

Gender Equality Plan (GEP)

Company name: ARKai

Date: 02.11.2025

Period covered: 2025–2028

Approved by: COO on behalf of the board of executives

1. Introduction and Objectives

ARKai is committed to promoting equality, diversity, and inclusion as integral components of our organizational culture.

This Gender Equality Plan outlines specific measures and actions to ensure that all employees, regardless of gender, have equal opportunities to thrive in the workplace and contribute to the company's mission.

The plan aligns with the **European Commission's Gender Equality Strategy 2020–2025** and follows the five key areas defined for Horizon Europe compliance.

2. Work–Life Balance and Organisational Culture

Objective:

Promote a flexible, inclusive, and supportive working environment that enables employees to balance professional and personal responsibilities.

Actions:

- Introduce and promote **flexible working arrangements** (remote work, flexible hours, part-time options).
- Provide **parental and caregiving leave** equally to all genders and ensure reintegration support after leave.
- Encourage **gender-neutral communication and policies** across all internal documentation.
- Organize annual **well-being and inclusion workshops** to strengthen awareness of unconscious bias and inclusive behavior.
- Monitor and review **workload distribution** to avoid gender-based imbalances.

Indicators:

- Percentage of staff using flexible work options (by gender)

- Satisfaction rate from annual work–life balance survey
- Return rate after parental leave

3. Gender Balance in Leadership and Decision-Making

Objective:

Ensure fair gender representation in leadership, management, and decision-making structures.

Actions:

- Strive for **minimum 40% representation of each gender** in decision-making bodies (board, management team, project leads).
- Introduce a **transparent nomination process** for leadership positions, ensuring gender diversity in candidate lists.
- Provide **leadership and mentoring programs** aimed at developing underrepresented gender talent for future managerial roles.
- Include gender balance as a criterion in **performance evaluations** of managers.

Indicators:

- Gender ratio in management positions
- Gender representation in recruitment shortlists for leadership roles
- Number of mentoring participants (by gender)

4. Gender Equality in Recruitment and Career Progression

Objective:

Guarantee equal opportunities for all genders throughout recruitment, evaluation, and career advancement.

Actions:

- Ensure **gender-neutral language** in all job postings and internal communications.
- Implement **balanced recruitment panels** (at least one member of each gender).
- Track and analyze **hiring, promotion, and retention rates** disaggregated by gender.

- Develop a **career development framework** with transparent promotion criteria and access to training.
- Offer **equal access to professional development** (technical training, leadership courses, conference participation).

Indicators:

- Gender distribution in recruitment and promotions
- Training participation rates (by gender)
- Pay equity monitoring results

5. Integration of the Gender Dimension into Research and Innovation Content

Objective:

Promote awareness and integration of sex and gender analysis in the design, implementation, and communication of research activities.

Actions:

- Provide training for researchers on **gender-sensitive data collection and analysis**.
- Ensure all research proposals consider the **relevance of gender or sex variables** where applicable.
- Promote gender balance in **research teams** and **authorship**.
- Incorporate the gender dimension in dissemination materials and impact assessments.

Indicators:

- Percentage of projects that include a gender dimension
- Number of staff trained in gender-sensitive research practices

6. Measures Against Gender-Based Violence and Sexual Harassment

Objective:

Ensure a safe, respectful, and harassment-free workplace for all employees.

Actions:

- Implement a **zero-tolerance policy** on harassment and discrimination.
- Establish a **confidential reporting mechanism** for gender-based or sexual harassment cases.
- Designate trained **confidential contact persons** within the company.
- Conduct **annual awareness and prevention training** for all staff and management.
- Provide **support and protection** for victims, including counseling or external mediation if required.

Indicators:

- Number of training sessions conducted annually
- Number of reported and resolved cases (kept confidential)
- Staff awareness levels based on annual surveys

7. Monitoring and Evaluation

The implementation of this plan will be overseen by the **Diversity & Inclusion Officer** (or designated HR representative).

Progress will be reviewed **annually**, with a report shared internally and updates made publicly available on the company website.

Key performance indicators will be collected across all categories to ensure continuous improvement and transparency.

8. Conclusion

This Gender Equality Plan represents ARKai's commitment to creating an inclusive workplace that promotes fairness, opportunity, and respect.

We believe that a balanced and diverse team enhances creativity, innovation, and the overall quality of our work in the space and geospatial analytics sector.

On behalf of the Executive board
Margarita Pavlovica, COO