

## GENETİK HASTALIKLARI ARAŞTIRMA VE TEDAVİ DERNEĞİ İKTİSADİ İŞLETMESİ

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### Objectives of the Gender Equality Plan

#### 1. To ensure the equality of men and women

1.1. To ensure the equality of men and women in all areas of the organization.

1.2. To ensure the equality of men and women in all areas of the organization, including the workplace.

1.3. To ensure the equality of men and women in all areas of the organization, including the workplace.

1.4. To ensure the equality of men and women in all areas of the organization, including the workplace.

1.5. To ensure the equality of men and women in all areas of the organization, including the workplace.

#### 2. To ensure the equality of men and women in all areas of the organization

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## Section1: Gender equality plan (GEP)

### Introduction

The Research and Treatment Society of Genetic Disorders (RTSGD) is committed to promoting gender equality across all areas of our organization. As a non-profit research and development society in the medical genetics field, RTSGD recognizes that diversity and gender balance strengthen our scientific efforts and enhance the quality of our work.

This Gender Equality Plan (GEP) is a formal document published on the RTSGD website and signed by top management, signifying our commitment to fostering a gender-inclusive and balanced environment. This plan aligns with the European Research Council (ERC) Scientific Council Gender Equality Plan 2021–2027 and aims to meet its standards.

### Objectives of the Gender Equality Plan

The objectives of the RTSGD GEP are:

1. To create a transparent framework for promoting gender equality.
2. To implement measures that ensure fair treatment and equal opportunities for all genders.
3. To regularly monitor and report progress toward gender equality goals.
4. To create an organizational culture that values diversity and inclusivity.

### Implementation and Public Access

The GEP will be implemented with the following measures:

- **Website Publication:** This document will be made publicly available on the RTSGD website, accessible to members, employees, stakeholders, and the general public.
- **Leadership Endorsement:** Top management and board members will endorse and sign the GEP, underscoring RTSGD's commitment from the highest levels.
- **Annual Review and Update:** RTSGD will review the GEP annually, updating it to reflect progress and new goals, and will publish any changes online.

### Actions to Promote Gender Equality

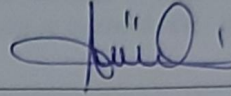
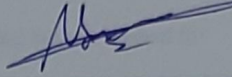
RTSGD is committed to taking the following actions to meet the objectives of the GEP:

- **Awareness Initiatives:** Conducting workshops and seminars to promote gender equality awareness among members and staff.
- **Gender Data Monitoring:** Collecting and analyzing gender-disaggregated data to ensure transparency in recruitment, career progression, and decision-making roles.
- **Inclusive Policies:** Implementing policies to promote equal representation in recruitment, promotion, and leadership positions.
- **Reporting Mechanism:** Establishing a clear and accessible process for reporting any gender-related concerns or discrimination within the organization.

## GENETİK HASTALIKLARI ARAŞTIRMA VE TEDAVİ DERNEĞİ İKTİSADİ İŞLETMESİ

### Signatories and Endorsement

This Gender Equality Plan is endorsed by the RTSGD leadership team and is a binding commitment to upholding gender equality principles within the organization.

| Signature  |   | Date: 01.03.2024   |
|------------|---|--|
| Tülün çora | RTSGD Board Chair                             |  |
| Ali Torabi | RTSGD Director/Signature of Authorized Person |  |

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## Section 2: Commitment to Dedicated Resources for Gender Equality

### Introduction :

RTSGD is committed to promoting gender equality in all aspects of our organization and recognizes that this requires the allocation of specific resources. To ensure that our Gender Equality Plan (GEP) is effectively implemented and sustained, RTSGD will allocate both financial and personnel resources to support gender equality initiatives. This commitment demonstrates our dedication to creating a balanced and inclusive environment within the organization.

### Budgetary Commitment

RTSGD will allocate an annual budget for gender equality initiatives, including but not limited to:

- Training programs on gender awareness and unconscious bias.
- Workshops and events to promote gender equality and inclusivity.
- Data collection and analysis related to gender representation within RTSGD.
- Engagement of gender equality experts or consultants as needed.

