

OLIVERIS

Gender Equality Plan (GEP)

2026-2030

Oliveris Tech Incubator Ltd
Ireland

Version	3.0 - Horizon Europe aligned
Status	Final
Approved by	Pufinji Obene, Chief Executive Officer
Effective date	On approval
Review cycle	Annual comprehensive review by September 2030

Management commitment

Oliveris adopts this Gender Equality Plan as a formal company commitment to equality, inclusion and responsible research and innovation. The plan is designed to align with the European Commission's Horizon Europe Gender Equality Plan framework and to support good practice across Oliveris' research, innovation and employment activities.

1. Purpose and status of this plan

Oliveris Tech Incubator Ltd (Oliveris) is committed to creating and maintaining a workplace in which equality, diversity, inclusion and respect are integral to organisational culture, governance, research and innovation, and employment practice. Oliveris recognises that diverse teams can strengthen innovation, decision-making, employee wellbeing and organisational performance.

Under Horizon Europe, the formal GEP eligibility criterion applies to specified categories of legal entity, principally public bodies, higher-education establishments and research organisations in EU Member States and Associated Countries. As a private for-profit company, Oliveris is not adopting this plan on the basis that company size alone creates a Horizon Europe GEP eligibility obligation. Oliveris nevertheless adopts this GEP voluntarily to align its internal practice with the European Commission framework and to provide a clear, auditable basis for gender-equality actions across its Horizon Europe and other R&I activities.

This GEP is a living management document. It establishes responsibilities, actions, monitoring arrangements and review mechanisms for the 2026-2030 period.

2. Scope

This plan applies, where relevant, to:

- directors and senior management
- permanent, fixed-term and temporary employees
- research, engineering, technical, finance and administrative staff
- personnel assigned to EU-funded and other R&I projects
- apprentices, interns and placement students
- job applicants
- contractors and consultants working under Oliveris management or on Oliveris-led activities, insofar as contractual arrangements permit

The plan covers recruitment, employment, pay practices, career development, leadership, training, governance, work-life balance, organisational culture, research and innovation activity, and prevention of harassment and discrimination.

3. Horizon Europe alignment: four process requirements

3.1 Publication and senior-management endorsement

Following approval, this GEP will be signed by the CEO, published on the Oliveris website and communicated internally to all staff. The current approved version will remain publicly accessible, with superseded versions retained in company records. The GEP will also be referenced in staff induction and relevant project onboarding materials.

3.2 Dedicated resources and expertise

The CEO has overall accountability. The Senior Management Team will coordinate implementation, with administrative support for data collection, training records, recruitment monitoring and annual reporting. Oliveris will allocate proportionate staff time and, where necessary, external specialist support for equality training, policy review or investigation of complaints. Implementation will be incorporated into annual operational planning rather than treated as an ad hoc activity.

3.3 Data collection, monitoring and annual reporting

Oliveris will maintain proportionate sex/gender-disaggregated workforce and employment data where lawful and appropriate. Data will be aggregated for internal reporting so that individual privacy is protected, particularly where staff numbers are small. An annual GEP monitoring report will be reviewed by the CEO and Senior Management Team. The first baseline review under this version of the GEP will be completed by 31 December 2026, followed by annual reviews thereafter.

3.4 Awareness raising and training

All staff will receive periodic awareness-raising on equality, respectful workplace behaviour, and reporting routes. Managers and staff involved in recruitment, promotion or project leadership will receive additional training on fair decision-making and unconscious gender bias. New staff will receive relevant information during induction, and refresher activity will be reviewed annually.

4. Governance and responsibility

4.1 Chief Executive Officer

- approve and visibly endorse the GEP
- ensure proportionate resources are available
- review annual progress and approve corrective actions
- ensure organisational accountability and publication of the current plan

4.2 Senior Management Team

- coordinate implementation and maintain the action plan
- collect and review relevant gender-disaggregated indicators
- ensure equality considerations are embedded in recruitment, progression and project staffing
- coordinate annual monitoring and prepare the management review
- identify where specialist advice or training is required

4.3 Managers

- apply fair and transparent recruitment and progression practices
- support flexible working and family-related leave consistently
- address inappropriate behaviour promptly and escalate concerns where necessary
- encourage participation in training and development opportunities

4.4 Employees

- treat colleagues with dignity and respect
- complete required training
- support an inclusive working environment
- raise concerns through the available reporting routes without fear of retaliation

5. Data, monitoring and indicators

Subject to applicable data-protection and employment requirements, Oliveris will monitor the following indicators at least annually. Where headcount is too small for safe publication, results will be reviewed internally in aggregated form and may be reported externally only at a higher level.

- Workforce composition by sex/gender and organisational level
- Recruitment applications, shortlisting and appointments by sex/gender where data are available
- Promotions and material changes in responsibility

- Leadership and project-lead representation
- Contract type and working pattern
- Pay distribution and any unexplained gender-related disparities
- Training participation
- Flexible-working uptake
- Family-related leave uptake where recording is appropriate
- Staff turnover
- Equality, bullying, harassment or sexual-harassment concerns and resolution status
- Employee feedback on inclusion and organisational culture

The annual review will consider trends, identify any material imbalance or adverse pattern, assign corrective actions, and record responsible owners and deadlines. Absence of a numerical target will not prevent action where the data or staff feedback indicate a concern.

6. Thematic area 1: Work-life balance and organisational culture

Oliveris will support an organisational culture in which career opportunity is not restricted by gender or caring responsibility. Flexible and hybrid working arrangements will be considered consistently where compatible with operational, laboratory, customer, security and project requirements.

