



Gender and Diversity Policy

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DOCUMENT VERSION

Date	Comments
28 May 2022	Approved by the Board

POLICY AMENDMENTS

This Gender and Diversity Policy (this Policy) is a working document and subject to regular review by the Friends of Femili PNG (FFPNG) Board.

Any suggestions about this Policy should be directed to the FFPNG CEO, so changes can be considered. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The FFPNG CEO is responsible for maintaining this document including updating confirmed changes, informing staff of the changes, and disseminating the latest version across the organisation.

Any changes or amendments involve the following steps:

- Updating the Document Version table at the top of this page;
- Updating the relevant provision in this Policy;
- Replacing the updated version of this Policy eg. shared drives, website;
- Communicating the changes to all staff; and
- Archiving the old version this Policy.

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1. INTRODUCTION

This Policy outlines the value that FFPNG places on the diversity of its stakeholders, employees, and partners to its operation. It also defines FFPNG's commitments to achieve a gender-just society in which all people enjoy equity while contributing and benefiting as equal partners in development.

Working toward equal participation in society is central to the work that FFPNG does in supporting Femili PNG to assist survivors of family and sexual violence (FSV). FFPNG seeks to promote equal recognition of dignity and human rights for all, and empower survivors of FSV.

This Policy also further outlines the commitments of FFPNG to diversity in its operations, and respect for the differences between people in knowledge, skills, and perspectives. FFPNG recognises that power inequalities exist between individuals and groups, on the basis of social or professional identity including gender, sexual orientation, disability, religious affiliation, age and ethnicity. Social inclusion and empowerment is an important component of FFPNG's operations.

FFPNG is committed to upholding the international agreements on human rights and their implementation strategies. These include the United Nations Charter and the Universal Declaration of Human Rights, the Beijing Platform for Action, the Convention on the Rights of Persons with Disabilities (CPRD), the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW), the Convention on the Rights of the Child (CRC), the Declaration on the Elimination of Violence Against Women, the United Nations Security Council Resolution 1325 and 1820 and the Agenda 21.

1.1 Purpose

The purpose of this Policy is as follows:

- Create a clear and consistent message on FFPNG's commitment to gender equality, diversity and an inclusive culture, and to facilitate working relationships with government agencies, NGOs, and its stakeholders.
- Facilitate common accountability mechanisms and minimum standards for organisation-wide objectives for gender equality, women's empowerment and social inclusion.
- Outline the commitment of FFPNG to inclusivity in its operations for its staff, Board, partners, and stakeholders.

1.2 Scope

This Policy applies to all staff, Board members, volunteers, contractors and representatives of FFPNG, and includes anyone acting on behalf of the organisation. For the sake of brevity, the term "staff" will be used to represent the scope of this Policy.

This Policy also applies to partners who have agreed to acknowledge, adopt or comply with FFPNG's Gender Equality and Diversity Policy.

1.3 Definitions

Definitions, as used in this Policy, are as follows:

- **Discrimination.** When a person is treated less favourably because of their race, family background, colour, religion, sex, age, nationality, sexual orientation, because they have a disability or are HIV positive, or some other point of difference.
- **Disability.** In line with the Convention on the Rights of Persons with Disabilities, as including people with episodic or long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in a society on an equal basis with others.
- **Disaggregated Data.** The collection of data information and analysis of results on the basis of gender, age and/or disability.
- **Empowerment.** The process of change that gives individuals greater freedom of choice and action which leads to an enhanced ability to make informed life choices.
- **Gender Analysis.** The systematic assessment of policy and practice on women and men and on the social and economic relationships between the two. The application of a gender perspective requires the identification of the needs and priorities of all genders, the identification of existing opportunities and constraints to the achievement of development objectives, and the choice of an intervention strategy to address these.
- **Gender Equality.** Requires equal enjoyment by all genders of socially valued goods, opportunities, resources and rewards.
- **Gender Equity.** A just distribution of benefits and rewards between men and women.
- **Gender.** The social meaning given to identifying as a particular gender in a society. It may also be defined as the economic, social, political and cultural attributes and opportunities associated with being a particular gender.
- **Harassment.** Any verbal, physical or visual behaviour that is intimidating, humiliating or offensive to another person. This may include through the internet and social media.
- **Women's Economic Empowerment.** Refers to the process which increases women's real power over economic decisions that influence their lives and priorities in society. This can be achieved through equal access to and control over critical economic resources and opportunities.

1.4 References/other policies

This Policy must be read and understood in conjunction with the following other policies:

- **Statement of Organisational Principles** – for context about the work that FFPNG does to further gender equality in PNG and the commitment to the principles outlined in this Policy.
- **Human Resources Manual** – for additional information on the staff Code of Conduct, equal opportunity recruitment, and misconduct procedures for discrimination and harassment.
- **Disability Inclusion Policy** – for information about practices relating specifically for people living with a disability.
- **Prevention of Sexual Exploitation, Abuse and Harassment (SEAH) Policy** – for information on FFPNG's approach to the prevention of SEAH and response to allegations of SEAH.

