



Gender Equality Plan

Version 2.0, 19.10.2023

for
PROFACTOR GmbH

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PREAMBLE

The employees of a company are vital in contributing to its success. PROFACTOR has therefore set itself the goal of preventing discrimination against individuals with disabilities and/or chronic illnesses and improving equality as well as the balance of work, studies, and family obligations.

Furthermore, there should also be an awareness of gender-related issues, and the implementation of the gender equality plan should be seen as the collective responsibility of all company members in order to achieve a culture of respectful interaction in the long term.

Company members shall refrain from any behaviour that constitutes discrimination based on gender, ethnic origin, religion and world view, age, or sexual orientation and should contribute to the prevention of such behaviour, including bullying, sexual harassment, and violence.



1 PROFACOR STRATEGY AND OBJECTIVES

PROFACOR aims to increase the proportion of female employees in all organisational units, at all hierarchical levels, and in all functions and activities where women are underrepresented. It is essential to establish fairness across all genders in careers, raise public awareness of this socially relevant issue, and further improve the professional situation of women in everyday scientific life.

The gender strategy focuses on the following objectives:

- Ensuring equal opportunities for all company members and all applicants
- Preventing disadvantage and discrimination based on gender, ethnic origin, religion or belief, age, or sexual orientation
- Promoting communication on gender equality, diversity, and work-life balance
- Strengthening problem-solving capabilities through diversity
- Contributing to the creation of an open and appreciative organisational and communication culture
- Ensuring an enjoyable work environment while considering work-life balance.

2 APPLICATION / PROCESS

The Equality Plan applies to all company employees, as well as to applicants.

The process is divided into the following areas:

- Analysis: Identifying the need for action
- Strategy: Development/alignment with objectives
- Planning: Implementing derived measures
- Monitoring: Regularly evaluating the effectiveness of implemented measures and goals achieved
 - Conducting deviation and root cause analyses
 - Transparently communicating the results of this evaluation to the organisation and its employees.

3 RESPONSIBILITIES

To ensure effective and continuous implementation of gender equality measures, all hierarchical levels and employee groups are involved in the development of gender activities.

3.1 Working group

The equality officers include, in addition to the management, various service departments and scientific areas and, in a broader sense, every manager at PROFACTOR.

The working group provides a good basis for ensuring continuity in the monitoring and implementation of gender equality measures in the event of a change of the equality officer.

In regular monthly coordination meetings of this interdepartmental core team, the defined measures of the equality plan and their operational implementation, as well as ongoing monitoring, are discussed and resulting needs for action are derived.

3.2 Communication channels

All employees should have a simple and easily accessible way of expressing their views on gender issues. The following communication channel can be used for this purpose:

personal@profactor.at

or also an established physical mailbox for anonymous suggestions/complaints to the equality officer, which is freely accessible to everyone on the ground floor (staff mailroom).

4 DATA COLLECTION AND MONITORING

An essential component of a functioning gender-conscious HR policy is to collect data on an ongoing basis and to ensure continuous monitoring based on these key figures. In order to measure and visualise progress in the area of equality in the company both quantitatively and qualitatively, the equality officers are responsible to ensure that a survey of the current status is carried out. The analysis of the equality status shows managers the extent to which they have achieved further development in the area of equality.

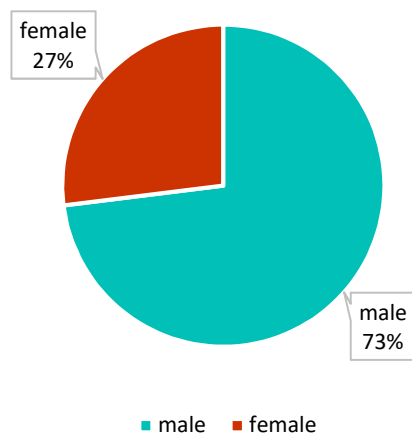
The required key figures are collected from the following areas:

4.1 Recruiting

The ratio of female applicants to male applicants per advertisement can be measured, as can the proportion of female employees hired.

