



Gender Policy

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Responsible Owner	Executive Director
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1. Gender Policy Statement

TurningPoint Foundation affirms that **gender equality is a fundamental human right** and a core condition for achieving social justice, inclusive development, and sustainable change. We recognise that women, girls, and gender-diverse individuals—including transgender, non-binary, and intersex persons—continue to face **structural inequalities, discrimination, and exclusion** in many aspects of life.

We are committed to building and sustaining a **safe, respectful, and inclusive environment** where people of all genders are treated with dignity and equity. No individual shall be subject to discrimination, exclusion, or unequal treatment based on their gender identity, gender expression, or sex characteristics.

2. Purpose

This policy serves to:

- **Affirm TurningPoint’s organisational commitment** to gender equality, inclusion, and human rights in all aspects of its work
- **Establish a clear framework** for mainstreaming gender across programmes, operations, policies, and organisational culture
- **Create safe, equitable, and empowering spaces** for women, men, and gender-diverse individuals
- **Eliminate gender-based discrimination, harassment, and violence** within the organisation and across its partnerships and activities
- **Strengthen accountability mechanisms** that uphold gender justice, intersectionality, and inclusive development outcomes

3. Scope and Applicability

This policy applies to:

- **All** TurningPoint staff, board members, interns, and volunteers
- **All** partners, suppliers, consultants, contractors, and grantees
- **All** programmes, activities, offices, events, and collaborations across all geographic locations

By applying this policy universally, TurningPoint ensures that gender equality and inclusion are integrated into every aspect of its work, both internally and externally.

This policy is guided by and aligned with:

- National laws and the Constitution of Bangladesh
- The Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)
- The United Nations Sustainable Development Goals (SDGs)
- The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)

- Other applicable international standards and frameworks on gender and human rights

4. Definitions

To ensure shared understanding and consistent use of terminology, the following key concepts are defined:

- **Gender:** The social, cultural, and behavioural roles, expectations, and identities associated with being male, female, non-binary, or another gender. Gender is distinct from biological sex and can vary across time, place, and culture.
- **Gender Equality:** A state in which individuals of all genders enjoy equal rights, responsibilities, and opportunities across all areas of life.
- **Gender Equity:** The process of ensuring fairness by recognising and addressing the specific needs, experiences, and barriers faced by different genders—often through targeted actions to achieve true equality.
- **Gender-Based Violence (GBV):** Any harmful act perpetrated against an individual based on their gender. This includes physical, sexual, psychological, or economic abuse and may occur in public or private settings.
- **Gender Mainstreaming:** A strategy for integrating gender perspectives and promoting gender equality in all policies, programmes, and institutional practices.
- **Gender-Diverse People:** Individuals whose gender identity or expression does not align with traditional binary norms. This includes but is not limited to transgender, non-binary, intersex, and gender non-conforming individuals.

5. Principles

TurningPoint's approach to gender equality is grounded in the following principles:

- **Equality and Non-Discrimination:** TurningPoint affirms that all individuals—regardless of gender identity or expression—have equal rights and must be protected from discrimination in any form.
- **Intersectionality:** We recognise that gender inequality does not exist in isolation. It intersects with other forms of exclusion based on disability, ethnicity, age, class, or other identities. Our work applies an inclusive lens that addresses these overlapping systems of disadvantage.
- **Meaningful Participation:** Women, girls, and gender-diverse individuals must be meaningfully included in leadership, decision-making, programme design, and implementation.
- **Empowerment and Transformation:** TurningPoint is committed to transforming unequal power relations by challenging discriminatory norms and promoting fair access to resources, leadership, and opportunity.
- **Do No Harm:** All activities must avoid reinforcing gender stereotypes or exposing individuals to harm. We take proactive steps to ensure our interventions are safe, inclusive, and equitable.

