

GENDER POLICY -2025

Second Amendment-2025



Ashraf Foundation (AF)

Jashore Road, Chougachha Bazar,
Dist. Jashore, BANGLADESH.

Mobile # 01711-150419, 01714-064115 (Hotline)


E-mail # ashraffoundation18@gmail.com,

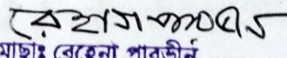
Web: www.ashrafbd.org

Ashraf Foundation
Gender Policy
Second Amendment-2025

Acronyms

AF	: Ashraf Foundation
DPO	: Disabled People's Organization
GC	: General Committee
EC	: Executive Committee
DSS	: Department of Social Service
CEO	: Chief Executive Officer
NGOAB	: NGO Affairs Bureau
AFGP	: Ashraf Foundation Gender Policy


এম রাসেল আশরাফ
জেনারেল সেক্রেটারী
আশরাফ ফাউন্ডেশন


মোছাঃ রেহানা পারভীন
চেয়ারম্যান
আশরাফ ফাউন্ডেশন

Ashraf Foundation

Gender Policy

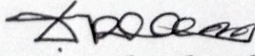
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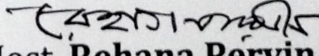
Acknowledgement

This Gender Policy has been developed to promote gender equality and to ensure a safe, respectful and inclusive working environment within Ashraf Foundation. The policy aims to strengthen organizational practices and support the development of a skilled and gender-sensitive workforce.

We express our sincere appreciation to all staff members who contributed their valuable time, experiences, and feedback during the development of this policy.

The **Gender Policy of Ashraf Foundation** was approved at the **175th Executive Committee Meeting** held on **11 November 2025**. This policy shall come into effect on **12 November 2025** and will be applicable to all employees and members of the organization.


M. Rasel Ashraf 11.11.25
General Secretary
Ashraf Foundation


Most. Rehana Pervin 11.11.2025
Chairman
Ashraf Foundation

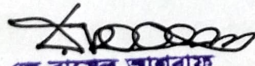
Ashraf Foundation

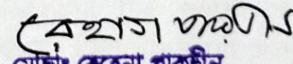
GENDER POLICY

Second Amendment-2025

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Ashraf Foundation (AF)

Gender Policy- 2nd Amendment

Background

Ashraf Foundation was established in the year 1991 by a group of young men and women aimed at help the poor and underprivileged peoples of the society to improve their overall socio-economic status. It is founded on a set of believes concerning the basic problems of the rural people like-illiteracy, ill health, unemployment, oppression/ civic inertia & environmental hazards. Peoples have their inherent power to solve their own problems, but they lack opportunity, resources & civic rights. The development philosophy of **Ashraf Foundation** is essentially humanist, holistic and people-centered approach that aim to empowering people through develop their potential inherent powers (intellectual, productive, physical & political/organizing) to enable them to take responsibility of their self-reliance and sustainable development.

Governance

AF has two layers of governing boards in the management system which are General Council (GC) and Executive Committee (EC). The GC consists of 21 representative members of non-government, non-profit and non-political voluntary social development organization and the EC consists of 7 members elected from the GC members by GC for 3 years' term. The roles and responsibilities of the governing bodies to give suggestion in decision making, resource mobilization, monitoring and programmatic of AF.

Management

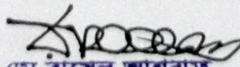
Executive Director of AF management and this position role plays as Member Secretary as exofficio in the AF governing bodies. He/she is responsible for all program operation fund raising, fund management, budget control as per EC's decisions. He is also responsible for staff recruitment, administration, implementing new programs, planning for the organization.

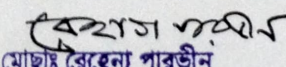
Vision: The vision of **Ashraf Foundation** is to develop a society, which is socially just, ecologically sound and more satisfying in human terms than growth obsessed society of today.

Mission: Mission of **Ashraf Foundation** is enabling the poor people through developing their potentials in such a way that they can identify their problems, its root causes and ensure participation in planning and resource management for their self-development.

Goal: The goal of the organization is to improve quality of life of the poor and the community people so that they can take part in development process.

Legal Status: Ashraf Foundation (AF)has registered as a voluntary organization under the Social Welfare Act 1961 with the Department of Social Services (DSS) of Jashore in 1991 and has registered with NGO Affair Bureau under the Prime Minister Affairs, Reg: No: 1192, Date-05-10-1997.


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AF Gender Policy (AFGP)

General statement: Ashraf Foundation (AF) is committed to establish equal gender rights and give protection of gender discrimination. AF staff/ employees/ volunteers will accept and practice gender perspective issues carefully within the organization.

