

# ELEFense Gender Equality Plan 2023

## Introduction

Gender equality refers to “the equal rights, responsibilities and opportunities of women and men and girls and boys”<sup>1</sup>. This is a crucial prerequisite for society sustainable development and, as such, it concerns both men and women and can be achieved only with the engagement of both<sup>1</sup>. This concept acknowledges the importance of considering the needs, rights and interests of men and women in any aspect of our professional and private life. Same possibilities should be available to any person regardless of the gender and any other personal characteristics.

ELEFense strives for gender equality and avoiding any discrimination, e.g., based on sex, religion, sexual orientation, nationality, ethnicity.

All employees shall be given the same opportunities to develop as professionals and human beings.

This Gender Equality Plan (GEP) analyses the state-of-the-art of gender equality at ELEFense, identifies challenges and targets to be achieved in the short- and long-term, and finally defines monitoring actions and indicators for the GEP.

This report is structured according to three main sections:

- Analysis
- Targets
- Monitoring

## Analysis: state of the art at ELEFense

This chapter reports on different aspects related to gender equality in the Company. Data presented are referred to the publishing of this document.

### Gender distribution in the company

As of January 2023, 50% of employees at ELEFense are women, see Table 1.

Table 1: Gender distribution per working category in the Company.

Category	Women (%) *	Men (%) *
Director	50%	50%
Consultant	100%	
Board	50%	50%
developer		100%
Intern	50%	50%

Total	50%	50%
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\*Percentages are referred to the number of employees per category

As reported in Table 2, 50% of senior positions are covered by women in the field of sustainability consulting and administration. The remaining 50% sees men in senior positions for sustainability consulting and software development.

Table 2: Gender distribution per position in the Company

Position (excluding students and interns)	Women (%) *	Men (%) *
Leadership (director)	50%	50%
Senior	50%	50%
Intermediate	50%	50%
Junior	50%	50%

\*Percentages are referred to the number of employees per position

## Salary

All employees with same qualification receive equal pay for equal working time and work. ELEFense commits to avoid a gender pay gap also in the future.

This is because we have Salary per Position. Leadership (director), Senior, Intermediate, Junior

## Contractual relationships

All employees are working in ELEFense on a contractually relationship

## Parenthood

Maternity and paternity leaves are guaranteed according to law and conceive for both men and women. After the completion of parental leave, employees are provided with the same responsibilities and working time as before the leave, unless differently agreed with the employer concerning working hours. Working time is flexible in order to enable reconciliation of work and family life.

## Internationality

ELEFense welcomes cultural and national differences. The Company currently brings persons from many different Countries. The following languages are spoken at ELEFense: English, French, Italian, Turkish, Rumanian, Spanish, Portuguese, Arabic, Hindi. Although the main working language is English, employees are also involved in projects with their countries of origin where the use of local language is highly valued.

# Targets and actions

No specific gender biases could be detected from the previous analysis of the state of the art.

ELEFense values the competence of employees, provided that women and men have the same opportunities to achieve the same competences through their study and professional life.

ELEFense commits to a number of targets to strengthen and maintain the already positive aspects (e.g., in the field of sexual harassment and work life balance) and improve the weak ones in the Company, and contribute to gender equality in society development.

Five key areas are identified as important in our Gender Equality Policy:

- Recruitment and career development
- Leadership and decision making
- Gender perspective
- Recondition of professional and personal and family life
- Harassment

## Recruitment and career development

Target	Actions to achieve target
Applying gender-sensitive recruitment procedures	Ensure that all positions are open to any gender (w, m, d)
	Shortlist job applicants ensuring gender balance
	Conduct job interviews by applying an inclusive and non-discriminating language (i. focus only on the competences of the candidates and not on family status/wishes, sex, sexual orientation, nationality, etc.)
Equal pay for equal work	Keep on paying equal salary for equal work and working time
Promoting gender balance in the Company	commit to achieve gender balance in the Company within the next years
Promoting equal competence development in the Company	Ensure that junior employees are guided in the first employment period by a mentor
	Ensure that junior employees receive adequate training
	Ensure that opportunity of professional and personal growth is given to junior employees to achieve higher positions
	Discuss competence development among employees and in annual individual employee/employer meetings