### Appointment of a Gender Equality Officer :

RTSGD will appoint a Gender Equality Officer to oversee the implementation of the GEP. The Gender Equality Officer's responsibilities will include:

- Coordinating and managing gender equality initiatives.
- Serving as the main point of contact for gender equality matters within RTSGD.
- Monitoring and reporting on progress toward gender equality objectives.

### Formation of a Gender Equality Committee :

RTSGD will establish a Gender Equality Committee, composed of representatives from various departments, to provide guidance and support for the GEP. This committee will:

- Meet regularly to discuss and evaluate gender equality initiatives.
- Advise on the development and implementation of gender equality policies.
- Act as ambassadors for gender equality across the organization.

### Training and Capacity Building

RTSGD commits to providing gender equality training and capacity-building activities for all staff and decision-makers. These activities will be designed to:

- Increase awareness of gender-related issues and promote inclusive behaviors.
- Provide practical tools for identifying and addressing gender biases.
- Build a culture that values diversity and promotes gender equity.

### Access to Expertise:

RTSGD will ensure access to gender equality expertise, engaging consultants or external experts as needed. This may include:

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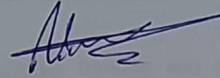
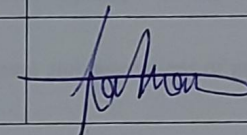
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- Initial workshops to educate staff on gender equality principles.
- Annual reviews and updates to the GEP to align with best practices.
- Guidance on integrating gender perspectives into research and project design.

### Evaluation and Reporting :

RTSGD is committed to evaluating the effectiveness of our gender equality initiatives. The Gender Equality Officer, together with the Gender Equality Committee, will:

- Collect and analyze data on gender representation and participation.
- Prepare annual reports detailing progress and areas for improvement.
- Make adjustments to the GEP as necessary, based on evaluation results.

| Signature        |   | Date: 01.03.2024   |
|------------------|---|--|
| Ali Torabi       | RTSGD Director/Signature of Authorized Person |  |
| Fatmanur Kışlalı | Gender Equality Plan Officer                  |  |



### Section 3: Commitment to Data Collection and Monitoring

#### Introduction :

RTSGD is committed to collecting and analyzing gender-disaggregated data to track our progress toward achieving gender equality and to inform future initiatives. Data collection and monitoring provide essential insights into our organization's gender dynamics, helping us make data-driven decisions and set realistic targets. This section outlines RTSGD's commitment to implementing robust data collection and monitoring systems to ensure transparency, accountability, and informed action.

#### Data Collection Areas :

RTSGD will collect gender-disaggregated data in the following areas:

- **Staff and Researcher Representation:** Gender distribution in hiring, promotions, leadership, and different job categories.
- **Research Project Involvement:** Gender balance in research teams, committees, and scientific activities.
- **Training Participation:** Attendance and engagement in gender equality training and awareness sessions.
- **Feedback and Perceptions:** Employee and researcher experiences and perceptions of gender equality within RTSGD.

#### Annual Gender Equality Report :

RTSGD will compile and publish an annual Gender Equality Report that includes:

- **Gender Representation Data:** Statistics on gender distribution across roles and levels.
- **Training and Awareness Participation:** Analysis of participation rates in gender equality training.
- **Progress on Gender Equality Goals:** Assessment of RTSGD's progress on gender equality initiatives.
- **Future Action Plan:** Recommendations for addressing gaps or challenges identified in the report.

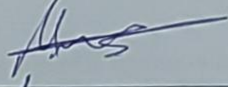
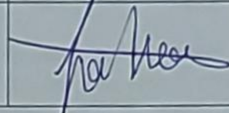
The report will be published on the RTSGD website to ensure accessibility and transparency for all stakeholders.

#### Feedback and Survey Mechanisms :

To complement quantitative data, RTSGD will implement surveys and feedback sessions to capture staff and researchers' perceptions of gender equality and inclusivity. These surveys will be conducted annually and will help RTSGD identify and address any concerns related to gender dynamics in the workplace.