6. Organisational Commitments

TurningPoint is committed to advancing gender equality and inclusion through its internal systems, external work, and partnerships. Specifically, the organisation will:

- **Ensure a workplace environment free from gender-based discrimination, harassment, and violence**
- **Integrate gender equality into all strategies, policies, operational plans, and decision-making processes**
- **Conduct gender analysis** during programme design, implementation, and evaluation to inform inclusive approaches
- **Promote gender parity** in recruitment, leadership, and governance at all levels
- **Deliver gender sensitisation and capacity-building training** for all staff, partners, and stakeholders
- **Ensure that organisational spaces, communications, and policies** are inclusive and accessible to people of all genders
- **Support the agency, voice, and leadership** of women, girls, and gender-diverse individuals across all programming
- **Strengthen internal accountability systems** to monitor gender outcomes and assess progress toward equality goals

7. Gender in Programmes and Partnerships

TurningPoint is committed to embedding gender equality throughout the programme cycle and in all external collaborations. To achieve this, the organisation will:

- **Apply a gender lens** at every stage of the programme cycle—including assessment, design, implementation, monitoring, and evaluation
- **Collect and analyse disaggregated data** by sex, age, and disability to inform inclusive, evidence-based decision-making
- **Engage women, men, and gender-diverse individuals** in meaningful, accessible, and participatory ways throughout the programme lifecycle
- **Partner with gender justice organisations and women-led groups**, especially those representing marginalised communities
- **Integrate gender-responsive safeguarding and PSEAH mechanisms** into all programme designs and partnership agreements
- **Develop gender-transformative interventions** that challenge discriminatory norms, shift power dynamics, and promote equitable outcomes

8. Gender in the Workplace – HR and Operational Commitments

TurningPoint recognises that promoting gender equality within the workplace is essential to fostering an inclusive, safe, and high-performing organisational culture. The organisation is committed to ensuring that its human resources policies,



leadership structures, and internal operations actively support gender justice and workplace equity.

Specifically, TurningPoint will:

- **Ensure equal pay for equal work**, regardless of gender identity, gender expression, or other intersecting identities
- **Promote gender balance** in recruitment, promotions, and leadership, with proactive measures to ensure fair representation of women and gender-diverse individuals at all levels
- **Prevent and respond to sexual harassment and gender-based misconduct** through clear policies, training, and safe reporting procedures, aligned with TurningPoint's Safeguarding and PSEAH Policies
- **Provide paid parental leave, caregiver support, and flexible working arrangements** that support gender equality in both paid and unpaid care roles
- **Create a physically and psychologically safe working environment** that is free from discrimination, bias, or hostile behaviours
- **Apply inclusive hiring practices** that reduce unconscious bias and accommodate the needs of gender-diverse applicants and employees
- **Make organisational communications, policies, and facilities** gender-sensitive and inclusive, including the use of inclusive language and safe spaces (e.g. gender-neutral toilets, where feasible)

These commitments apply to all staff, volunteers, consultants, and interns. They are regularly reviewed through HR audits and employee feedback mechanisms to ensure fairness, equity, and continuous improvement.

9. Policy Implementation and Resourcing

TurningPoint recognises that realising gender equality requires not only strong policy commitments but also intentional actions, adequate resources, and consistent leadership. To ensure this policy is fully operationalised, TurningPoint will take the following steps:

- **Assign clear leadership and oversight** for gender policy implementation, including the designation of a Gender Focal Point or team responsible for coordination, technical guidance, and follow-up
- **Develop an annual Gender Action Plan**, setting out concrete activities, timelines, responsibilities, and indicators aligned with organisational priorities and programme objectives
- **Allocate adequate financial and human resources** to support the implementation of gender-related actions across departments, programmes, and partnerships
- **Integrate gender objectives into departmental and staff workplans**, performance reviews, and institutional reporting to ensure shared accountability
- **Embed gender equality into organisational systems**, including budgeting, procurement, HR, monitoring and evaluation (M&E), and strategic planning processes

- **Provide continuous learning opportunities**—including training, mentoring, and peer exchange—to strengthen staff capacity to implement gender-responsive and transformative approaches
- **Engage leadership at all levels**, including the Board, SMT, and partner organisations, to champion gender equality and ensure sustained momentum

These implementation efforts will be reviewed annually alongside the Gender Policy to track progress, address challenges, and support adaptive learning across the organisation.

