



Gender Quality Plan

2024

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1 Introduction

Extrabit is committed to fostering an inclusive work environment where all employees are treated equally and can thrive regardless of their gender. This Gender Equality Plan outlines the company's commitment to promoting gender equality and diversity within its workforce. The plan identifies objectives, strategies, and specific actions to achieve gender parity and create a respectful, supportive, and inclusive workplace culture.

2 Objectives

Extrabit's Gender Equality Plan aims to achieve the following: ensure gender balance across all levels of the organization, provide equal opportunities for career advancement, guarantee fair pay and compensation for all employees regardless of gender, create a supportive work environment with policies promoting work-life balance, and eliminate gender stereotypes and biases. We seek to foster an inclusive culture where men, women, and underrepresented genders are equally empowered to succeed in the workplace and contribute to decision-making.

The primary objectives of Extrabit's Gender Equality Plan are:

1. **Promote Gender Balance:** Strive for gender balance across all levels of the organization, including leadership roles.
2. **Eliminate Gender-Based Discrimination:** Ensure fair treatment, opportunities, and pay equity for all employees, irrespective of gender.
3. **Support Work-Life Balance:** Implement policies that support work-life balance, benefiting both men and women.
4. **Enhance Career Development Opportunities:** Provide equal access to training, mentorship, and career development for all genders.
5. **Foster an Inclusive Culture:** Promote a workplace environment that values diversity, respects differences, and actively addresses biases and stereotypes.

3 Strategies and Actions

To achieve the objectives outlined above, Extrabit will implement the following strategies and actions:

3.1 Promoting Gender Balance

- **Recruitment and Hiring Practices:**
 - **Action 1:** Implement gender-neutral job descriptions and language in recruitment materials to attract a diverse pool of candidates.
 - **Action 2:** Ensure that hiring panels are diverse and trained in unconscious bias to promote objective hiring decisions.
 - **Action 3:** Set targets for gender balance in hiring, particularly in departments or roles where one gender is underrepresented.
- **Retention and Advancement:**
 - **Action 1:** Conduct regular reviews of promotion processes to ensure fairness and transparency.
 - **Action 2:** Identify potential barriers to advancement for women and address them through targeted initiatives such as leadership development programs and mentorship opportunities.

3.2 Eliminating Gender-Based Discrimination

- **Equal Pay for Equal Work:**
 - **Action 1:** Conduct regular gender pay audits to identify and address any pay disparities.
 - **Action 2:** Develop a clear pay structure and ensure transparency in compensation decisions.
- **Anti-Discrimination Policies:**
 - **Action 1:** Strengthen anti-discrimination policies to explicitly include gender-based discrimination and harassment.
 - **Action 2:** Provide training for all employees on recognizing and reporting gender discrimination and harassment.

3.3 Supporting Work-Life Balance

- **Flexible Work Arrangements:**
 - **Action 1:** Introduce flexible working hours and remote work options to accommodate different needs, such as childcare responsibilities.
 - **Action 2:** Promote the use of parental leave for both men and women, encouraging a culture where taking time off for family is normalized.
- **Workplace Wellness Programs:**
 - **Action 1:** Offer programs that support mental health and well-being, recognizing that work-life balance contributes to overall employee satisfaction.
 - **Action 2:** Provide resources and support for employees returning to work after parental leave, including phased return options.

3.4 Enhancing Career Development Opportunities

- **Training and Development:**
 - **Action 1:** Offer leadership training and professional development programs that target underrepresented genders in leadership positions.
 - **Action 2:** Create mentorship programs that connect employees with leaders and role models, particularly for women and other underrepresented groups.
- **Performance Evaluation:**
 - **Action 1:** Implement standardized performance evaluation criteria to ensure fair assessment across all employees.
 - **Action 2:** Regularly review performance evaluation processes for potential biases and make necessary adjustments.

3.5 Fostering an Inclusive Culture

- **Diversity and Inclusion Training:**
 - **Action 1:** Provide regular diversity and inclusion training for all employees, focusing on topics such as unconscious bias, cultural competence, and inclusive communication.
 - **Action 2:** Encourage open dialogue and feedback on gender equality and diversity issues through forums, surveys, and workshops.

- **Employee Resource Groups (ERGs):**
 - **Action 1:** Support the formation of ERGs focused on gender equality and diversity, providing a platform for employees to share experiences and advocate for change.
 - **Action 2:** Regularly engage with ERGs to understand their concerns and integrate their feedback into company policies and practices.

4 Monitoring and Evaluation

To ensure the effectiveness of the Gender Equality Plan, Extrabit will establish mechanisms for ongoing monitoring and evaluation:

1. **Data Collection and Analysis:**
 - Collect and analyze data on gender representation, pay equity, promotions, and employee satisfaction regularly.
 - Use this data to identify trends, measure progress, and inform future actions.
2. **Progress Reporting:**
 - Provide regular updates to senior management and employees on the progress of gender equality initiatives.
 - Include gender equality metrics in the company's annual report.
3. **Feedback Mechanisms:**
 - Establish confidential channels for employees to provide feedback on gender equality issues.
 - Use feedback to make continuous improvements to policies and practices.

5 Accountability and Responsibility

- **Leadership Commitment:**
 - Senior management at Extrabit will be responsible for championing gender equality and demonstrating commitment through their actions and decisions.
 - Managers at all levels will be held accountable for promoting gender equality within their teams.
- **Gender Equality Task Force:**
 - Establish a task force consisting of representatives from various departments to oversee the implementation of the Gender Equality Plan.
 - The task force will meet regularly to review progress, address challenges, and recommend further actions.

6 Conclusion

Extrabit's commitment to gender equality is integral to its values and business success. By implementing this Gender Equality Plan, Extrabit aims to create a workplace where all employees feel valued, supported, and empowered to reach their full potential. Continuous efforts towards achieving gender balance, eliminating discrimination, and fostering an inclusive culture will not only benefit employees but also enhance Extrabit's reputation and performance as a leading organization.

Petros Alexandridis
Owner and legal representative

A handwritten signature in blue ink, appearing to read 'P. Alexandridis', is written over a horizontal blue line that extends across the width of the signature.