employees per December 31, 2022

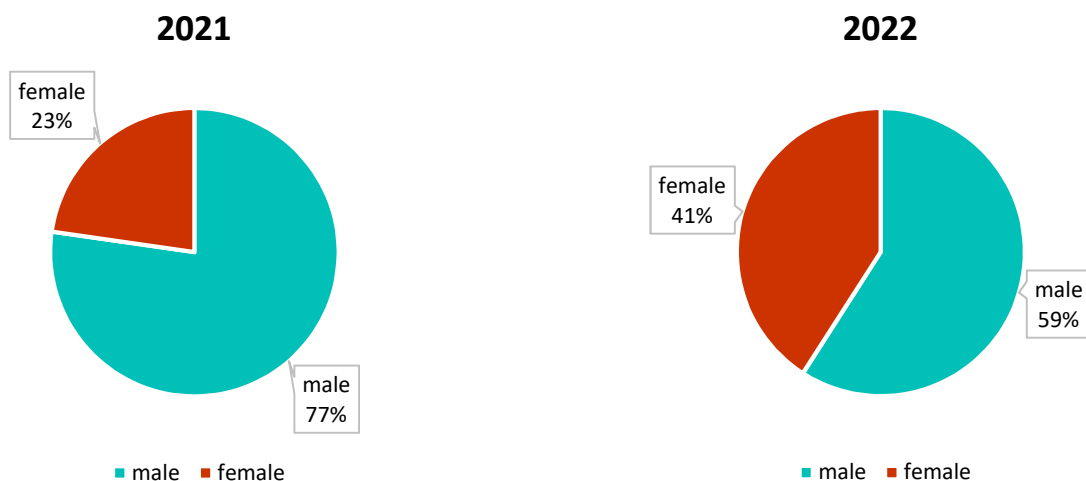
data in percent



This indicator is also collected for interns.

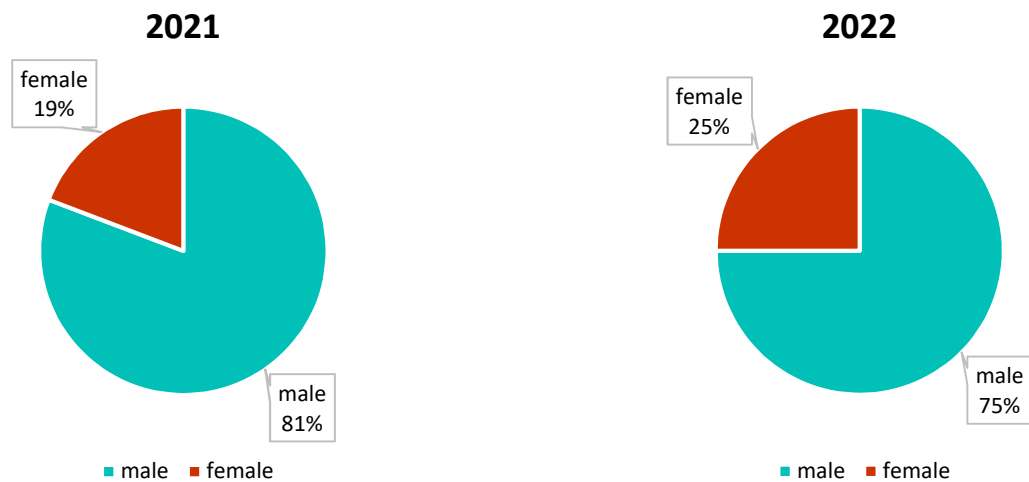
new employees – year-to-year comparison

data per percent



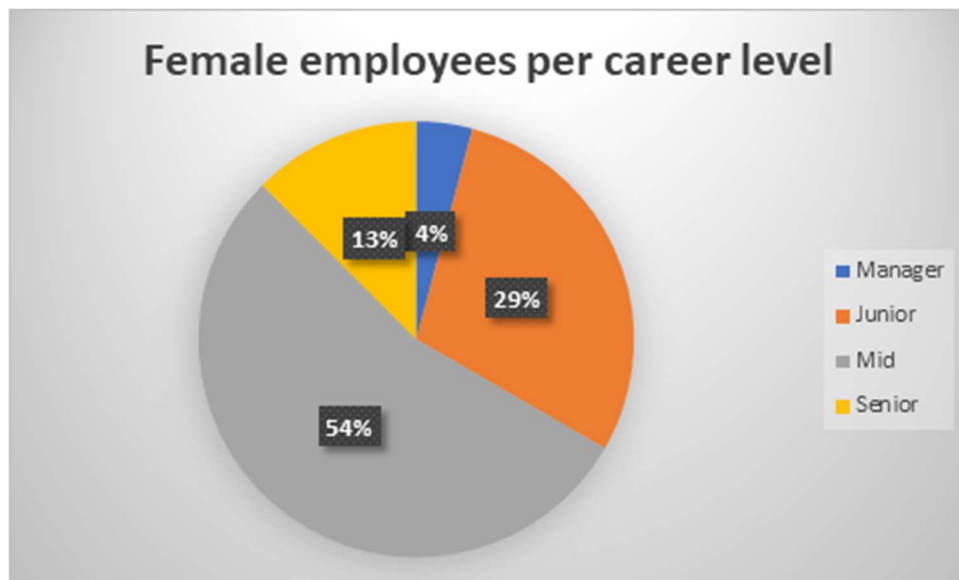
new trainees – year-to-year comparison

data per percent



4.2 Career development

Survey of the proportion of women by occupational level (junior, scientist/researcher, senior, managerial).

