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Smernice za promocijo in uveljavitev enakosti spola ter opolnomočenje žensk

Guidelines for promotion and implementation of gender equality and women's empowerment

Lignes directrices relatives à la promotion et à la mise en œuvre de l'égalité entre les femmes et les hommes et de l'autonomisation des femmes

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Foreword

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This document was prepared by Project Committee ISO/PC 337.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

This document provides guidance on gender equality and women's empowerment.

Gender equality means the achievement of equal rights, responsibilities and opportunities of women and men and girls and boys, such that no one is disadvantaged.

Despite the real progress that has been made, gender inequalities and gender-based discrimination still remain very prevalent globally, in all walks of life and in every country.

Societal gender role expectations towards female and male behaviour are reflected in the very functioning of organizations, including organizational cultures, processes, and hierarchies. Persistent gender inequalities in organizations mirror the structural discrimination women and girls experience in society. By way of example, five out of ten women worldwide are integrated in the labour market, compared with nine out of ten men[1]. Still, once employed, women, worldwide, only make 77 cents for every dollar earned by men[2]. Women remain in the minority in governing bodies[3] and other position of power. Concurrently, the paid and unpaid labour is unequally distributed, women and girls dedicating more time than men and boys to unpaid care and domestic work[4]. Finally, according to the estimates of the World Health Organization, almost one out of three women worldwide declares having been the victim of physical or sexual violence during their lives, not to mention the psychological, economic and social forms of violence[5].

The purpose of this International Standard is to provide guidelines, definitions, procedures and tools to public and private organisations in an effort to encourage, support and direct them to make sustainable progress in promoting and achieving gender equality, both internally and externally. It aims to provide support in the fulfilment of their legal obligations regarding gender equality by proposing an approach, methods and operational tools. It is intended to promote a common understanding on the issue of gender equality, and to complement other instruments and initiatives on this subject.

While women are primarily affected in fields such as the labour market, unpaid care work and sexual and gender-based violence, gender-based discrimination can also affect men and boys in certain aspects of life and primarily when they do not conform to typical recognized masculinity roles. Stereotypical masculine role perceptions can have negative impacts on the lives, health, including mental health, of men and boys. This is why, in order to address gender inequality, it is important to identify how a particular organisational action or omission affects gender equality. Only once this has been done can the gender imbalance be identified, and the appropriate action to address that imbalance be determined. This is an underlying principle of this standard.

Gender equality is not a women's issue but should concern everyone and every organization. It is seen both as a human rights issue and as a precondition for, and indicator of, sustainable people-centered development. All organisations are in a position to take action for gender equality, taking into account the organization's maturity, nature, size and objectives.

In this document, the gender equality objectives follow the understanding that gender is a social construct. The inequalities targeted are not based on biological criteria, but are the result of the social norms and constructs learned by or imposed on every individual through socialization processes.

While recognizing the existence of other gender identities, this document specifically focuses on the inequality resulting from the hierarchical organization of the gender-specific roles assigned to women and men, girls and boys, due to their prominently structural character on a society-wide scale.

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1)   ILOSTAT 2020.

2)   UNWOMEN

3)   Ranking of the feminization of executive bodies in SBF 120 companies – 2019 / HR Convictions – Secretary of State for Gender Equality and the Fight against Discrimination.

4)   International Labour Organization, 2019.

5)   https://www.who.int/news-room/fact-sheets/detail/violence-against-women

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Guidelines for promotion and implementation of gender equality and women's empowerment

1 Scope

This document gives guidance on how to promote and implement gender equality and women's empowerment. It offers guidelines for organizations to develop the capabilities to achieve a culture of gender equality and women's empowerment. The guidelines include the framework, resources, policies, tools and good practices enabling contextualization, promotion and implementation of gender equality.

This document focuses on the inequality resulting from the gender specific roles assigned to women, girls, men and boys and is applicable to all types of organisations - public or private, regardless of their size, location and field of activity.

This document does not address the specific aspects of relations with labour unions or work councils, countries specific compliance and legal requirements on gender diversity.

NOTE   Please refer to *3.5 (now)* definition of gender and *3.21 (now)* definition of diversity.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp

— IEC Electropedia: available at https://www.electropedia.org

3.1
workforce
people who provide a service or labour to contribute to business or organizational outcomes

[SOURCE: ISO 30400:2016, 10.1]

Note 1 to entry: service or labour comprises paid, voluntary, or legally compulsory contributions, irrespective of their contractual status

Note 2 to entry: workforce includes people defined as workers in ISO 26000, as well as volunteers and persons in training

3.2
gender-based discrimination
the intentional or accomplished unfavourable treatment of a person, social group or an organization on the basis of gender.

