

<b>Title</b>	<b>Policy on Gender Diversity</b>		
<b>Effective date</b>	July 2019	<b>Last revision</b>	July 2019
<b>Organisation</b>	Song Saa Foundation		
<b>Authorised by</b>	Melita Hunter, Executive Director		

### Purpose

The Song Saa Foundation supports gender diversity in its workforce and endeavours to maintain fair and equal numbers of all genders across all job levels in the organisation. Special focus on gender equality in leadership positions is given.

### Policy statement

It is the policy of the Song Saa Foundation to take affirmative action to ensure that applicants are employed without regard to gender expression and/or identity. Such action includes but is not limited to the following employment practices: hiring, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or others forms of compensation, and selection for training. Employment practices are annually reviewed to determine whether members of all genders are receiving fair consideration for job opportunities, and, as appropriate, gender imbalances will be rectified in a reasonable and timely manner.

Wherever possible, the Song Saa Foundation attempts to keep a balance between male and female staff in all job levels.