

Gender Equality Plan (GEP)

Hekate Conscious Ageing Foundation

Published: 28.02.2025

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1. Introduction and Commitment

The Hekate Conscious Ageing Foundation is committed to promoting and advancing gender equality within our organization and across our programs. As a mission-driven foundation focused on empowering ageing and intergenerational solidarity, we recognize the centrality of gender equality in achieving our vision of a caring and inclusive society. This Gender Equality Plan (GEP) outlines our strategic approach to achieving systemic and sustainable change.

This GEP is a formal document, publicly available on our website, and endorsed by the Foundation's leadership. It addresses structural and cultural barriers to gender equality and provides concrete measures, targets, and a framework for accountability.

2. Dedicated Resources

To implement the GEP, Hekate has committed the following:

- **Gender Equality Officer (GEO):** A designated staff member within the Foundation's executive team will serve as the Gender Equality Officer, with at least 5% of their time dedicated to coordinating, implementing, and monitoring the GEP.
- **Gender Equality Working Group (GEWG):** A cross-functional internal team, including staff from programme management, research, and administration, meets quarterly to advise, review progress, and support implementation.
- **External Expertise:** Where necessary, external consultants with gender and diversity expertise will be engaged to support training and strategy development.

3. Data Collection and Monitoring

To ensure transparency and accountability, the following data systems are in place:

- **Sex/Gender Disaggregated Data:** Collection of gender-disaggregated data on staff, volunteers, programme participants, and collaborators annually.

- **Annual Monitoring Report:** The GEO will produce an annual Gender Equality Report, summarizing key indicators, progress toward targets, and areas for improvement.
- **Indicators tracked include:**
 - Gender breakdown of staff by role and level
 - Gender composition of leadership and board
 - Recruitment and retention rates by gender
 - Participation in training and capacity building
 - Gender integration in programmes and publications

4. Training and Awareness-Raising

- **Mandatory Gender Equality Training:** All staff and board members must complete annual training on gender equality and unconscious bias.
- **Workshops and Seminars:** The foundation will organize biannual workshops exploring gender and ageing, intersectionality, and inclusive practices in community engagement.
- **New Staff Onboarding:** Includes an introduction to the GEP and gender-sensitive organizational practices.

5. Core Areas and Measures

A. Work-Life Balance and Organisational Culture

Objectives:

- Foster a supportive, inclusive, and flexible work environment.

Measures:

- Flexible work arrangements (remote work, flexible hours) for all staff.
- Parental leave policies inclusive of all genders and family structures.
- Annual staff surveys to assess work-life balance and inclusiveness.
- Promotion of a care-aware culture aligned with the foundation's mission.

Targets:

- 100% staff awareness of flexible work options by end of Year 1.
- At least 70% staff satisfaction with work-life balance in annual survey.

B. Gender Balance in Leadership and Decision-Making

Objectives:

- Achieve gender parity and diversity in leadership roles and governance.

Measures:

- Gender-balanced candidate shortlists for leadership and board positions.
- Commitment to at least 50% representation of women in leadership.
- Succession planning that encourages diverse leadership pipelines.

Targets:

- Minimum 40/60 gender balance in leadership and board by end of Year 2.

C. Gender Equality in Recruitment and Career Progression**Objectives:**

- Ensure equal opportunities and remove bias from recruitment and promotion processes.

Measures:

- Gender-neutral and inclusive language in job postings.
- Unconscious bias training for hiring panels.
- Transparent promotion and evaluation criteria.

Targets:

- Gender balance in applicant pools for all vacancies.
- No unexplained gender disparities in career progression by annual review.

D. Integration of the Gender Dimension into Research and Teaching Content**Objectives:**

- Promote a gender-sensitive approach in all knowledge generation, advocacy, and public engagement.

Measures:

- Gender analysis integrated into all research activities and publications.
- Review and update of educational content to include diverse gender perspectives.
- Collaboration with experts to incorporate intersectional and feminist methodologies.

Targets:

- 100% of new research projects to include a gender analysis component.
- Annual review of public content for gender inclusivity and balance.

E. Measures Against Gender-Based Violence Including Sexual Harassment**Objectives:**

- Create a safe and respectful environment for all.

Measures:

- Zero tolerance policy against gender-based violence and harassment.
- Clear reporting mechanisms and safeguarding protocols.
- Annual training on bystander intervention and respectful workplace conduct.

Targets:

- 100% of staff trained in anti-harassment policy bi-annually.
- 100% of reported cases to be investigated and addressed within set timelines.

6. Accountability and Review

- The GEP will be reviewed annually and updated every three years.
- Progress will be monitored against defined indicators and targets.
- The Foundation will engage stakeholders, including staff and external partners, in the review process to ensure the plan remains relevant and effective.

Signed,

Milena Milankovics

Executive Director

Hekate Conscious Ageing Foundation

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