



# **ZAMBIA POLICE SERVICE**

**Gender Checklists for Gender Mainstreaming and Gender Responsive Budgeting  
and Planning**



## Introduction

The Zambia Police Service Gender Checklist for Gender Mainstreaming and Gender Responsive Planning and budgeting has been developed as a tool for strengthening integration of gender into the operations and programmes of the Zambia Police Service. The actions proposed in this checklist are to be used to ensure activities are planned and implemented in a gender-sensitive and responsive manner across all levels in the Service . The tool is to be used at the very beginning of the development of work plans and kept in view to identify gaps in budgets and implementation. This tool further supplements the implementation of the ZPS Gender Policy, 2023.

The ZPS Gender Policy (2022-2026) provides a framework to ensure that systems, policies, structures, and practices of the ZPS promote gender equality, and consciously recruits and sustainably empowers female officers. It clearly spells out affirmative actions that will facilitate rectifying past and present gender disparities and discrimination against women. The policy which is premised on international, regional, sub-regional and national gender policy documents, and was developed through comprehensive stakeholder consultations.

The Gender checklist will serve as a self-assessment tool for the Zambia Police Service, to ascertain here it stands in relation to its aspirations for gender equality and which interventions are necessary to achieve its vision.

STRATEGY 1	<b>Strategic and Operational Gender Mainstreaming</b> <i>Policy direction: All policies and administrative processes and procedures shall apply gender equity and equality principles</i>					
	Intervention	Responsible Office	Status of Achievement			
			Achieved (MOV)	Partly Achieved	Not Achieved	Remarks
<b>The ZPS High Command shall ensure that commitments to gender equity &amp; equality and women's empowerment are embedded in the institutional policies and administrative processes and procedures. That gender equity &amp; equality issues are elevated and visible both internally and externally; and will advance the understanding and appreciation of gender equity &amp; equality issues in the workplace by popularizing the Gender Policy and demanding gender considerations in its operations.</b>	1.1 A Gender Responsive ZPS Senior Management.	Public Relations Office, Gender Unit and TRD		Ongoing		Two tiered results: a. Is Management responsive to gender issues within the service? b. Is the ZPS Senior Management gender balanced or working towards attaining that balance?
	1.2 Review of all ZPS documents, forms and statutes to reflect gender-sensitive language.	Research & Planning Unit, Gender Unit and Training, Research & Development Unit		Ongoing		Evidence is the current Review processes (Service Instructions and Training Curriculum)
	1.3 Development of gender sensitive communication strategies for the Zambia Police Service.	Staff and Administration		Ongoing		Are the communication strategies within the service gender sensitive.
	1.4 Upgrade of the position of Gender Head of Unit to Assistant Director Level.	Office of the Deputy Inspector General of Police- Administration			Not achieved	The upgrade of the position to Assistant Director level will allow for the Head of Unit to be part of the decision making body of the ZPS for greater influence on gender issues within the service.
	1.5 Review of the current Gender Establishment.	Office of the Deputy Inspector General of Police- Administration			Not achieved	
	1.6 Establishment of gender responsive infrastructure to allow for equitable and equal participation of female and male officers in the workplace, including the introduction of gender sensitive uniforms for female officers.	Office of the Deputy Director Projects and Maintenance;  Office of the Deputy Director Quartermaster	There is good progress as Plans are underway Infrastructure Development Plan for ZPS (Commanders Conference Resolution)	Ongoing		

