



وَالْمُؤْمِنُونَ وَالْمُؤْمِنَاتُ بَعْضُهُمْ أَوْلِيَاءُ بَعْضٍ يَأْمُرُونَ بِالْمَعْرُوفِ وَيَنْهَوْنَ عَنِ الْمُنْكَرِ

Believe that men and women are each other's protective friends: they demand right and prohibit wrong. (Q9: 71)

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GENDER POLICY (PBM)

(An ISO 9001:2015 certified Public Sector Organization)

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1. Introduction

Pakistan Bait ul Mal is a statutory body that ensures gender inequality in its programs. To reach the commitment of objectives, and guidelines obtained from law making, law explaining and law enforcing bodies on the matter, it has been decided by the management to prepare a formal and approved Gender Policy ensuring the rights and safety of women employees of PBM. The formal Gender Policy will give an impetus to a proper gender sensitive working culture in PBM. This Gender Policy will extend outline to address the needs of its target communities in order to promote gender equality in its projects and programs more effectively. Therefore, various offices and the locations of its interventions will fall under the purview of this policy.

2. Aims

- i. The existing structure, functions, problems of imbalances, working environment will be studied and improved.
- ii. To ensure gender balance in staff.
- iii. Ensuring equal opportunities irrespective of gender in working, growth, benefits and training.
- iv. To ensure representation/participation of women in Bait-ul-Mal Board (BMB), Management Teams, and Committees of PBM.

3. Objectives of Gender Policy

- i. Promoting equal opportunities for male and female staff and creating working environment congenial to all genders in offices and intervention areas.
- ii. Promoting and ensuring gender equality in projects and programs to reflect the efforts and aspirations to the disadvantaged target communities in PBM/ intervention areas
- iii. Creating effective deterrent to gender discrimination/harassments in offices /interventions

4. Definition of Harassment

Harassment may be of the following:

- a) physical contact and advances;
- b) a demand or request for sexual favors;
- c) sexually-colored remarks;



- d) showing pornography;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

5. Salient Features of Gender Policy

- i. Studying the present system for a gender analysis and necessary actions.
- ii. Gender equity and gender equality will be promoted in PBM
- iii. Women's rights are human rights in nature and subject.
- iv. Eradicating the culture of being looked upon women as inferior by creating conducive working environment for women.
- v. Building the capacity of the staff and allied communities regarding gender sensitive issues
- vi. The policy would eradicate such harassment which is an act or threat by male-domination leading to physical, sexual, or psychological harm
- vii. To identify, understand and redress inequalities extended to gender. Gender discrimination is the, unfavorable treatment extended to individuals as of being women and depriving them of their rights/opportunities.
- viii. Strengthening women favoring environment and creating new opportunities for them.
- ix. PBM will incorporate in its other policies regarding respect to gender sensitivity and develop combat strategies.
- x. Building a culture of honor and respect particularly for women and transgenders

6. Workplace/Office Conditions

- i. Ensuring secure workplace/official environment for staff, free from all forms of sexual harassments/discrimination.
- ii. A harassment Committee will be constituted in PBM to prevent harassment issues.
- iii. Concessions/relaxations for women staff w.r.t situations and requirements; e.g. providing secure transport facilities; security measures while traveling in the field, flexible working hours and provisions, for working from home in special cases.
- iv. Improved conditions of work, leisure, health & hygiene by condemning hostile/disadvantaged environment for women at work place.





7. Operational Strategy

- i. Discussion on issues of gender in meetings or arranging special meetings for developing SOPs by the concerned sections w.r.t clauses 6(iii) & 9(vi) of this policy.
- ii. Organizing training programs
- iii. Steps to integrate gender component in new proposals and drafts of budgets.
- iv. To publish gender policy and distribution amongst staff, and displaying salient features at prominent places/offices. Names, addresses and contact numbers/email id's of Gender Committee should be approachable to facilitate gender complaints/issues. **(Annex-A)**
- v. Notifying a Committee of Harassment, to ensure free and fearless working environment for all employees including women at various levels and involving community during implementation of the projects/programs/interventions.
- vi. The Gender harassment Committee will work under the rules, judgements of courts and other legal framework of Pakistan.

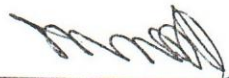
8. Gender Reflection in Other Policies

- i. All human resource systems, policies of interventions and projects should be responsive and integrated to gender indicators while systematizing performance appraisal.
- ii. Incorporating gender sensitivity as an essential part of profiles in all terms of references, (TORs) of consultancies and agreements.
- iii. Making gender sensitivity issues in line with recruitment processes and capacity building development
- iv. All publications of PBM should reflect the respect of women
- v. During data collection, PBM will make sure that gender data could be segregated independently from database/MIS.

9. Participation in Interventions/Projects

- i. Increasing women access to control and improve ownership in the processes of organization.
- ii. To ensure that these benefits actually pass on to the eligible females and are not usurped by other male members of the family or outsiders who seek to benefit from such plans and policies.





- iii. To integrate gender sensitivity into developmental/add on programs.
- iv. Access of information to their rights, the laws of the land, and ensuring capacity building through trainings, provision of newspapers/journals in library of PBM.
- v. Ensuring female representation in interventions that create income-earning opportunities for them.
- vi. Ensuring gender friendly facilities in their workplace e.g. detailing women and men supervisors separately in sensitive interventions/offices, separate rest areas, maintained day care facility for babies/kids and separate toilets facilities, so that women could participate and perform in official activities without being disadvantaged.
- vii. In its future programs, PBM will identify vulnerable women/women headed families and provide them support and guidance for their rights.

