

TALEBEYIZ BIZ
ASSOCIATION
GENDER EQUALITY
POLICY DOCUMENT



Talebeyiz Biz Association (TBD), established in Istanbul in 2023, aims to contribute to the well-being of young people by increasing their equal access to arts and culture, thereby supporting the construction of an inclusive and participatory society. Operating under the principles of rights-based approaches, ecological justice, and fair production, TBD ensures adherence to principles of anti-discrimination, inclusion, and participation in all its activities.

In line with these goals and principles, TBD:

- Designs and conducts art workshops where young people express themselves on social issues.
- Organizes exhibitions to enhance the visibility of young people in the public, specifically in the cultural and artistic domains.
- Arranges symposiums, panels, meetings, and other events that open up public debates on social issues concerning young people.
- Facilitates opportunities for young people to collaborate with artists and experts in areas of their interest and need for empowerment.
- Conducts communication and outreach activities to amplify the voices of young people to a broader audience.



Concepts

Gender: Socially constructed roles, behaviors, expectations, and norms attributed to women, men, or other gender identities, learned through society and subject to change.

Gender identity: An individual's deeply held internal sense of their own gender.

Gender expression: How a person externally expresses their gender identity through clothing, hairstyle, manner of speaking, behavior, and other forms of presentation.

Sexual orientation: A person's emotional, romantic, and/or sexual attraction to individuals of a particular gender(s).

Gender-based violence: Physical, psychological, sexual, or economic violence directed at a person on the basis of their gender identity, gender expression, or sexual orientation.

Inclusive language: Language that avoids sexist, discriminatory, or prejudiced expressions and makes all gender identities visible.

Discrimination: Treating a person or group differently and unfavorably because of their gender identity, sexual orientation, gender expression, or other characteristics.

Safe space: An environment free from violence, harassment, and discrimination, where individuals can express their identities and feel supported.

Abuse: Any act that exploits a person's trust, position, or power to cause physical, emotional, sexual, or economic harm.

Harassment: Unwanted verbal, physical, or behavioral actions, which may be sexual or non-sexual, that negatively affect a person's dignity, safety, or environment.

Our Policy

1. Policy Statement

This policy document is based on the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), the Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention), other human rights instruments, and Law No. 6284 on the Protection of the Family and the Prevention of Violence against Women.

As the Talebeyiz Biz Association (TBA), in all our work we commit to:

- Placing gender equality at the center of our activities, adopting an equalitybased and inclusive approach in all planning and implementation,
- Taking all necessary measures to ensure that women, girls, LGBTQIA+
 individuals, and people of all gender identities can exist in safe environments
 free from all forms of discrimination, violence, harassment, and abuse,
- · Prioritizing participation mechanisms that strengthen gender equality,
- Informing all adults, young people, and children we work with about the provisions in this document, and ensuring our work aligns with them.

1.1. Our Principles

Equality: Equal rights, opportunities, and representation for all gender identities.

Inclusivity: Using inclusive language, content, and methods in all activities.

Anti-discrimination: No discrimination based on gender identity, sexual orientation, or gender expression.

Safe environment: Ensuring that everyone can exist in safe spaces free from violence, harassment, and abuse.

Participation: Enabling meaningful participation of all gender identities in decision-making processes.

2. Scope of Our Gender Equality Policy

This policy applies to:

- Members of the TBA Board of Directors, paid employees, and association members,
- Partner organizations,
- Funding institutions and donors,
- Service providers and suppliers,
- Media representatives covering TBA-related news
- Participants of public events, exhibitions, workshops, festivals, and meetings organized by TBA,
- Staff of venues where events or activities take place,
- Experts, artists, trainers, consultants, researchers, and volunteers working on behalf of TBA.

All of the above are responsible for knowing and applying the procedures in this policy. It is TBA's responsibility to share this policy with relevant stakeholders and ensure it is known.

3. Protection and Prevention Procedures

3.1. Reducing and Preventing Risks

We ensure that all our activities are planned safely to prevent gender-based discrimination, violence, harassment, and abuse. We take measures to make sure the process is inclusive for all participants, that no one is disadvantaged due to gender identity, sexual orientation, or gender expression, and that participation takes place in a meaningful, equitable, and safe manner in accordance with the safe space principle.

3.2. Gender Equality Focal Person

The Gender Equality Focal Person is responsible for establishing, implementing, and monitoring mechanisms that ensure gender equality within TBA. The Focal Person is appointed by the Board of Directors on a voluntary basis. In joint events with other organizations, partners may be asked to appoint their own focal person, who will coordinate with TBA's Focal Person.