	1.7 Establishment of Gender Champions	Office of the Inspector General of Police; Gender Unit		Ongoing		Women's Network, Men's Network and Gender focal points in place.
<b>STRATEGY 2</b>	<b>Strategic and Operational Gender Mainstreaming</b>					
	<i>Policy direction: All policies and administrative processes and procedures shall apply gender equity and equality principles</i>					
	<b>Intervention</b>	<b>Responsible Office</b>	<b>Status of Achievement</b>			
			<b>Achieved (MOV)</b>	<b>Partly Achieved</b>	<b>Not Achieved</b>	<b>Remarks</b>
<b>The ZPS will promote gender mainstreaming across all strategic and operational processes, in alignment with the National Gender Policy, to ensure that its priorities in planning and implementation integrate gender equity &amp; equality perspectives; and takes into account the different needs of women and men, including their capacities and contributions.</b>	2.1 Development and distribution of Gender Policy and IEC Materials in all Police Stations and Posts.	Gender Unit, Research and Planning Unit		Ongoing		Other formations yet to receive
	2.2 Incorporate Gender Equity and Equality and women's empowerment in ZPS Training Curriculum.	Training, Research and Development Unit			Not achieved	Inadequate funds
	2.3 Development of Guidelines and Checklists for Gender Mainstreaming and Gender responsive planning and budgeting.	Gender Unit		Ongoing		Do we have a checklist in place for gender mainstreaming and gender responsive planning and budgeting?
	2.4 Conducting Capacity Building Programs in Gender Mainstreaming, Planning and Budgeting.	Training, Research and Development Unit	Sensitizations trainings and workshops were conducted for 8 Divisions	Ongoing		Inadequate funds
	2.5 Development of Gender Management Information System (GMIS)	Gender Unit Human Resources Unit (Staff Records) and TECH			Not achieved	Inadequate funds
	Training and Deployment of End-Users of (GMIS)	TECH, Human Resources Unit (Staff Records) and Gender Unit			Not achieved	Inadequate funds
<b>STRATEGY 3</b>	<b>Staff Recruitment</b>					
	<i>Policy direction: There shall be 50/50 representation of women and men in all recruitment processes</i>					
			<b>Achieved (MOV)</b>	<b>Partly Achieved</b>	<b>Not Achieved</b>	<b>Remarks</b>
The ZPS shall put in place measures to close the gender gap in recruitment and	3.1 Development and Implementation of Gender Sensitive Recruitment Policy that promotes 50/50 Gender Balance in Recruitment.	Training, Research and Development Unit, Gender Unit			Not achieved	Inadequate funds to procure Consultancy Service

reverse the historical and prevailing disparities caused by gender roles and biases, and build a more gender-equal workforce by ensuring that recruitment processes are fair.	3.2 Development of a gender-sensitive recruitment guidelines focusing on skills and competencies, with priority on creating criteria for increasing female applicants.	Staff and Administration Unit; Gender Unit			Not achieved	
	3.3 50/50 gender balance on all recruitment panels.	Staff and Administration Unit; Gender Unit			Not achieved	
	3.4 Development of a mechanism to monitor the recruitment processes in order to ensure that recruitment committees comply with the provisions of the recruitment policy.	Staff and Administration Unit; Gender Unit			Not achieved	
	3.5 Ensure that images used in recruitment campaigns are gender sensitive and alert to how they represent policing.	Staff and Administration Unit; Gender Unit			Not achieved	
<b>STRATEGY 4</b>	<b>Staff Appointments and Promotions</b> <i>Policy direction: All promotions and appointments shall ensure a 550/50 gender balance</i>					
The ZPS shall take steps to eliminate discrimination in promotion processes and shall ensure that women and men have equal access to opportunities for career development. Supervisors will be made aware that well-intentioned attempts to protect women from difficult operations might limit their advancement within the institution and lead to discrimination. Supervisors will also be given specific guidance on how to avoid letting gender-based assumptions	4.1 Develop guidelines on Gender Equity and Equality Principle for Promotion of Officers in the ZPS				Not achieved	Awaiting for the implementation of HR Reforms
	4.2 Development of a Quota System Promotion Strategy	Office of Director - Administration			Not achieved	Awaiting review of Zambia Police Act and other Administrative manuals (Inadequate funds)
	4.3 Develop and Implement a Gender Sensitive Electronic Annual Performance Appraisal System (EAPAS)	Office of Director – Technical and Office of Director- Administration			Not achieved	Inadequate funds
	4.4 Development of Leadership, Management and Career Development Education and Training Courses for Female Officers	Office of Director- Administration, Deputy Director- TRD and Women Network Champion			Not achieved	Inadequate funds
	4.5 Advocate for a Gender Sensitive Promotion Panel	Office of Director- Administration			Not achieved	Awaiting full Implementation of HRM Reforms

