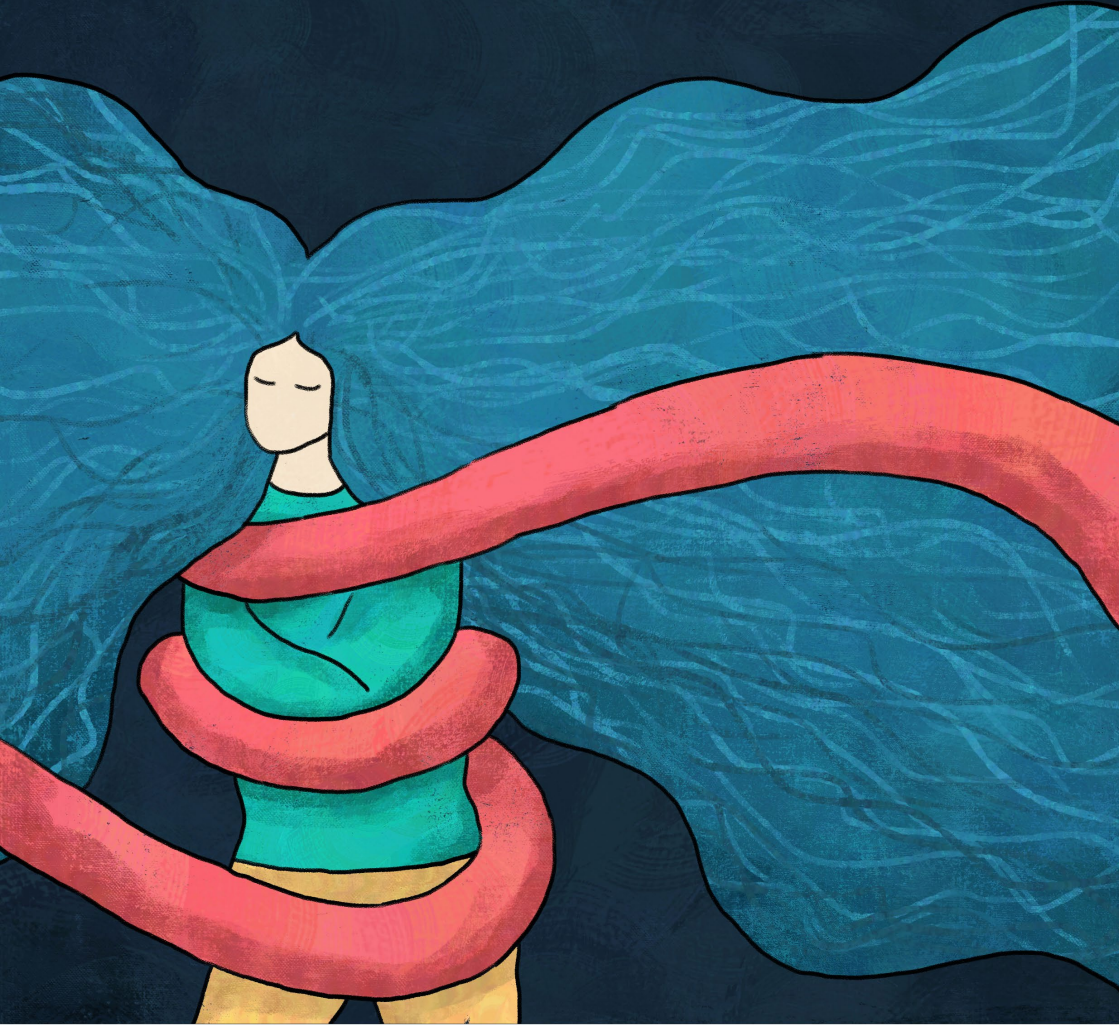


UNEQUAL NEWSROOMS

A Gender Audit of Pakistani Media Organisations



UNEQUAL NEWSROOMS: A GENDER AUDIT OF PAKISTANI MEDIA ORGANISATIONS

**A WOMEN JOURNALISTS
ASSOCIATION OF PAKISTAN
(WJAP) AND FREEDOM NETWORK
(FN) REPORT**

2024

**FAUZIA KALSOOM RANA
MYRA IMRAN
DR. SAIMA KALSOOM
WAQAS NAEEM**

Author(s): Fauzia Kalsoom Rana, Founder and convenor WJAP
Myra Imran, Advisor WJAP and Vice-president National
Press Club Islamabad
Dr. Saima Kalsoom, Principal and Head of Department of
Bahria School of Professional Psychology
Waqas Naeem

SPSS Data Analysis: Dr. Saima Kalsoom

Editing: Waqas Naeem

Cover illustration: Aniq Haider

Acknowledgements

The idea of a gender audit of Pakistani media houses was conceived by Myra Imran and Fauzia Kalsoom Rana. The report was produced in collaboration between the Women Journalists Association of Pakistan (WJAP) and Freedom Network, with support from IMS (International Media Support). WJAP, FN, and the co-authors of this report would like to especially thank Adnan Rehmat, Iqbal Khattak, Farhan Jawaid and Faiza Hassan for their help in strategising, coordinating and editing this report and training its research team. This report would have not been possible without the important work of the all-women-journalist research team which included:

1. Fauzia Kalsoom Rana
2. Sana Arshad
3. Anila Mehmood
4. Sabahat Khan
5. Saima. A. Bhatti
6. Huma Arshad
7. Irum
8. Rukhsana Musarrat

Disclaimer

The information, analysis and opinions in this report are solely of the author(s) and not necessarily of WJAP or FN. The contents of the report do not commit WJAP, FN or IMS to any external responsibility. WJAP, FN and IMS are not liable for any errors of omission or inaccuracies, which are purely unintentional.

Table of Contents

- List of Figures iv**
- List of Tables..... iv**

- Executive Summary 1**

- Introduction 4**

- Methodology..... 7**
 - Sample characteristics 8
 - Types of news media audited..... 8
 - News media by type of office..... 9
 - Data collection..... 9
 - Limitations..... 10

- Findings..... 11**
 - Women’s representation in the media houses..... 11
 - Male-dominated workplaces: Share of female staff at most news offices less than 20% 11
 - Unequal newsrooms: Share of women journalists less than 10% at half the newsrooms..... 12
 - High glass ceiling: Women journalists not among news decision-makers ..12
 - Missing from the workforce: Almost no female media workers at news offices..... 13
 - Policies and regulations..... 13
 - Inequality on paper: Institutional gender equality policies non-existent.... 13
 - Gender-blind media: Inclusive staff regulations and journalism codes missing 14
 - Barrier to growth: Lack of written policies stops women’s professional development 14
 - Violating leave laws: Most media not offering mandatory maternity, paternity leave 15
 - Anti-harassment measures at the workplace..... 16
 - No recourse: Absence of anti-harassment policies and committees endangers women..... 17
 - Cause for alarm: Workplace anti-harassment code not displayed at newsrooms..... 17
 - Silenced?: Few admit to harassment incidents 17

Workplace conditions.....	17
Insensitive to gender: Long hours and inadequate facilities	18
No cover: Staff safety overlooked in policy and practice.....	18
Employment and wages	19
Labour exploited: Four in 10 media outlets do not give contracts.....	19
Parity with delays: Media pay equally but not often on time	19
Gender Sensitivity Rating of Media Organisations	21
Discussion and Conclusion.....	24
Recommendations.....	26
For news organisations and news managers.....	26
For civil society groups and media development organisations.....	28
For journalists, press associations and trade unions.....	29
For policymakers	30
Annexure A: Survey questionnaire.....	32

List of Figures

Figure 1 Types of news media	8
Figure 2 Type of news media office	9
Figure 3 Share of female employees	11
Figure 4 Share of female journalists.....	12
Figure 5 Share of women among newsroom leaders.....	13
Figure 6 Share of female media workers.....	13
Figure 7 Status of institutional policies at media outlets	15
Figure 8 Status of anti-harassment measures at media outlets	16
Figure 9 Status of workplace facilities at media outlets.....	19
Figure 10 Status of contracts and wages at media outlets.....	20
Figure 11 Gender sensitivity criteria (courtesy IMS Strategy on Gender Equality 2021-23)	21

List of Tables

Table 1 Methodology for gender rating of media outlets	22
--	----

Executive Summary

Pakistan's appalling gender gap – the country falls near the bottom of global rankings¹– extends to its news media industry, where only a third of the news stories feature women and the majority of victimhood framing in news reports involves women subjects.² Factors leading to this situation include the lack of internal diversity in the news organisations and the marginalisation of women journalists, who have to contend with gendered sociocultural challenges in addition to the persistent threats to the safety and expression of all Pakistani journalists and media.

The Women Journalists Association of Pakistan (WJAP) has consistently worked to address these concerns since 2021. It has protested against unfair working conditions and disproportionate layoffs of female staff at news organisations, raised voice about harassment and other safety threats, and organised training and freelance work opportunities for women journalists, all in a bid to ensure the rights of women journalists and media professionals.

Through its initiatives, WJAP has noticed a gap in recent research about the current levels of women's representation at news organisations and the structural inequalities resulting from policies and practices that discourage women's participation in the news industry. The last accounting done in 2015 showed 16% presence of female reporters across 17 media houses.³

This gender audit is a pilot attempt to update the record, find the missing information, and use it to systematically assess the existing level of internal gender diversity of local media. The research provides an evaluation of the status of gender equality at 15 Pakistani news media organisations operating head offices or bureaus in the federal capital, Islamabad. The sample included six private TV news channels, four newspapers, three news agencies, and two news websites.

