



CORONA
**MANAGEMENT
SYSTEMS**

INTERNAL POLICY DOCUMENT

Gender Policy

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Contents

Introduction	2
Policy Statement.....	2
Purpose	3
Objectives.....	3
Scope	4
Legal Compliance	5
Key Concepts	5
Gender Equality	5
Gender Equity	5
Gender Mainstreaming.....	5
Gender Analysis	5
Sex-Disaggregated Data.....	6
Leadership Commitment.....	6
Training and Development	6
HR Practices	7
Budgeting and Resource Allocation	8
Monitoring and Evaluation.....	8
Compliance	8
Policy Review	9

Introduction

Gender equality is a cornerstone of justice and a fundamental human right which builds a necessary foundation for a peaceful, prosperous, and sustainable world. In the context of the workplace, gender equality involves ensuring that all employees, regardless of their gender, have equal access to opportunities, resources and fair treatment. For Corona Management Systems (CMS), a social enterprise committed to positive social impact, embracing gender equality is not only a legal and ethical imperative but also a strategic advantage.

This policy document is designed to provide a clear and actionable framework for promoting gender equality within our organisation. It reflects our commitment to creating an inclusive environment where all employees can contribute to their fullest potential, free from discrimination, bias or harassment. By implementing this policy, we aim to foster a workplace culture that respects and values diversity, empowers all employees and supports the overall mission of our organisation.

Policy Statement

Corona Management Systems (CMS) is unequivocally committed to fostering a workplace environment where gender equality is actively promoted and safeguarded. We recognise that gender equality is integral to the well-being of our employees, the effectiveness of our operations, and the achievement of our organisational goals. As such, we will ensure that all policies, practices and behaviours within our organisation reflect our commitment to gender equality. This includes but not limited to recruitment, compensation, career development and workplace conduct

We oppose all forms of gender discrimination, harassment, and bias and will take proactive measures to eliminate any barriers to gender equality within our organisation. We are committed to creating an environment where every individual, regardless of gender can thrive, contribute meaningfully and advance in their careers based on merit.

Purpose

The purpose of this policy is to establish a comprehensive framework for promoting gender equality within CMS. This policy aims to:

- a) Ensure that all employees have equal opportunities to participate in and benefit from the organisation's activities and decision-making processes
- b) Prevent and address gender-based discrimination, harassment and bias in the workplace
- c) Promote a culture of inclusion, respect, and dignity for all employees, regardless of gender
- d) Align our practices with national and international standards of gender equality and non-discrimination.
- e) Enhance the overall effectiveness, innovation and sustainability of our organisation by leveraging the diverse perspectives and talents of all employees

Objectives

The objectives of this policy are to:

- a) Promote equal opportunities where all employees have equal access to employment opportunities, including recruitment, training and promotions and leadership roles, irrespective of gender.
- b) Identify, prevent and address all forms of gender-based discrimination, including direct and indirect discrimination, in all organisational practices.
- c) Integrating gender into programming and corporate practices by ensuring that gender considerations are integrated into programme design, implementation and evaluation, including the use of gender analysis and sex-disaggregated data
- d) Ensure that gender considerations are integrated into budgeting processes and the allocation of resources

- e) Provide policies and practices that support a healthy work-life balance for all employees, including flexible working arrangements, parental leave, and support for caregivers
- f) Enhance and actively promote gender diversity within the organisation, particularly in leadership and decision-making roles, to ensure diverse perspectives are represented
- g) Create and maintain a workplace that is inclusive, supportive, and respectful of all genders, where all employees feel valued and empowered to contribute
- h) Implement transparent processes for monitoring, reporting and addressing gender equality issues with clear accountability at all levels of the organisation

Scope

This policy applies to all employees, contractors, consultants, volunteers and other stakeholders associated with CMS across all locations and operations. It covers all aspects of employment, including but not limited to recruitment, compensation, promotions, training, performance management and workplace conduct.

Relevant Areas of Application

- a) Recruitment and Hiring: Ensuring gender-neutral language in job postings, equitable hiring practices and diverse recruitment panels
- b) Compensation and Benefits: Guaranteeing equal pay for work of equal value, regardless of gender, and providing gender-sensitive benefits
- c) Training and Development: Offering equal access to professional development opportunities and providing gender-sensitivity training for all employees
- d) Programming and Operations: Integrating gender analysis and sex disaggregated data into programme design, implementation and evaluation
- e) Budget and Resources: Allocating resources to support gender equality initiatives and ensuring the budgets reflect gender considerations

- f) Workplace Conduct: Enforcing policies on harassment, discrimination and bias with clear reporting and resolution mechanisms
- g) Career Progression: Promoting merit-based advancement and striving for gender balance in leadership positions
- h) Work-life balance; Supporting flexible work arrangements, parental leave and other policies that help employees manage their professional and personal responsibilities

Legal Compliance

This policy is aligned with relevant local, national and international laws and regulations regarding gender equality and non-discrimination. It also reflects best practices as outlined by organisations such as the United Nations, the International Labour Organisation (ILO) and other gender equality advocacy groups.

