

Distributed by:
Nepal Notary Public Council

S.N. 123375

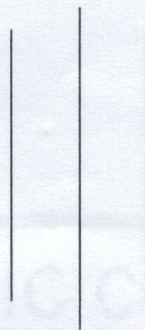
Eng/Nep. Translation

Dispatch No.: 213



Social Organization District Coordinating Committee, Parsa

Logo of
Organization



Gender Equity and Social Inclusion Policy, 2076 BS (2019 AD)

Seal of
Organization

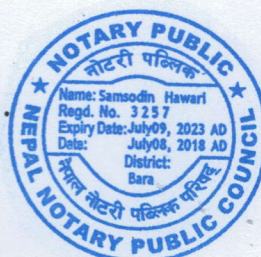
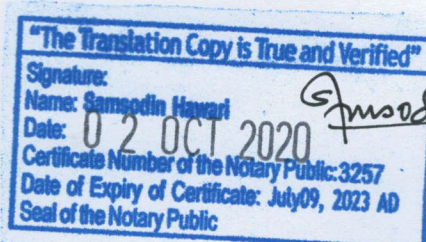
CONTACT ADDRESS

Social Organization District Coordinating Committee, Parsa

Birgunj Metropolitan City, Radhemai-14

Telephone No. 051-527334

Email: ngocc_parsa@hotmail.com





Background:

The Social Organization District Coordination Committee, Parsa has been working against gender inequality, women violence, and mistreatment with children, social discrimination and poverty prevailing in the community for past 25 years. The Social Organization District Coordinating Committee believes that gender inequality, gender-based violence, illiteracy and social discrimination are some of the underlying effects of poverty. Every association, institution, civil society and concerned bodies need to be sexually and socially sensitive to improve the existing situation of women, children, the poor, the disabled, the underprivileged and the socially backward and oppressed groups and bring them into the mainstream of development. It is more inevitable to do institutional development and to build policy grounds for them than delivery of policy and programs to the target groups in a transparent and accountable manner.

Prevailing poverty and backwardness has hurt all classes, religions and sectors. Poverty minimization falls under the first priority of the state. The organization is dedicated to include the poor in every program in an equitable manner. Similarly, the organization is dedicated to do works related to women's rights, child rights and women's development in a transparent and accountable manner on the basis of the principles of gender equality and equity. The organization is also sensitive to the issue of gender, social and class adjustment in its institutional structure, campaigns and programs. Addressing the issue of Gender Equality, Social Inclusion and Poverty Reduction (GESIP) as well as Crosscutting Theme with strong policy basis, the organization felt the need for a separate policy to transform the organization into a fully gender, social and class sensitive organization. Gender Equality and Social Inclusion Policy-2076 "has been prepared. This policy will make the organization fully accountable and this sector will be implemented with priority in every program run by the organization.

Chapter-1

Short Title and Commencement

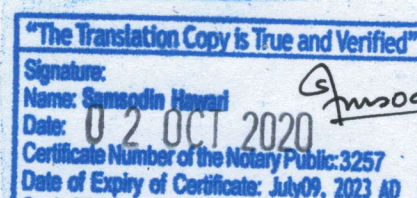
- 1.1 **Short Title:** The name of this policy shall be "Gender Equity and Social Inclusion Policy, 2076"
- 1.2 This Policy shall come into enforcement from the date of its ratification by the Executive Committee of the Organization.

Unless the content and context requires otherwise, in this Policy:

- (A) "Organization" refers to the Social Organization District Coordination Committee, Parsa.
- (B) "Oppressed/Dalit" refers to people from the communities listed as Dalit/Oppressed caste by National Dalit Commission.
- (C) "Poor" refers to the people of that community who do not have enough food to eat for 3 months from their belongings or property or who are in the poverty list.
- (D) "JESI" refers to Gender Equity and Social Inclusion.
- (E) "Member of Executive Committee" refers to a member selected from the General Assembly of the Organization and who can take part in the institutional decision making procedures.
- (F) "Employee/Staff" refers employee working in the Organization.

Sd.
(By Members)

Seal of the
Organization





(G) "Gender" refers to women, men and children.

(H) "Inclusion" refers to the inclusion of the backward or marginalized people in the mainstream of development.

Chapter – 2

Doctrinal Basis and Priority

2.1 Principles of GESI Policy of the Organization:

The Gender Equity and Social Inclusion Policy, 2076 of the Organization shall be directed by the following doctrinal bases:-

- A) Gender, Social and Class equality and equity.
- B) Gender, Social and Class empowerment.
- C) Gender, Social and Class mainstreaming.
- D) Gender, Social and Class participation and representation.
- E) Gender, Social and Class adjustment/integration in the programs run by the Organization.

2.2 Priority of the Organization:

As gender inequality, caste discrimination, gender based violence, sexual abuse, disability and poverty backwardness are the root cause of social discrimination; the Organization will give priority to the poorer and poorer sections of the society along with women and dalits in its structure and programs. In addition, competent and eligible persons with disabilities and transgender persons will be participated structurally or as employees.

