

MACHAKOS UNIVERSITY



GENDER MAINSTREAMING POLICY

SEPTEMBER, 2023

APPROVAL

Policy Title: Gender Mainstreaming Policy

Policy Contact: Deputy Vice-Chancellor (Administration, Planning, and Finance)

Approval Authority: The University Council

Category: Division of Administration, Planning and Finance

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Effective Date: Date of signing

Approved by the University Council:

Sign: Date:
Prof. Joyce J. Agalo, Ph.D.
Vice-Chancellor

Sign: Date:
Dr. Christopher G. Gakahu, Ph.D.
Chairman of Council

FOREWORD

Machakos University clearly states its intentions to be one of the best performing centres of academic excellence and a reference point for social, cultural and public morality growth in Kenya. To these ends, hard work, justice, and fairness are among its core values. This can only be achieved in an atmosphere of security, peace and academic freedom. A gender policy, which



encourages both female and male members of staff and students in every area of the University life to feel secure and free to produce their very best, is called for.

The purpose of gender mainstreaming policy in Machakos University is therefore to promote and encourage gender equity, equality and mainstreaming in the institution. This Policy is informed by various National and International legal and policy documents including The Constitution of Kenya, The New Employment Act (2020), The National Commission on Gender and Development 2019, Vision 2030 (Social Pillar-Investing in the people of Kenya. Gender Equity - men and women enjoying a high quality of life and equal opportunities), Convention on the Elimination of all forms of Discrimination against Women (CEDAW) and United Nations Sustainable Development Goals (SDGs).

The general objective of Machakos University is to provide both male and female students and staff with a level ground for acquisition of skills, knowledge and opportunities for equal participation and competition in the world of work, leadership and management. It is therefore the University responsibility to create equal opportunities for both its male and female members in fields of responsibilities within the University Community.

SIGNED:

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Prof. Joyce Agalo, Ph.D.
Vice-Chancellor

Date

UNIVERSITY FUNDAMENTAL STATEMENTS

VISION

Excellence in transformative scholarship and community service

MISSION

To provide scholarship through teaching, training, research and innovation; and community service for sustainable industrial and socioeconomic transformation

Machakos University Identity Statement

Machakos University is an Academic Institution Committed to Generating and Transmitting Knowledge, Skills, and Attitudes through Science, Technology, Research, and Innovation for the Benefit of Humanity.

Machakos University Philosophy Statement



The Philosophy of Machakos University is ‘Education for Industrial and Economic Transformation’

Mandate

The mandate of Machakos University is to Teach, Train, Conduct research, Innovate, Collaborate, generate new knowledge and Community Service

Core Values

Creativity:	We shall use imagination and original ideas to create value for our customers.
Agility:	We shall embrace urgency and flexibility in responding to customer demands
Meritocracy:	We shall promote merit-based services
Professionalism:	We are committed to high standards of training, research and service delivery
Integrity:	We shall uphold honesty and high moral standards
Inclusivity:	We shall offer equitable access to opportunities and resources

ABBREVIATIONS AND ACRONYMS

CEDAW	~	Convention on the Elimination of all forms of Discrimination against Women
CIDPs	~	County Integrated Development Plans
DVC/APF	~	Deputy Vice-Chancellor, Administration, Planning and Finance
GMPC	~	Gender Mainstreaming Policy Committee
GoK	~	Government of Kenya
ILO	~	International Labour Organization
MksU	~	Machakos University
SDGs	~	Sustainable Development Goals
VC	~	Vice-Chancellor

DEFINITION OF TERMS AND CONCEPTS

Affirmative Action	Action taken on temporary basis in favour of a disadvantaged group so as to enhance equity.
Empowerment	A process through which men, women, boys and girls acquire knowledge, skills and attitudes to critically analyze their situations and take appropriate action to improve their status or that of the marginalized groups in the society.
Engender	The process of ensuring that planning and programming is appreciative of and takes into account the gender differences and concerns.
Gender	This refers to the socially determined power relations, roles, responsibilities and entitlements for men and women.
Gender Analysis	The process of examining roles, responsibilities or any other aspects with regard to women and men, with a view to identifying gaps, raising concerns and addressing them; investigating and identifying specific needs of girls and boys, women and men for policy and programme development and implementation.
Gender-based Violence	Refers to violence meted out to people belonging to a given gender.