Key Concepts

Gender Equality: Gender Equality refers to the equal rights, responsibilities and opportunities of all individuals, regardless of gender. It means that the different behaviours, aspirations and needs of women, men and gender-diverse people are equally valued and favoured, without discrimination.

Gender Equity: Gender Equity involves fairness in treatment for all genders, according to their respective needs. This may include equal treatment or treatment that is different but considered equivalent in terms of rights, benefits, obligations and opportunities.

Gender Mainstreaming: Gender Mainstreaming is the process of assessing the implications for individuals of different genders in any planned action, including legislation, policies or programmes in all areas and at all levels. It involves integrating gender perspectives and addressing gender disparities in all aspects of organisational operations.

Gender Analysis: Gender Analysis is a systematic approach of examining differences in the conditions, needs, participation rates, access to resources and development

opportunities of women, men and gender-diverse people. It is used to inform programme design, implementation and evaluation.

Sex-Disaggregated Data: Sex-Disaggregated Data is data that is collected and presented separately on men and women, boys and girls. This type of data is essential for identifying gender-specific trends and needs and is a critical component of gender analysis.

Leadership Commitment

The leadership of Corona Management Systems is committed to championing gender equality across the organisation. This commitment is demonstrated through:

- a) Advocacy; Actively promoting gender equality within and outside the organisation
- b) Resource Allocation: Ensuring that adequate resources are allocated to support gender equality initiatives
- c) Policy Enforcement: Leading by example in enforcing this policy and holding all levels of the organisation accountable for its implementation
- d) Continuous Learning: Engaging in ongoing learning and development on gender equality issues to enhance leadership effectiveness

Training and Development

CMS will provide regular, practical and skills-based training on gender equality to all employees. This training will include:

- a) Gender Sensitivity: Understanding and addressing unconscious biases and stereotypes
- b) Inclusive Practices: Learning how to create and maintain an inclusive workplace culture
- c) Practical Skills: Developing the Skills needed to integrate gender considerations into daily work, including gender analysis and the use of sex-disaggregated data

- d) Skills-Based Approach; Training will be designed to equip employees with the practical skills necessary to implement this policy effectively. This includes training on gender-sensitive communication, inclusive leadership and equitable decision making
- e) Continuous Learning: Offering refresher courses, workshops and opportunities for staff to share best practices and learn from each other's experiences

HR Practices

The Human Resources unit of CMS will ensure that gender considerations are made in the following areas:

- a) Recruitment and Hiring:
 - i. Equal opportunity in recruitment processes, ensuring it is fair and inclusive
 - ii. Utilization of diverse recruitment panels to reduce bias in the hiring process
 - iii. Use of gender-neutral language in all job postings and descriptions.
- b) Compensation and Pay Equity
 - i. CMS will commit to pay equity by ensuring that all employees receive equal pay for work of equal value, regardless of gender.
 - ii. CMS will maintain transparency in compensation practices to identify and address any gender pay gaps.
- c) Career Development and Promotion
 - i. Employees will be promoted based on merit, with clear and equitable criteria for advancement
 - ii. CMS will continue to actively work to increase gender diversity in leadership positions.

Budgeting and Resource Allocation

Gender considerations will be integrated into all budgeting processes. This means CMS will allocate funds specifically to support gender equality initiatives and ensure that resources including time, money and personnel are available to implement gender equality initiatives effectively.

Monitoring and Evaluation

The implementation of this policy will be regularly monitored through the collection and analysis of sex-disaggregated data, staff feedback and programme evaluations. A Gender Equality Committee has been established to oversee this process and ensure that our commitments are being met.

Compliance

The Chief Executive Officer (CEO) and the Gender Equity Taskforce is responsible for the overall enforcement of this policy. They will report annually to the Board of Directors on the progress made towards achieving gender equality and any challenges encountered.

Any violations of this policy will be taken seriously and addressed promptly. A clear process for reporting and addressing gender-related grievances will be established, ensuring that all employees feel safe and supported in raising concerns. This process will include:

Reporting Mechanism: Establishing confidential reporting channels where staff can report gender-related issues or violations without fear of retaliation

Investigation: Prompt and impartial investigation of reported incidents, ensuring that all parties are heard and that decisions are based on facts

Remediation: Appropriate corrective actions will be taken based on the findings of the investigation, which may include disciplinary actions, additional training or changes in organisational practices

Policy Review

This policy will be reviewed and updated annually to reflect any changes in the external environment, organisational priorities or best practices in gender equality.

This document serves as a living guide for Corona Management Systems' ongoing commitment to gender equality. By committing to these practices, CMS will ensure that gender equality is not just a policy on paper but a lived reality within our organisation in the communities we serve