



CENTER FOR INCLUSIVE  
BUSINESS AND LEADERSHIP  
FOR WOMEN | CIBL



# POLICY DRAFTING

1   
Define

2   
Consider

3   
Customize

4   
Coordinate

## Step 3: Draft the Policy

After identifying the policies your organization would like to implement, you will need to draft the policy (or amend an existing one). In some cases, organizations have a policy but would like to revise it to be more inclusive – this would be a policy reform process. In other cases, where a similar policy does not exist, a complete draft should be introduced. For either scenario, we provide 4-phases that your organization can follow and consider in the process: Define, Consider, Customize, and Coordinate.

### Phase 1: Define Policy Features

Define the main features of the policy. For example, if you are drafting a policy for “fair and bias-free interviewing”, then you may consider what features constitute such a process. These may include but are not limited to the following: (1) Provide a clear and concise definition of the policy, (2) list persons that the policy may apply to in terms of eligibility, (3) outline the roles and responsibilities of key stakeholders who will drive its implementation, (4) provide details about the policy protocol, (5) reference the actions that should be taken if non-compliance occurs.

*CIBL has created policy templates with defined features to support you in the process. Reach out to us for more information.*

### Phase 2: Consider Legislative Landscape

Consider areas of the national legislation and sector regulations. Ensuring that your organization is compliant with national regulations is important. While in this phase, consider articles in the labor law and penal codes. Additionally, sector-specific laws, such as ministries, syndicates, unions, and other associations are equally essential to consider as they may directly impact the features of the policy itself.

### Phase 3: Customize Policy Template

Using the CIBL templates to tailor the policy to your organization and sector. A comprehensive policy draft is one that is easy to read, understand, and follow. Here are a few questions to consider in the context of how to customize the policy to your organization:

- How is the policy a part of your organization’s mission, vision, values, and goals?
- Can you link the policy to your present circumstances or is it a new goal or strategy?
- Why might it be important to introduce this policy as something you are committed to achieving, supporting, and/or enhancing? Is the policy part of your current efforts to increase diversity and inclusion in a particular area (recruiting, retaining or promoting employees)?
- What does inclusion mean for your organizational culture and/or how can you further support its existing effort?

## Phase 4: Coordinate with Legal and Finance

While drafting a policy you will need to coordinate with other department members and other stakeholders to involve them in the process. A legal expert should be someone who is part of your team in the policy development and implementation, since they usually hold more knowledge of the labor laws and ethical practices associated with a specific policy and how it applies to your organization. Additionally, coordinating with finance staff is important if your policy requires some sort of investment; they will help you assess how feasible your chosen policy is particularly as you roll it out during the implement phase. The goal is that you have a clear and concise policy that can be applied and reviewed as needed. The team of members who will help draft the policy should also consider its sustainability long-term.

As part of the SAWI project, CIBL has developed this [toolkit](#) to help in supporting HR decision makers in drafting and amending effective gender-inclusive recruitment, retention, and promotion policies and related practices. This [video](#) provides a step-by-step process to guide employers into how they can develop and implement inclusive workplace policies for women.

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**GENERAL DISCLAIMER:** The Policy Templates and materials related to the SAWI Project are intended to assist employers, HR managers, and other decision-makers as they strive to improve workplace policies and practices related to more inclusive recruitment, retention, and promotion (RRP) within their organization. While we have made every attempt to provide templates relating to HR policies that are accurate and draw from a broad range of regional and international standards, it is not possible to include the technical detailing nor the discussion of everything necessary to ensure a gender-inclusive RRP working environment in a presentation of this nature. Thus, the information provided by the SAWI Project, its staff, and partners must be understood as a tool for addressing workplace policies, rather than an exhaustive statement of an employer's legal obligations, which are defined by statute, regulations, and standards of their local industry standards, and national legislative landscape. Likewise, to the extent that this information references practices or procedures that may enhance inclusive RRP, but which are not required by a statute, regulation, or standard, it cannot, and does not, create additional legal obligations. Finally, over time, regulators may modify rules and interpretations in light of new technology, information, or circumstances; to keep apprised of such developments, or to review information on a wide range of inclusive HR topics. All information, toolkits, templates, and other related material under the SAWI project is provided therefore as a free of charge guide, and is, therefore "as is" without warranty of any kind of risk."