



GIP Gender Equality Policy

October 2022

1. Introduction

The Georgian Institute of Politics (GIP) is a Tbilisi-based non-profit, non-partisan, research, and analysis organization that strives to strengthen the organizational backbone of democratic institutions and promote good governance and development through policy research and advocacy in Georgia. GIP is dedicated to encouraging a supportive and inclusive culture amongst the employees. Therefore, we strive to promote gender equality and eliminate all forms of discrimination in the workplace.

This gender equality policy sets out the basic standard of conduct expected of all employees, any of its affiliates or subsidiaries, performing work for GIP. All parties are expected to act lawfully, honestly, ethically, and in the best interests of the organization while performing duties on its behalf. This policy reinforces our commitment to providing equality and fairness to all in our employment and provide equally favorable facilities or treatment for all our employees. All employees will be given help and encouragement to develop their full potential and utilize their unique talents.

The Georgian Institute of Politics will inform all employees that gender equality policy is in operation and that they are obligated to comply with its requirements and promote equality and fairness in the workplace. The policy will also be drawn to the attention of our partners, project participants, job applicants, and volunteers.

2. Statement of intent

The Georgian Institute of Politics will continually strive to ensure that the organization operates in a way that promotes gender equality at all levels and equal opportunities for all employees and job applicants. The organization will not condone any forms of discrimination and any behaviour that falls short of these principles.

All members of the organization have a responsibility for putting these principles into practice and for reporting any breaches they discover.

3. Definitions

- **Gender equality:** Gender equality is the state in which access to rights or opportunities is unaffected by gender. Workplace Gender Equality (WGE) exists when everyone, regardless of gender, can equally access and enjoy resources, opportunities and benefits to thrive and progress at all levels.



- **Non-discrimination:** Non-discrimination is an integral part of the principle of equality. It ensures that no one is denied their rights because of factors such as race, colour, sex, language, religion, political or other opinion, national or social origin, property or birth.

4. Policy objectives and scope

Our aim is to ensure that all employees and job applicants are given equal treatment and equal opportunities. All employees will be treated fairly and with respect. When selecting candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability. We do not condone any forms of mistreatment or discrimination. Therefore, we commit to:

- 1. Promote gender equality and equal opportunities at all levels of organizational structure.**
 - To create a working environment that promotes dignity and respect for every employee.
 - To make training, development, and progression opportunities available to all staff.
 - To encourage employees to treat everyone with dignity and respect.
- 2. Ensure open and competitive recruitment for vacancies and equality in the process of recruitment and selection of the best candidate.**
 - To ensure equal access to all positions at the organization.
 - To ensure equal treatment of men and women within the scope of promotion and remuneration.
 - To ensure equality in recruitment without compromising competence.
- 3. Facilitate reconciliation of family and professional life.**
 - To commit to creating a family-friendly environment, which entails flexibility for all genders to be able to combine professional and family life.
 - To provide adequate remuneration/compensation during maternity leave.
- 4. Prevent discrimination and facilitate reporting of cases of discrimination**
 - To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
 - To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
 - To regularly review all our employment practices and procedures so that equality and fairness is maintained at all times.
- 5. Increase awareness pertaining to issues of gender equality and to reinforce positive stances with respect to equality, fairness, and non-discrimination**
 - To be inclusive both in actions and in communications at our organization.
 - To aim at gender balance at conference panels and in our events.
 - To try to increase the pool of women experts.

5. Reporting and investigation

All incidents of gender discrimination or/and harassment are to be reported to the management, and will be assessed and, as appropriate, investigated in accordance with the organization's gender equality policy and code of conduct. Organization will pursue rigorously disciplinary and other actions against perpetrators of any forms of discrimination or/and harassment.

GIP management and Board are expected to deal promptly, firmly, and fairly with suspicions and allegations of any forms of discrimination or/and harassment. Reporting of suspected mistreatment, discrimination, or/and harassment investigation is essential as it facilitates a proper investigation by experienced staff and ensures the consistent treatment of information regarding any forms of misconduct.

The Director must be notified immediately of all mistreatments, discrimination, or/and harassment that might be taking place at organization. When so notified, the Director will instigate an investigation by appointing a designated officer or a Board member.

The designated officer or a Board member will:

- deal promptly with the matter;
- record evidence received;
- ensure the security and confidentiality of evidence;
- work closely with senior managers of the organization and other agencies if needed, such as the Police and Courts to ensure that all issues are properly investigated and reported upon.

Malicious accusations may be the subject of disciplinary action, if deemed as such by the investigation.

6. Review

GIP's Gender Equality Policy will be monitored and reviewed annually to ensure that gender equality and non-discrimination is continually promoted in the workplace.