



Creative Services Limited (CSL) Gender Policy

(Version-1, Effective from January 01, 2024)

1. Introduction

Creative Services Limited (CSL) is committed to promoting gender equality, empowering individuals of all genders, and fostering an inclusive work environment. Their Gender Policy reflects this commitment by striving for gender equality within the organization and the communities they serve. CSL recognizes the significance of promoting gender equality and empowering individuals in creating an inclusive, respectful, and supportive workplace environment that embraces gender diversity.

2. Policy Statement

CSL is committed to:

- Promoting gender equality and eliminating discrimination based on gender, including but not limited to gender identity, gender expression, and sexual orientation.
- Providing equal opportunities for all individuals, regardless of gender, in recruitment, hiring, training, promotion, and compensation.
- Fostering a work culture that respects and values the contributions of individuals of all genders and promotes a healthy work-life balance.
- Ensuring that policies, programs, and practices are gender-sensitive and responsive to the diverse needs and experiences of individuals.
- Supporting initiatives that promote women's empowerment, gender equity, and the advancement of underrepresented genders within CSL and in the broader community.
- Implementing measures to prevent and address gender-based harassment, discrimination, and violence in the workplace and in all organizational activities.

3. Implementation Guidelines

To operationalize this Gender Policy, CSL will:

- Establish a Gender Equality Committee or designate a Gender Focal Point responsible for overseeing the implementation of gender equality initiatives and monitoring progress.
- Conduct regular gender assessments and analyses to identify gaps, barriers, and opportunities for promoting gender equality within CSL.
- Develop and implement gender-sensitive recruitment and retention strategies to attract and retain individuals of all genders, particularly those from underrepresented groups.
- Provide gender-sensitive training and capacity-building programs for all staff to raise awareness about gender issues, promote inclusive behaviors, and enhance understanding of gender equality principles.
- Ensure that policies and procedures related to harassment, discrimination, and grievance mechanisms are gender-responsive and accessible to all individuals, with clear protocols for reporting and addressing incidents of gender-based misconduct.

- Support work-life balance initiatives, flexible work arrangements, parental leave policies, and childcare support services to accommodate the diverse needs of individuals with caregiving responsibilities.
- Promote gender diversity and inclusivity in decision-making processes, leadership positions, and representation in all levels of the organization.
- Collaborate with external partners, including government agencies, civil society organizations, and gender equality advocates, to advance gender equality goals and contribute to broader efforts to promote women's empowerment and gender equity.

4. Monitoring and Evaluation

CSL will regularly monitor and evaluate the implementation of this Gender Policy to assess progress, identify challenges, and make necessary adjustments. Key performance indicators will be established to measure the effectiveness of gender equality initiatives and inform future planning and decision-making.

5. Accountability and Compliance

All individuals associated with CSL are responsible for upholding the principles and objectives of this Gender Policy and for complying with relevant laws, regulations, and organizational policies related to gender equality and non-discrimination. Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment or contractual relationship.

6. Communication and Awareness

CSL will communicate this Gender Policy to all staff, partners, and stakeholders and ensure that it is readily accessible on the organization's website and intranet. Training and awareness-raising activities will be conducted regularly to promote understanding of the policy and foster a culture of gender equality and inclusion.