



ACCEPTED
by the TBEC Board
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Paul Sommerfeld,
Chair of TBEC Board

GENDER POLICY

OF STICHTING TB EUROPE COALITION



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1. General Provisions

Stichting TB Europe Coalition (“TBEC”) affirms that gender equality and women’s and girls’ empowerment are fundamental for the realization of human rights and key to effective and sustainable development outcomes. For societies to thrive, women and girls, men and boys, and gender-diverse individuals must have the agency, social support, and structures to make their own choices and live free from violence and abuse. They must have equal rights and opportunities, as well as equal and safe access to and control over resources. Achieving gender equality in society will improve the overall quality of life for all people throughout their lives.

2. Definitions

The following definitions apply within the framework of this Policy:

Discrimination is a situation in which a person and/or a group of persons based on their race, color, political, religious and other beliefs, gender, age, disability, ethnic and social origin, citizenship, family and property status, place of residence, language or other features that were, are and may be valid or assumed, is subject to restrictions in the recognition, exercise or use of rights and freedoms in any form established by law, except for cases when such restriction has a legitimate, objectively justified purpose, methods for the achievement of which are appropriate and necessary.

Feminitives are feminine words that are alternative or paired with similar masculine concepts (which are usually used for all people regardless of their gender). Mostly used for gender marking job titles.

Equal opportunity means equal conditions for realizing equal rights of women, men, gender diverse individuals, providing equal access to participation in all areas of the TBEC's life as well as the absence of any barriers based on gender. Equal opportunities in the field of work mean providing equal chances for obtaining a specific workplace or for employment, ownership or management of an organization, for training or professional training, for achieving a certain qualification and status, professional and career growth, including those professions and positions where there is a dominance of representatives of one sex. Equal treatment in the field of labor refers to such issues as pay and working conditions, job retention and social security.

Equal remuneration — the principle of equal pay for work of equal value (according to ILO Convention No. 100 on equal remuneration for work of equal value) which means, that the amount and types of remuneration should be determined not on the basis of the employee's gender, but on the basis of objective evaluation of the work performed.

Equal rights means absence of any restrictions or privileges based on gender.

Gender is sex as a social concept and phenomenon, as opposed to biological sex, that emphasizes sociocultural cause of gender differences. TBEC understands that gender is a social construct, a set of characteristics defined by culture and society that identify a person's social behavior and may encompass social opportunities of each gender in education, professional activities, access to power, family roles, and reproductive behavior. Gender is one of the basic dimensions of the social structure of society and refers not to anatomical and physiological properties that distinguish men and women, but to socially formed features inherent in femininity and masculinity. These features are acquired through



a certain system of socialization, division of labor, cultural norms, roles and stereotypes accepted in society, capable of changing over time, so they are socially conditioned and can undergo changes. Thus, gender is not an inborn trait and can change throughout life. TBEC believes that gender cannot be considered separately from other characteristics such as age, education, skin color, nationality, religious affiliation, sexual orientation, etc.

Gender diverse individuals are a broad term that includes people whose gender identity or expression differs from that assigned to them at birth (e.g., the gender listed on their birth certificate).

Gender diversity is an umbrella term that is used to describe gender identities that demonstrate a diversity of expression beyond the binary framework.

Gender equality is the equal legal status of women and men and equal opportunities for its realization, which enables persons of both sexes to participate equally in all spheres of society's life.

Gender equality in the world of work according to the concept of decent work of the International Labor Organization (ILO) means:

- equality of opportunities in the field of employment;
- equal remuneration for work of equal value;
- equal access to safe and healthy working conditions and social security;
- equality of rights in associations and collective negotiations;
- equal opportunities in the field of targeted professional development and career growth;
- a fair balance between work and family life for both men and women;
- equal participation in decision-making processes and their adoption.

A gender approach is an approach based on taking into account the different needs and situations in which women and men find themselves due to their social roles. According to the UN definition, a gender approach is the process of assessing the consequences for women and men of the implementation of any planned action, including the implementation of legislation, strategic policies and programs in all areas and at all levels. Taking into account the gender approach ensures the integration of the interests and experiences of women, men and gender diverse individuals as an integral part of the planning, implementation and monitoring and evaluation of gender policy.

Gender justice implies equality and fairness in the distribution of benefits and responsibilities between women and men. According to this concept, women and men have different needs and preferences, and these differences should be identified and taken into account in order to eliminate the imbalance between the sexes.

