



Hosting Diversity for Equity

The Raffaella Foundation

GENDER EQUALITY POLICY

Policy Name	Gender Equality Policy
Approval Authority	RF Board of Directors
Original Document Approval Date	May 2023
Date Effective	1 July 2023
Approved Updated Document	February 2024
Next Scheduled Review	May 2027
Policy Custodian/Manager	RF Advisor, Gender, Youth and Ethnicity

FOREWORD

The Raffaella Foundation is committed to promoting gender equality and women's empowerment in all spheres of The Raffaella Foundation, its programs and its partners, where all students, academic and staff enjoy equal opportunities, human rights and non-discrimination, regardless of their gender or gender identity and other intersectional criteria. This Gender Policy is a statement of The Raffaella Foundation commitment to take positive steps in gender planning for its sustenance, the promotion of gender justice, the management and prevention of gender violence, discrimination, and injustice. the lack of a gender policy significantly derails the potential benefits and impact of gender-related programming. This Gender Policy therefore signifies a logical step towards demonstrating commitment of The Raffaella Foundation to mainstream gender in all its functions. The purpose of the policy is to guide activities and programs at The Raffaella Foundation. To ensure maximum output, the Gender Policy is mainstreamed in all the pillars of The Raffaella Foundation's Governance Policies and Bylaws. This Policy ensures that The Raffaella Foundation's operations are gender sensitive, and safeguards the inclusion of any member based on their gender and other intersectional criteria leading to inequalities and exclusion. In this light, the policy aims at creating a gender-responsive environment within The Raffaella Foundation that effectively supports operations. The Raffaella Foundation management is committed to provide the necessary support that will promote gender equality and equity as stipulated in this policy.



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The Raffaella Foundation

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ACKNOWLEDGEMENTS

The Raffaella Foundation Gender Equality Policy and Plan was developed by coordinated efforts of the Board of Directors and members of The Raffaella Foundation Gender, Age, Ethnicity and Social Equity Team, Education and Equity Team and Medicine Health and Equity Team. The generous contribution of critical and reflective thinking of many individuals was crucial to the development of this policy.

ABBREVIATIONS

GBV	: Gender Based Violence
CBD	: Convention on Biological Diversity
CEDAW	: Conventions on Elimination of All forms of Discrimination against Women.
EIGE/GEGI	: European Institute for Gender Equality
GAESE	: Gender, Age, Ethnicity and Social Equity
GEP	: Gender Equality Plan
LDC	: Least developed countries
SDG	: Sustainable Development Goal/s
RF	: The Raffaella Foundation
UNFCC	: United Nations Framework on Climate Change

DEFINITIONS

Definitions of terms used can be found on the online EIGE Glossary and thesaurus <https://eige.europa.eu/publications-resources/thesaurus>.

1. INTRODUCTION

The Raffaella Foundation is a non-profit public charity organized exclusively for charitable, educational, and scientific purposes to foster diversity in urban societies and agricultural ecosystems. The Foundation works worldwide in multiple languages to identify ways to educate and support the use of diverse ideas and practices, diverse production systems, cultures and ethnic groups, diverse gender identities, and diverse behaviours and norms, to enhance equity, solidarity, and well-being. The Raffaella Foundation was incorporate in the State of Washington, USA in April 2022, and is exempt from federal income tax under IRC Section 501 (c)(3).

The Raffaella Foundation currently has eight thematic teams:

1. Agrobiodiversity, Climate Change and Social Equity
2. Gender, Age, Ethnicity and Social Equity
3. Education and Equity
4. Health, Medicine and Equity
5. Music, Sports, The Arts and Equity
6. Diversity Assessment Tools Development
7. Information Technology
8. Global Engagement and Communication.

Our thematic areas are guided by team members from Latin America; West, East and North Africa; Central, West, South and Southeast Asia; Europe, the USA and the UK, who span disciplines from sociology, ecology, anthropology, agronomy, health, medicine, geography, education, economics, law, business planning, with over 30 years of on the ground experience working with local communities.

