

GENDER EQUITY & DIVERSITY POLICY & PROCEDURES

VERSION	3
PERSON RESPONSIBLE	Rozana Australia CEO
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POLICY AMENDMENTS

This is a working document and subject to amendment. This Policy will be available in English, Hebrew and Arabic.

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

The 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 on the first page;
- Updating the relevant provision in this manual;
- Replacing the updated version of the manual e.g., shared drives, Intranet;
- Printing a hard copy of the updated manual for the office;
- Communicating the changes to all staff; and
- Archiving the old version of manual.

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

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1. PREAMBLE

This policy was written by Rozana in Australia. It may be used as a template across all Rozana offices. Rozana operates five offices registered in each of Australia, USA, Canada, UK and Israel, which are part of the Rozana Global Alliance. In this policy, 'Chair' means Chair of Rozana International. Unless specified otherwise the 'Board' refers to the board of Rozana Australia.

2. INTRODUCTION

This policy outlines the value that Rozana places on the diversity of its stakeholders, employees, and partners to its operation. It also defines Rozana's commitments to achieve a gender just society in which men and women enjoy equity while contributing and benefiting as equal partners.

Rozana recognises and affirms the equal worth, dignity, and rights of women, men, girls, and boys and the significant role each one plays in promoting sustainable, transformational development.

Rozana believes that sustainable progress can only take place, and person to person peace building can only be achieved, through transformation that increases opportunities, resources, and choices, so that power is distributed equally among females and males. This in turn will permit all people to have the resources to shape their own lives and contribute to their families and communities.

Rozana promotes gender equality as essential for the sustained well-being of women within their families and communities. This policy also further outlines the commitments of Rozana to diversity in its operations, and respect for the differences between people in knowledge, skills, and perspectives.

Particularly in relation to gender-based violence, Rozana 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 are important components of Rozana's operations, and it works to end all forms of gender-based violence and all practices that undermine the dignity of girls, boys, women and men and their right to protection from physical, sexual and psychological harm.

Rozana 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 [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](#). Particularly within the context of its work, Rozana is committed to, and puts at the core of its programs the [United Nations Security Council Resolution 1325](#) which *reaffirms the important role of women in the prevention and resolution of conflicts, peace negotiations, peace-building, peacekeeping, humanitarian response and in post-conflict reconstruction and stresses the importance of their equal*

participation and full involvement in all efforts for the maintenance and promotion of peace and security, as well as and [1820](#) and the [Agenda 21](#).

Rozana works across three domains to support gender equality outcomes:

1. Addressing specific gender issues, such as gender-based violence and the rights of women to have access to quality sexual and reproductive health care.
2. Prioritising female and childhood healthcare access by supporting gender specific programming through program models including the West Bank Mobile Women's Health Care program.
3. Supporting Rozana's partner organisations to make their organisations and programs more gender responsive.

3. PURPOSE

The purpose of this policy is as follows:

- Create a clear and consistent message on Rozana'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 Rozana to inclusivity in its operations for its staff, partners, and stakeholders.

4. SCOPE

This policy applies to all staff, volunteers, contractors and representatives of Rozana and includes field partners who have agreed to acknowledge, adopt or comply with Rozana's Gender Equality and Diversity Policy. For the sake of brevity, the term "staff" will be used to represent the scope of this policy.

5. 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, marital status, nationality, sexual orientation, because they have a disability or are HIV positive, or some other point of difference unrelated to work requirements.

It is also discrimination when an unreasonable rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic they share.

This is known as 'indirect discrimination' (Australian Human Rights Commission).

Disability: In line with the Convention on the Rights of Persons with Disabilities, and taken from the [Australia's Federal Disability Discrimination Act 1992](#) disability, in relation to a person, means:

- (a) total or partial loss of the person's bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the person's body; or
- (f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; and includes a disability that:
 - (h) presently exists; or
 - (i) previously existed but no longer exists; or
 - (j) may exist in the future (including because of a genetic predisposition to that disability); or
 - (k) is imputed to a person.

To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

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 women and men, 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: Is the equal treatment of all genders. It means all genders will enjoy the same rights, opportunities, responsibilities and protections.

Gender Equity: A just distribution of benefits and rewards between men and women.

Gender: In accordance with the [Australian Government Guidelines on the Recognition of Sex and Gender](#): "Gender is part of a person's social and personal identity. It refers to each person's deeply felt internal and individual identity and the way a person presents and is recognised within the community. A person's gender refers to outward social markers, including their name, outward appearance, mannerisms and dress. A person's sex and gender may not necessarily be the same. An individual's gender may or may not

correspond with their sex assigned at birth, and some people may identify as neither exclusively male nor female.” For the purpose of this policy, gender may also be defined as the economic, social, political and cultural attributes and opportunities associated with identifying as male, female or non-binary.

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.

6. REFERENCES/OTHER POLICIES

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

- 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 to people living with a disability.
- Prevention of Sexual Exploitation, Abuse and Harassment (SEAH) Policy – for information on Rozana’s approach to the prevention of SEAH and response to allegations of SEAH be included within the Risk Management section of every in-country Project Plan document.

7. PRINCIPLES

Rozana 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.
- 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 gender-based violence 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.

8. GENDER EQUITY AND DIVERSITY IN OPERATION

Through this Gender Equity and Diversity Policy, Rozana 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.

8.1 Management and program design

Rozana 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 in Executive Management
- 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 Rozana's Gender Equity and Diversity Policy and other Rozana policies and procedures.
- Rozana 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.

8.2 Human Resources

Rozana 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.
- Rozana sets clear expectations about an inclusive working environment for all people to engage with.
- We undertake merit-based recruitment and, where appropriate, applications are open to people of all genders and backgrounds.

- Rozana addresses any discrimination, harassment, or any other unacceptable behaviour.

8.3 Advocacy, Outreach, Training and Research

- Rozana engages in advocacy, training, outreach and research, and promotes gender equality and diversity.
- We 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.
- Rozana actively involves men and boys as allies in promoting gender equality and preventing gender-based violence through outreach and training.
- We conduct awareness-raising sessions and training around the consequences of gender-based violence and sexual and reproductive health to contribute to the safety and empowerment of women and girls.

8.4 Monitoring, Evaluation and Learning

Rozana 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.
- Rozana collects and analyses data disaggregated by sex, age and disability to inform reflections, lessons learnt and changes in programming.
- Rozana Executive and Development staff report regularly to beneficiaries, donors and the public on progress on gender equality in Rozana's work through appropriate reporting channels.

8.5. Partners

Where possible, Rozana shall encourage partners to acknowledge and comply with our Gender Equality and Diversity Policy through the use of MoUs and agreements. Rozana will provide guidance to partners on our gender equality and diversity principles.

Rozana understands that, in many cases, this policy cannot bind other stakeholder organisations it works with. However, Rozana will promote and model good practice in gender equality and diversity to partners and other stakeholders.

9. DOCUMENT CONTROL INFORMATION

Date	Version	Revised Description	Reviewed/ Updated by
21/04/2021	V1	Created	
26/04/2021	V2	Broadened definition of 'disability' in line with Australian Disability Discrimination Act and broadened definition of 'discrimination' to include 'non direct discrimination' in accordance with Australian Human Rights Commission. Broadened definition of 'gender' to align with Australian Govt Guidelines on Recognition of Sex and Gender	Board of Directors
06/03/2023	V3	Correction of name of policy within the document and other minor errors corrected	Board of Directors