
Gender Equality Plan

E-TRIKALA S.A

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e-trikala

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- a) The Gender Equality Plan was approved by the Management Board of E-Trikala on January 2022 and signed by the C.E.O, Odisseas Raptis*

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Introduction

Equality of opportunity for all genders has been a priority for E-Trikala from the very beginning. The company focuses on gender balance and ensures fair access and equity for all staff members. Via this Gender Equality Plan (GEP), E-Trikala aims to point out all organizational aspects as well as research objectives that address gender equality, identify the gaps and the protocols that need to change or improve according to the international and internal standards and establish a monitoring plan that will support a sustainable and gender equal working environment.

E-Trikala and gender equality

Since 2004, the e-Trikala office, in cooperation with and in the line of the operational program “The Information Society” is acting in the fields of new broadband technologies, successfully implementing municipal projects. On the 8th of April, 2008, having the required experience, it was transformed into e-Trikala S.A., an emerging company, formed within the Municipality of Trikala. The Municipality is the basic stakeholder owning 99% while the rest 1% is owned by the local Chambers of Commerce.

By creating infrastructure and by providing services, e-Trikala continuously aims to the development of Information and Communication Technology (ICT) based applications, oriented to the improvement of all citizens’ everyday life, in a medium sized city, simplifying public transactions, reducing telecommunication costs and delivering new services related to the local way of life. Moreover, these ICT applications offer new ways and methods that enable citizens participate on policy-making, while in parallel establish local Government and Public Authorities as guarantors of local society’s every day proper, digital and distanced operation.

To achieve the above objectives, the company is actively involved in national and EU co-funded projects, with the ultimate goal of providing innovative ICT solutions for all citizens, posing an important helper for local authorities and other stakeholders in the region. It also participates in European projects of various categories (FP7, CIP-PSP-ICT, CIP-THEMATIC NETWORK, AAL, INTERREG IVC, Erasmus +, HORIZON2020).

In that context, e-Trikala fosters gender equality for research, managerial and support staff as well as for the city of Trikala for citizens everyday life.

Regulatory Framework

The Gender Action Plan is embedded within the work of the company and is written and monitored by the Gender Focal Points, with the support of:

- b) The HR Department
- c) The Research Team
- d) The C.E.O
- e) The Accounting office

The GEP has also been approved by the Management Board of the company.

This plan is in consistency with the national and European legislation and supports all initiatives that focus on equality of women and men, promotion of human rights, fighting discrimination, promoting equality and preventing workplace harassment via organizational social responsibility. One can find on the table-1 below specific articles, policies and directives.

Table.1 “International and National Legislation Framework”

Level of Legislation	Category	Content
European Union Law	TFEU	<p>Article 157 TFEU states:</p> <p>1. Each Member State shall ensure that the principle of equal pay for male and female workers for equal work or work of equal value is applied.</p> <p>2. For the purpose of this Article, ‘pay’ means the ordinary basic or minimum wage or salary and any other consideration, whether in cash or in kind, which the worker receives directly or indirectly, in respect of their employment, from their employer.</p> <p>Equal pay without discrimination based on sex means:</p> <p>(a) that pay for the same work at piece rates shall be calculated on the basis of the same unit of measurement;</p> <p>(b) that pay for work at time rates shall be the same for the same job.</p> <p>3. The European Parliament and the Council, acting in accordance with the ordinary legislative procedure, and after consulting the Economic and Social Committee, shall adopt measures to ensure the application of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation, including the principle of equal pay for equal work or work of equal value.</p> <p>4. With a view to ensuring full equality in practice between men and</p>

