



GENDER EQUALITY PLAN



V1.0

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Table of Contents

Introduction	3
Basic Elements	4
Objectives and Targets	6
Implementation, Monitoring and Evaluation	8
Contact information and team members	9
Conclusion and entry into force	9
References	10

Introduction

PHOENIX-OITB gGmbH, in the following referred to as PHOENIX SEP, supports the objectives of the European Commission to promote gender equality at all levels of research development and innovation (R&D/I), as outlined in Gender Equality guidelines, as well as the United Nations SDG 5. PHOENIX SEP has policies for equal opportunities, covering all employees in PHOENIX SEP in accordance with the European Equal Opportunities legislation (Directive 2006/54/EC). PHOENIX SEP will ensure gender balance in all aspects, from recruitment, to dissemination and through R&D/I.

PHOENIX SEP will promote equality not only on gender balance, but also will ensure no individual is discriminated based on age, ethnical origin, nationality, language, religion, sexual orientation, conviction, opinion, health, disability, or other reasons. Our goal is to eliminate existing disadvantages from above reasons while implementing the provisions about gender equality, to take preventive action for future discrimination, as well as to improve compatibility of family life and work life.

The key objectives are challenging gender stereotypes; closing gender gaps and achieving equal participation across different divisions of PHOENIX-OITB gGmbH (SEP); addressing the gender pay and pension gaps; closing the gender care gap and achieving gender balance in decision-making. The GEP is a living document that will be re-evaluated and updated as PHOENIX SEP evolves.

Basic Elements

PHOENIX SEP Gender Equality Plan (GEP) is drafted based on and committed to contribute better implementation of EU gender equality objectives stated in the Gender Equality Strategy 2020-2025.

- 1. Publication:** The GEP is accessible to employees, as well as partner organisations, the service providers, the end-users and potential other participants through intranet or internet, as it is published on the company's website: <https://www.phoenix-sep.com>. PHOENIX SEP shall engage the whole organisation in GEP development and implementation. A GEP needs the support of leadership and the engagement of all staff, as well as the wider community, including service providers and other stakeholders.
- 2. Dedicated resources:** PHOENIX SEP will dedicate resources and expertise in gender equality to implement the plan. PHOENIX SEP ensures to dedicate a permanent member as Gender Equality Officer from its staff employed in its divisions. Dr. Nazende Günday-Türeli will oversee the implementation of Gender Equality in the launch phase/first years of PHOENIX SEP. She already acquired the necessary expertise during participation in the nationwide support program "More women in management positions - regional alliances for equal opportunities" by the German Federal Ministry for Family, Seniors, Women and Youth, which is run by the European Academy for Women in Politics and Business (EAF).
With growing number of employees, PHOENIX SEP will continuously evaluate what type and volume of resources are required to support an ongoing process of Gender Equality. Adequate human and financial resources will be made available. Additionally, the possibility to involve gender experts, potential allies at different levels within and outside the legal entity will be investigated.
The Gender Equality Officer will serve as an administrative mechanism to achieve gender equality by contributing to drafting and continuously improving a gender equality policy harmonized according to current national, European, and international regulations and guidelines, encourage its implementation and ensure their follow-up and evaluation. Cooperation with decision-makers and management on a regular basis as well as analysis of the outcome of the GEP, will be evaluated at least twice a year.
- 3. Data collection and monitoring:** Ongoing monitoring and review are essential. PHOENIX SEP is committed to set indicators to test the GEP's successful implementation. Dedicated personnel shall collect, record and analyse data on employees with regard to the sex/gender distribution on personnel with regular reporting based on indicators on an annual basis. This data should monitor the progress of the GEP's objectives and targets, detect gaps or remaining challenges and new opportunities, and take necessary measures for the following period. A report on

the results and recommended actions will be delivered to Executive Management and made part of the annual report.

4. **Training:** The GEP must raise awareness through trainings, workshops and other activities. These training activities should engage the personnel and decision-makers about unconscious gender biases and can also include communication activities and gender equality training that focuses on specific topics or addresses specific groups. PHOENIX SEP will establish a collection of training material, internal policies and guidelines on a shared platform for its employees for self-learning and implement regular presentations and workshops on gender balance and equality, unconscious bias, measures against gender-based violence, including sexual harassment,

Objectives and Targets

PHOENIX SEP implements the following objectives on the gender equality strategy:

- 1- Encourage gender balance in teams, in recruitment and career progression in order to close the gaps in the participation of under-represented gender.

Job advertisements must be gender-neutral, except addressing under-represented fields of a particular gender. PHOENIX SEP encourages an increased percentage of women in leading roles and will fill gaps identified in the annual report in its recruitment strategy. Critically reviewing selection procedures and avoiding any biases can ensure that women and men get equal chances to develop and advance their careers. The Gender Equality Officer will be involved at an early stage in the recruitment process.

- 2- Ensuring gender balance in decision-making, in order to reach the Commission's target of 40% of the under-represented sex in panels and groups (50% for Advisory Groups)

Increasing the number and share of women in leadership and decision-making positions touches upon all aspects in the GEP. To ensure that women can take on and stay in leadership positions decision-makers could be given gender equality training, adapting processes for selection and appointment of staff, ensuring gender balance through gender quotas, and making committee membership more transparent. Providing support to female employees such as mentoring or coaching programmes to develop leadership skills and increase their network can be implemented.

