

Gender Equality Plan (GEP)

HoZe – Social Business GmbH

Document Information:

- Version: 1.0
- Date of Adoption: March 19, 2026
- Next Review Date: March 19, 2027
- Status: Approved by Management
- Applicable when Company size >5 employees

Formal Adoption Statement: This Gender Equality Plan has been formally adopted by the Management of HoZe – Social Business GmbH on March 16, 2027, in compliance with Horizon Europe requirements and demonstrates our commitment to gender equality and diversity.

Commitment to Gender Equality

HoZe – Social Business GmbH is committed to fostering an inclusive, diverse, and equitable working environment. We believe that gender equality is essential for innovation, social impact, and sustainable organizational development.

As a Social Business, HoZe actively promotes equal opportunities regardless of gender, gender identity, ethnicity, age, disability, sexual orientation, religion, or socio-economic background. We strive to ensure that all employees, collaborators, and partners can contribute and develop their potential in a respectful and fair workplace.

This Gender Equality Plan aligns with the requirements of the Horizon Europe framework and reflects our commitment to transparent and measurable progress in gender equality.

Public Availability

This Gender Equality Plan is publicly available on the HoZe website and applies to all employees, management members, and collaborators of HoZe – Social Business GmbH.

The plan will be reviewed regularly and updated when necessary.

Dedicated Resources and Responsibility

Organizational Responsibility:

- Overall responsibility: HoZe Management Team
- Implementation coordination: Victoria Hois-Zelinka

- Resource allocation: Minimum 5% of annual HR budget dedicated to equality measures
- Time allocation: Quarterly management review meetings include GEP progress

Specific Actions:

- Ensuring equal opportunities in recruitment and career development
- Monitoring gender balance within the organization
- Promoting inclusive communication and workplace culture
- Providing mandatory training on gender equality and unconscious bias
- Establishing clear reporting mechanisms for equality concerns
- Regular assessment of organizational practices and policies

Data Collection and Monitoring

Monitoring Framework:

HoZe commits to systematic monitoring of gender equality indicators with annual reporting.

Key Performance Indicators (KPIs):

- Gender distribution across all organizational levels (Target: 50/50 within 3 years)
- Representation in leadership positions (Target: Minimum 40% of each gender by 2029)
- Pay gap analysis (Target: Maintain 0% unexplained pay gap)
- Participation rates in training and professional development
- Recruitment process outcomes (application-to-hire ratios by gender)
- Career progression rates by gender
- Work-life balance indicators (e.g., use of flexible work arrangements)

Data Collection Methods:

- Annual anonymous employee surveys
- HR metrics tracking (GDPR compliant)
- Regular review of policies and procedures
- Exit interview analysis

Reporting Schedule:

- Quarterly internal reviews
- Annual public reporting

- Immediate reporting of any harassment incidents

Privacy Compliance:

All data collection complies with GDPR and national privacy laws. Aggregate data only will be used for reporting purposes.

Key Areas of Action

Work-Life Balance and Organizational Culture

Objectives:

Create a supportive work environment that enables all employees to thrive professionally while maintaining personal well-being.

Concrete Measures:

- Flexible working arrangements (remote work, flexible hours) available to all employees
- Parental leave policies that exceed legal minimums
- Childcare support options or partnerships
- Mental health and well-being programs
- Inclusive language guidelines and training
- Regular climate surveys to assess organizational culture
- Family-friendly meeting scheduling and event planning

Timeline:

Implementation by Q4 2027

Success Indicators:

90% employee satisfaction with work-life balance measures

Gender Balance in Leadership and Decision-Making

Objectives:

Achieve balanced gender representation in all leadership and decision-making positions.

Specific Actions:

- Succession planning with explicit diversity considerations
- Leadership development programs targeting underrepresented groups
- Mentor and sponsor programs
- Transparent criteria for leadership positions
- Board and advisory positions to reflect diverse perspectives
- Regular review of decision-making processes for bias

Targets:

- Minimum 40% representation of each gender in leadership by 2028
- All hiring panels to include diverse representation
- Equal speaking time and participation in meetings

Timeline:

Progressive implementation starting Q2 2027

Monitoring:

Quarterly leadership composition reviews

Gender Equality in Recruitment and Career Progression

Recruitment Practices:

- Gender-neutral and inclusive language in all job postings
- Diverse recruitment channels to reach underrepresented groups
- Structured interview processes with diverse panels
- Unconscious bias training for all hiring managers
- Target: Shortlists to include at least 40% of each gender where possible
- Regular audit of recruitment practices and outcomes