- communicate flexible-working and family-leave arrangements clearly
- support return to work after maternity, paternity, adoptive, parental or other family-related leave
- avoid routine scheduling of internal meetings outside normal working hours where practicable
- consider caring responsibilities when planning travel and project commitments, while maintaining project delivery requirements
- monitor flexible-working uptake and staff feedback for evidence of unequal access

7. Thematic area 2: Gender balance in leadership and decision-making

Leadership and decision-making opportunities will be open to all suitably qualified personnel. Oliveris will use transparent selection criteria and will monitor representation at senior, project-lead and supervisory levels.

- advertise leadership opportunities openly where practicable
- encourage suitably qualified candidates of all genders to apply
- use documented criteria for leadership and promotion decisions
- seek balanced participation in project governance, technical leadership and internal working groups where this is practicable and consistent with expertise requirements
- review leadership representation annually and record actions where persistent under-representation is identified

8. Thematic area 3: Recruitment, career progression and equal pay

8.1 Recruitment

- use gender-neutral and role-relevant job descriptions
- apply objective selection criteria linked to competence, experience and role requirements
- use structured and consistent interview processes
- seek balanced recruitment panels where practicable
- provide appropriate bias-awareness guidance to staff involved in recruitment
- retain proportionate recruitment records to support annual monitoring

8.2 Career development and progression

- provide equal access to role-relevant training and professional development
- use regular performance and development discussions to identify progression opportunities
- make promotion or expanded-responsibility criteria as transparent as practicable
- support mentoring and leadership development where appropriate
- review development opportunities at least every six months through normal line-management processes

8.3 Equal pay

Oliveris is committed to equal pay for equal work and work of equal value, subject to legitimate factors such as role scope, responsibility, qualifications, relevant experience and performance. Pay practices will be reviewed periodically and any unexplained gender-related disparity will be investigated and, where justified, corrected.

9. Thematic area 4: Gender dimension in research and innovation

For Horizon Europe and other R&I activities, Oliveris will distinguish between organisational gender equality and the gender dimension of the research or innovation content. Where sex and/or gender may materially affect research questions, user needs, safety, performance, data interpretation, technology adoption or outcomes, project teams will consider these factors in the research design and methodology.

- consider sex/gender analysis during proposal and project design where scientifically relevant
- avoid assuming a gender dimension where there is no credible scientific or user-related relevance
- use inclusive research methodologies and data collection where appropriate
- identify when specialist expertise is needed
- record the rationale in project documentation when a gender dimension is relevant, or when it has been considered and found not to be relevant

10. Thematic area 5: Preventing gender-based violence, harassment and sexual harassment

Oliveris maintains zero tolerance for bullying, victimisation, discrimination, sexual harassment and gender-based violence. Concerns will be handled promptly, fairly and as confidentially as reasonably possible.

- provide more than one reporting route, including line management and the CEO or another appropriate senior manager where the line manager is involved
- protect individuals who raise concerns in good faith from retaliation
- use proportionate and impartial investigation procedures
- provide support and signposting appropriate to the circumstances
- apply disciplinary or contractual action where allegations are substantiated
- review trends annually without compromising individual confidentiality

11. Training and awareness

Training and awareness activity will be proportionate to company size and roles. The programme will cover, as relevant:

- equality, diversity and inclusion
- unconscious gender bias and fair decision-making
- inclusive recruitment and promotion
- respectful workplace behaviour and prevention of harassment

- responsibilities of managers and project leaders
- gender dimension in R&I where relevant to Oliveris projects
- available reporting and escalation routes

Target: 100% of current staff to receive GEP awareness communication following approval; new staff to receive GEP information during induction; staff participating in recruitment or formal selection decisions to receive appropriate guidance or training; training needs to be reviewed annually.

12. 2026-2030 implementation action plan

ID	Action	Owner	Timing	Evidence/indicator
A1	Publish and communicate approved GEP	CEO / Senior Management	Within 30 days of approval	Signed public version online; staff communication issued
A2	Establish 2026 baseline using available workforce, recruitment, leadership, pay and training data.	Senior Management	31 Dec 2026	Baseline completed and management reviewed
A3	Complete annual GEP monitoring and action review	CEO / Senior Management	Annually	Annual review completed; actions assigned
A4	Deliver GEP/equality awareness to all staff and include in induction	Management	Initial rollout within 3 months; ongoing	100% communication coverage; induction record
A5	Provide bias/fair-selection guidance to recruitment and promotion decision-makers	Management	Before or at next relevant recruitment cycle	Relevant decision-makers briefed/trained
A6	Review gender representation in leadership and Horizon Europe project leadership.	Senior Management	Annually	Representation reviewed; corrective action recorded where needed
A7	Review pay practices for unexplained gender-related disparities	CEO / Finance / Management	Annually	Review completed; issues investigated
A8	Review harassment reporting routes and staff awareness	CEO / Management	Annually	Routes confirmed; awareness communication current
A9	Check gender dimension in relevant R&I proposals/projects	Project Leads	At proposal start and major methodology review	Consideration documented in project records

13. Communication, review and continuous improvement

The approved GEP will be published on the Oliveris website and communicated to staff. Progress will be reviewed annually using the indicators and action plan in this document. The plan may be updated earlier where organisational change, legislation, Horizon Europe guidance, audit findings or staff feedback make revision appropriate. A comprehensive review will be undertaken no later than September 2030.

The annual review will record: actions completed; actions carried forward; relevant monitoring trends; training undertaken; complaints or concerns reviewed in aggregate; and any new measures approved by management.

14. Approval

By signing this document, the Chief Executive Officer confirms Oliveris' commitment to implementation, proportionate resourcing, monitoring, annual review and public availability of this Gender Equality Plan.

Name	Pufinji Obene
Position	Chief Executive Officer
Signature	
Date	24 th September 2026