The Raffaella Foundation is committed to gender equality in all aspects of our work and our Gender Equality Policy and Plan has been developed in this regard. Our gender policy is informed by a number of other policies and legal frameworks, including, The Washington State Law Against Discrimination (RCW 49.60) of June 8, 2006, which prohibits discrimination on the basis of sexual orientation and gender identity in the areas of employment, housing, public accommodation, credit, and insurance; the European Union (EU) Gender Action Plan III: 25 November 2020, which reaffirms the centrality of gender equality and women's empowerment throughout EU external action at all levels and in all sectors, the European Institute for Gender Equality Gender (GEGI) mainstreaming Took Kits¹, and the Office of the United Nations High Commissioner for Human Rights (OHCHR) Convention on the Elimination of All Forms of Discrimination against Women and its Optional Protocol (Revised edition, 2023). The policy has

¹ Gender Equality in Academia and Research toolkits (<https://eige.europa.eu/gender-mainstreaming/toolkits>)

also been informed by the global agenda, such as the SDG 5 ²(A2030), the Gender Action Plan of the UNFCCC (Decision 3/CP.25, 16.03.2020³), the Gender Plan of Action of the CBD (Decision 15/11, 19.12.2022⁴). pdf, the UN policy for Gender Based Violence⁵, the GEF Policy on Gender Equality⁶, and by The Raffaella Foundation Governance Policies including the institutional Whistleblowing Policy.

2. THE GENDER POLICY

The policy is based on a thorough review of available literature on international, regional and national frameworks, as well as best practices and on in house knowledge of gender equality in national and multi-lateral charitable, research, education and development agencies.

2.1. Policy statement

The Raffaella Foundation is committed to include gender and equal treatment of all persons regardless of sex or gender identity and other intersectional criteria leading to inequalities and exclusion, and to ensure that this is adequately reflected in all its key structures, processes and activities.

2.2. Policy Goals

The goal of this policy is to add value to The Raffaella Foundation's vision and governance policies by creating a gender-responsive environment and using a gender transformative approach⁷ that supports not only the effective management of our Teams, but also our commitment to gender equality with our partners, hosted organizations, grantees, and communication and outreach activities.

2.3. Purpose of the Policy

The Policy is a statement of The Raffaella Foundation's commitment to taking positive steps in gender planning for promoting and sustaining gender equality, gender justice, and the prevention and management of gender-based violence, discrimination and exclusion. The Policy commits The Raffaella Foundation to making human and financial capacity and resources available to support gender equality, which we regard as vital from a human rights perspective. This Policy stipulates the rights, responsibilities, and duties of all stakeholders of The Raffaella Foundation on mainstreaming gender equality in all its processes and structures.

² <https://sdgs.un.org/partnerships>

³ https://unfccc.int/sites/default/files/resource/cp2019_13a01E.pdf

⁴ <https://www.cbd.int/doc/decisions/cop-15/cop-15-dec-11-en.pdf>

⁵ <https://www.un.org/womenwatch/uncoordinated/documents/proposedpolicy-genderbasedviolence.pdf>

⁶ https://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf

⁷ The Raffaella Foundation Gender-transformative approach follows the EU Gender Action Plan III guidelines, which includes examining questioning, and changing rigid gender norms and imbalances of power which disadvantage women and girls and generate discriminations at all ages.

2.4. Policy Objectives

The overall goal of this policy is to enhance and expand the current gender-transformative environment at The Raffaella Foundation. The specific objectives of this Gender Policy are to:

- ✓ Ensure equal treatment of all persons regardless of sex, sexual orientation, and gender identity, in all structures, processes and activities of the Foundation.
- ✓ Ensure equal representation of all persons regardless of sex, sexual orientation, and gender identity in recruitment, training, promotion, governance, resource mobilisation and decision making.
- ✓ Ensure gender is mainstreamed in all programs implemented and hosted by The Raffaella Foundation and make certain that there is a conducive environment for gender inclusive research, outreach, and consultancies.
- ✓ Strengthen the economic and social rights and empowerment of girls, women, and persons identifying as female, to achieve equal participation in leadership, education, and decision-making in all The Raffaella Foundation and supported programs and activities, with consideration of the specific challenges for girls and elderly women.
- ✓ Effectively prevent and respond to sexual harassment and gender based violence (GBV).

2.5. Scope of the Policy

The policy applies to all The Raffaella Foundation members, hosted organizations, partners, consultants, and grantees. It covers the following key issues:

- Gender balance in leadership and decision-making
- Integration of the gender dimension into research, education, and development programs
- Empowerment of girls, women, and persons identifying as females
- Work life balance and organizational culture
- Measures against gender based violence, including sexual harassment.