A detailed survey questionnaire was used to collect data from the news organisations in September 2023. The survey consisted of five sections: representation, policies, anti-harassment measures, working conditions, and

¹ Global Gender Gap Report 2023: Insight Report. (2023). World Economic Forum. Accessed online at https://www3.weforum.org/docs/WEF_GGGR_2023.pdf

² Global Media Monitoring Project: Pakistan National Report. (2020). UKS. Accessed online at: <https://uksresearch.com.pk/global-media-monitoring-project/>

³ Ibid.

employment and wages. Respondents were selected from editorial and human resources departments at the news offices, and care was exercised to speak with senior and credible representatives. Three responses were collected from each organisation to triangulate information. Supporting documents, where available or supplied, were used to verify information.

Based on the data, the gender audit shows that:

- The average share of women journalists at the 15 news outlets is only 11% of the total journalists.
- In at least four out of every 10 news outlets, the share of female journalists is fewer than 10% of the editorial staff.
- At nine out of every 10 news organisations, the overall share of female employees is fewer than 20% of the total employees, including journalists and other workers.
- Around 75% of the audited media outlets have no woman journalist in a senior leadership role.
- Only two out of the 15 news organisations have set up an anti-harassment inquiry committee, despite a federal law making it mandatory for employers.
- At least 10 of the 15 media outlets do not have maternity or paternity leave provisions despite federal law mandating 180 days paid maternity leave and 30 days paternity leave.
- Majority of the news organisations do not have documented policies regarding employee conduct, salaries, and promotions.
- At nearly half of the organisations, salaries are paid late, and the wages of female journalists are lower than male counterparts at a quarter of the organisations.

The audited organisations were also rated on the IMS gender sensitivity criteria to determine their overall gender rating. Around 75% of the news organisations were found to be “**gender blind**”, which means their organisational policies and practices do not identify or address specific gender-based issues that can affect men, women, and other gender minorities differently at the workplace.

The gender audit reveals that the Pakistani media industry is facing a state of “**gender emergency**” that includes the under-representation of women in newsrooms and the violation of labour laws and other federal regulations by media organisations that leaves journalists, especially women, vulnerable to workplace harassment and arbitrary administrative decisions with little or no legal cover. Additionally, the working conditions at news offices frequently fail to address issues that affect men and women differently.

Urgent actions are required to address this gender emergency. The gender audit provides detailed suggestions addressed to four stakeholder groups in the Recommendations chapter to improve the gender sensitivity and diversity of media organisations. In brief, the recommendations are:

- **Gender audits:** Gender support groups and media development organisations should conduct periodic – annual or biennial (once every two years) – gender audits of media organisations (print, electronic and digital media) to measure and track gender affirmative levels in compliance with legal, social and professional gender equity targets, goals and indicators.
- **Gender strategies:** News organisations and news managers should develop organisational gender strategies, enforce equitable recruitment and promotions policies, comply with gender-related laws and regulations, and develop actions plans in consultation with female employees to make the workplace gender sensitive.
- **Gender sensitization:** Civil society groups and media development organisations should raise awareness among media houses about the moral and business cases for gender diversity, share a model gender equality policy with news media organisations, and offer gender sensitivity training sessions for journalists.
- **Gender friendly:** Journalists and their representative trade unions and associations should demand transparency in contracts and wage structures as well as fair mechanisms for professional career development. They should seek legal help where news organisations violate gender-related laws and regulations and make their own forums gender inclusive by listening to and addressing the concerns raised by women journalists.
- **Gender equality:** Policymakers should get media regulators to implement gender equality measures at news organisations, launch equal employment opportunity awareness programmes, and strengthen mechanisms to curb the workplace harassment and safety threats faced by women journalists.

WJAP and Freedom Network intend to use the findings and recommendations of this gender audit in its advocacy for the rights and better working conditions of Pakistani women journalists, and it hopes that other media stakeholders will also contribute to the implementation of the recommendations. The gender bias and gender gap in the news industry can only be overcome through collective action.

Introduction

The Women Journalists Association of Pakistan (WJAP) was formed in March 2021 by a group of women journalists to collectively raise voice about the rights and interests of Pakistani women media professionals on issues such as gender-sensitive organisational policies, non-discriminatory working conditions, and increased representation for women in journalism trade unions, press clubs and media associations.

The association's mission is to strive for equitable representation and better professional work environment for women in media, through advocacy, networking and resources, to promote gender inclusive journalism. The association believes that better gender diversity in the newsrooms will lead to more inclusive news content that can eventually empower women in the country generally and contribute to gender transformative practices in the broader society.

WJAP's mission is informed by the many challenges and problems faced on a daily basis by women journalists and female media workers in the Pakistani news industry.

Freedom Network is a Pakistan-based media development and civil liberties organisation that works as a watchdog and facilitator for press freedom, safety of journalists and sustainability of independent public interest media. The organisation's core values are the promotion of access to information and the protection of freedom of expression, including freedom of the press and the Internet, to contribute to the development of an informed society that sees media as a key partner of democracy. The organisation works closely with primary stakeholders, such as press clubs, unions of journalists, media organisations, national human rights bodies, federal and provincial government, the Parliament and provincial assemblies, policymakers, and legal fraternity as well as representatives of civil society including women's groups and digital rights advocates.

Previous research evidence shows that women journalists face sexual harassment, psychological abuse, and wage discrimination at their news organisations.⁴ These gender-based discriminatory practices in the work

⁴ Jamil, S. (2020). Suffering in silence: the resilience of Pakistan's female journalists to combat sexual harassment, threats and discrimination. *Journalism Practice*, 14(2), pp. 150-170. DOI: 10.1080/17512786.2020.1725599

environment affect their professional journalism work.⁵ **Legal reforms to prevent harassment of women at their workplaces do not appear to have benefitted women journalists at local news organisations.** Scholars have linked these challenges with the patriarchal social norms of Pakistani society.⁶ In addition, women journalists are regularly targeted with physical violence, threats, online sexist abuse and gendered disinformation campaigns to silence their voices and discredit their work.⁷

Another serious issue is the **under-representation of women and other gender minorities in the news industry.** According to one estimate, **less than 5% of the journalists in Pakistan are women.**⁸ Media monitoring of a limited sample of national news organisations in 2015 indicated a 16% share of female reporters.⁹ This accounting might have been affected positively and negatively in recent years due to the proliferation of news organisations and the mass layoffs in the media industry in 2021 respectively.¹⁰ No recent analysis or assessment of the presumably male-dominated media workforce is available to provide an updated estimate of women's representation in the newsrooms. However, the lack of gender diversity in news organisations is often reflected in their content: According to the Global Media Monitoring Project for gender in news media, only 12% of total news items monitored in Pakistan in 2020 had women subjects as a central focus.¹¹

Therefore, the issues of women's participation in the news industry, gender-sensitive working conditions, and safe work environments for women inside and outside of their workplaces are of paramount concern to WJAP and FN. WJAP believes updated context analyses and audits are necessary to inform the association's advocacy and to apprise the relevant stakeholders, including media houses, policymakers, and civil society organisations, about the multiple crises faced by women journalists and female media workers.

⁵ Hussain, M. S. (2013). Women in media face discrimination; a critical study on the issues of Pakistani female journalists. Proceedings of Women's Studies. International Center for Research & Development, Sri Lanka. Accessed online at <http://bit.ly/34sdSLB>

⁶ Sakha, T., & Shah, N. A. (2019). Challenges faced by women in journalism: An analytical case study of the situation in Pakistan. Pakistan's Journal of Women's Studies: Alam-e-Niswan, 26(2), pp. 149-172.

⁷ See: Rehmat, A. (2017). Life as a woman in Pakistani journalism: Threats, harassment and rejection. Freedom Network. Accessed online at: <https://bit.ly/49gVPrz> and Also: Shaukat, A. & Naeem, W. (2020). Women Journalists and the Double Bind: The Self-censorship effect of online harassment in Pakistan. Media Matters for Democracy. Accessed online at: <https://drive.google.com/file/d/1nt9hTGPxdaoQqiZtsPouV66FdZLuwok/view>

⁸ Rehmat, A. (2017). Life as a woman in Pakistani journalism: Threats, harassment and rejection. Freedom Network. Accessed online at: <https://bit.ly/49gVPrz>

⁹ Global Media Monitoring Project: Pakistan National Report. (2020). UKS. Accessed online at: <https://uksresearch.com.pk/global-media-monitoring-project/>

¹⁰ Around 8,000 journalist lost jobs during the crisis, according to the PFUJ, and WJAP believes many were women. See: <https://wjap.pk/about-us/>

¹¹ Global Media Monitoring Project: Pakistan National Report. (2020). UKS. Accessed online at: <https://uksresearch.com.pk/global-media-monitoring-project/>

To begin work in this direction, WJAP and FN planned and conducted a pilot gender audit of selected news media organisations located in Islamabad in late 2023. The aim of this exercise was to ascertain the gender gaps in workforce participation, leadership positions, organisational policies and their enforcement, and the working conditions at news offices. The findings of this research will be used to provide recommendations to the media houses to enhance gender diversity and inclusivity among their employees and improve the rights and facilities, working conditions, and policy considerations for the female workforce in the media houses.

