



## Gender Equality Plan

This Gender Equality Plan (GEP) is designed to align with the European Commission and European Union guidelines, ensuring a holistic and progressive approach to gender equality. The plan encompasses five key elements: work-life balance and organizational culture, gender balance in leadership and decision-making, gender equality in recruitment and career progression, integration of the gender dimension into research and teaching content, and measures against gender-based violence, including sexual harassment.

This Gender Equality Plan represents a comprehensive commitment to fostering a workplace where the quality is a paramount and all members of the organisation are equal, inclusiveness and equality are core values. By addressing work-life balance, leadership representation, recruitment practices, research and teaching content, and gender-based violence, the organization aims to create an environment where all individuals, regardless of gender, can thrive and contribute to the organization's success. Continuous monitoring, evaluation, and accountability mechanisms will ensure the sustained success of these initiatives.

### 1. Work-Life Balance and Organizational Culture:

#### a. Flexible Working Policies:

The organization commits to implementing robust flexible working policies, allowing employees to manage their work schedules effectively. This includes options for telecommuting, flexible hours, and compressed workweeks.

#### b. Parental Leave and Support:

To support work-life balance, the organization will establish inclusive parental leave policies, ensuring equal opportunities for all genders. Additionally, comprehensive support programs will be introduced for returning parents, such as on-site childcare facilities and partnerships with external providers.

#### c. Training and Awareness:

A culture of work-life balance will be fostered through awareness campaigns and training programs. These initiatives will address unconscious biases and encourage open dialogue about individual work-life balance needs.

### 2. Gender Balance in Leadership and Decision-Making:

#### a. System balance in leadership:

The organization commits to implementing a system to ensure gender balance in leadership positions. Company promotes and encourages the gender balance in leadership, promoting diversity and inclusivity at all levels. Company has implemented so far its plan by balancing the genders in the leadership roles.



**b. Mentorship and Sponsorship Programs:**

To address the gender leadership gap, mentorship and training possibilities will be provided for all members of the team regardless of their gender. These initiatives will provide guidance and active support for career development, particularly for women.

**c. Leadership Training:**

The organization invests in leadership and subject -matter training programs to equip current and future leaders with the skills to lead inclusively. These programs will address unconscious biases and promote a culture of diversity and respect.

**3. Gender Equality in Recruitment and Career Progression:**

**a. Bias-Free Recruitment Practices:**

To eliminate gender biases in recruitment, the organization will implement fair recruitment processes. Gender indicators will be disregarded from CVs during initial screening, and recruiters will be obliged to perform the recruitment process with use of the bias-free interviewing techniques.

**b. Career Development Programs:**

Comprehensive career development programs will be introduced to provide equal opportunities for skill development and promotions. These programs will include mentorship and coaching initiatives to guide employees in their career paths.

**c. Transparent Salary Policies:**

To ensure pay equity, the organization has adopted transparent salary policies, disclosing salary ranges for each position. There are no distinctions between genders. Every position has equal pay regardless of gender.

**4. Integration of the Gender Dimension into Research and Teaching Content:**

**a. Inclusive Curriculum Design:**

The organization actively encourages the integration of gender perspectives into course content across disciplines. Also all subject -matter areas of activities of the company are open to all regardless of their gender. Educational materials are always prepared to reflect diverse gender experiences and contributions.

**b. Research Funding Criteria:**

Gender equality criteria are incorporated into research funding applications, assessing how projects contribute to gender equality. The organization will encourage research that addresses gender disparities and challenges. Participation in programs is open to all members of the organization regardless of their gender.



c. Gender-Responsive Teaching Methods:

Promoting gender-responsive teaching methods is a priority. Educators are trained to create inclusive learning environments free from gender stereotypes, fostering an atmosphere of equality. This is valid also for creation of all educational programs, materials, courses. By design they are and will be inclusive and the values of the inclusiveness will be underlined in materials for educator.

5. Measures Against Gender-Based Violence and Sexual Harassment:

a. Clear Policies and Reporting Mechanisms:

Comprehensive policies against gender-based violence and sexual harassment has been established. Clear reporting mechanisms, ensuring confidentiality for victims, has been implemented. They are part of this document below.

b. Training and Awareness Programs:

Training sessions on preventing and addressing gender-based violence will be conducted. Awareness campaigns, workshops, and seminars will be organized to create a safe and respectful workplace.

c. Support for Victims:

Support services for victims, including counseling and legal assistance, will be provided. The organization will ensure a victim-centric approach in investigations and disciplinary actions.

