

Gender Equality Plan

1. Introduction and Commitment by Management

Purpose of the Gender Equality Plan

At Metatopia, we recognize that promoting gender equality is not only a matter of fairness but also a critical factor in fostering innovation, productivity, and sustainable growth. A **Gender Equality Plan (GEP)** serves as a structured framework to address systemic barriers and biases, ensuring an inclusive workplace where all employees can thrive. This plan reflects our commitment to creating a professional environment that values diversity, promotes equal opportunities, and supports work-life balance.

Management Commitment

Metatopia's leadership is fully committed to the principles of gender equality and diversity. This plan is endorsed and signed by our top management, reaffirming our dedication to implementing and monitoring the actions outlined within. By embedding gender equality into our organizational culture, decision-making processes, and daily practices, we aim to lead by example and inspire others to prioritize inclusion in the workplace.

Publication and Transparency

This Gender Equality Plan will be publicly accessible on the official Metatopia website. By sharing this document, we ensure transparency, accountability, and an open invitation for dialogue and collaboration with our stakeholders, employees, and the broader community.

2. Objectives and Strategy

Objectives of the Gender Equality Plan

The Gender Equality Plan (GEP) at Metatopia aims to achieve the following key objectives:

- **Promote gender equality across all levels of the organization:** Ensure that every employee, regardless of gender, has access to equal opportunities for growth, development, and contribution to the company's success.
- **Increase the participation of women in leadership roles:** Encourage and support the advancement of women into decision-making positions by fostering an inclusive culture and addressing barriers to career progression.

- **Foster a culture of diversity and inclusion:** Establish an organizational environment where diverse perspectives are valued, unconscious biases are mitigated, and collaboration thrives.
- **Embed gender considerations into research and innovation:** Integrate a gender dimension in the design, execution, and evaluation of research and technological projects undertaken by Metatopia.
- **Combat gender-based violence and discrimination:** Develop and implement robust policies and procedures to ensure a safe, respectful, and harassment-free workplace for all employees.

Alignment with Metatopia's Values and Strategic Goals

Metatopia's mission is rooted in innovation, excellence, and sustainability. Achieving gender equality aligns directly with these values by driving creativity, enhancing organizational resilience, and ensuring equitable access to opportunities. The GEP contributes to Metatopia's strategic goals by:

- Strengthening the company's reputation as an employer of choice committed to diversity and inclusion.
- Enhancing team performance and collaboration through diverse perspectives and equitable representation.
- Supporting sustainable growth by embedding gender-sensitive practices in both internal operations and external collaborations.

By aligning the GEP with Metatopia's vision and priorities, we ensure that gender equality becomes an integral component of our organizational DNA, contributing to our long-term success and societal impact.

3. Responsibilities and Resources

Implementation Responsibilities

To ensure the effective implementation and monitoring of the Gender Equality Plan (GEP), Metatopia has established a dedicated **Gender Equality Task Force**. This task force includes representatives from key departments, HR professionals, and individuals with expertise in gender-related issues. The primary responsibilities of the task force are:

- Overseeing the implementation of GEP actions and initiatives.
- Monitoring progress through regular reviews and updates.
- Collecting and analyzing gender-disaggregated data to measure outcomes.
- Reporting findings to senior management and stakeholders annually.

A designated **Gender Equality Officer** will serve as the focal point for all gender-related initiatives, ensuring accountability, coordination, and adherence to the plan's objectives.

Resources Allocation

Metatopia is committed to providing the necessary resources to support the successful execution of the GEP. These resources include:

- **Human Resources:**
 - Allocation of staff members dedicated to GEP initiatives, including project coordinators, trainers, and data analysts.
 - Engagement of external experts to conduct specialized training and workshops.
- **Financial Resources:**
 - Allocation of a specific budget to support gender equality actions, including training programs, awareness campaigns, and organizational improvements.
 - Investment in tools and technologies to collect, manage, and analyze gender-related data effectively.

By ensuring adequate resources and clear responsibilities, Metatopia demonstrates its commitment to embedding gender equality into the core of its organizational framework and culture.

4. Data Collection and Monitoring

Gender-Disaggregated Data Collection

To ensure accountability and track the progress of gender equality initiatives, Metatopia will implement a robust system for collecting and analyzing gender-disaggregated data. This process will include:

- **Personnel Data:**

- Tracking the gender composition across all organizational levels and departments.
- Monitoring hiring, promotions, and turnover rates disaggregated by gender.
- **Pay Equity:**
 - Conducting annual reviews of salary data to identify and address potential gender-based pay gaps.
- **Leadership Representation:**
 - Assessing the participation of women and men in leadership roles, decision-making bodies, and project teams.