Gender Equality	Refers to equal treatment of women and men, boys and girls so that they can enjoy the benefit of development including equal access to and control of opportunities and resources.
Gender equity	Refers to the practice of fairness and justice in the distribution of benefits, access to and control of resources, power, opportunities and services. It is essentially, the elimination of all forms of discrimination based on gender.
Gender Mainstreaming	This is the consistent integration of gender concerns into the design, implementation, monitoring, and evaluation of policies, plans, programmes, activities and projects at all levels.
Gender Parity	This is a numerical concept referring to equal number of girls and women, boys and men relative to their respective numbers in the population.
Gender Responsiveness	Refers to action taken to correct gender imbalances.
Gender Roles	These are socially assigned roles and responsibilities as opposed to biologically determined functions.
Gender Sensitization	The process of developing people's awareness, knowledge and skills on gender issues.
Gender Stereotyping	The assigning of roles, tasks and responsibilities to men and women, boys and girls on the basis of preconceived prejudices.
Gender Transformative Policy	A policy that takes into account the needs of men, women, boys and girls. Women also seek to transform the existing gender relations to be more equitable through the distribution of resources and responsibilities.
Patriarchy	It means "Rules of father"; and refers to male dominated social relations, ownership and control of power at many levels in society. It is thought to be the root cause of the existing system

of gender discrimination.

Participation	A general term used to refer to active involvement in enrolment, retention, progression, performance and transition.
Provisions	Refers to policy pronouncements on actions to be taken or the resources provided.
Sex Disaggregated Data	Classification of information on the basis of sex; that is male or female.
Sexual Harassment	Unwelcome acts of a sexual nature that cause discomfort to the targeted person. These include words, persistent request for sexual favour, gestures, touch, suggestions coerced sexual intercourse or rape.
Strategic Interests	Refer to long term non material needs. These are focused on getting more choices, more options and more say.

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1.0 INTRODUCTION

1.1 Preamble

As a Chartered University in Kenya, Machakos University plays a role in the development of Kenya by offering innovative academic programs to students from diverse areas of life. The work environment is that of excellence, competence and knowledge. In delivering on the promise of excellence, the Gender Policy guides the University on practices that promote gender equality and ensure no gender faces discrimination or harassment. The main purpose of this gender policy is to operationalize gender mainstreaming, to ensure everyone has equal access to opportunities of personal growth, training and career advancement. . Gender equality shall be considered as an integral part of all Machakos University policies, programs and projects. It's important to note that achieving gender equality requires the recognition that every policy, program and project affects women and men differently and that women and men empowerment is central to achieving gender equality. Therefore, promoting equal participation of women and men as agents of change in economic, social and political processes is essential to achieving gender equality. Gender equality can only be achieved through partnership between women and men Achieving gender equality shall require specific measures designed to eliminate gender inequalities; and all Machakos University policies, programs, and projects should contribute to gender equality.

1.2 Rationale of the Policy

Machakos University is committed to achieving gender equality, ensuring that the human rights of women and men are equally promoted and protected in humanitarian action and ensuring that women and men have equitable and safe access to opportunities and services provided.

1.3 Purpose of the Policy

Women and men have different needs and living conditions and circumstances, including unequal access to and control over power, resources, human rights and institutions, and even the justice system. The purpose of gender mainstreaming is to take into account these differences when designing, implementing and evaluating policies, programmes and projects, so that they benefit both women and men and do not increase inequality but enhance gender equality. The purpose of the gender mainstreaming policy in Machakos University is thus to achieve gender equality and equity through gender specific activities and affirmative action whenever women or men are in a particularly disadvantageous position.

1.4 Objectives of the Policy:

The specific objectives of this policy are:

- a) To ensure that institutional work environment is gender responsive
- b) To provide guidelines that will facilitate equality and equity of opportunities for women and men, vulnerable and the marginalized in terms of access to employment, career progression, governance, and management opportunities.
- c) To facilitate the transformation of values, norms and practices that hinder promotion of gender equality
- d) To capacity build through creation of awareness on gender issues to employees and students
- e) To ensure that physical structures design, and development are gender-responsive.
- f) To establish new and strengthen existing partnerships and collaborations in gender and education.

1.5 Scope of the Policy

The Gender Policy provisions will apply to all activities and programmes at all levels in Machakos University. This Policy applies equally to men and women employed by Machakos University on a permanent, contract or temporary basis, all students and shall be considered in the design of policies, programmes and/or projects to be implemented by Machakos University.