10. Roles and Responsibilities

Ensuring gender equality is a shared responsibility across all levels of TurningPoint and its partners. The following roles contribute in distinct but complementary ways:

- **Executive Director**
 - Provides strategic leadership to embed gender equality across the organisation
 - Approves key decisions related to gender policy implementation and resourcing
 - Ensures accountability mechanisms are in place and regularly reviewed
- **Senior Management Team (SMT)**
 - Leads by example and champions gender integration across departments and programmes
 - Ensures all staff have access to relevant gender training, resources, and support tools
 - Supports ongoing monitoring, evaluation, and learning (MEL) related to gender outcomes
- **Gender Focal Point** (*if designated*)
 - Provides technical support and coordination for gender mainstreaming across the organisation
 - Works with teams to apply gender analysis during planning, implementation, and reporting
 - Leads or supports gender-related data collection, reporting, and capacity strengthening
- **All Staff and Volunteers**
 - Participate in gender sensitisation training and apply inclusive practices in their daily work
 - Foster respectful, non-discriminatory behaviours and challenge gender bias where observed



- Report any incidents of gender-based discrimination, harassment, or abuse through appropriate channels
- **Partners and Contractors**
 - Must comply with TurningPoint's Gender Policy principles in all agreements and operations
 - Are encouraged to adopt or enhance their own gender-inclusive policies and practices

11. Monitoring, Accountability, and Review

TurningPoint is committed to monitoring the implementation and impact of this Gender Policy through systematic data collection, evaluation, and accountability mechanisms. The organisation will:

- **Integrate gender indicators** into all Monitoring, Evaluation, Accountability, and Learning (MEAL) frameworks
- **Collect and analyse disaggregated data** by sex, age, and disability to ensure inclusive and equitable programme outcomes
- **Regularly assess progress** on gender-related commitments, including organisational staffing, leadership representation, and programme-level impacts
- **Include gender policy compliance** in internal audits, partner reviews, and due diligence processes
- **Investigate and respond to complaints or breaches** of this policy through established safeguarding, HR, or disciplinary procedures
- **Use monitoring findings** to adapt strategies, strengthen systems, and promote ongoing learning and improvement

12. Policy Review Cycle

TurningPoint is committed to ensuring that this Gender Policy remains relevant, effective, and aligned with evolving legal standards, global best practices, and the lived experiences of the communities it serves.

The policy will be reviewed **annually**, or earlier if significant changes occur in:

- Organisational strategy or structure
- National laws or international gender-related frameworks
- Feedback from staff, partners, or programme participants
- Monitoring and evaluation findings related to gender outcomes

Responsibility for initiating the review rests with the **Executive Director**, in consultation with the **Gender Focal Point**, **Fiduciary Risk Manager**, and other relevant stakeholders. Revisions will be approved by the **Senior Management Team (SMT)** and shared with all staff and partners.



All staff, volunteers, and partners will be informed of any updates, and training will be provided where necessary to support implementation of changes.

Approved by:

Senior Management Team, Turning Point Foundation

Date: 12 May 2025

Annexes

Annex 1: Glossary of Key Gender Terms

Definitions of important gender-related terms used in the policy (e.g. gender identity, gender mainstreaming, intersectionality, PSEAH).

Annex 2: Gender Mainstreaming Checklist for Programmes and Projects

A practical tool for programme teams to ensure gender is integrated into design, implementation, and MEL.

Annex 3: Minimum Standards for Gender-Responsive Partnerships

Key expectations and principles for partner organisations to align with TurningPoint's gender commitments.

Annex 4: Gender-Responsive Safeguarding & Reporting Pathways

Clear visual or tabular reference showing how gender-based incidents should be reported and handled—linked to your Safeguarding and Whistleblowing policies.

Annex 5: List of Related Policies and Frameworks

Cross-referenced list of relevant internal policies (e.g. Safeguarding, Whistleblowing, Code of Conduct) and key international frameworks (CEDAW, UNCRPD, SDGs).

Annex 6: Sample Gender Action Plan Template

Include the **GAP table** we just created so that programme managers and partners can easily apply it.

