Policy Document

I. Mission, goals, vision and values

Mission of the Organization

The organization is based on free, equal and solidary society principles:

- Promotion of the proper integration of women and other vulnerable groups (queer and women with disabilities, ethnic and religious minorities) in the society;
- Formation of the favorable environment for strengthening the women;
- Promotion of the informative strengthening of women and other vulnerable groups (queer and women with disabilities, ethnic and religious minorities).
- Promotion of the increase of accessibility to sexuality education;
- Promotion to implement and spread feminist values into society;
- Promotion of the creation of a safe environment for life and health for women and other vulnerable groups (queer and women with disabilities, ethnic and religious minorities).
- Promotion of the increase of the accessibility to healthcare and healthcare services for women and other vulnerable groups (queer and women with disabilities, ethnic and religious minorities).

The goal of the organization is to conduct policy on the democratic principles, such as solidarity and inclusiveness; to articulate the needs of women and other vulnerable groups in order to promote the accessibility towards education and healthcare resources.   Very often, the real social and political concerns of vulnerable groups are ignored and are not transformed into the agenda of governmental policy. In order to promote the increase of the inclusiveness of vulnerable groups in building inclusive democracy, the organization considers it important to strengthen informatively and promote the access to information resources for the women and queer community.

Visions of the organization

- Organization is the civil unity working on the rights of women and vulnerable groups (queer and women with disabilities, ethnic and religious minorities).
- Organization is solidary and sensitive towards violation of the civic and social rights of women and vulnerable groups (queer and women with disabilities, ethnic and religious minorities).

- Organization is devoted to the principle that women and other vulnerable groups are equal members of the society and have equal access to psycho emotional and social welfare resources.

The values and guiding principles of the organization

- Organization is based on the principles of equality, confidence, diversity, activity based on the knowledge, personal liberty, solidarity and intersex principles.
- Organization acts according to the principles and values of justice, inclusiveness, openness towards novelties, strong sense of responsibility and respect of equality
- Organization is based on the values of protecting human rights and personal dignity.
- Organization is based on the strategies towards strengthening women and other vulnerable groups.
- Organization is governed based on the horizontal and democratic governing principles.

Special principles regulate relationships within the organization, with partners and target groups.

- Organization is based on the principles of cooperation and inclusivity. It studies the needs of target groups and envisages them in the programs and decisions of the organization. The organization promotes the inclusiveness of target groups in the process of decision-making and contributes to their individual strengthening in order to represent their and community needs.
- Organization's activity is based on the principle of networking and intensively cooperates with different groups of society and partner organizations in order to conduct effective and result-oriented activities.
- Organization is oriented on the principle of team working that is expressed in common efforts in order to achieve the goals as well as in taking team responsibility.

II. Structure of the organization

- Organization - ,,For Women's Health and Well-being" is the noncommercial membership based organization established by the citizens of Georgia, according to the Civil Code of Georgia.
- The highest governing body of the organization is Convent.
- The organization is governed and represented by the Chairperson of the organization.

III. Policy of organizational developing/strengthening

Organizational strengthening is the important process that is based on knowledge. It promotes the increase of the organizational capacities in order to achieve more effectiveness.

The development of the organization is conducted by strengthening strategies, structures and processes.

Goals of organizational development:

- The policy of organizational development is served for the support of the vision and values of the organization.
- The policy of organizational development is conducted by the management with close cooperation and inclusiveness of the staff.
- The policy of organizational development includes the following dimensions: structural strengthening of the organization; strengthening of the team and individual capacities of the staff members.

fund raising

Organization considers that fundraising is an important component of organizational development. Fundraising is based on the principles of team working and high level of creativity. The fundraising for the organization will be conducted by the qualified staff members.

advocacy

organization will use advocacy mechanisms for influencing public policy and processes.

Advocacy may include the following activities:

- Conducting information campaigns;
- Networking and creating coalitions/membership;
- Spreading statements;
- Participating in the meetings;
- Communicating with media, partner organizations, state authorities and other social groups;
- Holding presentations;
- Drafting recommendations and sending them to different state institutions;
- Applying to state authorities with petitions and legislative proposals, etc.

IT Office/staff

IT staff deals with technological processes in the organization:

- Normal functioning of the webpage of the organization;
- Functioning of the system of electronic email communication;
- Technological management of the social pages.

IV. Policy of human resources

The basis of the policy of the human resources are its staff members. The human resources policy relies on the rational management of the human resources and effective management policy. The organization implements the policy of human resources according to the provisions of Labor Code of Georgia and Domestic Organizational Code of Conduct.

The human resources policy of the organization is implemented with the involvement and obligation model of the staff. This model is manifested in the inclusiveness of the staff members in the decision making process.