interfere with the allocation of career development opportunities.						
<b>STRATEGY 5</b>	<b>Training and Deployment</b> <i>Policy direction: All trainings and deployments shall have a 50/50 participation of women and men</i>					
	<b>TRAININGS</b>		<b>Achieved (MOV)</b>	<b>Partly Achieved</b>	<b>Not Achieved</b>	<b>Remarks</b>
The ZPS shall institute measures to address specific constraints to female officers; and remove gender barriers including stereotyping that prevent female officers from participating in training programmes	5.1.1 Training facilities in all the three police training schools conducive for male and female officers.	Projects and Maintenance, Gender Unit		Ongoing		Inadequate funding
	5.1.2 A minimum of 50% Women trainers in all three Police Training Schools	Training, Research and Development Unit, Gender Unit			Not achieved	
	5.1.3 Formulation of policy on sexual harassment, exploitation and abuse (SHEA).	Training, Research and Development Unit, Gender Unit			Not achieved	Plans underway with our partners
	5.1.4 Training of all staff in sexual harassment, exploitation and abuse in line with the UN guidelines.	Training, Research and Development Unit, Gender Unit and UN/AU Peace Support Operations	UN/AU PSO conducts trainings to officers pending deployment	Ongoing		
	5.1.5 Train police trainers on gender equity and equality issues.	Training and Development in liaison with the three police training schools.		Ongoing		Lack of funding to develop the training modules
	5.1.6 Include gender training courses in all police training curricula	Training, Research and Development Unit, Gender Unit and all the three Police Institutions	Review of Police Training Curricular in progress	Ongoing		
	<b>TRANSFERS AND DEPLOYMENTS</b>					
5.2.1 Participation of Female Police Officers in transfers and placements without prejudice.	Staff and Administration Unit; Gender Unit	Gender Equality Workplace Policy Launched	Ongoing			

	5.2.2 Female Police officers' physical conditions should not disadvantage their inclusion in male dominated duties.	Staff and Administration Unit; Gender Unit	Gender Equality Workplace Policy Launched	Ongoing		
	5.2.3 Consideration of Gender perspective on all Transfers.	Staff and Administration Unit; Gender Unit	Gender Equality Workplace Policy Launched	Ongoing		
	5.2.4 Consider Officer's family responsibilities and Career Development in all Transfers	Staff and Administration Unit; Gender Unit		Ongoing		
	<b>PEACE SUPPORT OPERATIONS</b>					
	5.3.1 Construction of a Gender Responsive Peace keeping Training Centre	Project and Maintenance			Not achieved	
	5.3.2 Formulation of Peace Support Operations Action Plan for the Training, Selection and Deployment of eligible Female Officers	UN/AU Peace Support Operations		Ongoing		The current ELSIE Women Initiative Project currently being implemented with the ZPS.
<b>STRATEGY 6</b>	<b>Decision Making</b> <b>Policy direction:</b> Women shall be included in decision making at all levels of the Zambia Police Service					
			<b>Achieved (MOV)</b>	<b>Partly Achieved</b>	<b>Not Achieved</b>	<b>Remarks</b>
The ZPS will facilitate and promote equal representation of women and men at all levels of decision making structures; and ensure female officers are well represented across all policing functions, not only in specialized roles.	6.1 All Committees to have a 50/50 Gender Balance	Office of the Deputy Inspector of Police – Administration; Office of the Deputy Inspector of Police – Operations			Not achieved	
	6.2 Gender mainstreaming at all levels of the service	Office of the Deputy Inspector of Police – Administration		Ongoing		Gender Equality Workplace Policy developed and launched
	6.3 Develop Family Friendly Policies	Staff and Administration Unit	Related entitlements (Maternity Leave, Mother's Day)	Ongoing		
	6.4 Capacitate Women Officers through Career Development Support Activities	Office of the Deputy Inspector of Police – Administration, Training,	Leadership Trainings	Ongoing		