Gender identity is the personal sense of one's own gender. Gender identity can correlate with a person's assigned sex or can differ from it.

Gender mainstreaming is an approach to planning activities that prioritizes the special needs of target groups as defined in relevant TBEC's projects with special attention to their gender, age, physical condition, etc. The concept of mainstreaming is used to emphasize that these needs should become a major part of the planning and implementation of activities.

Gender sensitivity means the ability to recognize and emphasize existing gender differences, issues and manifestations of inequality and to take these aspects into account in strategies and actions. This is one of the evaluation criteria for change planning, projects, research and analysis methods. Gender sensitivity refers to planned changes, gender-sensitive methods, if they take into account the position



of women and men, do not worsen the position of women and men, contribute to the establishment of gender balance (visiting a doctor in connection with a woman's pregnancy, additional leave for a man child care, etc.).

Gender stereotypes are ideas about social roles for men and women, based primarily on biological characteristics. So-called traditionally female characteristics are called femininity, and male characteristics are called masculinity.

Hate speech is any self-expression with elements of denial of the principle of equality of all people in rights. Such language describes, hierarchically compares various groups of people and evaluates the qualities of specific individuals on the basis of their belonging to one or another group.

Sex discrimination — unequal treatment of men and women in employment, in providing access to education, resources, assistance, benefits, and the like. Discrimination can be direct or indirect. Direct discrimination based on gender occurs when different treatment of women and men results directly from regulations or procedures that reflect clear differences between women and men. Indirect discrimination occurs when norms and practices, which at first glance are gender-neutral, in reality, oppress members of the same sex. A manifestation of indirect discrimination is requirements that are not related to the performance of a given job and which can usually be met only by men or women, for example, a minimum height and weight. Indirect discrimination can occur unintentionally.

Sexism is a prejudiced attitude, discrimination against a person based on sex or gender identity.

Sexual harassment is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation. Sexual harassment may involve any conduct of verbal (threats, bullying, obscene comments, etc.), nonverbal (sending obscene images, records, etc.) or physical (touching, patting, etc.) nature, including written and electronic communications, and may occur between persons of the same or different genders.

Stigma is a certain negatively evaluated feature by society, which determines the status of a person and the attitude of the environment towards him/her. Stigma is a socially constructed phenomenon that devalues a person and has a negative impact on the stigmatized person.

Tolerance is a concept that characterizes a number of manifestations of human life, the attitude of people, groups and societies to each other. Synonyms of tolerance are benevolence, respect for diversity. This is an attitude based primarily on the recognition of universal human rights and freedoms.

3. Policy Objectives

This Policy's objectives are to:

- Declare TBEC's commitment to gender equality and non-discrimination, women's empowerment;
- Increase the level of awareness of TBEC's staff, consultants and partners of the principles of gender equality and women's empowerment and on the implementation of a gender-sensitive approach to work;
- Provide a basis for effective integration of gender-sensitive approaches in all policies and procedures of TBEC, its activity;
- Ensure creation of equal opportunities and favorable conditions for women, men and gender diverse individuals at the workplace, including issues of career growth, equal pay for the



same amount of work, individual approach to types of employment for employees with family responsibilities, prohibition of discrimination at the workplace, etc.;

- Prevent cases of stigma and discrimination, create favorable conditions for timely detection of facts of stigma and discrimination against women, men, gender diverse individuals and promote effective protection of persons who have experienced discrimination and stigma.

4. Legal Framework

This Policy was developed in accordance with:

- the United Nations Convention on the Elimination of All Forms of Discrimination against Women;
- European Convention on the Protection of Human Rights and Fundamental Freedoms;
- Council of Europe Convention on Preventing and Combating Violence Against Women and Domestic Violence.

The above documents outline the main approaches to gender equality, in particular stating that:

- Equality of people, regardless of gender, is a universal and unchanging value in the system of basic human rights and freedoms;
- Rights of women and girls are an integral and indivisible component of general human rights and must be protected at all stages of the life cycle, namely, in childhood, youth, adulthood and old age;
- Elimination of all forms of discrimination based on gender is the primary goal of the international community;
- Equality of opportunities for all people is of key importance for building fair democratic societies.

