

GENDER EQUALITY PLAN IN MAPY KONTUROWE Sp. z o.o.

1. INTRODUCTION

At Mapy Konturowe Sp. z o.o., we aim for every team member to have equal opportunities for professional growth and development. The creation of a EU Gender Equality Plan is one of the steps we take to achieve this goal.

What is a EU Gender Equality Plan, and what is its purpose?

A EU Gender Equality Plan is a strategic document designed to ensure equal opportunities between men and women in the workplace. Its primary objective is to create an environment where all employees, regardless of their gender, can excel to their fullest potential.

Negotiation, Adoption, and Implementation Process of the EU Gender Equality Plan

The plan was formulated taking into account the contributions of all key stakeholders within Mapy Konturowe Sp. z o.o., including the management and employees. This approach ensured maximum participation and involvement from all parties in crafting the plan.

Effective Date and Duration of the EU Gender Equality Plan

The plan comes into effect on December 1, 2023 and will be in place for the next three years.

Summary of the EU Gender Equality Plan

This document outlines specific measures aimed at ensuring gender equality at Mapy Konturowe SP z o.o., detailing its main objectives, actions, and structure.

Commitment of Mapy Konturowe SP z o.o. towards Gender Equality

At Mapy Konturowe SP z o.o., we are strongly committed to the principles of gender equality and actively integrate these principles into our organizational culture. Besides the EU Gender Equality Plan, we have several other measures related to gender equality to support and promote this principle in our operations.

2. THE GENDER EQUALITY ANALYSIS

We collected and analyzed gender-disaggregated data within our organization as of November 2023. The main findings include:

- a) **Representation:** Women make up 45% of the total workforce at Mapy Konturowe SP z o.o., with men comprising the remaining 55%.
- b) **Leadership Positions:** 33% of leadership roles are currently held by women

Existing Gender Equality Measures at Mapy Konturowe SP z o.o.

Several gender equality measures have been previously implemented at Mapy Konturowe SP z o.o., which include:

- a) **Flexible Work Hours:** To accommodate personal responsibilities and enhance work-life balance.
- b) **Parental Leave:** Offering both mothers and fathers-parental leave options.
- c) **Additional holidays for Parents:** We offer additional payable days off for parents

Priority Areas for Intervention Based on the Analysis

Based on the gender equality analysis, we have pinpointed the following areas as our primary focal points:

- a) **Leadership and Decision-making:** the composition of decision making level is not to have less than 30% of its members being female and not less than 30% of its members being male in the specified period.
- b) **Training and Development:** Introducing training sessions to sensitize our employees and related contractors towards gender equality and the importance of fostering an inclusive environment.

In conclusion, the gender equality analysis has provided invaluable insights into the areas that "Mapy Konturowe" needs to focus on education activities and upkeeping the current level of gender equality in management level.

3. OBJECTIVES OF THE GENDER EQUALITY POLICY

In light of the insights from the gender equality analysis outlined in Section 2 and keeping in context that Mapy Konturowe SP z o.o. is a commercial company specializing in GIS software development, our objectives for the EU Gender Equality Plan have been adjusted accordingly.

Objective 1: Upkeep at least the current level of Gender representation in management level

The gender equality analysis indicates a lower proportion of women in leadership and decision-making roles within Mapy Konturowe SP z o.o..

Result of the gender equality analysis	GEP Objective
Keep to at least 30% level of representation for male and female in management	Raise the number of female or male employees at managerial level in case it lows below 30%.

Objective 2: Facilitation of Gender Equality Plan implementation

Result of the gender equality analysis	GEP Objective
Lack of specially allocated human resources to put in live gender equality measures.	Create a specially dedicated body (Gender Equality committee) on principles of gender equality to conduct and supervise implementation process by the end of Q1 2024

Objective 3: Foster a Gender-Inclusive Work Culture

The gender equality analysis has revealed the necessity to strengthen the overall gender-inclusive work culture within the company.

Result of the gender equality analysis	GEP Objective
Employees feeling unaware or untrained on gender inclusivity.	Introduce gender inclusivity training sessions.
Lack of specially allocated human resources to put in live gender equality measures.	Create a specially dedicated body on principles of gender equality to conduct and supervise implementation process
Lack of gender-neutral policies.	Revise company policies and infrastructure to ensure gender neutrality.

SMART Objective Breakdown for Objective :

SPECIFIC RESULTS	MEASUREMENT	ACHIEVEMENT	RELEVANCE	TIMEFRAME
Final Result				

Achieve a 70% positive feedback rate on gender inclusivity by the end of 2025.	Conduct annual surveys focusing on gender inclusivity beginning in the end of 2024	Introduce initiatives based on feedback.	Enhancing employee satisfaction	By the end of 2025.
Specific Results				
Conduct inclusivity training sessions.	Track attendance and feedback.	Collaborate with diversity and inclusion experts.	Raising awareness and ensuring a harmonious workplace.	Quarterly, starting from Q2 2024.

