

GENDERGLEICHSTELLUNGSPLAN (GEP)

GENDER EQUALITY PLAN (GEP)

Version 1.0

Wiener Neustadt, November 2023



Content

| | | |
|-------------|---|----------|
| 1. | Commitment to gender equality | 3 |
| 1.1. | Corporate culture | 3 |
| 1.2. | Statement by the management..... | 3 |
| 1.3. | Implementation and responsibility | 3 |
| 1.4. | Scope of application..... | 3 |
| 1.5. | Publication..... | 3 |
| 2. | Current status | 3 |
| 3. | Objectives of the GEP | 4 |
| 4. | GEP measures and their implementation | 4 |
| 4.1 | Structural implementation of the GEP and equal opportunities officer | 4 |
| 4.2 | Equality-oriented organizational culture and gender competence..... | 4 |
| 4.3 | Work-life balance | 5 |
| 4.4 | Equality in recruitment and career progression..... | 5 |
| 4.5 | Diversity in leadership and decision-making | 6 |
| 4.6 | Preventing gender-based violence and gender-based discrimination..... | 6 |
| 5. | Monitoring and evaluation..... | 6 |
| 6. | Objectives and measures 2023-2024 | 6 |

Gender equality plan (GEP)

1. Commitment to gender equality

1.1. Corporate culture

ACMIT cultivates an open and lively corporate culture. Gender equality, equal social opportunities and work-life balance are perceived as important aspects of daily collaboration. The interculturality of the ACMIT team is an enriching factor and contributes significantly to problem-solving skills in day-to-day research.

The principle of equal treatment states that no one may be discriminated against based on gender, age, origin or ethnicity, religion or ideology, sexual orientation or disability. This principle applies to all business areas at ACMIT.

1.2. Statement by the management

The ACMIT management is committed to supporting and promoting an active equality policy and a culture of recognition and mutual appreciation with the aim of social and societal diversity. The ACMIT management fully supports the equality plan and provides the necessary resources to implement the planned measures.

1.3. Implementation and responsibility

The topic of gender equality is firmly anchored in HR management and is actively supported by internal, trained gender officers.

The topic of "equality" will be incorporated even more strongly into the corporate culture.

1.4. Scope of application

The GEP applies to all work areas and employees of ACMIT.

1.5. Publication

The current version of the GEP can be found on the ACMIT website under "Gender & Diversity".

2. Current status

The greatest gender-specific challenge is currently the low proportion of women employed in the scientific and technical sector. Women are significantly underrepresented, particularly at management level. Particular attention is already being given to the recruitment and development of female managers.

- The proportion of women is currently 34%. This means that ACMIT is in the good average of the equality survey in non-university research. The proportion of women in the entire company is 36%.
- The proportion of women in leadership positions in research is 50%, but only 18% of women work in leadership positions across the company.
- The part-time rate for women is currently 80%, significantly higher than for men at 30%.

ACMIT actively offers part-time options and parental leave in order to defuse the multiple burdens of work and family for all employees. These are also gladly accepted by the employees.

In 2022 and 2023, employees have used the following parental leave options and special forms of employment:

- 3 new fathers, both the “Papa month” and 2 months of maternity leave
- 1 employee reintegration part-time
- 2 employees complete part-time training
- 1 male and 1 female employee are in partial retirement

3. Objectives of the GEP

- Implementation of a development process with concrete equality goals
- Establishing a common understanding of equality and gender
- Ensuring equal opportunities for all employees and applicants
- Appreciative and dignified working environment
- Improving the compatibility of work and private life (balanced work life balance)
- Promoting women and gender mainstreaming at all organizational and hierarchical levels
- Recognizing and taking advantage of opportunities and possibilities at different stages of life
- Inclusion of people with disabilities

In order to be able to define meaningful measures to implement the equality goals, an analysis of the relevant initial data is carried out. Existing personnel data is analyzed, data gaps are identified and, if necessary, our own surveys are carried out to close these data gaps. This leads to the recognition of the need for action and the identification of potential for improvement, and at the same time creates a baseline for future monitoring.

4. GEP measures and their implementation

Concrete measures to achieve the objectives were defined and their implementation was tracked and checked with the support of the internal action plan 2023-2025.

4.1 Structural implementation of the GEP and equal opportunities officer

The GEP and the associated measures are presented in all committees as well as in regular internal meetings and in the internal newsletter. As part of the annual equality monitoring, concerns and suggestions are collected, which are incorporated into the specific measures for the next financial year. The monitoring is published internally, annually and the GEP is updated.

4.2 Equality-oriented organizational culture and gender competence

ACMIT promotes the implementation of equality and equal opportunities in all internal structures and processes. The equal treatment policy is supported by every single member of the company. The needs that arise from different gender identities, ethnic affiliations or different stages of life are recognized. Any type of discrimination will be dealt with immediately as soon as it becomes known.

