Ensure evaluations and reviews do no harm, are participatory and assess progress towards gender equality outcomes. Ensure that they document best practices and challenges, and create mechanisms for cross-learning within communities, within PASS and with partners.
- r. Create an inclusive, tolerant, and accepting environment welcoming the expression of individual gender identities and non-discrimination on a gendered basis for those that do not conform to a gender binary
- s. Ensure to create an atmosphere conducive to discussion and internal debate gender based discrimination, including violence. Ensure competence and awareness on gender issues and violence against women within the organisation. Make a special effort, to involve men in taking increased responsibility for strengthening the gender perspective of PASS.

5. **Application of the policy:** This policy applies across PASS development and humanitarian programming; to our organization and to all PASS Employees and Related-Personnel internally and externally.

6. **Responsibility:** It is the responsibility of all PASS Employees and Related Personnel to uphold the Core Principles and Commitments of this policy. Senior Managers, Supervisors and administration Human Resource Managers must ensure that all PASS Employees and

L.KRISHNAMA NAIDU
President



For People's Action for Social Service

(K. BALAKRISHNA MOORTHY)
General Secretary

Related Personnel understand and comply with this policy and ensure the implementation of the policy.

- 7. Implementation:** Programmes shall be based on strong gender sensitive contextual analysis, including a power analysis. The analysis shall seek to understand gender roles and relations in each specific context relevant to the programme. Gender analyses will influence every stage of programme work: baselines and surveys, programme planning, monitoring, reporting, and evaluation. All programmes shall secure sex- and age-specific information and performance indicators are in place, in qualitative as well as quantitative terms.

PASS will engage in dialogue with all partners on gender equality policy and practice, respecting each partner's capacity, and strategy for change. Gender equality will be included in organisational development support to partners based on the priorities and needs of each partner organisation. While evaluating programme work, PASS will include questions with respect to gender differences in participation as well as gender differences in the impacts of our programme work.

DECLARATION

It is here by declared and agreed that this policy document shall be binding, management, employees of all the respective projects at present and in future. This Policy is also a response to PASS accountability to the communities it works with and is therefore to be operationalized as part of the broader PASS Accountability Framework.

For People's Action for Social Service


L. KRISHNAMA NAIDU
President



For People's Action for Social Service


(K. BALAKRISHNA MOORTHY)
General Secretary