— Direct discrimination: the intentional or accomplished less favourable treatment of a person, social group or an organization on ground of gender than another is, has been or would be treated in a comparable situation;

— Indirect discrimination: an apparently neutral provision, criterion or practice putting a person, social group or an organization at a particular disadvantage on grounds of gender than another is,

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unless that provision, criterion or practice is objectively justified by a legitimate aim, and the means of achieving that aim are appropriate and necessary.

Note 1 to entry: gender based-discrimination can intersect and be cumulative with multiple forms of discrimination

Note 2 to entry: within organizations, gender-based discrimination can be systemic, which involves that whereby the policies, procedures, practices, routines and or organisational culture of any organization, or combination thereof, whether with or without intent, contribute to less favourable outcomes within and by the organization for persons in grounds of gender, more often for women and girls than for men and boy

3.3
gender-inclusive language
language not perpetuating gender stereotypes and making women and men in all their diversity visible by proactively using all available syntactic rules, lexical fields and choices of word enabling the use of feminine and masculine forms when they differ and gender-neutral terms

3.4
gender equality
equal rights, responsibilities and opportunities of women and men and girls and boys

Note 1 to entry: gender equality does not mean that women and men, girls and boys, will become the same but that women's and men's rights, responsibilities and opportunities will not depend on whether they are born male or female

Note 2 to entry: gender equality implies that the interests, needs and priorities of both women and girls, men and boys, are taken into consideration, recognizing them in all their diversity

3.5
gender
the social attributes and opportunities associated with being male and female and the relationships between women and men and girls and boys, as well as the relations between women and those between men. These attributes, opportunities and relationships are socially constructed and are learned through socialization processes. They are context or time-specific and changeable. Gender determines what is expected, allowed and valued in a women or a man in a given context. In most societies there are differences and inequalities between women and men in responsibilities assigned, activities undertaken, access to and control over resources, as well as decision-making opportunities. Gender is part of the broader socio-cultural context. Other important criteria for socio-cultural analysis include class, race, poverty level, ethnic group and age

Note 1 to entry: gender in this definition may refer to gender as defined by national legislations or self-identified by individuals

Note 2 to entry: gender does not refer to sexual orientation which is an other important criteria for socio-cultural analysis

[SOURCE: UN Women]

3.6
intrapreneurship
act of behaving like an entrepreneur while working within an organization

Note 1 to entry: this approach consists in encouraging employees to think, act and create in their professional environment as if they were entrepreneurs themselves

3.7
organization
person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives

[SOURCE: ISO 9000:2015, 3.2.1, modified]

Note 1 to entry: the concept of organization includes, but is not limited to sole-trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private

3.8
gender parity
relative equality in terms of numbers and proportions of women and men, girls and boys, and is often calculated as the ratio of female-to-male values for a given indicator

3.9
gender balance
a proportional representation and participation of women and men, girls and boys, between 40% and 60% of either

3.10
stakeholder
individual or group that has an interest in any decision or activity of an organization

Note 1 to entry: an individual, group, or organization who may impact, be impacted by, or perceive itself to be impacted by a decision, activity, or outcome of a project, program, or portfolio, or organization *[A Guide to the Project Management Body of Knowledge (PMBOK(R) Guide) -- Sixth Edition]*

[SOURCE: ISO 26000:2010]

3.11
social responsibility
responsibility of an organization for the impacts of its decisions and activities on society and the environment, through ethical and transparent behaviour that:

— contributes to sustainable development, including inclusiveness, health and the welfare of society;

— takes into account the expectations of stakeholders;

— is in compliance with applicable law and consistent with international norms of behaviour;

— is integrated throughout the organization and practised in its relationships.

