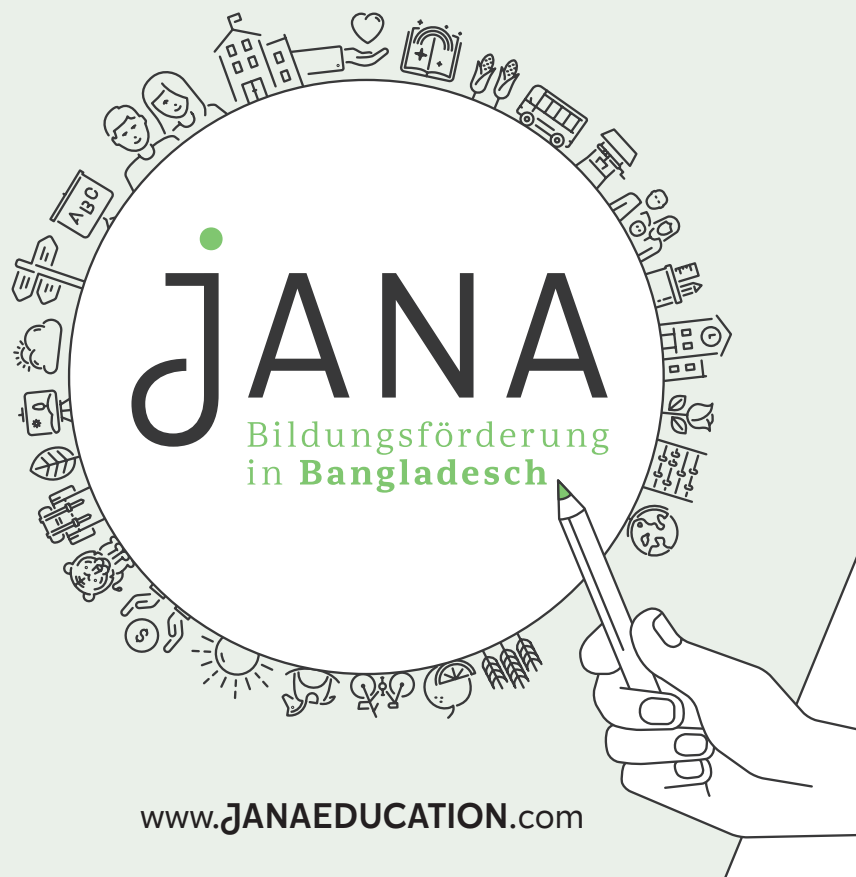


GUIDELINES



2021



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JANA's Guidelines

2021



JANA strives for a society in which it is possible for every individual to live in peace, justice and self-determination, where human rights and a healthy environment are esteemed and where basic needs are met. Education is central to this.

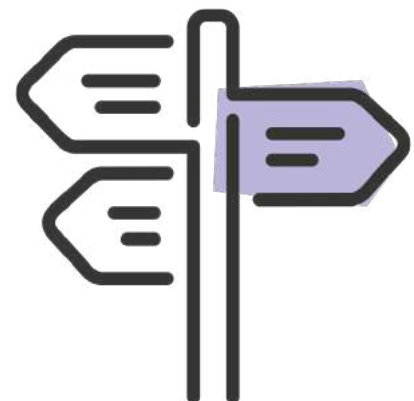
The following guidelines serve as both operational and strategic guidelines to the organization. The purpose is to steer the staff and the board to fulfill the mission of the organization, in addition to the bylaws. They are a reference tool for appropriate and proportionate action, ethical decision-making and for dealing with potential and actual conflicts. Secondly, these guidelines are our commitment to integrity and accountability. We believe that showcasing the principals underlying our undertakings to a broader audience to build trust with all stakeholders, including beneficiaries, supporters, donors, partners, staff and volunteers.

JANA's vision

Education, empowerment and healthy development for everyone, especially vulnerable children. Everyone should have access to free, quality education.

These guidelines include our following core principals:

- 1 Fighting for human & children's rights
- 2 Sustainable development cooperation
- 3 Empower women and sensitize men
- 4 Environmental protection & responsibility
- 5 Value-Driven



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Our approach for human & children's rights



JANAs works towards a world of hope, tolerance and social justice; where poverty has been overcome and people live in dignity, security and equality, independent their socio-economic status, religion, gender, age, ethnicity or sexual orientation.

