# Semantic Hub

## Gender Equality Plan (GEP)

### Purpose

This Gender Equality Plan (GEP) outlines Semantic Hub's structured commitment to advancing gender equality in compliance with internal policies, industry standards, and regulatory obligations. It supports the creation of an inclusive work environment through targeted policies, training, monitoring, and specific gender equality measures.

### Scope

This GEP applies to all departments, employees, contractors, and collaborators at Semantic Hub. It governs HR, recruitment, leadership, training, research, projects, and policy development activities.

### Minimum Process-Related Requirements

#### Publication

The GEP is a formal document, published on Semantic Hub's website and intranet, and signed by top management. This ensures organizational transparency, accountability, and accessibility.

#### Dedicated Resources

Semantic Hub appoints a Gender Equality Officer (or HR lead with delegated responsibilities) to:

- Oversee the design and execution of gender equality initiatives.
- Coordinate with department heads on implementation.
- Ensure availability of expertise and resources.
- Liaise with the Compliance Officer for auditing and alignment with HR and Training SOPs.

### Data Collection and Monitoring

Sex and gender–disaggregated data is collected and assessed yearly. The following areas are tracked:

- Composition of staff by gender across departments, leadership roles, and job levels.
- Gender–disaggregated recruitment, promotion, attrition, and salary data.
- Performance appraisal ratings and training participation.
- Frequency and resolution of complaints or incidents related to gender bias or discrimination. The data is compiled into annual reports shared with leadership and included in internal audit reviews.

### Training

Mandatory training programs include:

- Annual gender equality and anti-discrimination training for all employees.
- Targeted unconscious bias training for hiring panels and decision-makers.
- Role–specific training for managers and supervisors on inclusive leadership.
- Documentation of all training activities is handled per the Training SOP and is auditable.

## Recommended Content Areas & Measures

### Work-Life Balance and Organizational Culture

- Offer flexible working hours and remote/hybrid options.
- Equal access to parental and family leave, regardless of gender.
- Regular engagement surveys to assess inclusivity and employee well–being.
- Integration of work–life balance metrics into performance evaluations and management goals.

### Gender Balance in Leadership and Decision-Making

- Establish gender representation targets in senior management and strategic teams.
- Apply transparent criteria for promotions and appointments.
- Encourage equality in leadership through mentoring and development programs.

### Gender Equality in Recruitment and Career Progression

- All job ads use gender–neutral language and standardized role descriptions.
- Use of diverse hiring panels is mandatory.

- Recruitment and promotion procedures are reviewed annually to identify biases.
- Candidates and employees have access to appeal processes as part of the HR SOP.

### Integration of Gender in Research and Innovation

- Gender relevance is considered in Semantic Hub's research / NLP service design, particularly in social listening and bias detection.
- Projects must assess the gender dimension where applicable.
- There are internal guidelines for gender-sensitive data use in AI models and annotation tasks.

### Measures Against Gender-Based Violence and Harassment

- Zero-tolerance policy against sexual harassment and gender-based violence.
- Anonymous reporting tools and protected whistleblower procedures.
- Disciplinary protocols aligned with HR and Incident Management SOPs.
- Mandatory training and awareness for all new hires and refresher training every 12 months.
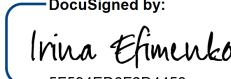
### Monitoring and Reporting

- The Gender Equality Officer and Compliance Department will establish annual KPIs and perform a quarterly audit.
- Audit findings and recommended actions are reported to senior leadership.
- Improvements and revisions are documented and published in the annual compliance report.
- Findings may be disclosed publicly if necessary, ensuring transparency with partners and clients.

## References

- Training and Onboarding SOP
- SOP for Management and Updating of CVs and Job Descriptions
- Quality Control
- Code of Conduct

## Approval

- Approved by: Irina Efimenko, Global CEO
- Date: April 1, 2025
- Effective Date: April 21, 2025

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*Irina Efimenko*

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Irina Efimenko

4/11/2025

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## Revision History

| Version | Date | Description of Changes | Author |
|---------|------|------------------------|--------|
| 1.0 | Jan 31, 2025 | Initial GEP Creation | Maria Carolina Erazo Munoz |
| 1.1 | April 1,1 2025 | Minor wording changes | María Carolina Erazo Muñoz |