

# UGANDA COMMUNITY ASSOCIATION FOR WOMEN AND CHILDREN WELFARE



## **NON-DISCRIMINATION POLICY**

*To promote inclusion, diversity and fairness in the Organization's employment, functions, practices and services*

### STRATEGIC VISION, MISSION, VALUES AND OBJECTIVES

#### Vision

We envision empowered communities free of poverty and able to exercise their human rights and fundamental freedoms.

#### Mission

To promote human rights and improve the welfare of vulnerable women and children using community-based initiatives.

#### Values

Our core values are those on which UCOBAC was founded. We value honesty, transparency and accountability in our actions and work. We value excellence and integrity in our work and have a spirit of volunteerism and teamwork. We value respect for people we serve, their effective participation and the empowerment of individuals and communities.

#### Objectives

- To identify and define vulnerable women and children, their needs and priority programs.
- To advocate for positive welfare policies and programs to meet priority needs of vulnerable women and children.
- To plan, design and implement programs to promote rights and welfare of women and children.
- To enable individuals, families and the local communities to acquire and sustain the capacity to plan, obtain and manage resources which promote rights and improve welfare of women and children over time.

## ABBREVIATIONS

EOP Equal Employment Opportunity

UCOBAC Uganda Community Based Association for Women and Children Welfare



**Table of contents**

UCOBAC IDENTITY ..... i

    Vision..... i

    Mission ..... i

    Values ..... i

    Objectives ..... i

Introduction ..... 1

Purpose ..... 1

UCOBAC’S NON DISCRIMINATION POLICIES ..... 1

    1. EQUAL EMPLOYMENT OPPORTUNITY POLICY (EOP) ..... 1

        Policy scope ..... 1

    2. GENDER EQUALITY POLICY..... 2

        Policy scope ..... 3

Single Sex Service Provision..... 3

Breaches of the Gender Equality Policy..... 4

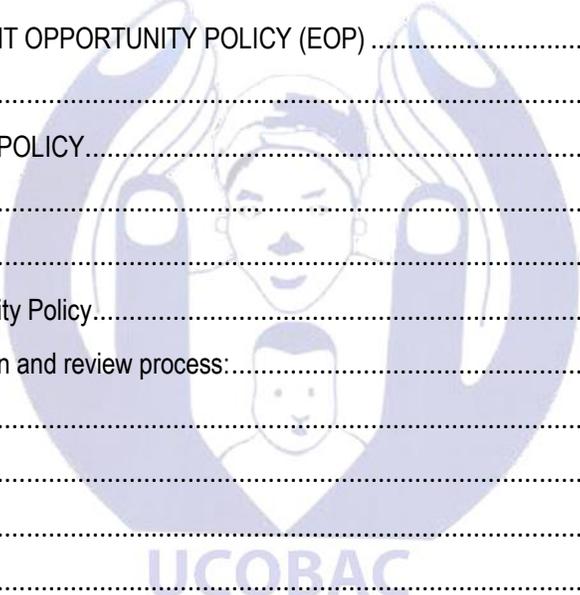
Policy development, publication and review process:..... 4

RESPONSIBILITIES ..... 4

    The Board will;..... 4

    The Executive Director ..... 4

    Staff and volunteers ..... 5



## Introduction

---

Uganda Community Based Association for Women and Children's welfare (UCOBAC) endorses diversity, supports equal rights and does not advocate or support or practice discrimination based on race, religion, age, nationality, tribe, sex, and sexual orientation, mental or physical handicap as provided by international and National legal frameworks and applies affirmative action as required to redress individual and social handicaps of people from disadvantaged groups.

## Purpose

---

1. This document sets out UCOBAC's policy against discrimination in its functions, practices and services.
2. The policy sets out UCOBAC's pledge to sustain gender equality and women's empowerment as a means to end poverty and social injustice thus sets the stage for increased accountability.
3. The policy also sets out standards for safeguarding its employment candidates, partners, visitors from all forms of sexual and gender discrimination and harassment.
4. The document sets out the governance structures and processes established to give effect to the policy.

## UCOBAC'S NON DISCRIMINATION POLICIES

---

### 1. EQUAL EMPLOYMENT OPPORTUNITY POLICY (EOP)

UCOBAC equal employment opportunity policy reflects its commitment to ensure equality and promote diversity in the workplace, which is a pillar for a healthy and productive workplace, where everyone feels supported and valued to work productively. The policy invests in treating everyone with respect and consideration.