Annex 1: Glossary of Key Gender Terms

Term	Definition
Gender	The social, cultural, and behavioural roles, attributes, and expectations that a society considers appropriate for women, men, and gender-diverse individuals. Gender is distinct from biological sex and can vary across time and cultures.
Gender Identity	A person’s internal sense of their own gender, which may or may not correspond with the sex assigned at birth.
Gender Expression	The way in which a person outwardly expresses their gender identity, including through clothing, behaviour, voice, or appearance.
Gender Equality	The state in which individuals of all genders have equal rights, responsibilities, and opportunities in all spheres of life.
Gender Equity	The process of being fair by recognising and addressing historical and structural gender-based disadvantages, often through targeted strategies or affirmative action.
Gender-Diverse People	Individuals whose gender identity or expression does not conform to traditional male or female norms. This includes transgender, non-binary, intersex, and gender-nonconforming individuals.
Intersectionality	The understanding that different forms of discrimination (e.g. based on gender, disability, ethnicity, age, or class) can overlap and compound, creating unique experiences of inequality.
Gender Mainstreaming	The systematic integration of gender perspectives into all policies, programmes, and activities, to promote gender equality at all levels.
Gender-Based Violence (GBV)	Any act of violence or harm directed at someone because of their gender. GBV includes physical, sexual, psychological, and economic abuse.
Sex	The classification of people as male, female, or intersex based on biological and anatomical characteristics.
Sex-Disaggregated Data	Data that is collected and analysed separately for females and males to identify gender-specific trends and disparities.
Safeguarding	Measures taken to protect individuals—especially women, children, and vulnerable groups—from abuse, exploitation, or harm in the course of development or humanitarian work.
PSEAH	Prevention of Sexual Exploitation, Abuse, and Harassment—an essential element of safeguarding and gender-responsive practice in development settings.

Annex 2. a: Gender Mainstreaming Checklist for Programmes and Projects

This checklist is a practical tool to support staff and partners in integrating gender equality throughout the **project cycle**—from design to evaluation.

Stage	Checklist Questions	Yes / No / In Progress	Notes / Action Required
1. Needs Assessment & Context Analysis	<p>Have gender-specific needs and roles been assessed?</p> <p>Was data disaggregated by sex, age, and disability (SADDD)?</p> <p>Were women, girls, and gender-diverse individuals consulted meaningfully?</p>		
2. Programme Design	<p>Have programme objectives addressed identified gender gaps?</p> <p>Have risks of GBV or exclusion been identified and mitigated?</p> <p>Have gender-transformative strategies been considered (e.g. challenging norms)?</p>		
3. Implementation	<p>Are women and gender-diverse persons represented in leadership and decision-making roles?</p> <p>Are activities accessible to people of all genders and abilities?</p> <p>Are staff trained in gender sensitivity and safeguarding?</p>		
4. Monitoring & Evaluation	<p>Are indicators disaggregated by sex, age, and disability?</p> <p>Are gender outcomes tracked and analysed throughout the programme?</p> <p>Do feedback mechanisms accommodate different gender needs (e.g. safe spaces)?</p>		
5. Reporting & Learning	<p>Are gender outcomes included in donor and internal reports?</p> <p>Are lessons learned on gender shared across teams and partners?</p>		

Annex 2.b: Gender Mainstreaming Checklist for Programmes and Projects

Programme Stage	Checklist Questions/Actions
Assessment	<ul style="list-style-type: none"> • Have gender-related needs and barriers been identified through data and stakeholder consultations? • Is data disaggregated by gender, age, disability, and other relevant factors? • Have voices of women, girls, and gender-diverse groups been meaningfully included?
Design	<ul style="list-style-type: none"> • Are objectives gender-sensitive and aligned with policy commitments? • Have gender roles, responsibilities, and power dynamics been considered? • Does the budget allocate resources for gender-specific activities and capacity building?
Implementation	<ul style="list-style-type: none"> • Are gender-responsive approaches embedded in activities? • Do implementation teams receive gender training and guidance? • Are communication materials inclusive (language, images, accessibility)?
Monitoring & Evaluation	<ul style="list-style-type: none"> • Are gender indicators included in M&E frameworks and logframes? • Is data regularly collected and analysed by gender, age, and disability? • Are lessons learned on gender integrated into programme adaptations?
Partnerships	<ul style="list-style-type: none"> • Do partner agreements include gender equality commitments? • Are partners assessed for gender capacity and provided support? • Are joint initiatives co-designed with gender experts or women-led organisations?