The involvement of the staff is based on the principles of team working and just distribution of functions among the staff members.

The employment/human resources policy is based on the following principles:

- Ensuring equal opportunities;
- Nondiscrimination;
- Diversity;
- Transparency;
- Openness;
- Free expression of the will;
- Protecting interests and rights of employees;
- Ensuring working conditions oriented to the personal development;
- Motivation and stimulation;
- Equitable salaries;

The management of the activities of employees are based on the following institutional principles:

- Competence;
- Protecting of professional ethics;
- Equal Opportunities;
- High Standard;
- Justice and Impartiality ;
- Participation;
- Professional advancement and development.

Cultural diversity, inclusivity and equal opportunities

- The management of human resources are based on the principles of diversity, equality and promoting equal opportunities in the organization;
- Cultural diversity means the existence of diverse staff members based on different characteristics. The cultural diversity positively affects the functioning of the organization.
- The policy of human resources is oriented towards revealing the potential of each employee and aims at creating an inclusive working environment.

Gender Equality

- Gender equality is based on the equal rights, obligations and responsibilities of man and woman and their equal participation in the employment sphere.
- Organization takes measures in the direction of securing equality between sexes and promotes the equal participation of the men and women in the process of decision making;
- The human resources policy of the organization based on equality will contribute to reveal the proper expression of the potential of women and its fulfillment at workplaces.
- Organization is based on the gender diversity principle in the policy of human resources.

V. The policy of promoting organizational culture

- Organization shares the attitude that organizational culture and values are the determining factors of the employees' motivation and involvement.
- Organizational culture is based on main values that creates a healthy organizational environment.

VI. Communication policy of the Organization

When communicating with inner and outer actors, the communication policy of the organization is based on the principles of confidence, openness, transparency, proactivity, diligence and equality.
The communication policy of the organization is based on the ,,Non Harm" principle and prohibits victimization of vulnerable groups.
Organization will properly observe the principle of confidentiality with additional effort while communicating on sensitive issues.

Outer Communication policy of the organization aims**:**

- Informing the target audience and society about the mission, vision and values of the organization;
- Informing the target audience, media and civil society about the activity of the organization based on the reliable, accurate, latest and thorough information;
- The contribution towards spreading the knowledge;
- Strengthening the confidence in women and other vulnerable groups based on knowledge and informativeness.

The outer communication policy of the organization includes the following spheres:

- Communication with media (television, radio);
- Activities in the internet and social media;
- Printed media;
- Interactive communication with different actors (seminars, meetings, joint statements and etc.);
- Interaction with partners;
- Interaction with state structures;
- Interaction with civil society organizations and other interest groups
- Constant communication with different social groups of the society (women, people with disabilities, queers and other groups) and other actors;

Means of f*ace-to-face communication:*

- Meetings;
- Events;
- Conferences;

Means of traditional media communication:

- Central and regional media

Means of modern media communication:
- Webpages;
- Blogs;
- Social media;

Other means of the communication of the organization:

- Videos (videos of the organization);
- Analytical articles and materials;

Inner communication policy of the organization

Inner communication policy of the organization determines the attitude of the organization and inner relations with the employees.

Inner communication policy of the organization is based on the following principles*:*

- Clarity and predictability;
- Respect of ethical norms;
- Easy access to information for fulfilling working obligations;
- Feedback;
- Observing deadlines;

VII. Policy of financial transparency and accountability

- Organization considers that transparency and accountability is necessary for the effective functioning of the organization. Besides, it is one of the main determining factors of the confidence of the society towards the organization.
- Organization recognizes accountability and openness towards the society, staff, beneficiaries, donors and supporters.
- The information about the goals, mission, vision and values are available for the broad society and interested people.
- Information is fully accessible about the founders of the organization, its activities and sources of funding.
- Organization communicates with the society and interest groups openly, clearly and does not act anonymously.

Accountability towards the staff members

- Organization recognizes the principle of accountability towards the staff members and takes efforts towards involving employees in the process of the management.
- Organization recognizes the importance of involving the employees in the process of the program planning and taking the important decisions.

The activity of the organization is based on the principle of financial transparency:

- The full information about the financing of the organization is available at the webpage of the organization;

- Organization regularly publishes annual reports about its activities which are in case of existence supplemented by the conclusion of an audit about financial accountability.

VIII. Policy of financial sustainability

- The policy of financial sustainability is based on the effective communication with donors and broadening the scope of donors in order to receive financial support for the strategic directions.
- By special professional staff, organization reaches out donors (local and international donors) to establish first and further communication with them;
- Organization maintains and develops active communications with the existing donors;
- Organization reaches out grants for fulfilling its organizational goals and implementing projects.