Methodology

A gender audit is an assessment process to evaluate the status of gender equality in organisations including in their policies, services, structures, and budgets.¹² International examples of gender audits include a 2002 internal audit by the International Labour Organization (ILO), a 2009 review of the Canadian government's gender-based analysis policy, and a 2019 study of gender equality in TV channels in Ethiopia.¹³

Following these global examples, the goal of the WJAP gender audit is to provide research evidence and increase awareness about the rights and working conditions of women journalists at media outlets and recommend measures to media houses and policymakers for improvements in the same.

Since this is a pilot initiative, the scope of the audit was limited to selected media houses operating their bureaus and head offices in Islamabad. The city was selected for ease of accessibility because WJAP is headquartered in the federal capital. The selection is also justified because the federal capital is one of the three leading hubs of news bureaus and head offices of news outlets in the country alongside the urban metropolitan cities of Karachi and Lahore.¹⁴

To select the sample of media houses, four types of media were identified: electronic media (private TV news channels only), print media (English and Urdu newspapers), news agencies, and digital-only news media (e.g., digital native news websites) that operate bureaus or head offices in Islamabad. Convenience sampling technique was used to identify the specific news outlets and the sample does not claim to be representative or generalisable.

For TV channels, two broadcast news outlets each were identified from the presumed first, second and third tiers in terms of perceived audience size and operational capacity, while also giving consideration to inclusion of local and

¹² Gender audit. EIGE. Accessed online at https://eige.europa.eu/gender-mainstreaming/tools-methods/gender-audit?language_content_entity=en

¹³ Details of the ILO gender audit are available here: https://www.ilo.org/wcmsp5/groups/public/---dgreports/--gender/documents/publication/wcms_101030.pdf; Details of the Canada review can be found here: https://www.ourcommons.ca/Content/Committee/403/PACP/Reports/RP4414397/403_PACP_Rpt04/403_PACP_Rpt04-e.pdf and find the Ethiopia study here: <https://initiativeafrica.net/wp-content/uploads/2019/12/Gender-Audit-magazine.pdf>

¹⁴ Yusuf, H. & Schoemaker, E. (2013). The media of Pakistan: Fostering inclusion in a fragile democracy? BBC Media Action. Accessed online at https://assets.publishing.service.gov.uk/media/57a08a0a40f0b649740003be/bbc_media_action_pakistan_policy_briefing.pdf

regional TV news outlets. The six selected TV channels are: Geo News, Dunya TV, Public News, News One, Roze News, and Kay2 TV. For print media, two English and two Urdu newspapers were identified while considering diversity of media houses represented in the sample. The selected newspaper are: Daily Dawn (English), Daily Pakistan Observer (English), Nawai Waqt (Urdu), and Daily Express (Urdu). The following three news agencies were identified for the sample: Online, INP, and NNI. Local news website We News and internationally affiliated website Independent Urdu were considered for the digital-only media outlets.

In this way, the final sample consisted of 15 news outlets across four types of media with physical presence in Islamabad.

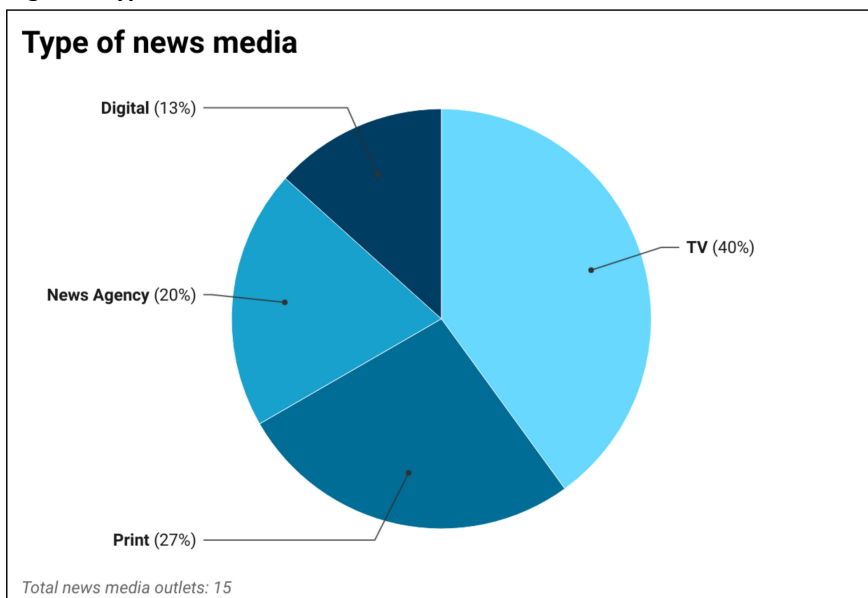
Sample characteristics

As mentioned above, the sample consisted of 15 news outlets. The following charts show the breakup of the selected news organisations by medium and nature of office.

Types of news media audited

Overall, 40% of the 15 selected media outlets were private TV news channels.

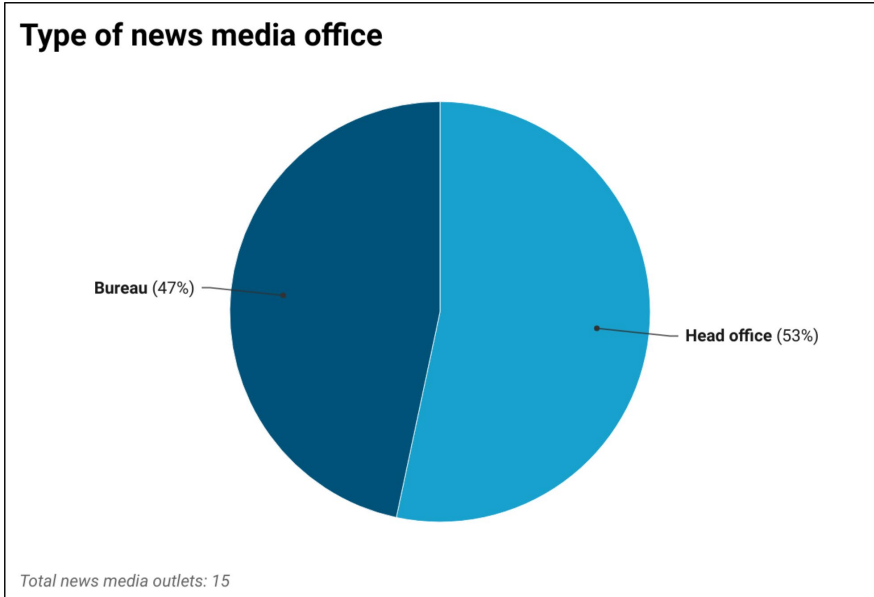
Figure 1 Types of news media



News media by type of office

Most of the news offices in the sample were head offices of their news organisations while seven (or 47% of the total 15) were bureaus of national news organisations with headquarters elsewhere.

Figure 2 Type of news media office



Data collection

To collect data, WJAP and FN prepared a survey questionnaire keeping in mind the local context and international best practices.¹⁵ The survey was divided into five sections: Representation (including questions about total number and share of female employees etc.); Institutional policies and regulations (including questions that checked for gender equality policy and maternity leave policy etc.); Anti-harassment measures (including questions that checked for inquiry committees and compliance with anti-harassment law etc.); Workplace conditions (including questions about office facilities for women etc.); and, Employment & Wages (including questions about contracts and estimated wage gap etc.). The questionnaire had 32 questions and was printed in English and

¹⁵ Workplace gender equality indicators. Commission for gender equality in the public sector for the state government of Victoria in Australia. Accessed online at <https://www.genderequalitycommission.vic.gov.au/workplace-gender-equality-indicators>

Urdu. The English version of the survey questionnaire is attached in Annexure A. The WJAP research team – all of which comprised women journalists based in Islamabad and Rawalpindi – conducted field visits to the offices of the selected media houses to collect primary data. At each organisation, the research team members surveyed at least three responsible and well-placed employees, including human resources department representatives and editorial staff, with their consent. The data collection was completed during three weeks in September 2023.

Limitations

The following are the study's limitations:

1. As mentioned above, the sample of media houses included in this gender audit was selected on the basis of convenience and is indicative of a segment of the news industry in a limited geographic area. The results are not generalisable to the entire media of the country but are intended to identify potential gaps and provide recommendations. The intention of this study is not to target any particular media house rather it is to suggest overall best practices for gender sensitivity in policies and workplaces.
2. The research team followed a consistent process for verification and vetting of collected data through official documentation. However, human resources staff and administrators at some of the organisations were reluctant or unwilling to share official data. In such cases, the statistics provided in this report are the best estimates found through the surveys and should be considered as such. Similarly, the existence of policies or lack thereof, where not possible to verify with documents, are based on the perceptions of the staff who should have knowledge about them. Any errors or inaccuracies in reporting are unintentional and can be corrected if further information becomes available.

Findings

The major aim of conducting this study is to understand and identify the gender gap at the selected media houses in Islamabad in terms of recruitment, leadership, policies, enforcement of policies and anti-harassment measures, workplace facilities, contracts and wages. The results of the gender audit are as follows.

