VERRACON
Verkehr · Erreichbarkeit · Raum

Creating a fair, respectful, and productive working environment

Gender Equality Plan

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INHALT

GENDER EQUALITY PLAN

With this Gender Equality Plan Verracon recognizes that promoting gender equality and inclusiveness is essential to creating a fair, respectful, and productive working environment. Although we are a small team of 5 partners, we are committed to establishing a workplace culture where gender does not determine opportunity, safety, or representation.

OBJECTIVES

This Gender Equality Plan (GEP) sets out our goals and actions for advancing gender equality, preventing discrimination or bias, and supporting every team member's personal and professional development. Our approach is proportionate to our size but aligned with established standards, including those recommended by the European Commission and relevant national guidelines.

DEDICATED RESOURCES

Given our company's small size, we will not appoint a full-time Gender Equality Officer. Instead, gender equality responsibilities will be overseen by the Managing Director, who will ensure that all measures outlined in this plan are implemented effectively.

The director will consult with external HR or equality professionals when needed (e.g., for handling sensitive matters or ensuring legal compliance). Time and budget will be allocated annually to support gender equality actions such as training, policy updates, or expert support.

DATA COLLECTION AND MONITORING

Although we are a small team, we will collect basic gender-disaggregated data each year to ensure transparency and identify any disparities. This includes:

- Gender distribution of partners and employees
- Pay levels and roles by gender
- Participation in training and external opportunities
- Leave patterns (e.g. parental leave)
- Any reported incidents related to gender discrimination or harassment

This data will be reviewed annually by the Managing Director and used to inform any adjustments to company practices or policies. A brief internal summary report will be created each year for documentation purposes.

TRAINING AND AWARENESS

All staff will participate in periodic awareness sessions to promote understanding of gender equality and reduce unconscious bias. These will be brief but practical, focusing on:

- Inclusive communication
- Recognizing and avoiding bias in collaboration or task distribution
- Understanding parental rights and flexible work options
- Preventing harassment or inappropriate behavior

Training will be informal and integrated into regular team meetings or development reviews, with external resources (e.g. online courses, NGO toolkits, videos when appropriate) used to supplement learning.

KEY FOCUS AREAS AND MEASURES

A. Work-Life Balance and Organisational Culture

We recognize that flexibility is a major enabler of gender equality. Our company offers all partners and employees the option to work flexibly (e.g. remote work, flexible hours), especially to accommodate childcare, family obligations, or health-related needs.

All leave and time-off policies will be equally accessible to all genders. We will encourage equal uptake of parental leave or caregiving responsibilities and normalize discussions around personal responsibilities to reduce stigma.

We aim to maintain a culture of mutual respect, open communication, and work-life balance, and we check in regularly to address any concerns or conflicts early.

B. Gender Balance in Leadership and Decision-Making

With a small team, leadership and decision-making are shared. We will ensure that all staff, regardless of gender, are equally involved in strategic discussions, decision-making, and planning.

If the company grows and hires more staff, we will proactively monitor gender representation in new leadership roles and strive for gender balance in future management appointments or project leads.

C. Gender Equality in Recruitment and Career Progression

Recruitment processes, when they occur, will be open, transparent, and free from bias. Job ads will use inclusive language and be shared through diverse channels to reach a wide applicant pool.

Selection decisions will be based on skills, qualifications, and experience — not gender or personal circumstances. Interview panels (if more than one person) will include input from both men and women, where possible.

All employees will have equal access to growth opportunities, such as attending training, conferences, or taking on new responsibilities. These opportunities will be discussed during regular reviews.

D. Integration of Gender in Content and Communication

If the company is involved in research, education, communication, or content creation, we will make sure to reflect gender perspectives in our outputs. This includes:

- Using gender-sensitive language in documents and marketing
- Representing diverse individuals in images, case studies, or product examples
- Considering how our services or content affect different genders

This integration will be kept proportionate to our scope and updated as our business evolves.

E. Prevention of Gender-Based Violence and Harassment

We are committed to maintaining a zero-tolerance policy for harassment, bullying, and discrimination. A simple internal complaints procedure is in place, allowing any partner or employee to raise concerns confidentially with the Managing Director.

If a report involves the director, a trusted external HR contact will be designated as an alternative reporting channel.

All staff will be informed of their rights and responsibilities in maintaining a respectful and safe workplace. Any cases of inappropriate behavior will be taken seriously and addressed quickly and fairly.

F. Communication and Review

The GEP will be shared with all partners/employees, discussed during team meetings, and reviewed annually. As the company evolves — including if more staff are hired — the plan will be updated accordingly.

All partners/employees are encouraged to contribute feedback or suggestions to strengthen the plan or raise issues if they feel gender equality is not being upheld.

SUMMARY OF KEY ACTIONS AND TIMELINE

Action	Timeline	Responsible
Annual gender review (data, roles, pay)	Q1 each year	Managing Director
Team check-ins on work-life balance	Ongoing	All staff
Awareness/training session on bias and equality	Once per year	Managing Director
Review of job ads and hiring practices	Before any recruitment	Managing Director
Harassment policy refresher and discussion	Annually	All staff