



Gender Equality and Inclusion Policy

of

Bhutan Media Foundation

Thimphu, Bhutan
Adopted in June 18, 2025

TABLE OF CONTENTS

01	INTRODUCTION	01
02	PURPOSE	01
03	SCOPE	01
04	LEGAL AND POLICY FRAMEWORK	01
05	GUIDING PRINCIPLES	01
06	ROLES AND RESPONSIBILITIES	02
07	WORKPLACE PRACTICES	02
08	REPORTING AND ACCOUNTABILITY	02
09	POLICY REVIEW	02

1. Introduction

Bhutan Media Foundation (BMF) recognizes gender equality, diversity, and inclusion as fundamental principles for achieving an equitable and productive work environment. This Gender Equality and Inclusion Policy outlines the organisation's commitment to promoting gender-sensitive practices, preventing discrimination, and ensuring equal opportunities for all staff, partners, and beneficiaries.

2. Purpose

The purpose of this policy is to:

- 2.1 Promote gender equality and inclusion within BMF's operations.
- 2.2 Ensure a workplace free from discrimination, harassment, and bias.
- 2.3 Support equal participation and representation of women, men, and gender minorities in all BMF programs and activities.
- 2.4 Encourage gender mainstreaming in program planning, implementation, and evaluation.

3. Scope

This policy applies to all BMF employees, interns, consultants, volunteers, partners, and participants in BMF programs and activities.

4. Legal and Policy Framework

BMF commits to aligning its gender policy with relevant Bhutanese laws and international conventions, including: The Constitution of the Kingdom of Bhutan, 2008 – Article 7 on equality and non-discrimination, National Policy on Gender and Development, Bhutan, 2014.

5. Guiding Principles

- 5.1 Equality and Non-Discrimination – Equal access to opportunities, resources, and decision-making.
- 5.2 Inclusion – Creating an environment where all genders, including minorities, are respected and valued.
- 5.3 Prevention of Harassment and Violence – Zero tolerance for gender-based harassment, abuse, or discrimination.
- 5.4 Gender Mainstreaming – Integrating gender perspectives into all programs, projects, and activities.

6. Roles and Responsibilities

- 6.1 **Executive Director:** Overall accountability for policy implementation.: Ensure compliance with gender-sensitive recruitment, retention, and development practices.
- 6.2 **Programme Teams:** Integrate gender considerations in program design, implementation, and evaluation.
- 6.3 **All Staff:** Respect the principles of gender equality and report incidents of discrimination or harassment.

7. Workplace Practices

- 7.1 Recruitment, promotion, and professional development will be based on merit with attention to gender balance.
- 7.2 Flexible work arrangements to support work-life balance.
- 7.3 Maternity, paternity, and family-friendly policies in accordance with Bhutanese labour laws.
- 7.4 Regular gender-sensitisation training and workshops.

8. Reporting and Accountability

- 8.1 Mechanisms for reporting gender-based discrimination, harassment, or abuse will be established and confidentially maintained.
- 8.2 Periodic monitoring and evaluation to assess policy implementation.
- 8.3 Accountability measures for staff or partners violating this policy.

9. Policy Review

This policy will be reviewed every two years or earlier if required due to:

- Changes in laws or regulations
- Organisational priorities
- Feedback from staff, partners, or stakeholders