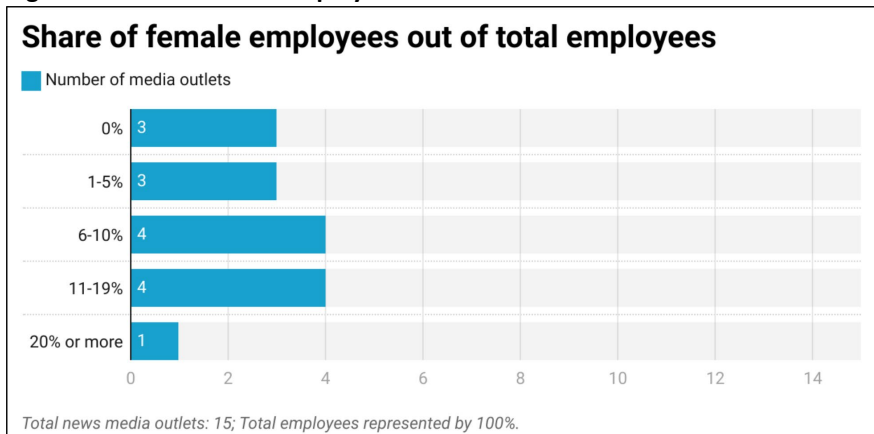
Women’s representation in the media houses

This section provides information about the number of female employees, share of female employees, number of female journalists, and share of females in leadership positions and non-editorial staff at the media houses surveyed for the audit.

Male-dominated workplaces: Share of female staff at most news offices less than 20%

Most of the newsrooms surveyed for this gender audit were male-dominated workplaces. At 14 out of the 15 news outlets (or 93%), the share of female employees was less than 20% of the total employees. The total number of employees included editorial and non-editorial staff. Three newsrooms did not have any female employees at all. In absolute terms, only one media house had more than 10 women staff members, but even these only made up 10% of the estimated total employees at that office. The average share of female employees across the 15 media outlets was only 9%.

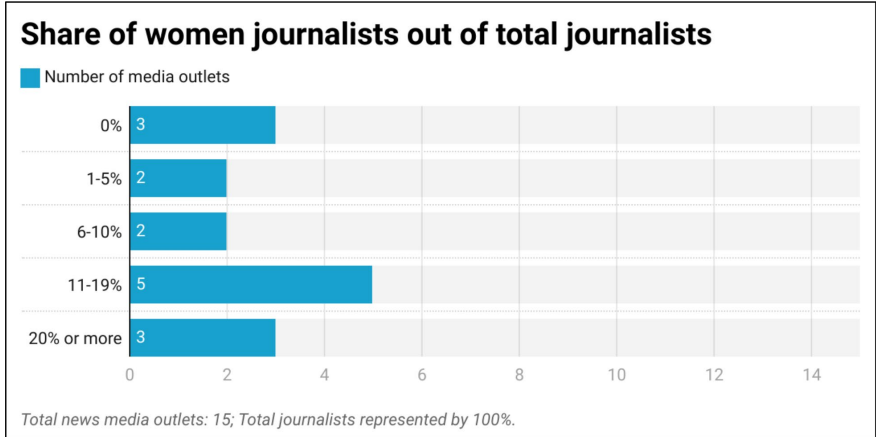
Figure 3 Share of female employees



Unequal newsrooms: Share of women journalists less than 10% at half the newsrooms

The gender diversity in newsrooms was similarly missing. The share of women journalists in the editorial staff was less than 10% at around 47% of the audited news outlets.

Figure 4 Share of female journalists

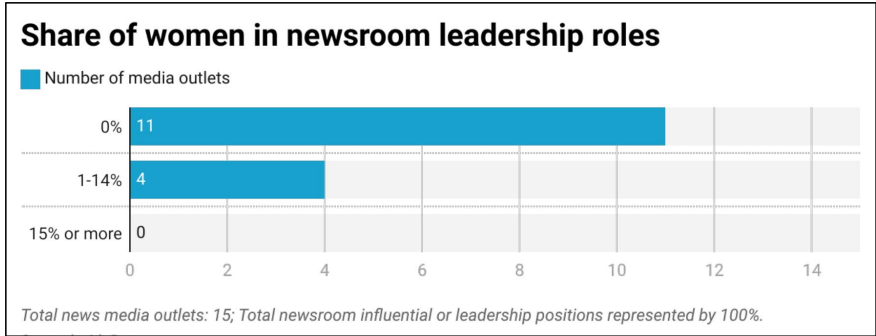


Out of an estimated nearly 500 journalists employed across the 15 surveyed media houses, only 51 journalists (or around 10%) were women. Even though the sizes of the news staff varied from 12 to 75 employees, not a single news outlet had more than eight women journalists on staff. The average share of female journalists across the 15 media outlets was only 11%.

High glass ceiling: Women journalists not among news decision-makers

Almost around 75% of the news outlets did not have even one woman journalist in an influential or leadership role at their Islamabad offices. The remaining four outlets had at most two women journalists involved in news decision-making. For influential positions, the audit considered the following job titles: News director, bureau chief, editor (chief editor, news editor, desk in-charge or assignment editor), chief reporter, anchorperson, talk show panel analyst, newscaster, producer, and coordinator.

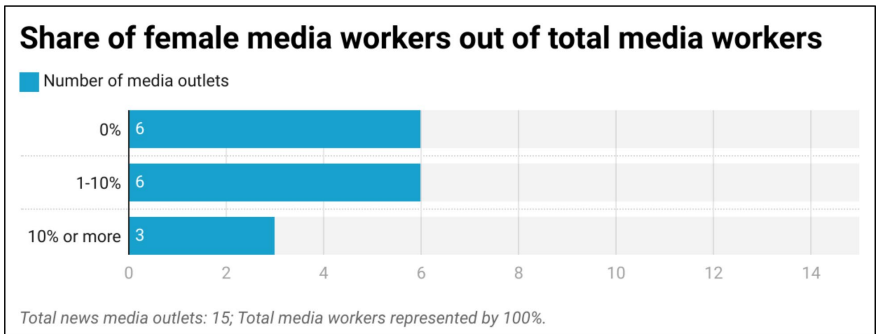
Figure 5 Share of women among newsroom leaders



Missing from the workforce: Almost no female media workers at news offices

Among the non-editorial departments at the audited media outlets, the survey found no women employees in the administrative, HR, IT, and technical sections. Non-editorial female employees were mostly receptionists or make-up artists. Almost half of the 15 news offices had no female media workers. Even though the remaining organisations had women media workers, their share in the non-editorial labour force was mostly less than 10%. The average share of non-journalism female workers across the outlets was 9%.

Figure 6 Share of female media workers



Policies and regulations

The gender audit checked the institutional policies and regulations at the selected media outlets to determine their level of gender sensitivity.

Inequality on paper: Institutional gender equality policies non-existent

Only one of the 15 audited news outlets had a written gender equality policy

for their staff. The remaining did not have any documentation related to an organisational gender equality policy.

Note that at two organisations, survey respondents disagreed about an organisational gender policy, with some claiming that a policy was in place and others denying it. But in these cases, the respondents were unable to supply the written document of the policy to the research team, therefore their claim could not be verified and was considered as non-existence of policy.

Gender-blind media: Inclusive staff regulations and journalism codes missing

Around a quarter (11 out of the 15, or 73%) of the news outlets did not have institutional codes of conduct. For the remaining, the available codes were not gender inclusive mostly, according to the respondents.

Similarly, only four news outlets had documented codes of ethics that were also gender inclusive by advising staff to avoid gender- or sex-based discrimination in their news content, according to respondents and available documents. However, around a quarter of the audited news outlets did not have such gender-sensitive codes of ethics.

Barrier to growth: Lack of written policies stops women's professional development

In terms of labour best practices, only one news outlet's respondents claimed their organisation had a documented policy for fixing salaries and raises, but they were not regularly consulted or briefed about it. The remaining organisations did not have any such policies or criteria, according to the responses. None of the outlets had documented policies for promotions or professional development of staff.

Respondents at only two audited news outlets said there were examples of women journalists at their news organisation getting promoted to top positions in their newsroom. At four other news organisations, there were differing accounts of women journalist colleagues getting promoted, but these could not be verified by a majority of the respondents at each organisation and were therefore not accepted for the final analysis.

While the lack of written policies affects journalists across genders, it is likely that women journalists and media workers are disproportionately affected by it due to the previously identified male-dominated workplaces, where men

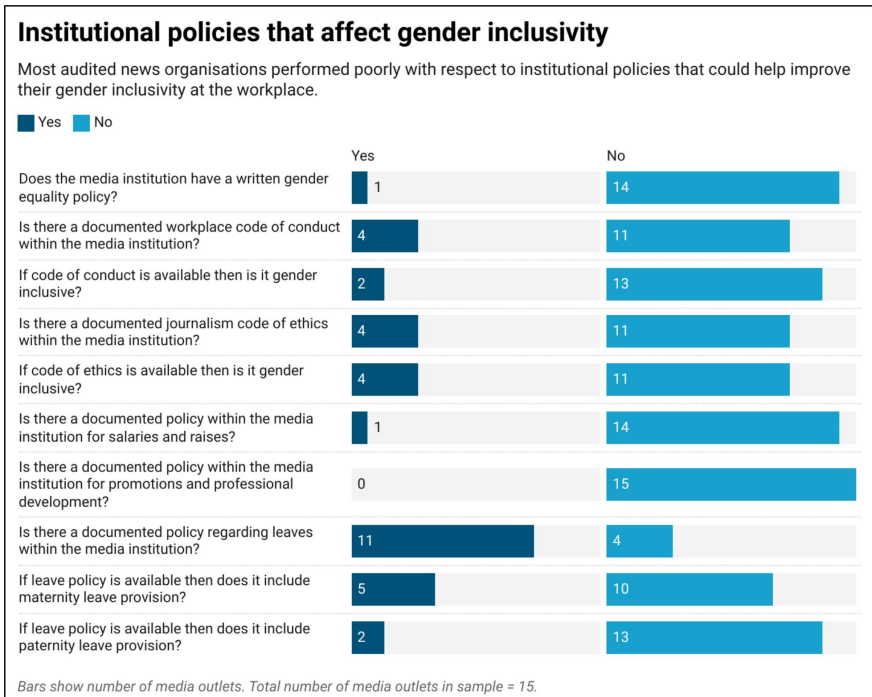
might influence organisational culture and reap benefits from administrative processes.

