

# GENDER EQUALITY PLAN

2023-2025

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The current document is the official Gender Equality Plan for Tero PC which is adopted by the organization and formally signed by Tero's Director Efstratios Arampatzis and Gender Equality Officer, Iason Tamiakis.

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## Contents

Introduction.....	4
1. Status quo in Greece .....	5
2. Administrative/Organisational structure.....	5
3. Human Resources .....	5
4. Organisational Communication .....	7
5. Gender and Sexual Discrimination and Harassment .....	7

## Tables

Table 1: Administrative/Organisation structure actions and measures	5
Table 2: Human Resources actions and measures	6
Table 3: Organisational Communication actions and measures	6
Table 4: Gender and Sexual Discrimination and Harassment actions and measures	7

## Introduction

This document sets the ground for the implementation of the Gender Equality Plan for Tero PC. It aims to integrate gender mainstreaming into the functions of the company, including practices, HR management and all forms of gender-based discrimination and violence through the establishment of a gender-sensitive environment. While GEPs may be enforced by each country's laws, Tero developed and implements its GEP following the guidelines of Horizon Europe, the new European Union Framework Programme for Research and Innovation 2021-2027 and meets the four (4) mandatory requirements:

- It constitutes a strategic document about the organisation, signed by the Director and the Gender Equality Officer and has been published on the official website of the organization and actively communicated to all employees.
- It provides dedicated resources and expertise in gender equality to implement the plan and support organisational change.
- It provides for the collection and analysis of data on each gender related aspect.
- It includes information, awareness-raising and training actions on gender equality which engage and address all employees and constitute an ongoing and long-term process.

Tero adopts its GEP for the period 2023-2025. The Plan is based on the results of the internal analysis conducted within the company as well as the national environment where the company operates. The analysis was conducted in late 2022 and the GEP was finalized in January 2023.

The development and implementation phases of the current GEP follow key steps set out in the tool for Gender Equality in Academia and Research, proposed by the European Institute for Gender Equality and are mentioned in the Horizon Europe guidelines and specifications as follows:

- Audit and control phase: Includes the collection of gender-disaggregated data and the conduction of a critical analysis to identify gender-based inequalities and biases.
- Planning phase: Sets objectives and plans actions and measures to address identified issues, allocate resources and responsibilities, and specify timelines.
- Implementation phase: Publish GEP and implement activities according to the timeline.
- Monitoring and evaluation phase: Regular evaluation of the GEP's progress and yearly updates.

Content of Tero's GEP 2023-2025 includes:

- Chapter 1: Status quo in Greece
- Chapter 2: Administrative/Organisational structure
- Chapter 3: Human Resources
- Chapter 4: Organisational Communication
- Chapter 5: Gender and Sexual Discrimination and Harassment

## 1. Status quo in Greece

In the Gender Equality Index, Greece scores 52.5/100 points and ranks last in terms of gender equality in the EU. In recent years, the financial crisis and the prolonged austerity policies in Greece, followed by the pandemic, have had a significant gender impact, and have further hindered the already slow progress of Greece in this regard. This highlights the need to design and support policies to accelerate progress towards the direction of substantive gender equality and this Gender Equality Plan is an opportunity to do so.

## 2. Administrative/Organisational structure

Organisational governance in Tero is based on internal regulations of operation. Tero is governed by one shareholder, a male director, including the company's rights and obligations. Therefore, there is an imbalance in decision making. For this reason, Tero has organized a decision-making committee which in cases that gender equality can be undermined, the committee suggests actions and measures to ensure promotion of gender equality. Moreover, Tero has implemented a number of European research projects during the last years, in topics that handled gender equality issues and through the experience gained through them, the company is now in place to handle both internally as well as among members of various consortia gender-sensitive subjects of research and policy making. Finally, up until the development of Tero's Gender Equality Plan, the company did not gather systematically gender disaggregated data and thus certain priorities and measures have been established to cope with any challenges identified and to mitigate gender imbalances throughout Tero's organizational and operation structure. These can be found in the table below:

Table 1: Administrative/Organisation structure actions and measures

Measure	Objective	Timeframe	Target	Responsible person
Gender Equality Officer	Create a gender equality responsible position	January 2023	1 position of Gender Equality Officer	Iason Tamiakis
Gender Equality Plan	Gender Equality Plan for Tero to be developed and implemented	January 2023	Yearly monitoring and evaluation	Gender Equality Officer
Collection of gender disaggregated data	Reporting of gender disaggregated data	June 2023	Yearly update	Financial department