1.6 Guiding Principles

The guiding principles are:-

a) Gender-sensitive language: Addressing both women and men must make women and men equally visible. This applies to, amongst others, forms, documents, telephone directories, texts on the intranet and the internet, advertising for events, folders, posters and films.

Attention must also be paid to a gender-sensitive choice of images when preparing public relations material.

b) Gender-specific data collection and analysis: Data collection must reflect Social dimensions, such as age, ethnicity, income and level of education where possible. Gender-specific analysis of the initial situation must provide the basis for all decisions.

c) **Equal access to and utilization of services:** Services and products must be assessed as to their different effects on women and men. Target groups must have access to the same sources of information.

d) **Equal involvement in decision making:** There should be binding targets for a balanced gender ratio at all levels of decision making. Measures and strategies geared towards a balanced gender ratio must be taken at all levels of decision making.

e) **Integration of Equal treatment into steering processes:** Paying attention to the different circumstances of women and men enhances the success rate, effectiveness and maximum utilization of staff and funds. All targets related to people shall be defined in terms of full equality and the targets attained shall therefore be presented by gender.

1.7 Legislative and Regulatory Framework of the Policy

This Policy is informed by various institutional, National and International legal and policy documents including:

- a) The Constitution of Kenya, 2010
- b) Employment Act, 2007 and Employment Act, (Amendment) Act, 2021
- c) The National Commission on Gender and Development 2019
- d) Vision 2030 (Social Pillar-Investing in the people of Kenya. Gender Equity - men and women enjoying a high quality of life and equal opportunities).
- e) Convention on the Elimination of all forms of Discrimination against Women (CEDAW), 1984
- f) Sustainable Development Goal number 5
- g) The international conference on Population and Development, 1994
- h) The ILO conventions 100/1951; 101/1958 and 183/2000
- i) The African Union Agenda 2063
- j) County Government Policy on Sexual and Gender Based Violence, 2017
- k) National Gender and Equity Commission Act 2011
- l) County Integrated Development Plans (CIDPs)
- m) The East African Community Treaty of 1999
- n) United Nations Millennium Development Goals (MDGs) 2000
- o) Machakos University Human Resource policy Manual

2.0 ADMINISTRATION OF THE POLICY

It is the responsibility of each Machakos University staff member and student to uphold and reflect the values of equity in all their undertakings. Gender mainstreaming activities in Machakos university shall be spearhead by the university leadership (Council, Management and Senate), staff unions, student union, chairs of departments, Heads of Sections, Directors, Deans, gender mainstreaming committee and gender officers/ volunteers. The roles and responsibilities of each of this stakeholders will be as follows;

- a) The University Council, Management and the University Senate shall provide leadership in developing, approval and implementing the Gender Mainstreaming Policy and initiatives
- b) Staff Unions shall provide ongoing oversight and ensure gender mainstreaming into all relevant policies.
- c) The University Student Union shall provide ongoing oversight and ensure gender mainstreaming into all student's activities, policies and programmes
- d) University Chairs of departments, Heads of Sections, Directors, Deans shall be responsible for implementation of the gender mainstreaming policy and principles within their areas.
- e) Gender Mainstreaming Committee shall be involved in the development and review of the gender mainstreaming policy, provide guidance when implementing the Policy and ensure training of all University internal stakeholders on gender equality and equity issues. The committee shall also ensure alignment of all Machakos University policies to the Gender Mainstreaming Policy.
- f) Gender Mainstreaming Champions shall spearhead gender mainstreaming initiatives in the university.

3.0 POLICY /THEMATIC AREAS

Mainstreaming shall ensure that gender perspectives and attention to the goal of gender equality and equity are central to all activities and areas in the University including;

3.1 Recruitment, Selection and Promotion

In a bid to promote fair recruitment and selection as well as improve gender representation, the University shall institute equal opportunity employment and affirmative action during recruitment, selection and promotion in Departments with inequitable gender representation in order to attain a male to female ratio of at least 70:30 (and vice-versa) in the long run.

3.2 Work Environment

Machakos University Management shall strive to provide employees and students with a conducive work and learning environment that facilitates the achievement of set tasks and assignments in a safe, clean and comfortable environment. The University shall also strive to ensure that the work and learning environment is free from any verbal, physical or sexual harassment.