Introduction:

AF acknowledges that gender is a sensitive issue, in where men and women are not looked as equal eyes in the society. Women and girls with disabilities are more sufferer in this issue. Due to that is common seen women and girls cannot enjoy the same status as power or access to control over resources as men and boys. This unacceptable situation AF sets principles of equity in this gender policy to ensure that everyone has equal rights of irrespectively of their sex, age, race, caste, color, religion and disability. It creates a scope of integrating gender perspective and to establish non sex-based discrimination workplace within AF. The purpose of this policy is to define the main approach to address gender issues align with national and international gender policy. AF is committed to raise awareness on equal gender issue, provide the rights of equal opportunity in service period for staff/employees as AFGP procedures accordingly.

1. AFGP Principles:

AFGP principles is to serve as a guidelines for implementation and applying of the policy. It will follow to follow national gender policy's procedures and relevant rules and regulations in its execution. It applies and practices within AF organization. Its target to ensure gender concerns in all activities of the organization. It emphasizes on as gender issues as cross-cutting issue focusing on disabled and non-disabled persons. The AFGP will assist for integrating gender equity goals and objectives into the organizational processes and structures. The principles are given as follows:

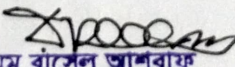
- Equal opportunity;
- Staff empowerment;
- Participation in decision-making
- Decent workplace.

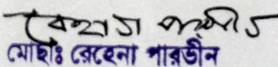
1.1 Equal opportunity: AF will provide equal rights of opportunities and obligations for women and men in staff/employees recruitment and in-service within the organization in irrespectively as sex, age, race, caste, color, religion and disability.

1.2 Staff empowerment: AF believes staff empowerment and provide an opportunity and access to men and women staff/employees equally where they act as self-determination with their responsibilities.

1.3 Participation in decision-making: The policy will have scope of equal men and women staff participation in a decision-making as required within the organization where they can inputs as proactively with their capacity.

1.4 Decent workplace: AF will prevent and protect all forms of violence, like verbal, physical, or sexual harassment and by emphasizing on safety measures of female staff/employees in the workplace within the organization.


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2. Objective:

The broad objectives of the AFGP are:

- a) To provide awareness on gender sensitive among the staff.
- b) To ensure an accessible decent and peaceful workplace for all.
- c) To ensure gender friendly environment within the organization.
- d) To encourage all staff to carry out AFGP.
- e) To give opportunity of an equal access and represent and participate in decision-making in respective areas.
- f) To Increase women's representation in key decision-making committees/bodies to keep up a balance of equality in the organization.

3. Implementation Strategies:

The Gender Policy of AF will establish an overall goal to conduct capacity improving programs and all organizational matters. In addition, time-bound targets will be developed on an annual basis by the Gender Advisory Committee to guide the implementation process.

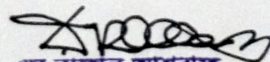
4. Staffing/Recruitment: AF will give equal opportunity to apply for job/service as per position required and especially, priority will be given to lag behind persons (e.g. disabled men and disabled women/minority group or community etc.) at all levels/positions if meet their qualifications as required.

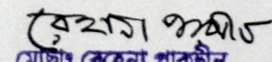
- a) In case of equal qualification, women, disabled women, minority person will be given a chance to compete with others for the job as equal basis.
- b) Work load as respective position will be equal and work hour will be equal as mentioned in AF Human Resource Policy (AFHRP).
- c) Promotion for satisfactory work and demotion for unsatisfactory work will be awarded as equal basis.
- d) All staff will work and enjoy together and get facilities as equal opportunity procedures of AF.

5. Staff Development and facilities:

AF will provide need-based equal opportunity to all staff (men and women) for career development/ professionalism whenever availability of opportunity and fund within the organization. The following activities can be done:

- To arrange training for both men and women staff in house/delegate participating to training center within the country and abroad (need-based) availability of fund.
- To have equal participation skill development program like meeting, seminar, symposium to improve their knowledge.
- To enjoy equal rights of leave, salary and other benefit as per AF Human Resource Policy.
- Transport and other admissible cost will be same rate for male and female staff.


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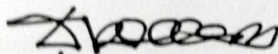
6. Motivation and sensitization:

AF will organize periodical discussion session and share gender issues among the male and female staff to sensitize the issue.

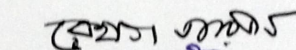
- Discuss and share rights of human beings together.
- Knowledge exchange on gender violence.
- Gender motivational discussion and responsibilities.
- Cooperation between male and female staff.
- Develop official and fair relationship and mutual understanding among the staff.
- Discuss on self-motivational experience on other countries gender policy to enrich the knowledge.
- Discuss on roles and accountabilities of development worker/staff.