1.5 Policy review and assessment

FFPNG will review this Policy every three years or as needed. To ensure the policy is effectively applied and achieves expected results, FFPNG will undertake a gender equality and diversity self-assessment against this Policy every three years or as needed to coincide with the policy review.

2. PRINCIPLES

FFPNG has a whole-of-organisation commitment to the achievement of gender equality and social inclusion which requires that we adhere to the following principles:

- **We respect, protect and promote internationally recognised human rights for all, regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status.**
 - Our development approach is to respect, protect and advance human rights through providing support to survivors of FSV.
 - We support Femili PNG to provide services to all survivors of FSV, free of charge and free from discrimination.
- **The empowerment of women and girls is fundamental to our mission, vision, values and priorities.**
 - Gender equality and equity are central to all of our actions.
 - Gender-based violence scars women and girls physically and psychologically severely affecting women's dignity and personal security and suppresses their potential to take control of their lives.
 - We work to promote gender equality and to prevent sexual exploitation and abuse of those who are vulnerable, noting that FSV and sexual exploitation and abuse disproportionately affects women and girls.
- **An inclusive culture which celebrates diversity and allows people to thrive is everyone's responsibility.**
 - The diversity of our employees, partners, and stakeholders are valued at all levels of our operation.
 - We recognise that organisational cultures are a direct result of the actions of staff, management, stakeholders, and contributors.
 - We encourage equality and diversity through programs that seek the inclusion, representation, participation and empowerment of all people. We ensure that key participants representing affected people are involved in the design, implementation, monitoring and evaluation of our programs.

3. GENDER EQUALITY AND DIVERSITY IN OPERATIONS

Through this Gender Equality and Diversity Policy, FFPNG commits to promote equal realisation of dignity and human rights for all. Specifically, this Policy is intended to incorporate our diversity and gender equality principles in our operations.

3.1 Support to Femili PNG

FFPNG enshrines the principles of gender equality and diversity through its support to Femili PNG. We will support Femili PNG to:

- Offer case management services free from discrimination and free of charge.
- Assist women and girls to live a life free from violence by supporting their needs such as access to legal services, repatriation and other services, safety and protection.
- Facilitate access to business start-up kits for women and girls to assist in their economic empowerment.
- Advocate with partners and stakeholders to address systemic and structural practices that create barriers to women's rights and gender equality including prevention and response to gender-based violence and sexual exploitation and abuse.
- Actively involve men and boys as allies in promoting gender equality and preventing FSV through outreach and training.
- Conduct awareness-raising sessions and training around the consequences of FSV and child safety to contribute to the safety and empowerment of women and girls.
- Engage in research projects that explore issues associated with gender-based violence to provide an evidence base for advocacy.

3.2 Management and program design

FFPNG mainstreams gender equality and diversity in our day-to-day business, through management and design of activities.

- There is strong representation of women in management on our Board and staffing.
- We ensure adequate resources are allocated to advancing our work in social inclusion and gender equity.
- Our annual work plans and budgets are formulated to assist in our aim of gender equality and social inclusion.
- All new programs or projects have a gender equality and diversity analysis at the planning and proposal stages.
- There is consistency between FFPNG's Gender Equality and Diversity Policy and other FFPNG policies and procedures.
- FFPNG ensures that key organisational policies, systems and practices including but not limited to budgeting, human resource recruitment, training and management, and decision making supports the aims outlined in this Policy.

3.3 Human resources

FFPNG is an equal opportunity employer and the principles of gender equality and diversity feature strongly in our HR operations.

- Staff understand and demonstrate attitudes and behaviours that promote diversity and gender equality.
- FFPNG sets clear expectations about an inclusive working environment for all people.

- We undertake merit-based recruitment and diversity is encouraged.
- FFPNG addresses any discrimination, harassment, or any other unacceptable behaviour.

3.4 Monitoring, evaluation and learning

FFPNG is committed to monitoring, evaluating and learning from its projects and includes gender equality and diversity in these processes.

- We explicitly state gender equality and diversity results and include indicators in planning, implementation, monitoring and evaluation.
- FFPNG collects and analyses data disaggregated by sex, age and disability to inform reflections, lessons learnt and changes in programming.
- FFPNG reports regularly to beneficiaries, donors and the public on progress on gender equality in FFPNG's and Femili PNG's work through appropriate reporting channels.

4. PARTNERS

Where possible, FFPNG shall encourage partners to acknowledge and comply with our Gender Equality and Diversity Policy through the use of Memorandum of Understandings and agreements.

FFPNG will provide guidance to partners on our gender equality and diversity principles. FFPNG understands that, in many cases, this Policy cannot bind other stakeholder organisations it works with. However, FFPNG will promote and model good practice in gender equality and diversity to partners and other stakeholders.