



Gender Equality & Social Inclusion Policy

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Introduction

One of the key guiding principles of T-TEL is *INCLUSIVITY* – where the organisation is focused on building a culture of diversity; a culture where gender equality and social inclusion (GESI) principles and values are upheld. This means promoting equal opportunities, equal entitlements and equal treatments for all.

Recognizing that an organization that is respectful, courteous, and just to all, is an organization that is positioned to lead a transformative development process, T-TEL seeks to address gender imbalance and exclusion by mainstreaming GESI within the entire life of the organization necessitating the development of a GESI Policy.

Policy Statement

This Gender Equality and Social Inclusion Policy defines T-TEL's commitment to advancing inclusiveness and equality throughout our work as we believe this will maximize organizational effectiveness and improve our contribution towards ensuring a truly transformed education system for development in Ghana. T-TEL therefore commits to ensuring that:

- the contributions of both women and men are visible and valued;
- all persons with varied abilities and of diverse backgrounds shall have the opportunity to exercise influence and contribute effectively to T-TEL's work;
- all persons have equal access to, and benefit from, opportunities without any form of discrimination or exclusion.

Good Practice and Minimum Standards of Operation

The philosophy of mainstreaming can be extended to people of diverse language background, ethnicity/cultural background, age, religious affiliations, educational background and economic status.

In T-TEL, GESI principles will be taken into consideration at two levels – internally within its systems and processes, including projects and programmes and externally, as a strong consideration in forming partnerships and collaborations.

The following shall be the focus of T-TEL in promoting gender equality and social inclusion:

Appointment & Promotion: All recruitment adverts shall indicate our commitment as equal employers and also encourage women to apply for positions or promotions within the organization. Measures will be put in place to monitor the ratio of women represented at various levels within T-TEL. Above all, T-TEL shall consider an applicant's ability rather than disability in all of its recruitment and promotion processes. Applicants' level of GESI responsiveness will be given keen consideration in their selection.

Conditions of Employment: T-TEL shall ensure that, in line with Ghana's Labour policy, both women and men earn equal pay for equal work, and they both shall enjoy the same employment benefits within the organization. There shall also be opportunities for pregnant women to continue to do meaningful work with maximum support. Same support will be extended to parents with children under two years who will desire to bring them to work.

Training & Induction: Orientation for new staff shall always include information on GESI, so will old staff receive continuous refresher and awareness training on GESI.

Performance Management Systems: GESI indicators shall be included in staff performance assessment and job descriptions – this shall be assessed accordingly.

Accessibility: T-TEL will ensure that its office buildings will always be accessible to individuals in wheelchair and make provisions for support to those with special needs.

Compliance and Reporting: T-TEL will ensure that management and staff take steps to comply with this GESI policy and also ensure that gender equality and social inclusion factors form part of its standard reporting and monitoring and evaluation systems.

Policy, Procedures and Programmes: Using this GESI policy as a guide, T-TEL shall develop other policies and guidelines to ensure that gender responsiveness and social inclusion are achieved. These policies shall include a Sexual Harassment Policy; Child and Youth Protection Policy; Parental Leave Policy; and Child Friendly Workplace Policy among others. Additionally, all T-TEL programmes, projects and activities shall be designed and implemented with strong GESI intentions and consideration.

Partnerships and Collaboration: In engaging with stakeholders, T-TEL will lean towards organizations that share a similar commitment to promoting GESI. Where a partner does not demonstrate a clear commitment to the GESI agenda, T-TEL will engender a process that demands of such a partner to put measures in place to address GESI issues within its organization and programmes. Contracts, Memoranda of Understanding, and Agreements with partners shall reflect GESI commitment.

Approach to Promoting GESI

T-TEL will mainstream gender equality and social inclusion into its programming by ensuring the following:

Gender Responsive and Social Inclusion Analysis: Recognizing that men, women and marginalized groups often have different needs and priorities, different constraints, and contribute to development in different ways, T-TEL will continuously assess the needs of both males and females in all its planning, designing, implementation and monitoring processes. Concerns and interests of men, women, children and various disadvantaged groups shall be systemically integrated in all aspect of T-TEL's work, including its projects and programmes.

Gender-Sensitive Design: All programmes and projects shall be shaped by findings and outcomes of research, monitoring, evaluation and assessments to ensure that GESI issues are progressively addressed in the organization's work.

Sex-Disaggregated Data: There shall be the systematic collection and analysis of sex-disaggregated data to understand if and how issues affect females and males differently and use that information to improve the various aspects that need attention.

Responsibilities and Accountability

Achieving GESI is a collective effort, therefore in T-TEL all management and staff shall take responsibility for spearheading, supporting and sustaining GESI initiatives. At the forefront of this effort shall be the Director of Operations and the General Manager-Commercial with support from the GESI Team. These personnel shall report to the Executive Director who will be the link on GESI to the Board of Directors. There shall always be a GESI Focal Person who will be the reference point and lead advocate for change.

Breaches of the Policy

Given that T-TEL is dedicated to ensuring that gender and inclusion issues are prioritized in our work, Management and team will ensure a full enforcement of this policy and all other related policies on GESI. Breaches of this Policy will therefore not be tolerated and may result in disciplinary procedures, including suspension and termination.

I have read and understood the provisions of the GESI policy and hereby commit to abide by the policy.

Name: _____

Position: _____

Signature: _____

Date: _____