Key Indicators and Monitoring Mechanisms

Metatopia will define a set of measurable indicators to evaluate progress toward gender equality goals. These indicators will include metrics such as:

- Percentage of women and men in leadership positions.
- Gender ratios in recruitment and promotions.
- Pay gap analysis results.
- Participation rates in gender equality training programs.

Annual Reporting and Transparency

An **Annual Gender Equality Report** will be prepared based on the collected data and indicators. This report will:

- Highlight achievements and areas for improvement.
- Provide recommendations for the upcoming year.
- Be shared with senior management and published on the Metatopia website to ensure transparency and stakeholder engagement.

By establishing a systematic approach to data collection and reporting, Metatopia reaffirms its commitment to evidence-based decision-making and continuous improvement in gender equality practices.

5. Training and Awareness

Training Programs on Gender Equality and Bias

Metatopia is committed to fostering a workplace culture that values inclusivity and combats unconscious biases. To achieve this, the company will design and implement comprehensive training programs targeting all employees. These programs will focus on:

- **Gender Equality Awareness:**
 - Educating employees on the importance of gender equality and its role in fostering innovation and productivity.
 - Addressing common stereotypes and challenging gender-based assumptions.
- **Unconscious Bias Training:**
 - Helping employees recognize and mitigate unconscious biases that can influence workplace interactions and decision-making processes.

Targeted Training for Leadership and Recruitment Decision-Makers

Recognizing the pivotal role of leaders and recruitment teams in driving change, Metatopia will provide specialized training for these groups. Key areas include:

- **Inclusive Leadership:**
 - Equipping managers and senior leaders with the skills to promote equitable practices, create diverse teams, and support career development for all employees.
- **Bias-Free Recruitment and Promotion:**
 - Training hiring managers and recruitment teams on fair evaluation practices to ensure gender-neutral hiring and career advancement processes.

Delivery Methods and Accessibility

The training programs will be delivered through a variety of formats to ensure accessibility and engagement, including:

- Interactive workshops and seminars.
- Online modules for flexible learning.

- Case studies and role-playing exercises to simulate real-life scenarios.

By equipping employees and decision-makers with the knowledge and tools to address gender biases, Metatopia aims to build a more inclusive and equitable organizational culture.

6. Thematic Areas and Actions

6.1. Work-Life Balance

Metatopia recognizes the importance of supporting employees in achieving a healthy balance between their professional and personal lives. By promoting flexible working arrangements and providing targeted support for employees with family responsibilities, the company aims to create a more inclusive and supportive work environment.

Actions and Initiatives:

- **Flexible Work Arrangements:**
 - Introduce and promote remote work options, hybrid work models, and flexible working hours to accommodate diverse needs.
 - Ensure equal access to flexible arrangements for all employees, regardless of gender or role.
- **Parental and Family Support:**
 - Enhance parental leave policies to support both parents equally, encouraging shared caregiving responsibilities.
 - Provide additional leave or support options for employees with caregiving responsibilities for children, elderly family members, or others in need.
- **On-Site and Virtual Support Services:**
 - Explore the feasibility of offering childcare facilities or partnerships with local childcare providers.
 - Offer virtual support, such as counseling or resources, to help employees manage work-life balance challenges.
- **Awareness Campaigns:**

- Conduct workshops and seminars focused on stress management, time management, and the importance of work-life balance.
- Raise awareness among leadership about the importance of supporting work-life balance to foster a more empathetic organizational culture.

By addressing work-life balance through these actions, Metatopia seeks to improve employee well-being, increase productivity, and attract and retain top talent across all demographics.

6.2. Gender Balance in Leadership and Decision-Making

Metatopia is committed to increasing the representation of women in leadership roles and decision-making positions. A balanced and diverse leadership team enhances innovation, improves decision-making, and strengthens organizational resilience.

Actions and Initiatives:

- **Mentorship and Leadership Development Programs:**
 - Implement mentorship programs to support women in developing leadership skills and navigating career progression pathways.
 - Provide targeted leadership training focused on skill-building, confidence enhancement, and strategic thinking for aspiring female leaders.
- **Diverse Talent Pipeline:**
 - Identify and nurture high-potential female employees for leadership roles through career planning and personalized development opportunities.
 - Establish clear and measurable targets for gender diversity in leadership roles and regularly monitor progress.
- **Bias-Free Decision-Making:**
 - Review and revise internal promotion processes to ensure they are free from bias and based solely on merit and potential.
 - Train leadership teams and decision-makers on the importance of gender diversity and how to avoid unconscious biases.
- **Visibility and Recognition:**

- Create opportunities for women to take on visible and impactful projects, increasing their presence and recognition within the organization.
- Celebrate and promote the achievements of women leaders within Metatopia to inspire others and reinforce commitment to gender equality.