5. Internal Gender Policy of TBEC

5.1. Women's Empowerment

Women are dramatically underrepresented in critical fora, yet the evidence is unequivocal that women's participation and leadership in civil, political, and economic spheres supports greater gender equality and political and economic security for societies more broadly. Supporting the agency of women and girls is necessary to advance gender equality and achieve core development objectives. Hence, TBEC is committed to implementation of women empowerment approach in its work, including formation of its governing bodies and secretariat predominantly of women. This approach addresses historical gender imbalances in the field and broader societal structures, including unequal pay, distribution of unpaid care, and structural challenges impacting women's earnings and opportunities. Recognizing the importance of women's empowerment, especially in the EECA region's traditionally male-dominated context, TBEC is committed to promoting gender equality, skill development, and supportive policies for women. TBEC focuses on creating inclusive environments for women to assume leadership roles, access education, and participate in decision-making. TBEC engages in community programs offering mentorship and tailored resources for women.

5.2. Recruitment and Employment

Recruitment is part of TBEC's Human Resources Policy and takes place in accordance with relevant hiring and recruitment procedures taking into account the principles set forth in this Policy.



Recruitment is performed in such a way as to ensure equal opportunities for all positions at all levels. All TBEC job postings may not contain criteria for age, gender, physical appearance, gender identity, sexual orientation, maternity/paternity, civil, family status, or any other status of a person. Managers who initiate the hiring of personnel are responsible for the content of TBEC's job announcements.

TBEC undertakes to provide equal opportunities to its employees in employment, regardless of gender, gender identity, sexual orientation, motherhood/paternity, civil, family status or any other status of a person, guided exclusively by the conditions of employment, professional development, professional training, promotion and other conditions of employment.

TBEC is guided in its work by the principle of creating equal opportunities for men and women, namely: TBEC values all employees and creates an atmosphere of openness, trust, honesty and respect.

TBEC ensures equal remuneration for the same activity, i.e. equal pay and/or additional benefits and compensation for the same scope and quality of work, regardless of gender, gender identity, sexual orientation, maternity/paternity, civil, family status or any other employee status.

TBEC provides an individual approach to creating conditions for men and women with family responsibilities. Employees regardless of gender, gender identity, sexual orientation, maternity/paternity, civil, family status, or any other status have the same rights to part-time employment and/or telecommuting for family responsibilities.

5.3. Comfort and Safety at the Workplace

No harassment or discrimination of any kind. Harassment or discrimination of any kind, including on the basis of sex, age, sexual orientation, gender identity, maternity/paternity, civil, family status or any other status of an individual, is unacceptable in TBEC. Application of this approach consists in:

- Respect for the dignity of every person;
- Recognition of human rights to cultural and personal differences;
- Ensuring equal opportunities for all persons;
- Ensuring equality of rights and freedoms of individuals.
- This approach applies to all aspects of employment, including hiring, assignment, transfer, promotion, termination, and other terms of employment.

All employees of TBEC must avoid any actions of or incitement to discrimination against colleagues and other subjects of the work process, which may harm the dignity of a person, the image of his/her personality, or otherwise violate or limit the rights and freedoms of such person.

In this regard TBEC also provides for:

- A safe and secure workplace for all TBEC's staff, free from sexual harassment;
- A comfortable working environment that takes into account the individual needs of employees. This includes: providing flexible working hours and/or allowing work from home where possible, upon agreement between the employer and employee;
- Transport for a safe way from the office in case of working late or at night;
- Necessary security measures during business trips as stipulated by internal documents of TBEC and within the available funding.



5.4. *Internal Communication*

Business communication of TBEC's employees should completely exclude manifestations of sexism, hate speech and sexual harassment. TBEC's employees use the principles of political correctness of speech in formal and informal communication and listen to each other's wishes regarding the use or not of certain words.

Gender-parity language. TBEC consciously gives the right of choice to each employee in solving the issue of using feminines during the performance of work duties, including internal correspondence and documentation. However, during gender training, the importance of following the principles of gender-parity language will be explained to each employee, as it will demonstrate sensitivity to gender equality issues and their existence.

5.5. *Individual Service Providers*

TBEC promotes equal opportunities for involvement of male and female experts to provide services and perform work.

5.6. *Program Activity and Communication*

TBEC strategically orients its projects towards increasing the visibility of gender diversity as well as adheres to the principle of equal representation and visibility of women and men in its program activities.

6. **External Gender Policy of TBEC**

6.1. *Program Activity*

Gender issues should be taken into account in the development and implementation of TBEC projects. This focus will be supported by the TBEC leadership at all levels.

