

ZIP Institute – Gender Equality Policy

1. Purpose

ZIP Institute is committed to promoting gender equality, diversity, and non-discrimination across all areas of its work.

This policy defines the principles and measures by which the Institute ensures equal rights, opportunities, and treatment of women and men, and fosters inclusive participation in all projects and organizational processes.

It aligns with the **UNOPS Gender Mainstreaming Policy**, the **EU Gender Equality Strategy 2020–2025**, and the **national legislation of the Republic of North Macedonia**.

2. Guiding Principles

ZIP Institute's approach to gender equality is based on the following principles:

- **Equal Opportunity:** All individuals, regardless of gender, age, ethnicity, or background, have equal access to employment, participation, leadership, and decision-making.
 - **Non-Discrimination:** The Institute prohibits any form of discrimination, harassment, or bias on the basis of sex, gender identity, marital status, pregnancy, or parental status.
 - **Gender Mainstreaming:** Gender considerations are systematically integrated into the design, implementation, monitoring, and evaluation of all projects, including *EUNERGY Index – Civic Scorecard on Green Reform Progress*.
 - **Empowerment:** ZIP Institute actively promotes women's leadership and participation in public life, particularly in the fields of civic engagement, green transition, and EU integration.
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3. Institutional Commitments

ZIP Institute commits to:

1. **Inclusive Staffing:** Ensuring gender balance in recruitment, project teams, and decision-making bodies.
2. **Fair Pay and Conditions:** Providing equal remuneration and professional development opportunities for all employees.
3. **Safe Workplace:** Maintaining a work environment free from harassment and discrimination, supported by clear grievance procedures.

4. **Gender-Sensitive Communication:** Using language and imagery that promote equality and respect in all internal and external communications.
5. **Capacity Building:** Offering training on gender equality and inclusion to staff, partners, and beneficiaries.
6. **Monitoring and Reporting:** Collecting and reporting gender-disaggregated data across projects and ensuring that gender impacts are measured and addressed.

4. Implementation in Projects

Each project implemented by ZIP Institute will:

- Include gender analysis at the planning stage to identify specific barriers and opportunities.
- Ensure that at least 50% of beneficiaries and participants are women and girls, wherever feasible.
- Design activities that strengthen women's voices in public policy, green transition, and civic monitoring processes.
- Use indicators that measure women's participation and empowerment outcomes.

5. Accountability and Review

Responsibility for enforcing this policy lies with the **Executive Director** and **Project Managers** of ZIP Institute.

Periodic reviews will be conducted to ensure continued alignment with donor and national equality standards.

All employees and partners share the duty to uphold and promote the principles of this policy in their daily work.

6. Approval

This Gender Equality Policy was adopted by ZIP Institute on **02 May 2018** and applies to all ongoing and future initiatives.

Signed:

Agim Selami

Executive Director

Date: 02 May 2018

(Stamp and signature)