Violating leave laws: Most media not offering mandatory maternity, paternity leave

Majority of the news outlets (11 out of the 15, or 73%) had a leave policy for staff, but only a third of these had consulted or regularly briefed staff about the leave policy and less than half of these offered paid maternity leave as per policy. Only two outlets offered a paternity leave provision, according to respondents.

Under recently updated Pakistani law, women employees are allowed up to 180-day leaves during pregnancy and men can get 30-day leave three times during their employment.¹⁶ News employers that have not updated their leave policy to implement the extended maternity and paternity leave provisions are in violation of law.

Figure 7 Status of institutional policies at media outlets



¹⁶ akistani president approves law extending maternity and paternity leaves for working parents. Arab News. Accessed online at <https://www.arabnews.pk/node/2325191/pakistan>

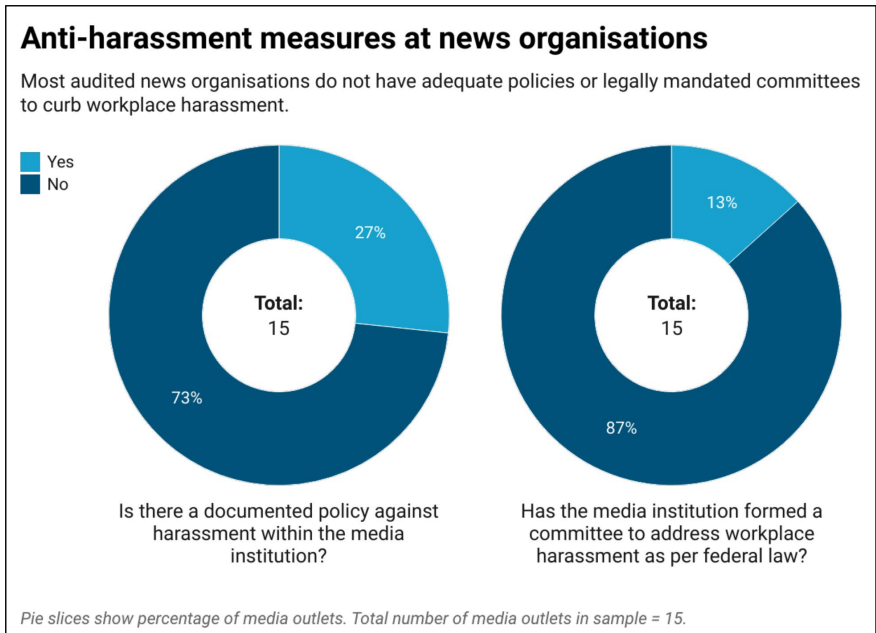
Anti-harassment measures at the workplace

The audit survey inquired whether or not media outlets were taking necessary and legal measures to mitigate and respond to incidents of harassment at the workplace.

No recourse: Absence of anti-harassment policies and committees endangers women

Only four out of the 15 audited news organisations had an anti-harassment policy.

Figure 8 Status of anti-harassment measures at media outlets



Even fewer (2 out of 15) had set up a special inquiry committee to address workplace harassment incidents as required by the Protection against Harassment of Women at the Workplace federal legislation. Where these committees existed, they had at least one female member. But more concerning was that at 87% of the news outlets there was no inquiry committee which women journalists and media workers could turn to if they faced instances of harassment.

Respondents at six other news outlets said their organisations had alternative mechanisms for female colleagues to lodge complaints. But on further investigation, the research team found that these alternative mechanisms were simply staff emailing their concerns to higher-ups and waiting for a potential arbitrary solution.

Cause for alarm: Workplace anti-harassment code not displayed at newsrooms

The federal law on the Protection against Harassment of Women at the Workplace 2010 (amended in 2022) provided a Code of Conduct for employers.¹⁷ Under Section 11(2) of the law, employers are required to prominently display the anti-harassment code of conduct to ensure that staff know about appropriate behaviour and potential violations.

An alarming 14 out of 15 news outlets did not publicly display the anti-harassment code of conduct at their news offices. Under Section 11(3) of the law, if an employer fails to comply with Section 11 (including failure to form an inquiry committee), then any employee from the organisation may file a petition before a district court against the employer. Employers found guilty of non-compliance can be fined up to Rs.100,000 by the court. Most news outlets reviewed as part of this gender audit are liable to be fined under the existing law.

Silenced?: Few admit to harassment incidents

The respondents at the surveyed news outlets were also asked if they were aware of any incidents of sexual harassment at their organisation. Respondents at five organisations admitted that there had been cases of harassment at their offices in the past. Only one of these five organisations had an anti-harassment inquiry committee, indicating that past instances had not helped bring about a formal redress mechanism for staff against sexual harassment. One other organisation among the five did not have any women employees at the time of the survey.

Workplace conditions

Along with policies and procedures, one critical issue for women employees at news organisations is the condition of facilities available at the workplace. These deal with separate washrooms for hygiene and safety, day care facilities, safe

¹⁷ The Protection against Harassment of Women at the Workplace Act, 2010. Pakistan Code. Accessed online at <https://pakistancode.gov.pk/pdffiles/administratorc22e81f4add9ea3dc023086953ca2b4f.pdf>

transport options, and flexible work schedules for journalists who are mothers or have household duties in addition to work.

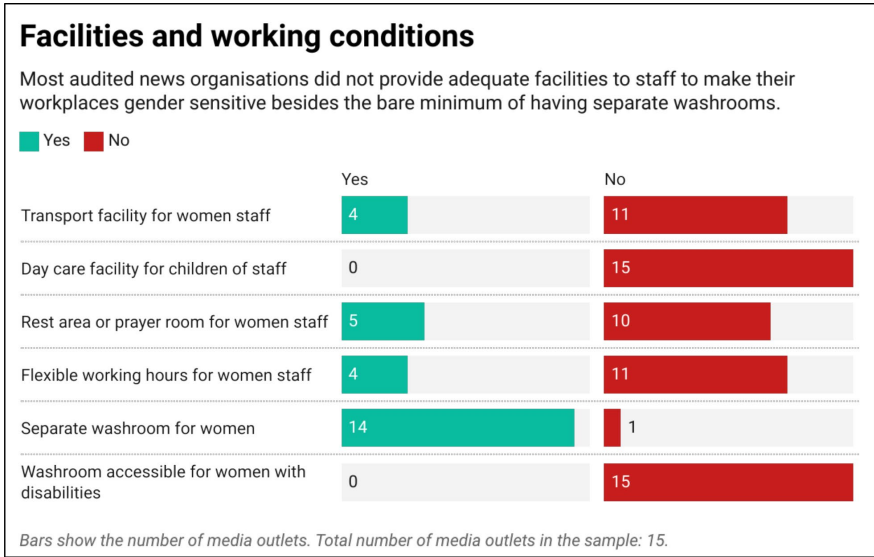
Insensitive to gender: Long hours and inadequate facilities

Majority of the news organisations (eight out of 15, or 53%) required staff to work for more than eight hours a day. But most news offices (14 out of 15, or 73%) did not allow flexible hours for women employees and none of them offered day care facility for children of staff. Moreover, most news outlets (67%) audited for this study did not offer transport facility for women. Public transport and walking alone at night are known to be unsafe for women in Pakistan, including Islamabad where audited media offices are based, due to instances of gender-based violence and sexual harassment of women in public spaces. Women journalists and media workers who do not own their personal vehicles and are made to work past their shifts by their news employers might be at risk of harassment incidents, which in turn could discourage their participation in the news media. Only one in every three news offices had a separate prayer room or rest area for women employees. Only one news office did not have a separate washroom facility for women. For three organisations, the staff respondents were not satisfied with the fixtures and supplies made available in the washrooms, including soap and sanitary pads for women employees. None of the washrooms at news offices had special considerations for persons with disabilities.

No cover: Staff safety overlooked in policy and practice

Almost all news organisations (93%) did not have a written safety policy as mandated by the federal Protection of Journalists and Other Media Professionals Act 2021. Only one of the 15 news outlets had safety protocols and provided safety facilities, equipment or support needed by women staff, according to the survey respondents.

Figure 9 Status of workplace facilities at media outlets



Employment and wages

The survey also checked whether or not the news organisations were guilty of gender discrimination in terms of offering contracts and setting salaries for employees.

