

Gender Equality Plan (GEP) — Altnota

Effective date: 1 November 2025

Contact: equity@altnota.com

Registered office: Rue du Monastère 10, 1000 Brussels, Belgium

1) Purpose & Scope

Altnota is committed to equal opportunity, dignity, and a respectful workplace. This plan meets EU Gender Equality Plan (GEP) process expectations for small organisations and applies to all employees, directors, contractors, interns, and applicants.

2) Governance & Resources

GEP Lead & Coordinator: Begüm Akın — accountable for plan delivery, data collection, the annual staff briefing, and the public yearly note.

Backup Reviewer (escalation & annual sign-off): Ozan Saral.

Delivery is proportionate to company size and resources and is reviewed annually.

3) Data & Reporting

Annual snapshot (Q4): a simple sex/gender-disaggregated view of (i) workforce composition by role/seniority/contract type, (ii) recruitment pipeline outcomes, (iii) promotions/progression, and (iv) training completion.

Public note: a brief annual update will be posted on this page confirming the snapshot and any corrective actions taken, if needed.

Personal data is processed according to our Privacy Policy.

4) Awareness & Training

Annual 30–45 minute briefing for all staff covering equal opportunity, respectful conduct, routes to raise concerns, and this GEP.

Onboarding note for new joiners linking to this page and reporting channels.

Additional training may be scheduled where a role or project requires it.

5) Focus Areas & Proportionate Actions

A. Work–Life Balance & Organisational Culture

Principle: a flexible, respectful environment that enables people to do their best work.

Action: publish a short note on core hours/remote etiquette and review during periodic check-ins; encourage reasonable meeting practices.

B. Leadership & Decision-Making

Principle: decisions are merit-based and benefit from diverse perspectives.

Action: where feasible, include more than one perspective in key reviews (e.g., hiring panels, portfolio checkpoints) and seek balanced participation across genders in decision forums.

C. Recruitment, Pay & Progression

Principle: fair processes and role-relevant criteria.

Actions:

- Use a simple, standard role scorecard and structured interview questions; write inclusive, gender-neutral job text.
- Keep records of offers and review like-for-like pay once per year for obvious discrepancies; correct where found.
- Share progression criteria during reviews.

D. Gender/Sex Perspective in Work (where relevant)

Principle: when clearly relevant to a project, consider sex/gender in research sampling, metrics, or design notes.

Action: include a one-line checkbox in project briefs: "Sex/gender relevant? If yes, note how considered."

E. Harassment & Gender-Based Violence (GBV) — Policy

Altnota maintains a workplace free from harassment, including gender-based harassment and violence.

Zero tolerance: harassment, discrimination, and retaliation are not permitted.

Reporting routes: your manager; Begüm Akın (GEP Lead); or equity@altnota.com.

Handling: reports are acknowledged promptly and handled confidentially, impartially, and proportionately, with respect for all parties.

Protection: anyone raising a concern in good faith is protected from retaliation.

Outcomes: actions may include informal resolution, training, adjustments to working arrangements, or formal measures consistent with applicable law.

6) Contacts & Routes to Raise Concerns

Speak to your manager or the GEP Lead (Begüm Akın).

Email equity@altnota.com (confidential).

The Backup Reviewer (Ozan Saral) can be contacted for escalation.

7) Review & Updates

Mid-year check: informal progress review and any proportionate adjustments.

Annual review (Q4): compile the snapshot, deliver the briefing, publish the public note, and update this page as needed.

Archived versions are available on request.

Signed on behalf of Altnota

Begüm Akın, Director

Ozan Saral, Director

Date: 01/11/2025

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