By implementing these initiatives, Metatopia aims to create an organizational culture where leadership opportunities are accessible to all, fostering innovation and inclusivity at every level.

6.3. Equality in Recruitment and Career Development

Metatopia is committed to ensuring equality of opportunity throughout its recruitment and career progression processes. By fostering transparency and implementing strategies to eliminate biases, the company aims to create a fair and equitable pathway for all employees.

Actions and Initiatives:

Transparent and Fair Recruitment Processes:

- **Standardized Recruitment Procedures:**
 - Develop and implement clear, structured interview and assessment processes to minimize subjective judgments.
 - Use predefined criteria for evaluating candidates to ensure consistency and fairness.
- **Anonymous Applications:**
 - Introduce anonymized CV screening to eliminate bias based on gender or other personal characteristics.
- **Diverse Candidate Pools:**
 - Actively promote job openings to underrepresented groups and encourage diverse candidates to apply.
 - Partner with organizations that support women and other underrepresented groups in STEM and related fields.

Eliminating Stereotypes in Performance Evaluations:

- **Bias Awareness in Evaluations:**

- Train managers and evaluators to recognize and address unconscious biases in performance reviews and promotions.
- Use gender-neutral language and objective criteria in performance evaluation forms.
- **Regular Review of Evaluation Metrics:**
 - Monitor evaluation outcomes to identify and address potential gender disparities.
 - Adjust promotion and development criteria to ensure they reflect diverse experiences and contributions.

Mentorship and Development Programs:

- **Gender-Inclusive Career Development:**
 - Establish mentorship programs to support the career growth of women and other underrepresented employees.
 - Provide equal access to training, certifications, and leadership development opportunities.

Through these targeted actions, Metatopia aims to remove barriers and promote equality, ensuring all employees have equal opportunities to succeed and thrive.

6.4. Integration of the Gender Dimension into Research and Technology

Metatopia is committed to incorporating a gender perspective in all its research and technological initiatives, ensuring that its projects and innovations benefit from diverse insights and address the needs of all genders equitably. By promoting gender equality in research and development (R&D), Metatopia aims to enhance innovation, inclusivity, and societal impact.

Actions and Initiatives:

Promoting Gender Equality in Research Teams:

- **Diverse Team Composition:**
 - Encourage balanced gender representation in research and development teams.

- Set internal targets for increasing female participation in technical and leadership roles within R&D projects.
- **Support for Women in Technology:**
 - Provide scholarships, mentorship programs, and professional development opportunities for women in STEM fields.
 - Highlight female role models and leaders in technology through company communications and events.

Incorporating Gender Analysis into Research Content:

- **Gender-Sensitive Research Design:**
 - Include gender analysis as a standard component of project planning and implementation.
 - Ensure research methodologies and outcomes consider gender-specific impacts and opportunities.
- **Inclusive Product Development:**
 - Design technological solutions and products that address the diverse needs of all users, including those shaped by gender differences.

Training and Awareness in Gender and Technology:

- **Capacity Building for Researchers:**
 - Provide training on integrating gender perspectives in research and innovation projects.
 - Share best practices and case studies demonstrating the benefits of gender-sensitive approaches in technology.
- **Awareness Campaigns:**
 - Promote the importance of gender equality in R&D through internal and external campaigns, workshops, and conferences.

By embedding gender considerations into its research and technological projects, Metatopia aims to lead by example, showcasing how inclusive innovation can drive better outcomes for society as a whole.

6.5. Measures Against Gender-Based Violence and Sexual Harassment

Metatopia upholds a zero-tolerance policy for all forms of gender-based violence and sexual harassment, ensuring a safe and respectful workplace for all employees. Through comprehensive policies, support mechanisms, and awareness campaigns, the company is dedicated to preventing incidents and addressing them effectively if they occur.

Actions and Initiatives:

Zero-Tolerance Policy:

- **Clear Policies and Guidelines:**
 - Establish and enforce a clear, zero-tolerance policy against gender-based violence and sexual harassment.
 - Communicate these policies regularly to all employees through handbooks, training, and internal communications.
- **Supportive Culture:**
 - Foster an environment where employees feel empowered to speak up against inappropriate behavior without fear of retaliation.
 - Encourage bystander intervention and promote collective responsibility in maintaining a safe workplace.

