



MOSES WELFARE FOUNDATION

“Bring Back The Smiles”

Gender Equality & Inclusion Policy

Policy Number: MWF-GEI-001

Version: 1.0

Effective Date: 28 July 2026

Review Date: 28 July 2027

Approved By: Board of Directors, Moses Welfare Foundation

Gender Equality & Inclusion Policy

1. Policy Statement

Moses Welfare Foundation (MWF) is committed to promoting gender equality, diversity, equity, and inclusion across all aspects of its humanitarian and development work. We believe that every person should be treated with dignity, fairness, and respect and should have equal opportunities to participate in, contribute to, and benefit from our programmes and services.

As a Christian humanitarian and development organization, MWF is guided by the values of compassion, justice, respect, integrity, and service. We are committed to creating an organizational culture that is free from discrimination, harassment, bullying, exclusion, and unfair treatment, while ensuring that women, men, girls, boys, persons with disabilities, older persons, minority communities, and other individuals facing barriers can participate meaningfully in our work.

MWF seeks to foster an inclusive environment in which diversity is valued, equal opportunities are promoted, and everyone is empowered to realize their potential.

2. Purpose

The purpose of this policy is to:

- Promote gender equality and inclusive participation.
- Prevent discrimination, harassment, and exclusion.
- Ensure equal access to employment, volunteering, training, and programme benefits.
- Integrate gender and inclusion considerations into organizational planning and programme implementation.
- Promote equitable decision-making and leadership opportunities.
- Support compliance with applicable laws, donor requirements, and recognized international good practice.
- Strengthen organizational accountability and social inclusion.

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3. Scope

This policy applies to:

- Board Members
- Chairman / Executive Director
- Employees
- Volunteers
- Interns
- Consultants
- Contractors
- Partner organizations implementing programmes on behalf of MWF

The policy applies to:

- Recruitment and employment
- Leadership and governance
- Programme design and implementation
- Procurement
- Community engagement
- Training and capacity building
- Partnerships
- Monitoring and evaluation
- Communications
- Fundraising activities

4. Guiding Principles

MWF is guided by the following principles:

- Equality
- Inclusion
- Respect for human dignity
- Fairness
- Non-discrimination
- Participation
- Accessibility
- Accountability
- Transparency
- Do No Harm

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5. Definitions

Gender Equality

Gender equality means that all individuals have equal rights, responsibilities, opportunities, and access to resources and services, without discrimination.

Inclusion

Inclusion means ensuring that all individuals, particularly those who may face barriers or marginalization, can participate meaningfully and benefit equitably from organizational activities and programmes.

Diversity

Diversity refers to the presence of people with different backgrounds, experiences, perspectives, abilities, ages, cultures, and other characteristics that enrich the organization and the communities it serves.

Discrimination

Discrimination is any unjustified unequal treatment that is prohibited under applicable law or organizational policy and that limits a person's equal opportunity to participate or benefit.

6. Equal Opportunity

MWF is committed to providing equal opportunities in:

- Recruitment
- Employment
- Promotion
- Training
- Leadership development
- Volunteer engagement
- Programme participation
- Access to organizational services

Decisions shall be based on merit, qualifications, experience, organizational needs, and the ability to perform the role.

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7. Inclusive Workplace

MWF shall promote a workplace that:

- Respects every individual.
- Encourages collaboration.
- Values different perspectives.
- Supports equal participation.
- Promotes respectful communication.
- Prevents harassment and bullying.
- Encourages professional growth for all personnel.

8. Inclusive Programme Design

MWF shall integrate gender equality and inclusion into programme planning by:

- Consulting diverse community members.
- Identifying barriers to participation.
- Considering the different needs of women, men, girls, boys, older persons, and persons with disabilities.
- Promoting equitable access to programme benefits.
- Reducing unintended exclusion.
- Monitoring participation across different groups where appropriate.

9. Accessibility

Where reasonably practicable, MWF shall promote accessibility by:

- Using accessible meeting venues.
- Providing information in clear and understandable formats.
- Considering physical accessibility during project planning.
- Encouraging inclusive communication.
- Identifying and reducing participation barriers.