Chapter-3

Staffing arrangements

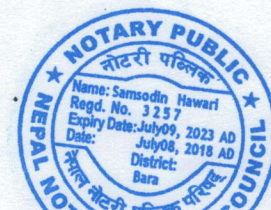
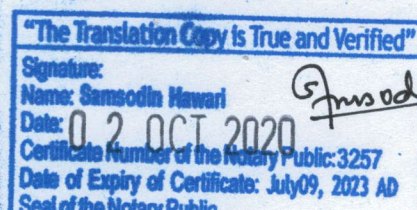
3.1. Staff Recruitment Arrangements:

The organization is committed/dedicated to increase the number of women, dalits, marginalized, competent disabled, third gender and financially deprived as employees in its organization. The following policies will be followed to increase the number of women, dalit, marginalized, disabled and economically deprived employees from the lower level to the higher management level within the organization:

- A) To use JESI friendly medium of advertisement considering the access to information of maximum number of women, Dalit, marginalized, disabled, third gender and economically deprived candidates while advertising for staff selection.

Sd.
(By Members)

Seal of the
Organization





- B) The organization will give special opportunity or acceptance to women, dalits, marginalized, disabled, third gender and economically deprived people who have minimum qualifications and experience while recruiting staff but the Organization shall not be obliged to in case of lack of required qualification and experience.
- C) Special arrangements will be made to give extra marks to women, dalit, marginalized, disabled, third gender and economically deprived candidates in the selection process.
- D) Special arrangements will be made for the internal competition and promotion of women, dalits, marginalized and economically deprived people for higher management level.
- E) Women, Dalits, marginalized, and economically disadvantaged competent employees will be promoted by giving priority to the extent of meeting the main bases.
- F) Compulsory Arrangements will be made to have women members in the selection committee appointed for staff selection.

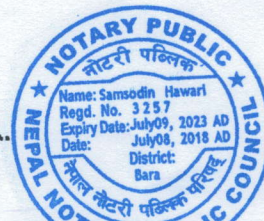
3.2. Provisions Related to (GESI Unit) and (GESIP Focal Person):

- A. In order to implement the JESIP policy of the organization properly and to bring it into practice, in order to effectively operate the GESI unit in the organization, a woman will be deployed as a GESI Focal Person and the entire responsibility of the Unit will be given to the Focal Person.
- B. The liaison person (GESI Focal Person) will have the following responsibilities:
 - 1. To orient the employees and members of the organization regarding the JESI Policy.
 - 2. To provide gender equity and social inclusion training to all the employees of the organization and to update its statistics.
 - 3. To conduct various training seminars on gender equity and social inclusion.
 - 4. To assist in preparing GESI Budgeting.
 - 5. To assist in addressing and ensuring GESI sensitivity and GESI issues while designing and implementing programs in various fields.
 - 6. To assist GESI in various programs, activities, researchs and preambles to adjust GESI.
 - 7. To analyze the situation of the GESI of the organization and prepare the annual report including the problems, their solutions and suggestions and submit it to the Executive Committee for implementation. The working/Executive Committee will be responsible for implementing the recommendations of the report.
 - 8. To develop GESI sensitive working culture.

Sd.
(By Members)

Seal of the
Organization

"The Translation Copy is True and Verified"
Signature: *Samsodin Hawari*
Name: Samsodin Hawari
Date: 02 OCT 2020
Certificate Number of the Notary Public: 3257
Date of Expiry of Certificate: July 09, 2023 AD





9. To conduct other necessary programs to promote GESI Sensitivity in the organization.
- C. The program units of the organization should prepare their plans, programs and action plans in full coordination with the GESI unit.

3.3 Provisions Related to Care Taker:

- A. Traveling and accommodation expenses shall be managed while making women staff participated in field visit, training, workshop and seminar who have a child up to 1 year old in their laps.
- B. The pregnant women employees who have completed eighth month should have granted arrangements of compulsory leaves sought by them as per the rules of the Organization to ensure the safe delivery according to the doctor's advice instead of getting them involved in the field work.

Chapter 4

Human Resource Development

4.1 To conduct human resource development process on the basis of Gender Equity and Social Inclusion:

The Organization is dedicated/ committed to run its human resource development process on the basis of gender equity and social inclusion. The following arrangements will be made for this:-

- Orientation will be given to the staff and members to promote and expand gender equity and social inclusion.
- Equal opportunities will be provided for the skill and capacity building of women staff members.
- In the capacity building opportunities available in the organization, first priority will be given to women, dalits, marginalized, people with disabilities, third gender and poor.
- Special priority will be given to capable and devoted women, dalits, marginalized and poor classes on the basis of need assessment/evaluation while sending them for national and international travel and training.
- In order to increase the professional capacity of women, dalits, marginalized and the poor groups, internship program will be conducted targeting women in the organization.
- While mobilizing the youths, the organization will develop and mobilize the capacity by selecting the youth on the basis of gender equity and social inclusion.

4.2 Basis of GESI Sensitive work description/minutes and work performance appraisal:

- While preparing basis of the work descriptions and work performance appraisal of the employees, the work descriptions related to GESI will be made conscious and evaluation will be done on the same basis.
- The office bearers of the organization will be encouraged to show commitment by embracing issues of GESI to make individual action plan and implement it effectively.

