

Gender Equality Plan

SVÚOM s.r.o.

2026-2029

Institutional policy document for internal governance and research funding compliance



Organisation	SVÚOM s.r.o.
Registered office	U Mestskeho pivovaru 934/4, 170 00 Prague 7 - Holesovice, Czech Republic
Additional workplace	Pozarniku 60/8, 252 62 Horomerice, Czech Republic
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1. Document Identification

This Gender Equality Plan (GEP) is an institutional policy document of SVÚOM s.r.o. for the period 2026-2029. It establishes the organisation's strategic and procedural framework for promoting gender equality, equal opportunities, and respectful working conditions across its internal governance, personnel management, and relevant research-related activities.

2. Purpose of the Document

The purpose of this Gender Equality Plan is to provide a systematic framework for promoting gender equality and equal opportunities within SVÚOM s.r.o. The document sets out principles, responsibilities, and implementation measures intended to foster a safe, respectful, and professionally supportive working environment. It is designed both as an internal policy instrument and as a document that may serve to demonstrate institutional readiness in the context of national and international research, development, and innovation funding schemes.

3. Organisational Profile and Baseline Context

SVÚOM s.r.o. is a specialised expert organisation operating in the fields of corrosion, corrosion protection, surface treatment, testing, inspection, consultancy, and research and development. The company builds on the long-standing tradition of the State Research Institute for Material Protection and operates at the interface of applied research, laboratory practice, expert services, and collaboration with industrial partners.

This institutional profile is particularly relevant because technical and materials-oriented disciplines often display lower gender balance in the labour market than many other sectors. For this reason, SVÚOM s.r.o. regards gender equality not merely as a formal compliance requirement but as a component of sound institutional governance, sustainable human resource management, talent retention, and long-term organisational competitiveness.

4. Guiding Principles

- Equal treatment and non-discrimination in recruitment, remuneration, task allocation, training, performance assessment, and career progression.
- A respectful and safe working environment free from harassment, sexual harassment, bullying, and other forms of unacceptable conduct.
- Support for the professional development of all employees on the basis of expertise, performance, and potential.
- Transparency in personnel-related and work-related decision-making processes.
- Support for work-life balance to the extent compatible with the operational conditions of the company.
- Ongoing monitoring and continuous improvement rather than one-off formal compliance.

5. Scope of Application

This document applies to all employees of SVÚOM s.r.o., irrespective of the type of employment relationship, job classification, working-time arrangement, or place of work. Where appropriate, it also applies to students, trainees, interns, external collaborators, job applicants, and other persons who enter into a professional relationship with the company.

6. Strategic Objectives for 2026-2029

Objective 1: Strengthen the institutional framework for equal opportunities. Ensure that responsibilities, procedures, communication channels, and evaluation mechanisms related to gender equality are clearly embedded in the governance of the company.

Objective 2: Support fair personnel processes. Develop recruitment, onboarding, evaluation, remuneration, and professional development procedures that are transparent, predictable, and based on substantive criteria.

Objective 3: Improve organisational culture and conditions for work-life balance. Promote a working environment in which expert work can be carried out sustainably and without unnecessary barriers linked to caring responsibilities, family situation, or stereotypical expectations.

Objective 4: Prevent inappropriate conduct and strengthen trustworthy response mechanisms. Establish clear procedures for reporting and addressing inappropriate conduct, including harassment and sexual harassment.

Objective 5: Integrate equality considerations into research and expert activity where relevant. Assess, in projects, methodologies, expert reports, and outputs, whether a sex and/or gender dimension is relevant to the topic, intended users, or expected impact of the work.

7. Governance, Responsibilities, and Resources

7.1 Responsibility of the Company Management

- approve this document and any subsequent revisions;
- ensure its publication and internal communication;
- review progress in implementation;
- create the conditions necessary for the implementation of the measures set out herein.

7.2 Responsible Person and Contact Point

The company management shall designate a contact person for the area of gender equality (hereinafter the "GEP Coordinator"). This person shall coordinate implementation, collect relevant data, prepare materials for annual review, serve as a contact point for questions and concerns, and cooperate with management and line supervisors. Depending on the organisational structure of the company, this role may be carried out by a designated member of management, the personnel agenda, the project agenda, or another authorised staff member.

7.3 Resources

SVÚOM s.r.o. shall allocate proportionate staff time and organisational capacity for the coordination of the GEP, awareness-raising and training, data monitoring, response to concerns, and the revision of internal procedures where necessary. In the context of a small or medium-sized specialised company, the measures are intended to remain operationally realistic while preserving a genuine commitment to implementation.