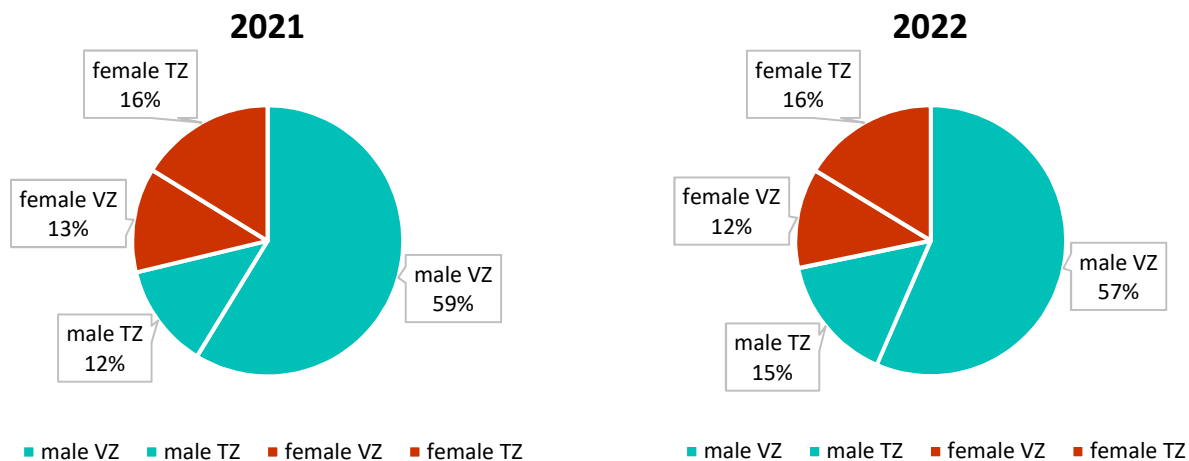


4.3 Utilisation level

The level of work-life balance is measured by the extent of employment and use of parental and educational leave.

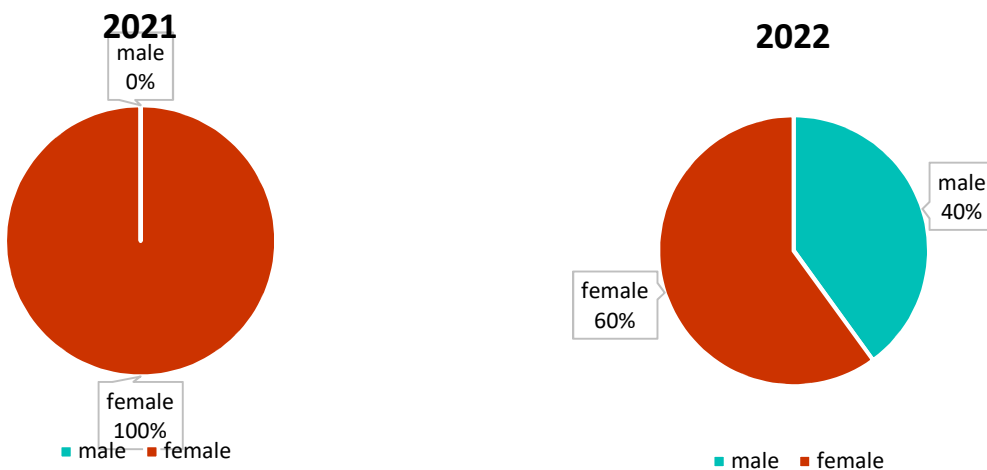
full / part time – year-to-year comparison

data per percent



maternity leave – year-to-year comparison

data per percent



4.4 Gender pay gap

The gender pay gap is defined as the difference between the gross salaries of men and women per full-time equivalent at the various hierarchical levels. The aim is to increase transparency in pay, to eliminate unfair pay differences and, by regularly monitoring developments, to enable the necessary countermeasures to be introduced in a timely fashion.

PROFACTOR also participates in the compilation of the Court of Auditor's income report, which also covers the differences in personnel structure and income.

5 SEXUAL HARASSMENT

Sexual harassment is a form of discrimination based on gender, which is prohibited under the Equal Treatment Act.

"Didn't mean it?" Harassers often claim that they "didn't mean it that way." Sexual harassment is strict liability. This means it is irrelevant whether the harasser actually intended to sexually harass.