### Policy scope

- UCOBAC's EOP provides for non-discrimination in employment or volunteer opportunities on grounds such as ethnicity/tribe, race, sex/gender, disability, Age, marital status, religion, sexual orientation, political affiliation or health background.
- UCOBAC's EOP applies to all job candidates, contractors, volunteers, stakeholders and partners.
- The EOP is built around preventive and affirmative action to ensure fairness in all aspects of employment.
- The EOP applies to all aspects of employment including; hiring/recruitment, training and development, performance evaluation, remuneration/pay, administering compensation and benefits, promotion, transfer, disciplining, suspension or termination, social and recreation programs of employees etc.
- UCOBAC's EOP applies to everyone, but mainly concerns members of underrepresented groups – that are traditionally disadvantaged in society and thus UCOBAC will make reasonable accommodation through affirmative action, to allow people who experience difficulties to benefit equally and enjoy fair treatment in its employment processes This is to redress the historical

injustices they have suffered over time and avoid discriminations against them either via conscious or unconscious biases.

- All supervisors and managers are responsible to comply with equal opportunity policy and practices and make decisions based on objective, non-discriminatory and inclusivity criteria. Everyone should comply with the EOP at all time.
- Violations of this policy will be subject to disciplinary action as guided by the UCOBAC Human resource policy/department which is responsible for assessing and ensuring that the organization's processes are bias free. Anyone who feels violated and discriminated against must immediately report (in writing) to the organization's management for immediate action. The organization will implement an open door practices so employees can report discrimination more easily.
- The organization will not tolerate retaliation against anyone who reports acts of discrimination or provides information in connection with any such acts.
- Progressive assessments will be made to ensure implementation of the EOP. When biases are identified in organization's processes, the organization will act immediately to refine its processes, train its human resource to combat the biases and protect possible victims of discrimination.
- The organizations will establish/ put in place procedures, processes, infrastructure, structures, capacity building, information, that promotes inclusivity, fairness and non-discrimination in its employment process.

## **2. GENDER EQUALITY POLICY**

UCOBAC is committed to promoting gender equality as provided by International instruments including among others the United Nations Convention on Elimination of all forms of Discrimination against Women (CEDAW) and the National Constitution of the Republic of Uganda and the National Gender Policy (NGP) that recognizes equality between women and men, specifically providing for gender balance and fair representation of marginalized groups; recognizes the role of women in society; accords equal citizenship rights, freedom from discrimination, affirmative action in favor of women; and articulates specific rights of women including outlawing customs, traditions and practices that undermine the welfare, dignity and interests of women.

UCOBAC's intention is to recognize and help overcome those lasting and embedded patterns of advantage and disadvantage which are based on socially ascribed gender stereotypes and assumptions. UCOBAC will thus take reasonable actions to counteract the effects of any past discrimination and promote gender equality and women's empowerment in its functions and services.

We believe that having this gender equality policy will:

- Guide organization decision-making and policy development with a better understanding of the difference in staff needs and realities.
- Enable the organization to provide better quality services which meet varied needs.
- Help the organization target its resources more effectively.
- Help promote increased confidence in our organization.
- Make more effective use of our workforce.

## Policy scope

- UCOBAC will prepare and publish organizational gender equality and women's empowerment action plan, setting out the gender equality objectives and strategies.
- UCOBAC will mainstream gender and women's empowerment into the organization's policies, governance, programs and activities.
- UCOBAC will promote equality of opportunity between men and women and with focus on women's empowerment in its organization's employment, functions and services.
- UCOBAC will advocate for gender sensitive policy formulation, legislation and programming at national and local levels and monitor the implementation of laws and policies that promote gender equality and women's empowerment;
- UCOBAC will increase awareness on gender and women's empowerment as a development concern to communities, policy makers and implementers at all levels.
- UCOBAC will put in place an organizational gender equality monitoring and evaluation plan/framework to review how the organization's policies and practices are promoting gender equality and women's empowerment in its functions, practices and services.
- Eliminate unlawful sexual discrimination (*treating one person less favorably than another on grounds of sex or gender*) and sexual harassment (*behavior or remarks based on a person's sex or gender, perceived to be unpleasant, threatening, offensive or demeaning to the dignity and self-esteem of the recipient or subject*).
- Ensure the board, staff and volunteers are accountable and understand their responsibilities with regard to preventing gender based discrimination and harassment and promoting gender equality.
- Report on progress of the Gender action plans and review and revise the Gender Equality policy accordingly.

