

Limbustem Gender Equality Plan (GEP)

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Signed by: Top Management (Executive Board)

1. Purpose and Scope

This GEP advances gender equality across Limbustem's research, innovation, and corporate operations; supports structural change; and meets the Horizon Europe minimum process-related requirements. It applies to all employees, candidates, interns, contractors, and business partners.

2. Legal and Strategic Basis

- EU Horizon Europe eligibility criteria for GEPs.
- Applicable laws and company ethical principles.

3. Minimum Process-Related Requirements (Building Blocks)

3.1 Publication

- The GEP is published in full on a publicly accessible webpage.
- It is an official policy **signed by top management**.
- The page includes a downloadable PDF, version history, and a contact person.

3.2 Dedicated Resources

- GEP Lead: Director of People & Culture (or equivalent).
- Coordination Team: HR, R&D, Operations, Legal/Stakeholder Relations.
- Annual budget for training, data tools, external advisory, communications.
- Sufficient time and authority are ensured for implementation and monitoring.

3.3 Data Collection & Monitoring

- Sex/gender-disaggregated workforce data reported annually.

- KPIs: workforce composition, recruitment funnel, promotion & pay equity, training/mentoring participation, flexible work & parental benefits, harassment reports and resolution time.
- Data protection compliance; an annual GEP Progress Report is published.

3.4 Training & Capacity Building

- Mandatory trainings: unconscious bias & inclusive hiring; prevention of sexual harassment & gender-based violence; inclusive leadership for managers and bias-aware reviews.
- For R&I: methodology workshops to integrate the sex/gender dimension.

4. Thematic Priorities and Commitments

- Work-life balance and parenthood.
- Balanced leadership representation.
- Recruitment, promotion, and pay equity.
- Prevention of gender-based violence and harassment.
- Inclusive communication; intersectionality.

5. Governance, Roles, and Responsibilities

- Top Management: approval, sponsorship, public communication of the annual report.
- GEP Lead: implementation, monitoring, reporting.
- Coordination Team: unit actions; quarterly reviews.
- People Managers: accountable for team practices.
- Employees: comply and provide feedback.

6. Implementation Cycle (Plan-Do-Check-Act)

Plan in Q1; Do in Q1-Q4; Check in Q2 & Q4; Act at end of Q4. Annual GEP Progress Report published.

7. Reporting, Support, and Grievance Mechanisms

- Confidential channels (dedicated email/line, anonymous form). Principles: confidentiality, impartiality, survivor-centred, non-retaliation. Timeline: 5 business days for preliminary assessment; 30 days for investigation target.

8. Communication and Awareness

Intranet, onboarding, leadership meetings; commitment referenced in job postings and supplier contracts.

9. Data Protection and Ethics

Compliance with data protection laws; anonymisation and aggregation in reporting.

10. Review and Revision

Annual review; updates when requirements change; version history on the webpage.

ANNEX 1: GEP Compliance Checklist (Pre-Signature)

- Publication: Webpage & PDF ready; top management signatures; version/imprint page.
- Resources: GEP Lead, team and annual budget approved.
- Data & Monitoring: Indicators and privacy procedure in place.
- Training: Mandatory content, calendar and tracking system set up.
- Thematic Commitments: Policies updated; mechanisms tested.

Signature

This document has been approved on behalf of Limbustem by top management and is authorised for publication.

Name, Title	Signature	Date
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