		women in working life, the principle of equal treatment shall not prevent any Member State from maintaining or adopting measures providing for specific advantages in order to make it easier for the underrepresented sex to pursue a vocational activity or to prevent or compensate for disadvantages in professional careers.”
	Chapter of Fundamental Rights of EU	<p>Article 21(1) states: “Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited”.</p> <p>Article 23 states: “Equality between women and men must be ensured in all areas, including employment, work and pay. The principle of equality shall not prevent the maintenance or adoption of measures providing for specific advantages in favour of the under-represented sex”.</p>
	Directives	<p>Directive (EU) 2019/1158 of the European Parliament and of the Council of 20 June 2019 on work-life balance for parents and carers and repealing Council Directive 2010/18/EU</p> <p>Council Directive 2010/18/EU of 8 March 2010 implementing the revised Framework Agreement on parental leave concluded by BUSINESSEUROPE, UEAPME, CEEP and ETUC and repealing Directive 96/34/EC (Text with EEA relevance)</p> <p>Directive 2010/41/EU of the European Parliament and of the Council of 7 July 2010 on the application of the principle of equal treatment between men and women engaged in an activity in a self-employed capacity and repealing Council Directive 86/613/EEC</p> <p>Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (recast)</p> <p>Council Directive 2000/78/EC of 27 November 2000 establishing a general framework for equal treatment in employment and occupation</p> <p>Council Directive 2000/43/EC of 29 June 2000 implementing the principle of equal treatment between persons irrespective of racial or ethnic origin</p> <p>Council Directive 96/34/EC of 3 June 1996 on the framework agreement on parental leave concluded by UNICE, CEEP and the ETUC</p> <p>Council Directive 92/85/EEC of 19 October 1992 on the introduction</p>

		<p>of measures to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding (tenth individual Directive within the meaning of Article 16 (1) of Directive 89/391/EEC)</p> <p>Council Directive 79/7/EEC of 19 December 1978 on the progressive implementation of the principle of equal treatment for men and women in matters of social security</p> <p>Council Directive 76/207/EEC of 9 February 1976 on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions</p> <p>Council Directive 75/117/EEC of 10 February 1975 on the approximation of the laws of the Member States relating to the application of the principle of equal pay for men and women Greek Law</p>
Greek Law	Constitution	<p>Article 4(2) provides: ‘Greek men and women have equal rights and obligations’</p> <p>Article 22(1)(b) states: ‘All workers, irrespective of sex or other distinctions, have a right to equal pay for work of equal value’</p> <p>Article 116(2) states that: ‘Positive measures aiming at promoting equality between men and women do not constitute discrimination on grounds of sex. The State shall take measures to eliminate inequalities existing in practice, in particular those detrimental to women’</p>
	Laws	<p>Act 4808/2021, ‘On the protection of the work - Establishment of the Independent Authority “Labour Inspectorate”- Ratification of International Labor Organization Convention 190 on the Elimination of Violence and Harassment in the world of work - Ratification of International Labor Organization Convention 187 on the Framework for the Promotion of Safety and Health at Work- Implementation of Directive (EU) 2019/1158 of the European Parliament and of the Council of 20 June 2019 on the balance between work and private life, other provisions of the Ministry of Labor and Social Affairs and other urgent arrangements’, OJ A 101/19.6.2021,</p> <p>Act 4604/2019, ‘On the promotion of substantive gender equality etc.’, OJ A 50/26.3.2019,</p> <p>Act 4443/2016, ‘1) Transposition of Directive 2000/43/EC on the implementation of the principle of equal treatment between persons irrespective of racial or ethnic origin, of Directive 2000/78/EC establishing a general framework for equal treatment in employment and occupation and of Directive 2014/54/EU on measures facilitating</p>