7. Conclusion:

AF has developed a Gender Policy in consideration to protect gender violence among the male and female staff within the organization. It is based on equal eyes and equal opportunity to male and female staff whenever they do job/service in the organization. It is a guidelines document of protection of all forms of gender violence, sexual abuse and illegal relationship. It will be applied among the office staff to establish their rights and safety measure of gender risks within the organization. AF encourages to read and understand the policy procedures abide by as official instruction and practice in their personal life too. Note that it is reviewable on the basis of situation demand or any other national and international demand.



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Ashraf Foundation

Gender Safe Code of Conduct

For staff/employees, volunteers

Ashraf Foundation is committed to the safety and wellbeing of all male and female staff/employees and volunteers who are working in AF.

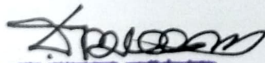
I, _____, agree that while working for Ashraf Foundation, I will:

- Abide by the guidelines of AF Gender Policy (AFGP) for Safe of the gender.
- Treat male and female staff with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Not use language or behaviour towards staff that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Use computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass staff (male & female), or access pornography through any medium.
- Comply with all relevant policies and local legislation.
- Immediately report concerns or allegations of abuse in accordance with the AF Policy.
- Not develop inappropriate relationships with any staff who works AF.
- Not publish undignified photos taken of any staff in AF and use in social media.

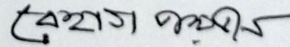
Name:

Signature:

Date:



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জেন্ডার নিরাপত্তা আচরণবিধি স্টাফ/কর্মচারী ও স্বেচ্ছাসেবকদের জন্য

আশরাফ ফাউন্ডেশন (AF) প্রতিষ্ঠানের সকল নারী ও পুরুষ স্টাফ/কর্মচারী এবং স্বেচ্ছাসেবকদের নিরাপত্তা ও কল্যাণ নিশ্চিত করতে প্রতিশ্রুতিবদ্ধ।

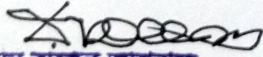
আমি, _____, আশরাফ ফাউন্ডেশনের সাথে কাজ করার সময় নিম্নলিখিত বিষয়গুলো মেনে চলতে সম্মত হচ্ছি:

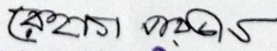
- জেন্ডার নিরাপত্তা নিশ্চিত করার জন্য আশরাফ ফাউন্ডেশনের জেন্ডার পলিসি (AFGP) এর নির্দেশনা মেনে চলবো।
- বর্ণ, গাত্রবর্ণ, লিঙ্গ, ভাষা, ধর্ম, রাজনৈতিক বা অন্যান্য মতামত, জাতীয়তা, নৃতাত্ত্বিক বা সামাজিক পরিচয়, সম্পদ, প্রতিবন্ধিতা, জন্ম বা অন্য যেকোন অবস্থান নির্বিশেষে সকল নারী ও পুরুষ সহকর্মীর সাথে সম্মানজনক আচরণ করবো।
- কোনো স্টাফের সাথে অশোভন, হয়রানিমূলক, অপমানজনক, যৌন ইজ্জিতপূর্ণ বা সাংস্কৃতিকভাবে অসম্মানজনক ভাষা বা আচরণ করবো না।
- কম্পিউটার, মোবাইল ফোন, ভিডিও ও ডিজিটাল ক্যামেরা যথাযথভাবে ব্যবহার করবো এবং কখনোই এগুলো ব্যবহার করে কোনো স্টাফকে (নারী বা পুরুষ) হয়রানি বা শোষণ করবো না কিংবা কোনো মাধ্যমে পর্নোগ্রাফি ব্যবহার বা সংরক্ষণ করবো না।
- প্রতিষ্ঠানের সকল প্রাসঙ্গিক নীতিমালা এবং স্থানীয় আইন মেনে চলবো।
- AF এর নীতিমালা অনুযায়ী কোনো ধরনের নির্যাতন বা অসদাচরণের অভিযোগ বা সন্দেহ দেখা দিলে তাৎক্ষণিকভাবে রিপোর্ট করবো।
- প্রতিষ্ঠানের কোনো স্টাফের সাথে অনৈতিক বা অনুপযুক্ত সম্পর্ক গড়ে তুলবো না।
- প্রতিষ্ঠানের কোনো স্টাফের অসম্মানজনক ছবি সামাজিক যোগাযোগ মাধ্যমে প্রকাশ বা ব্যবহার করবো না।

নাম:

স্বাক্ষর:

তারিখ:


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