

GENDER EQUALITY PLAN (GEP)

MAVAD Nonprofit Kft.

1 January 2026 – 31 December 2029

Aligned with Horizon Europe GEP requirements. Documentary evidence of management signature and public website publication is required for finalisation.

1. Purpose and scope

MAVAD Nonprofit Ltd. is committed to equal opportunities, fair employment and an inclusive research environment. This plan applies to staff, management and people engaged in research and innovation activities within the organisation's sphere of responsibility. The plan covers 1 January 2026 to 31 December 2029. The actual approval and publication dates must be recorded separately; historical implementation must not be claimed without evidence.

2. Leadership commitment and publication

Senior management approves and signs this plan, appoints a GEP coordinator, allocates proportionate resources and publishes the signed plan on the organisation's website. Staff and project participants are informed of its provisions.

3. Dedicated resources

GEP coordinator: Horváth Gabriella. At least 16 staff hours per year are allocated for coordination, data monitoring, training and review, subject to adjustment by management. External equality or data protection expertise may be used when needed.

4. Baseline and privacy

A 2026 baseline assessment will record sex-disaggregated staffing and leadership data, recruitment and career development practices, training participation and the number of complaints, as appropriate. Baseline headcount: 4 employees: 1 woman (25%) and 3 men (75%); all three male employees work part-time. Working-time status of the female employee has not been provided. Small-cell figures enabling identification will not be publicly disclosed. Personal data will be processed lawfully and with restricted access.

5. Work–life balance and organisational culture

Flexible arrangements compatible with operational needs are encouraged. Care responsibilities or related leave must not in themselves lead to discrimination. Meeting times should reasonably accommodate participants' circumstances.

6. Leadership, recruitment and career progression

Assignments, recruitment and progression decisions follow transparent, job-related criteria. Equal pay for work of equal value is supported. Access to development and training opportunities is reviewed annually.

7. Gender dimension in research and innovation

For every new R&I project, the project leader assesses whether sex or gender is relevant to research questions, methods, target groups, sampling, user needs or interpretation. Relevant dimensions are addressed in the research design; non-relevance is briefly justified and documented. Gender balance in project teams is considered alongside merit and expertise.

8. Prevention of harassment and discrimination

Gender-based discrimination, sexual harassment, intimidation and retaliation are prohibited. Concerns may be reported confidentially to Horváth Gabriella, GEP coordinator (9400 Sopron, Deák tér 33, Hungary; gabriela@gabriela.hu) or management; where both are conflicted, an independent external contact must be designated. Complaints are handled impartially, confidentially and within reasonable time. The detailed procedure and contact details must be completed before approval.

9. Training and awareness

At least one documented awareness or training activity is organised each year on gender equality, unconscious bias, respectful workplaces and reporting mechanisms. Staff making recruitment or leadership decisions are prioritised. Attendance and topics are recorded.

10. Monitoring and review

The coordinator prepares an annual internal indicator-based report on staffing, training, recruitment and progression, research-project gender relevance checks and implementation of actions. Management reviews the findings and updates the plan as needed. Public reporting respects confidentiality and data protection.

11. Formal approval

Management-reported approval date: 1 January 2026. Date and URL of publication: 1st Jan 2026, www.mavad.hu. Managing director: Dr. Horváth Sándor.

12. Action plan and indicators

Deadline / Frequency	Action	Responsible person	Evidence / Indicator
Q1 2026 / upon adoption	Approve, sign and publish the GEP; communicate it to personnel.	Managing Director	Signed plan; public website URL; staff notification
2026 and annually	Allocate at least 16 working hours per year for GEP coordination and review.	Managing Director / GEP Coordinator	Allocated hours; annual activity record
2026 baseline; annual update	Collect sex-disaggregated staffing, employment type and management data with privacy safeguards.	GEP Coordinator	Baseline: 4 staff (1 woman, 3 men); 3 men part-time; annual summary
Annually	Review work-life balance, flexible arrangements and fair access to development.	Managing Director / GEP Coordinator	Documented annual review and any corrective measures
For each recruitment or promotion	Use transparent, role-based criteria and review equitable	Managing Director	Documented selection criteria; recruitment and

	access to opportunities.		promotion review
For each new R&I project	Assess relevance of sex and gender dimensions to research content; document justification.	Project Leader	Proportion of new projects with a documented assessment; target 100%
Continuously; annual review	Maintain confidential reporting and non-retaliation procedures for discrimination and harassment.	GEP Coordinator / Managing Director	Reporting channel communicated; cases and responses recorded confidentially
At least once per year	Provide documented gender equality and respectful-workplace awareness training.	GEP Coordinator	At least 1 session per year; attendance record
By 31 December annually	Review indicators and progress; revise actions as needed and report to management.	GEP Coordinator / Managing Director	Annual monitoring report and management review

13. Reference framework

European Commission: Horizon Europe Work Programme 2026–2027, General Annexes (GEP eligibility); European Commission, Horizon Europe guidance on gender equality plans (2025); European Institute for Gender Equality, GEAR toolkit.

https://research-and-innovation.ec.europa.eu/strategy/strategy-research-and-innovation/democracy-and-rights/gender-equality-research-and-innovation_en