		<p>the exercise of rights conferred on workers in the context of freedom of movement for workers (...)', OJ A 232/9.12.2016 [replacing Act 3304/2005 which had initially transposed Directives 2000/43/EC and 2000/78/EC], OJ A 16/27.1.2005].</p> <p>Act 4097/2012, 'Implementation of the Principle of Equal Treatment of Men and Women Engaged in an Activity in a Self-Employed Capacity – Harmonization of the legislation with Directive 2010/41/EU of the European Parliament and the Council', OJ A 235/3.12.2012 (Directive 86/613/EEC had not been transposed).</p> <p>Act 4075/2012, Articles 48-54, 'Incorporation into Greek Law of Directive 2010/18/EU of the Council of the EU Implementing the Revised Framework Agreement on Parental Leave Concluded by BUSINESSEUROPE, UEAPME, CEEP and ETUC and Repealing Directive 96/34/EC', OJ A 89/11.4.2012.</p> <p>Act 1756/1988, Code on the Status of Judges, OJ A 35/2.2.1988.</p> <p>Act 3896/2010, 'Implementation of the Principle of Equal Treatment of Men and Women in Matters of Employment and Occupation. Harmonization of Existing Legislation with Directive 2006/54/EC of the European Parliament and the Council', OJ A 207/8.12.2010.</p> <p>Act 3769/2009, 'Implementation of the Principle of Equal Treatment of Men and Women Regarding Access to Goods and Services and Their Supply', transposing Directive 2004/113/EC, OJ A 105/1.7.2009, as amended by Article 162 of Act 4099/2012 implementing the CJEU Test-Achats judgment, OJ A 250/20.11.2012.</p> <p>Act 3488/2006, 'Implementation of the Principle of Equal Treatment of Men and Women Regarding Access to Employment, Professional Training and Evolution and Terms and Conditions of Work', transposing Directive 2002/73/EC, OJ A 191/11.2006.</p> <p>Presidential Decree 105/2003, 'Adaptation of Domestic Law to Directive 97/80/EC on the Burden of Proof in Cases of Sex Discrimination,' OJ A 96/23.4.2003; repealed by Article 30(5) of Act 3896/2010 transposing Directive 2006/54/EC.</p> <p>Presidential Decree 87/2002, 'Implementation of the Principle of Equal Treatment of Men and Women in Occupational Social Security Schemes in Compliance with Directives 96/97/EC and 86/378/EEC'; repealed by Article 30(5) of Act 3896/2010 transposing Directive 2006/54/EC.</p> <p>Presidential Decree 176/1997, 'Measures for the Improvement of the Safety and Health at Work of Pregnant Workers and Workers Who Have Recently Given Birth or are Breastfeeding in Compliance with Directive 92/85/EEC', OJ A 150/15.7.1997, as amended by Decree</p>
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		<p>41/2003, OJ A 44/21.2.2003.</p> <p>Act 1483/1984, 'Protection and Facilitation of Workers with Family Responsibilities', as amended by Article 25 of Act 2639/1998, OJ A 205/2.9.1998 implementing Directive 96/34/EC and by Article 46 of Act 4488/2017,7 and Article 54(1) of Act 4075/2012 transposing Directive 2010/18/EU.</p> <p>Act 1414/1984, 'Implementation of the Principle of Equal Treatment of the Sexes in Employment Relationships', transposing Directives 75/117/EEC and 76/207/EEC, OJ A 10/2.1984.</p> <p>Presidential Decree 1362/1981, 'Replacement of Paragraph 1 of Article 33 of Act 1846/1951 "on Social Security" in compliance with Directive 79/7/EEC', OJ A 339/30.12.1981.</p> <p>National General Collective Agreements (NGCAs).</p>
	Relevant National Legislation	<p>Act 4531/2018 (OJ A 62/5.4.2018) ratifying the Istanbul Convention on preventing and combating violence against women and domestic violence of the Council of Europe (IC), signed by Greece on May 2011.</p> <p>Act 4491/2017, 'Legal recognition of gender identity... etc', OJ A 152/13.10.2017.</p> <p>Act 927/1979, OJ A 139/28.6.1979, implementing the CERD, as amended by Act 4285/2014, OJ A 191/10.9.2014 and Act 4491/2017, OJ A 152/13.10.2017.</p>

A. Methodology

1. Measuring current status- Qualitative and Quantitative KPIs

Before establishing a realistic and effective GEP, it is important to have a thorough understanding of the company's status regarding the promotion of gender equality so far. We first need to assess the state-of-play of E-Trikala, identify the gaps and weak links inside the company in terms of gender equality before concluding to the measures, objectives and actions that need to be implemented.

This initial status analysis was based on both quantitative and qualitative data that derived via two different tools:

- The first tool focused on quantitative data that was derived by the company's 10 years records. There were 6 different data categories evaluating the women and men status inside the company in terms of role, work and family balance, payroll and professional development.
- The second tool focused on qualitative data that was derived by an anonymized online survey that was distributed to all personnel. The 12 questions of the survey mainly focused on evaluating the personal experience of the staff in terms of equal opportunities, balancing their family life with their work, feeling of safety in terms of sexist and abusive behaviors inside the company.

The results of both evaluation tools are presented in the next chapter.