**Commitment to Privacy and Data Security :**

RTSGD will ensure that all data collection activities are conducted with respect to privacy and data protection regulations. Data will be anonymized where appropriate, and access to sensitive information will be restricted to authorized personnel.

| Signature        |   | Date: 01.03.2024   |
|------------------|---|--|
| Ali Torabi       | RTSGD Director/Signature of Authorized Person |  |
| Fatmanur Kışlalı | Gender Equality Plan Officer                  |  |

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## Section 4: Commitment to Training and Awareness

### Introduction

The Research and Treatment Society of Genetic Disorders (RTSGD) recognizes that achieving gender equality requires not only policies but also a shift in workplace culture. To this end, RTSGD is committed to providing ongoing training and awareness initiatives aimed at fostering an inclusive environment, reducing unconscious biases, and equipping all staff with the knowledge and skills to support gender equality.

### Training Programs and Initiatives

RTSGD will implement the following training and awareness programs to promote gender equality within the organization:

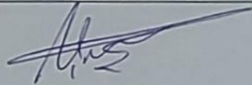
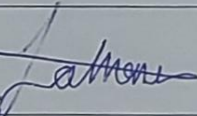
- Mandatory Gender Equality Training** All RTSGD staff, including management and support personnel, are required to participate in gender equality training. This training covers core topics, such as gender equality principles, unconscious biases, and respectful behaviors.
- Unconscious Bias Workshops** RTSGD will organize workshops to help staff recognize and address unconscious biases. These workshops will be interactive, using real-life examples to show how biases can affect decision-making and interactions.
- Inclusive Leadership Training for Management** RTSGD will provide leadership training to all managers and decision-makers, focusing on inclusive leadership practices, gender-sensitive management, and the role of leaders in creating a positive, equitable environment.
- Awareness Campaigns and Educational Materials** RTSGD will conduct awareness campaigns to celebrate gender equality initiatives and distribute educational materials that keep gender equality at the forefront of our organization's priorities.
- Scenario-Based Training Modules** Scenario-based training modules will be developed to simulate common workplace situations that may involve gender dynamics. These modules allow staff to apply their knowledge in realistic settings, fostering better understanding and retention.

### Feedback and Evaluation :

RTSGD is committed to assessing the effectiveness of training programs by collecting feedback from participants and conducting follow-up evaluations. Based on feedback and outcomes, training sessions will be updated and improved to ensure they meet the evolving needs of the organization.

### Commitment to Continuous Improvement:

RTSGD will continue to refine its training programs to adapt to new insights and best practices in gender equality. By investing in awareness and skill-building, RTSGD aims to foster a work environment that values inclusivity and provides equal opportunities for all.

| Signature        |   | Date: 01.03.2024   |
|------------------|---|--|
| Ali Torabi       | RTSGD Director/Signature of Authorized Person |  |
| Fatmanur Kışlalı | Gender Equality Plan Officer                  |  |

## GENETİK HASTALIKLARI ARAŞTIRMA VE TEDAVİ DERNEĞİ İKTİSADİ İŞLETMESİ

## Section 5: Commitment to Work-Life Balance and Organizational Culture

### Introduction

RTSGD recognizes that fostering a culture that supports work-life balance and well-being is essential for achieving gender equality and creating an inclusive work environment. We are committed to providing flexible work options, supporting employees with family responsibilities, and promoting a workplace culture that respects each individual's personal and professional needs.