## 3. Human Resources

Tero is aware of the European policy of equal opportunities between women and men, as it is enshrined in the Treaty on European Union, Articles 2 and 3. In this respect, Tero is committed to promote gender equality in Research, and to correct existing imbalances in the female and male distribution. Such imbalances may exist in the power distribution, cultural, political, social

and physiological differences between genders. Tero does not have gender-sensitive recruitment policies and policies to prevent gender bias in recruitment. There is an existing employment policy that includes the following and which are gender neutral:

- Personnel monitoring and time recording
- Location independent working
- General operating regulations

Tero does not and shall not discriminate on the basis of gender or gender expression, race, color, national origin, religion, age, disability status, marital status, or sexual orientation, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, and the selection of vendors and service providers.

Cooperation between Tero's employees and with external collaborators and clients is handled by means of digital networks and phone conferences where possible, so that the amount of journeys are limited to ease participation of parents. The schedule for phone conferences takes into account time restrictions of the participating parents who have to take care of children. As far as possible, Tero's meetings and events –from small working meetings to large events– take into account childcare needs to enable the participation of those female and male project members who are accompanied by their children. The location as well as the schedule of a meeting are chosen also according to childcare needs; organizers of meetings try to organize childcare services if requested; travel limitations of pregnant female project members and of project members accompanied by small children are taken into account.

Regarding the salary ranges, the company applies the national laws and there are no specific gender related policies for equal pay. Moreover, Tero is officially promoting flexible working hours which allow employees to work remotely. This applies to all employees. Furthermore, no formal policy in relation to promotions is in place and this is normally based on years of experience and individual responsibilities. The company is promoting the strengthening of relationships between the employees through various social events and the fact that the majority of past and current employees spend 5-10 years on average working at the company, proves the positive working environment. To cope with challenges as they are identified through the aforementioned, the following measures have been designed:

Table 2: Human Resources actions and measures

Measure	Objective	Timeframe	Target	Responsible person
Training to avoid gender biases in recruitment processes	Establish certain characteristics in the employment approach	September 2023	1 training to be delivered internally	Gender Equality Officer
Gender Awareness Day internally	Raise awareness	Annually each September	Half a day annually	Gender Equality Officer

Document to be shared with new hires	Info package in relation to employee rights & benefits	June 2023	Document	Financial department
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## 4. Organisational Communication

Tero is constantly developing communication material in relation to its research activities. Through this material, Tero commits to integrate a gender related aspect to reflect diversity, ethnicity, disability as well as additional gender aspects. This will be highlighted through Tero's social media and other communication channels. In relation to internal communications, Tero has an informal code of good behaviour among all employees but on the other hand there is no formal complaint mechanism to cope with cases of gender and/or sexist discrimination and inappropriate behaviour. In this manner, the following actions and measures have been designed:

Table 3: Organisational Communication actions and measures

Measure	Objective	Timeframe	Target	Responsible person
Training to avoid gender biases and be gender inclusive in terms of communication	To establish gender inclusive language and communication material as well as appropriate methods of communication	September 2023	Info material to be developed and circulated internally across all employees	Gender Equality Officer
Formal complaint mechanism	To establish an official framework under which complaints can be highlighted and reviewed while allowing employees' anonymity	August 2023	Template for complaints	Gender Equality Officer

## 5. Gender and Sexual Discrimination and Harassment

Tero has a zero-tolerance policy against gender and sexual discrimination and harassment. While there are no available statistics, during the data collection process of Tero's GEP, no cases have been noted during the last decade. Similar to the lack of an official complaint process mentioned in Section 3, Tero has no formal process for such cases to be noted and addressed. The following actions and measures have been planned to cope with discrimination and harassment issues:

Table 4: Gender and Sexual Discrimination and Harassment actions and measures

Measure	Objective	Timeframe	Target	Responsible person
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Training about gender and sexual discrimination and harassment in the workplace	Train and raise awareness	November 2023	1 training session with yearly updates	Gender Equality Officer
Formal discrimination and harassment mechanism	Establish a formal mechanism under which such cases can be reported	November 2023	Reporting mechanism	Gender Equality Officer