2.6. Guiding principles

This gender policy will be guided by the following principles and values:

- Social inclusion⁸

⁸Social includes the inclusion of women and girls as well as other vulnerable groups who are at risk of exclusion within a particular context. Such groups may include: women and girls, adolescents and young people, the elderly, people living with disabilities, ethnic minorities, religious minorities, people living with a stigmatizing illness, internally displaced people, migrant populations, nomadic communities, members of minority clans or sub-clans, people living in urban settlements or geographically inaccessible districts, the Lesbian, gay, bisexual, transgender, queer (or questioning), and intersex community, groups with less education, and the very poor.

<https://resources.peopleinneed.net/documents/1017-thet-gesi-toolkit.pdf>

- Gender equality and Equity
- Dignity and Mutual respect
- Professionalism
- Transparency and accountability
- Excellence
- Integrity
- Confidentiality
- Non-discrimination
- Affirmative action
- Gender mainstreaming
- Partnership and collaboration.

3. POLICY CONTEXT

The policy addresses each of its objectives through the following strategies:

1. Staffing, consultancies and conditions of service
2. Leadership, governance, and resource mobilisation
3. Creation of partnerships and hosted organizations
4. Provision of grants and scholarships
5. Participation in local, national and international forums
6. Publications, research and outreach
7. Work life balance and organizational culture
8. Gender-Based Violence (GBV) and sexual harassment.

3.1. Staffing, Consultancies and Conditions of Service

The Raffaella Foundation shall recruit, train, and promote staff and consultants on an equal opportunity basis without discrimination based on sex, sexual orientation, or gender identity, including ensuring affirmative action for qualifying female identified persons for all corporate committees and staffing opportunities.

3.1.1. Strategies

- Ensure the interview panel is gender balanced.
- Include a deliberate clause in the advert encouraging qualifying girls, women and persons identifying as females to apply.
- Ensure affirmative action in shortlisting to include qualifying female candidates.
- Ensure affirmative action in selecting candidates for further training.
- Provide supporting measures for career progression without gender discrimination.

3.2. Leadership, governance, and resource mobilisation

The Raffaella Foundation shall promote gender equity in leadership, governance and resource mobilisation.

3.2.1. Strategies

- Encourage female staff to take up leadership positions;
- Ensure gender responsive decision-making structures at The Raffaella Foundation;
- Ensure that The Raffaella Foundation budgeting is gender responsive.

3.3. Grants and Scholarships

The Raffaella Foundation shall ensure that the selection of grantees and scholarship recipients is gender responsive.

3.3.1. Strategies

- Ensure affirmative action when selecting grantees;
- Ensure emphasis proposals from girls, women and persons identified as female;
- Ensure non-discriminatory practices when awarding The Raffaella Foundation-sourced scholarships;
- Lobby for other scholarship providers to be gender responsive.

3.4. Partnerships and Hosted Organizations

The Raffaella Foundation shall implement mechanisms that ensure all partnerships, associations, platforms, organizations and networks hosted by The Raffaella Foundation are implemented without discrimination based on sex, sexual orientation, or gender identity.

3.4.1. Strategies

- Activities that seek partnerships to catalyse initiatives and strengthen gender equality and social inclusion by means of exchanges of knowledge, experience, and lesson learned.
- Hosting partnerships, associations, platforms, organizations, and other networks should be committed to mutually reinforce and comply with gender equality and social inclusion policies.

3.5. Participation in Local, National and International Forums.

The Raffaella Foundation ensures gender equality for all ages to participate in local, national and global forums to alert stakeholders to trends, challenges and opportunities for embracing the use of diverse ideas and practices.

3.5.1. Strategies:

- Ensure gender equality and social inclusion for representativeness and participation;
- Selection of participants. If male and female have similar qualifications in terms of themes or topics, selection processes should target the most disadvantaged as defined by intersectional criteria (i.e. sex, age, ethnic origin).

3.6. Publications, Research and Outreach

The Raffaella Foundation shall ensure that there is a conducive environment for publications, research and outreach without prejudice to gender. The Raffaella Foundation promotes gender equality for all ages to participate in local, national, regional and global training opportunities.

3.6.1. Strategies

- Promote gender inclusive research, outreach and consultancy teams.
- Establish a mentorship programme through the Vice President's Office that emphasizes on capacity building of young researchers regardless of gender.
- Encourage inclusion of gender themes in consultancies, research and publications.