3.3 Organizational Capacity

Machakos university shall strive to capacity build its staff and students with knowledge skills and attitudes (KSA) on gender mainstreaming to ensure all are gender responsive. Efforts will also be put in place to in the whole university to ensure gender responsive policies, plans, activities and programmes,

3.4 Sexual and Gender Based Violence

Machakos University shall maintain a zero-tolerance policy to Sexual and Gender Based Violence as provided for in the Machakos University Human Resource policy and procedure Manual, 2019 section 23.0, and perpetrators shall be prosecuted according to the law. The policy outlines the procedure of dealing with sexual harassment and outlines the support that shall be given to a victim.

3.5 Religion

The university shall uphold freedom of worship as is provided in Chapter 4 of the Constitution of Kenya, on Bill of Rights. In promoting freedom of worship, the University shall seek to have its designated places of worship structured in a way that is gender sensitive.

3.6 Maternity, Paternity and Pre- adoption Leaves

Machakos University shall adhere to the provisions of Employment Act, 2007 and Employment Act, (Amendment) Act, 2021 on Maternity and Paternity and pre-adoption leaves. It shall also uphold the provisions on the Machakos University 2019 Statutes in matters of female students who become pregnant while in session.

3.7 Governance

Machakos University shall institute gender responsive structures by putting in place mechanisms for increased women and men participation to at least 30% in governance and management processes.

3.8 Gender Responsive Health Services

Health is the state of complete physical, social, spiritual and mental well-being and not merely the absence of infirmity (WHO). In terms of gender, women have more health needs than men due to their reproductive and ascribed gender roles. Biological differences between females and males such as menstruation, unwanted pregnancy, child bearing, breast feeding, and menopause create unique reproductive health issues for women compared to men. The sexual reproductive health complications have led to loss of the lives of many women, sometimes because these have not been considered important in the provision of health. Men too have reproductive health problems that need to be taken care of in a gender responsive way.

Issues of sex and sexuality particularly in making decisions on when to have sex, how, with whom and under what circumstances, are in most cultures a male domain. Fear of abandonment and violence drive young women to having sex even when they know they may get pregnant or contract a sexually transmitted infection including HIV/ AIDS. When they get pregnant, they may be forced to procure unsafe abortion, which may lead to mortality or morbidity. In most cases, post abortion care is not provided and where it is offered, the issues of confidentiality are not strictly observed. Machakos University is not an exception). This makes female students in Machakos 'University look for such services in private health facilities which may not be adequately equipped to offer such a service. For these young women, the issue of multiple partners may lead to sexually transmitted infections. Other issues of sexuality may lead to complications that require gender responsive attention.

3.9 Creation of Awareness on Gender Mainstreaming

Many stakeholders are not aware of gender mainstreaming issues. To many gender issues are a non-issue, often concerning the females. In some cases, owing to gender insensitivity and socialization, many gender issues are ignored and gender inequality perpetuated . Deliberate efforts shall be made to create awareness to all stakeholders on gender mainstreaming practices.

4.0 POLICY MONITORING AND EVALUATION

To ensure compliance to the policy the Chairperson of the Gender Mainstreaming Committee shall submit quarterly reports to the University Council through the University Management.

5.0 REVIEW OF POLICY

This policy shall be reviewed every five (5) years or as the need arises.

ANNEX 1

POLICY IMPLEMENTATION GUIDELINES

The following guidelines shall inform implementation of this policy under the various thematic areas.

a) Recruitment, Selection and Promotion

Equitable recruitment, selection and promotion at the university shall be achieved by

- i. Institutionalizing affirmative action when undertaking recruitment , selection and promotion,
- ii. Head hunting men or women to fill Senior positions and other positions where they are poorly represented,
- iii. Introducing accelerated learning for specific positions in sections with poor male or female representation. In order to qualify for such trainings and mentorships, successful applicant will be required to satisfactorily complete a competence test,
- iv. Building of gender awareness to members of staff to help them understand the importance of gender mainstreaming,
- v. Involving the Gender Mainstreaming Committee in staff orientation to familiarize new staff and students on gender matters at the University.

b) Work Environment

To promote a gender responsive environment, the University shall implement the following strategies.