Annex 3: Minimum Standards for Gender-Responsive Partnerships

TurningPoint expects all partner organisations to uphold gender equality and inclusion in line with its Gender Policy. The following minimum standards should be applied in all partnership agreements and collaborations:

1. The partner organisation has a publicly stated commitment to gender equality or agrees to align with TurningPoint's Gender Policy.
2. The partner agrees not to tolerate any form of gender-based discrimination, harassment, or abuse.
3. Women and gender-diverse individuals are meaningfully included in project planning, delivery, and monitoring.
4. Sex-, age-, and disability-disaggregated data is collected and used to inform programming.
5. The partner conducts or uses gender analysis in programme design or delivery.
6. A safeguarding policy is in place, or the partner agrees to adopt TurningPoint's safeguarding standards.
7. There is a designated gender or safeguarding focal point within the partner organisation.
8. All staff and volunteers have received or will receive gender sensitisation training appropriate to their roles.
9. Facilities and communication materials are accessible and inclusive to all genders.
10. The partner will report any gender-based incidents (e.g. SEAH) using agreed procedures and will cooperate fully in case management.

Annex 4: Gender-Responsive Safeguarding & Reporting Pathways

This annex outlines how safeguarding concerns—particularly gender-based incidents such as sexual exploitation, abuse, and harassment (SEAH)—should be reported and managed in a way that protects survivors, ensures accountability, and upholds TurningPoint’s zero-tolerance approach.

◇ A. Guiding Principles

- **Confidentiality:** Identities of survivors and whistleblowers must be protected at all stages.
- **Survivor-centred:** Response must respect the dignity, wishes, and safety of the survivor.
- **Non-retaliation:** No one will be punished for reporting concerns in good faith.
- **Timeliness:** Reports should be addressed promptly and appropriately.
- **Accessibility:** Reporting mechanisms must be safe, inclusive, and accessible to all genders, ages, and abilities.

◇ B. Reporting Flowchart

1. Concern observed or experienced



2. Report submitted through:

- Email: RaiseConcerns@turningpointbd.org
- Phone/SMS: +88-01886100906
- Confidential box (physical location where applicable)



3. Report received by Safeguarding Focal Point or Designated Officer



4. Initial safety check and risk assessment (e.g. Is the survivor in immediate danger?)



5. Case registration and documentation (confidentially)



6. Referral and/or Investigation

- Minor concern: Internal resolution by trained staff
- Serious concern (e.g. SEAH): Escalated to Executive Director and/or external agencies



7. Response plan implemented

- Support for survivor (medical, psychosocial, legal)
- Disciplinary or legal action as appropriate



8. Case closure

- Final documentation
- Survivor informed of outcome

- Lessons learned (de-identified) shared with relevant teams

◇ **C. Special Notes for Gender-Based Incidents**

- Always ask the survivor how they wish to proceed
- Use female or gender-diverse staff for intake when possible
- Avoid secondary trauma by limiting how many times a survivor must repeat their story
- Provide referral contacts for external support (counsellors, legal aid, shelters)

Annex 5: List of Related Policies and Frameworks

TurningPoint Foundation Gender Policy

This annex provides a reference list of internal organisational policies and external international frameworks that support the implementation and alignment of TurningPoint’s Gender Policy.

