



## DEMERARA ASSOCIATES

### Gender Equality Policy

#### 1. Policy Statement

Demerara Associates is committed to upholding the principles of gender equality and non-discrimination in all aspects of its operations. The organisation shall ensure equitable access to employment, training, advancement, and participation opportunities, and shall maintain a work environment that is inclusive, respectful, and free from gender-based discrimination, harassment, or bias.

This policy is aligned with the laws of the Co-operative Republic of Guyana, including the Prevention of Discrimination Act, Cap. 99:08, and the Labour Act, Cap. 98:01, which prohibit discrimination and promote fair and equitable treatment in employment.

All policies, procedures, and practices shall be implemented in a manner that promotes fairness, dignity, and equal treatment for all persons, regardless of gender.

#### 2. Purpose

The purpose of this policy is to:

- Promote gender equality across all organisational activities
- Prevent discrimination, harassment, and bias based on gender
- Ensure compliance with applicable laws of Guyana
- Establish clear standards, responsibilities, and accountability mechanisms

#### 3. Scope

This policy applies to:

- All employees (full-time, part-time, and contractual)
- Consultants, interns, and volunteers
- Clients, partners, and stakeholders engaged with Demerara Associates
- All organisational activities, including recruitment, training, service delivery, and external engagements



## 4. Definitions

### **Gender Equality:**

The state in which all individuals, regardless of gender, have equal rights, responsibilities, and opportunities.

### **Gender Discrimination:**

Any distinction, exclusion, or restriction based on gender that impairs equal access to opportunities or fair treatment, in accordance with the Prevention of Discrimination Act, Cap. 99:08.

### **Harassment:**

Any unwelcome conduct related to gender that creates an intimidating, hostile, or offensive work environment.

### **Gender Bias:**

Prejudicial attitudes or behaviours that influence decisions or treatment based on gender.

### **Inclusive Environment:**

A workplace culture that values diversity, respects differences, and ensures all individuals feel safe and supported.

## 5. Legal and Regulatory Framework

This policy is guided by and shall be interpreted in accordance with the laws of Guyana, including but not limited to:

- Prevention of Discrimination Act, Cap. 99:08

Prohibits discrimination in employment, training, recruitment, and membership in organisations on the basis of gender and other protected characteristics.

- Labour Act, Cap. 98:01

Provides for fair labour practices, equitable treatment, and the regulation of employment relationships.

- Any other applicable national legislation, regulations, or international standards adopted by Guyana relating to equality and non-discrimination.



## 6. Guiding Principles

Demerara Associates shall be guided by the following principles:

- Equity and Fairness: Equal access to opportunities and resources
- Respect and Dignity: Zero tolerance for discrimination or harassment
- Accountability: Clear responsibility for upholding this policy
- Inclusion: Active promotion of diversity and participation
- Compliance: Adherence to national legal and regulatory requirements

## 7. Policy Commitments

Demerara Associates commits to:

### 7.1 Equal Employment Opportunity

- Ensure fair and unbiased recruitment, selection, and promotion processes in compliance with the Prevention of Discrimination Act
- Provide equal access to training, development, and leadership opportunities

### 7.2 Workplace Environment

- Maintain a safe, respectful, and inclusive work environment
- Prevent and address all forms of gender-based discrimination and harassment

### 7.3 Pay Equity

- Promote fairness in compensation and benefits without gender bias

### 7.4 Representation and Participation

- Encourage balanced representation in leadership, decision-making, and project teams

### 7.5 Service Delivery

- Ensure services are delivered in a manner that respects gender equality and inclusion



## 8. Roles and Responsibilities

### 8.1 Management

- Ensure implementation and enforcement of this policy
- Promote compliance with national laws and organisational standards
- Address complaints promptly and fairly

### 8.2 Employees and Associates

- Treat all individuals with respect and fairness
- Comply with this policy and applicable laws
- Report any incidents of discrimination or harassment

### 8.3 Human Resources / Administration

- Integrate gender equality into organisational policies and practices
- Provide guidance on compliance with relevant legislation
- Maintain confidential records of complaints and actions taken

## 9. Reporting and Complaints Mechanism

Demerara Associates shall provide a safe and confidential process for reporting concerns related to gender discrimination or harassment.

- Reports may be made to designated management or HR representatives
- All complaints shall be treated confidentially and investigated promptly
- Retaliation against individuals who report concerns in good faith is strictly prohibited

Where applicable, individuals may also seek recourse through relevant national mechanisms in accordance with Guyanese law.



## 10. Enforcement and Disciplinary Action

Any violation of this policy shall result in appropriate corrective or disciplinary action, consistent with the organisation's procedures and applicable laws of Guyana, which may include:

- Verbal or written warnings
- Mandatory training or counselling
- Suspension or termination of employment or engagement
- Termination of contracts with third parties

## 11. Monitoring and Review

- The organisation shall periodically review this policy to ensure alignment with national laws and best practices
- Updates shall reflect changes in legislation and organisational needs
- Compliance shall be monitored as part of governance and oversight processes

## 12. Effective Date

This policy shall take effect on 1 September 2024 and shall remain in force until revised or replaced.

## 13. Approval

**Approved by:** Original signed by Rawl Prescott

**Name:** Rawl Prescott

**Title:** Chief Executive Officer

**Date:** 1 September 2024