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10. Prevention of Harassment and Bullying

MWF maintains zero tolerance for:

- Workplace harassment.
- Sexual harassment.
- Bullying.
- Intimidation.
- Humiliation.
- Abuse of authority.
- Retaliation against individuals who raise concerns in good faith.

Complaints shall be handled promptly, fairly, confidentially, and in accordance with organisational policies.

11. Safeguarding and Protection

This policy complements the MWF Safeguarding Policy and Child Protection Policy.

All personnel shall:

- Protect children and vulnerable adults.
- Respect the dignity of beneficiaries.
- Prevent exploitation and abuse.
- Report safeguarding concerns immediately.
- Maintain professional boundaries.

12. Participation and Representation

MWF encourages meaningful participation of diverse groups in:

- Community consultations.
- Programme planning.
- Monitoring and evaluation.
- Advisory committees.
- Volunteer activities.
- Leadership opportunities, where appropriate.

Efforts shall be made to ensure that different perspectives are heard and considered during decision-making.

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13. Training and Awareness

MWF shall provide regular training covering:

- Gender equality.
- Diversity and inclusion.
- Respectful workplace behavior.
- Prevention of harassment.
- Inclusive communication.
- Safeguarding.
- Unconscious bias awareness.
- Human rights principles relevant to humanitarian work.

All new personnel shall receive orientation on this policy during induction.

14. Roles and Responsibilities

Board of Directors

The Board shall:

- Approve this policy.
- Promote inclusive governance.
- Monitor implementation.
- Support equal opportunity across the organization.

Chairman / Executive Director

The Chairman shall:

- Ensure implementation of this policy.
- Promote an inclusive organizational culture.
- Allocate appropriate resources.
- Address significant inclusion concerns.

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Managers

Managers shall:

- Promote equal opportunities.
- Foster respectful workplaces.
- Address inappropriate behavior promptly.
- Encourage inclusive programme delivery.
- Support staff development.

Employees and Volunteers

All personnel shall:

- Treat everyone with dignity and respect.
- Comply with this policy.
- Promote inclusion in daily work.
- Avoid discriminatory behavior.
- Report concerns promptly.
- Participate in relevant training.

15. Monitoring and Compliance

Implementation of this policy shall be monitored through:

- Recruitment reviews.
- Staff surveys.
- Programme monitoring.
- Beneficiary feedback.
- Complaints mechanisms.
- Internal audits.
- MEAL activities.
- Annual policy reviews.

Lessons learned shall be incorporated into organizational improvement.

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16. Reporting Concerns

Anyone who experiences or witnesses discrimination, harassment, exclusion, or other behavior inconsistent with this policy is encouraged to report the matter through established organizational reporting mechanisms.

Reports shall be treated confidentially and investigated fairly.

Individuals reporting concerns honestly and in good faith shall be protected from retaliation in accordance with the MWF Whistleblowing Policy.

17. Policy Violations

Failure to comply with this policy may result in:

- Corrective action.
- Mandatory training.
- Formal disciplinary measures.
- Suspension.
- Termination of employment, volunteer engagement, or contracts where appropriate.
- Referral to competent authorities where required by law.

18. Policy Review

This policy shall be reviewed annually or sooner if required due to changes in legislation, donor requirements, organizational priorities, or recognized good practice.

19. Commitment

Moses Welfare Foundation is committed to creating an organization and programmes where every individual is treated with dignity, fairness, and respect. We recognize that inclusive participation and equal opportunity strengthen our ability to serve communities effectively and sustainably.

By promoting gender equality, reducing barriers to participation, and fostering an environment of respect and collaboration, MWF seeks to ensure that all people have the opportunity to contribute to and benefit from our humanitarian and development work.

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Approval

This Gender Equality & Inclusion Policy has been approved by the Board of Directors of Moses Welfare Foundation and is binding on all Board Members, employees, volunteers, consultants, contractors, partner organizations, and representatives acting on behalf of the Foundation.

Approved By: Board of Directors

Moses Welfare Foundation

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Motto: "Equality in Opportunity. Inclusion in Action. Dignity for All."

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