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Gender Equality Plan

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1. Comprehensive Gender Equality Plan

EMTECH SPACE S.A., as a pioneering company, is committed to ensuring a working environment where gender equality is a fundamental principle. This plan promotes equality, prevents discrimination, and encourages inclusion. The key objectives of this plan are to guarantee equal opportunities for all employees, regardless of gender, and to prevent any form of discrimination or harassment.

1.1 Actions and Measures

The company ensures equality across all its processes. From recruitment and the workplace environment to promotion procedures, the policy of equality and non-discrimination is consistently applied.

Recruitment and Selection:

- **Recruitment Procedures:** Review of recruitment practices to ensure equal opportunities. Specifically:
 - Development of recruitment criteria that focus on skills and competencies.
 - Ensuring that job advertisements use unbiased and inclusive language.
- **Training for Hiring Managers:** Implementation of training programs to recognize and avoid bias.
 - Gender equality awareness seminars.
 - Educational materials outlining best practices for fair recruitment.

Workplace Environment:

- **Zero Tolerance:**
 - Implementation of zero-tolerance policies for harassment or discrimination.
 - Development of clear procedures for reporting and handling complaints.
- **Work-Life Balance:**
 - Provision of maternity, paternity, and parental leave.

Representation and Leadership:

EMTECH SPACE S.A. applies strict and objective criteria in the evaluation of employees and candidates. This ensures that both recruitment and promotions are based purely on meritocracy.

1.2 Communication

- Establishment of safe and transparent channels for reporting discrimination or harassment incidents.

- **Incident Reporting Process:**

- Complaints may be submitted through a grievance form (anonymous or named), which is directed to the HR team.
- Each incident is assessed on a case-by-case basis and managed accordingly. Measures can range from warnings to termination of employment. The final decision is taken by the HR team and the CEO, always prioritizing the protection of the complainant.
- Guarantee of anonymity and protection for employees who report incidents.
- Prompt and fair handling of reports.

1.2.1 Role and HR Handling

The Human Resources (HR) Department plays a central, independent, and protective role in the management of incidents related to discrimination, sexual harassment, verbal or psychological abuse, and any form of inappropriate behavior in the workplace.

i.Receipt and Registration of the Report

Upon submission of a complaint through the dedicated complaints form (anonymous or named):

- HR immediately records the incident in a confidential file.
- Receipt of the complaint is acknowledged to the complainant (when the report is not anonymous).

ii.Ensuring Anonymity and Protection

HR promptly ensures:

- Strict confidentiality of all information provided.
- Protection of the complainant from retaliation, pressure, or unfair treatment.
- Discreet handling of the case to avoid disruption of the work environment.

iii.Initial Assessment of the Incident

The HR team proceeds with:

- A preliminary assessment of the severity and nature of the complaint.
- Classification of the incident based on levels of seriousness (low, medium, high).
- A decision on whether immediate preventive measures are required (e.g., temporary separation of the involved parties).

iv.Investigation Process

The investigation is conducted with objectivity and impartiality:

- Confidential meetings are held with the involved parties.
- Evidence, testimonies, and any supporting documentation are collected.

- Full neutrality is maintained while respecting the rights of all parties.

v. Decision-Making

After completing the investigation:

- HR, in collaboration with the Chief Executive Officer, evaluates the findings.
- The decision is based on:
 - The severity of the incident
 - The frequency or recurrence of the behavior
 - The protection of the complainant
 - The organization's zero-tolerance culture toward discrimination and harassment

Possible actions may include:

- Recommendation or warning
- Mandatory training or counseling
- Change of role or responsibilities
- Disciplinary sanctions
- Termination of employment

vi. Timelines

HR ensures that:

- The investigation process begins promptly.
- The case is resolved within a reasonable and short timeframe to avoid psychological strain on those involved.

vii. Post-Incident Monitoring

After the case is concluded:

- HR discreetly monitors the work environment to prevent recurrence.
- Support is provided to the complainant if needed.
- The incident is reviewed to identify whether additional training or policy improvements are required.

1.3 Evaluation and Review

- **Annual Assessment:** Establishment of annual evaluations to monitor the progress of the Gender Equality Plan.
 - Recognition that during the evaluation process, the gender ratio remains relevant while also being influenced by the size of the company.

- Annual internal evaluation through a dedicated feedback form completed by employees.

1.4 Conclusions

EMTECH SPACE S.A. is committed to creating a workplace that promotes equality and fairness for all employees. Through the implementation of this comprehensive plan, we aspire to become a model company that respects and supports gender equality, thereby enhancing the growth and well-being of our entire workforce.

Chief Executive Officer

Nikolaos-Antonios Livanos