- 3- Integrating gender/sex analysis in research and innovation (R&I) content

Integrating the gender dimension into research helps improve the scientific quality and societal relevance of the produced knowledge, technology and/or innovation. PHOENIX SEP commits to explore whether and how the gender dimension affects the outcome of their research. Following raising awareness of difference in bio-response between sexes and genders, PHOENIX SEP is dedicated to incorporating the sex/gender dimension into its research activities and will actively encourage its service providers to do so.

- 4- Work-life balance and organisational culture:

Maintaining a work-life balance is a key component to gender equality. PHOENIX aims to support employees to advance their career alongside personal responsibilities that they may have outside of the workplace, including caring responsibilities. Work-life balance is relevant for both women and men and involves ensuring that all staff are properly supported. Work-life balance policies to be covered by PHOENIX SEP are:

- Parental leave policies
- Arrangement of flexible working hours for the staff with caring responsibilities, part-time workers or and remote working staff
- Arrangement of digital measures to enable remote working for eligible positions and staff

- Implementation of policies for online based communication tools.
- Support for caring responsibilities, including childcare and care for other dependents such as people with disabilities, elderly relatives or other.
- Workload management.
- Reintegration of staff after career breaks, including active mentoring and support
- Advice and support on work-life balance.

5- Prevention of gender-based violence:

PHOENIX SEP commits to establish a culture of zero tolerance toward sexual harassment and gender-based violence. A clear policy that covers dignity and harassment at work relevant to local laws and regulations should be established and employed. It should identify the expected behaviour of employees, what measures the PHOENIX SEP takes to combat gender-based violence, outline how the instances of gender-based violence are reported and how any such instances will be investigated and sanctions applied. Trainings and campaigns can be organized to raise awareness, to encourage all members of the organisation to change attitudes, intervene where necessary and create an inclusive and safe culture for the whole PHOENIX-OITB.

Establishment of a clear policy following these aspects shall be considered:

- Behaviours and actions that are considered sexual harassment should be defined. This definition also can clarify when relationships are and are not considered harassment, but it should also ensure that potential victims or witnesses of harassment are not deterred from reporting instances.
- It should outline how all staff regardless of their level, can report instances of sexual harassment, whether they are victim or witness.
- It should inform staff about how investigations are supposed to be made. The policy can set out arrangements to ensure investigations are independent and fair and clarify the range of actions that may result from the investigation, as well as information about appeal processes and how this can be accessed.
- The policy may consider how advice and information are provided to victims or witnesses when a report has been made. Counselling or other forms of support for victims, either within the organisation or through external organisations can be offered.
- It should also cover disciplinary action for perpetrators at organisation-level and may also cover guidance and support for reporting to the police, and legal proceedings against those suspected abusers or harassers.

Implementation, Monitoring and Evaluation

The following objectives, activities and indicators are proposed to monitor and evaluate the effectiveness of GEP:

Objectives and Targets	Activities	Projected timeframe
Gender balance in teams, in recruitment and career progression	Appoint Gender Equality Officer	2026
	Gather data to understand current gender distribution of employees and determine under-represented gender.	Ongoing
	Implement gender-neutral terminology in advertisements, recruitment announces, Job interviews	2024
	Perform gender analysis on Job applications	2025
	Perform gender analysis on applicants employed	2025
	Dissemination of PHOENIX SEP commitment to gender equality, internally and externally, by publishing the GEP on intranet and website	2024
Gender balance on top-level positions and in the decision-making.	Provide mentoring or coaching programmes for employees to develop leadership skills and increase their network and projection of their work	2026
Integration of the gender dimension into research	Encourage the Service Provider to design projects and/or tests as to collect in vivo data from animals of both sexes, cell lines from males and females	Ongoing
	Encourage the Service Provider in the necessity and importance of incorporating the sex/gender dimension into research content at the dissemination activities.	Ongoing
Work-Life balance and organisational culture	Allow and monitor equal gender distribution for working mums and working fathers on parental leave	Ongoing
	Provide flexible working hours that suits the most for the employees with caring responsibilities, part-time workers or and remote working staff.	Ongoing
Prevention of gender-motivated violence.	Training for all employees including managerial positions in the code of ethics and gender equality.	2025

	Prepare a policy which clearly states the outlines of definition and prevention of gender-based violence, how to report a case and measures to be taken against suspected abusers.	2025
	Give links on PHOENIX OITB gGmbH website to the legal documents of participating countries.	Ongoing - 2026

Contact information and team members

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Conclusion and entry into force

Being a multinational organisation and already embracing many diversities within, PHOENIX SEP is committed to eliminate existing disadvantages and enhancing better balance with the input from monitoring the indicators and implementing the outcome into their future actions.

PHOENIX SEP hereby presents their gender equality plan in order to enhance their already righteous structure up to a higher level. The GEP is valid for a period of **four years**. It is to be evaluated after two years and adapted to then applicable European policies, guidelines and advancements.

Überherrn, 17.07.2024

 Wiederherstellbare Signatur

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Dr. Nazende Günday Türelı

CEO, PHOENIX OITB gGmbH

Signiert von: 1e031f67-3d76-448e-9e2c-03d669624187

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- 5- IMI: Institute for Medical Research and Occupational Health, Croatia, Gender Equality Plan 2020-2025
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- 7- EDP Energias de Portugal: Plan for Gender Equality 2020-2021