

Gender Equity and Social Inclusion (GESI) Policy

TPL believes that gender equality and social inclusion are critical elements of the organisational commitment to ensure that human rights of all women and men from diverse communities are appropriately respected for achieving organisational productivity.

We are dedicated and committed to advancing gender equality and social inclusion in our organisation and in all programmes and projects. TPL will strengthen organisational accountability towards GESI transformative performance and promote sustainable impacts on reducing GESI based unequal relations in all aspects of our work.

1. GOALS

TPL supports the creation of working environments that are respectful, courteous, inclusive, collaborative, equitable and productive by adhering to the following:

1.1. ORGANISATION CULTURE

TPL commits to maintaining a GESI responsive organizational culture and work environment by:

- a) Sharing our GESI commitments and providing orientation to all staff and volunteers on GESI policy and related strategy.
- b) Developing knowledge on GESI of all levels of staff and building capacity of the stakeholders and partners to understand and implement GESI interventions.
- c) Incorporating GESI criteria and requirements in monitoring, evaluation and reporting systems.
- d) Ensuring GESI balanced staffing as well as incorporating GESI criteria and requirements in job descriptions and performance systems.
- e) Demonstrating leadership role in organizational capacities by each and every team member to behave in a mutually respectful and cooperative way to advance GESI as an agenda of human rights and dignity.
- f) Maintaining a GESI-friendly working environment by promoting a GESI sensitive workplace culture.

1.2. WORKPLACE CULTURE

A positive workplace is characterized by mutual respect that supports employee engagement. It also creates a high performance culture that encourages innovation and creativity. TPL will promote a workplace culture that embraces GESI principles and values, which is characterized by:

- Access to opportunities.
- Recruitment and promotion based on merit.
- Inclusive policy and practice.
- Recognition and acceptance of the principle of equality of opportunity for all employees.
- Fair and participative decision making.
- Freedom from bias.
- Transparent processes.
- Reasonable adjustments to remove barriers to employment.
- Engaged employees performing to their full potential.
- Respectful communication.
- Demonstrated, more democratic leadership.

2. IMPLEMENTATION OF GOALS

- Ensure that all TPL systems and policies are GESI-sensitive and responsive.
- Establish GESI sensitivity in all terms of reference and content development.
- Share the GESI Policy widely ensuring that all team members are aware of the contents and responsibilities.
- Encourage regular learning and knowledge management on GESI through GESI sharing activities, periodically monitor and evaluate programs for GESI results against the goals.
- Ensure all employees, volunteers and externally recruited consultants are made aware of the importance of the GESI Policy.
- Build a common understanding and increased appreciation of GESI through induction, training and encouraging innovative practice.
- Integrate GESI performance indicators into job descriptions of staff in objectives and accountabilities where appropriate.
- Recognize and reward innovations done by team members in projects and practices which integrate gender and inclusion issues.
- Equal career development opportunities including development of posts, training and internal promotion.
- Maintaining a work-life balanced, family friendly and flexible working policies to allow all team members to fulfill responsibilities.
- Ensure a safe and secured working environment for all staff through adoption of anti-harassment policies, and action against sexual harassment as zero tolerance policy.
- Non-discriminatory wage policy following "equal wage for equal value of work".

3. DEFINITION OF TERMS AS THEY APPLY TO THE GESI POLICY

To effectively embed GESI principles, practices and behavior in an organization, all management and contributors of TPL should take responsibility for spearheading, supporting and sustaining GESI initiatives at the workplace. This can be assisted through the establishment and clear definition of roles and responsibilities in relation to GESI. Some definitions mentioned below outline what practices need to be followed in order to promote and maintain gender equality and social inclusion in a workplace:

- **Affirmative Action:** Affirmative action aims to identify and remove any barriers which may be stopping women or other marginalized groups of people from enjoying the full range of opportunities in life. It results in taking action to minimize unfair and discriminatory work practices and to promote equality and equity in all aspects of employment and other services.
- **Bias or Gender Bias:** Bias or gender bias is a stated position; an assumption or situation which shows a preferred view or treatment of one sex over the other.
- **Culture:** Culture is a complex set of learned and shared experiences which embrace the beliefs, values, ideas, customs, languages, and laws of a group of people.
- **Disability:** Disability refers to people with special needs who require special attention, care and support in their families, communities and workplace. And encouragement to determine the full potential in life and refers to the needs created by the interaction between a person with impairment and the environmental and attitudinal barriers he / she may face.
- **Discrimination:** Discrimination is when decisions are made based on a person's social attributes such as gender, race or ethnic origin, religion, association, physical characteristics and/or other differentiations. Direct discrimination happens when a person is treated less favorably than another person in same or similar circumstances on a ground of a particular attribute, such as their age, gender, disability, race, region, religion, culture, social status or other grounds. Indirect discrimination happens when there is a policy or rule or a way of doing

things that might appear on the surface to be fair or neutral, but which has an unequal effect on certain groups of people with a particular attribute and the policy or rule is unreasonable.