5.1 Definition

Sexual harassment in accordance with § 6 of the Austrian Equal Treatment Act occurs in the case of

- Behaviour regarding the sexual sphere
 - This refers to physical assaults such as kissing, hugging, "accidental" touching, as well as persistent staring at certain parts of the body and sexualised gestures and also words and images, i.e. sexual remarks about appearance or pornographic images.
- Violation of dignity
 - The event must be viewed objectively, meaning that if the behaviour appears degrading and disrespectful when viewed from the outside, a dignity violation has occurred.
- Undesirability
 - This is a subjective criterion and depends on individual perception.
- Adverse effect on the work environment
 - The behaviour creates or is intended to create a "hostile, intimidating or humiliating" work environment. This means that it has negative consequences at work for the person concerned.

5.2 Remedy and measures

As soon as the manager/employer becomes aware of harassment, PROFACTOR is obligated to take immediate remedial action.

This will be done in the following ways:

- Follow up on the report of harassment
 - The representative will immediately seek a discussion with the person concerned (prepare a protocol, secure evidence).
- First remedy
 - Protect the affected person from further assaults, e.g. by physical separation.
- Clarify the facts

- Talk to the other party, ask for a statement. Obtain a complete picture with all evidence available.
- Adjust the remedial action
 - After careful clarification, the remedial measures must be adapted (admonishment, transfer, etc.). Principle of proportionality applies.
- Follow-up
 - After remedial treatment, the persons involved should continue to be monitored to ensure that the remedial action was and remains effective.

5.3 Prevention

Through a responsible attitude of the managers and their openness towards the topic, PROFACTOR communicates to its employees that sexual harassment is not tolerated in our company and that it will have consequences. Our safety officer and the respective manager are available at all times as the first point of contact.

6 RESOURCES AND BUDGET

PROFACTOR provides the equality officers with the required budget, based on the action plan that was developed, as well as the necessary resources (personnel resources, space and material expenses).

Likewise, the working group participates in all related meetings and activities (such as training or information events).

7 ACTION PLAN - MEASURES ALREADY IMPLEMENTED

To achieve gender equality, efforts are needed on the one hand to recruit more women in those departments and teams where they are underrepresented, and on the other hand to develop existing talent.

The measures of the Equality Plan explained here include actions already implemented as well as tasks to be implemented in the future.

7.1 Work-life balance

In order to establish itself as an attractive employer in the market, PROFACTOR has been focusing on achieving and sustaining work-life balance for years.

Depending on the phase of life and career a person is in, individual needs are addressed, for example with part-time parental leave and full-time paternal leave for fathers, as well as flexible working time models and telework options in general.

7.2 Job posting and recruiting

The corporate strategy also refers to the corresponding measures for equal rights and promotion of women at PROFACTOR. Accordingly, job advertisements are already explicitly addressed to women and diverse genders.

Female researchers are also increasingly asked to participate at career fairs, where the focus is on positioning them as experts in their fields.

Internship advertisements are also written in a gender-sensitive manner and are aimed equally at male and female candidates. All applicants who meet the admission requirements and correspond to the requirements of the advertisement are invited to interviews.

No discriminatory questions will be asked in admission interviews or hearings. When assessing the suitability of applicants, no selection or evaluation criteria will be used that are discriminatory.

Career delays due to caring for children or relatives in need of care are considered in the selection process in order not to disadvantage applicants.

7.3 Career development

The PROFACTOR career model is regularly reviewed and adapted and is intended to give women and men alike an overview of possible areas of personnel development.

During the appraisal interview, a confidential discussion is held with each employee, during which the development wishes and goals are discussed in detail with the respective manager.

Access to all educational opportunities or activities does not depend on gender or level of education. This means that women and men can invest the same amount of time and budget in training and education.

8 ACTION PLAN - MEASURES PLANNED

8.1 Gender training

In order to promote a gender-sensitive work culture, further training on the topic of equality and gender is to be offered to managers and employees in the future. The focus should be on the implementation of gender issues in practice, the legal framework and self-reflection regarding one's own role.

8.2 Programs for the advancement of women

The company's women's advancement programs should be promoted to strengthen and further develop women in management positions. This could also raise the proportion of women in internal career paths in middle and higher project management and leadership positions.

8.3 Sustainable anchoring of gender equality in the company

Implementation and inclusion of key data at the company level to additionally strengthen awareness and the importance of gender equality and the advancement of women.

9 ACTION PLAN - Actions taken

The GEP-Team has carried out following actions so far in 2023:

- A survey of employees' perceptions and experiences with gender equality issues in the company.
- Lecture on how actions in the field of gender equality can be implemented in funded projects.
- Regular meetings of the GEP-Team

10 EFFECTIVE DATE

The Gender Equality Plan of PROFACTOR comes into effect upon publication.



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