

Avittia Private Company

Gender Equality Plan (GEP)

Date of Approval: December 18, 2022

Effective Date: December 18, 2022

Version: 1.0

Approved by: Margianna Filippopoulou (CEO)

Website: www.avittia.com

1. Introduction

Avittia Private Company is firmly committed to achieving gender equality and fostering an inclusive, respectful, and supportive working environment. This Gender Equality Plan (GEP) outlines our organizational strategy, concrete measures, responsibilities, and monitoring practices to advance gender equality in compliance with Horizon Europe requirements and the highest standards of professional practice.

2. Objectives

- Promote equality regardless of gender, gender identity, or expression at every organizational level.
 - Ensure a safe, discrimination-free, and equitable workplace for all employees.
 - Implement and regularly update policies supporting gender balance, diversity, and inclusion across recruitment, leadership, and career progression.
 - Integrate the gender dimension into research, innovation, and teaching content, as applicable.
 - Prevent and address all forms of gender-based and sexual harassment.
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3. GEP Minimum Requirements

In line with Horizon Europe, the Avittia GEP includes:

A. Public GEP and Top Management Endorsement

- This Plan is a formal, publicly available document, adopted by senior management and published on the Avittia website.

B. Dedicated Resources

- A GEP Officer and Committee are responsible for implementing, monitoring, and reviewing gender equality actions.
- Adequate human and financial resources are allocated for training, data management, and equality initiatives.

C. Data Collection & Monitoring

- Collect and maintain sex/gender-disaggregated data on employees and job applicants annually.
- Include quantitative and qualitative indicators on recruitment, pay, promotions, training participation, and leadership balance.
- Report results yearly to management and communicates transparently to staff.

D. Training & Awareness

- Regular awareness-raising sessions and training on gender bias, diversity, and inclusion for all staff and decision-makers.
- Annual seminars on work-life balance and mutual respect.
- All new employees must attend an induction on GEP policies and reporting procedures.

4. Thematic Areas and Measures

4.1 Work-Life Balance and Organizational Culture

- Promote flexible working arrangements, including part-time, flextime, and remote work options.

- Ensure supportive parental leave and family-care policies, accessible to all genders.
- Encourage respectful communication, inclusive team-building, and recognition of diverse cultural and family backgrounds.

4.2 Gender Balance in Leadership and Decision-Making

- Set measurable targets for gender representation on the management board, senior roles, and key committees.
- Actively identify, encourage, and support women and underrepresented genders for senior and decision-making positions.
- Ensure transparent selection and evaluation criteria for all roles.

4.3 Gender Equality in Recruitment and Career Progression

- Use gender-neutral and inclusive language in all job advertisements and internal communications.
- Implement shortlisting practices that foster diversity (e.g., require balanced shortlists for management posts when possible).
- Monitor and report on gender balance in hiring, promotions, and pay.

4.4 Integration of Gender Dimension into Research and Innovation Content

- Consider and address potential sex/gender differences and impacts in all research and innovation activities.
- Promote teams with gender diversity in project leadership and participation, especially in Horizon Europe and related initiatives.
- Encourage inclusion of gender-sensitive research methodologies and ethics.

4.5 Measures Against Gender-Based Violence and Sexual Harassment

- Zero-tolerance policy for any form of discrimination, harassment, or sexist behavior.
- Clear, confidential reporting procedures for complaints, with dedicated contacts and protection against retaliation.
- Mandatory training on recognizing and preventing sexual harassment for all staff.

- Prompt investigation and appropriate disciplinary action for all substantiated complaints.
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5. Implementation & Responsibility

- GEP Officer: [Name, Position] – oversees plan implementation, reporting, and reviews.
 - GEP Committee: Cross-departmental membership, includes a senior manager, HR, and staff representatives.
 - Management: Accountable for enforcing the GEP, providing resources, and fostering a culture of equality.
 - All employees: Expected to uphold and promote gender equality in all professional interactions.
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6. Monitoring and Evaluation

- Annual review of gender-disaggregated data and progress indicators.
 - Regular staff surveys to assess culture and identify emerging issues.
 - GEP Committee meets at least twice a year for monitoring and updates.
 - Plan updated a minimum of every three years or upon significant legislative or organizational change.
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7. Communication

- This plan and updates will be published openly on www.avittia.com and communicated to all staff via email and regular meetings.
 - Awareness campaigns and GEP training sessions promoted throughout the year.
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8. Contact & Reporting

- Employees can contact the GEP Officer (spiros@avittia.com) or GEP Committee (corporate@avittia.com) for support or to report concerns.

- Anonymous reporting options are available and will be respected.

This GEP is a living document and will evolve based on staff feedback, legal requirements, and best practices in gender equality.

Signatures

CEO:

Margianna Filippopoulou



Managing Partner:

Spiros Vassilakis



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