### Work-Life Balance Policies and Initiatives

To support work-life balance within RTSGD, we are implementing the following policies and initiatives:

1. **Flexible Working Hours** RTSGD offers flexible working hours to allow employees to better balance work with personal and family commitments. Employees may request staggered start and end times, based on their individual needs and job requirements.
2. **Remote and Hybrid Work Options** Where feasible, RTSGD will provide remote and hybrid work options, allowing employees to work from home on a regular or part-time basis. This approach helps reduce commute times and provides more flexibility for employees.
3. **Parental and Family Leave Policies** RTSGD has established comprehensive parental and family leave policies, accessible to all genders. This ensures that employees who are parents or caregivers can take time off as needed to care for their families, without impacting their career progression.
4. **Supportive Return-to-Work Programs** RTSGD will provide support for employees returning from extended leave, such as parental leave or family care leave. This includes flexible transition periods, mentoring, and other resources to facilitate a smooth reintegration into the workplace.
5. **Well-being Initiatives** RTSGD is committed to promoting mental and physical well-being through initiatives such as wellness programs, stress management workshops, and access to counseling services. Employees are encouraged to take regular breaks and maintain a healthy work-life balance.
6. **Regular Feedback and Continuous Improvement** RTSGD will regularly collect feedback from employees on work-life balance policies and make adjustments as necessary to ensure these policies continue to meet the needs of our workforce.

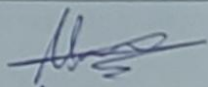
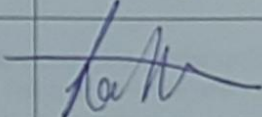
### Encouraging Respect and Inclusivity

RTSGD is dedicated to maintaining a respectful and inclusive workplace culture. We will provide regular training on diversity and inclusivity, promote respectful workplace behavior, and create safe spaces for employees to voice any concerns.



### Commitment to an Inclusive Culture

Through these policies and initiatives, RTSGD aims to build a workplace where all employees feel respected, supported, and empowered to succeed. We are committed to continuous improvement and will regularly review our work-life balance and organizational culture policies to ensure they align with best practices and employee needs.

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| Fatmanur Kışlalı | Gender Equality Plan Officer                  |  |

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## Section 6: Commitment to Gender Balance in Leadership and Decision-Making

### Introduction

The Research and Treatment Society of Genetic Disorders (RTSGD) is committed to achieving gender balance in leadership and decision-making roles. We believe that diverse leadership teams are essential for driving innovation, improving decision-making, and promoting a fair and inclusive organizational culture. This section outlines RTSGD's commitment to gender balance in leadership, with specific strategies to achieve equitable representation across all levels of decision-making.

### Gender Balance Targets for Leadership Roles

RTSGD will aim for a minimum of 40% representation of the underrepresented gender in leadership and decision-making positions. This target reflects our commitment to fostering diversity and creating a fair, balanced organization.

### Leadership Development and Support :

RTSGD will implement the following programs to support gender diversity in leadership:

- Leadership Development Programs:** Programs specifically designed to encourage and support women and other underrepresented groups in pursuing leadership roles.
- Mentorship Opportunities:** Mentorship opportunities to provide guidance, encouragement, and support for employees aspiring to leadership positions.

### Gender-Balanced Selection Committees

RTSGD will ensure that selection and promotion committees are gender-balanced to reduce bias and promote fair decision-making. All hiring and promotion committees will include members from multiple genders to reflect our commitment to inclusivity.

### Transparent Promotion and Recruitment Policies :

RTSGD is dedicated to transparent promotion and recruitment processes. We will clearly communicate promotion criteria and encourage applications from all genders. These policies will be regularly reviewed to ensure they provide equal opportunities.

### Monitoring and Reporting on Gender Balance :

RTSGD will monitor and report on gender representation in leadership roles. This data will be included in our annual Gender Equality Report, which will be available to all RTSGD stakeholders. By tracking our progress, we ensure accountability and transparency in our gender balance efforts.

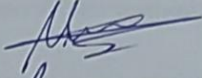
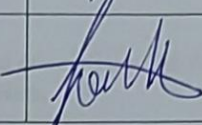
### Inclusive Decision-Making Training :

RTSGD will provide training for leaders on inclusive decision-making practices. This training will emphasize the value of diverse perspectives and provide practical skills for fostering collaborative discussions and reducing biases.