Child Rights

Every Child has the Right to Survival, Protection and Education. JANA acknowledges the basic fundamental rights that every child has, according to the 53 articles of the [UN Convention on the Rights of the Child](#) of 1989. The four principles are:

- 1 Non-discrimination
- 2 Focus on the best interests of the Child
- 3 The right to Survival and Development
- 4 The views of the Child and Participation

Our commitment to put these rights into action are represented in the following articles:



Our work

- Establishing educational centers and preschools to improve children's access to quality education
- Increase readiness for school, school visits, school and psychosocial skills, avoid class repetition through pre-school education, learning and homework support, learning support and parental and community activities
- Support the personal development of young people
- Awareness-raising of environmental & health benefits of organic agricultural practice
- Improving access to quality food and sustainable agriculture

Our policy

- **Awareness:** Ensuring that all staff and those who work with JANA are aware of children's rights and the risks to children in the local context.
- **Prevention:** Ensuring, through awareness and good practice, that staff and those who work with JANA minimise the risks to children.
- **Reporting:** Ensuring that staff is clear on what steps to take where concerns arise regarding the safety of children.
- **Responding:** Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse or neglect.

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Rethink Development Cooperation



JANA works for development that remains. Progress is what evolves and thrives in the local context, based on local engagement and actions. We are here to support those who are making a change on the ground, for the future of the children and families of the community.

In the past, development cooperation has become a synonym with creating dependencies on foreign aid and expertise, making it increasingly difficult to generate the highly needed self-confidence and economic power, to maintain or further develop development projects. We are acknowledging these unsustainable and Eurocentric shortcomings of development and are constantly refining our individual. *We have the courage to do development differently.*

Our 5 core principles

1 Accuracy of fit

Our actions are proportional but as comprehensive as possible. That means that we examine the pros and cons of planned interventions and the most promising strategy takes priority. More-folded approaches are favored against one-sided activities.

2 Community Involvement

Regular community consultations with JANA staff such as teachers and experts are organized to discuss programs, projects, initiatives and any other matters or concerns. Collaborative ways for decision-making and service delivery as well as the purpose and scope of the engagement of specific community beneficiaries are developed on a project basis.

3 Strengthen local staff

In order to reduce and avoid reliance on foreign organizations and institutions we emphasize the importance of capacity building and the increase of ownership for delivering services as set out in the programs. Therefore, we prefer referring to local staff, in particular regarding experts, management and volunteers.

4 Good things take time

We are not focusing on the dictations of international donors and their tenders when it comes to developing our projects. Despite our work being state of the art, we are taking the time to discuss with and prepare our community in a careful way about the planned activities....

5 Striving for independence

Generated economic surpluses through our program activities will be reinvested for ensuring our goals. All business cases are financially self-supporting. Additionally, jobs will be created and markets revitalized in the region. At the point, when projects evolved from a conceptual framework to a real-life experiment, business cases and processes will be monitored and blueprints will be provided for the implementation of such projects at different areas.

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Empower women and sensitize men



Gender equality is an important priority for JANAs work. In order to achieve our goals, a prerequisite is to empower women and sensitize men in our daily work on the ground. JANA promotes and strengthens values that support non-violent, respectful, nurturing, positive, gender-equitable relationships for all children and adolescents, including the most vulnerable and excluded. JANA takes into consideration the needs priorities and constraints of both women and men, with attention to gender-based differences among stakeholders and intended beneficiaries.

Our work

- Representation
 - Increase women's roles, responsibilities and involvement in community activities and leadership positions
- Adolescent Development Project
 - Women and girls build trusting relationships, enhancing their social network and creating a sustainable psychosocial support network. They are also learning how to prevent and protect themselves against sexual and gender-based violence and to access professional case management services when needed.
 - The same program will be rolled-out for young men and boys.
- Address sexual and gender-based violence on all levels
 - Challenge social norms that condone violence or impose gender roles
 - Teach children about gender-equality at school
 - Promote intergenerational dialogue on violence against children
 - Community dialogues to challenge attitudes towards punishment and dominance that perpetuate gender-based violence.