- **Equal Employment Opportunity:** Equal employment opportunity (EEO) means that employees are given an equal opportunity in accessing jobs, training, promotion, work conditions and other career development opportunities.
- **Equity:** Equity is a process of being fair. It means steps being taken to achieve fairness and justice in the distribution of benefits and responsibilities.
- **Equality:** Equality means that all people enjoy the same status. All people have equal conditions for realizing their full human rights and potential to contribute to national, political, economic, social and cultural development and to benefit from the results.
- **Gender:** Gender describes the different roles and responsibilities of women and men – what males and females do, what they are responsible for, how they are expected to behave, what they are allowed to do, and what is seen as normal and proper behavior.
- **Sex:** Sex describes the biological differences between men and women.
- **Gender Awareness:** Gender awareness is the recognition of the differences in the interests, needs and roles of women and men in society and how they result in differences in power, status and privilege.
- **Gender Mainstreaming:** Gender mainstreaming is the process of ensuring that all women and men have equal access and control over resources, decision making and benefits at all stages of organizational processes, practices and policies.
- **Harassment:** Harassment refers to unwanted or uninvited behavior that is offensive, intimidating and humiliating. Common forms of harassment that have been identified are sexual, religious, bullying, physical disability, physical attack, threat etc.
- **Health:** The World Health Organization (WHO) defines health as a state of complete physical, mental and social well-being and not merely the absence of disease, injury or infirmity.
- **Sensitivity:** Sensitivity means to have consideration, concern and care about another person and treat them with kindness.
- **Sexual Harassment:** Sexual harassment is when an individual makes an unwelcome sexual advance, an unwelcome request for sexual favors, or engages in other unwelcome sexual conduct in relation to another person; in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated.
- **Social Exclusion:** Social exclusion may be imposed by law, resulting from economic circumstances or from failure to supply social goods or services. Groups that are socially excluded include ethnic minorities, elderly, people with disabilities.
- **Social Inclusion:** Social inclusion describes a process whereby certain groups in society are systematically excluded from opportunities that are open to others. Groups can be discriminated against on the basis of their sex, age, caste, clan, descent, disability, ethnic background, health status, religion, sexual orientation, social status, where they live or other social identity. Social inclusion means ensuring that socially excluded people have equal

conditions for realizing their full human rights and potential to contribute to national, political, economic, social and cultural development and to benefit from the results.

- **Social Norms:** Social norms are rules of conduct or models of behavior expected by a society or social group. These are rooted in customs, traditions and value systems that gradually develop in a society or social group. It is important to understand that social norms, whilst generally accepted, may not always exhibit ethical or fair treatment of others.
- **Threat:** A threat refers to a statement or behavior that causes a person to believe they are in danger of being physically attacked and/or intimidated.
- **Victimization:** In this policy, victimization refers to an employee who has been affected because he or she has formally made an allegation or complaint in relation to discrimination, harassment or unacceptable workplace behavior.
- **Well-being:** Well-being is a state of being comfortable, healthy or happy and ties in closely with the World Health Organization (WHO) definition of health as "a state of complete physical, mental and social well-being and not merely the absence of disease, injury or infirmity".
- **Workplace Bullying:** Workplace bullying refers to any unreasonable and oppressive behavior directed at an officer or staff member that may create a risk to the physical and psychological well-being.
- **Workplace Violence:** Workplace violence refers to any incident where an officer or staff member is physically attacked or threatened in the workplace.

4. Committee

In order to facilitate the employees and ensure the effectiveness of the policy the following committee has been formed.

#	Name	Designation	Role
1	Nader Nawaz	Group Head Human Resources & Admin	Secretary
2	Farhana Hanif	Chief Financial Officer	Member
3	Anoshia Majeed	Head of Marketing & Communication	Member
4	Sitvat Jamal	Head of CSR	Member
5	Sarah Dawood	Head of Corporate Brand	Member

It is the responsibility of the committee members to ensure that the policy is effective and updated as and when required.

Management Rights:

The Management of the company has the right to revert, change, amend, nullify or cancel all or any parts of this policy without prior notice.

Approved by
Head of Human Resources & Administration