



1. Purpose

As a women-owned company with 50% of its leadership positions held by women, OTR Consultancy and Training is fully committed to promoting gender equality at every level of our operations and across all projects. Our goal is to foster an inclusive workplace where all employees, regardless of gender, have equal opportunities to thrive and succeed. By ensuring gender parity in leadership and advocating for equal pay for equal work, we aim to be a model of diversity and inclusion both in Libya and beyond.

We acknowledge that societal stereotypes and norms can limit the potential of both men and women, preventing them from fully exercising their rights and accessing opportunities. Research highlights a strong connection between gender inequality and increased risks of internal conflict. Countries with higher levels of gender inequality are more likely to experience civil unrest, often with more severe violence and fragile peace. Therefore for OTR, promoting gender equality is not only a matter of social justice but also a key to fostering sustainable peace and development. Our approach goes beyond providing equal treatment—it also focuses on identifying and removing barriers related to gender. Through our commitment to gender equity in human resource management, organizational culture, and community engagement, OTR strives to lead the way in advancing gender equality in Libya and beyond.

Our goal is to align with international frameworks and conventions that advocate for women's rights and equality. These include:

1. Universal Declaration of Human Rights (UDHR) – 1948
2. Convention on the Political Rights of Women – 1953
3. International Covenant on Civil and Political Rights (ICCPR) – 1966
4. International Covenant on Economic, Social and Cultural Rights (ICESCR) – 1966
5. Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) – 1979
6. Nairobi Forward-looking Strategies for the Advancement of Women – 1985
7. Convention on the Rights of the Child (CRC) – 1989
8. Vienna Declaration and Programme of Action – 1993
9. Declaration on the Elimination of Violence Against Women – 1993
10. Beijing Declaration and Platform for Action – 1995
11. UN Security Council Resolution 1325 on Women, Peace, and Security – 2000
12. Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa (Maputo Protocol) – 2003

13. UN Security Council Resolution 1820 on Sexual Violence in Conflict – 2008
 14. UN Sustainable Development Goals (SDGs) – 2015
 15. ILO Convention No. 190 on Violence and Harassment in the Workplace – 2019
 16. Law No. 12 of 2010 (Labour Relations) – Libya
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2. Scope

This policy outlines the company's commitment to gender equality and inclusion across operations and projects. It applies to:

- OTR employees, contractors, consultants, and volunteers.
 - Stakeholders and partners, including individuals and communities involved in OTR Company's programs and projects.
 - Locations where OTR Company operates, whether in offices or field sites.
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4. Objectives

- Leadership and Representation: maintaining the gender balance as it currently stands in OTR Company.
 - Equal Pay: Guarantee equal pay for equal work across all roles, ensuring no wage disparity between men and women.
 - Equal Opportunities: Ensure all employees, regardless of gender, have equal access to career development opportunities, including training, promotions, and leadership roles.
 - Work-Life Balance: Support employees in achieving work-life balance through flexible working arrangements and parental leave.
 - Empowerment of Women: Lead by example in promoting women's empowerment within the workplace and across our consultancy and training projects.
 - Women integration within OTR projects: Integrate gender sensitive approach in all programs and projects with donors and government.
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5. Key Areas of Application

1. Recruitment and Hiring:

OTR is committed to equitable recruitment practices that ensure gender balance at all levels. Job descriptions and recruitment processes will be designed to attract diverse candidates and eliminate biases, with an emphasis on female representation in traditionally male-dominated roles.

2. Training and Development:

OTR ensures equal access to training programs, with special attention to women leadership development.

3. Compensation and Benefits:

OTR enforces an equal pay policy based on profile and performance.

4. Leadership Representation:

Considering that OTR Company is women-owned, with women holding 50% of leadership positions, women in OTR are partners in decision-making and are also the decision-makers."

5. Workplace Environment:

OTR is committed to maintaining a respectful, safe work environment free from gender-based discrimination, harassment, or bullying. All OTR employees will receive training on gender equality and respectful workplace practices.

6. Gender Mainstreaming in Projects:

All OTR projects will incorporate a gender-sensitive approach, ensuring the needs of both women and men are considered in areas of OTR work.

7. Monitoring and Evaluation (M&E):

OTR will integrate gender-disaggregated data into its M&E frameworks to ensure all project outcomes are inclusive and equitable.

6. Responsibilities

- Board of Directors: OTR's leadership is committed to championing gender equality, ensuring the policy is implemented, monitored, and improved.
 - Human Resources (HR): HR is responsible for ensuring recruitment, promotion, and compensation practices align with gender equality principles. HR will address any reports of discrimination or harassment.
 - Managers and Supervisors: Managers are responsible for promoting gender equality within their teams and ensuring parity in project design, implementation, and outcomes.
 - All Employees: All employees are responsible for supporting an inclusive work environment, adhering to the policy, and fostering respect and equality across the company.
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7. Reporting and Accountability

Reporting:

OTR encourages any employee or stakeholder who experiences or witnesses gender-based discrimination, harassment, or inequality to report the incident. Reports can be made to a direct supervisor, the HR department, or OTR leadership. All reports will be treated with strict confidentiality, and individuals making reports will be protected from any form of retaliation. To facilitate a transparent and supportive process, OTR provides multiple reporting channels, including anonymous reporting options if preferred.

Accountability:

OTR is committed to addressing all complaints of gender discrimination or inequality with urgency, professionalism, and fairness. Every report will be thoroughly investigated by a designated committee formed by the HR department. This committee will ensure that investigations are impartial and conducted in line with the company's values and legal obligations.

If a violation of the gender equality policy is found, disciplinary actions will be enforced based on the severity of the offense. The disciplinary measures may range from verbal or written warnings to suspension or termination of employment, depending on the outcome of the investigation. The HR-led committee will assess each case individually to ensure a fair and appropriate response.

8. Monitoring and Review

- This policy will be reviewed annually to ensure alignment with legal requirements and best practices. Feedback from employees, HR, and leadership will guide the policy's effectiveness.
 - Gender-disaggregated data from internal audits and project evaluations will be used to inform updates to the policy, ensuring OTR remains a leader in gender equality.
 - All programs must consider how traditional domestic responsibilities may affect women's participation.
 - The Project Management Manager and MEAL specialist will issue an annual report on gender considerations and report back against set indicators. Any gaps in women's participation will be explained and addressed in the annual review by the board of directors.
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9. Conclusion

As a women-owned company with gender-balanced leadership, OTR Consultancy and Training is committed to being a role model for gender equality both in the workplace and across our projects. Through inclusive, equitable work environments and gender-sensitive approaches to our work, OTR will continue to drive positive change for both employees and the communities we serve.