Labour exploited: Four in 10 media outlets do not give contracts

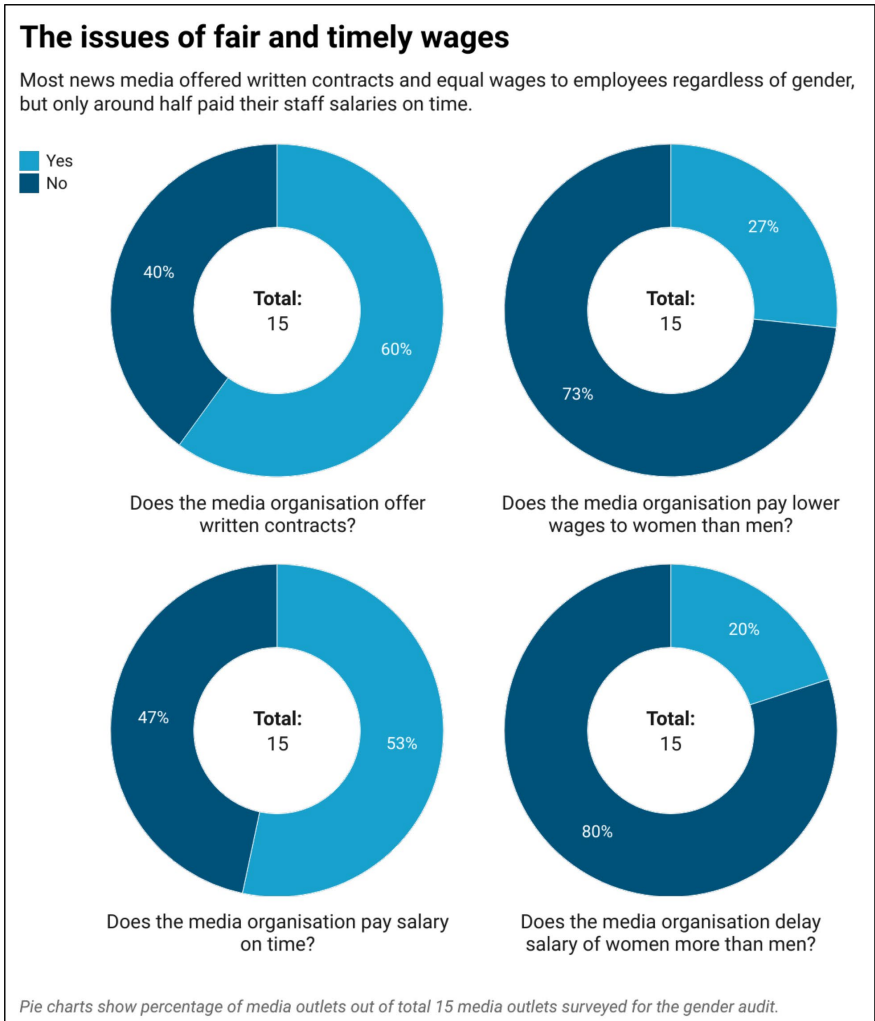
While majority of the news organisations in the sample offered written contracts to their employees including women, it is alarming to note that 40% of the news outlets still did not provide a written contract for their staff, according to the survey respondents at these outlets. These news organisations are potentially in violation of local labour laws and their practices make the employment of female journalists and media workers vulnerable to verbal dismissal without right of appeal in labour courts.

Parity with delays: Media pay equally but not often on time

As previously discussed, most news organisations in the survey did not have a documented salary policy. In the absence of clear wage policies, the staff respondents believed their salaries depended on negotiation, experience, and somehow even nepotism and lobbying, according to informal discussions between the research team and the respondents.

Despite the lack of policy, respondents at a majority of the news outlets (73%) claimed that their news organisations had the same level of wages for men and women for the same job titles and newsroom roles. Salaries are not paid on time, though. At seven out of the 15 news offices (47%), salaries were delayed. At least three of these seven media organisations were alleged to pay male employees before female employees in case of delays, according to the respondents.

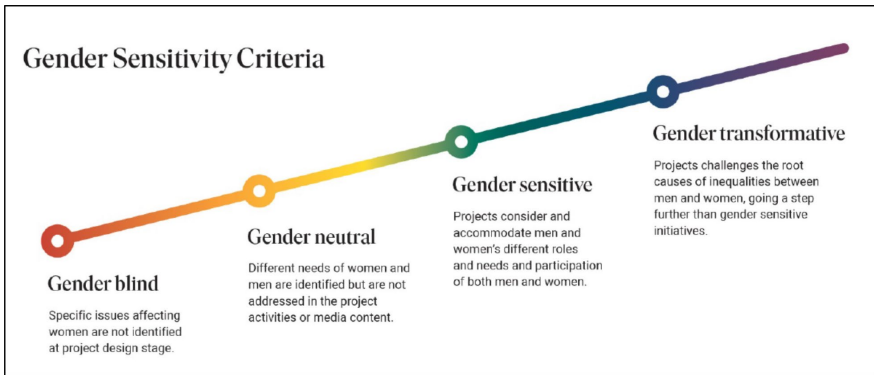
Figure 10 Status of contracts and wages at media outlets



Gender Sensitivity Rating of Media Organisations

While the above results are aggregated, this gender audit also wanted to shed light on the existing gender gaps at the level of each organisation. In order to that, the audit borrowed and modified the assessment criteria from the IMS (International Media Support) gender policy to evaluate the news outlets. The criteria consists of four ratings of gender awareness at the institutional level: gender blind, gender neutral, gender sensitive, and gender transformative.

Figure 11 Gender sensitivity criteria (courtesy IMS Strategy on Gender Equality 2021-23)



The following table shows how these four ratings were linked with each of the five sections of the survey questionnaire for the purpose of this research. An overall score and corresponding overall rating for each audited news organisation was calculated using the average (mode) of the section scores.

Table 1 Methodology for gender rating of media outlets

Survey Section / Rating	Gender Blind (GB)	Gender Neutral (GN)	Gender Sensitive (GS)	Gender Transformative (GT)
Representation	Share of women employees is less than 10%, and no or very few women in influential positions	Share of women employees between 10% and 50%, and no or few women in influential positions	Share of women employees between 10% and 50%, and several women in influential positions	Share of women employees 50% or greater and several women in influential positions
Policies	No or few policies; Issues affecting gender are largely not identified	Some policies exist and sometimes identify different gender needs but often do not specifically address them	Policies exist, including a gender equality policy, and often specify actions to consider the different gender needs	All policies and corresponding prescribed practices apply gender considerations, and staff are regularly consulted and briefed about them
Anti-harassment measures	No anti-harassment policy or measures	Anti-harassment policy exists but is inoperative due to lack of enforcement mechanisms, and employees either have no recourse or rely on informal methods to address workplace harassment complaints	Anti-harassment policy and/or measures (such as, inquiry committee etc.) exist and are functional according to law	Anti-harassment policy and measures exist and are functional, and staff are regularly reminded about values, rights, and redressal mechanisms

Workplace conditions	Issues affecting gender are ignored in most dimensions of workplace conditions and facilities	Issues affecting gender are only considered in half of the dimensions of workplace conditions and facilities	Most workplace conditions and facilities address issues affecting gender	All workplace conditions and facilities address issues affecting gender, and staff are consulted about decisions pertaining to these
Employment and wages	Contracts, wage structure and/or salary payments may be affected by or lead to gender discrimination	Contracts, wage structure and salary payments do not show obvious signs of gender discrimination	Different gender needs are addressed in contracts, wage structure and salary payments	Policies and procedures regarding contracts, wage structure and salary payments are transparent, consultative and address different gender needs
Overall	If gender blind in most of the five sections	If gender neutral in most of the five sections	If gender sensitive in most of the five sections	If gender transformative in most of the five sections

Based on the survey responses, the gender rating of the news organisations in the sample were calculated using the criteria in the table given above. According to the analysis, nearly **75% of the media outlets (11 out of 15)** were found to be **gender blind** in the sense that their organisational policies and practices do not identify or address specific gender-based issues that can affect men, women, and other gender minorities differently at the workplace.

Discussion and Conclusion

The above-mentioned results of this pilot gender audit of a sample of Pakistani news media organisations may not be surprising to women journalists and those in the journalism and media development sectors who have closely followed the state of gender diversity in Pakistani media and its news content. Nevertheless, **the results are alarming and indicate the existence of a gender ‘emergency’ in the news media industry that must be addressed urgently.**

From violations of labour laws to lack of anti-harassment regulations and insufficient measures for journalist protection, the gender audit has identified several critical issues that could discourage women from actively participating in the media industry.

To begin with, the recruitment of journalists and staff shows a trend towards exclusivity, which appear to be **making newsrooms non-inclusive and non-diverse**. WJAP has long raised voice about the tendency of media organisations to be reluctant in hiring women journalists and eager to let go of female employees first during waves of downsizing. Hypothetically this unwritten ‘last-to-be-hired, first-to-be-fired’ approach would mean that **news organisations have very few female staff**. The gender audit results about the current representation of women journalists and media workers at 15 media outlets confirms this concern. The old boys’ club seems to be the norm in media outlets reviewed for this study. Fewer than one in five journalists are female in most newsrooms, indicating that **women journalists tend to face additional challenges of being sidelined, negatively stereotyped, harassed, and ignored for important assignments**. Women are also **absent from decision-making and influential roles in newsrooms** and administrative positions in the news organisations, which hints at men making most of the hiring and firing decisions and a probable gender bias.

The representation of women and other gender minorities in news organisations because a news organisation’s culture is a product of the composition of the newsroom, editorial values of the organisation, and the beliefs of the journalists, and this organisational culture in turn affects the journalism of the news outlet. Diverse newsrooms and news organisations are more likely to produce quality journalism that serves the public interest because their internal diversity exposes their journalists to opposing points of view and makes them more likely to challenge their own prejudices and biases internally

before producing and publishing their news. The audited media outlets, especially Urdu newspapers, were found to be poor in terms of gender diversity and this is likely to affect the gender sensitivity and inclusivity of their news content.