3.7. Work life balance and organizational culture

Work–life balance is relevant for all members of The Raffaella Foundation, its partners and its hosted organization. The Raffaella Foundation works to ensure that everybody is properly supported to advance their career alongside personal responsibilities that they may hold outside the workplace, including caring responsibilities.

3.7.1. Strategies:

- Develop guidelines that deliberately support all members, staff, team members, consultants and students with infants and young children of The Raffaella Foundation, of its partners and hosted organizations, to fully participate in The Raffaella Foundation and its hosted activities;
- Provide flexible working time arrangements, including how departmental processes procedures and practices impact on staff with caring responsibilities or part-time workers, as well as remote working.

3.8. Gender-based Violence (GBV) and sexual harassment.

The Raffaella Foundation has zero tolerance for GBV and sexual harassment. As proposed by the UN Secretariat⁹, "Gender-based Violence means: (a) Physical, psychological, mental, economic or sexual harm or suffering, coercion and other deprivations of liberty (including incidents of Domestic Violence, sexual violence, dating violence, and stalking, but not including acts of self-defence) that are directed against a person based on gender and committed, attempted or threatened (i) by or against Employees, and/or (ii) against Employees' families or property; and (b)

⁹ <https://www.un.org/womenwatch/uncoordinated/documents/proposedpolicy-genderbasedviolence.pdf>

Physical, sexual and psychological violence occurring within the general community, including rape, sexual abuse, stalking, trafficking in women, forced prostitution, and sexual harassment or intimidation at work, educational institutions and elsewhere.”¹⁰

3.8.1. Strategies

- Develop institutional framework for addressing gender-based violence and sexual harassment. Including, among other, a strict confidentiality principle and tailor-made safety plans, developed jointly with the victim according to his/her/their specific circumstances.

4. PRIORITY AREAS

The Gender Policy identifies four key priority areas linked to our The Raffaella Foundation vision to supports actions that embrace diversity to promote equity, solidarity and well-being in urban societies and agricultural ecosystems:

1. Gender inclusive access to resources and professional opportunities
2. Mainstreaming gender inclusive research, development, and outreach
3. Empowering girls, women, and persons identifying as female, and advancing equal participation and leadership
4. Freedom from all forms of gender-based violence

4.1. PRIORITY AREA 1: Gender inclusive access to resources and professional opportunities

Objectives

The key objectives on inclusive access to resources and professional opportunities are:

- Ensuring Professional Opportunities
- Equity in participation in governance and decision making
- Inclusive resource mobilization and donor interactions
- Inclusive Hosting Agreements
- Gender equity participation in local, national and international forums.

4.1.1. Professional Opportunities

Policy Statement

The Raffaella Foundation Vice President commits to identify ways to educate and support the use of diverse ideas and practices, diverse production systems, cultures and ethnic groups, diverse gender identities, and diverse behaviours and norms, to

¹⁰ <https://www.un.org/womenwatch/uncoordinated/documents/proposedpolicy-genderbasedviolence.pdf>

enhance equity, solidarity, and well-being. Moreover, provide equal opportunities in training, promotion, and other advancement opportunities, making them accessible worldwide, presential and on-distance and in multiple languages.

Strategies

- Take gender equality as a consideration for professional opportunities.
- Actively use and encourage inclusive language around the organisation in relation to gender equality, but also other forms of identity and diversity.
- Ensure that there is equitable access to information about access to resources and professional opportunities.
- Use affirmative action with providing grants to ensure improved gender-balance training and benefits based on the minimum standard of 40 – 60 representations.
- Establish linkages with research, educational and development institutions and other stakeholders to increase gender equitable training opportunities.
- Monitoring the number and performance of trainees by gender.

4.1.2. Equity in participation in governance and decision making

Policy Statement

The Raffaella Foundation promotes equal representation and participation in decision making bodies with special attention for girls, women and persons identifying as female.

Strategies

- Provide gender-oriented leadership trainings to staff in leadership positions, especially to women and persons identifying as female to ensure that they effectively speak out and influence decisions when they sit on decision making bodies.
- Ensure gender mainstreaming of all decisions made by any decision-making body of the college.
- Ensure that women and persons identifying as female are encouraged, prioritized, and supported in accessing and voicing out their views in all decision-making platforms.
- Promote, enhance, and support active participation and decision-making of women, girls, persons identifying as female and other intersectional criteria that yields to inequalities in programs and projects in which The Raffaella Foundation and partners are involved.
- Use analysis of interpretations of gender disaggregated data for project design and management, to further strength participation and decision-making across beneficiaries.

