

Gender Equality Plan (GEP)

TUPAREV SOFTWARE

EIK: 130538810

1. Introduction and Purpose

TUPAREV SOFTWARE is committed to promoting gender equality, diversity and inclusion in all aspects of its work.

This Gender Equality Plan (GEP) aligns with the **Horizon Europe** requirements and sets out the company's formal strategy to ensure equal opportunities, prevent discrimination and foster a safe, inclusive working environment.

The objectives of this plan are:

- To guarantee equal treatment and career opportunities for all employees.
- To ensure transparent and non-discriminatory HR processes.
- To support work–life balance for all genders.
- To strengthen awareness and capacity on gender equality within the company.

2. Public Availability

This Gender Equality Plan is:

- Approved by company management
- Available to all employees
- Accessible upon request to partners, stakeholders and funders

3. Dedicated Resources

TUPAREV SOFTWARE allocates the following resources to ensure the implementation of the GEP:

- **GEP Officer:** The company manager is responsible for monitoring gender equality actions.
- **Administrative time:** Up to 8–12 hours per year for monitoring indicators and updating this plan.
- **Training budget:** Annual allocation for staff training on equality, inclusion and respectful workplace culture.

4. Data Collection and Monitoring

TUPAREV SOFTWARE commits to annual monitoring using sex-disaggregated data for:

- Workforce composition

- Recruitment and selection
- Promotions
- Salary levels
- Training and professional development

If imbalances or risks of discrimination are identified, corrective measures will be implemented.

5. Training and Awareness

The company will:

- Provide annual internal briefings or short online courses on:
 - gender equality
 - unconscious bias
 - prevention of harassment
- Ensure onboarding includes the company's Code of Conduct and equality principles.

6. Equal Opportunities in Recruitment and Career Development

TUPAREV SOFTWARE ensures that:

- Job descriptions use gender-neutral language.
- Selection criteria are transparent and based on competencies.
- All genders have equal access to training and career development.
- Interview panels (if more than one person) aim for gender-balanced representation where possible

7. Work–Life Balance and Inclusive Culture

The company supports:

- Flexible working hours
- Remote work arrangements
- Family and parental leave for all genders
- Return-to-work flexibility after parental leave

TUPAREV SOFTWARE maintains a respectful, safe and inclusive work environment for all employees.

8. Gender Pay Equality

The company is committed to:

- Ensuring equal pay for equal work
- Conducting annual pay analysis
- Addressing any unjustified pay gaps between genders

9. Prevention of Harassment and Discrimination

TUPAREV SOFTWARE has a **zero-tolerance policy** for any form of:

- Gender-based discrimination
- Sexual harassment
- Bullying or verbal abuse

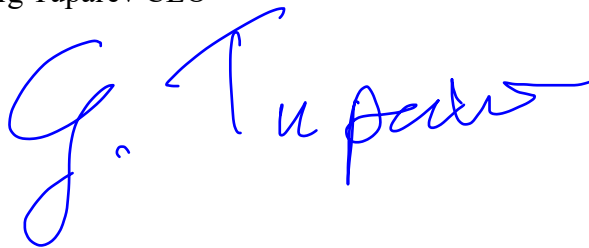
Employees can confidentially report concerns to management. Appropriate actions will be taken.

10. Governance, Responsibilities and Annual Review

- The company manager (or designated GEP Officer) oversees the implementation of this plan.
- The GEP is reviewed **annually**.
- Updated versions are communicated to all employees and relevant stakeholders.

This Gender Equality Plan was adopted by the management of TUPAREV SOFTWARE on **28.08.2024**.

Georg Tuparev CEO

A handwritten signature in blue ink, appearing to read 'G. Tuparev', is written below the printed name.