The audit also reveals that **most media organisations are managed in an ad-hoc manner with a weak policy framework** that can guide media workers and journalists about workplace code of conduct, safety, recruitment, salaries, and professional development. The lack of policies and the inability of publishers to suitably inform their employees about their contractual rights shows that the workforce is at the mercy of the employer. Here again, the vulnerability with respect to gender is acute. At most organisations, the respondents from editorial and human resources said they did not even know what a “gender equality policy” was and had to be informed about its definition by the research team. The insensitivity to issues that affect men, women, and other gender minorities differently is also evident from the **lack of legally mandated anti-harassment committees** and insufficient consideration given to maternity and paternity leaves at the news outlets. In these instances, media organisations appear **guilty of violations of multiple federal laws**, which is ironic because media routinely report on the lacklustre implementation of various laws in the country. It seems that they have not put their houses in order first when it comes to labour laws and anti-harassment regulations.

Workplace amenities and procedures that can meaningfully improve the working conditions for female journalists and employees are also absent. While most offices provide separate washrooms, there are usually no considerations for child day care, flexible hours for working mothers, and safe transport options, which means the news organisations are not concerned about the societal pressures and patriarchal challenges women have to contend with to pursue their professional careers. The only silver lining is that at a majority of the organisations, there does not seem to be a deliberate pay gap between men and women at news organisations, but this is qualified by the low levels of women’s participation in the news labour force and, therefore, does little to reduce the overall gender gap evident at the news organisations.

Recommendations

The gender audit findings show that the policies and practices at Pakistani news media organisations are in urgent need of reform to make them diverse, inclusive, and gender sensitive. The following recommendations are intended to help different stakeholder groups to collectively work towards reducing the gender gaps in the media industry.

News organisations and news managers should conduct internal gender audits, develop organisational gender strategies, enforce equitable recruitment and promotions policies to increase gender diversity in the workforce and senior management, comply with gender-related laws and regulations, and develop actions plans in consultation with female employees to make the workplace gender sensitive.

For news organisations and news managers

Gender diversity in the newsrooms cannot be improved without news organisations and media managers showing commitment for it. The following suggestions can help them achieve gender equality:

1. **Conduct internal gender audits and develop an organisational gender strategy:** Ad-hoc policies are likely to face cultural and operational challenges that could hinder their implementation or reduce their effectiveness. Instead, news organisations need to adopt gender equality as a core value and make it a part of their institutional strategy. Just like this gender audit report has provided insight about the gender gaps at 15 news outlets, a good starting point for any news organisation is to identify its own shortcomings by conducting an internal gender audit that looks at all areas of the organisation's work. The audit findings can inform a comprehensive gender strategy that can not only advise the development of a gender equality policy for the workplace but also the application of a gender lens to all human resource policies (e.g., recruitment policy, code of conduct, equal pay policy etc.) and associated practices.
2. **Improve gender diversity in hiring and leadership:** The under-representation of female journalists and media workers at news organisation is shocking. As we move up the ladder of leadership hierarchy at media houses, the number of women thins out even more. The gender

biased practice in local newsrooms to assign “soft” beats to women journalists also creates a systemic barrier preventing them from competing for leadership positions and important roles at news organisations in the long run. While it is important to encourage merit-based hiring, news organisations should adopt equitable recruitment and promotions policies with a strong focus on diversity and inclusion to address structural inequalities. This would help improve the gender diversity in the workplace and contribute to the organisation becoming an equal opportunity employer that does not discriminate on the basis of gender, religion, ethnicity or any other protected characteristic. Moreover, news organisations should develop an open and transparent promotions policy and let their staff know about the benchmarks and criteria that will be used for promotions to avoid nepotism and favouritism.

3. **Enter into legal compliance with gender-based laws and regulations:** News media organisations are supposed to be a watchdog for the implementation of laws, so they lose their moral high ground if, as the gender audit revealed, their own organisational practices are in violations of labour, anti-harassment and journalist protections laws. Media outlets should immediately implement the provisions of federal or provincial laws regarding entitled leaves, anti-harassment measures, and the safety of media workers. This would entail ensuring that: staff get mandatory maternity and paternity leaves; inquiry committees with female members of staff are set up to deal with potential or existing cases of workplace harassment; the workplace code of conduct is displayed prominently to make employees aware about anti-harassment measures; and, safety provisions are made, including safety training opportunities for staff and the availability of life and health insurance coverage.
4. **Develop action plans with consultation of female staff to make workplaces gender friendly:** News media managers should pay attention to the intersectional challenges faced by women and other gender minorities in a patriarchal society where misogynist attitudes and negative stereotypes about women are prevalent. In order to identify improvements in workplace conditions and facilities, media managers should discuss workplace issues with female staff in a nonjudgemental manner and develop action plans with priorities, targets, and responsibilities to achieve required changes. These action plans would introduce accountability for the administration that the discussed points are put into practice. Media managers should also sensitize male staff about steps to make the workplaces gender-friendly, for example, by holding awareness sessions or team-building exercises and by letting them know that potential measures,

such as flexible working hours or child day care facilities, would also benefit the male employees.

For civil society groups and media development organisations

Civil society groups and media development organisations have a key role to play in enhancing the capacities of news organisations to become gender sensitive. The following recommendations can help civil society make effective contributions to this effect:

1. **Raise awareness among media organisations about the moral and business cases for gender diversity:** Existing newsroom culture can be a major obstacle to improving gender sensitivity in news organisations. Civil society and media development groups can help news organisations understand that there is both a business case and a moral case for gender equality in media. According to one research estimate, improving gender diversity in news content can help the newspaper industry earn \$11 billion in additional revenue by 2027 by attracting women audiences.¹⁸ Research has also shown that more diverse newsrooms are more likely to produce more diverse news content.¹⁹ But more important than this business case is the moral imperative: news organisations should introduce within their offices the same principles of fairness, equity, diversity, non-discrimination, and accountability that they champion as causes in their public interest news coverage for their societies and communities. Awareness raising efforts at Pakistani media organisations will not only help start or continue the conversation about gender diversity at the newsrooms, but also it will help give confidence to women journalists at these news offices who might feel alone in raising voice about the issue or might have given up due to lack of internal support.
2. **Share a model gender equality policy and best practices with local newsrooms:** Local news organisations might be willing to enact a gender equality strategy but, as indicated by the discussion above, might struggle to draft a gender equality policy due to lack of capacity. Civil society organisations (CSOs) working on the intersection of gender and media can

¹⁸ Kassova, L. (2022). From outrage to opportunity: How to include missing perspectives of women of all colors in news leadership and coverage. Internews. Accessed at: <https://internews.org/wp-content/uploads/2022/11/Outrage-Report-FINAL.pdf>

¹⁹ Berlemont, C. (2016). What is the role and impact of diversity in the newsroom? Master's thesis submitted to Orebro University School of Humanities, Education and Social Sciences. Accessed online at <https://www.diva-portal.org/smash/get/diva2:945516/FULLTEXT01.pdf>

draft a model gender equality policy that can be shared with interested Pakistani news outlets or adoption and adaptation. CSOs can also help identify and document best practices regarding gender sensitivity for the news organisations, for example, using a gender-inclusive style guide, developing the content strategy from a gender lens, audience engagement with women etc.

3. Conduct gender sensitivity capacity building training for journalists: In addition to working with news organisations and news leaders, media development organisations should also conduct gender sensitivity training sessions for individual journalists to help them internalise the values of diversity and gender equality. The attitudes and conduct of journalists in the workplace is crucial to changing the newsroom culture and making the news organisations gender sensitive.

For journalists, press associations and trade unions

Journalists, both women and men, as well as the traditional representatives unions and associations of journalists have to step up to call for correct the lack of diversity and gender bias within the news industry. The following suggestions can help them conduct effective advocacy for change within their own organisations and outside:

1. **Demand transparency in contracts, wages, and professional development:** While women and gender minorities might be more vulnerable to ad-hoc administrative practices, the absence of contracts, lack of transparency in wage structures, and non-existence of institutional opportunities for professional career development affect news employees across genders. Journalists, trade unions, and press associations should advocate for all news employers to provide contracts to their journalists and media workers. Where job contracts exist, unions should review their text to check for discriminatory language or missing information. Even though the audit revealed no significant gender wage gap at local news outlets, employees should be informed about wage structures and promotion processes, and advocacy should be conducted to institutionalise these practices. Moreover, very few Pakistani media organisations invest in the professional development of their journalists. Unions must urge news employers to focus on this area and develop mechanisms to this effect that take into account newsroom diversity and inclusivity.
2. **Seek legal help for violations of law:** Where news organisations appear to be guilty of violations of gender-related laws, journalists unions and

associations should take the employers to court. Individual journalists, including whistleblowers from the organisations in violation, should help the unions gather evidence and seek legal help. Judicial interventions can help set precedents for gender-sensitive workplace conduct that could have an industry-wide effect. Journalist trade unions can also partner with lawyer associations and other organisations that provide pro bono counsel to present their cases in court.

