

# Gender Equality Plan (GEP) 2026–2029

**Organisation:** BioDevice Systems s.r.o.

**Version:** 1.1 (revised draft for approval)

**Approval date:** [01 -02- 2026]

**Next scheduled review:** December 2026

**Publication note.** Following formal approval, BioDevice Systems s.r.o. will publish the signed final version of this GEP on its public website and will keep it accessible throughout the implementation period. The public web address is: [<https://www.biodevicesystems.com/gep>].

## 1. Approval and endorsement

This Gender Equality Plan (GEP) is adopted by the top management of BioDevice Systems s.r.o. It establishes the company's commitments, responsibilities, measures, indicators and review arrangements for promoting gender equality and an inclusive, safe and respectful working environment.

BioDevice Systems s.r.o. is a small enterprise active in software provision and consulting in hardware and software, with operations based in Prague. This GEP applies to management, employees and, where relevant and proportionate, contractors and persons engaged in company activities.

The company recognises gender equality as a matter of fairness, organisational quality and responsible participation in research, innovation and business activities. The plan is proportionate to the company's small size while providing an operational framework for continuous improvement.

**Approved by:**

Signed

**Vitaly Goranov**

Managing Director / Co-founder

BioDevice Systems s.r.o.

**Date:** [01-02- 2026]

**Evidence retained internally:** signed GEP and/or management decision, publication record and internal communication record.

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## 2. Objectives and scope

The objectives of this GEP are to:

- promote equal opportunities irrespective of gender;
- support work-life balance and an inclusive organisational culture;
- ensure fair and transparent recruitment, remuneration and professional-development practices;
- support balanced participation in leadership and decision-making;
- consider the relevance of sex and gender in applicable research, innovation, software and consulting activities; and
- prevent and respond appropriately to gender-based violence, sexual harassment, discrimination and retaliation.

The plan covers the period from its effective date until 31 December 2029. It will be reviewed annually and may be amended where monitoring, staff feedback, changes in the workforce or changes in applicable requirements indicate a need to do so.

## 3. Governance, dedicated resources and expertise

### 3.1 Responsibility

Overall responsibility for implementation, monitoring and annual reporting is assigned to the Managing Director, Vitaly Goranov. Approximately 5% of his working time will be allocated to GEP implementation, monitoring, staff communication and annual review.

Co-founder Yuliya Haranova will serve as an internal consultation point for GEP-related matters and will contribute an additional perspective to relevant decisions. This role does not replace the independent reporting channel described in Section 8.

### 3.2 Financial resources

Necessary and proportionate costs for implementation—including training, awareness materials, external HR or gender-equality advice, and confidential reporting support—will be covered from the company's operational budget. The Managing Director will record the annual budget allocation and expenditure related to GEP implementation in internal company records.

### 3.3 Gender-equality expertise

At the effective date of this GEP, the company has not yet engaged an external gender-equality expert and has not yet completed specialist training. To build the necessary expertise:

- all staff and management will complete introductory training on gender equality, unconscious bias and respectful workplace behaviour by **31 December 2026**;
- the Managing Director will complete targeted training on inclusive leadership and gender-blind recruitment by **31 December 2026**; and
- by **31 December 2026**, the company will identify and engage, where appropriate, an external HR professional, employment-law adviser or gender-equality adviser to support implementation, including the independent reporting arrangement.

The company will retain appropriate evidence, such as training records, certificates, course descriptions, correspondence, a contract or engagement letter, and relevant professional credentials of external advisers.

## 4. Data collection, monitoring and confidentiality

BioDevice Systems s.r.o. will collect and review proportionate, sex-disaggregated and anonymised data on personnel. Data collection and monitoring will respect confidentiality and applicable data-protection requirements. Because the company has a very small workforce, data will not be published or shared in a form that could reasonably identify an individual.

### 4.1 Baseline and indicators

By **30 November 2026**, the Managing Director will prepare an internal baseline record. Where applicable, it will cover:

- workforce composition by sex/gender, using voluntary self-identification or lawfully held personnel information;
- representation in leadership and decision-making roles;
- access to training and professional-development opportunities;
- use of flexible-work arrangements;
- remuneration review for comparable roles and experience; and
- anonymised concerns or reports related to respect, discrimination or harassment.