4.1.3. Inclusive resource mobilization and donor interactions

Policy Statement

Externally funded initiatives in which the Raffaella Foundation and partners are involved will comply with the gender equality and social inclusion guidelines implemented by donors and the like agents that take part in resource mobilization.

Strategies

- Seek out donors whose focal areas (i.e. climate change, biodiversity, soil degradation) are aligned to principles of gender equality.
- Align resource mobilisation to trends and agreements in the global agenda that have a strong focus on overcoming gender gaps, such as those by the UNFCCC and the CBD.
- Develop programs and projects in which the Raffaella Foundation and partners are involved are committed to provide indicative information on gender considerations relevant to the activity, and any measures to address these, including the process to collect sex-disaggregated data and information on Gender¹¹.

4.1.4. Inclusive Hosting Agreements

Policy Statement

Formal partnerships, associations, platforms, organizations and networks, hosted by The Raffaella Foundation shall be in compliance with The Raffaella Foundation Gender Equality Policy.

Strategies

- Hosted entities should include in their work plan to strengthen societies' capacity activities embrace gender diversity, aiming to reduce the gender gap.
- Proposals and working plans, and agreements must explicitly present actions, activities, expected outputs, results and impact aiming for gender equality and social inclusion.

4.1.5. Gender equity participation in local, national and international forums

¹¹ https://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf

Policy Statement

The Raffaella Foundation supports gender equality for scientists of all ages to participate in local, national and global forums to alert stakeholders to trends, challenges and opportunities for embracing the use of diverse ideas and practices.

Strategies

- Publication and dissemination of contributions made by female scientists.
- Encouraging the involvement of local partners in science, with target on women, indigenous peoples, and other minority groups from LDCs to participate in local, national, regional and international symposiums and forums.

4.2. PRIORITY AREA 2: Mainstreaming gender inclusive research, development, and outreach.

Objectives

The key objectives for Mainstreaming gender inclusive research, development and outreach are:

- ✓ Mainstream gender equity in Research.
- ✓ Gender equity in grant/grantee selection and other development activities.
- ✓ Outreach, publications and other communications.

4.2.1. Mainstreaming gender equity in Research and Development Programs

Policy Statement

The Raffaella Foundation is committed to address and reduce gender gaps and promote equality, social inclusion and empowerment for girls, women and persons identified as female in research programs, and development agendas.

Strategies

- Gender Analysis or equivalent socio-economic assessment will be supported to identify and describe any gender differences, gender differentiated impacts and risks, and opportunities to address gender gaps and promote the Empowerment of Women and persons identifying as female that may be relevant to the proposed activity.
- Take corresponding gender-responsive measures to address differences, identified impacts and risks, and opportunities through a gender action plan or equivalent.
- If gender-responsive measures have been identified, the results framework or logical frameworks will include actions, Gender-sensitive indicators and sex-disaggregated targets.

4.2.2. Gender equity in grant selection and other development activities

Policy Statement

The Raffaella Foundation ensures gender equality for all ages to participate in grant allocations, complying with principles and guidelines of The Raffaella Foundation and partners and as stipulated in Memorandums of Understanding (MoUs), Letters of Agreement (LoA) and other forms of agreements, including those with donors.

Strategies

- Provide and undertake affirmative action to ensure equitable access to promotions, trainings, scholarships, research grants and other opportunities.
- Ensure gender equality and social inclusion for representativeness and participation.
- Select participants targeting the most disadvantaged as defined by intersectional criteria (i.e. sex, age, ethnic origin). If applicants have similar qualifications *vis à vis* themes or topics, the selection processes should target the most disadvantaged one.
- Ensure gender-sensitive criteria for use in the development and review of programs.
- Support proposals from partners to apply gender sensitive pedagogical processes and deliver gender-aware in research and education.

4.2.3. Outreach, publications and other communications

Policy Statement

The Raffaella Foundation is committed to disseminate results and impact in actions and activities that aim to overcome inequalities and so to close the gender gap.

Strategies

- Ensure that adequate resources are mobilised and allocated for national and other staff to develop, publish and use gender-sensitive learning support materials; whenever possible making that available in different languages.
- Monitor that all staff, partners and hosted organizations Promote gender inclusive and equitable authorship.
- Make disseminated material accessible to project staff and beneficiaries as means of feedback of their own results.

