



# Gender Equality Plan (GEP)

## 1. Introduction & Commitment

The C.F.C.D.C. CENTRE FOR COMPETENCE DEVELOPMENT CYPRUS (COMCY) is committed to advancing **gender equality** across all levels of the organisation. We recognise that diversity, equal opportunities, and inclusive practices are fundamental to our mission of delivering high-quality services in consulting, training, and research, while fostering a safe, equitable and fair workplace.

This Gender Equality Plan (GEP) provides the institutional framework, concrete measures, and monitoring processes through which we commit to promoting gender equality, preventing discrimination, and integrating gender perspectives into all our activities.

## 2. Publication & Governance

- The GEP is a **formal policy document** published on the COMCY website and accessible to the public.
- It is **approved and signed by top management**, reflecting commitment at the highest level.
- The GEP will be **reviewed annually** and updated as required.

## 3. Dedicated Resources

- A **Gender Equality Officer (GEO)** has been appointed to oversee the implementation and monitoring of the GEP.
- A **Gender Equality Working Group (GEWG)** will be established, composed of representatives across departments.
- Human and financial resources will be allocated to support actions, including staff training, awareness activities, and expert consultancy if needed.

## 4. Data Collection & Monitoring

- **Annual collection and reporting** of sex- and gender-disaggregated data on:
  - Recruitment, contracts, and promotions
  - Leadership and decision-making roles
  - Salaries, bonuses, and allowances
  - Participation in training and career development
- An **Annual Gender Equality Report** will be prepared by the GEO and shared internally and externally.



- Indicators will be developed to monitor progress against targets.

## 5. Training & Awareness

- Annual training for staff and management on:
  - Gender equality and diversity in the workplace
  - Unconscious gender bias in decision-making
  - Preventing and responding to gender-based violence and harassment
- Awareness initiatives (workshops, internal communication campaigns, newsletters) will strengthen a gender-sensitive organisational culture.

## 6. Key Areas & Measures

### 6.1 Work-Life Balance & Organisational Culture

- Promote flexible working arrangements (remote work, flexible hours).
- Ensure equal encouragement and uptake of parental leave for all genders.
- Raise awareness on work-life balance and wellbeing.

### 6.2 Gender Balance in Leadership & Decision-Making

- Target: at least **40% representation of each gender** in leadership and decision-making bodies by 2027.
- Apply transparent nomination and selection processes.

### 6.3 Gender Equality in Recruitment & Career Progression

- Use gender-sensitive and inclusive language in job postings.
- Ensure balanced representation in recruitment and promotion panels.
- Monitor gender balance across recruitment and career advancement.
- Develop mentoring initiatives to support career development, particularly for women.

### 6.4 Integration of Gender Dimension into Research & Teaching Content

- Incorporate gender perspectives in EU-funded projects, including methodologies, content, and dissemination.
- Provide staff training on integrating gender-sensitive approaches into project proposals, methodologies and outputs.

### 6.5 Measures Against Gender-Based Violence & Harassment

- Zero tolerance policy on harassment, bullying, and gender-based violence.



- Confidential reporting mechanisms with clear procedures for handling complaints.
- Appoint a designated contact person trained to handle such cases.
- Regular awareness campaigns and mandatory information in staff onboarding.

## 7. Monitoring & Evaluation

- Annual review of the GEP and progress report prepared by the GEO.
- Progress will be measured annually through indicators and targets.
- Results shared internally with staff and externally via the website.
- External benchmarking every 3 years to align with European standards and good practices.

## 8. Conclusion

With this Gender Equality Plan, COMCY reaffirms its commitment to building a workplace that is **inclusive, diverse, and respectful**. Gender equality is both a core organisational value and a driver of excellence, innovation, and social responsibility.

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**Signed,**

Giorgos Giorgakis

Director