Anonymous Reporting Mechanisms:

- **Confidential Reporting Channels:**
 - Create anonymous and confidential channels (e.g., online forms, hotlines) for employees to report incidents securely.
 - Ensure these mechanisms are accessible, user-friendly, and available in multiple languages if necessary.
- **Clear Reporting Procedures:**

- Outline step-by-step reporting procedures to ensure employees know how and where to report incidents.
- Guarantee a prompt, impartial, and thorough investigation process for all reported cases.

Awareness and Prevention:

- **Training Programs:**

- Conduct regular training sessions to educate employees about recognizing and preventing gender-based violence and harassment.
- Provide specialized training for managers and HR professionals on handling sensitive reports and fostering a culture of respect.

- **Awareness Campaigns:**

- Launch awareness initiatives to promote understanding of gender-based violence and its impact on individuals and teams.
- Display posters, flyers, and digital messages reinforcing zero-tolerance policies in common areas and online platforms.

Support Systems for Victims:

- **Access to Resources:**

- Provide access to counseling, legal support, and other resources for victims of gender-based violence and harassment.
- Partner with external organizations specializing in victim support and advocacy.

By taking these proactive measures, Metatopia strives to ensure that all employees work in an environment free from fear, discrimination, and harassment, fostering trust, respect, and dignity across the organization.

7. Evaluation and Revision Methods

Monitoring Progress

Metatopia is committed to the continuous evaluation of its Gender Equality Plan (GEP) to ensure its effectiveness and alignment with organizational goals. To achieve this, the following monitoring processes will be implemented:

- **Regular Data Collection and Analysis:**
 - Collect gender-disaggregated data on recruitment, promotions, pay equity, leadership representation, and other relevant metrics.
 - Conduct quarterly reviews of progress against predefined indicators to identify trends and gaps.
- **Progress Reports:**
 - Prepare an annual progress report summarizing achievements, challenges, and lessons learned.
 - Share findings with senior management, employees, and stakeholders to maintain transparency and accountability.
- **Employee Feedback:**
 - Conduct regular surveys and feedback sessions to gauge employee perceptions of gender equality initiatives and workplace inclusivity.

Revising the GEP

The GEP will be treated as a living document, subject to regular updates and refinements based on evaluation findings. Proposed revision methods include:

- **Annual Review:**
 - Conduct a comprehensive review of the GEP at the end of each year, incorporating feedback from employees, managers, and external stakeholders.
 - Assess the effectiveness of implemented actions and update targets as needed.
- **Incorporating New Insights and Practices:**
 - Stay informed about emerging best practices and research on gender equality and integrate them into the GEP.

- Adapt the plan to reflect changes in organizational structure, legal frameworks, or societal expectations.
- **Collaborative Approach:**
 - Involve the Gender Equality Task Force and other key stakeholders in revising the plan to ensure diverse perspectives and expertise are considered.

By implementing a structured process for evaluation and revision, Metatopia will ensure that its Gender Equality Plan remains relevant, effective, and impactful over time, driving sustained progress toward its goals.

8. Conclusion and Future Steps

Summary of Achievements

Metatopia's Gender Equality Plan (GEP) reflects the company's commitment to fostering a workplace where diversity, equity, and inclusion thrive. Through the actions outlined in this plan, we aim to:

- Promote a balanced work-life culture and provide equal opportunities for all employees.
- Strengthen the representation of women in leadership and decision-making roles.
- Ensure recruitment, career development, and evaluations are free from biases and discriminatory practices.
- Integrate the gender perspective into our research and technological innovation efforts.
- Maintain a zero-tolerance policy against gender-based violence and harassment, supported by robust reporting and support systems.

Future Actions

Looking ahead, Metatopia will focus on:

- **Sustained Implementation:**
 - Ensuring the consistent application of the initiatives outlined in this GEP.
 - Allocating adequate resources and maintaining strong oversight to achieve measurable progress.
- **Continuous Monitoring and Improvement:**

- Regularly reviewing and refining the GEP to adapt to new challenges, opportunities, and best practices.
- Encouraging open dialogue with employees and stakeholders to identify areas for enhancement.
- **Expanding Impact:**
 - Extending Metatopia's influence by sharing our gender equality initiatives with partners, collaborators, and the wider community.
 - Actively participating in forums and initiatives that promote gender equality in the technology and innovation sectors.

Commitment to Continuous Improvement

Metatopia remains steadfast in its dedication to fostering an inclusive, equitable workplace that empowers every individual to reach their full potential. This Gender Equality Plan is not just a framework but a dynamic commitment to long-term cultural change. By embedding gender equality into the core of our organizational practices, we aim to lead by example and inspire positive change within and beyond our industry.

For Metatopia L.P.

Chrysovergis Ilias

Director

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