

## Minutes of Monthly Gender Meeting

26<sup>th</sup> September 2020, COAST Trust.



Monthly Gender Relation Development Meeting for all regional microfinance programs of COAST Trust was held on September 26, 2020 at 9.00 am through online using Zoom meeting software. The meeting was led by Sumaia Mariam, DD-HRM from COAST Trust Principal Office, facilitated by Sakida Begum, Gender Committee Focal of Cox'sBazar and other committee leaders from Noakhali, Barishal and Bhola. Only from Chittagong no committee member was present. Total 16 female staff involved in gender committees were present in this meeting.

### Agenda:

1. Introductory discussion.
2. Discussion on COVID-19 situation in microfinance area.
3. Intention of male colleagues (make illegal relationship with female colleagues, harassment of female colleagues over the phone or by any means).
4. Face any discrimination at workplace.
5. About Gender policy of COAST Trust.
6. Information about the contact number of Central Gender Focal.
7. Threat of job dismissal to female colleague.
8. Necessity of Gender Relation Development Meeting at office.
9. Feedback collection.
10. AoB

The following decisions have been taken according to above mentioned agenda discussions -

SL	Agenda	Discussion	Decision	Responsible Person
1	Discussion on last meeting minutes.	At the beginning of the meeting previous meeting minutes was discussed and checked the issues asked to follow.		Meeting Facilitator
2	Introductory discussion	After discussing last meeting minutes all the colleagues were asked about their physical conditions and requested to raise any health related issues, problems if they have.	Every female staff was advised to attend the health related sessions with Dr. Rumana that is held on every Saturday at 3.30 or they can discuss their health related problems with her over phone.  <b>Dr. Rumana</b> <b>Mobile- 01924 225239</b>	All female colleagues.
3	Discussion on COVID-19 situation in different working areas.	The number of COVID-19 affected people has been increased again in the country	All the colleagues were asked to be very serious about the hygiene, safety and self-protection	All female colleagues.

		as well as our coastal working areas.	maintaining physical distance and wearing mask. They also were to be alert in this pandemic situation.	
4	Any kind of harassment to female colleagues directly, over phone or by any means.	Participants were asked if they had any problems related to any kind of harassment or not. If any kind of harassment is done by any male colleague and that creates problems to any of our female colleagues then as per HRM policy manual disciplinary actions will be taken against him.	If any male colleague makes any occurrences, regional gender focal must be informed by the respective female colleague. If it is not solve here it will be informed to central Gender Focal.	All Female Colleagues
4	Any kind of discrimination is done to any female colleagues at workplace.	If anyone faces any discrimination at workplace she should share this matter with gender focal. Then as per HRM policy manual disciplinary actions will be taken against him/her.	If it is not solve here it will be informed to central Gender Focal.	All female colleagues
5	About Gender and HRM policy of COAST Trust	The importance of gender and HRM policy manual of COAST Trust.	She has requested all female staff to read the policy.  In next meeting some selected female colleagues have to make presentation on gender policy.	All female colleagues.
6	Make availability of the contact numbers of Gender Focal, Leader of Gender Committee and all the members.	Any gender related issue must be informed to regional gender focal through phone or in person.  Every gender committee member's responsibility is discussed. The number of total female staff work in her region and their status have to be known.	It is decided that if someone face any gender related problem/challenge she is requested to inform respective Gender Focal. Phone number of Central Gender Focal also been provided.	All Female Colleagues
7	Threat of job dismissal to female colleague	It is discussed that threat of job dismissal is not valid according to organization's policy. It is one kind of mental harassment.	It is decided that if someone tries to take advantage by threatening of job dismissal, administrative decision will be taken against him/her.	Respective Gender Focal Persons

8	Necessity of Gender Meeting.	<p>The necessity of Gender Meeting was discussed. In this meeting except problems performance development strategies can be discussed.</p> <p>Every month this meeting has to be done regionally with all the female staff and once in every two months with central gender focal from COAST principal office. There must be a meeting minutes and that should be sent to PO.</p>		All Gender Focal- COAST Trust.
9	Feedback collection	In every meeting we used to collect feedback by open secret method. In this meeting we have collected feedback also about present condition of staffs.	It is also decided that everyone can discussed any kind of gender sensitive issue in this meeting and they can raise question if they have any opinion, suggestion about gender issue.	All Gender Focal- COAST Trust.
10	AoB	DD-HRM requested all female colleagues to study the Gender policy, HRM policy, other important policies of COAST Trust and to keep working maintaining the policies.	After discussion with management an online orientation on Gender Relations Development will be held on.	All female staff and Gender focal.

Have no other discussion the meeting was ended by giving thanks to everyone.

Prepared By:



Sumaia Mariam

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