

ACTION PLAN ON IMPLEMENTING THE PRINCIPLES OF GENDER EQUALITY INTO THE PRACTICE OF SWISSIQ GMBH 2023-2027

Gender equality remains a crucial agenda in our society, and its importance in the workspace is crucial for companies. For an IT company, it becomes pivotal as diversity is the key to innovation in science and technology. Achieving gender equality is not just a social responsibility but equally significant for organizational success. An inclusive and equitable environment empowers an organization by promoting creativity, productivity and advancing company culture.

Therefore, SwissIQ recognizes the urgency to develop and execute a gender equality plan that provides equal opportunities and fair treatment to all individuals irrespective of gender. By taking a proactive approach towards gender equality, we intend to create a work environment that is welcoming, diverse, and inspiring for all employees.

In developing this gender equality plan, we have taken great care to follow best practices and established guidelines, including the recommendations of the EU Framework Programme for Research and Innovation 'Horizon Europe', as well as to comply with existing legislation and standards, including relevant legislation of the European Union, the European Convention for the Protection of Human Rights and Fundamental Freedoms, and the UN Convention on the Elimination of All Forms of Discrimination against Women.

We believe that by incorporating these best practices, we can create a workplace where all our employees feel valued and respected regardless of their gender, and can contribute fully to our shared mission. Our aim is to achieve true gender equality across our organization, and we are committed to working actively towards this goal.

Our company has identified the following key objectives of the Plan:

1. advancing gender balance in decision-making;
2. promoting gender equality in recruitment;
3. promoting gender equality in career progression;
4. combating gender pay gap;
5. prevention of gender-based violence in the workplace;
6. ensuring healthy work-life balance and corporate culture.

Objective 1. Advancing gender balance in decision-making.

The aim of the objective is to improve the representation of women in decision-making positions and to introduce an effective management system for gender integration processes.

Task 1. Finding out whether women and men are proportionally represented on the decision-making level at SwissIQ.

Actions: analysing the profile of and the horizontal and vertical distribution of men and women across positions; carrying out a study on women's representation in the company's leadership and management.

Task 2. Informing company's leadership and management on the state-of-the-art non-discriminatory management practices in the field.

Actions: corporate seminars on gender equality.

Indicators:

1. gender-distributed data on leadership positions occupied at SwissIQ for each year since 2023;
2. number of events carried out;
3. number of participants of seminars.

Objective 2. Promoting gender equality in recruitment.

The aim of the objective is to guarantee equal recruitment opportunities for people irrespective of their gender.

Task 1. Reviewing current recruitment policies and procedures to identify potential barriers to gender equality.

Actions: carrying out a review of corporate recruitment policies and procedures in terms of their compliance with established gender equality standards.

Task 2. Developing guidelines for gender-neutral language in job postings and advertisements.

Actions: developing a company-wide policy for gender-neutral language in job postings; implementing the established guidelines in actual job postings made by the company.

Task 3. Training recruiters on unconscious bias and gender stereotypes in the recruitment process.

Actions: conducting seminars on unconscious bias and gender stereotypes for staff members who take part in recruitment process.

Task 4. Establishing gender balance within hiring committees.

Actions: carrying out research on the gender profile of current hiring committees; ensuring there is a 40/60 percent ratio among the members of hiring committees.

Task 5. Establishing diversity targets.

Actions: developing a corporate policy with respect to diversity targets.

Indicators and results:

1. updated corporate recruitment policy;
2. new guidelines for gender-neutral language in job postings;
3. number of seminars held;
4. gender-distributed data on the profile of hiring committees.

Objective 3. Promoting gender equality in career progression.

The aim of the objective is to ensure that both women and men have equal opportunities for career progression within the company.

Task 1. Identifying the current status of gender equality in career progression.

Actions: conducting a gender audit to identify the current status of gender equality in career progression.

Task 2. Establishing clear guidelines and criteria for promotion, taking into account the principles of gender equality.

Actions: working out criteria for promotion; developing corporate guidelines for promotion.

Task 3. Supporting women in career progression.

Actions: establishing coaching and mentorship programs to support career progression of women; ensuring that women are represented among coaches and mentors.

Indicators:

1. gender-distributed data for recent promotions within the company;
2. new adopted guidelines for promotion;
3. number of mentorships.

Objective 4. Combating gender pay gap.

The aim of this objective is to strive to achieve pay equity and eliminate gender pay gap within the company.

Task 1. Identifying current gender pay disparities.

Actions: conducting a thorough analysis of the company's current pay system with focus on gender-based data.

Task 2. Developing and implementing policies and procedures to ensure equal pay for equal work across all positions and levels.

Actions: developing a company-wide gender pay equity policy based on data obtained from the analysis.

Task 3. Providing management and HR training on identifying and addressing gender pay disparities.

Actions: holding seminars on ways of addressing gender pay disparities for members of HR team.

Indicators:

1. data on current gender pay disparities;
2. an adopted policy on combating gender pay gap;
3. number of seminars held.

Objective 5. Prevention of gender-based violence in the workplace.

The aim of this objective is zero tolerance to gender-based violence in the company.

Task 1. Organizing a channel for reporting cases of gender-based violence, including sexual harassment and gender-based discrimination.

Actions: establishing a confidential and impartial investigation process for reported cases of gender-based violence and sexual harassment; collecting information and appeals from the company's employees by each category; cooperating with relevant services according to the current legislation to prevent gender-based violence.

Task 2. Educating all employees on preventing and responding to gender-based violence and sexual harassment.

Actions: providing respective training to all employees in forms of workshops and seminars.

Indicators:

1. establishment of an anonymous channel for appeals;
2. number of seminars held.

Objective 6. Ensuring healthy work-life balance and corporate culture.

The aim of this objective is to create equal opportunities for women and men among employees to help them combine career development with studying and performing family obligations.

Task 1. Performing an analysis of current corporate culture to identify areas for improvement related to work-life balance.

Actions: analyzing the current situation within the company with respect to work-life balance.

Task 2. Developing a comprehensive policy on work-life balance and corporate culture.

Actions: adopting a corporate policy on work-life balance that includes support for flexible work arrangements, family-friendly policies, and employee wellness programs.

Task 3. Measuring the effectiveness of the corporate policy.

Actions: establishing a system for tracking and monitoring employee satisfaction and work-life balance metrics.

Indicators:

1. employee work-life satisfaction data;
2. an adopted corporate policy on work-life balance;
3. a channel for monitoring employee satisfaction.

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