**Commitment to Inclusive Leadership:**

Through these policies and initiatives, RTSGD aims to create an equitable environment where all employees have the opportunity to succeed and contribute to leadership. We are committed to fostering a diverse and inclusive culture that values and supports everyone.

| Signature        |   | Date: 01.03.2024   |
|------------------|---|--|
| Ali Torabi       | RTSGD Director/Signature of Authorized Person |  |
| Fatmanur Kışlalı | Gender Equality Plan Officer                  |  |

**GENETİK HASTALIKLARI ARAŞTIRMA VE TEDAVİ DERNEĞİ İKTİSADİ İŞLETMESİ**

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## Section 7: Commitment to Gender Equality in Recruitment and Career Progression

### Introduction

RTSGD is committed to creating a workplace where all employees have equal opportunities for recruitment and career progression, regardless of gender. Our goal is to ensure that recruitment, promotions, and career advancement practices are transparent, fair, and free from bias, fostering a supportive environment where every individual can reach their full potential.

### Gender-Neutral Job Advertisements

RTSGD will use gender-neutral language in all job advertisements and descriptions. We will clearly state our commitment to diversity and inclusion to attract a wide range of applicants.

### Structured and Unbiased Interview Processes

RTSGD will implement structured interview processes with standardized questions to minimize unconscious bias. Interview panels will be gender-balanced and trained on gender equality and unconscious bias to ensure a fair recruitment experience for all candidates.

### Transparent Promotion and Career Advancement Policies

RTSGD is dedicated to transparent promotion and career advancement policies. We will establish clear, consistent criteria for promotions and make these accessible to all employees. Our aim is to provide a fair advancement process where everyone understands the requirements for career progression.

### Diverse Talent Pool Development

To encourage a diverse range of applicants, RTSGD will engage in outreach programs with universities, professional networks, and organizations that support gender diversity. This approach will help us build a talent pool that includes individuals from underrepresented groups.

### Career Development and Mentorship Programs

RTSGD will implement career development and mentorship programs focused on supporting underrepresented groups. These programs will include coaching, skills training, and networking opportunities to support the career growth of all employees.

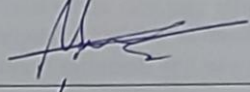
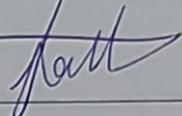
### Monitoring Recruitment and Promotion Data

RTSGD will collect and analyze gender-disaggregated data on recruitment, promotions, and career progression. This information will be included in our annual Gender Equality Report, allowing us to monitor progress and make necessary adjustments.



### Commitment to Equal Opportunity

Through these policies and initiatives, RTSGD aims to create a workplace that values equal opportunities and supports career growth for all employees. We are committed to continuously improving our recruitment and promotion practices to align with best practices and organizational values.

| Signature        |   | Date: 01.03.2024   |
|------------------|---|--|
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## Section 8: Commitment to Integrating the Gender Dimension into Research

### Introduction

The Research and Treatment Society of Genetic Disorders (RTSGD) is committed to conducting research that is inclusive, relevant, and scientifically robust. Integrating the gender dimension into research improves the quality of scientific outcomes by ensuring that gender differences are considered where they may affect health outcomes, disease mechanisms, or treatment responses. This section outlines RTSGD's commitment to incorporating gender perspectives into its research projects, aligning with ethical standards and best practices in research.

### Training and Capacity Building on Gender Analysis

RTSGD will provide training for researchers on integrating gender analysis into research. This training will equip researchers with practical skills and examples to identify and address gender dimensions in their work.

### Gender-Specific Research Questions

RTSGD encourages researchers to formulate gender-specific research questions, where relevant. These questions may involve examining whether health outcomes differ by gender or investigating gender-related factors that may influence disease processes or treatment responses.

### Sex- and Gender-Disaggregated Data Collection

RTSGD requires that all research involving human participants collect and analyze data disaggregated by sex and gender, where applicable. This approach ensures that results are inclusive and account for potential gender differences.

### Gender Review in Research Proposals

RTSGD will integrate a gender review process into the development of research proposals and protocols. Researchers will assess whether gender is relevant to their study and outline any gender considerations in their methodology.