		Research & Development Unit and Women's Network				
	6.5 Develop a Gender Responsive Mentoring and Leadership Programs for Junior Female Officers	Office of the Deputy Inspector of Police – Administration, Training, Research & Development Unit and Gender Unit			Not achieved	
	6.6 Develop Deliberate Strategy for Training and Promotion of Expectant and Lactating Officers	Office of the Deputy Inspector of Police – Administration			Not achieved	
	6.7 Engagement with other Stakeholders in Exchange of ideas on Increasing Women in Decision Making	Office of the Deputy Inspector of Police – Administration, Gender Unit, Women's Network, Public Relations Office and Men's Network.	International Women Network Conference, Men's Network, Public Relations Office and MISA Zambia	Ongoing		
<b>STRATEGY 7</b>	<b>Sexual Harassment, Exploitation and Abuse</b> <i>Policy direction: There shall be zero tolerance to Harassment, Sexual Harassment, Exploitation and Abuse at all levels and in all processes and operations in Zambia Police Service</i>					
<b>Strategy 7.1</b>			<b>Achieved (MOV)</b>	<b>Partly Achieved</b>	<b>Not Achieved</b>	<b>Remarks</b>
The ZPS shall ensure Zero tolerance harassment, sexual harassment, exploitation and abuse in workplace: and will establish a policy with standard codes of conduct as well as a mechanism for prevention, reporting and addressing all forms of harassment	7.1.1 Formulate an anti-sexual harassment, exploitation and abuse policy with platforms for complaints, investigations and redress mechanisms.	Office of the Deputy Inspector of Police – Administration, Gender Unit, C.S.D and Legal Directorate			Not achieved	
	7.1.2 Establishment of Sexual Harassment, Exploitation and Abuse Committees in Divisions and Units	Office of the Deputy Inspector of Police – Administration, Gender Unit, C.S.D and Legal Directorate			Not achieved	
	7.1.3 Establishment of Counselling Centres and Partner with various Stakeholders to provide Counselling services to all women and men in ZPS.	Office of the Deputy Inspector of Police – Administration, Gender Unit, C.S.D and Legal Directorate			Not achieved	
	7.1.4 Integrity Committees to be establishment in all Divisions and Units	Legal Directorate		Ongoing		Committees have been instituted
	7.1.5 Regular Statements to indicate Zero Tolerance for SHEA in Workplace	Office of the Inspector General		Ongoing		Memos, Briefs, Directives

	7.1. 6 Establishment of Guidelines and Procedures on allegations of SHEA by personnel deployed in UN Peacekeeping Operations	UN/AU Peace Support Operations Directorate		Ongoing		Reported Cases
<b>Strategy 7.2</b>			<b>Achieved (MOV)</b>	<b>Partly Achieved</b>	<b>Not Achieved</b>	<b>Remarks</b>
ZPS shall promote gender responsive Institutional culture by addressing negative attitudes and behaviors so that gender equity and equality is valued in each aspect of the work place.	7.2.1 Implementation of Public Awareness Campaigns on Gender Biases and Stereotype	Public Relations Office, Gender Unit and C.S.D		Ongoing		Radio, TV, Drama
	7.2.2 Ensure Gender Sensitive Language use in Workplace to avoid bias in favour of one gender and discrimination against another.	Public Relations Office and Staff and Administration Unit		Ongoing		Memos, Briefs, Directives
	7.2.3 Elimination of Offensive Jokes and patronizing Terms	Staff and Administration Unit		Ongoing		Memos, Briefs, Directives