



**African Population and
Health Research Center**

Transforming lives in Africa through research.

POLICY ON GENDER EQUALITY

Date of Review: October 2021

Date of Approval: November 2021

Next Review Date: November 2024

POLICY ON GENDER EQUALITY

1. INTRODUCTION

The African Population and Health Research Center's (APHRC) commitment to gender equality is based on international standards established by the Convention on the Elimination of all forms of Discrimination against Women (CEDAW). Gender equality, as defined by APHRC, means ensuring that all human beings are considered equal and treated equally in terms of their rights, obligations and opportunities.

This policy provides guidance to APHRC staff on matters relating to gender equality as they execute their work within and outside the Center. The purpose of the policy is:

- To foster a common understanding throughout APHRC of what gender equality means and how to relate it to the organization's systems, policies and programs;
- To provide consistent messages and a coordinated approach to the promotion of gender equality by APHRC staff and offices at all levels;
- To set standards of gender equality against which APHRC will hold itself accountable;
- To guide APHRC staff in adopting principles and practice of gender equality in their personal and professional lives; and
- To cultivate an organizational culture that exemplifies APHRC's commitment to gender equality.

2. APPLICATION

The policy applies to all regular and temporary staff. The successful realization of this policy will require consistent and active participation by all staff. Senior management will take the necessary steps to ensure the policy is put into action in both technical and management aspects of APHRC programs. They will communicate the policy to staff and monitor its consistent and effective application throughout the work for which they are responsible.

The Executive Leadership Team will provide the resources and administrative and operational mechanisms for implementing and monitoring the effectiveness of this policy throughout the Organization.

3. PRINCIPLES

The Center recognizes that gender roles are neither static nor universal.

APHRC has to address gender discrimination within the organization by fostering an organizational culture that promotes the equitable participation and distribution of power, access to and control over resources and equitable representation of women and men at various levels within the organization.

4. DEFINITIONS

Staff members include all individuals who have signed a contract with APHRC to work in any capacity, whether on a regular or temporary basis.).

Gender refers to the norms, expectations, and beliefs about the roles, relations, and values attributed to women, men and other.

Gender equality refers to the absence of discrimination based on gender.

Gender discrimination occurs when people are treated differently simply because they are men or women rather than based on skills or capabilities.

Gender stereotypes are socially constructed and unquestioned beliefs about the different characteristics, roles, and relationships of women and men, which are perceived as true and un-changeable.

Gender pay disparity is a situation where there are differences in the remuneration of women and men in similar positions doing similar work.

5. RESPONSIBILITIES

APHRC staff shall:

- Treat all persons with respect and dignity both at work and wherever programs are carried out; and
- Be vigilant in protecting confidential information about people while conducting research and sharing findings.

The Center shall:

- Promote gender equality as an explicit human right;

- Avoid programs and partnerships that do not promote gender equality;
- Ensure the equitable and meaningful participation of both men and women staff in decision making processes; and
- Create an environment that supports gender equality to thrive in our organizational culture, e.g. pursue family-friendly work policies and practices that enable both women and men to participate fully in work and family life such as provision of maternity/paternity leave, adoption leave, compassionate leave, flexi- time, and leave without pay.
- Conduct training for all staff on annual basis on gender equality, transformation and inclusion.

6. GENDER EQUALITY STANDARDS

APHRC will monitor the implementation of this policy through the following four areas

a) Structures, Systems and Policies; b) Programs; c) Policy Engagement and Communication; and d) Governance and Leadership.

a) Structures, Systems and Policies

- Ensure human resource systems and policies are gender sensitive and responsive. Gender equality is integrated into recruitment, retention, promotion, training, performance management, and remuneration.
- Routinely track and report the gender balance of staff and board governance structures and seek to, as much as possible, balance men and women representation at all levels and positions.
- Ensure the Human Resources Policy, Whistle Blowing Policy, Safeguarding Policy and Policy on Harassment are known by all staff and are enforced to deal with issues of any form of discrimination or harassment.

b) Programs

APHRC programs will endeavor, as much as possible, to ensure that both women and men have equal access to benefits from all the projects and interventions implemented by APHRC. This will be achieved by:

- Including objectives, indicators, strategies, activities, targets, and results that are sensitive to gender issues;
- Collecting data disaggregated by sex and age as needed for the programs.

c) Policy Engagement and Communications

All APHRC documents and communications will use gender-sensitive and inclusive language and images, and avoid gender stereotypes. These include strategic documents, proposals, policies, project reports, internal and external communications, etc.

d) Governance and Leadership

APHRC will routinely track and report the gender balance in leadership and board structures and seek to, as much as possible, balance men and women representation at these levels.

APHRC will also carry out and present to the Board every two to three years the gender pay parity analysis discussing actions to be carried out to achieve targeted parity ratios.

7. MONITORING AND REVIEW

There will be continuous monitoring and annual human resource reports will include sections on staff gender ratios at all grades within the organization.

This policy will be reviewed by the Board every three years or earlier when deemed necessary.

AFRICAN POPULATION AND HEALTH RESEARCH CENTER (APHRC)

POLICY ON GENDER EQUALITY

I, _____ (*Employee's Name*), have received a copy of the

Policy on Gender Equality dated November 2024. I have read and understood it and agree to adhere, at all times, to every aspect of the policy.

I shall also not hesitate to notify the Head of Human Resources or any member of the Executive Leadership Team should I encounter any suspected or confirmed gender discrimination during my tenure at APHRC.

I acknowledge that this policy is part of my contract of employment.

Signed: _____

Date: _____

(Employee signature)