

Draft Gender Policy

AFC Capital Partners

December 2023

Reference
Document Title:

Gender Policy

Version: 1.0
 Status: In Review
 Classification: Internal
 Document type: Policy

Document Control

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Distribution

Name
All AFC Capital Partners employees

Document creation and revisions

Version	Date	Description
1.0		Document Approved
2.0		
3.0		

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1. PURPOSE

As a Fund manager, AFC Capital Partner recognizes the need to promote an equal opportunity organization which fosters gender balance, neutrality, and addresses gender sensitivities. To this end, the gender policy has been developed to promote a fair, reasonable, non-discriminatory and consistent approach in treating all employees equitably regardless of their sex, age, marital status, gender, race/ nationality, disability, religion, political opinion, sexual orientation, personal lifestyle or other factors. This Policy must be adhered to and applies to all ACP staff including the Board and all ACP managed portfolios.

ACP is committed to the mainstreaming of gender throughout the organization and all managed portfolios. As a fund manager focused on building climate resilient infrastructure, ACP recognizes the fact that women are more vulnerable to the impacts of climate change than men. These existing inequalities are further aggravated by climate change due to the cultural complexities, gender norms and unequal access to resources between women and men.

2. DEFINITIONS OF TERMS

2.1 Gender

Gender refers to the social attributes associated with being born male or female. Based on social constructs, gender has significantly influenced what is expected, allowed and valued in male and female across all ages. Invariably, gender goes beyond biological differences between men and women and includes the ways the differences have influenced access to opportunities, responsibilities and resources which typically leads to inequalities.

2.2 Gender Equity

Gender equity refers to a deliberate recognition of the varying interests, needs and priorities of both women and men and the application of appropriate consideration of these differences without discrimination.

2.3 Gender Analysis

Gender analysis refers to the variety of methods used to understand the relationships between men and women, their access to resources, their activities, and the constraints they face relative to each other. It also covers the process of analyzing the impact of a policy, program or project on a gender relative to the other.

2.4 Guiding Principles

The gender policy highlights specific areas which ACP will strive to pay unabated attention to in order to achieve gender equity and neutrality across all business and people management practices. It seeks to address the social and cultural nuances as well as individual mental constructs which foster gender inequity by formulating policies to directly tackle them. This document contains key gender related policies covering several critical aspects of people management practices in the Africa Finance Corporation.

3. GENDER EQUITY IN PEOPLE MANAGEMENT PRACTICES

3.1 Recruitment and Selection

ACP shall endeavor to undertake concrete and verifiable efforts which ensure that recruitment is carried out on a fair and non-discriminatory basis. Such efforts include but not limited to; engaging the use of varying advertising media with maximal reach, ensuring gender balance in interview panel as well as deploying non-discriminatory and equal opportunity-based strategies in the assessment and selection of employees.

In addition, to the extent possible, ACP shall strive to deploy appropriate measures to identify gender imbalance across the organization and address the imbalance across functions, departments, and divisions.

3.2 Employee Development

ACP shall strive to ensure that all employees are offered equal opportunities to appropriate learning and development opportunities required for the employee's development regardless of age, gender, marital status, nationality, etc. Such opportunities include but are

not limited to formal and informal training, international exposure through travels, secondments, exchange programs, networking events, client development opportunities, coaching and mentoring programs, etc.

Specifically, ACP shall strive to eliminate assumptions on the basis of gender and age to ensure that all employees have equal opportunities for development.

3.3 Reward and Recognition

In valuing the contributions of employees for the purpose of reward and recognition, AFC shall strive to adopt and deploy deliberate measures to ensure that stereotyping and discrimination based on gender, age or other factors are eliminated.

3.4 Workplace environment

ACP shall endeavor to foster a workplace environment which provides a safe and non-threatening space where women and men are respected, free and able to express their views. In addition, ACP shall ensure gender equity in the allocation of office resources such as office workspace, parking space and other applicable resources.

3.5 Gender Balance in Management and Governance Roles

To the extent possible, ACP shall strive to achieve a gender-neutral leadership by taking deliberate measures to maintain the balance between men and women in decision making roles across the corporate board of directors, executive management, and other levels of management.

In this regard, ACP shall review and set periodic goals towards raising the number of any gender which is found to be underrepresented across the decision-making roles.

3.6 Work Life Balance initiatives for Gender Specific Roles

ACP shall strive to continually develop appropriate policies to support the work life balance of employees across key areas of personal and professional life. Examples of such policies currently applied in ACP are as follows:

- Maternity leave with full compensation for a period not exceeding twelve (12) weeks will be granted to female members of staff who have been confirmed and have spent a minimum of one (1) year at the time of making the application for the leave.
- Paternity leave with full compensation for a maximum of five (5) working days shall be granted to confirmed male employees to enable such employees attend to family commitments within six (6) months of the delivery of the baby.
- Upon resumption from maternity, nursing mothers shall be entitled to one hour after resumption and one hour before closing time off each working day for a period of three months i.e. 9am-4pm.
- Unconfirmed female employees requesting for maternity leave shall be required to obtain the CEO's approval for a leave of absence without pay to cover the maternity period.