4.3. PRIORITY AREA 3: Empowering girls, women, and persons identifying as female, and advancing equal participation and leadership

Objectives

The key objectives on Empowering girls, women and persons identifying as female, and advancing equal participation and leadership are:

- ✓ Social and Economic Empowering girls, women, and persons identifying as female.
- ✓ Equal participation and leadership.
- ✓ Ensure equal pay for work of equal value.

4.3.1. Social and Economic Empowering girls, women, and persons identifying as female

Policy Statement

The Raffaella Foundation and partners are committed to contribute to the process of liberating people and communities from cycles of poverty derived from gender biases that have led to inequalities and exclusion.

Strategies

- Programs and project will include components on economic alternatives where women take leading roles in chain values and the like, yet without generating a burden on their lives.
- Across the project cycle, funds allocation will be transparently stated and reported,

4.3.2. Participation and Leadership

Policy Statement

The Raffaella Foundation adopts a gender balance approach in participation, aiming to reverse the historical underrepresentation of women in leadership roles.

Strategies

- Encourage the active participation in leadership roles across partners and hosted organisations as well as in programs and projects.
- Ensure a mechanism that prevents any form of harassment or segregation for women in leadership roles, especially in contexts where perceived as taboo.

4.3.3. Ensure equal pay for work of equal value

Policy Statement

The Raffaella Foundation is committed to close the gap between men and women for remunerated payments and work's compensations.

Strategies

- To promote mechanisms aiming to entitle the same wages for women as for men doing work of equal or equivalent value, building up tabulators and other tools for this use.
- Developing pertaining performance evaluation system, taking into consideration local conditions, and serving as feedback for equal and fair payments.

4.4. PRIORITY AREA 4: Freedom from all forms of gender-based violence.

Objectives

The key objectives on Freedom from all forms of Gender Based Violence are:

- ✓ Raise awareness, prevent and adopt a zero-tolerance approach against sexual harassment and GBV.
- ✓ Establish effective reporting and complaints mechanisms.
- ✓ Swiftly respond to reports of sexual harassment and GBV.
- ✓ Protect victims and survivors of sexual harassment and GBV.
- ✓ Provide links to support systems such as rehabilitation and counselling for victims and perpetrators.

4.4.1. Raise awareness, prevent and adopt a zero-tolerance approach against sexual harassment and GBV

Policy Statement

The Raffaella Foundation shall raise awareness amongst staff, consultants, partners and hosted organizations on prevention of and zero tolerance against sexual harassment, as defined by the United Nations Entity for Gender Equality and the Empowerment of Women¹², and Gender Based Violence (GBV).

Strategies

- Sensitize staff, consultants, partners and hosted organization on sexual harassment with ongoing training and activities.
- Corresponding regulations and policies with a focus on those that suffer multiple gender discrimination.

¹² Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders (<https://www.un.org/womenwatch/uncoordinated/antiharassment.html>).

- Implement policies relating to harassment and dignity at work that set out expectations for the behaviour of staff and managers.
- Support proposals from groups proposing to establish gender transformative, community-led initiatives that engage in research, awareness and gender equality advocacy.
- Incorporate questions on GBV and sexual harassment into the recruitment process including application and interviews.
- Provide all staff with accessible materials with information on sexual harassment and GBV, as well as reporting and complaint procedures.
- Raise awareness prevent and address cases of cyber-harassment including the provisions of the 2023 Revised Code of Washington Cyber Harassment in the WASHINGTON CYBERCRIME ACT <https://app.leg.wa.gov/RCW/default.aspx?cite=9A.90> .
- Orient ICT personnel and consult them in decisions related to cyber-harassment.

4.4.2. Reporting and Responding to Cases of Sexual harassment and GBV

Policy Statement

There shall be an effective and accessible informal and formal complaints system.

Strategies

- Ensure that programming for prevention and response is survivor-centered and trauma-informed and that at all times, the complainant's right to dignity and privacy shall be respected.
- Coordinate that, in the event of rape, sexual assault and any other criminal sexual offence, the victim immediately reports the incident to the nearest police station and thereafter attends the nearest health facility.
- Protect the complainant's identity with an anonymous complaints/reporting box that set up as private, completed online.
- Ensure that persons with disabilities have full and equal access to the reporting and complaints mechanisms. This includes access for persons with visual impairments, hearing impairments and other physical disabilities.
- Form a committee to preside over sexual harassment matters. The Team will include advisors from the Gender, Age, Ethnicity and Social Equity Team, the Health, Medicine and Equity Team, and the Education and Equity Team.

