

Ukrainian Tourist Guides Association Gender Equality Plan (GEP)

14 March 2024

Our Commitment

As a private research organization, we are committed to and aim to promote diversity and abolish inequality, discrimination and prejudice. We understand that gender intersects with other aspects of identity such as race, religion, ethnicity, nationality, ability, sexual orientation, etc. that can reinforce unequal access and opportunity. We are committed to address and remove barriers and to create opportunities for equal participation of women and men at all levels of the organization.

Ukrainian Tourist Guides Association adheres to the following mandatory process-related requirements of the EU:

- Publication of the Gender Equality Plan (GEP) document signed by top management on our website.
- HR resources committed to implementation of the GEP.
- Data collection & monitoring: sex/gender disaggregated data on personnel (and students, as the case may be), and annual reporting.
- Training: awareness/training on gender equality & unconscious gender bias for staff & decision-makers.

Ukrainian Tourist Guides Association considers the following content-related points in our GEP:

- Work-life balance & organizational culture.
- Gender balance in leadership & decision-making.
- Gender equality in recruiting & career progression (promotion).
- Integration of gender dimension into research & teaching content
- Measures against sexual harassment

A. Work-life balance and organizational culture

Measures addressed by Cortex Discovery on work-life balance include and/or consider the following:

- 1. A parental leave policy** ensures that fixed-term contracts can be extended, as well as active promotion of paternity leave.
- 2. Flexible working time arrangements**, including how processes, procedures, and practices impact on staff with caring responsibilities or part-time workers, as well as remote working.
- 3. Support for caring responsibilities**, including childcare and care for other dependents (e.g. people with disabilities, elderly relatives), which may also be extended to support for students who become parents during their studies, for instance.
- 4. Workload management**, including how different tasks are allocated and distributed, such as teaching and administrative versus research workloads in universities.
- 5. Reintegration of staff after career breaks**, including active mentoring and support.

6. Advice and support on work–life balance.

In order to promote an inclusive organizational culture, Cortex Discovery follows and/or considers the following measures:

7. policies relating to harassment and dignity at work that set out expectations for the behaviour of staff and managers (see also the [toolbox section on sexual harassment](#)).

8. Policies supporting the active use and encouragement of inclusive language around the organization in relation to gender equality, but also other forms of identity and diversity (guidelines on gender-sensitive communication can be provided for this purpose).

9. Informal aspects of organizational culture, including whether social practices are welcoming and inclusive for all staff.

B. Gender balance in leadership & decision-making

Ukrainian Tourist Guides Association considers the following issues in our leadership & decision making:

1. How women are represented in decision-making at the top of the organization, and across administrative functions.

2. What types of barriers exist that may prevent women from being represented in decision-making and leadership positions, including structural and individual barriers.

3. What targets could be set to promote gender balance in leadership and decision-making roles.

4. Which steps can be taken, and by whom, to achieve these targets.

C. Gender equality in recruiting & career progression (promotion)

1. Recruitment, selection, and career progression support measures will be undertaken aim to ensure that women and men get equal chances to develop and advance their careers at **Ukrainian Tourist Guides Association** This will attempt to avoid and undo the systematic and structural discrimination experienced by women along their career paths in research and in tech businesses.

2. Ukrainian Tourist Guides Association will critically review **selection processes** at all stages and remedy biases to ensure gender equality.

D. Integration of gender dimension into research & teaching content

1. Insofar as Ukrainian Tourist Guides Association may engage in the **training of students** in the context of work-study and/or apprenticeships as part of our research activities, we will ensure that this training and education is free of gender bias.

2. Ukrainian Tourist Guides Association will integrate the **gender dimension in educational activities**, including public engagement and training of the next generation of researchers/ innovators.

3. Ukrainian Tourist Guides Association will integrate **gender analysis throughout the research & innovation (R&I)** lifecycle, including the setting of research priorities through defining concepts, formulating research questions, developing methodologies, gathering and analyzing sex-disaggregated data, evaluating and reporting results, and transferring them to markets as innovations and products.

E. Measures against sexual harassment

Ukrainian Tourist Guides Association recognizes the issue of sexual harassment and gender-based violence in research institutions and organizations. We therefore undertake the following measures:

- 1. Providing information regarding sexual and gender-based harassment.**
- 2. Offering attention and support to victims** and witnesses of misconduct, with a commitment to putting an end to such behaviour.
- 3. Considering measures to combat gender-based violence and sexual harassment**, including behaviour that violates individual dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Workforce Participation

Ukrainian Tourist Guides Association has a fair and positive workplace for women and men regardless of their age, race, ethnicity or religion, enabling us all to work together in an equitable, effective and mutually respectful manner. **Ukrainian Tourist Guides Association** will train staff in gender equality to provide them with the knowledge, tools and ability to integrate gender equality principles of gender equality in all their work

Policy, Programs and Services

Ukrainian Tourist Guides Association trains staff in gender equality and gives them the knowledge, tools and ability to integrate the principles of gender equality in all their work.

Communication and Engagement

Ukrainian Tourist Guides Association CEO is ultimately responsible for the implementation of the Gender Equality Policy and will conduct a review of the Gender Equality Policy for review by the **Ukrainian Tourist Guides Association** board of directors in 2025.

Policy, Programs and Services

Gender equality is integral to all programs and processes at **Ukrainian Tourist Guides Association**: We are committed to having a diverse, inclusive workplace where every individual has opportunities and access to the resources to reach their full potential. We pursue family-friendly work policies and practices that enable everyone to participate fully in work and family life.

Communication and Engagement

Ukrainian Tourist Guides Association's CEO is to conduct a review of the gender equality action plan and present it for review by the **Ukrainian Tourist Guides Association** board of directors. The CEO will update the gender equality action plan according to the recommendations of the board.

Yanina Gavrylova

Head of the Board

Ukraine, Kyiv, 14 March 2024