6.2. *External Communication*

TBEC positions itself as an organization that:

- values and ensures equal opportunities for men, women and gender diverse individuals in the development, planning, implementation and evaluation of programs and projects;
- ensures the absence of harassment or discrimination of any kind in its organization and NGO partners;
- recognizes equality between men, women and gender diverse individuals in all aspects of its activity;
- publicly declares a position on the protection of the rights of men, women and gender diverse individuals.
- TBEC adheres to the principle of equal representation and visibility of women and men in its information activities, including but not limited to the following:
- TBEC's employees use feminines, as well as other forms of addressing a person, if he/she/they so wishes when preparing informational materials for the website, open appeals, printed materials, etc.;
- Materials published on TBEC's website equally represent the opinions of men and women.

TBEC as a whole and each employee prevent the use of hate speech and intolerant attitudes towards representatives of different groups.



TBEC promotes the dissemination of knowledge about the principles of gender equality through the information channels available to it.

6.3. *Partners*

TBEC continuously develops a network of contacts with governmental and public institutions, business companies and NGOs in the matter of implementation of gender-sensitive practices.

TBEC exchanges experience with partners regarding best practices in implementing the principles of non-discrimination and gender equality in the workplace as well as in the program activities.

When performing procurement, TBEC gives preference to counterparties that support the principles of non-discrimination and gender equality.

TBEC will provide technical support and capacity building to its regional partners to ensure gender mainstreaming in TBEC-implemented projects.

7. **Training**

TBEC commits to raising the level of staff awareness of the following topics:

- basic knowledge of gender theory;
- gender-sensitive approach in the program activity;
- overcoming gender stereotypes affecting the quality of services;
- reducing the level of stigma and discrimination related to gender identity;
- legal aspects regulating rights and opportunities in connection with gender, etc.

Training may be conducted in the form of trainings, seminars, supervisory meetings, online courses (e.g. by UNICEF) etc. TBEC can involve trained specialists, supervisors of partner NGOs, human rights organizations to conduct training events.

8. **Responsibility**

TBEC's Executive Director is responsible for creation and functioning of an effective system for preventing discrimination within the framework of TBEC's activities.

TBEC's management is responsible for informing the staff of and creating conditions and procedures necessary for implementation of this Policy. Executive Director may appoint a person responsible for implementation of this Policy.

TBEC's management supervises implementation of the provisions of the Policy, including compliance with the principle of non-discrimination, takes an active part in responding to cases of stigma and discrimination in dealing with various groups.

In case of breach TBEC's Executive Director has a right to apply sanctions for any violation of anti-discrimination and other norms of this Policy in accordance with the legislation and the procedures of TBEC. Violation of this Policy by an employee of TBEC may be considered as a violation of labor discipline. According to the severity of the violation which is established at the Executive Director's reasonable discretion, the following measures may be applied to the offender:

- explanatory conversation;
- additional training;
- internship at the workplace;
- supervision;



- reprimand;
- suspension from work for a certain period of time;
- dismissal;
- termination of a civil law contract.

All TBEC's employees are responsible for:

- participation in educational events and independent professional development regarding the implementation of a gender-sensitive approach in TBEC's work;
- respect for human dignity and diversity, equal treatment of other persons, which is ensured regardless of sex, gender, national or religious affiliation, age, sexual orientation, other relevant characteristics;
- • assistance in the practical application of gender justice — equal access of men, women and gender diverse individuals to relevant services;
- participation in the formation of gender culture as the culture of modern civilization and elimination of gender stereotypes;
- minimization of the influence of gender stereotypes on professional activity: analysis and awareness of one's own views, which were formed under their influence;
- participation in creating and maintaining a favorable working atmosphere of mutual respect, support and courtesy, equal treatment of each employee regardless of sex, gender, national or religious affiliation, age, sexual orientation, other relevant characteristics;
- ensuring the inclusion of the concept of social and gender justice in all project activities, including consulting, publication of information materials, etc.;
- participation in the system of effective response to the facts of stigmatization and discrimination, manifestations of sexism.

9. Miscellaneous

This Policy and relevant information on the principles of gender sensitivity will be communicated to all TBEC's employees.

This Policy will be reviewed and adjusted as new practices for gender equality emerge.

In the event of situations that violate the provisions of this Policy, each employee, consultant or partner of TBEC shall report the relevant case to the Executive Director of TBEC who will investigate the relevant case in accordance with the principles of investigation established by the TBEC's Protection from Sexual Exploitation, Abuse and Harassment Policy and applied according to the severity of the case.