Our policy

- Project activities will be scheduled at times and in places that will enable women's participation, taking into consideration other obligations.
- During community consultations, women's requests to speak will be prioritized over men, in order to encourage women and increase the visibility of female positions and opinions.
- During recruitment processes for staff, in light of same qualifications preference will be given to female candidates. If the qualifications of the female candidate are slightly lower, considerations will be made if additional trainings can overcome the gap.
- Regular performance reviews with particularly JANAs female staff will encourage women, if wanted, to request tasks with more responsibility.
- Additional trainings to male and female staff will be provided if needed to strengthen our core values, e.g. diversity or inclusion.

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Environmental Protection & Responsibility



Climate change and environmental degradation undermine the rights of every child. The relationship between people and their immediate environment has to be sustainable. Everyone has the right to a healthy and productive life in harmony with nature.¹ In order to sow these seeds, JANA works to exemplify this knowledge and pass it on to JANAs students. We want to support the population in revitalizing the villages and designing them according to their own wishes and ideas.

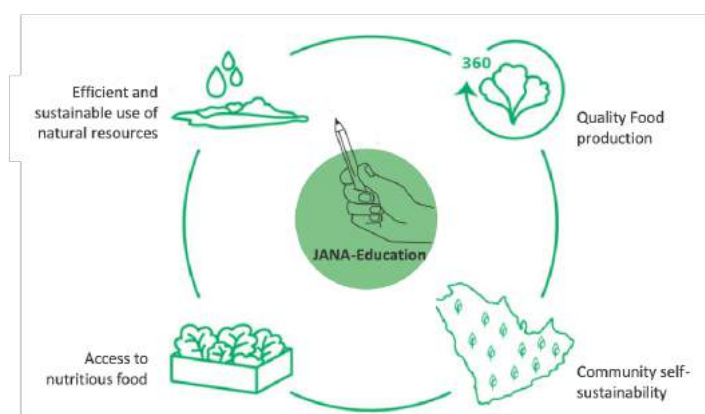
Our Work

- Sustainable agriculture and quality foods
- Local Waste- & Resource Management
- Education and training: nutrition, sustainable agricultural practices & the environment

Guiding Principles

The following principles guide JANAs sustainable transformation in agriculture and emphasizes our educational mission:

- Direct action to conserve, protect and enhance natural resources
- Enhance the resilience of people, communities and ecosystems, especially to climate change, environmental pollution and market volatility
- Spread the 3R approach “reduce-reuse-recycle”:
 - 1 Prioritizing waste avoidance and reduction over recycling, and recycling over all other forms of environmentally-unsound disposal
 - 2 Reusing non-avoidable waste as far as possible
 - 3 Reducing hazardous content in waste at the lowest possible level
- The education concept of the farming project intertwines the environmental and human framework making it mutually responsive
- Risk mitigation through circularity



Circularity and education are key

¹ Rio Erklärung über Umwelt und Entwicklung, <https://www.un.org/depts/german/conf/agenda21/rio.pdf>

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JANA strives for a society in which it is possible for every individual to live in peace, justice and harmony, where human rights and a healthy environment are appreciated and where they can meet their basic needs. Education is central to this. The following values serve as a foundation for all that we do.

Our values

- **Personal and warm-hearted**

It is essential for us to build on good relationships within our teams. We perceive it as one of our biggest assets of which we are particularly proud of – to maintain and even strengthen the relationships with our JANA family.

- **Integrity & Humility**

We are honest and with strong moral principles, carefully deciding when it is necessary or important to take action and step in.

- **Accountability & Transparency**

We are accountable to the people and partners we serve, transparently sharing our results, stories, and lessons.

- **Inclusion & Empowerment**

We provide equal access to opportunities and resources and empower people who might otherwise be excluded or marginalized.

- **Diversity & Equality**

All human beings are born free and equal in dignity and rights. We include people from all different social and ethnic backgrounds, genders, and disabilities.

- **Non-religious but respectful and tolerant**

JANA is not affiliated with a religion but we acknowledge that the majority of our local staff and beneficiaries are Muslims. We respect the existence of religious opinions and encourage and support cultural and religious traditions and festivities that don't challenge child rights.

- **Cooperative & Transformative**

In line with our theories of change, we will work with other NGOs, public and private partners to promote equality, dignity and more just society, especially with regard to the poor and marginalised of our community.

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