



MADIBA
FOUNDATION
FOR GOOD GOVERNANCE

Gender Policy

DECEMBER 2022

DOCUMENT HISTORY

Version	Date	Purpose	Reviewers
1.0	December 2022	The main purpose of this Policy is to establish a clear vision and make commitments to guide the process of gender mainstreaming to achieve gender equality, gender justice, non-discrimination and fundamental human rights within the organisation.	Board of trustees, Executive Director.

APPROVAL


S/N	Designation	Name	Signature	Date Approved
1	Executive Director	Olumide Frederick Adetiba		December 2022

Table of Contents

1.0 Background 3

2.0 Scope 3

3.0 Purpose 3

4.0 Objectives 3

5.0 Our Commitments 4

 5.1 Internal Operations 4

 5.2 Project Implementation 4

6.0 Responsibilities 5

 6.1 Employees 5

 6.2 Human Resources Manager 5

 6.3 Senior Management 5

 6.4 Executive Director 5

 6.5 Operations Lead/HR

7.0 Administration and Review of Policy 5

1.0 Background

The Board and Management of MFGG recognise the need to promote gender equality within the organisation as well as across its projects. As a gender-sensitive organisation, MFGG sets out this policy, which provides a framework to ensure gender equality and fairness between men and women in all its operations.

The reason for integrating gender perspective in its operations is in line with its mandate of advancing human rights which includes gender equality.

2.0 Scope

This policy will cover the internal operations of MFGG as well as its interaction with stakeholders, particularly the beneficiaries of its projects and programmes.

3.0 Purpose

The main purpose of this Policy is to establish a clear vision and make commitments to guide the process of gender mainstreaming to achieve gender equality, gender justice, non-discrimination and fundamental human rights within the organisation.

4.0 Objectives

The objectives of this policy are to:

1. Initiate and accelerate gender mainstreaming in policies, programmes, human resources (HR) and performance management systems, resource allocation, and decision-making processes at all levels in MFGG;
2. Promote the development of guidelines and enforcement of standards against sexual and gender-based violence and gender insensitive language and actions in the workplace;
3. Promote equitable access for both women and men to benefits, resources, knowledge, information, etc and
4. Facilitate the implementation of remedial measures to address existing inequalities in access to benefits and resources.

5.0 Our Commitments

5.1 Internal Operations

The Board and management of MFGG commits to:

- Gender sensitive approach in all its operations and processes;
 - Enhancing gender equality within its governing structure;
 - Promoting the goals of gender equality and the empowerment of men and women through its decision-making process;
 - Developing, promoting and using creative ways of engaging employees as agents of change in the pursuit of gender equality;
 - Creating an equitable environment for both male and female employees to thrive in their careers;
 - Designing gender-sensitive approaches and methods of work which are empowering to both male and female employees;
 - Ensuring both female and male voices are heard in decision making process that affect all employees;
 - Creating family friendly and flexible working policies to allow employees fulfil caring responsibilities including job-sharing, maternity, paternity and parental leave;
 - Taking all measures to prevent and respond to all forms of sexual harassment and violence, and sexual exploitation and promoting staff awareness and training, and effective systems for reporting and monitoring.
 - Creating and implementing a sexual harassment policy that will promote a conducive work environment for all employees;
 - Using gender sensitive language in all internal communication;
 - Ensure all our human resources policies and practices are developed with a gender lens.
-
- MFGG commits to fostering work-life balance for all employees. To assess these needs effectively, an annual survey of employees will be conducted, providing data-driven insights to guide work-life balance policies. MFGG's target is to maintain an 85% satisfaction rate or above in these surveys.
 - MFGG aims for a minimum of 40% representation of either gender in leadership positions by 2025. Progress will be monitored and publicly reported annually, supporting accountability in gender balance within leadership.
 - MFGG will implement gender-disaggregated data collection in recruitment, promotions, and turnover, aiming for balanced representation in all levels of employment. MFGG will report these metrics publicly each year, evaluating them against organizational benchmarks.

5.2 Project Implementation

MFGG commits to:

- Ensuring programme leads take full responsibility for promoting gender equality in the execution of programmes;
- Promoting the goals of gender equality and the empowerment of men and women through beneficiary's selection process;
- MFGG commits to ensuring its projects and programmes benefit both men and women equitably;
- Communicating MFGG's commitment to gender equality to external stakeholders and partners;
- Monitor, analyse and report gender distribution in the implementation of projects;
- Using gender sensitive language in all external communication.

6.0 Responsibilities

6.1 Employees

It is the responsibility of all MFGG employees to uphold and comply with the objectives and commitments of this policy.

6.2 Human Resources Manager

It is the responsibility of HRM to ensure that the objectives and provisions of this policy are clearly understood by all employees. He or she is also responsible for the execution of this policy.

6.3 Senior Management

The Senior management of MFGG, which includes the Executive Director must ensure this policy is implemented across board within the organisation.

6.4 Executive Director

The ED is responsible for the formal approval of the Gender Equality Policy, ensuring that it aligns with MFGG's values and strategic goals. While the ED does not manage day-to-day implementation, they maintain overall responsibility for high-level oversight of the policy's success. The ED coordinates the annual review of this policy

with senior management to assess its effectiveness and make any necessary updates based on the latest organizational needs and gender equality standards.

6.5 Operations Lead/HR

The Operations Lead/HR is designated as the Gender Liaison Officer and is responsible for the operational implementation of the Gender Equality Policy across the organization. This role includes overseeing gender-disaggregated data collection on recruitment, promotions, retention, and any gender-specific metrics in project implementation. The Operations Lead/HR compiles these data into an annual report for review by the ED and senior management. The Operations Lead/HR also supports in staff training and awareness development as well as monitoring.

7.0 Administration and Review of Policy

The Executive Director and the Board of Trustees of Madiba Foundation for Good Governance will be responsible for the administration, interpretation, application and revision of this policy. The policy will be reviewed and revised as and when needed.