

Gender Equality Plan

1. Introduction

Women's Initiatives for Gender Justice (WIGJ) is an international feminist NGO.

Our vision is a gender-just world through the law. Our mission is to drive change in the international justice system by advancing accountability for gender-based violence and advocating for inclusive, survivor-sensitive justice for all.

This Gender Equality Plan (GEP) sets out WIGJ's institutional commitment to advancing gender equality and inclusivity, both within the organisation and through all aspects of its work. It consolidates existing provisions in our Human Resources Manual, Safeguarding, and SEAH (Sexual Exploitation, Abuse and Harassment) policies, and it introduces additional measures on inclusive language, data monitoring, and organisational culture.

WIGJ recognises that gender equality cannot be meaningfully pursued without an intersectional understanding of how gender intersects with other dimensions of identity and structural inequality. We recognise that inequality and discrimination are shaped by overlapping and compounding identities, including race, gender, religion, age, ethnicity, class, sexuality, (dis)ability, and migration status. Our commitment to gender justice is therefore also a commitment to addressing intersecting systems of oppression.

The GEP applies to all affiliated with WIGJ: board members, employees, consultants, interns, volunteers and civil society partners.

2. Definitions & Key Concepts

Gender: WIGJ defines gender as a social construct that shapes roles, expectations, opportunities, and power relations. Gender identities go beyond the male–female binary and include non-binary, transgender, and gender-diverse persons.

Gender Equality: The state in which individuals of all genders have equal rights, responsibilities, and opportunities in every aspect of life.

Intersectionality: A framework recognising that people experience discrimination and privilege differently, depending on the combination of their identities and social positions.

Gender-Based Violence (GBV): Any harmful act directed at an individual based on their gender, including sexual exploitation, abuse, and harassment.

3. Leadership Commitment & Publication

The GEP is formally endorsed by both the Executive Director and the Board.

The GEP will be published on the WIGJ website, shared internally, and included in onboarding materials.

The plan will be reviewed and updated every two years in consultation with staff and the Board.

4. Roles & Responsibilities

Given the organisation's size and capacity, no new roles or committees are created. Instead, the GEP integrates with existing HR, Safeguarding, and SEAH responsibilities. Roles are therefore streamlined:

HR Focal Point (Finance Administrator): Responsible for implementing HR-related equality measures, including recruitment, leave, and pay monitoring.

Safeguarding Officer (Executive Director): Responsible for addressing safeguarding and SEAH concerns.

Board of Directors: Provides oversight, ensures policies remain fit for purpose, and addresses grievances that cannot be resolved at staff level.

5. Data Collection & Monitoring

WIGJ monitors progress on gender equality through simple, proportional mechanisms.

An annual monitoring report will be prepared by the HR Focal Point and reviewed by the Board.

Gender-disaggregated data will be collected and reviewed annually by the Board on:

- Staff composition (employees, consultants, interns, volunteers)
- Recruitment and promotions
- Salary scales and increases
- Training participation
- Complaints of harassment/SEA (anonymised)

6. Work-Life Balance

Existing HR Manual provisions include:

- Minimum 20 days annual paid leave
- Sick leave, including mental health days
- Flexible public holidays ("floating" days)
- Parental leave for all genders, with flexible return-to-work arrangements
- Support for staff with caregiving responsibilities
- Remote work options, flexible hours, and discouragement of overtime work
- Mental health support, including access to a licensed psychologist
- Accommodations for staff with disabilities.

7. Organisational Culture

We commit to building an environment where all staff feel safe, respected, and included.

To identify cultural or inclusivity issues, WIGJ will conduct an annual staff survey or feedback session. WIGJ will conduct an annual anonymous staff survey or facilitated feedback session to assess organisational culture, inclusion, and wellbeing. The survey will cover topics such as psychological safety, experiences of discrimination or exclusion, work-life balance, and perceptions of fairness in recruitment, promotion, and decision-making. Results will be aggregated and reviewed by the HR Focal Point and the Board, and will inform targeted organisational improvements and training priorities.

WIGJ also commits to inclusive social practices, e.g., ensuring events are not centred on alcohol, and that they are accessible to caregivers and persons with disabilities.

WIGJ will develop guidelines on inclusive language, covering gender identity, sexual orientation, race, disability, and cultural identity. All internal and external communications will reflect these standards. Mandatory staff training on inclusive communication will be introduced.

8. Recruitment, Career Progression & Leadership

Existing HR Manual provisions include:

- Inclusive job postings and fair recruitment practices
- Equitable pay scales with transparent salary matrix
- Annual performance reviews with opportunities for growth
- Professional development opportunities, including access to training and mentoring.

Commitments under this GEP:

- Monitor recruitment, promotions, and pay equity annually using gender-disaggregated data
- Encourage and support underrepresented genders in leadership roles through mentoring and tailored professional development
- Ensure internships remain paid and accessible, with transparent recognition of contributions.

9. Measures Against Gender-Based Violence & Harassment

WIGJ has zero tolerance for sexual exploitation, abuse, harassment (SEA/SH), and discrimination. This is enforced through our existing SEAH Policy, Safeguarding Policy, and HR Manual.

Commitments under this GEP:

- Maintain confidential reporting channels for complaints
- Guarantee survivor-sensitive responses, including access to support and referrals
- Annual anonymised reporting to the Board on complaints and outcomes
- Mandatory induction and refresher training on harassment prevention for all staff.

10. Training & Capacity Building

Annual gender-related training (already in place) will continue for all staff.

Mandatory induction training will include:

- Gender equality and unconscious bias
- Inclusive language
- Safeguarding and harassment prevention

The Director and HR Focal Point will receive additional targeted training.

11. Accountability, Review & Continuous Improvement

The HR Focal Point will prepare an annual monitoring report (in line with the indicators listed in the annex).

The Board will review progress and provide oversight.



Staff feedback (through surveys and consultations) will inform adjustments.

The GEP will be updated every two years.

Adopted by Board decision on 15 October 2025

Alix Vuillemin

Executive Director

Women's Initiatives for Gender Justice

Annex: Key Indicators

1. **Staff Composition:** % by gender (employees, consultants, interns, volunteers).
2. **Leadership:** % of leadership roles by gender.
3. **Recruitment:** % of applicants shortlisted/hired by gender.
4. **Pay Equity:** Gender pay gap at each level.
5. **Leave Uptake:** Parental, sick, mental health, flexible arrangements, by gender.
6. **Training Participation:** % of staff trained (gender equality, bias, safeguarding).
7. **Complaints:** Number of harassment/SEA complaints (anonymised) and % resolved.
8. **Staff Feedback:** Results from annual inclusivity/culture survey.