

# Ricapacity GmbH – Gender Equality Plan

*(Version 1.0 – August 2025)*

## 1. Introduction and Purpose

Ricapacity GmbH is committed to creating and maintaining an inclusive, respectful, and equitable working environment for all employees, regardless of gender, sexual orientation, ethnicity, disability, age, or other personal characteristics. This Gender Equality Plan (GEP) sets out our objectives, measures, and responsibilities to promote gender equality both within the company and in the projects in which we participate. It covers activities related to institutional governance, human resources, communication, prevention of violence and harassment, as well as raising employee awareness. It also provides for annual monitoring and evaluation of progress.

## 2. Scope

The Gender Equality Plan applies to all employees of Ricapacity GmbH, as well as freelancers, consultants, and interns engaged by the company. It also extends to collaborative research and innovation projects where Ricapacity is a partner.

## 3. Baseline, Context, and Resources

As a small business, Ricapacity GmbH does not have complex human resources structures. At present, the company employs two people and ensures equal pay and equal access to opportunities in practice. Flexible work arrangements are the norm. The GEP formalises these existing equality practices and provides a framework for future growth.

The plan is approved by company management and will be published on the Ricapacity website under the “About” section. The Managing Director is responsible for its implementation and monitoring, dedicating approximately five hours per year to review and reporting. At the current company size, no dedicated budget is required, but resources will be scaled as staff numbers increase.

Gender-disaggregated data will be collected annually on workforce composition, recruitment processes, and pay structure, and will be reviewed each year to identify any imbalances. All staff, including management, will participate in at least one annual gender equality awareness or unconscious bias training, which may be delivered online. In projects, Ricapacity will ensure that gender equality considerations are addressed during planning and implementation.

#### 4. Key Areas and Measures

Ricapacity GmbH is committed to supporting work-life balance and fostering a positive organisational culture by offering flexible working hours and locations for all employees, respecting parental leave and care responsibilities without career penalty, and maintaining a zero-tolerance approach to harassment or discrimination, with any incidents addressed immediately.

The company will work to ensure gender balance in leadership and decision-making as it grows, with recruitment and promotion processes designed to encourage participation of all genders. Recruitment procedures will use gender-inclusive language, evaluate candidates solely on merit, and aim for diversity in shortlists wherever possible.

Ricapacity is also committed to preventing gender-based violence, including sexual harassment, by maintaining a safe and respectful workplace. A clear reporting channel is available directly to the Managing Director, with confidentiality and protection from retaliation guaranteed for all complainants.

#### 5. Responsibilities, Governance, and Review

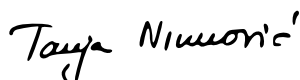
The Managing Director of Ricapacity GmbH serves as the Responsible Officer for this plan. They will review the GEP annually, update it when necessary, and ensure that gender equality principles are integrated into both hiring and project activities. The review will be based on the annual collection of gender-disaggregated data and the outcomes of training and awareness activities. A short report for internal purposes will be prepared based on the collected data.

#### Publication of this document and Review

- Published on [www.ricapacity.com](http://www.ricapacity.com)
- This document will be reviewed for updates in August 2027.

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Approved by:

A handwritten signature in black ink that reads "Tanja Ninkovic".

Tanja Ninkovic, PhD – Managing Director, Ricapacity GmbH

Date: 12 August 2025