◇ **A. Related TurningPoint Organisational Policies**

Policy Title	Purpose / Relevance
Safeguarding Policy	Protects all individuals, especially children, women, and at-risk adults, from abuse, exploitation, and harm in TurningPoint’s work. Includes SEAH prevention.
Whistleblowing Policy	Provides safe and confidential channels for reporting misconduct, including gender-based discrimination or harassment.
Code of Ethics	Sets out the values, conduct, and responsibilities expected of all representatives, with specific commitments to gender equality and respect.
Conflict of Interest Policy	Ensures transparency and fairness in decision-making, reducing potential bias that could disadvantage women or marginalised groups.
Dignity and Respect at Work Policy	Promotes a respectful, inclusive, and non-discriminatory work environment for all genders.
Workplace Health and Safety Policy	Ensures the physical and mental well-being of staff, with attention to gender-sensitive needs and safety.
Risk Management Policy	Identifies and mitigates gender-related risks across programmes, partnerships, and operations.
Gender Action Plan (GAP)	Operationalises this Gender Policy through concrete activities, responsibilities, timelines, and indicators.

◇ B. Key International Frameworks

Framework / Instrument	Relevance to TurningPoint
CEDAW – Convention on the Elimination of All Forms of Discrimination Against Women	Affirms the rights of women and mandates state and organisational action to eliminate gender discrimination.
SDGs – Sustainable Development Goals (esp. Goal 5)	Goal 5 promotes gender equality and the empowerment of all women and girls. Gender is mainstreamed across all 17 goals.
UNCRPD – UN Convention on the Rights of Persons with Disabilities	Recognises the multiple and intersectional discrimination faced by women and girls with disabilities.
IASC Guidelines on GBV in Emergencies	Provides a survivor-centred approach for gender-based violence prevention and response in humanitarian and development settings.
ILO Convention No. 190	Focuses on ending violence and harassment in the world of work, including gender-based violence.
Beijing Platform for Action	Global agenda for women’s empowerment and gender equality across multiple domains (education, health, governance, etc.).

Annex 6: Gender Action Plan (GAP) Template – TurningPoint Foundation

This Gender Action Plan (GAP) template is designed to help operationalise TurningPoint’s Gender Policy by translating policy commitments into practical activities, responsibilities, timelines, and measurable outcomes.

Strategic Area	Objective	Key Activities	Responsibility	Timeline	Resources Required	Indicators of Success	Status/Notes
Organisational Culture & Leadership	Promote a gender-inclusive organisational environment	- Assign a Gender Focal Point - Conduct annual gender audit - Hold quarterly gender dialogue forums	ED, SMT, HR	Q1–Q4	Staff time, external facilitation	Gender focal point assigned Staff gender audit completed Feedback from forums	Planned
Gender Mainstreaming in	Ensure all programmes apply a	- Conduct gender analysis during	Programme Leads, MEL,	Per project cycle	MEL tools, training budget	% of projects with gender	Planned

Programmes	gender lens	design - Apply disaggregated indicators - Include gender in evaluation TORs	Gender Focal Point			analysis Gender data reported in MEL reports	
Inclusive Human Resources	Strengthen gender equity in recruitment, retention, and leadership	- Set gender targets for leadership roles - Review and revise HR policies - Provide flexible working arrangements	HR, SMT	Q2–Q3	HR review team, staff input	% increase in women and gender-diverse staff in leadership HR policy updated	Planned
Capacity Building	Equip staff and partners to apply gender equality principles	- Conduct annual gender training - Train managers on inclusive leadership - Include gender in partner onboarding	Gender Focal Point, HR, Partnerships	Annually	Training budget, facilitators	% staff trained Training evaluations show increased confidence	Planned
Safeguarding & PSEAH	Ensure all safeguarding practices are gender-responsive	- Integrate gender into safeguarding training - Review complaints procedures for gender sensitivity	Safeguarding Lead, HR, MEL	Q1–Q4	Training, technical review	# of staff trained in gender-responsive safeguarding % of cases handled with gender-sensitive process	Planned

Partnerships & Advocacy	Collaborate with gender justice actors and amplify marginalised voices	<ul style="list-style-type: none"> - Map women-led and gender-diverse CSOs - Partner on joint initiatives - Support advocacy for legal/policy change 	Partnerships Team, Advocacy Lead	Q2–Q4	Outreach budget, advocacy materials	# of joint initiatives # of partnerships with gender-focused organisations	Planned
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