

# ***Gender and Equity Policy***

*April 2022*

*Khulna BNSB Eye Hospital  
Shiromoni, Khulna*

## **General Overview**

Khulna BNSB Eye Hospital adopted a gender policy with the aim of achieving gender equality in a systematic manner both within the organisation and in its scope of work. The hospital hope that this policy will help all hospital staff to become more gender-sensitive, contribute further to achieve gender equality in all their initiatives, and ensure a gender friendly work environment.

## **Policy Principles**

The Gender Policy will be considered as the integrated part of all the policies and procedures followed in KBNSBEH management and activities. The hospital ensure that gender concerns are routinely addressed in all planning activities as well as in the implementation, monitoring and evaluation of all activities.

## **Objectives of this policy**

- To guide and direct the KBNSBEH's program planning and implementation in a gender responsive manner and to provide direction to staffs at all levels.
- To ensure a gender sensitive work environment for all staff.
- To ensure a gender sensitive environment for all beneficiaries.
- To ensure proper circulation of the Gender Policy and clear understanding of each staff.
- And to create gender awareness at every level.

## **Goal of Gender Policy**

KBNSBEH aims to be responsive, promote gender equity and equality within the organisation, ensuring that all its programmes, intervention activities and research serve the needs and interests of women and men equally, and work to eliminate all forms of discrimination against women.

## **Scope of Gender Policy**

This policy will be applicable for management, all staffs, all beneficiaries and all peoples' organizations affiliated to KBNSBEH as well as the programs undertaken by the organization.

### **Khulna BNSB Eye Hospital's Gender Equality Policy**

- KBNSBEH will ensure a gender violence-free working environment in all areas (hospital & field).
- Ensure to provide working conditions that suit the needs of women as well as men.
- Promote a working culture of respect; free from sexual harassment, avoid that power and entitlement create a culture of abuse.
- 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.
- Secure measures to identify sexual harassment and implement clear follow-up routines of whistle blowers.
- KBNSBEH aims to promote women staff ratio minimum at 50% & will prioritise in recruiting women staff and encourage them to develop their career.
- KBNSBEH will keep some positions reserved for the female and appoint them through proper way until the female ratio reaches up to minimum 50%.
- Interview panels will be formed with minimum one women representation and must be friendly towards candidates who are women.
- As per the service rule of the organization the male and female staffs will avail same facility for salary, house rent, travelling in home and abroad, gratuity, increment, medical etc.
- For annual, casual, and sick leave same provision will be applicable for both male and female staffs. But special leave will be allowed for below cases:
  - ✓ Female staffs will avail 3 months maternity leave. Annual leave may be added with this leave and in addition, they may be considered for more 3 months leave without any pay.

- ✓ Male staffs will be allowed to avail 7 days paternity leave to look after his wife and the new-born baby subject to the condition that the wife certifies her full satisfaction in writing at the end of the leave.
- ✓ To recognize and assist her in the multiple role the female staffs will be allowed to take 3 days additional leave for sickness of children and for the death of nearest one like mother, father, father-in-law, mother-in-law, husband, children.
- Not to involve the female staffs in field level activities like outreach PSP during their pregnancy and up to 5 months at post-natal period.
- Ensure to keep flexibility for external trips for women staffs during the pregnancy period.
- KBNSBEH consider safe accommodation facility for the female staffs whether their night hold at outreach camp or others.
- KBNSBEH will ensure separate toilet facility for female staff & female patient/beneficiary in office & hospital premises.
- Eschew silent complicity and create an atmosphere conducive to discussion and internal debate on gender-based discrimination, including violence.
- Make a special effort, to involve men in taking increased responsibility for strengthening the gender perspective of KBNSBEH.
- Ensuring that women and men in KBNSBEH have equal opportunities for participation, personal growth, professional advancement and contribution to the organisation's vision and goals.
- At least 30 per cent of staff development funds will be used for performance development of women staff.
- Ensure competence and awareness on gender issues and violence against women within the organisation.
- Gender awareness training will be provided to capacitate staff on gender perspective.
- Awareness will be created among male staff about the objectives of paternity leave, and they will be encouraged to the provision accordingly.

- Due importance will be given to women and other socially discriminated groups in all planning and decision-making processes.
- Incorporate gender equality measures into all levels of the project, including planning and implementation.
- To ensure the active participation of women in all levels of project implementation.
- Ensure that all documentations, including reports, information and communication materials, are gender-friendly and gender-responsive.
- To take administrative and legal action at every level for any sort of sexual harassment.

### **Practice of Gender Friendly Culture Inside the Organization**

The staff of KBNSBEH will be committed to create an enabling situation inside the organization which will contribute to incorporate gender friendly environment in each areas/program of the organization.

- The staffs will have the feelings of male-female equality which will be affected in all activities.
- To respect women contribution at every level of the society.
- To remain conscious in using gender sensitized language.
- To introduce rules and regulations in such way so that benefit goes to all equally.
- To ensure that no male staff is exploited in the name of gender.
- To provide especial motivation to the male staff so that they do not become demoralized for the implementation of the gender policy.

### **Accountability, and ownership to implement the gender policy**

A complete gender policy will be in action ensuring its implementation at all levels. The ultimate responsibility for implementation of the Gender Policy will lie with the hospital director. The responsibility of successfully implementing the gender policy implies that every staff member of KBNSBEH will be held accountable. All staff is expected to have

the professional competencies to promote equality between women and men in relation to whatever issues they are working on.

**This policy has been reviewed and is recommended for approval by:**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signature: \_\_\_\_\_

**This policy has been reviewed and is approved by:**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_