8. Communication and Publication

This GEP shall be formally approved by the company management, published on the company website or in another publicly accessible part of the company's communication environment, communicated internally to staff, made available within onboarding processes for new employees, and recalled at least once per year through internal communication channels.

9. Data Collection, Monitoring, and Evaluation

To the extent proportionate and in compliance with applicable legal requirements, SVÚOM s.r.o. shall monitor, in aggregated form, the following indicators where available and meaningful:

- the representation of women and men across categories of positions;
- the representation of women and men in management and decision-making roles;
- the structure of working-time arrangements;
- recruitment, departures, and career progression;
- participation in training and professional development;
- the use of flexible working arrangements where such arrangements are available;
- the number and general type of recorded concerns related to unequal treatment or inappropriate conduct.

Monitoring shall take place at least once per year. The outcome shall be a concise internal assessment report summarising the implementation status, identifying risks, and recommending any revisions for the subsequent period. Where appropriate, selected aggregated findings may also be communicated externally.

10. Training and Awareness-Raising

SVÚOM s.r.o. shall ensure an appropriate form of awareness-raising and training in the areas of equal opportunities and non-discrimination, prevention of harassment and sexual harassment, respectful workplace communication, fair people management and transparent decision-making, and, where relevant, the sex and/or gender dimension in research and innovation content. Such activities may take the form of a short internal briefing, online training, a methodological note, inclusion of the topic in management meetings, or targeted training for staff with decision-making responsibilities.

11. Thematic Areas and Measures

11.1 Work-Life Balance and Organisational Culture

SVÚOM s.r.o. recognises that the stability of expert teams and the quality of work are linked to the compatibility of working conditions with childcare, care for dependent family members, and other significant life circumstances.

- Assess individual possibilities for flexible organisation of work where the operational model and the nature of the work permit such arrangements.
- Where compatible with operational requirements, allow flexibility in working hours or partial remote work for administrative, project-related, and selected expert tasks.
- In laboratory and operationally fixed activities, seek proportionate organisational solutions so that staff are not disadvantaged beyond what is strictly necessary.
- Support return to work after parental leave or an extended care-related interruption through timely communication, adaptation support, and continuity of information.
- Promote respectful language and a collaborative culture free from dismissive remarks, stereotypes, or humiliating conduct.

Indicators: existence of a documented procedure for assessing flexibility requests; number of implemented flexible arrangements; number of returns after parental leave or extended care-related interruption; qualitative findings on workplace climate.

11.2 Gender Balance in Leadership and Decision-Making

The company shall strive to ensure that access to responsible roles is not shaped by gender stereotypes and that appointments are based on expertise, experience, and potential.

- Use pre-defined and substantive criteria when appointing managerial, coordination, and project roles.
- Where qualifications are comparable, support a broader range of candidates in order to avoid unnecessary narrowing of the candidate pool.
- Monitor the representation of women and men in decision-making roles on a regular basis.
- Where feasible, seek appropriately diverse composition in internal committees, project teams, or evaluative groups.

Indicators: representation of women and men in leadership and coordination roles; existence of documented criteria for the allocation of roles; review of the composition of internal decision-making bodies.

11.3 Gender Equality in Recruitment, Remuneration, and Career Development

SVÚOM s.r.o. shall further develop its personnel processes in a manner that reduces the risk of unconscious bias and supports equal access to opportunities.

- Formulate vacancy announcements in a substantive and, where possible, gender-neutral manner.
- For each position, define core requirements, desirable competencies, and a transparent recruitment procedure.
- During recruitment, avoid questions unrelated to the performance of work, especially questions concerning family planning or private family circumstances.
- Review remuneration practices on an ongoing basis in order to identify any evidently unjustified differences within comparable positions.
- Support access to training, conferences, expert events, and project opportunities without disproportionate barriers.
- Ensure that onboarding communicates expectations, development opportunities, and relevant points of contact clearly.

Indicators: existence of a recruitment and onboarding standard; representation of women and men among applicants and new hires where such data are available; participation of women and men in training activities; internal review of remuneration in comparable roles.

11.4 The Sex and/or Gender Dimension in Research, Expert Outputs, and Innovation Activities

Given the company's specialist orientation, the sex and/or gender dimension will not be equally relevant in all activities. Nevertheless, where meaningful, SVÚOM s.r.o. shall consider whether sex, gender, differences among user groups, or work-related conditions may be relevant to a project brief, methodology, application context, or the expected impact of results.