3. **Make unions and associations gender inclusive:** Journalist trade unions and press associations should also focus on their own gender transformation. Fortunately many Pakistani journalist unions, press clubs, and press associations have reserved seats for women in the leadership and general body. However, for this representation to be meaningful rather than superficial or ornamental, the physical and digital spaces associated with these unions and associations must also be made safe and inclusive for women. An important step towards achieving this is to listen to the concerns and demands of women members of the unions and associations and address their issues.

For policymakers

Policymakers can contribute to mainstreaming gender equality in industries, including the news media, and can do so through policy, legislative, and enforcement measures.

1. **Get the media regulators to enforce gender equality measures:** While self-regulatory efforts by news organisations to improve their gender sensitivity are ideal, international examples show that in many countries, the official media regulatory agencies have also stepped in to correct gender inequalities in the news media. In the UK, for example, the Communications Act 2003 requires the regulator Ofcom to ensure equal opportunity with respect to gender in the media labour force, and in Sweden, public broadcasting permits make reference to gender equality.²⁰ Policymakers can push for regulatory reforms that can get national media regulators, such as PEMRA, to include workforce gender equality considerations in their licensing regimes.
2. **Launch an Equal Employment Opportunity (EEO) awareness programme:**

²⁰ Gender equality in the media sector: Study for the Femm Committee. (2018). Directorate-General for Internal Policies. EU Parliament. Accessed online at [https://www.europarl.europa.eu/RegData/etudes/STUD/2018/596839/IPOL_STU\(2018\)596839_EN.pdf](https://www.europarl.europa.eu/RegData/etudes/STUD/2018/596839/IPOL_STU(2018)596839_EN.pdf)

Past governments in Pakistan have enacted policies and laws for non-discrimination in employment in accordance with Constitutional guarantees and Pakistan's international commitments regarding International Labour Organisation (ILO) conventions.²¹ However, the practical implementation of these policy and legal measures is nearly non-existent. Policymakers can work with relevant ministries and departments to help develop EEO awareness programmes at the federal and provincial levels. These programmes can inform industry leaders about the importance of EEO provisions and the compliance measures. A test case for the awareness programme can be the news media industry since news organisations claim responsibility for informing and educating other segments of society. Policymakers can also help governments to incentivize EEO enforcement and set up monitoring mechanisms to give credit to well-performing industries or organisations and shame or fine poorly performing ones.

3. **Take notice of workplace harassment and safety risks to women**

journalists: Policymakers must strengthen statutory institutions, such as ombudspersons' offices and women's commissions, that monitor implementation of gender-related laws and provide redress to women employees who are targeted with workplace harassment and other risks. One of the most dangerous ways through which women are discouraged from practicing journalism is physical and online threats and attacks against women journalists to discredit their work or malign their characters. In recent years, these attacks have taken nasty forms, including persistent trolling and coordinated gendered disinformation campaigns against women journalists on social media. Such abuse and attacks not only create a chilling effect for women's expression, but also they create other societal and psychological pressures for the women journalists that may push them towards quitting their news profession. This would further increase the gender imbalance in local newsrooms and media organisations. Policymakers must make the safety of women journalists, including at the workplace, a key priority of their gender equality and media safety agendas. They should mobilise resources to strengthen existing mechanisms for complaints and redress, such as the helpline established by the National Commission for Human Rights and encourage the creation of new mechanisms if needed. Moreover, policymakers must take measures to educate law enforcement and investigation agencies about the sensitivity of physical and online threats to women journalists. This could be done through regular gender sensitivity training sessions for investigation and prosecution departments.

²¹ Syed, J. (2003). HR in Pakistan: Equal employment practices. HR.com. Accessed online at https://www.hr.com/en/communities/human_resources_management/hr-in-pakistan--equal-employment-practices_eaczgph6.html

Annexure A

Survey questionnaire

WJA is conducting this research study to analyse the representation and working conditions of women journalists at selected print, digital and broadcast media organisations in Rawalpindi and Islamabad. The findings of this survey will be used to provide recommendations to media houses to increase their gender diversity and improve the workplace conditions for women.

Name of media institution: _____

Office Type: Head Office / Bureau

Name of respondent*: _____

Date: _____

*Respondent's name will be kept anonymous and confidential.

SECTION 1: REPRESENTATION

1. Overall **number of employees** in the media institution/local office/bureau (journalists and non-journalists, including admin, office staff, drivers, guards, etc.): Male: _____ Female: _____
 2. Overall **number of journalists** in the media institution/local office/bureau: Male: _____ Female: _____
 3. **Total number of influential journalism roles** in the media institution/local office/bureau:
News directors: _____ / Bureau chiefs: _____ / Chief editors: _____ /
Editors: _____ / News editors: _____ / Desk editors: _____ /
Assignment editors: _____ / Chief reporters: _____ /
Anchor persons: _____ / Analysts: _____ / Newscasters: _____ /
Producers: _____ / Coordinators: _____ / Other (please specify): _____
-

4. **Number of females** in the above leadership positions:
 News directors: ____ / Bureau chiefs: ____ / Chief editors: ____ /
 Editors: ____ / News editors: ____ / Desk editors: ____ /
 Assignment editors: ____ / Chief reporters: ____ /
 Anchor persons: ____ / Analysts: ____ / Newscasters: ____ /
 Producers: ____ / Coordinators: ____ / Other (please specify): ____

5. Total number of media workers in the media institution/local office/bureau:
 Drivers: ____ / Receptionists: ____ / Peons: ____ /
 Technical staff (e.g., lights-person etc.): _____ IT staff: ____ /
 Admin staff: ____ / Other (please specify): _____
6. Number of females in above media worker positions:
 Drivers: ____ / Receptionists: ____ / Peons: ____ /
 Technical staff (e.g., lights-person etc.): _____ IT staff: ____ /
 Admin staff: ____ / Other (please specify): _____

SECTION 2: INSTITUTIONAL POLICIES / REGULATIONS

7. Does the media institution have a written gender equality policy/
 regulation? Yes No
 • If yes, have you been briefed or consulted about it? Yes No
8. Is there a documented workplace code of conduct within the media
 institution? Yes No
 • If answer to Q.8 is yes, is the code of conduct gender inclusive?
 Yes No
 • If answer to Q.8 is yes, have you been briefed or consulted about it?
 Yes No
9. Is there a documented code of ethics in place within the media institution?
 Yes No
 • If answer to Q.9 is yes, is the code of ethics gender inclusive?
 Yes No
 • If answer to Q.9 is yes, have you been briefed or consulted about it?
 Yes No

10. Is there a documented criteria or policy within the media institution for fixing salary amount and calculating salary raise? Yes No
- If yes, have you been briefed or consulted about it? Yes No
11. Is there a documented criteria or policy within the media institution for promotions and professional development? Yes No
- If yes, have you been briefed or consulted about it? Yes No
12. Are there examples at the media institution/local office/bureau of women journalists getting promoted to higher positions such as chief reporter, news editor, news director etc.? Yes No
13. Is there a documented policy regarding leaves within the media institution? Yes No
- If yes, have you been briefed or consulted about it? Yes No
 - If yes, does the policy include provisions for maternity leave? Yes No
 - If yes, does the leave policy include provisions for paternity leave? Yes No

SECTION 3: ANTI HARASSMENT MEASURES

14. Is there a documented policy against harassment within the media institution? Yes No
15. Has the media institution formed a committee to address workplace harassment, as required by the provisions of the Protection against Harassment of Women at the Workplace (Amendment) Act 2022? Yes No
- If so, does the committee include at least one female member? Yes No
16. Has the media institution/local office/bureau prominently displayed the code of conduct for employees, as required by the provisions of the Protection against Harassment of Women at the Workplace (Amendment) Act 2022? Yes No

17. Does the media institution have any other complaint and redress mechanism for female employees in place? Yes No
- If yes, please describe the mechanism(s): _____
18. Have there been incidents or instances of sexual harassment in the media institution that you are aware of? Yes No

SECTION 4: WORKPLACE CONDITIONS

19. What is the total number of washrooms at the media institution/local office/bureau?
20. What is total number of washrooms at the media institution/local office/bureau designated for women's use only?
21. If there is a designated washroom for women at the media institution/local office/bureau, are you satisfied with:
- Standard of cleanliness: Yes No
 - Provision of soap: Yes No
 - Provision of sanitary pads: Yes No
 - Toilet fixtures, such as taps, basins, Muslim shower etc. Yes No
 - Accessibility for women with disabilities: Yes No
22. Does the media institution/local office/bureau provide transport facility for women staff? Yes No
23. Does the media institution/local office/bureau provide day care facility for children of staff? Yes No
24. Does the media institution/local office/bureau provide rest area or prayer room for women staff? Yes No
25. Does the media institution require staff to work for more than 8 hours a day? Yes No
26. Does the media institution allow flexible/convenient working hours for women staff? Yes No
27. Does the media institution have written safety policy or safety protocols

for staff, as provided under the Protection of Journalists and Other Media Professionals Act, 2021? Yes No

28. Does the media institution provide safety facilities, equipment or support needed by women staff? Yes No

SECTION 5: EMPLOYMENT & WAGES

29. Does the media institution offer written contracts of employment?
Yes No

30. Does the media institution provide copies of written employment contract to women staff? Yes No

31. Does the media institution pay lower salaries/wages to women staff than men for the same positions/jobs/responsibilities? Yes No
• If yes, what is the estimated difference: _____

32. Does the media institution provide timely salaries to staff? Yes No
• If no, is the delay in payment of salaries and arrears longer for women staff? Yes No