- i. Pursue policies that are geared towards providing adequate, appropriate and gender responsive infrastructure that will promote a conducive environment such as separate entrances to washrooms in outer stations and private rooms for lactating mothers at designated stations.
- ii. Strengthen frameworks that will ensure proper planning and budgetary allocations to facilitate the creation of a gender responsive work and learning environment.

c) Organizational capacity building

Capacity building on Gender Mainstreaming shall be achieved by:-

- i. Developing and disseminating policy guidelines and providing direction for attainment of gender equity and equality,
- ii. Appointing gender officers in all departments and sections in addition to the Gender Mainstreaming Committee,
- iii. Taking Gender Mainstreaming Committee Members and Gender Officers/volunteers on periodic training and development programmes,
- iv. Periodically holding awareness and education trainings for all members of staff and students.

d) Sexual and Gender Based Violence

To prevent sexual and gender-based violence, the university shall

- i. Put programmes in place for the implementation of Gender-Based Violence and Sexual Harassment Policy
- ii. Ensure that the policy guidelines are adhered to and action is taken upon those found culpable as per the policy and law.
- iii. Provide support services and ensure disciplinary procedures for hardcore pornography, personal slur, repeated indecent propositions, sexual themes or jokes and prejudicial treatment.
- iv. Design and implement programmes for the elimination of other forms of human rights abuse, besides gender-based violence and sexual harassment.
- v. Build and sustain networks on the elimination of gender-based violence and sexual harassment.
- vi. Design and support community outreach programmes to educate and raise awareness on gender-based violence and other forms of human rights abuse

e) Religion

To promote freedom of worship, the University shall seek to :

- i. Have its designated places of worship structured in a way that is gender sensitive
- ii. Provide separate places of worship for males and females of the Muslim faith
- iii. Provide any required support in furtherance of any religious activities

f) . Maternity, Paternity and Pre- adoption Leaves and services

In this respect the University shall:

- i. Ensure that no female staff or student shall be victimized or made to suffer a disadvantage or loss on the account of them being pregnant.
- ii. Provide expectant staff or students with pre-natal care and guidance at the University health unit.
- iii. Encourage pregnant student to report to the Warden in charge of female students who shall cater for her guidance and counselling needs.
- iv. Allow students to re-apply to the Dean of Students for accommodation in the hostels three months after confinement
- v. Allow students on recommendation of Chief Medical Officer to sit special examinations in case the University examinations were held while the student was admitted in hospital or was recuperating due to pregnancy or reasons related to pregnancy.
- vi. Grant Maternity, Paternity and Pre- adoption Leaves to staff as prescribed by law

g). Governance

To ensure gender parity in governance, the university shall

- i. Target 30% male or female representation in leadership positions,
- ii. Require heads of divisions to embrace gender mainstreaming,
- iii. Make knowledge of gender issues and gender responsiveness part of the terms and conditions of service for all Departmental and Section Heads,
- iv. Include gender perspectives in the University's strategic plan,
- v. Conduct periodic training and awareness programmes in order to equip and upgrade members of staff and students on gender skills and capacity,
- vi. Establish a multi-disciplinary Gender Mainstreaming Committee that will continuously monitor the gender mainstreaming issues at the university.

h. Gender Responsive Health Services

To provide gender responsive and quality health service for Machakos University students and staff, the university shall:

- i. Review the existing Health Policy to make it gender responsive.
- ii. Avail health services including personnel that will cater for sexual and reproductive health needs of female and male students and staff.
- iii. Demonstrate commitment to gender responsiveness by creating an enabling and supportive environment for mainstreaming gender in health care delivery systems.
- iv. Undertake gender analysis of the existing Health Policy and guidelines to identify gender gaps and put in place mechanisms to address these gaps.
- v. Develop and mount training programmes to enhance capacity to address gender issues in health provision.
- vi. Strengthen the existing institutional structures, processes and, create new ones for gender mainstreaming in health provision.
- vii. Put in place a plan to monitor the implementation of gender responsive and quality health services.

i. Creation of Awareness on Gender Mainstreaming

To enhance better understanding and appreciation of gender mainstreaming throughout the entire University community the University undertakes to:

- a) Conduct regular sensitization workshops on gender mainstreaming for all staff and students to do better understand gender mainstreaming practices and activities
- b) Create and support an advocacy and mentorship group to mentor and advance issues of gender mainstreaming
- c) Publish the Policy on gender mainstreaming as a booklet and display it on the University webpage, Schools, Departments, Sections, Hostels, Libraries and the university digital repositories for policies and disseminate it to new members of staff and students joining the university
- d) Require all University employees and students to abide by the gender mainstreaming Policy
- e) Invite guest speakers well versed in matters gender mainstreaming to talk to members of the University community