

Gender Equality Plan (GEP) & Checklist

ESQlabs GmbH

Version: V1.0

Valid from: 01.01.2024

Contents

1. Basic Information	2
2. EU Minimum Requirements Checklist	2
3. Key Areas & Objectives.....	2
3.1 Workforce & Recruitment.....	2
3.2 Career Development & Leadership	2
3.3 Work–Life Balance & Organisational Culture	2
3.4 Gender Dimension in Research & Innovation Content	3
3.5 Measures Against Gender-Based Violence and Harassment.....	3
4. Monitoring & Evaluation	3
5. Implementation Timeline	3

1. Basic Information

Organisation Name	ESQlabs GmbH
Type of organisation	SME
Date of adoption	01.01.2024
Responsible unit/person	Rene Meyer, Finance Lead
Period covered	2024-2027
Public access	esqlabs.com/wp-content/uploads

2. EU Minimum Requirements Checklist

Requirement	Description	Status
1. Public document	GEP is published on the organisation's website and accessible to all staff.	☒ Done / ☐ Planned
2. Dedicated resources	A person or unit is responsible for gender equality actions (e.g. HR, Diversity Officer).	☒ Done / ☐ Planned
3. Data collection & monitoring	Sex/gender-disaggregated data collected annually (recruitment, promotions, pay, etc.).	☒ Done / ☐ Planned
4. Training & awareness	Regular gender equality and unconscious bias training for staff and leadership.	☐ Done / ☒ Planned
5. Institutional commitment	The organisation's management has formally approved and supports the plan.	☒ Done / ☐ Planned

3. Key Areas & Objectives

3.1 Workforce & Recruitment

- Ensure gender-balanced recruitment panels.
- Use inclusive language in job ads.
- Track applicant pool and hiring data by gender.
- Encourage applications from underrepresented genders.

3.2 Career Development & Leadership

- Implement mentoring or sponsorship programmes.
- Set internal targets for gender balance in leadership roles.
- Offer transparent promotion criteria and evaluation procedures.
- Support work-life balance (e.g. flexible schedules, parental leave).

3.3 Work-Life Balance & Organisational Culture

- Promote flexible working arrangements.
- Ensure equal access to parental leave and reintegration support.
- Address workplace culture issues (e.g. stereotypes, bias).
- Encourage zero tolerance of harassment or discrimination.

3.4 Gender Dimension in Research & Innovation Content

- Integrate sex/gender analysis into research design when relevant.
- Provide training on how to consider gender in R&I.
- Require gender analysis in internal proposal templates (if applicable).

3.5 Measures Against Gender-Based Violence and Harassment

- Adopt a clear anti-harassment policy and procedures.
- Provide confidential reporting channels.
- Offer training and victim support mechanisms.

4. Monitoring & Evaluation

Indicator	Description	Frequency
Gender composition of staff	% women/men/non-binary by role and level	Annual
Gender pay gap	Average difference in salaries by gender	Annual
Training participation	% of staff trained on gender equality	Annual
Promotion rates	Gender distribution of promotions	Annual
Survey results	Staff perception of equality and inclusion	Biennial

5. Implementation Timeline

Action	Responsible	Deadline	Status
Appoint GEP Coordinator	HR Department	Q1 2024	☒
Publish GEP on website	Communications	Q1 2024	☒
Conduct gender data baseline	HR Analytics	Q2 2024	☒
Launch awareness campaign	Diversity Office	Q2 2026	☐
Review & update GEP	Management	Annual	☒