4. ACTION PLAN REGARDING GENDER EQUALITY IN MAPY KONTUROWE

This section of the EU Gender Equality Plan will lay out the action plan concerning the promotion of gender equality at Mapy Konturowe. It encompasses all the specific measures that have been put in place within the EU Gender Equality Plan.

When framing the action plan, we've taken into account:

Measures that revolve around the thematic areas pinpointed by the EU HORIZON criteria, alongside the primary objective of amplifying gender awareness:

- Streamlining the recruitment, retention, and progression avenues for female employees.
- Addressing possible disparities in leadership roles and decision-making processes concerning gender.
- Introducing strict measures against any form of gender-based misconduct, violence, or harassment.
- Enhancing gender awareness and fostering engagement with all stakeholders.

4.1. REMOVING BARRIERS TO RECRUITMENT, RETENTION, AND CAREER PROGRESSION AT MAPY KONTUROWE

To further our commitment to gender equality at Mapy Konturowe, we're dedicated to implementing initiatives that eliminate any barriers female employees might face in recruitment, retention, and career progression. The following are measures and considerations tailored specifically to the company's profile:

a) Recruitment:

- Incorporate unbiased algorithms and tools in the hiring process to ensure gender-neutral candidate screening.
- Encourage a diverse panel for interviews to minimize unconscious bias.
- Promote job postings in platforms targeting female professionals in the tech industry.

b) Career Progression and Promotions:

- Review and adapt internal policies to ensure fair and transparent promotion criteria.
- Facilitate leadership training and professional development programs targeting female employees.
- Establish peer review mechanisms that counteract gender bias.

c) Retention:

- Offer flexible work schedules and remote work options to accommodate personal and family needs.
- Conduct employee feedback sessions to identify and address any gender-related concerns.

d) Mentoring Program:

- Launch a mentorship program where experienced professionals at Mapy Konturowe guide and support budding female talents.
- Foster a community where female employees can share experiences and challenges.

To further bolster a gender-sensitive organizational culture and maintain a balanced work-life environment, Mapy Konturowe also emphasizes:

- a) Discrimination-Free and Gender-Inclusive Language Policy:**
 - All internal and external communications will adopt gender-neutral language.
 - Provide training sessions on the importance and implementation of inclusive language.
- b) Childcare Provisions:**
 - Explore possibilities of on-site childcare facilities.
 - Offer subsidies or partnerships with local childcare providers.
- c) Maternity/Paternity/Parental Leave:**
 - Facilitate the process of returning to work after the maternity/parental leave .
 - Guarantee the same position or an equivalent role upon return.
- d) Returning from Leave Provisions:**
 - Offer reduced workload or flexible hours upon return from maternity/parental leave, aiding the transition back into the workplace.
- e) Contract Extensions:**
 - For roles relevant to Mapy Konturowe, ensure that temporary contracts are extended if an employee has been on maternity, paternity, or parental leave, compensating for the time they were absent.

Through these measures, Mapy Konturowe strives to create an environment where female employees feel valued, supported, and have equal opportunities to thrive.

4.2. ADDRESSING GENDER IMBALANCES IN LEADERSHIP AND DECISION-MAKING PROCESSES AT MAPY KONTUROWE

In a bid to cultivate a balanced leadership framework, Mapy Konturowe commits to:

- a) Professional Decision-Making Bodies:**
 - Ensure a gender-balanced representation.
 - Encourage female employees to participate actively in decision-making processes.
- b) Recruitment and Promotion body:**
 - Promote the gender balance in this body to curtail bias.
 - Emphasize merit and qualification above all, ensuring unbiased selections.

4.3. MEASURES AGAINST SEXUAL MISCONDUCT, GENDER-BASED VIOLENCE, AND SEXUAL HARASSMENT AT MAPY KONTUROWE

Mapy Konturowe prioritizes creating a safe environment for all its members by:

- Holding training sessions for all staff on understanding and preventing harassment.
- Declaring a firm zero-tolerance policy against all forms of harassment and violence.

- Clearly defining instances of sexual harassment and inappropriate sexual behaviors.
- Instituting a rigorous and confidential procedure for analyzing harassment claims, ensuring speed, impartiality, and the option for external consultations.
- Accepting anonymous claims, in line with the EU Directive on whistleblowing.
- Instituting disciplinary measures against perpetrators, ensuring justice.
- Extending full support for victims, facilitating their return to work without bias.
- Working closely with workers' representatives for policy formulation and implementation.
- Enacting preventive measures, such as staff training against sexual harassment and inappropriate behaviors.

4.4. RAISING GENDER AWARENESS AND ENGAGEMENT WITH STAKEHOLDERS AT MAPY KONTUROWE

Mapy Konturowe is committed to fostering a gender-sensitive culture by:

- Organizing seminars, workshops, and interactive sessions to promote gender awareness among internal stakeholders.
- Encouraging feedback mechanisms to ensure continuous improvement in gender policies.
- Collaborating with gender experts to keep abreast of global best practices.

