

## Proxima Europa — Gender Equality Plan (GEP)

**Period:** 2026–2028

**Version:** 1.0 (December 2025)

**Owner:** Management Team

**Status:** Adopted and publicly available on the Proxima Europa website

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### 1) Our commitment

Proxima Europa is committed to a workplace where everyone can thrive, contribute, and progress, regardless of gender identity, gender expression, sex characteristics, sexual orientation, age, ethnicity, disability, religion, family situation, or any other personal characteristic.

We work across science, innovation, education, and communication. That mix only succeeds when people feel respected, heard, safe, and supported. This Gender Equality Plan sets out the practical steps we will take to make that commitment real - in how we recruit, lead, collaborate, pay, communicate, and design our work.

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### 2) Scope

This plan applies to:

- All Proxima Europa staff, founders, and management
- Contractors and freelancers working under Proxima Europa direction (where relevant and proportionate)
- Work environments linked to Proxima Europa activities (office, fieldwork, events, trainings, travel, online meetings)

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### 3) How this plan is implemented

To ensure this is more than a statement, Proxima Europa will maintain the following minimum implementation features:

#### 3.1 Dedicated responsibility and resources

- The management team will coordinate implementation and reporting.
- Management will allocate **time** for training, monitoring, and any corrective actions needed.

#### 3.2 Data collection and monitoring



We will collect and review **gender-disaggregated data** (where legally permissible and with privacy safeguards) on:

- Recruitment (applicants, shortlists, hires)
- Contract type and working patterns
- Pay and benefits (including pay-gap checks appropriate to company size)
- Training participation
- Promotions/role changes and leadership responsibilities
- Staff feedback (anonymous pulse checks)

### 3.3 Training

We will run regular training to support fair recruitment, inclusive leadership, and a respectful working culture (see Section 8).

### 3.4 Public availability

This GEP is published and kept up to date as a public document.

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## 4) Guiding principles

- **Fairness and transparency:** clear criteria for hiring, progression, and pay.
- **Merit with structure:** we value excellence, and we use structured processes to reduce bias.
- **Zero tolerance for harassment:** no grey areas, no “just jokes”, no retaliation.
- **Flexibility and care:** we support different life stages and caring responsibilities.
- **Intersectional approach:** gender equality is not one-size-fits-all; experiences differ and we take that seriously.

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## 5) Baseline and risk areas (small-team reality)

As a small organisation, a single hire can change our “percentages” dramatically. We will therefore focus on:

- **Process quality** (how decisions are made)
- **Consistency** (same standards applied to everyone)
- **Early action** (addressing issues before they become patterns)

Our baseline (2026) will be established through an internal data snapshot in Q1 2026 and updated annually.

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## 6) Work-life balance and organisational culture

### Objectives (2026–2028)

- Make flexible working a normal, supported option.
- Reduce the “hidden workload” risk often carried unevenly (admin, note-taking, care-related adjustments).
- Build a culture where people can raise concerns early and safely.

### Actions

- Offer **flexible working arrangements** by default where role permits (hours, location, hybrid work).
- Respect boundaries: meeting-free focus blocks where feasible; avoid scheduling outside core hours.
- Use rotating systems for low-visibility tasks (meeting notes, routine admin).
- Introduce a short **twice-yearly anonymous pulse check** on inclusion, workload fairness, and psychological safety.

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## 7) Gender equality in recruitment and career progression

### Objectives

- Ensure recruitment is fair, structured, and inclusive.
- Support progression based on clear expectations and evidence.

### Actions

- Use **gender-neutral, inclusive language** in job ads; avoid “coded” wording.
- Publish **salary ranges** (or transparent pay principles) when possible.
- Use structured shortlisting and interviews (same questions, scoring rubric).
- Aim for **balanced shortlists** where the talent pool allows; if not achieved, document why and improve outreach next time.
- Provide clear role expectations and regular feedback, including a simple annual development conversation for each team member.



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## 8) Gender balance in leadership and decision-making

### Objectives

- Avoid informal, opaque decision-making.
- Ensure leadership responsibilities and visibility are shared fairly.

### Actions

- Document key decision processes (who decides what, and how).
- For project leadership roles (e.g., WP leads, task leads), use transparent criteria (expertise, availability, development goals).
- When team size allows, aim for **balanced representation (40–60%)** in leadership responsibilities and external representation (speaking roles, panels, media).

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## 9) Integration of the sex/gender dimension in our work

Because Proxima Europa works in research, innovation, health, and public engagement, we will integrate sex/gender considerations where relevant — not as a tick-box, but as part of quality.

### Actions

- During project design, include a quick **sex/gender relevance check** (e.g., target populations, recruitment, outcomes, communication).
- Where appropriate, encourage partners to apply sex/gender analysis in study design and interpretation.
- In training and public engagement content, avoid stereotypes and use inclusive examples and imagery.
- For events, aim for balanced speaker line-ups and moderator representation where feasible.

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## 10) Measures against gender-based violence and sexual harassment

### Objectives

- Maintain a workplace (including events and travel) that is safe and respectful.
- Ensure clarity on reporting routes and consequences.

### Actions

- Adopt a clear **Anti-Harassment and Respect at Work Policy** (linked from the website and included in onboarding).
- Provide at least two reporting routes:
  1. Direct manager / management contact
  2. Alternative trusted contact (named person)
- Guarantee **non-retaliation** and confidential handling as far as possible.
- For events we organise, include a short **code of conduct** and a named contact for concerns.

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### 11) Training plan (minimum commitment)

We will run/arrange training at least once per year, scaled to team size and needs, covering:

- Inclusive recruitment and reducing unconscious bias
- Respect at work, preventing harassment, and bystander behaviour
- Inclusive leadership and fair workload allocation
- Sex/gender considerations in research and communication (where relevant)

New joiners will receive a short onboarding briefing on the key points of the GEP and reporting routes.

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### 12) Monitoring, indicators, and reporting

#### What we will track (annually)

- Gender distribution by role level and leadership responsibilities
- Recruitment funnel: applicants → shortlist → hires
- Training participation rates
- Pay review checks (appropriate to company size and confidentiality requirements)
- Pulse check themes and actions taken
- Any reported incidents and how they were resolved (reported in anonymised form)

### **Reporting**

- The GEP Lead will prepare an **annual internal summary** for management.
- Key updates (high level) will be reflected in the public GEP where appropriate.

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### **13) Review and updates**

This plan is a living document. We will:

- Review progress annually
- Update the plan at least every two years, or sooner if the company grows quickly or if monitoring highlights a clear need

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### **14) Statement of adoption**

Proxima Europa adopts this Gender Equality Plan as a strategic commitment and a practical framework for action. We will allocate the time, attention, and accountability needed to make it work.

**Signed (on behalf of Proxima Europa):**

Management Team



**Date:** 23 December 2025