2. Evaluation Results

According to the quantitative evaluation results (table.2), one can understand that the company needs to work more towards promoting female researchers inside the company and provide more opportunities to them in having more visibility and participation in conferences and publications. In other words, although the ratio of men and women is more or less good (20 men and 15 women employees in total), the gap is much larger when it comes to the ratio between men and female researchers. Only 7 women work on the research area in relation to 9 men and only 4 of them are on the main research working team. What is more, only 2 women participated in conferences and/or scientific publications in the last 3 years.

Table 2 “Summary of quantitative data”

Quantitative Data for the GEP		
A. Ratio of men and women employees for 2021	Men	Women
	20	15
A.1 Ratio of men and women in relation to their role in 2021	Men in managerial roles	Women in managerial roles

	2	3
	Men in supporting roles	Women in supporting roles
	18	12
A.2 Ratio of men and women in relation to their working relationship with the company from 2018 to 2021 (note: stable cooperation is when a person works at the company for at least 2 years in a row)	Men with a stable cooperation with the company	Women with a stable cooperation with the company
	19	15
	Men with occasional cooperation with the company	Women with occasional cooperation with the company
	1	0
B. Ratio of men and women employees participating in research projects from 2018 to 2021	Men	Women
	9	7
B.1 Ratio of men and women participating in the main research working group from 2018 to 2021	Men	Women
	7	4
B.2 Ratio of men and women participating in scientific publications from 2018 to 2021	Men	Women
	6	2

B.3 Ratio of men and women participating in conferences etc from 2018 to 2021	Men	Women
	6	2
C. Financial income ratio of men and women for 2021	Annual average for men	Annual average for women
	21.595,50€	21.195,33€
D. Ratio of men and women that have left the company from 2011 to 2021	Men	Women
	8	12
E. Ratio of men and women given a childbirth leave from 2015 to 2021	Men	Women
	2	1

The second data tool focused on qualitative data that was derived by an anonymized online survey distributed to all personnel. 19 people (52,% of them were women and 47,4% were men) answered this questionnaire that focused on evaluating the personal experience of the staff in terms of equal opportunities, balancing their family life with their work, feeling of safety inside the company. Here are some results:

1. According to the demographic question that measures the working duration of male and female employees, only one woman answered that she has been working for the company for at least 10 consecutive years in relation to the 5 male employees answering the same thing. The majority of the female employees have been with the company for less than 5 years. This raises the question on whether the working environment makes it difficult for female employees to have a long-lasting working relationship with the company.
2. According to the question asking the employees if they believe that the company has given them adequate opportunities to evolve, more men answered positively

in relation to women. To be precise 7 men answered yes and 2 no, whereas 6 women answered yes and 4 no. This raises the question on whether the company provides equal promotion opportunities to both men and women.

3. There are more men having trouble balancing their professional and personal life (3 men answered positive) in relation to women (only 2 answered positive). In addition to this more men answered that they feel insecure in relation to their working future within the company due to their family status e.g having a child recently (4 men in total answered positively) in relation to women, where only 2 of them answered positively.
4. Although there have been training programs and company protocols on gender equality during the last 5 years, the majority of the employees were unaware of them. Only 26,3% were aware of them whereas 31,6% were under the impression that there are no such protocols and 42,10% did not know if they exist. It is therefore essential that activities and protocols like these are better disseminated to all personnel.
5. Similar, only 10,5% of the personnel were aware of the company's protocols in reporting and dealing with harassment incidents. 63,2% said that they did know if such a mechanism exists and 26,3% answered that such a mechanism does not exist.
6. Only 15,8% of the personnel were aware that the company provides awareness raising activities and / or educational activities in relation to the use of oral / written language sensitive to gender issues, whereas 57,9% of them did not know and 26,3% said that such activities do not exist.
7. The majority of the personnel (52,6%) were unaware of any communication actions for the promotion of women (and / or under-represented groups) in the company. 31,6% believed that such actions do not exist and only 15,8% answered positively.
8. Lastly one person reported that he/she has been a victim of harassment inside the company and 2 people reported that they have witnessed such an incident, however none of them reported it.