## Leadership and decision-making

Target	Actions to achieve target
Promoting women in leading	Increase number of female employees leading national and international

positions	projects
	Promote professional growth of female employees from junior to senior positions
	Support the reconciliation of leading project activities and family life regardless of gender
Incorporating gender perspective in decision-making	Ensure the consideration of rights, interests and needs of female and male employees when taking decisions at Company level
	Promote a focus on social impacts on women when performing sustainability assessment in projects

## Gender perspective

Target	Actions to achieve target
eliminating gender bias	Promote the use of an inclusive language in the Company
	Promote the importance of gender equality in Company meetings
	Condemn the use of stereotypes in the Company, e.g., based on gender, nationality, sexual orientation, religion and any other personal characteristics
	Ensure that employees have the chance to comment on the Gender Equality Plan
	Appoint two responsible persons for monitoring gender biases
	Appoint two responsible persons to collect employees complains related to any discrimination and gender inequality
ensuring gender balance in company events	Promote gender balance in Company's participation to conferences and other events
	Consider the needs of female and male employees when organizing Company meetings

## Reconciliation of professional and personal and family life

Target	Actions to achieve target
parenthood	Encourage both men and women to take parental leaves
	Consider the needs of parent-employees when scheduling meetings and Company events
	Enable flexible working time, including remote-working
work life balance	Keep contact with employees that are on parental leave
	Enable flexible working time, including remote-working, regardless of family status Consider the needs of female and male employees when organizing Company meetings
	Discourage overtime and, when this occurs, enable employees to get back the extra-time

## Sexual harassment

Target	Actions to achieve target
a workplace free of harassment	Encourage employees to report any case of sexual harassment to the leadership, another employee or the appointed person for monitoring gender biases
	Encourage employees to report any case of colleagues Incurring sexual harassment The leadership takes action in the event of a report on sexual harassment (e.g., investigation of circumstances, lawsuit, termination of contract)
	Condemn any way (verbal, physical) of sexual harassment
	Raising awareness about the topic among female and male employees
	Appoint two responsible people stop collect complaints about any case of sexual harassment

## Monitoring

The Gender Equality Plan will be updated every 3 years. Monitoring actions will be implemented to ensure that the foreseen targets are achieved in the short- and long- term.

The director of ELEFense and two persons appointed to collect employee complaints related to any discrimination and gender inequality are responsible to monitor the actions planned to achieve the targets. In the event that one of the appointed persons leaves the Company, another employee will be selected to take over this responsibility.

The targets and actions set in this document are available to all ELEFense's employees for commenting and making suggestions. New targets and actions can be discussed in Company meetings and contribute to an update of the GEP.

A number of indicators can be set for each target to monitor the implementation and success of the related actions half-way (in 1.5 years) and at the end of the 3 years (before updating the GEP). The selected monitoring indicators are displayed in Table 4.

Table 4: List of monitoring indicators for GEP

Target	Indicator (time period 2023024)
Applying gender-sensitive recruitment procedures	Gender ratio of shortlisted applicants for job positions
Equal pay for equal work	Establishment of employee ranks (senior intermediate, junior positions)
Promoting gender balance in the Company	Gender rations the Company
Promoting equal competence development in the Company hired	Presence of mentoring program when anew employee is
	Share of employees moving from junior to higher positions
Promoting women in leading positions	Share of women leading national and international projects in the Company
	Share of women in senior positions
	Share of parent-employees leading projects

Incorporating gender perspective in decision-making the sustainability assessment	Number of projects where gender-perspective is included in
Eliminating gender biases	Number of complaints related to any discrimination and gender inequality
	Presence of appointed employees to monitor gender biases
	Inclusion of employees' comments and suggestions on GEP.
Ensuring gender balance in Company events	Gender ratio in events joined by Green Delta (e.g., conferences, project meetings)
Parenthood	Share of parent employees allowed with remote working
	Share of parent-employees allowed with flexible working time
	Share of parent employees taking parental leave
	Gender ratio of parent-employees taking parental leave
Work life balance	Share of employees allowed with remote working
	Share of employees allowed with flexible working time
	Number of hours of overtime in one year per employee
Awork environment free of any sexual harassment	Number of cases of sexual harassment.