Gender & the Workplace
Quick Guide

**Safe and Respectful Workplace**
Everyone in WFP has the right to work in a safe environment. Gender is relevant to:
(a) the working environment
(b) prevention of harassment, abuse and violence
(c) work-life balance

**Harassment, Abuse & Violence**
WFP exercises zero tolerance on harassment, exploitation and abuse.

**Work-Life Balance**
Two key elements of ‘work-life balance’ are leave and flexible working arrangements.

**Gender Equality in the WFP Workplace**
WFP promotes gender equality in the workplace to:
• attract and retain talented people
• promote respectful workplaces and work-life balance arrangements
• be an organisation for whom diverse women and men want to work
• uphold UN core values of gender equality and diversity

**WFP Employee Responsibilities:**
• demonstrate respect for diversity
• adhere to the Standards of Conduct
• promote gender equality
• prevent harassment, abuse and violence

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### How to Integrate Gender in the Workplace

**As a WFP employee**

1. **Treat everyone with courtesy and respect.**
   - Create an inclusive culture.

2. **Mind your language**
   - Whether verbally, in writing or in your behaviour.

3. **Know and utilise the leave entitlements and flexible working arrangements.**

4. **Call out misconduct.**
   - It is mandatory to report sexual exploitation, abuse and violence.

5. **Support colleagues who are subjected to harassment, abuse or violence.**

6. **Know where to find information, advice and support.**

**As a Manager**

1. **Role-model the standards of conduct for WFP employees.**
   - Create an inclusive culture.

2. **Keep staff informed about standards of conduct, flexible working arrangements and prevention of harassment, abuse and violence.**

3. **Encourage staff to utilise their leave entitlements.**

4. **Monitor use of flexible working arrangements.**
   - Which arrangements are used by which staff? What is the impact?

5. **Prevent misconduct.**
   - Appoint and support a PSEA Focal Point. Educate staff on prevention of sexual harassment and abuse of authority.

6. **Ensure zero tolerance for misconduct.**
   - Respond to witnessed and reported incidents.

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WFP Gender Office 2017 – Visit the Gender Transformation Programme [here](http://gtp.wfp.org) or the Gender Toolkit [here](http://gender.manuals.wfp.org)