


## Gender Equality Plan (GEP) (September 2025)

### 1. Introduction

This Gender Equality Plan (GEP) outlines the institutional commitment to promoting gender equality and inclusiveness within GG BioTech Design GmbH. It has been developed in line with the requirements of the European Commission's Horizon Europe framework. GG Biotech Design GmbH is a small company working under Good Laboratory Practice (GLP). Each working step is documented with signatures by each team member. A structural SOP (Standard Operating Procedure) is implemented, and all documents will be archived for 15 years. Gender Equality is always possible to evaluate based on these data.

Actual Status: 

Done ✓, in progress 

#### General Information:

All staff members will be trained in first aid to ensure that all can help each other.

 Responsibility through help.

With our flexible working time models, mothers with small children hold positions such as head of test facility, study director and project manager.



The GEP aims to:

- Address structural gender imbalances.



Slightly more women working in the company. But in accordance to the full-time equivalents a balance is reached. ✓

- Foster equal opportunities in recruitment, career progression, and decision-making. ✓

- Integrate the gender dimension into research and innovation content. ✓

- Ensure a safe, inclusive, and supportive working environment. ✓

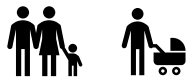
## 2. Key Areas of Action

### 2.1 Work-life Balance and Organizational Culture

- Promote flexible working arrangements (remote work, flexible hours).

12 different working schedules were setup. All employees have the possibility to adapt the work/balance to their actual situation. ✓

- Ensure equal access to parental leave for all genders. ✓



- Implement measures to support reintegration after career breaks. ✓





- Encourage an organizational culture valuing diversity, equity, and inclusion. ✓






### 2.2 Gender Balance in Leadership and Decision-Making

- Monitor gender representation in management and committees. ✓
- Set voluntary targets to improve gender balance in leadership roles. ✓
- Apply transparent nomination and selection procedures. ✓

### 2.3 Gender Equality in Recruitment and Career Progression

- Ensure unbiased recruitment through gender-sensitive job advertisements. ✓
- Provide training for selection and promotion committees on unconscious bias. 
- Collect and analyze gender-disaggregated data on recruitment, retention, and promotion. 
- Establish mentorship and career development opportunities for underrepresented genders. 

### 2.4 Integration of the Gender Dimension into Research and Teaching

- Require researchers to consider sex and gender analysis in project design. 
- Provide training and resources on gender-sensitive research methodologies. 
- Promote research topics addressing gendered challenges and inequalities. 

## 2.5 Measures against Gender-Based Violence, Sexual Harassment, and Discrimination

- Implement a clear zero-tolerance policy. ✓
- Establish confidential reporting channels and designated contact persons. ✓
- Provide regular training and awareness sessions. ✓
- Ensure appropriate sanctions and support measures are in place. ✓

## 3. Implementation and Governance

### 3.1 Responsible Structures

- Appoint a Gender Equality Officer (or equivalent body) responsible for the implementation, monitoring, and reporting of the GEP. ✓
- Establish a Gender Equality Committee with representatives from all organizational levels. 🏠

### 3.2 Monitoring and Evaluation

- Collect annual gender-disaggregated data on staff composition, recruitment, career progression, and leadership. ✓
- Publish yearly progress reports and update measures accordingly. 🏠
- Evaluate outcomes against set targets and Horizon Europe requirements. 🏠

### 3.3 Resources

- Allocate dedicated resources (staff, budget, training) for GEP implementation. ✓
- Ensure regular capacity-building for management and staff. ✓

## 4. Communication and Transparency

- Publish the GEP on the institution's website.
- Share progress reports and key findings internally and externally. ✓
- Promote awareness of gender equality measures to all staff, stakeholders, and partners. ✓

## 5. Timeline and Review

- Initial adoption: August, 2025. ✓
- Annual monitoring and reporting cycle. 🏠
- Full review and update every 3 years. 🏠