



Curatio International Foundation (CIF) - Gender Equality Plan (GEP)

Starting in 2022, the European Commission introduced gender equality plans (GEPs) as a new eligibility criterion for public bodies, research organizations, and higher education establishments when applying for funding to the Horizon Europe framework programme.

The aim of the CIF Gender Equality Plan (GEP) is to promote gender equality in an organization through institutional and cultural change. The gender equality plan aims to promote and achieve gender equality by addressing possible disparities, discrimination, and barriers affecting individuals based on gender. The plan aims to create an environment where all genders have equal opportunities, rights, and access to resources and where gender-based discrimination and stereotypes are eliminated. The CIF GEP is a set of commitments and actions to ensure all gender equality goals are met.

CIF GEP is a publicly available document; it promotes gender equality and equally covers the whole organization, its staff members, and operations.

CIF GEP meets mandatory Horizon Europe requirements defined by European Commission. It is an officially signed and authorized document published on our website. We have a dedicated, responsible staff member- a peoples manager, we provide training and awareness on gender equality to staff, and we collect ex/gender-disaggregated data on personnel data and publish aggregated data on gender equality, diversity, and inclusion.

Our Gender Equality Plan includes all five thematic areas recommended by European Commission.

CIF Gender Equality Plan sets targets and action items for the five-year period from June 2023 till June 2028.

1. Work-life Balance and organizational culture

Work-life balance is relevant for both women and men. It aims to ensure that all staff are properly supported to advance their career alongside personal responsibilities that they may hold outside of the workplace, including caring responsibilities. To achieve the work-life balance, our organizational GEP sets a couple of objectives and includes:

Flexible working time arrangements are in place, which promotes and implements flexible work arrangements that adjust the diverse needs of employees, such as flexible hours, telecommuting, remote working possibilities, part-time work possibilities, compressed workweeks, and needs of staff with caring responsibilities. This helps individuals, including women who often shoulder disproportionate caregiving responsibilities, effectively balance work and personal life.

Parental leave policies are in place to ensure an inclusive and gender-neutral approach that provides equal opportunities for both parents to take time off for caregiving responsibilities. Encourage and

support men's uptake of parental leave to challenge traditional gender roles and promote shared caregiving.

Support for caring responsibilities, including childcare and care for other dependents (e.g., people with disabilities and elderly relatives), is established to support caregivers with flexible working arrangements, such as the possibility to work remotely.

Promotion of Work-Life Integration, where our organization encourages employees to blend their personal and professional lives effectively. Through avoiding a culture of long working hours or presenteeism.

Indicator: *Employee Benefits Utilization*

Measure: *We will track the utilization of employee benefits related to work-life balance, such as parental leave, caregiver support, flexible working hours, and remote work utilization. Higher utilization rates may indicate that employees are accessing and benefiting from the organization.*

Timeframe and Target: *Annually, the utilization of benefits increases by 5% compared to the previous year. The target is to achieve the utilization rate increase in total by 25% by 2028.*

2. Gender Balance in Leadership and Decision-making

We promote Equal Access to Leadership Opportunities at CIF. This includes addressing barriers and biases in the recruitment, selection, and promotion processes to provide equal opportunities for career advancement.

We promote transparency and inclusivity in decision-making processes. Ensure that diverse voices and perspectives, including those from individuals of different genders, are represented and considered in strategic decisions making. Ensuring that an appropriate number of women are on committees and decision-making processes ensures decisions consider gender issues and women are empowered to take an equal roles.

We do recognize and celebrate achievements in achieving gender balance in leadership and decision-making. Highlight success stories and share best practices to inspire further progress and create a positive culture of gender equality.

Indicator: *Gender Representation in Leadership Positions and Promotion Rates*

Measure: *We will measure the percentage of women and individuals from underrepresented genders in senior leadership roles, such as executive positions, board memberships, or department heads.*

Timeframe and Target: *The proportion of females and underrepresented gender representatives in decision-making will be more than 50% by 2025 and remain the same till 2028.*

3. Gender Equality in Recruitment and career progression

We have established a code of conduct that is part of CIF policy for recruitment and promotion, which clearly defines recruitment and promotion principles available to all staff members and introduced to new team members. This increases transparency and helps avoid unconscious biases.