Both quantitative and qualitative data have helped the company in identifying its gender equality objectives, the existing gaps and the actions that need to be implemented in the near future.

B. Objectives

1. Setting up a list of objectives

Taking into consideration the KPIs evaluated above, E-Trikala has established 6 objectives that will support gender equality inside the company:

1. Promote a gender aware culture inside the company in order to diminish existing biased traditional perceptions and procedures and establish gender equality protocols and campaigns that are visible to all personnel
2. Improve the research and program deployment related quality of the company by promoting more heterogeneous working groups
3. Promote female staff career development in all areas of the company, with particular focus on the area of research.
4. Promote women in the decision-making working positions in order to empower their role inside the company and ensure diversification of views.
5. Establish an attractive company profile that can attract female experts and talents
6. Fight back or even achieve early prevention of sexist and biased practices by promoting an effective, well established and widely disseminated prevention and response mechanism/roadmap inside the company

In order for E-Trikala to achieve those objectives, the company will need to work systematically on six sections. All six sections are in agreement with the guidelines established by the European Institute for Gender Equality (EIGE, <http://eige.europa.eu>) and entail a number of objectives and actions. They are presented below along with the personnel responsible for supporting each action. Via these sections E-Trikala wishes to cope with and reduce the Gender Divide at a company level:

- Section 1 : Equal representation in all levels of decision making
- Section 2 : Gender Balance on recruitment and career progression
- Section 3 : Flexible, agile and balanced working environment
- Section 4 : Gender equality in Research
- Section 5 : Gender equality in terms of visibility and acknowledgment
- Section 6 : A safe and equal working environment

2. Sections and related actions towards gender equality

On section 1 we are focusing in promoting equality at all company's levels and creating a supporting mechanism that will promote gender equality altogether

Table 3 “Objectives and actions of Section 1”

Section 1: Equal representation in all levels of decision making	
Objectives	Actions
<ol style="list-style-type: none"> 1. Gender balance in all key decision-making levels 2. Creation of a body to support gender equality 3. Oversight of organizational processes in relation to gender 	<ul style="list-style-type: none"> ● Train managerial staff on equality expertise ● Establishment of Gender Equality Focal Points ● Equality, diversity and inclusion principles embedded into the company
<p>Actors involved:</p> <ol style="list-style-type: none"> 1. HR 2. Gender Equality focal points 3. Boards of Directors 	<p>Comments:</p> <p>The company has already established Gender Equality Focal Points, dedicated in promoting those actions</p>

In section 2 we are focusing on establishing gender balance on recruitment procedures and career progression opportunities for both men and women.

Table 4 “Objectives and actions of section 2”

Section 2: Gender Balance on recruitment and career progression	
Objectives	Actions
<ol style="list-style-type: none"> 1. Action plan & interventions for promoting the career of female professionals 2. Gender proof recruitment selection 3. Monitor pay gaps 4. Attract female applicants in senior posts 	<ul style="list-style-type: none"> - Assess gender balance ratio inside the company - Sharing career good practices and promote female role models - Offering attractive packages and acknowledgment to highly skilled females - Monitoring retention rate (RR) of female staff, substitution practices and career progression - Annual review of pay gaps. - Organizing awareness activities to staff

	and directors
Actors Involved: <ol style="list-style-type: none"> 1. HR 2. Gender Equality Focal Points 3. Accounting Office 4. C.E.O 	Comments: All actions are currently being implemented. However extra effort should be made in promoting female employees in the area of research

In section 3 we are focusing on providing a flexible, agile working environment that will allow both men and women to achieve balance among their professional and personal life.

Table 5 “Objectives and actions of section 3”

Section 3: Flexible, Agile and balanced Working Environment					
Objectives	Measures	2020	2021	2022	2023
<ol style="list-style-type: none"> 1. Establish services/ procedures to support staff members with caring responsibilities 2. Promote integration of work with family and personal life (+ on site) 	<ul style="list-style-type: none"> - Provide flexible working models (part time/remote working etc) 		x	x	x
	<ul style="list-style-type: none"> - Offer an ICT based system to improve staff member connectivity when on leave 		x	x	x
Actors Involved: <ol style="list-style-type: none"> 1. HR 2. Accounting Office 3. C.E.O 	Comments: Due to the COVID-19 restrictions the company has already adopted flexible working models for all personnel and supports via ICT systems remote working.				