Where no recruitment, turnover, comparable roles or other relevant events have occurred, the report will record “not applicable” rather than create artificial data.

### 4.2 Monitoring and reporting

The Managing Director will prepare an internal GEP monitoring report each December, beginning in **December 2026**. The report will review progress against the measures and indicators in this plan, identify any concern or gap, and specify corrective actions where needed. Findings that can be shared without compromising privacy will be communicated to all staff.

The company will retain internal monitoring reports and evidence supporting their preparation. A mid-term review will take place in **December 2027**, and a final evaluation in **December 2029** will inform the next GEP.

## 5. Training and awareness

BioDevice Systems s.r.o. will ensure that both staff and decision-makers are explicitly covered by gender-equality awareness and training activities.

By **31 December 2026**:

- all employees, management and relevant regular contractors will complete introductory awareness training covering gender equality principles, unconscious bias, respectful workplace behaviour, discrimination, sexual harassment and available reporting channels; and
- the Managing Director will complete training on inclusive leadership, fair decision-making and gender-blind recruitment.

From 2027 onward, the company will address workplace culture, inclusion and GEP progress at least once each year in a team meeting. New employees and relevant contractors will receive the GEP and the anti-harassment policy during onboarding or engagement.

**Evidence retained internally:** training plan, course materials or programme, invitations, attendance records, certificates and meeting records.

## 6. Measures and targets

### A. Work-life balance and organisational culture

**Objective:** Provide an inclusive and flexible working environment that enables team members to balance professional and personal responsibilities.

| Measure                                                                                                                                       | Target and deadline          | Indicator / evidence                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------|
| Adopt a written flexible-work arrangement covering flexible hours and remote-work options, where compatible with the role and business needs. | 30 September 2026            | Approved policy; staff communication record         |
| Include a proportionate statement on flexible working in future role descriptions and job advertisements.                                     | From 1 October 2026; ongoing | Recruitment templates and job-posting review record |
| Adopt a parental, family and care-leave guidance note, including a voluntary keep-in-touch arrangement for employees on extended leave.       | 30 September 2026            | Approved guidance and acknowledgement of receipt    |
| Agree and document core meeting hours that respect different schedules and caring responsibilities.                                           | 31 December 2026             | Team meeting record and agreed working practice     |
| Collect anonymous staff feedback on flexibility and organisational culture.                                                                   | Annually from December 2026  | Feedback record and follow-up actions, if any       |

The company will aim for at least **80% positive responses** in the annual feedback question on whether flexible working arrangements reasonably support staff needs. All concerns will be reviewed even if the quantitative target is met.

### B. Gender balance in leadership and decision-making

**Objective:** Support balanced representation and ensure that diverse perspectives are considered in significant company decisions.

| Measure                                                                                                                                                               | Target and deadline               | Indicator / evidence                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------------------|
| Use open team consultation, proportionate to the decision, before significant decisions affecting staff, work organisation or professional development are finalised. | Ongoing from effective date       | Brief meeting note or decision record where applicable |
| Review access to professional development, responsibility and leadership opportunities.                                                                               | Annually, beginning December 2026 | Annual development review record                       |
| Consider gender balance and equal access when future leadership, management or representative roles are created or filled.                                            | Ongoing                           | Decision and recruitment records where applicable      |

No numerical quota is set because of the company's very small size. The company will instead monitor equal access, transparent decision-making and the absence of unjustified barriers.

## C. Gender equality in recruitment and career progression

**Objective:** Ensure fair, transparent and skills-based recruitment, remuneration and career development.

| Measure                                                                                                                 | Target and deadline                          | Indicator / evidence                                |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------|
| Review each job advertisement before publication for inclusive language and a clear equal-opportunity statement.        | From 1 October 2026; ongoing                 | Job-posting checklist                               |
| Use consistent, role-relevant interview questions and skills-focused interview notes for candidates for the same role.  | From 1 October 2026; ongoing                 | Interview template and retained recruitment records |
| Communicate criteria for role progression, allocation of responsibilities and salary increases.                         | 31 December 2026                             | Written criteria; staff communication record        |
| Conduct a remuneration review for comparable roles and experience, where comparison is meaningful given workforce size. | December 2026 and every two years thereafter | Confidential internal remuneration-review note      |

Any unexplained disparity identified in a meaningful comparison will be reviewed promptly and addressed through an appropriate corrective action.