10. Leave Benefits

- i. Woman employee subject to confirmation shall be entitled to avail three months' Maternity Leave on full pay.
- ii. In case of miscarriage or abortion, regular women staff may avail one week of Maternity Leave with full pay as per rules.
- iii. Male employees, regular, when their spouses have children, shall be entitled for leaves as per rules.
- iv. Maternity/Paternity leave can be availed for only up to two live children or as per amended rules.

11. Procedure of Complaints Handling

- a) The male, female and eunuchs from employee of PBM have right to lodge complaint against sexual harassment/discrimination by employee/outsider or by member(s) of the Gender Harassment Committee (GHC).
- b) Complain will be accepted in writing.
- c) The name of complainant will be kept secret.
- d) The GHC may initiate inquiry to be conducted by an Inquiry Committee (IC) constituted from within the GHC.
- e) One member of Inquiry Committee will be a woman.





- f) The person against whom the complaint has been lodged will withdraw himself/herself from GHC/IC.
- g) The necessary comments will be added in complaint register maintained for the purpose.
- h) The Inquiry Committee will prepare a charge sheet and hand over to the accused
- i) Accused will be given 15 days for reply of notice.
- j) Adequate time to both the complainant and the accused will be given.
- k) Sufficient opportunities will be provided to both parties for production of witness.
- l) Proceedings of the Inquiry Committee will be recorded and parties shall endorse their statements. In case of refusal for endorsement, the convener may take action in his/her own capacity.
- m) The case will be concluded, no more than 90 days, w.e.f date of lodging the complaint.
- n) The Inquiry Committee Report will be furnished to the Managing Director of PBM for approval of the actions recommended.

12. Lodging Complaint

The victim will submit allegations in shape of written complaint against an employee before Committee of harassment. In case of the involvement of an outsider, the complainant may be processed as per rules of legal frame of Pakistan. In case of external investigation, the PBM procedures will run parallel to the external procedures.

13. Gender Harassment Committee (GHC)

If any employee/functionary/outsider is alleged for sexual harassment/discrimination within the organization, then the concerned committee will look into the matter in all respects. The GHC will be headed by a male/female of good repute.

- i. Half of the Gender Harassment Committee members will be taken from women staff.
- ii. The GHC may also look into the cases regarding facilities at the work place/offices and projects of PBM.

14. Functions of the GHC

- i. To keep employees aware of guidelines as modified from time to time.
- ii. Preventing cases of harassment/discrimination through official correspondence, promotional, material personal visits to offices and work places.
- iii. To encourage employees for reporting the cases of sexual harassment and discrimination.
- iv. To initiate for an Inquiry Committee to investigate the matter.





15. Meeting of GHC

The Convener of the committee will convene the meeting within seven days after the complaint lodged.

16. Attendance at GHC Meetings

If any member of Committee remains absent for three consecutive meetings, the seat of the member will be filled by responsible officer of same gender/grade for the time being till joining of the nominated officer.

- **Resignations**

The resignation from GHC will not be accepted unless plausible justification and acceptance of the Managing Director.

17. The Gender Harassment and Hearing

The Gender harassment Committee will be constituted for the period of one year. In case of transfer or resignation of a member of committee, the vacant position will immediately be filled within 15 days by keeping informed all concerned. The committee will be composed of five (5) members including convener of the committee of which three (03) will complete the quorum. If the quorum is not complete, the meeting will be adjourned for three (03) days. One member will be a prominent outsider having expertise on the issue of harassment/gender discrimination. Of the gender harassment committee, two members will be from female employee and two from males. The detail of names, designations and contact numbers, email addresses will be furnished in accordance to **Annex-A**. This information will be circulated to the all concerned.

18. Convener of GHC

A female/male with high integrity will be recommended for the convener of the committee.

19. Disqualification from GHC (convener/members)

The Convener or any member will stand disqualified upon alleged involvement in harassment. If any of the members is accused, he/she will withdraw himself/herself voluntarily from proceedings to comply conflict of interest.





20. Penalties

The employee guilty of sexual harassment/discrimination or aiding/abetting may be liable as per following detail.

- i. Warning, reprimand or censure along with a written apology and ensuring commitment not to repeat the act
- ii. Fines may be imposed as recommended by the GHC.
- iii. Stopping of increment (s) from salary.
- iv. Suspension for a period as recommended by GHC.
- v. Transfer from the place of posting as recommended by the Committee. On the other hand victim can request for his/her transfer to get out of the influence of the offender
- vi. Demotion/termination of service if recommended by the Committee in the light of rules.
- vii. In case, the complaint is found to be false, the penalties may be vice versa i.e. against the complainant.
- viii. If woman employee lodges complaint against an outsider, the committee may recommend to approach concerned law enforcement agency depending upon the free will of victim/serious nature of the case.

Note: All penalties will be subject to the endorsement of Managing Director PBM. He may combine two or more of the above penalties. The amount collected as fine will be paid to the victim or as decided by the Competent Authority in consideration of victim.

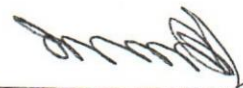
21. Appeals

If complainant is dissatisfied with the processes of harassment, she/he will have all the rights to approach higher forum under rules.

22. Trainings

- i. To ensure trainings of staff to enhance clarity on gender related issues
- ii. To ensure that all other trainings, imparted by PBM, have special features related to gender respect and sensitive.
- iii. Conducting special gender trainings and ensuring participation of women in all meetings and trainings.





23. Impact Analysis

The annual impact analysis may be carried out by PBM itself or outsourced

24. Annual Report

An annual report will be submitted to BMB in its last meeting of each financial year regarding complaints, assessments and decisions.



Annex-A

Specimen of the Performa for Gender Harassment Committee;

S.No	Name	Designation	Contact No.	Email	Signature
1					
2					
3					
4					
5					