6. Monitoring and Evaluation:

a. Data Collection:

The organization will collect and analyze gender-disaggregated data at various stages of employment, from recruitment to career progression. Regular reviews and updates of diversity and inclusion metrics will be conducted.

b. Impact Assessment:

Regular impact assessments will be conducted to evaluate the effectiveness of gender equality initiatives. Feedback from employees will be used to refine and improve policies and programs.

c. Accountability Mechanisms:

The organization is committed to establishing accountability mechanisms at all levels, including leadership. Regular reviews will ensure adherence to gender equality principles and prompt actions to address any shortcomings.





## **Policy Against Gender-Based Violence and Sexual Harassment**

This policy outlines the commitment of Smart Secure Networks to maintaining a safe and respectful working environment free from gender-based violence and sexual harassment. Aligned with legal requirements and international standards, this policy aims to foster a workplace culture that promotes dignity, equality, and accountability. All employees, contractors, clients, and visitors are expected to adhere to this policy, contributing to a harmonious and inclusive workplace.

### **1. Policy Statement:**

Smart Secure Networks is committed to providing a workplace that is free from gender-based violence and sexual harassment. This policy applies to all individuals associated with the organization, including employees, contractors, clients, and visitors. We recognize the importance of fostering a culture of respect, dignity, and equality for everyone.

### **2. Definitions:**

- **Gender-Based Violence:** Any act that results in, or is likely to result in, physical, sexual, or psychological harm or suffering based on a person's gender. This includes threats, coercion, or arbitrary deprivation of liberty.
- **Sexual Harassment:** Any unwanted conduct of a sexual nature that has the purpose or effect of violating the dignity of a person, creating an intimidating, hostile, degrading, humiliating, or offensive environment.

### **3. Scope:**

This policy covers all aspects of work-related activities, including but not limited to, offices, events, business trips, social gatherings, and virtual interactions. It extends to all channels of communication, both internal and external.

### **4. Prevention:**

- **Training and Awareness:** Smart Secure Networks will provide training on preventing gender-based violence and sexual harassment. This training will encompass recognizing, preventing, and addressing such behaviors.
- **Promotion of Reporting Channels:** Employees will be informed of the available reporting channels and encouraged to report any incidents promptly. These channels will be confidential and accessible to all, ensuring a safe space for disclosure.



#### 5. Reporting Procedures:

- Confidentiality: Reports of gender-based violence and sexual harassment will be treated with the utmost confidentiality. Only individuals directly involved in the investigation process will be informed.
- Multiple Reporting Channels: Multiple reporting channels will be provided, including a designated HR representative, an anonymous hotline, and an online reporting platform. This ensures that individuals can choose the method most comfortable for them.
- No Retaliation: Smart Secure Networks prohibits retaliation against individuals who report incidents of gender-based violence or sexual harassment. Any form of retaliation will be treated as a serious violation of this policy.

#### 6. Investigation and Resolution:

- Prompt Investigation: Smart Secure Networks is committed to conducting prompt, fair, and impartial investigations into all reported incidents. Investigations will be thorough, taking into account the perspectives of all parties involved.
- Disciplinary Action: If an investigation confirms that gender-based violence or sexual harassment has occurred, appropriate disciplinary action will be taken, ranging from counseling and training to suspension or termination, depending on the severity of the offense.
- Appeals Process: A transparent appeals process will be in place for both the complainant and the accused. This ensures fairness and due process in resolving disputes.

#### 7. Support for Victims:

- Counseling Services: Smart Secure Networks will provide access to counseling services for individuals who have experienced gender-based violence or sexual harassment. These services will be confidential and supportive.
- Legal Assistance: Where applicable, Smart Secure Networks will provide information and support regarding legal avenues available to victims.
- Temporary Measures: In situations where necessary and feasible, Smart Secure Networks will implement temporary measures to protect the well-being of the victim, such as adjusting work arrangements or providing a temporary relocation.

#### 8. Education and Training:

- Training Programs: Smart Secure Networks is committed to make accessible education and training programs on preventing gender-based violence and sexual harassment. These programs will be mandatory for all employees.



- Promotion of Organizational Values: Training will emphasize the importance of organizational values and expectations regarding respectful behavior.

#### 9. External Partnerships:

- Collaboration with External Organizations: Smart Secure Networks will collaborate with external organizations specializing in gender-based violence prevention to continuously improve its policies and practices.

- Industry Benchmarking: The organization will engage in industry benchmarking to stay abreast of best practices in preventing and addressing gender-based violence and sexual harassment.

#### 10. Policy Review:

- Regular Review: This policy will be subject to regular review to ensure its relevance and effectiveness. Any necessary updates will be made based on changes in legislation, societal expectations, or organizational needs.

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