## D. Integration of the gender dimension into research, innovation and business activities

**Objective:** Consider the relevance of sex and gender, where applicable, to research, innovation, software solutions, consulting services, users and beneficiaries.

| Measure                                                                                                                                                                                             | Target and deadline          | Indicator / evidence                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------|
| Add a short sex/gender relevance assessment to the initiation template for new research, innovation and EU-funded projects.                                                                         | 31 December 2026             | Project-initiation template                                            |
| For applicable projects, document whether sex and/or gender may affect research questions, study design, user needs, data collection, analysis, validation, accessibility, safety or dissemination. | From 1 January 2027; ongoing | Project documentation with “applicable / not applicable” justification |
| Share a relevant gender-inclusive design or research resource when initiating an applicable project.                                                                                                | From 1 January 2027; ongoing | Project meeting note or resource record                                |

Where the gender dimension is not relevant to a project, the project documentation will state this conclusion and provide a brief justification.

## E. Measures against gender-based violence, including sexual harassment

**Objective:** Maintain a safe and respectful workplace with zero tolerance for harassment, discrimination, gender-based violence and retaliation.

| Measure                                                                                                                                                                                                                                                              | Target and deadline         | Indicator / evidence                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------|
| Adopt and communicate a written policy on prevention of and response to discrimination, sexual harassment and gender-based violence.                                                                                                                                 | 30 September 2026           | Approved policy and acknowledgement of receipt          |
| Establish confidential internal reporting arrangements. Until an independent external contact is appointed, a concern may be raised with the Managing Director or, where the concern relates to the Managing Director, directly with the co-founder Yuliya Haranova. | 30 September 2026           | Policy and staff communication record                   |
| Establish an independent external reporting contact, such as an external HR professional, employment-law adviser or specialised service.                                                                                                                             | 31 December 2026            | Engagement record and contact details shared with staff |
| Include an anonymous question on safety, respect and awareness of reporting channels in annual staff feedback.                                                                                                                                                       | Annually from December 2026 | Anonymised feedback results and response actions        |

The policy will state explicitly that good-faith reporting will not result in retaliation. Reports will be handled as confidentially as possible, fairly and promptly, with due regard to the rights of all persons involved.

## 7. Implementation schedule for 2026

| Action                                                                      | Deadline                           | Responsible person            |
|-----------------------------------------------------------------------------|------------------------------------|-------------------------------|
|                                                                             |                                    |                               |
| Communicate GEP internally to staff and relevant contractors                | Within 10 working days of approval | Managing Director             |
| Adopt flexible-work, parental/care-leave and anti-harassment policies       | 30 September 2026                  | Managing Director             |
| Establish baseline personnel-data record                                    | 30 November 2026                   | Managing Director             |
| Complete staff and management training                                      | 31 December 2026                   | Managing Director / all staff |
| Agree core meeting hours and communicate career/salary criteria             | 31 December 2026                   | Managing Director and team    |
| Engage or formally identify independent external HR/gender-equality support | 31 December 2026                   | Managing Director             |
| Complete first annual monitoring report and staff feedback                  | December 2026                      | Managing Director             |

## 8. Evaluation, revision and record keeping

This GEP is a living document. The Managing Director will review implementation each December and propose amendments where required. A mid-term review will take place in December 2027. The final evaluation will take place in December 2029 and will support preparation of the subsequent plan.

The company will retain, in accordance with applicable data-protection and record-retention rules, the following evidence:

- signed GEP and evidence of top-management adoption;
- public URL and publication record;
- internal communications to staff;
- policies and staff acknowledgements;
- training plans, materials and completion records;
- anonymised baseline and monitoring reports;
- recruitment and remuneration-review templates; and
- relevant meeting notes and corrective-action records.

## 9. Declaration

BioDevice Systems s.r.o. commits to implement this GEP in good faith, to allocate the resources described in this document, and to review its effectiveness on the stated schedule.

Signed

**Vitaly Goranov**

Managing Director / Co-founder

BioDevice Systems s.r.o.

**Date:** [01-02- 2026]