Sd.
(By Members)

Seal of the
Organization

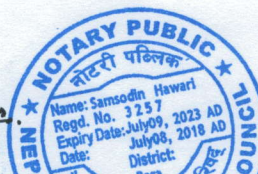
"The Translation Copy is True and Verified"

Signature:

Name: Samsodin Hawari

Date: 02 OCT 2020

Certificate Number of the Notary Public: 3257





The organization will make minimum indicators on the basis of GESI sensitivity and will be made available to every official and employee of the organization.

4.3 Maternity leave facility:

- (A) Maternity leave will be given to female employees for 2 months. In case of male employee, 12 days leave will be given in case his wife is pregnant. But such facility will be provided only up to the second child.
- (B) Fixed time arrangement will be made for female employees to breastfeed their children. A maximum of 1 hour will be given for breastfeeding from birth to 6 months. In case of having children from 6 months to 1 year, half an hour will be given.
- (C) The organization will provide child and women friendly space in the office in order to play for the children in the age group of less than 3 years and for mothers to breastfeeding.

4.4 To do Inclusion Audit:

- (A) Inclusion audit will be done periodically to make sure that whether the GESI Sensitivity in the organization has improved or not.
- (B) After the audit of the work done by the organization in the field of gender equity and social inclusion, the related progress and difficulties/problems will be included in the annual progress report.

Chapter-5

Institutional Culture

5.1 Use of Respectful and Polite Language:

All employees and officials affiliated with the organization should treat women, men, children, and people with disabilities, transgender people and other clients/service seekers using respectful and polite language. When using words, one has to use sexually sensitive words.

5.2. Definition of Sexual Abuse:

The organization completely discourages sexual abuse. The following activities will be considered as sexual abuse:

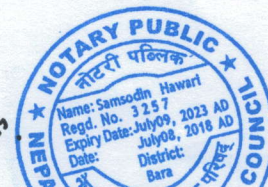
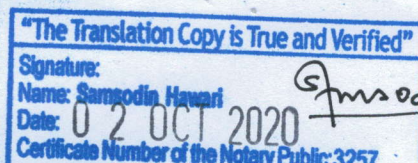
- A) Unnatural gestures and postures, touch, jokes and obscene/vulgar jokes made between men and women.
- B) Sending SMS, making phone calls via mobile or social media, sending letter intentionally.
- C) Using vulgar symbols or words and drawing or Showing pornographic pictures.
- D. Rape or attempt to rape.

5.3 Provisions related to sexual abuse control:

- (A) In order to control sexual abuse, the policy and rules against sexual abuse formulated by the Government of Nepal will be implemented effectively. If a complaint regarding sexual abuse is received to the organization, action will be taken on the basis of the report of the investigation committee formed by the organization.
- (B) The committee will recommend the culprit/offender for action. Based on the recommendation of the investigation committee, according to the seriousness of the issue, action can be taken to remove the culprit from his responsibility or giving general warning. But the accused person will not be deprived of his right to submit his/her clarification.

Sd.
(By Members)

Seal of the
Organization





- (C) The investigation committee should not make its investigation procedure and report related to sexual abuse public, it should be handed over to the President of the Organization.
- (D) Arrangements will be made to provide certificates of appreciation to the gender sensitive employees who have made special contribution and assistance in promoting the gender sensitive culture in the organization and controlling sexual abuse. In this way, while providing certificates of appreciation, excellent performance, development of new programs on gender issues and new promotional creations made in the development of gender sensitive culture etc. will be considered as the basis.
- (E) All information related to victims of sexual violence will be limited to GESI Focal person. If the action has to be carried out in a procedural manner, the entire details will be made available only to the investigation committee and in case of preceding legal procedures, the entire details shall be provided only to the concerned person or body/authority.
- (F) Once sexual violence is proven, the victim will be encouraged to seek legal remedies. In addition, the organization will take initiatives for coordination and cooperation with other supporting bodies.

Chapter-6

Miscellaneous

6.1 Establishment and Operation of Victim Affected Fund:

- (A) For the practical and successful implementation of this policy, a separate victim affected fund will be established by opening an account in a financial bank approved by the Rastra Bank.
- (B) The amount of the fund can be spent as per the decision of the organization for transportation, clothing, food, shelter, medical treatment and legal aid to the women, children and transgender people affected by sexual violence or gender based violence. In this way, the amount of the fund can be paid in cash, in kind or in related places.
- (C) The assistance provided from this fund will be kept in the records of the organization as photographed evidence. The photo will not be made public through any social media to tarnish the image/prestige of the victim.
- (D) If there is an urgent need to help the victim, the GESI Focal Person may afford the expenses by coordinating with the President or the person in-charge of the President for immediate assistant so as to get approval from the meeting of the Committee later. And the payment can be refunded/ taken after getting decided by the organization.

6.2 Amendment and Modifications:

The organization may further amend and modify the shortcomings and inadequate provisions observed during the practical implementation of this policy as required and this right is vested in the Executive Committee of the organization.

Sd.
(By Members)

Seal of the
Organization