### Gender-Sensitive Ethical Review

RTSGD is committed to gender-sensitive ethical review processes in collaboration with ethics boards. Research projects will be evaluated to ensure they are designed and conducted in a gender-sensitive manner, identifying and minimizing potential biases.

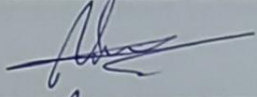
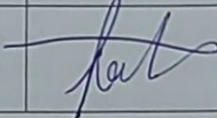
### Transparent Reporting of Gender-Disaggregated Findings

RTSGD will encourage researchers to publish and report findings with gender-disaggregated data and to discuss any gender implications of their results. Our commitment to transparency includes incorporating gender dimension progress in the annual Gender Equality Report.



### Commitment to Inclusive Research

Through these policies and initiatives, RTSGD aims to conduct research that is inclusive, comprehensive, and aligned with best practices in gender-sensitive research. We are committed to continuous improvement and will review our policies regularly to ensure alignment with current standards and practices.

| Signature        |   | Date: 01.03.2024   |
|------------------|---|--|
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## Section 9: Commitment to Preventing Gender-Based Violence and Harassment

### Introduction

The Research and Treatment Society of Genetic Disorders (RTSGD) is dedicated to providing a safe, respectful, and inclusive workplace free from gender-based violence, harassment, and discrimination. RTSGD has a zero-tolerance policy for such behaviors and is committed to supporting individuals affected by harassment, promoting accountability, and fostering a culture of respect and safety.

### Zero Tolerance Policy

RTSGD maintains a zero-tolerance policy for gender-based violence, harassment, and discrimination. All employees, contractors, and affiliates are expected to adhere to this policy, and violations will be met with appropriate actions. This policy is clearly communicated to all employees through onboarding, training, and regular reminders.

### Training and Awareness Programs

RTSGD will provide mandatory training to all employees on preventing gender-based violence and harassment. Training will cover:

1. Recognizing gender-based violence and harassment.
2. Bystander intervention techniques.
3. Respectful workplace behavior.
4. Understanding the impact of harassment on individuals and teams.

### Accessible Reporting Mechanisms

RTSGD has established confidential and accessible reporting mechanisms for incidents of gender-based violence, harassment, and discrimination. Reports can be made through multiple channels, including anonymous reporting options, to ensure accessibility and comfort for all employees.

### Support Services for Affected Individuals

RTSGD provides resources and support services, including counseling and legal assistance, for individuals affected by gender-based violence or harassment. Support will be available throughout the reporting and investigation process to ensure that individuals feel protected and supported.

### Investigation and Resolution Procedures

RTSGD is committed to a fair, prompt, and confidential investigation process for all reports of gender-based violence and harassment. Investigations will be conducted impartially, and actions will be taken to address confirmed incidents, including corrective and disciplinary measures as needed.

### Monitoring and Reporting

RTSGD will collect and analyze data on incidents of gender-based violence and harassment, as well as the effectiveness of response and preventive measures. This data will be included in the annual Gender Equality Report to promote transparency and continuous improvement.

## GENETİK HASTALIKLARI ARAŞTIRMA VE TEDAVİ DERNEĞİ İKTİSADİ İŞLETMESİ

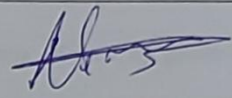
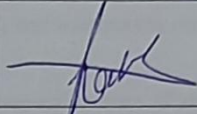


### Promoting a Respectful and Inclusive Culture

RTSGD is committed to promoting a workplace culture that values respect, inclusion, and diversity. Through these policies and initiatives, we aim to create a positive work environment where all employees feel safe, valued, and supported.

### Commitment to Continuous Improvement

RTSGD will continuously review and update its policies against gender-based violence and harassment to align with best practices and meet the evolving needs of our employees.

| Signature        |   | Date: 01.03.2024   |
|------------------|---|--|
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| Fatmanur Kışlalı | Gender Equality Plan Officer                  |  |

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## Section 10: Measures Against Gender-Based Violence and Harassment

### Purpose

RTSGD is committed to ensuring a safe, respectful, and inclusive environment for all employees, free from gender-based violence, harassment, and discrimination. This section of the GEP outlines the measures RTSGD will implement to prevent gender-based violence and harassment, support affected individuals, and promote a culture of zero tolerance toward such behaviors.

