

<p>MANUAL HPI GENDER EQUALITY PLAN</p>		<p>HPI_A7-01_vs1</p>
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Health Policy Institute Gender Equality Plan (GEP)

Introduction

The Health Policy Institute (HPI), established in 2015, is committed to promoting gender equality as part of its core values. This Gender Equality Plan (GEP) aligns with the European Commission's requirements and reflects HPI's dedication to diversity, inclusion, and gender equality. The GEP ensures a balanced and equitable working environment by addressing key areas such as work-life balance, gender balance in leadership, equality in recruitment and career progression, gender integration in research, and measures against gender-based violence.

1. Public GEP

The Health Policy Institute (HPI) publicly commits to gender equality by publishing its Gender Equality Plan (GEP) on its official website. The publication of this document ensures transparency and accountability, demonstrating the organization's dedication to fostering a culture of equality and inclusion. By making the GEP accessible to employees, stakeholders, and the general public, HPI aligns itself with global best practices in diversity management. This public commitment is reinforced by a formal endorsement from the top management, ensuring that gender equality is prioritized at the highest level of decision-making.

The GEP is updated annually, based on data collected and progress reports, ensuring that it remains a dynamic and evolving document. By reviewing and updating the plan regularly, HPI stays responsive to the changing needs of its workforce and the broader community. This iterative process ensures that the GEP is not a static document but a living framework that guides the organization's efforts toward gender equality, adapting to emerging challenges and opportunities.

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HPI publishes this GEP on its official website, endorsed and signed by top management. The plan is accessible to all stakeholders and is regularly updated based on annual reviews and monitoring of progress toward its goals.

2. Dedicated Resources

HPI recognizes that achieving gender equality requires dedicated resources. To this end, it appoints a Gender Equality Officer responsible for the implementation of the GEP. This officer plays a central role in coordinating initiatives, monitoring progress, and ensuring compliance with the gender equality framework. The Gender Equality Officer also acts as a liaison between management and employees, facilitating open communication and addressing gender-related concerns. By appointing a dedicated officer, HPI ensures that gender equality initiatives receive the necessary attention and resources for successful implementation.

Furthermore, HPI collaborates with gender experts who provide external guidance and help refine strategies. This external expertise helps HPI stay aligned with the latest research and best practices in gender equality, allowing the organization to adopt evidence-based solutions. Gender Equality Officer ensures that the GEP’s implementation is cross-functional, integrating gender equality principles across all areas of the organization. Gender Equality Officer discuss progress, address challenges, and propose new initiatives with the PBD.

HPI dedicates specific resources to the implementation of this GEP:

- **Human Resources:** A dedicated Gender Equality Officer oversees the implementation of the GEP and ensures progress.
- **Gender Expertise:** HPI collaborates with gender experts to provide guidance, monitor progress, and recommend strategies for achieving gender equality.

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3. Data Collection and Monitoring

A key component of HPI’s GEP is the systematic collection of sex/gender-disaggregated data on personnel across all organizational levels. This data collection provides a comprehensive understanding of gender representation within the workforce, which is crucial for identifying potential inequalities. By analyzing this data, HPI can monitor key metrics such as gender distribution in leadership roles, recruitment, career progression, and pay gaps. This quantitative approach allows HPI to make informed decisions and adjust strategies to promote gender balance effectively.

The data collection process culminates in an annual report that evaluates the organization's progress toward gender equality. By publishing these findings, HPI holds itself accountable and fosters a culture of continuous improvement. The use of indicators, such as gender representation in decision-making bodies or salary comparisons, ensures that progress is measurable, and any discrepancies are addressed through targeted interventions.

HPI systematically collects sex/gender-disaggregated data on personnel across all levels of the organization. The data collection process includes:

- **Key Indicators:** The report tracks gender ratios in leadership positions, recruitment processes, pay gaps, and promotions. These indicators help monitor progress and inform decision-making.

4. Training

To ensure that all employees and decision-makers are aware of the importance of gender equality, HPI provides comprehensive training on unconscious gender biases and diversity management. These training sessions are mandatory for all staff and aim to raise awareness about the impact of gender biases in the workplace. By addressing unconscious biases, HPI seeks to create a more inclusive culture where all employees can contribute equally and feel valued regardless of gender.

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Training is designed to be interactive, allowing participants to engage in discussions, share experiences, and learn how to mitigate biases in decision-making processes.

In addition to general staff training, HPI provides specialized workshops for leadership and senior decision-makers. These workshops focus on integrating gender equality into strategic planning and management processes. By targeting decision-makers, HPI ensures that gender equality principles are embedded in high-level organizational practices. These workshops also emphasize the importance of gender-sensitive leadership, equipping managers with the tools they need to foster inclusive teams and make equitable decisions.