## Single Sex Service Provision

---

- Where UCOBAC provides for one sex only, this is to help meet the different needs of girls/women and boys/men, often arising out of historical and current stereotyping and unjust gender discrimination, or where there is an issue of physical intimacy or embarrassment to be considered. UCOBAC will not promote or provide, employment, activities, facilities, benefits or services for one sex only if this would amount to less favorable treatment of the other sex, or where it would promote gender stereotyping and gender inequality. UCOBAC will not deny one sex the same opportunities as the other. However, will provide for one/single sex only to correct historical and current injustices in ways that promote gender equality.
- UCOBAC recognizes that both sexes can suffer from sexual stereotyping and that sometimes the same policies and practices can impact differently on men and women and boys and girls. UCOBAC will make appropriate adjustments if this is found to be the case with any of our policies and practices.
- UCOBAC also recognizes that girls and boys, and women and men, can experience different forms of discrimination depending on, among other things, their ethnicity, belief, sexual orientation, age or disability and we will take this complexity into consideration. In these ways UCOBAC will strive to improve the situation for, and the relationships between, men and women and boys and girls within our organizations, implementation areas and wider community.

## Breaches of the Gender Equality Policy

---

- UCOBAC understands that eliminating gender based discrimination and harassment and promoting gender equality is in part a Non-Governmental Organization's function and a matter of social norm change. Where possible, breaches of the policy will be dealt with in a manner appropriate to the level of the breach, and with the intention of bringing about the relevant changes. More serious breaches of this policy will be dealt with in accordance with the organization's disciplinary procedures.
- Where safeguarding issues based on sex and gender come to the attention of the Executive director and the Board, and these will be dealt with according to the organization's Human Resource policy (Discipline section) through the disciplinary committee.

## Policy development, publication and review process:

---

- This policy has been drawn up in consultation with board of governors and management, staff and key stakeholders or partners including local leadership and benefiting communities.
- There has also been awareness raising to the Board, staff, partners, communities etc of the provisions of the policy and the urgent need to eliminate unlawful sexual/ gender discrimination and harassment and to promote gender equality.
- Copies of this policy are available at the UCOBAC office and website.

## RESPONSIBILITIES

---

All Board members, staff and volunteers need to develop an appropriate understanding of, and act in accordance with, UCOBAC's Gender Equality Policy and Action Plan.

### The Board will;

- Ensure that UCOBAC prepare, publish, implement, review and reports on the Gender Equality Policy and action plan.
- Regularly review the leadership and commitment given to eliminate discrimination through active promotion of the organizations non-discrimination policy.
- Monitor performance by way of periodic management reports and assurances.

### The Executive Director

- Ensures that the Policy and action plan are developed and published.
- Ensure that the policy and action plan are implemented in the organization's functions, practices, processes, services/ Program delivery,
- Periodically assess, review and report to the board as appropriate the effectiveness of the effectiveness of the management systems established to remove discrimination and sexual/gender harassment and the impacts of the policy and action plan in promoting gender equality and women's empowerment in organizations governance, management, processes, programs/service provision, etc. .

- Establish policy compliance systems and ensures that incidents of discrimination, unfair treatment and sexual/gender harassment and of any job candidates, staff, contractors, partners are dealt with accordingly through the disciplinary committee.

### Staff and volunteers

- **Ensure that they are aware of the organizations policy against discrimination** and act in accordance with the policy.
- **Not act in a manner that would be considered to be discriminatory pursuant to this policy.**
- Prepare and/or help deliver the organization and procedures, behavior management, activities (including work with community members) that take account of the need to eliminate unlawful discrimination and harassment and promote gender equality.

### AUTHORISATION

Signature: .....

Name: Solome Mukisa

Designation: Executive Director

Date: 14<sup>th</sup> December 2020



This is a publication of  
Uganda Community Based Association for Women and Children Welfare  
P.O Box 75198, Kampala Uganda. Plot 17 Robert Mugabe Road, Mbuya Zone 1  
Tel: +256-755-949959 Email: [info@ucobac.org](mailto:info@ucobac.org)  
**Facebook:** UCOBAC1990 **Twitter:** @ucobac\_  
[www.ucobac.org](http://www.ucobac.org)

©2020