Note 1 to entry: Includes activities on members and workforce of organisations

Note 2 to entry: Social responsibility includes gender equality

Note 3 to entry: Activities include products, services and processes

Note 4 to entry: Relationships refer to an organization's activities within its sphere of influence

[SOURCE: ISO 26000:2010]

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3.12
sexism
any conscious or unconscious act, gesture, visual representation, spoken or written words, practice or behaviour based upon the idea that a person or a group of persons is inferior because of their gender, which occurs in the public or private sphere, whether online or offline, with the purpose or effect of: violating the inherent dignity or rights of a person or a group of persons; or resulting in physical, sexual, psychological or socio-economic harm or suffering to a person or a group of persons; or creating an intimidating, hostile, degrading, humiliating or offensive environment; or constituting a barrier to the autonomy and full realisation of human rights by a person or a group of persons; or maintaining and reinforcing gender stereotypes

Note 1 to entry: sexism can include forms of indirect violence (hints, jokes, inappropriate and insistent comments or looks, etc.) or forms of exclusion (informal discussions about work that are not accessible to everyone, etc.)

Note 2 to entry: sexism and sexist behaviour are perpetrated at the individual, institutional and structural levels, and experienced with detrimental effect at all three levels. At the structural level, sexism constitutes a barrier to gender equality and to the empowerment of women and girls; whereas men and boys are also restricted in their capabilities by sexist stereotypes. Gender stereotypes and inherent biases shape norms, behaviour and expectations, and therefore lead to sexist acts

Note 3 to entry: sexism is a part of a continuum of violence, it contributes to create a climate which may constitute favourable ground to violence against women or gender-based discrimination

3.13
stereotype
shared beliefs about personal characteristics, usually pertaining to personality traits and the behaviours of a group of persons

3.14
gender stereotype
socially or culturally preconception ascribing to an individual specific and limited attributes, characteristics or roles by reason only of membership in the social group of women and men or girls and boys

3.15
gender responsiveness
outcomes that reflect an understanding of gender roles and inequalities and encourage equal participation, including equal and fair distribution of benefits. Gender responsiveness is accomplished through gender analysis that informs inclusiveness.

[SOURCE: UNPP Gender Responsive National Communications Toolkit]

3.16
gender budgeting
application of gender mainstreaming in the budgetary process of public and private organizations. It involves conducting a gender-based assessment of budgets, incorporating a gender perspective at all levels of the budgetary process, and restructuring revenues and expenditures in order to promote gender equality

[SOURCE: Council of Europe (2005), Gender Budgeting: Final report of the Group of Specialists on Gender Budgeting, Council of Europe]

3.17
gender equality-based public funding
attributing public funds (public contracts, subsidies) with conditionality based on gender equality and actions to promote and achieve gender equality

3.18
equal remuneration
(a) the term remuneration includes the ordinary, basic or minimum wage or salary and any additional emoluments whatsoever payable directly or indirectly, whether in cash or in kind, by the employer to the worker and arising out of the worker's employment;(b) the term equal remuneration for women and men workers for work of equal value refers to rates of remuneration established without discrimination based on sex

[SOURCE: C100 - Equal Remuneration Convention, 1951 (No. 100) - ILO]

3.19
bias
unconscious, conscious or systematic tendency, inclination or opinion that is preconceived or unreasoned that hinders impartial judgement. [ISO 30400, definition of bias]

Note 1 to entry: Gender bias is one of its specific form.

3.20
work-life balance
outcome of organizational processes and practises which promote the satisfaction of, but not limited to, personal needs, unpaid work, domestic work, care work, leisure time and social activities, supporting a healthy lifestyle and balanced participation of all in public and private life

3.21
diversity
characteristics of differences and similarities between people

Note 1 to entry: diversity includes factors that influence the identities and perspectives that people bring when interacting at work

Note 2 to entry: diversity can support the development of in workplace environments and practices that foster learning from others by implementing inclusiveness (3.12) measures

Note 3 to entry: diversity dimensions include the demographic and other personal characteristics of the workforce, such as – but not limited to – age, disability, sex, sexual orientation, gender, gender identity, race, colour, nationality, ethnic or national origin, religion or belief, as well as characteristics related to socio-economic context. These are often identified and agreed upon dimensions, which can be associated with legal requirements in different jurisdictions

[SOURCE: Reference_id-d44f2acc-0bd8-4f81-bbb6-807ISO 30415:2021]

3.22
inclusion
process of including all stakeholders (3.10) in organizational contexts

Note 1 to entry: organizational policies, processes and practices that are fair and impartially applied can support an inclusive workplace

Note 2 to entry: this involves the entire workforce having equal access to opportunities and resources to enable their contribution to the organization

Note 3 to entry: this involves stakeholders from different groups being accepted, welcomed, enabled to use their voice and get involved, and to develop a sense of belonging

[SOURCE: modified ISO 30415 – Definition and Notes 1 and 2 to entry revised and Note 3 to entry added]