4.4.2.1. Grievance Mechanisms

a. Informal Complaints

The Raffaella Foundation shall provide for settlement of sexual harassment and GBV cases by informal mechanisms where the case is not of a criminal nature and the complaint prefers such informal settlement.

The Gender Coordinating Team shall:

- Afford the alleged perpetrator the right to be heard.
- If need be, and with the consent of the victim, facilitate dialogue between both parties to achieve an informal resolution which is acceptable to the complainant.
- Ensure that confidential records are kept of the complaints process.
- Follow up after the outcome to ensure that the harassment has stopped.
- Ensure that the procedure is carried out within reasonable time, in any case, not later than two weeks from the date that the incident is reported, depending on the circumstances.

b. Formal Complaints

The Raffaella Foundation Gender Coordinating Team shall:

- Interview the victim and the alleged perpetrator separately;
- Interview relevant third parties;
- Make the final decision on whether or not the incident(s) of sexual harassment took place;
- Produce a report detailing the investigations, findings and any recommendations;
- Decide what the appropriate remedy including an apology, a change to working arrangements, training for the perpetrator or to refer the matter to a disciplinary committee;
- Follow up to ensure implementation of the recommendations, that the behaviour has stopped and that the victim is satisfied with the outcome;
- Provide recommendations to ensure proper functioning of the workplace, in case it is not determined that harassment took place;
- Keep a record of the process and all actions taken on cases of sexual harassment and GBV;
- Ensure that all records concerning the matter are confidential; and
- Ensure that the procedure is carried out within reasonable time, in any case, not later than two weeks from the date that a complaint was lodged, depending on the circumstances.

4.4.3. Protection and Support to Victims and Survivors of Sexual, Gender Harassment and GBV

Policy Statement

Victims and survivors shall be protected upon reporting a case of sexual harassment and GBV, and shall be offered support by The Raffaella Foundation.

Strategies

- Ensure that victims are provided information to be given adequate medical attention where physical violence has occurred including emergency contraceptives and post- exposure prophylaxis treatment as appropriate.
- Take swift action against perpetrators and ensure they are no longer a risk to the victim's safety and well-being.
- Suspend the perpetrator until the determination of the case.
- Protect sexual harassment victims and witnesses from intimidation or threats of any kind.
- Take all necessary measures to prevent the victimization, intimidation or reprisal of victims and witnesses of sexual harassment.
- Ensure that there are links with and details of referral systems.

5. POLICY IMPLEMENTATION

The Vice President of The Raffaella Foundation will oversee the implementation of the policy. The Gender, Youth and Social Equity Team shall coordinate all activities of the policy in liaison with other Raffaella Foundation TEAMS. An implementation framework defining roles and responsibilities for staff and students will be produced.

5.1. Implementation Structure

In its implementation, the policy shall follow the logic of The Raffaella Foundation Governance Policies implemented under the Gender, Age, Ethnicity and Social Equity (GAESE) Team, chaired by the Gender, Youth and Ethnicity Advisor.

The role of the GAESE Team shall be:

- ✓ To facilitate the achievement of gender policy objectives at The Raffaella Foundation.
- ✓ To operate as a source of expertise on gender mainstreaming at The Raffaella Foundation
- ✓ To keep gendered records, track and facilitate implementation and monitoring of the policy
- ✓ To liaise with partners and hosted organizations responsible for Gender on current gender reforms at local, national, regional and global levels.
- ✓ To support awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.

All The Raffaella Foundation members and affiliates will have a role to play in realizing the objectives of the gender policy, and in creating and maintaining an environment free from injustice, harassment and discrimination. All partners, hosted organizations, associates, contractors, and those who offer services to The Raffaella Foundation shall be responsible for complying with the Policy. The Raffaella Foundation shall work closely with partner organizations and legal entities responsible for education and gender in collaborative projects, to ensure that the policy is implemented in line with National Gender Policy and other legal frameworks. The

Raffaella Foundation, through the Global Engagement and Communication Coordinator, shall also engage the media in publicizing gender activities.