We do eliminate biases in Job Descriptions and Recruitment Processes by using gender-neutral language in job descriptions and reviewing recruitment processes to ensure fairness and minimize biases.

We support career development and mentoring that match junior employees, including women, with senior leaders who can provide guidance and support for career advancement. We do offer training and workshops on leadership skills, negotiation, and professional development tailored to the needs of women and underrepresented genders.

Our open and transparent salary scale structure ensures that compensation decisions are based on objective criteria, skills, and experience. The document is available for all staff members and is adequately communicated by the direct supervisor and human resource manager.

Indicator: *Gender Representation in Recruitment and Gender Representation in Promotions*

Measure: *We will measure the percentage of women and men who apply for open positions within the organization and track the percentage of women and men hired for various positions.*

We will track the promotion and succession rates of employees by gender.

Timeframe and Target: *We will measure and track indicators annually. The target is an annual increase in female applicants (staff and consultants) by 10% and an annual increase of promoted female staff not less than 5%.*

The aim is to achieve a 20% increase in the promotion rate of female employees by 2028.

4. Integration of the gender dimension into research

We do consider gender dimension during the research design and planning phase; where possible, we do incorporate gender as a variable or category of analysis in research questions and hypotheses.

We do consider gender diversity, including intersectionality, with other social categories such as social status, ethnicity, age, disability, and sexual orientation.

While working on the research design, we do review existing literature and evidence on gender-related factors relevant to the research topic.

We collect and analyze gender-disaggregated data whenever applicable and relevant to the research topic. We do also pay attention to the inclusion and participation of individuals of different genders in the research sample to ensure representativeness.

We ensure that ethical considerations related to gender, such as informed consent, privacy, and protection of vulnerable populations, have been addressed and research involving gender-sensitive topics, such as gender-based violence or reproductive health, follows ethical guidelines.

We collect, analyze, and interpret research data and findings through a gender lens, identifying gender-specific patterns and differences and considering gender-specific experiences, behaviors, and perspectives.

We do tailor dissemination strategies to emphasize the importance of gender considerations in the research by reaching diverse audiences, including policymakers, civil society, and the public.

Indicator: *Integrated gender aspects in research design and application of sex-disaggregated data in research.*

Measure: *We will measure the percentage of research studies that explicitly include gender as a variable or category of analysis in their research questions or hypotheses. We will Measure the percentage of research studies that collect and analyze sex-disaggregated data whenever applicable and relevant to the research topic.*

Timeframe and Target: *We will measure the indicators annually. The target is to achieve the 100% of studies that include gender aspect variables where applicable by 2028 and 100% of research studies that collect and analyze the sex-disaggregated data whenever applicable and relevant to the research topic by 2028.*

5. Measures against gender-based violence, including sexual harassment

By introducing Measures against gender-based violence, including sexual harassment, we aim to prevent violence, support survivors, change social norms, and promote gender equality.

We have a robust organizational policy, part of the CIF Policy document, that explicitly prohibits gender-based violence and sexual harassment. The policy provides clear definitions, mechanisms for reporting, investigation procedures, and appropriate sanctions for offenders.

We have established confidential and accessible reporting mechanisms for victims/survivors to report incidents of gender-based violence and sexual harassment.

We provide comprehensive support for victims/survivors, including access to medical care, counseling, legal assistance, and shelters, and collaborate with local NGOs, CBOs, and support organizations to ensure a coordinated and survivor-centered response.

Indicator: *The number of reported incidents of violence and sexual harassment.*

Measure: *We will measure the number of reported incidents of gender-based violence and sexual harassment and will track the percentage of reported incidents that result in formal investigations and disciplinary actions.*

Timeframe and Target: *We will measure the indicator annually and aim to achieve 100% of reported cases that resulted in formal investigations.*

All the above-mentioned objectives, actions, and measures contribute to promoting and achieving gender equality at the organizational level.