3.3. Gender Equality Committee

The Gender Equality Committee works with the Focal Person in reporting and monitoring gender equality-related issues. The committee evaluates reports, finalizes decisions, and ensures that the Policy Document is updated as needed. It is composed of a Board member, a volunteer from the Advisory Circle or membership, the Focal Person, and an expert or civil society professional in gender equality. The committee meets as needed and convenes urgently in case of serious reports.

3.4. Recruitment processes

We check references and CVs during recruitment. We consider candidates' approaches to gender equality and anti-discrimination. We do not work with individuals who have a history of gender-based violence, harassment, or abuse. Recruitment is completed with a commitment to comply with the principles and procedures in this document.

3.5. Expected behaviours

Everyone representing TBA is expected to:

- · Act in a gender equality-conscious, inclusive, and anti-discriminatory manner,
- Refrain from all forms of violence, harassment, and abuse,
- Use inclusive language and ensure equal representation,
- Protect participants' safety, dignity, and privacy,
- Act within legal obligations and human rights principles.

3.6. Communication and media activities

TBA adheres to gender equality in all communication and media work. Inclusive language and equal representation are prioritized in all visuals, texts, and content. Discriminatory, sexist, or biased discourse and imagery are avoided. Consent and safety of individuals are essential in all content.

3.7. Procurement of services/products

In procurement, we ensure that providers have no discriminatory practices or links to gender-based violence or abuse. If such situations arise, we reserve the right to terminate collaboration.

3.8. Partner institutions and organisations

If partners lack an operational gender equality policy, they must commit to adhering to TBA's policy.

3.9. Grants and donations

We inform donors and funders about our policy. We do not accept grants or donations that conflict with our principles. If risks arise after funding is received, we seek solutions; if not resolved, we reconsider or terminate the funding.

3.10. Protection of personal and sensitive data

We collect personal data, gender identity, sexual orientation, gender expression, and similar sensitive information only within legal limits and when required. Data is obtained through informed consent, stored securely with restricted access, and managed according to laws and human rights principles.

3.11. Ensuring meaningful and safe participation

We prioritize meaningful and safe participation for all. We ensure that no participant faces discrimination based on gender identity, sexual orientation, or gender expression, and that all have equal say in decisions.

4. Reporting Mechanism

TBA ensures that reports regarding gender equality violations, discrimination, violence, harassment, or abuse can be made safely, accessibly, and effectively.

4.1. Reporting Channels

Reports can be made:

- Directly to the Gender Equality Focal Person (verbally, in writing, or via email),
- To any member of the Gender Equality Committee,
- To TBA's official email,
- Verbally to an authorized TBA staff member during an event or activity.

Confidentiality is respected, and anonymity is possible upon request.

4.2. Who Can Make a Report?

- TBA staff, volunteers, members,
- Partner organization representatives,
- Participants in TBA activities,
- Anyone witnessing a violation.

4.3. Scope of Reports

Covers but is not limited to:

- · Discrimination based on gender identity, sexual orientation, gender expression,
- Gender-based physical, psychological, or economic violence,
- Sexual harassment, sexual assault, verbal or physical abuse,
- Discriminatory, derogatory, or threatening speech or behavior,

Obstruction of equal participation and representation.



4.4. Evaluation of Reports

- Reports are forwarded to the Committee within 7 days.
- The Committee ensures fair and safe evaluation.
- Additional information may be requested.
- Confidentiality and safety are priorities.

4.4.1. Non-retaliation

TBA strictly prohibits retaliation against anyone who reports, witnesses, or participates in an investigation. Retaliation is treated as a separate disciplinary offense.

4.5. Conclusion

- The Committee concludes the report within 30 days and informs the Board.
- If a violation is confirmed, measures such as suspension, termination of cooperation, or legal action may be taken.
- The outcome is shared with the reporting person within confidentiality limits.

5. Monitoring and Evaluation

TBA regularly monitors and evaluates the implementation of this policy, reporting findings annually to the Board and collecting feedback from stakeholders.

5.1. Training and Capacity Building

We provide regular training to all staff, volunteers, members, and partners on gender equality, anti-discrimination, inclusive language, and creating safe spaces. Training occurs at least annually, with updates shared when the policy changes.

6. Dissemination of the Policy

We share the policy:

- With all staff, volunteers, and members at the start of their engagement,
- With partners before collaboration
- With all project stakeholders at the start of the project.
- Updated versions are published via official communication channels, and simplified or translated versions may be prepared when necessary.

7. Sanctions

Failure to comply with this policy may result in:

- Warnings,
- Temporary or permanent suspension from duties,
- Termination of cooperation or contracts,
- Referral to legal authorities.

Sanctions are determined based on the nature, severity, and recurrence of the violation.