5.2. Data collection

Gender equality at The Raffaella Foundation will be informed by collecting and analyzing sex-disaggregated data on all personnel, grantees, and hosted organizations based on specific, measurable, attainable, realistic and time-related (SMART) objectives, targets and measures. Indicators will include:

- ✓ Numbers by gender of all The Raffaella Foundation Team members, at all levels, by disciplines, by function (including administrative/support staff),
- ✓ Numbers by gender of all consultants, grantees, hosted organizations and any other persons under contractual relation to The Raffaella Foundation
- ✓ Percent by gender of applicants to research positions, among people recruited and success rate, including by scientific field, academic position and contract status;
- ✓ Percent by gender of persons in decision-making bodies, including by scientific field.
- ✓ Numbers by gender of persons in academic and administrative decision-making positions
- ✓ Numbers by gender of candidates applying for distinct job/consultancies, grants/ hosting/ and other contractual positions;
- ✓ Numbers by gender of training hours/credits attended/received;
- ✓ Wage gaps by gender and job.

5.3. Monitoring and Evaluation

Monitoring and Evaluation It shall be the responsibility of all Team members project coordinators supervisors and managers and the overall responsibility of the Vice President, The Raffaella Foundation to ensure that all employees are made aware of the Gender Policy. All supervisors and managers shall ensure that the policy is being implemented and where there is need for revision such suggestion shall be made. The implementation of the policy shall be evaluated every five years. Monitoring and evaluation shall be conducted using provided monitoring tools applicable at different levels within The Raffaella Foundation. The DATAR Diversity Assessment Tool for Agrobiodiversity and Resilience will be used as in incorporates a gender and age sensitive monitoring capacity.

BODY/PERSON	RESPONSIBILITIES
Board of Directors	Facilitating monitoring and evaluation of this policy by providing financial and technical support
Gender, Age, Ethnicity and Social Equity Team	Providing data required for monitoring and evaluation of this policy Tracking of all activities designed to respond to this policy
The Raffaella Foundation Thematic Teams	Facilitating monitoring and evaluation of this policy at Team level

	Providing data at TEAM level required for monitoring and evaluation of this policy
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5.4. Publication, Dissemination and Awareness of Policy and Contents

The Raffaella Foundation Gender Equity Policy, signed by the Board of Directors, will be published and posted on the institution’s website. The Raffaella Foundation Global Engagement and Communication Team, will support the public awareness materials and A sensitization programme shall be organized on a continuous basis on the gender policy for the The Raffaella Foundation Global Engagement and Communication Team, including both members and hosted organizations. Contents of the policy as well as implementation structures shall be prominently posted on The Raffaella Foundation websites; sent electronically to The Raffaella Foundation community. Disaggregated data on the sex and/or gender of personnel, grantees, and hosted organizations will be published on The Raffaella Foundation website on an annual basis.

6. DEDICATED RESOURCES AND BUDGET

This policy will be implemented in a manner that ensures the mainstreaming of gender in all areas of The Raffaella Foundation rather than through ad hoc activities that demand separate costs. This entails that while some of the activity results will not require additional financial resources, those that require the mainstreaming of gender in all key areas would need resource mobilization and provision. A budget will be allocated annually.

6.1. Financing Principles

This policy has been premised on the following efficiency principles:

- ✓ The Raffaella Foundation budget shall include funding for gender mainstreaming.
- ✓ Meet the costs of gender mainstreaming through collaborative inputs from partners.
- ✓ Fund raise for gender sensitization.

6.2. Gender Budgeting

Besides specific policy demands that require financing, this policy demands gender budgeting. This is a strategy to achieve gender equality by focusing on how resources are generally collected and spent, and an extent which this addresses gender inequality within institutions. Gender budgeting aims at dealing with budgetary gender inequality issues, such as gender hierarchies and discrepancies between male and female salaries, allowances and opportunities.

It is therefore a requirement of this policy for all Teams to apply the following gender budgeting elements in preparation of periodic budgets:

- ✓ Analysing budgets and policies from a gender perspective
- ✓ Linking gender budgeting to overall gender equality objectives
- ✓ Integrating gender perspectives throughout budget circles
- ✓ Monitoring and evaluation of achievements disaggregated by gender

- ✓ Transparency of the budgeting process
- ✓ Equal participation in the budgeting process through stakeholder consultation and use of gendered data

6.3. Dedicated Resources

The Raffaella Foundation will allocate annual funds from its core finances to support its Gender Equality Plan and to support Gender equity proposals in its small grants program.