5. MONITORING, REPORTING, AND EVALUATION AT MAPY KONTUROWE

The success of the EU Gender Equality Plan rests on effective monitoring, transparent reporting, and periodic evaluation to ensure consistent alignment with our overarching objectives.

5.1. PERIODICAL MONITORING AND EVALUATION OF THE EU Gender Equality Plan

To ensure the effectiveness and relevance of our EU Gender Equality Plan:

- **Commitment:** We are committed to periodically monitoring and reporting on the plan's implementation every six months.
- **Data Gathering:** We will conduct annual assessments to determine the impact of measures adopted, with the first assessment scheduled twelve months after the Plan's inception.
- **Criteria:** Our monitoring, reporting, and assessment will focus on key performance indicators such as gender representation at all levels, incidence of reported gender-based issues, and feedback from stakeholders.
- **Responsible Department/Body:** Administration will be responsible for gathering necessary information for periodic monitoring, reporting, and assessment.
- **Supervision:** The Gender Equality Officer, supported by an Equality Committee, will oversee the periodical monitoring, reporting, and assessment processes.

5.2. INTERPRETATION PROCEDURE AND ALTERNATIVE DISPUTE RESOLUTION

To address discrepancies and disputes:

- **Equality Committee:** We will establish an Equality Committee, responsible for ensuring the EU Gender Equality Plan's adherence and resolving discrepancies regarding its contents and application.
- **Competencies:** The Committee will provide binding interpretations in case of content discrepancies and resolve conflicts arising from the Plan's application.

5.3. PROCEEDING TO REVISE THE EU Gender Equality Plan

Our Plan is a living document, subject to revisions to ensure it remains responsive and relevant:

- **Events Leading to Revision:** Significant organizational changes, legal amendments, and feedback from periodic evaluations can prompt a Plan revision.
- **Initiating Revision:** The Gender Equality Committee can call for the revision process.
- **Decision to Start Revision:** The Gender Equality Committee will decide upon the necessity and timing of any revision.
- **Revision Process:** Engaging both internal stakeholders and external gender experts, the revision process will entail a comprehensive review of the existing Plan, identifying areas for improvement and updating measures as needed.

- **Approval or Rejection:** The final revised version will be presented to the Executive body for approval, ensuring the continued alignment of the Plan with organizational values and objectives.

6. TIMELINE OF THE EU Gender Equality Plan AT MAPY KONTUROWE

The EU Gender Equality Plan at Mapy Konturowe is a structured, time-bound approach to instill gender equality principles throughout our organization. The following timeline illustrates the sequence and duration of key milestones and activities.

Overall Duration: January 2023 to December 2025

Activity/Measure	Start Date	End Date
Application of the EU Gender Equality Plan	December 1, 2023	Dec 31, 2025
Removal of Barriers to Recruitment and Career Progression	December 10, 2023	Ongoing
Addressing Gender Imbalances in Leadership	Feb 1, 2024	Ongoing
Measures Against Sexual Misconduct and Harassment	Apr 1, 2024	Ongoing
Raising Gender Awareness & Stakeholder Engagement	May 1, 2024	Ongoing
Periodic Monitoring & Evaluation of the Plan	Jun 1, 2024	Every 6-8 months
Interpretation Procedures & Dispute Resolution	Dec 15, 2023	As needed
Revision Procedures for the Plan	Jul 1, 2024	As needed
Monitoring Activities	Jun 1, 2024	Bi-annually
Final Assessment of the EU Gender Equality Plan	Nov 1, 2025	Dec 15, 2025

This timeline offers a comprehensive view of our commitment and structured approach to fostering gender equality at Mapy Konturowe. As we progress, the plan may be subject to minor adjustments to ensure maximum effectiveness.

7. DISSEMINATION STRATEGY FOR MAPY KONTUROWE'S EU Gender Equality Plan

To ensure that our EU Gender Equality Plan reaches all pertinent audiences and has the desired impact, we've formulated a comprehensive dissemination strategy. This strategy serves to promote understanding, acceptance, and successful implementation of the plan across various levels of our institution and beyond.

EU Gender Equality Plan's dissemination strategy

Publishing Action	Target	Expected Impact	Time Schedule
Publication of GEP on Website	General public, all staff members, potential employees, partners	Greater visibility of our commitment to gender equality. Satisfies criteria of HORIZON EUROPE Program.	Starting from Dec 20, 2023
Information Campaign	All employees across different departments	Increased awareness and understanding of the EU Gender Equality Plan and its measures. Encourages proactive participation.	Feb 1, 2024 - Mar 31, 2024
Training Sessions	Gender Equality Officers, Key management members, Partner institution staff	Enhanced skills and knowledge for effective plan implementation. Ensures a unified approach across departments and partner entities.	Starting from Apr 1, 2024

Our dissemination strategy aims not only to inform but also to engage, inspire, and galvanize action. By outlining clear actions, targets, expected impacts, and schedules, we're setting the foundation for the successful adoption and implementation of our EU Gender Equality Plan.