

GENDER EQUALITY PLAN 2021-2025



Policy introduced on:
1st December 2021

Policy effective from:
1st January 2022

Company policy introduced and signed by:
Igor Tonic

A handwritten signature in blue ink, appearing to read 'Igor Tonic', with a horizontal line extending to the right.

1. Gender in leadership and decision making

Objectives	Actions	Indicators	Targets	Who is in charge of this?	Timeline			
					AY 21/22	AY 22/23	AY 23/24	AY 24/25
Create policies to support gender equality	Identify and put in place measures to improve gender balance across different departments and carry out routine review of gender equality plan.	Introduce new policies, amend existing policies, include, and gender sensitive language and images used within and outside of organisation documents	All employees	CEO, HR		x	x	x
Consider gender in all management and administrative decision-making processes	Review different appointment processes and mitigate any decision-making bias.	Creation of gender equality plan	Management team	CEO, HR		x	x	x

2. Gender equality in recruitment, retention and career progression

Objectives	Actions	Indicators	Targets	Who is in charge of this?	Timeline			
					AY 21/22	AY 22/23	AY 23/24	AY 24/25

Make all phases of recruitment, retention and career progression gender sensitive	Carry out gender awareness initiatives by providing training on gender-sensitive recruitment procedures.	Initiatives for raising awareness on gender diversity	All employees	HR		x	x	x
	Improve the gender balance of shortlisted candidates.	Open position advertising using gender sensitive language	New recruits					

3. Work-life balance and organisational culture

Objectives	Actions	Indicators	Targets	Who is in charge of this?	Timeline			
					AY 21/22	AY 22/23	AY 23/24	AY 24/25
Promote integration of work-life balance	Make organisation commitment to work-life balance by offering flexible working arrangements from flexible working hours to part-time and remote work.	Policies on flexible working hours	All employees, new recruits	CEO, HR		x	x	x
Improve communication of organisation's commitment to organisational culture	Routine revision of any documents, text, communications, images etc to represent gender balance and diversity within the organisation.	Gender-sensitive language and balance in visual presentation in terms of ethnicity, religion etc.	All employees	CEO, HR, Head of Departments		x	x	x

4. Measures against gender-based violence, including sexual harassment

Objectives	Actions	Indicators	Targets	Who is in charge of this?	Timeline			
					AY 21/22	AY 22/23	AY 23/24	AY 24/25
Devise a more efficient report / complaint system	Set up a system for both formal and informal complaints and incorporate information on harassment in Employee handbook.	Policies on workplace harassment	All employees	HR		x	x	x
Raise awareness about sexual harassment	Offer training on gender-based violence, including sexual harassment.	Training / seminars / guidelines on gender-based violence including sexual harassment	All employees	HR		x	x	x

5. Integration of gender dimension into research

Objectives	Actions	Indicators	Targets	Who is in charge of this?	Timeline			
					AY 21/22	AY 22/23	AY 23/24	AY 24/25
Raise awareness about importance of gender balance in research projects	Organise training / discussion sessions / guidelines about the importance of a gender balance within organisation research projects.	Training / seminars or guidelines on gender balance	All employees	HR		x	x	x