

Gender Equality Plan (GEP) 2025–2029

Organization Name: BioDevice Systems s.r.o.

Date of Approval: 10/12/2024

Period: 2025–2029

Version: 1.0

1. Approval and Endorsement

This Gender Equality Plan (GEP) has been formally approved by the top management of BioDevice Systems s.r.o. As a small enterprise active in the IT sector and a participant in EU-funded research, we recognize that fostering a diverse and inclusive workplace is not only a matter of fundamental fairness but also a driver of innovation and business success.

With this plan, we commit to concrete actions to ensure equal opportunities for all employees, regardless of gender, and to integrate gender equality principles into our company culture and operations.

Signed,

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Vitaly Goranov

Managing Director / Co-founder

BioDevice Systems s.r.o.

[Date]

2. Introduction and Scope

This Gender Equality Plan outlines our strategic objectives and actions for the period 2025–2029. It applies to all employees, management, and contractors of BioDevice Systems s.r.o. The plan is designed to be practical and proportionate to our size as a small enterprise with 1–5 employees, while meeting the structural requirements for organizations seeking European research funding.

BioDevice Systems s.r.o. specializes in software provision and consulting in hardware and software, operating from our Prague office. Our leadership consists of two co-founders with equal ownership shares, providing a balanced foundation upon which to build our equality framework.

3. Commitment and Dedicated Resources

To ensure the successful implementation of this GEP, BioDevice Systems s.r.o. commits the following resources:

Overall responsibility for GEP implementation and monitoring is assigned to the Managing Director, Vitaly Goranov. He will dedicate approximately 10% of his working time to overseeing GEP activities, ensuring compliance, and reporting on progress.

Co-founder Yuliya Haranova, as an equal partner in the business, will serve as an internal sounding board for GEP-related matters, ensuring diverse perspectives in decision-making. Necessary costs for training, external consultations, and awareness materials will be covered from the company's operational budget.

4. Data Collection and Monitoring

Our approach is evidence-based and appropriate to our scale. As of 2025, BioDevice Systems s.r.o. has collected baseline data on workforce composition by gender, which currently shows 50% female representation in leadership, recruitment, retention and turnover patterns, access to training and professional development opportunities, and usage of flexible work arrangements.

Data will be reviewed annually each December. The Managing Director will prepare a brief internal monitoring report against the indicators in this plan, which will be shared with all employees and used to inform any necessary adjustments.

5. Training and Awareness

We will build internal awareness and capacity to understand and address gender equality. An introductory online module on gender equality principles, unconscious bias, and respectful workplace behavior will be completed by all employees, including management, by the first quarter of 2026.

The Managing Director will participate in targeted training on inclusive leadership and gender-blind recruitment practices by the second quarter of 2026, utilizing external resources. Annual team meetings will include a dedicated agenda item on workplace culture and inclusion, allowing open dialogue and feedback on GEP implementation.

6. Key Priority Areas: Measures and Targets

This section outlines our concrete actions across the five recommended content areas, adapted for a small IT company.

A. Work-Life Balance and Organizational Culture

Our objective is to support all team members in balancing professional and personal responsibilities in a flexible, understanding environment.

To achieve this, we will formalize and communicate our flexible working approach, including flexible hours and remote work options, in a written document by the first quarter of 2025. All role descriptions will explicitly mention flexibility. Success will be measured through an annual employee survey aiming for 100% satisfaction with work flexibility.

We will develop a simple, clear policy on parental and care leave by the second quarter of 2025, including a "keep-in-touch" arrangement for employees on extended leave. This policy will be included in the employee handbook with the goal of 100% awareness among staff.

Additionally, we will agree as a team on core working hours for meetings, such as between 10:00 and 15:00, to accommodate diverse schedules and care responsibilities. This will be implemented by the first quarter of 2025 with team consensus achieved and practiced.

B. Gender Balance in Leadership and Decision-Making

Our objective is to maintain and strengthen balanced representation in company leadership and key decisions.

We will ensure all major company decisions consider diverse perspectives through open team consultation before finalizing, and this practice will be ongoing. Regular team meetings with documented input from all members will serve as our key indicator.

We will also identify and nurture talent within the team through annual reviews of professional development plans, ensuring equal access to opportunities for all genders.

C. Gender Equality in Recruitment and Career Progression

Our objective is to ensure fair, transparent, and unbiased recruitment and equal opportunities for professional growth.

All job postings will be reviewed before each hire to use inclusive language and emphasize our commitment to equal opportunity, avoiding gender-coded terminology. We will use consistent, role-relevant interview questions for all candidates, ensuring interview notes focus on skills and experience.

We will conduct a biennial review of compensation, in the fourth quarter of 2025 and again in the fourth quarter of 2027, to ensure no unexplained gender pay gaps exist for comparable roles and experience. Any gaps identified will be addressed promptly.

By the third quarter of 2025, we will clearly communicate criteria for role progression and salary increases to all team members, ensuring transparency and fairness.

D. Integration of the Gender Dimension into Business Activities

Our objective is to consider gender perspectives in our software solutions and consulting services, enhancing relevance and quality.

For relevant projects, especially those with EU funding, we will consider whether end-users may have different needs based on gender and integrate this into design and consulting where appropriate. This will be documented in project documentation for applicable projects.

We will also share relevant resources or brief insights on gender-inclusive design with the team when initiating new projects, ensuring team awareness of the gender dimension in relevant work contexts.

E. Measures Against Gender-Based Violence, Including Sexual Harassment

Our objective is to maintain a safe, respectful workplace with zero tolerance for harassment or discrimination.

By the first quarter of 2025, we will adopt and communicate a simple policy on preventing and responding to sexual harassment and gender-based violence. This will include clear, confidential reporting channels, initially to the Managing Director, with 100% of employees acknowledging receipt and understanding of the policy.

By the second quarter of 2025, we will establish an arrangement with an external HR professional or service who can receive confidential reports as an alternative to internal management. Contact details for this external contact will be shared with all staff.

Annually in the fourth quarter, we will include a brief, anonymous question in team feedback on perceptions of safety and respect in the workplace. Results will be reviewed and any concerns addressed promptly.

7. Evaluation and Revision

This GEP is a living document. The Managing Director will conduct an annual review of progress against KPIs each December and share findings with all employees. An annual internal monitoring report will be published and available to all staff.

A mid-term review will be conducted in the fourth quarter of 2027 to assess effectiveness and make adjustments as needed. A final evaluation will be conducted in the fourth quarter of 2029 to inform the development of the subsequent GEP for 2030–2034.

This plan has been prepared in accordance with the European Commission's requirements for a Gender Equality Plan, covering the four mandatory process-related building blocks and the five recommended content areas.