


Gender Quality Plan

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1. Introduction

KnowCE aims to promote a positive, inclusive work environment, gender balance and equality in a team of satisfied employees.

The company has paid special attention to enable a sustainable work-life balance in order to promote the compatibility of job and family life and to encourage the creative potential of the employees.

The company also aims to create a safe and appreciative environment that counteracts potential discrimination. Additional aims are to overcome potential prejudices and to support the individual and diverse potential of every single employee.

To realize these goals, a designated team has been established to propose and monitor measures towards them: top management, human resources and operational staff are represented in this team, which have together prepared the present Gender Equality Plan (GEP).

The GEP contains measures and key indicators that have been defined in order to monitor the achievement of the company-wide gender equality goals. The indicators will be evaluated annually to track and adapt the defined measures.

The measures set out below were developed based on the quantitative and qualitative results of a company-wide anonymous survey completed by all 9 employees as well as analysis of anonymized employee data, which served to identify the baseline of gender equality conditions and perceptions, needs as well as successes and employees' recommendations for further improvement.

2. Directions to Promote Gender Equality

Based on the bias, needs and practices that have been identified in the evaluation of baseline data, measures to maintain successes and further promote and improve gender equality have been defined and targeted to the needs identified.

KnowCE will maintain and implement the following gender equality measures:

1. Work-life balance and organizational culture

- Being a fully-remote company, KnowCE wants to go on ensuring maximum flexibility about the daily organization to each employee;
- Maintain the existing high flexibility of working times and working location;
- Continue to organize informal internal networking opportunities such as company events in which employees feel comfortable to bring their children along and continue to schedule them at suitable times;
- Regular Monthly Board speech: the management informs the staff about recent strategic developments and involves the employees in defining the ongoing strategic directions.

2. Gender balance in leadership and decision-making

- Continue to raise awareness among HR and top management personnel for potential gender biases based on survey data and potential (anonymous!) reports of gender inequality by employees to members of the gender equality team.

3. Gender equality in recruitment and career progression:

- Gender-disaggregated data provided by the HR department and consideration of developments related to gender equality in HR decisions;
- Further promote standardized and transparent rules/ criteria/ categories based on which salaries are set, and enforce and review them regularly in order to avoid disadvantages related to salary negotiation practices;

4. Integration of the gender dimension into research and teaching content:

- In internal project presentations, reflect opportunities and needs for integration of the gender dimension into research and teaching content;
- In new project proposals, promote the inclusion of a gender expert in the project consortium, who can ensure suitable integration of gender dimensions from an expert point of view;

5. Measures against gender-based violence, including sexual harassment:

- Awareness raising, in particular for specific issues mentioned in the open survey questions related to gender-based violence, including sexual harassment;
- Establish a contact person in the company to whom such issues can be reported (confidentially).

3. Monitoring Tools and Checks

	Area	What	Checks
1	Work-life balance and organisational culture	1.1 Employee satisfaction regarding work-life balance	Share of employees "satisfied" or "very satisfied"; number of employees "not satisfied" Share of female/male employees working less than full time due to care work
2	Gender balance in leadership and decision-making	2.1 Employee satisfaction regarding gender balance in leadership and decision making 2.2 Gender distribution among seniority levels of positions in the company 2.3 Representation of men and women on key decision making committees	Share of employees "satisfied" or "very satisfied"; number of employees "not satisfied" Share of women/men by seniority levels Share of women/men in key decision-making committees
3	Gender equality in recruitment and career progression	3.1 Gender equality in employment 3.2 Perception of employees of their gender influencing recruiting 3.3 Perception of employees of their gender potentially influencing their career progression in the company 3.4 Perception of employees of equal pay for work of equal value	Ratio of female and male employees (FTE, working hours) Share of employees "job applicants have equal chances irrespective of their gender"; "men or women are clearly favoured for specific positions"; "sometimes gender has influenced recruitment decisions" Share of female and male employees feeling that their gender has/ has not/ has sometimes influenced their career progression Share of female and male employees feeling that they are "missing out or not equally paid/valued" due to their gender
4	Integration of the gender dimension into research and teaching content	4.1 Practice among employees	Share and number of employees who always or sometimes integrate gender dimensions in research content and other work
5	Measures against gender-based violence, including sexual harassment	5.1 Gendered experiences in the workplace	Number of employees who have experienced unequal treatment from colleagues due to their sex/gender from colleagues over the previous 12 months; Number of employees having experienced sexual harassment, or other forms of gender-based violence at the company

A dedicated gender equality team has been established with the task to annually monitor the gender equality indicators (see table above).

This team is composed of employees with different levels of seniority and includes a member of the top management level of the company and HR, in order to create impact on decision-making processes and raise awareness on gender related issues at all levels.

The employee survey on gender equality and HR data analysis will be conducted annually to monitor the progress on the defined KPIs and to collect qualitative responses to be addressed. The gender equality team will share the results with all employees in HR data evaluation.