Planned measures:

- linguistic equal treatment
- Raising awareness through information discussions and information offers
- Communication of the implementation of the GEP as a contribution to raising awareness and cultural change
- Internal communication, e.g. Awareness measures in the internal meeting culture
- External communication, e.g. Commitment to equality on the website

4.3 Work-life balance

Flexible options for shaping own work-life balance not only contribute greatly to ensuring gender equality when it comes to care responsibilities, they also contribute a lot to a motivated and productive working environment. Employees should be able to develop professionally and personally with the best possible consideration of their personal living conditions, thereby establishing a culture of mutual consideration, team spirit and respect.

Planned measures:

- Improving work-life balance
- Tasks can be completed during normal working hours
- Flexible working time models
- Family-friendly working environment (tolerance for care and caring responsibilities)
- Promoting mental and physical health
- Promoting family time

4.4 Equality in recruitment and career progression

In personnel planning and development, the possibility of family time is taken into account in the career planning of both genders. Acceptance of the special situation of caring responsibilities and sensitivity to different life situations and genders are encouraged among all employees. Applications and career plans from women are particularly welcome and will be considered.

Planned measures:

- Formulation of gender-sensitive job advertisements
- Inclusion of employees with gender expertise in the hiring and promotion process
- A mix of genders is preferred when filling substitute positions
- Employment contracts are prepared in female, male and, if necessary, gender-neutral form
- The onboarding process includes information about measures to promote equality, social benefits and work-life balance
- Inclusion of questions about gender issues, employee satisfaction and protection of human dignity in the workplace in onboarding and offboarding as well as in the annual development meeting
- Support when returning to work after maternity leave, family leave, care or illness
- Further training specifically to women is being researched and actively offered to female employees
- Women become visible as top performers on the website
- Active support for career development and personal development

4.5 Diversity in leadership and decision-making

ACMIT takes into account the different effects on gender in all corporate policy decisions. Employees can trust that they will be treated fairly regardless of nationality, gender, sexual orientation and age.

Planned measures:

- Regular employee satisfaction surveys
- Survey of personal ideas and needs for inclusion (culture of equality) as part of the annual development discussion

4.6 Preventing gender-based violence and gender-based discrimination

Planned measures:

- Contact point for those affected will be created
- Bullying/sexual harassment will not be tolerated
- Organizational culture of appreciation and recognition
- Measures to increase sensitivity to inequalities

5. Monitoring and evaluation

The goals and measures of the GEP are analyzed once a year and the results of equality monitoring are evaluated with the involvement of the entire organization. Once a year, data on diversity, income and working environment is collected and evaluated.

The GEP will be updated and published on the website.

6. Objectives and measures 2023-2024

| Objective | Measures |
|-----------------------------------|---|
| Provision of resources | Financing of gender equality measures |
| Analysis of the initial situation | Data collection and identification of data gaps |
| | Collection of missing data |
| | Baseline for monitoring |
| Expansion of gender expertise | Training for HR and EOO |
| | Raising management awareness of gender equality issues |
| | Creating a common understanding of equality and gender |
| | Increasing gender awareness |
| Gender balance in all areas | Analysis of structural causes and review of the necessary prerequisites |
| | Gender expertise in the recruiting process |
| | Offering targeted support and further training measures for female candidates |

| Objective | Measures |
|--|---|
| Dealing sensitively with all gender identities | Use of gender-sensitive language |
| | Awareness training for team leaders |
| | Implementation of awareness in the teams |
| | Raising awareness through information offerings |
| | Communication about sensitive handlings external |
| Work-life balance | Flexible working time models |
| | Promoting family time |
| | Sabbatical and temporary change in working hours |
| | Introduction of family-friendly meeting schedules |
| | Individual solutions for care obligations |
| Workplace Health Promotion | Alternative job models (e.g. job sharing) |
| | Evaluation of psychosocial stress in the workplace |
| | Offers for company health promotion by the Austrian Regional Health Insurance (ÖGK) |
| Equality in recruiting and careers Gender mainstreaming | Internal communication |
| | Gender-appropriate formulation of job advertisements and all relevant documents in HR |
| | Inclusion of gender expertise in job interviews |
| | Information about equality-promoting measures in onboarding |
| | Personnel development taking into account personal possibilities and wishes |
| | Participation in initiative programs to promote women |
| | Individual support in returning to work after family leave or illness |
| Diversity in leadership and decision-making | Promotion and presentation of role models |
| | Integration of diversity competence in corporate policy decisions |
| Zero-tolerance culture regarding sexual harassment | Increasing the proportion of women in leadership positions |
| | Confidential contact point for employees |
| | Development of a procedure in (suspected) cases of sexual harassment |
| | Training offer for interested employees |
| Monitoring and evaluation | Collection of data regarding sexual harassment |
| | Annual collection of monitoring data |
| | Annual update of the GEP |