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## General aspects

alchemia-nova aims to promote a positive and inclusive work environment, ensuring gender balance and equality in a team of satisfied employees. The company has paid special attention to enable a sustainable work-life balance, to promote the compatibility of work and family-life and to encourage the creative potential of the employees. The company also aims to create a safe and appreciative environment that counteracts any form of potential discrimination or harassment. Additional aims are to overcome latent prejudices and to support the individual and diverse potential of every single employee.

To realize these goals, a designated team has been established to propose and monitor measures towards them. Top management, human resources and operational staff are represented in this team, which have together prepared the present Gender Equality Plan (GEP).

The GEP contains measures and key indicators that have been defined in order to monitor the achievement of the company-wide gender equality goals. The indicators will be evaluated annually to track and adapt the defined measures. The measures set out below were developed based on the quantitative and qualitative results of an anonymous company-wide survey completed by all 21 employees followed by an analysis of anonymized employee data, which served to identify the baseline of gender equality conditions, perceptions, needs, successes, and employees' recommendations for further improvement.

### 1. Definition of measures to promote Gender Equality

Based on the biases, needs and practices identified in the evaluation of baseline data, targeted measures to maintain successes and further promote and improve gender equality have been defined. alchemia-nova will maintain and implement the following gender equality measures:

#### 1.1. Work-life balance and organizational culture

- Maintain the existing high flexibility of work times and work location.
- Continue to organize informal internal networking opportunities such as company events in which employees feel comfortable to bring their children and continue to schedule them regularly and at suitable times.
- Regular Jour Fixe: In a regular company-wide Jour Fixe (every two months plus additionally on demand), all employees have the opportunity to communicate specific needs to the management. The management also gets the opportunity to share recent strategic developments with the staff and to involve employees in defining the ongoing strategic directions.

#### 1.2. Gender balance in leadership and decision-making

- Continue to raise awareness among HR and top management personnel for potential gender biases based on survey data and feedback by employees to members of the gender equality team.



### 1.3. Gender equality in recruitment and career progression:

- Provision, analysis and monitoring of gender-disaggregated employee data and consideration in developments related to gender equality in HR decisions.
- Further promote standardized and transparent rules / criteria / categories based on which salaries are set and enforce and review them regularly in order to compensate disadvantages related to salary negotiation practices.

### 1.4. Integration of the gender dimension into research and teaching content:

- In internal project presentations, reflect opportunities and needs for integration of the gender dimension into research and teaching content.
- In new project proposals, promote the inclusion of a gender expert in the project consortium, who can ensure suitable integration of gender dimensions from an expert point of view.

### 1.5. Measures against gender-based violence, including sexual harassment:

- Awareness raising, in particular for specific issues mentioned in the open survey questions (e.g., in the subsequent Jour Fixe following the evaluation of the annual gender equality survey), related to gender-based violence, including sexual harassment.
- Potential issues can be reported confidentially to the Gender Equality Team.

## 2. Targets, indicators, and monitoring

Table 1: KPIs to measure progress on gender equality at alchemia-nova

Key areas	Indicator	Parameter
1. Work-life balance and organisational culture	<ul style="list-style-type: none"> <li>• Employee satisfaction regarding work-life balance</li> </ul>	<ul style="list-style-type: none"> <li>• Share of employees “satisfied” or “very satisfied”;</li> <li>• Number of employees “not satisfied”</li> <li>• Share of female/male employees working less than full time due to care work</li> </ul>
2. Gender balance in leadership and decision-making	<ul style="list-style-type: none"> <li>• Employee satisfaction regarding gender balance in leadership and decision-making</li> <li>• Gender distribution along seniority levels of company roles</li> <li>• Representation of men and women on key decision-making committees</li> </ul>	<ul style="list-style-type: none"> <li>• Share of employees “satisfied” or “very satisfied”; number of employees “not satisfied”</li> <li>• Share of women/men by seniority levels</li> <li>• Share of women/men in key decision-making committees</li> </ul>



<b>3. Gender equality in recruitment and career progression</b>	<ul style="list-style-type: none"> <li>• Gender equality in employment</li> <li>• Perception of employees of their gender influencing recruitment</li> <li>• Perception of employees of their gender potentially influencing their career progression in the company</li> <li>• Perception of employees of equal pay for work of equal value</li> </ul>	<ul style="list-style-type: none"> <li>• Ratio of female and male employees (FTE, working hours)</li> <li>• Share of employees “job applicants have equal chances irrespective of their gender”; “men or women are clearly favored for specific positions”; “sometimes gender has influenced recruitment decisions</li> <li>• Share of female and male employees feeling that their gender has / has not sometimes influenced their career progression</li> <li>• Share of female and male employees feeling that they are “missing out or not equally paid / valued” due to their gender</li> </ul>
<b>4. Integration of the gender dimension into research and teaching content</b>	<ul style="list-style-type: none"> <li>• Practice among employees</li> </ul>	<ul style="list-style-type: none"> <li>• Share and number of employees who always or sometimes integrate gender dimensions in research content and other work</li> </ul>
<b>5. Measures against gender-based violence, including sexual harassment</b>	<ul style="list-style-type: none"> <li>• Employee complaints of gender-based violence or sexual harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Number of employees having experienced sexual harassment, or other forms of gender-based violence at the company</li> </ul>

A dedicated gender equality team has been established with the task to monitor the gender equality indicators (see table above) annually. This team is composed of employees with different levels of seniority and includes a member of the top management level of the company and HR, in order to create impact on decision-making processes and raise awareness on gender related issues at all levels.

The employee survey on gender equality and HR data analysis will be conducted annually to monitor the progress on the defined KPIs and to collect qualitative responses to be addressed. The gender equality team will share the results with all employees in the Jour Fixe after the survey and HR data evaluation.