### Objectives of Measures Against Gender-Based Violence and Harassment Initiatives

1. **Prevention:** Take proactive steps to prevent gender-based violence, harassment, and discrimination within the organization.
2. **Support and Protection:** Provide resources and support for individuals affected by gender-based violence or harassment.
3. **Clear Reporting Mechanisms:** Establish accessible, confidential, and transparent reporting channels for incidents of harassment or discrimination.
4. **Promote Accountability and Zero Tolerance:** Foster an organizational culture of zero tolerance for harassment and violence, ensuring accountability for such behaviors.

### Key Strategies for Preventing Gender-Based Violence and Harassment

#### 1. Zero Tolerance Policy for Gender-Based Violence and Harassment

- **Action:** Adopt a zero-tolerance policy for gender-based violence, harassment, and discrimination, clearly communicated to all employees and reinforced through regular training and communication.
- **Objective:** Establish a clear stance that gender-based violence and harassment will not be tolerated at RTSGD, creating a safe environment for all.

#### 2. Training and Awareness Programs on Gender-Based Violence and Harassment

- **Action:** Provide mandatory training for all employees on recognizing, preventing, and responding to gender-based violence and harassment. Training will cover topics such as bystander intervention, respectful workplace behavior, and understanding the impact of harassment.
- **Objective:** Increase awareness and understanding of what constitutes gender-based violence and harassment, equipping employees with tools to prevent and address such behaviors.

#### 3. Clear and Accessible Reporting Mechanisms

- **Action:** Establish clear, confidential, and accessible reporting mechanisms for individuals to report incidents of gender-based violence, harassment, or discrimination. Ensure that multiple reporting options (e.g., anonymous reporting) are available to accommodate employees' comfort levels.
- **Objective:** Encourage reporting by providing a safe, transparent, and accessible process for individuals to voice their concerns without fear of retaliation.

#### 4. Support Services for Affected Individuals

## GENETİK HASTALIKLARI ARAŞTIRMA VE TEDAVİ DERNEĞİ İKTİSADİ İŞLETMESİ



- **Action:** Provide access to support services, including counseling and legal assistance, for individuals affected by gender-based violence or harassment. Ensure that affected individuals have access to resources and are supported throughout the reporting and resolution process.
- **Objective:** Ensure that individuals impacted by harassment receive the support they need, reinforcing RTSGD's commitment to a compassionate and supportive workplace.

#### 5. Prompt and Fair Investigation Procedures

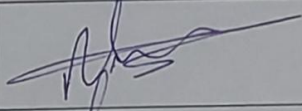
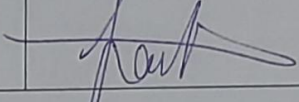
- **Action:** Implement a fair, prompt, and confidential investigation procedure for handling reports of gender-based violence and harassment. Ensure that all complaints are handled impartially and that necessary actions are taken to address confirmed incidents.
- **Objective:** Foster trust in RTSGD's handling of reports by providing a transparent, fair, and efficient investigation process.

#### 6. Regular Monitoring and Reporting on Harassment Incidents

- **Action:** Collect and analyze data on reported incidents, their resolutions, and the effectiveness of preventive measures. Include this information in the annual Gender Equality Report to identify trends and make improvements.
- **Objective:** Ensure accountability and continuous improvement by tracking and evaluating RTSGD's response to gender-based violence and harassment.

#### 7. Promote a Respectful and Inclusive Workplace Culture

- **Action:** Foster a respectful and inclusive workplace by integrating respectful workplace policies into daily operations. Promote open discussions on the importance of a harassment-free workplace and reinforce respectful behavior at all organizational levels.
- **Objective:** Create a culture that inherently values and upholds respect, discouraging harassment and promoting a positive, supportive work environment.

| Signature        |   | Date: 01.03.2024   |
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