- In project proposals and selected research or expert outputs, assess whether the sex and/or gender dimension is relevant to the topic.
- Where relevant, reflect this dimension briefly in the project design, methodology, interpretation, or recommendations.
- In projects funded by international programmes, ensure consistency with the requirements of the respective funding body.
- Support basic methodological awareness among project staff regarding situations in which the sex and/or gender dimension is relevant and when it is not.

Indicators: existence of a simple methodological checkpoint in project preparation; number of projects in which relevance was assessed; number of staff members informed about the topic.

11.5 Prevention of Gender-Based Violence, Harassment, and Sexual Harassment

SVÚOM s.r.o. declares zero tolerance for harassment, sexual harassment, bullying, intimidation, and other forms of degrading or inappropriate conduct.

- Adopt and communicate a clear procedure for reporting and addressing inappropriate conduct.
- Designate at least one confidential contact person or a secure communication channel for the submission of concerns.
- Ensure that reporting persons are protected against retaliation.
- Handle concerns promptly, discreetly, and with due regard to the rights and protection of all persons involved.
- Include the prevention of harassment in awareness-raising activities and in training for staff with managerial responsibilities.

Indicators: existence and accessibility of an internal procedure; identification of a contact person or reporting channel; number of concerns handled in anonymised form; awareness-raising or training activities implemented.

12. Action Plan for 2026-2029

Measure	Timeline	Responsibility	Output
Formal approval of the GEP by the company management	Within 2 months after finalisation	Company management	Approved document
Public dissemination of the GEP on the company website and internal communication to staff	Within 1 month after approval	Management / designated officer	Publicly accessible document
Appointment of the GEP coordinator	Within 1 month after approval	Company management	Designation of the responsible person
Establishment of a basic monitoring framework and indicators	Within 4 months after approval	GEP coordinator	Set of monitored indicators
Review of recruitment and onboarding procedures	Within 6 months after approval	Management / personnel agenda	Internal recruitment standard
Introduction of an internal reporting and response procedure for inappropriate conduct	Within 6 months after approval	Management / GEP coordinator	Internal procedure and contact point
Basic internal training or awareness-raising activity	Within 9 months after approval	GEP coordinator	Training or briefing material delivered
First annual assessment of implementation	After 12 months	GEP coordinator and management	Annual monitoring report
Adjustment of measures in response to evaluation findings	Annually	Company management	Updated action plan
Comprehensive review of the GEP	By the end of the validity	Company management	Revised document

Measure	Timeline	Responsibility	Output
	period		

13. Procedure for Reporting and Addressing Concerns

- A concern may be submitted in person, by e-mail, or through another internally designated channel to the contact person.
- Receipt of the concern shall be acknowledged without undue delay.
- The matter shall be reviewed confidentially, impartially, and without retaliatory consequences for the reporting person.
- Depending on the nature of the case, appropriate measures may include a clarifying discussion, mediation, organisational steps, labour-law measures, or referral to another relevant procedure.
- The reporting person shall be informed of the outcome or proposed course of action to the extent compatible with personal data protection and the rights of other persons involved.

This internal procedure does not exclude the use of any other lawful mechanisms available for the protection of employees' rights.

14. Evaluation of Success

Successful implementation of the GEP shall be understood, in particular, as meaning that the document is publicly accessible and internally known, responsibilities are clearly assigned and accompanied by basic capacity, relevant data are used on an annual basis, staff have access to a trustworthy mechanism for raising concerns, personnel and governance procedures become progressively more transparent, and the measures remain realistic, regularly evaluated, and genuinely applied in practice.

15. Final Provisions

This Gender Equality Plan shall enter into force on the date of approval by the company management unless specified otherwise. It shall be reviewed at least once annually and revised as necessary. By adopting this document, SVÚOM s.r.o. confirms that gender equality is not treated merely as a formal obligation, but as a component of responsible governance in a specialised organisation seeking to maintain high-quality working conditions, retain expert capacity, and strengthen its research and applied potential over the long term.

16. Recommended Annexes

- A short internal guideline for reporting inappropriate conduct.
- A one-page fair recruitment standard.
- An overview of indicators used for annual monitoring.
- A template for the annual GEP implementation report.
- A record of formal approval by the company management.

17. Approval Clause

For SVÚOM s.r.o.:

Name and function: Ing. Kateřina Kreislová, Ph.D., Company Executive

Signature: _____

Date: 9. 12. 2025