Career Development:

- Individual development plans for all employees
- Equal access to training budgets and opportunities
- Sponsorship and mentoring programs
- Clear promotion criteria and transparent processes
- Annual career development discussions
- Skills gap analysis with targeted support

Timeline:

- Recruitment improvements: Q2 2027
- Career development framework: Q3 2027

Success Measures:

- Gender-balanced candidate pools
- Equal promotion rates across genders
- Pay equity maintained

Integration of the Gender Dimension in Research and Innovation

Research and Innovation Content:

- Systematic assessment of gender relevance in all projects
- Integration of sex and gender analysis where scientifically relevant
- Inclusive design principles in product/service development
- Gender-sensitive data collection and analysis methods
- Collaboration with gender equality experts when needed

Project Implementation:

- Gender impact assessment for all major projects
- Diverse project teams and leadership
- Inclusive stakeholder engagement
- Gender-responsive budgeting considerations
- Documentation of gender considerations in project reports

External Partnerships:

- Partner evaluation includes gender equality criteria
- Promotion of diversity in collaborations and networks
- Knowledge sharing on gender equality practices

Timeline:

Implementation across all new projects from Q3 2027

Monitoring:

Project-level gender impact reporting

Prevention of Gender-Based Violence, Including Sexual Harassment

Zero-Tolerance Policy:

HoZe maintains an absolute zero-tolerance policy toward all forms of harassment, discrimination, sexual harassment, and gender-based violence.

Prevention Measures:

- Mandatory annual training on respectful workplace behavior
- Clear code of conduct with specific examples
- Regular communication about unacceptable behaviors
- Bystander intervention training

- Safe and inclusive physical and virtual work environments

Reporting and Response:

- Multiple confidential reporting channels (internal and external)
- Trained response team with clear protocols
- Independent investigation procedures
- Support services for affected individuals
- Appropriate disciplinary measures
- Regular review of incident patterns and prevention effectiveness

Support Systems:

- Employee assistance programs
- Referral to external support services
- Protective measures for complainants
- Regular follow-up and monitoring

Timeline:

Full implementation by Q2 2027

Success Indicator:

Zero tolerance incidents, improved climate survey results

Training and Capacity Building

Mandatory Training Programs:

- Gender equality and unconscious bias awareness (annual)
- Inclusive leadership training for all managers
- Respectful workplace behavior and harassment prevention
- Gender mainstreaming in research and innovation

Capacity Building:

- Regular updates on gender equality legislation and best practices
- Skills development for HR and management teams
- External expertise engagement when needed
- Knowledge sharing with other organizations

Timeline:

Training program launch Q2 2027, ongoing annual updates

Implementation and Review

Implementation Timeline:

- Q1 2027: GEP communication and training launch
- Q2 2027: Recruitment and harassment prevention measures
- Q3 2027: Research integration and career development frameworks
- Q4 2027: Work-life balance and culture initiatives
- 2028: Full implementation and first annual review

Review Process:

- Annual comprehensive review (March each year)
- Quarterly progress monitoring
- Continuous stakeholder feedback integration
- External validation every three years

Continuous Improvement:

HoZe commits to adaptive management of this plan based on:

- Monitoring results and KPI achievement
- Employee feedback and suggestions
- Changes in legislation and EU requirements
- Best practice evolution in the field
- Organizational growth and development needs

Contact and Feedback

For questions regarding this Gender Equality Plan:

HoZe – Social Business GmbH

Website: www.hoze.cc

Email: office@hoze.cc

Feedback and Reporting:

- Annual employee surveys
- Continuous feedback portal
- External stakeholder input sessions
- Anonymous suggestion system

Public Accountability: This plan and annual progress reports are publicly available on our website, demonstrating our commitment to transparency and accountability in gender equality efforts.

Document Control:

- Document Owner: HoZe Management Team
- Review Authority: All employees and stakeholders
- Public Availability: www.hoze.cc/gender-equality-plan
- Language Versions: [English as needed]

Management Signature:

"This Gender Equality Plan represents HoZe's firm commitment to creating an inclusive, equitable, and diverse organization. We are dedicated to its full implementation and continuous improvement."

Hois-Zelinka Victoria, CEO & CSO
HoZe – Social Business GmbH
March 19, 2026

Hois-Zelinka Lukas, CEO & CTO
HoZe – Social Business GmbH
March 19, 2026

This Gender Equality Plan complies with Horizon Europe requirements and European Union standards for organizational gender equality.