

COAST Gender Equity Policy

1. Rationality

- a. COAST believes that the women are behind in the professional development due to the social and cultural attitude. In this situation to develop gender relation the steps should be included in the Human Resource Management Policy.
- b. The steps are described in the different section of the Human Resource Management Policy but for easy reference it should be a separate section.

2. Recruitment and Promotion

- a. During the recruitment advertisement it should be considered that how to attract female in the recruitment. In the advertisement female preference will be mentioned.
- b. In case of promotion female will also be given preference. In case of female the possible development indicators should be given more emphasis rather than experience of female staff.

3. Acknowledgement about personal matter

Female staff of any level will be teased by other staff or if she will be exploited or if she will think that she will not get justice in her senior supervisor then she will place the matter to Executive Director directly verbally or by written.

4. Condition for staff appraisal

It is mentioned in the appraisal format that

- a. Attitude to the gender sensitivity
- b. Behavior with the female colleagues.

5. Salient points for training inclusion

In every training, the inclusion of female staff will be the compulsory subject. For the inclusion of female in the training the following points will be considered

- a. Gender equity will be the scientifically true.
- b. Gender inequity is the result of the present violent society.
- c. Way out the strategies to be self-sustained in the profession.
- d. Coping up of different unfavorable situation in the working place.

6. Assistance to professional life

6.1 Taking care of children

A female staff will be provided tk. 200/- per month for maximum two children so that she can keep an attendant for her children. The allowance will start from three months and will end by 39 months age of children. If any staff will join with less than three years age of children then she will get this allowance up to the age of three years of the child. For the proof of age the immunization card for the children will have to be shown.

6.2 Light work during sickness

The supervisor will give light work to female staff if she suffers from female problem. If necessary the supervisor will arrange public transport on the basis of availability in spite of bi-cycle or motor cycle.

6.3 Traveling allowance of child attendant

If any female staff will travel outside with her child then she can take an attendant for her child and the actual cost will be beard by the organization. But this allowance will not be more than the allowance of the staff. For the evidence of the age of the child the photocopy of vaccination card will be attached with the bill.

6.4 Training and continuous education

For the professional development of female staff of all levels the Human Resource Management Section will prepare a plan on priority basis. During the job in the organization the female staff will get one time more education leave than male staff.

6.5 Assistance for feeding to the child

For feeding her child the female staff will get one hour time during working period so that the work can not be hampered. The 1st supervisor will approve this facility. For getting this facility no traveling allowance will be provided.

6.6 Maternity leave

For a regular female staff when the job duration will be one year then maternity leave for 90 days and maximum two times will be approved with pay. This leave will be approved by Head- Human Resource Management. The following conditions will be applicable

- a. Before three months of Expected Delivery Date (EDD) along with doctor certificate the staff will apply to Human Resource Management Section through the recommendations of 1st supervisor and Sector Heads/Regional Program Coordinator/Project Coordinator. The Human Resource Management section will approve the leave.
- b. If applicant will be program organizer then branch manager will arrange her groups so that she needs less time for meeting conduction than other staff. More than one year job duration the staff will get traveling allowance for last two months @Tk. 250/- subjects to the submission of actual traveling bill vouchers.
- c. As per the decision of staff this maternity leave will be before or after delivery.
- d. Less than one year job the maternity leave will be without pay.
- e. After joining to the office after maternity leave the staff will get the following benefits for feeding her child.
 - i. Every day one hour will be given leave for feeding her child up to two year age of child. This time will be approved by 1st supervisor.
 - ii. An attendant will be allowed with the child during office time and for fooding cost of attendant Tk. 300/- will be approved from office. Any staff can bring her child up to the age of 48 months. In case of attending meeting, workshop, training this will be applicable and in that case the actual cost of attendant of traveling and daily allowance will be beard by the organization.
 - iii. Toys for tk. 500/- will be given to the child and those toys will be under the supervision of office.

In case of without pay leave if any staff will want to join the office then it will be possible after getting the approval from Head- Human Resource Management. In that case the fitness certificate from the registered doctor will be needed.

7. Central committee for development of gender relation

Through leading the senior female colleagues and ensuring all level participation a gender development committee will be formed. This committee will conduct meeting regularly. This committee will ensure the personal matters of female staff, professional development and will provide advice to the Executive Director about their participation in the strategic level of the organization. Apart from this every four months there will be a meeting exclusively with the participation of female staff where the female staff related agenda will be discussed and the minutes will be sent to Executive Director directly.

8. Disciplinary action: Alternative of dismissal

If any female staff is accused for any unlawful activities and if it will be proved then for her rectification she will be given three months forced leave once during her job period rather than dismissal process. After three months if it seems that she has been rectified then she will again be recruited in another position.