3.23
sexual and gender-based violence
any harmful act, including sexual harassment, that results in, or is likely to result in, physical, sexual, psychological or economic harm or suffering, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life, that is perpetrated against a person's or a group of individuals' consent based on gender

3.24
sexual harassment
any form of unwanted verbal, non-verbal or physical conduct or gesture of a sexual nature, with the purpose or effect of violating the dignity of a person or creating an intimidating, hostile, degrading, humiliating or offensive environment

[SOURCE: Istanbul Convention, Council of Europe - adapted]

3.25
labour practices
all the policies and practices relating to work performed by or on behalf of the organization, inclusing subcontracted work, that affect the workforce: recruitment hiring, retention, promotion and retirement, remuneration, turnover, disciplinary action, complaint response system, transfers and reassignment, termination of employment, human resources development, occupational safety and health, and working conditions (working hours, discrimination and safety)

[SOURCE: Adapted from ISO 26000:2010, 6.4]

3.26
top management
person or group of people who directs and controls an organization (3.9) at the highest level

[SOURCE: ISO 9000:2015 without Notes to entry]

3.27
gender mainstreaming
process of systematically assessing the implications for women and men, girls and boys and incorporated a gender equality perspective in the preparation, design, implementation, monitoring and evaluation of policies, regulatory measures and spending programmes, in all areas and at all levels

Note 1 to entry: gender mainstreaming is a strategy intented to incorpate a gender equality perspective in all policies, which ultimate goal is to achieve gender equality

3.28
governing body
person or group of persons who have ultimate accountability for the whole organization

Note 1 to entry: Every organization has one governing body, whether explicitly established or not

Note 2 to entry: A governing body can be explicitly established in a number of formats including, but not limited to, a board of direction, supervisory board, board of trustees.

Note 3 to entry: Top management plays a role that, depending on the context, reports to and is held accountable by the governing body. [Source : ISO 37000:2021]

4 Overall approach and issues

4.1 Approach to the document

This document provides guidelines on how to address gender equality in organizations with the following areas:

— Internal operations: governance, labour practices, raising awareness among internal stakeholders and support for internal stakeholders

— Financial operations: sustainable procurement and gender budgeting

— Stakeholder relations: involve stakeholders and setting up partnerships

— Internal and external communication: editorial content and communication action

These strategic priorities are addressed through the following goals:

— Preventing and ending all forms of gender-based discrimination and promoting women's and girls' rights

— Abolishing gender stereotypes and gender bias in the organization

— Preventing and ending sexual and gender-based violence

— Educating and improving access to education and training, including vocational training

— Protecting health and especially sexual and reproductive health and rights

— Enhancing women's empowerment, especially economic empowerement

— Increasing participation and equal opportunities for leadership in political and institutional, professional and corporate life.

Each strategic priority includes specific matters that organizations should take into consideration when striving to further the cause of gender equality. Also, each strategic priority and issue has a varying degree of relevance to each organisation.

The guidance on each issue includes a number of actions that an organization should take and expectations of the way in which an organization should behave. When an organization attempts to promote gender equality, it should identify each one of the issues in relation to its activities.

Realizing gender equality within an organization is a journey of transformation. Initially organizations tend to focus on compliance and achieving target numbers. This is generally followed by trainings, seminars, and conversations giving voice to stakeholders. More mature organizations implement new initiatives that focus on systemic gender inequalities. Fully mature organizations practice gender equality within and across all aspects of the organization. Through the journey, gender equality has become an organizational priority and fully integrated into the organization.

The actions recommended in this guideline should be considered in the context of the maturity or how advanced an organization is in terms of gender equality. The recommended actions may be utilized by an organization to facilitate the gender equality journey. The strategic priorities and actions recommended in this guideline require prioritization according to an organization's maturity, nature, size and objectives. The details of the specific implementation methods are left to the discretion of the organization.

The identification of relevant issues is followed by an assessment of the significance of the organization's impacts. An approach is described in subclause 4.2 that helps to identify the issues and to manage priorities. The significance of an impact should be considered with reference both to the stakeholders concerned and to the way in which it affects the matter of gender equality.

Annex D provides supplementary guidance, best practices or illustrative examples from different countries and organizations.

Application of this document presupposes awareness of applicable legal requirements.

4.2   Steps in the implementation of the approach

The following methodology is proposed to organizations wishing to adapt and implement the document: