

# Gender Equality Plan (GEP)

---

## 1. Publication

Our institution is committed to promoting gender equality and has formalized this commitment in a document published on our official website. This document is signed by the top management, showcasing their dedication to fostering an inclusive and equitable environment for all staff and students.

---

## 2. Dedicated Resources

To ensure the successful implementation of this Gender Equality Plan (GEP), we have allocated dedicated human resources and recruited gender equality experts. These professionals are responsible for coordinating and driving the various initiatives outlined in this plan, as well as providing the necessary support and expertise.

---

## 3. Data Collection and Monitoring

We recognize the importance of data in creating effective gender equality strategies. Therefore, we have established a system for the systematic collection and analysis of sex/gender disaggregated data on our personnel and students. This data will be reviewed annually and reported based on specific indicators to monitor progress and identify areas for improvement. Key indicators include gender representation at different hierarchical levels, recruitment, retention, and promotion rates.

---

## 4. Training

To build awareness and address unconscious gender biases, we will implement regular training sessions for all staff and decision-makers. These sessions will cover various topics, including gender equality principles, unconscious bias, and strategies to create a more inclusive workplace. The aim is to foster a culture of awareness and proactive engagement in gender equality issues.

---

## 5. Content-wise Recommended Areas

Work-life Balance and Organizational Culture

- Implement flexible working arrangements, such as telecommuting and flexible hours, to support work-life balance.
- Establish family-friendly policies, including extended parental leave and childcare support.
- Promote a healthy work-life balance culture through workshops and awareness campaigns.

Gender Balance in Leadership and Decision-Making

- Set specific targets for gender representation in leadership roles and decision-making bodies.
- Develop mentorship and leadership development programs aimed at women and underrepresented genders.
- Ensure diverse representation on committees and boards within the institution.

## Gender Equality in Recruitment and Career Progression

- Revise recruitment policies to ensure unbiased practices, including diverse representation on hiring panels.
- Provide equal opportunities for career advancement through transparent promotion criteria and professional development programs.
- Regularly audit pay structures to ensure equitable compensation for equivalent work.

## Integration of the Gender Dimension into Research and Teaching Content

- Promote the inclusion of gender analysis in research across all disciplines.
- Encourage the development and inclusion of gender-specific courses and modules in curricula.
- Provide training for educators on integrating gender perspectives into their teaching.

## Measures Against Gender-Based Violence Including Sexual Harassment

- Create a zero-tolerance policy towards gender-based violence and sexual harassment, clearly communicated to all members of the institution.
- Establish confidential reporting mechanisms and support services for victims of gender-based violence.
- Conduct regular training sessions on recognizing and preventing sexual harassment and gender-based violence.

---

This Gender Equality Plan (GEP) outlines our commitment to fostering an inclusive and equitable environment for all members of our institution. Through dedicated resources, systematic data collection and monitoring, comprehensive training, and targeted measures in key areas, we aim to advance gender equality and create a supportive and fair workplace and educational setting.

---



Célia Freitas da Cruz  
Managing Director  
Complear - Compliance Tech Sociedade Unipessoal Lda

---

## Contact Information

For any inquiries or further information regarding this Gender Equality Plan, please contact:  
[contact@complear.com](mailto:contact@complear.com)

Av. Dom João IV 466 1.º Direito, 4810-533 Guimarães, Portugal