HPI recognizes the importance of awareness and education in fostering gender equality. To this end:

- **Training for Staff and Decision-Makers:** HPI organizes mandatory awareness-raising sessions and unconscious bias training for all employees and decision-makers.
- **Workshops:** Regular workshops cover topics related to gender equality, workplace inclusion, and the impact of unconscious gender biases on decision-making processes.

5. Work-Life Balance and Organisational Culture

HPI understands that work-life balance is critical to fostering an inclusive and supportive organizational culture. The institute promotes flexible working arrangements, such as remote work options, adjustable working hours, and part-time opportunities, to accommodate the diverse needs of its employees. This flexibility is especially beneficial for employees with caregiving responsibilities, ensuring that both men and women can balance their professional and personal lives without compromising career advancement. By supporting work-life balance, HPI aims to reduce the pressures that disproportionately affect women, promoting gender equality in both the workplace and at home.

In addition to flexible working conditions, HPI actively fosters a supportive organizational culture by promoting family-friendly policies such as parental leave, child care support, and career breaks without penalty. These policies are communicated clearly to all employees to ensure that they feel

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comfortable taking advantage of them. HPI’s inclusive culture emphasizes respect for personal responsibilities and encourages open dialogue around work-life balance challenges. The institute regularly conducts employee surveys to assess the effectiveness of these policies and identifies areas for improvement.

6. Gender Balance in Leadership and Decision-Making

Achieving gender balance in leadership positions is a priority for HPI, as it directly impacts decision-making processes and organizational culture. To this end, HPI sets measurable targets for increasing female representation in senior management and decision-making roles. These targets are backed by mentorship and leadership development programs designed to support the career progression of women within the organization. By identifying and nurturing female talent, HPI aims to close the gender gap in leadership and create more balanced decision-making bodies.

To further support gender balance in leadership, HPI implements transparent and merit-based promotion processes. These processes ensure that all employees, regardless of gender, have equal opportunities for career progression. HPI also tracks the representation of women in leadership positions as part of its annual data collection efforts. This monitoring allows the organization to evaluate its progress and adjust strategies as needed. By ensuring that leadership teams are gender-diverse, HPI fosters more inclusive decision-making processes and improves organizational performance.

7. Gender Equality in Recruitment and Career Progression

HPI commits to eliminating gender biases in recruitment and career progression by reviewing and revising its recruitment processes. The organization uses gender-neutral language in job

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advertisements and ensures that recruitment panels are diverse. This approach minimizes the risk of unconscious biases influencing hiring decisions and promotes equal opportunities for all candidates. HPI also ensures that job descriptions and evaluation criteria are based on objective performance measures rather than subjective assessments that could reinforce gender stereotypes.

In terms of career progression, HPI provides equal access to training, mentorship, and career development opportunities. Special emphasis is placed on supporting women in fields or roles where they are underrepresented. HPI encourages managers to identify high-potential female employees and offer them opportunities for advancement through leadership development programs. The institute also monitors the promotion rates of male and female employees to ensure that gender equality is maintained at all levels of the organization.

8. Integration of the Gender Dimension into Research and Teaching Content

HPI integrates the gender dimension into its research projects and educational content to promote a comprehensive understanding of health policy and societal issues. Researchers are encouraged to include gender analysis in their methodologies and to explore how gender impacts health outcomes, access to care, and policy effectiveness. By incorporating gender perspectives into research, HPI ensures that its findings are relevant to a diverse population and address the specific needs of different gender groups.

In its educational initiatives, HPI develops gender-sensitive curricula and teaching materials to raise awareness about the importance of gender equality in health policy planning and other related fields. These materials are designed to challenge traditional gender roles and promote an understanding of how gender dynamics affect health outcomes. HPI also offers specialized training on gender analysis for researchers and educators to ensure that they are equipped to integrate gender perspectives into their work.

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9. Measures Against Gender-Based Violence, Including Sexual Harassment

HPI takes a zero-tolerance approach to gender-based violence and sexual harassment, implementing strict policies to prevent and address such incidents. The organization has established a clear and confidential reporting system that allows victims to report cases of gender-based violence or harassment without fear of retaliation. HPI ensures that all reports are thoroughly investigated and appropriate disciplinary measures are taken when necessary.

In addition to its reporting system, HPI provides support services for victims of gender-based violence, including access to counseling and legal assistance. The organization also conducts regular training sessions to raise awareness about gender-based violence, sexual harassment, and workplace discrimination. These training sessions are mandatory for all staff and emphasize the importance of creating a safe and respectful working environment. By addressing gender-based violence and harassment, HPI ensures that all employees can work in a secure and supportive environment.

Conclusion

HPI's Gender Equality Plan provides a framework for achieving a gender-balanced and inclusive work environment. With dedicated resources, a strong monitoring system, and specific targets, the GEP enhances gender equality across all areas of the organization. HPI fosters a culture of equality and respect, ensuring that all employees can thrive, regardless of gender.

President Board of Directors

Dr. Souliotis Kyriakos



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