4. HEALTH AND SAFETY

ACP shall strive to develop and implement appropriate policies to address the health, safety, and wellbeing of all employees. To the extent possible, deliberate measures shall also be enforced to address areas of gender vulnerabilities in Health, safety and freedom from violence. For example, ACP shall ensure that:

- All employees have access to information on gender-related health conditions by organizing health sessions to address such peculiar health conditions across genders.
- Ensure the safety of male and female employees and vendors in the workplace and during company related travels.
- Address unsafe working conditions by providing protection from exposure to hazardous

or toxic chemicals in the workplace which could affect the health of men and women, including reproductive health.

5. SEXUAL HARASSMENTS

ACP shall effectively address a breach of its sexual harassment policy to ensure that all forms of sexual harassment including gender based sexual harassments such as condescending/ derogatory language, stalking, victimization resulting from dress code preference etc. are discouraged amongst ACP employees.

6. GENDER CONSIDERATIONS IN ACP'S INVESTMENT ACTIVITIES

6.1 Applicable Standards and Scope for Project Financing

ACP will strive to support investee companies in their path to implementing gender equity policies that are consistent with ACP's Gender Policy. As much as possible, ACP would actively encourage its investee companies to provide:

- Equity of economic opportunities; and
- Equity of access to finance and support to female sponsors.

6.2 Approach

ACP's commitment to gender policy as it relates to its investment activities, implies the following:

- To the extent possible, ACP shall work towards conducting gender analysis to ensure that gender issues are addressed as part of its investment process.
- Encourage entities in which we have invested to educate their supply chain in managing gender equity in accordance with global best practice.
- Gender equity assessment is integrated into the ACP Investment process.
- ACP shall not establish business relationships with organizations that condone, support, or otherwise participate in trafficking, including labor or sexual exploitation.
- Environmental and social action plans would include sex disaggregated data.

6.3 Ongoing Monitoring

Periodic investment monitoring reports shall include updates on gender equity.

7. GENDER EQUITY CONSIDERATIONS IN CORPORATE SOCIAL RESPONSIBILITY

ACP shall strive to support CSR initiatives geared towards gender equity and women empowerment. Specifically, ACP shall consider CSR initiatives geared towards education, health, infrastructure development and other initiatives which promote gender equity.

8. GENDER CONSIDERATIONS IN COMMUNICATION

ACP shall strive to ensure that all communications/ publications released by the corporation have the following characteristics:

- Gender balance across contributors to the publication
- Use of images which reflect gender equity
- Use of gender sensitive language
- Lack of gender stereotyping in the presentation of information
- Adoption of distribution strategies which ensure that all gender has access to the communication

9. GENDER POLICY ENFORCEMENT

- Any employee found in breach of this gender policy shall be subject to ACP's disciplinary committee, the outcome of which could lead to suspension or dismissal based on the severity of the issue. In addition, ACP shall promote a non-retaliatory policy to enable employees to freely express their grievances.
- The ACP gender policy shall be communicated and readily available to all ACP employees. In addition, ACP shall continually identify and address gender issues within the Corporation.
- AFC shall strive to ensure that every employee is educated on gender concerns through formal and informal training activities.

10. RESPONSIBLE PERSONS

Primary responsibility for ACP's Policies and related processes rests with the ACP Management board. Their roles include but not limited to:

- 1) Defining, communicating, and maintaining the gender commitment of ACP
- 2) Implementing the controls required to uphold these commitments.
- 3) Training staff in respect of the Policy and Procedures to be followed.
- 4) Annual review of compliance with the commitments set out in the Policy.

To ensure that commitments in this Policy are adhered to, the Head of ACP and the Head of ESG will take responsibility for the implementation. Necessary resources shall be allocated as required to implement the commitments of this Policy.

10.1 Head of Environmental & Social Governance (ESG)

The Head of ESG oversees the implementation of the Policy commitments related to gender-responsive investments and works in close collaboration with the Head of HR

10.2 The Head of Human Resources

The Head of Human Resources leads on, oversees and implements all commitments on gender-responsiveness in the ACP workplace. The Head of Human Resources is responsible for the development, implementation, and continuous integration of gender integration into ACP workplace policies and practices.

10.3 Other units

Investment Staff: All investment staff are co-responsible (working with ACP management team) for gender integration throughout the lifecycle of the investment.

11. POLICY UPDATES OR REVISION

This Policy will be reviewed annually by AFC's Human Resource department and proposed amendments recommended to Executive Management Committee for endorsement approval and Board Risk and Investment Committee for approval.