In section 4 we are focusing on promoting gender equality in the area of research, academic excellence and European project implementation

Table 6 “Objectives and actions of section 4”

Section 4: Gender Equality in Research					
Objectives	Actions	2020	2021	2022	2023
1. Gender balance in research 2. Promote women in research positions	- Monitoring applications' gender balance received in research positions			x	x
	- Applying for funding in national/European calls targeting women		x	x	x
	- Promoting women for research projects, scientific publications and conferences	x	x	x	x
	- Supporting women returning from maternity leave	x	x	x	x
Actors Involved: 1. HR 2. Gender Equality Focal Points 3. Accounting Office 4. C.E.O	Comments E-Trikala will need to work more in promoting women for research projects the following years, in order to improve the ratio of female and male researchers in the company. However, the company is already implementing 2 EU funded projects that promote women entrepreneurship and democratic participation (U-SOLVE & NEUEYT projects) relevant links: 1. https://www.enicbcmed.eu/projects/u-solve 2. https://www.e-trikala.gr/portfolio/neueyt/				

With section 5 we are focusing on achieving gender equality in terms of visibility. Thus, establish that men and women along with their professional accomplishments are equally promoted in activities and events that are characterized by high visibility.

Table 7 “Objectives and actions of section 5”

Section 5: Gender equality in terms of visibility and acknowledgment					
Objectives	Measures	2020	2021	2022	2023
1. Balanced gender participation in events, conferences, workshops etc 2. Promote visibility of women in the activities of the company 3. Promote female staff work and accomplishments in media and social media.	- Monitor the gender participation ratio in all companies’ events		x	x	x
	- Appoint women in leading positions of research and communication activities			x	x
	- Make visible women and their contribution to the results and success of the organization	x	x	x	x
Actors Involved 1. Gender Equality focal points 2. C.E.O 3. Department of Communication and Research	Comments Only 2 women were promoted in events with high visibility the last 3 years. The company needs to improve this ratio during 2022 and on.				

With section 6 we are focusing on establishing a stable and effective roadmap for promoting gender equality culture inside the company as well as preventing, detecting and resolving actions of discrimination and/or harassment.

Table 8 “Objectives and actions of section 6”

Section 6: A safe and equal working environment				
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Objectives	Measures	2020	2021	2022	2023
<ol style="list-style-type: none"> 1. Increase visibility of the GEP objectives and strategy 2. Promote among the staff events and training workshops on sensitive topics and gender equality culture 3. Enable and encourage employees to report harassment incidents 	- Publication of current GEP and future versions on website of the company		x	x	x
	- Organisation of gender awareness events and training sessions on prevention of harassment			x	x
	- Adopting a specific code of conduct that all personnel will be obliged to agree upon and sign.			x	x
	- Offering a support service for the prevention, detection and report of discrimination and behaviors of harassment or violence based on gender.			x	x
	- Establishing a roadmap towards reporting and resolving such incidents and appointing a committee obliged to deal with such reports.			x	x
Actors Involved: <ol style="list-style-type: none"> 1. HR 2. Gender equality Focal points 3. C.E.O 4. Board of directors 	Comments: The company needs to increase employee awareness the following years. All supporting services, protocols and roadmaps should also be widely promoted to all personnel. The Gender Equality Focal points will be responsible for receiving and evaluating reports of harassment. During this procedure all GDPR obligations will be addressed.				

Summary

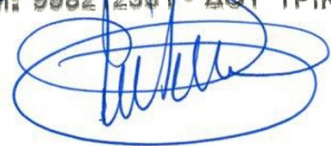
This Gender Equality Plan is an evolving document that will be reviewed and reformed on an annual basis, in order to evaluate and report all the progress accomplished in each objective as well as to add, if needed, new objectives and actions.

What is more, both quantitative and qualitative evaluation will also take place on an annual basis so as to monitor the company's progress towards gender equality.

Lastly, the Gender Equality Focal points will be in constant cooperation with all major stakeholders in order to promote all relevant actions.

The present documents have been reviewed and signed by the company's C.E.O and accepted by the Management Board.

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