

GENDER EQUALITY PLAN (GEP) 2026–2029

Contents

1. Adoption and Legal Status	2
2. Statement of Commitment	2
3. Scope of Application	3
4. Governance and Responsibilities	3
5. Data Collection, Monitoring, and Reporting	4
6. Training and Awareness	4
7. Strategic Objectives and Measures	5
8. Implementation Timeline	6
9. Non-Retaliation Policy	7
10. Publication	7
11. Final Provisions	7
12. Signature	7

TBILISI, Georgia

2026

1. Adoption and Legal Status

This Gender Equality Plan (GEP) is formally adopted by the managing director of **Idea Design Group LLC** (hereinafter: “the Company”) as a binding internal policy and public commitment.

This document is:

- approved and signed by the Company’s managing director;
- applicable to all staff and associated personnel;
- publicly available on the Company’s official website;
- implemented throughout the duration of its validity.

Effective date: 01.03.2026

Validity period: 2026–2029

Review cycle: Annual monitoring; full review every three years

2. Statement of Commitment

The Company affirms its commitment to:

- equal treatment and non-discrimination on the basis of gender;
- equal opportunities in recruitment, remuneration, career development, and leadership;
- a safe, respectful, and inclusive working environment;
- prevention of all forms of gender-based discrimination, harassment, and sexual harassment;
- integration of gender considerations, where relevant, into its professional activities, including digital solutions, data services, training, and communication outputs.

This commitment reflects the Company’s role as a multidisciplinary service provider operating across web development, GIS, data solutions, training, and consultancy for diverse national and international clients.

3. Scope of Application

This GEP applies to:

- all employees, regardless of contract type;
- management and decision-makers;
- interns, trainees, and consultants engaged by the Company;
- recruitment and hiring processes;
- internal governance, project management, and workplace conduct;
- project implementation and service delivery where gender considerations are relevant.

4. Governance and Responsibilities

4.1 GEP Oversight

Overall responsibility for implementation rests with the Company's top management.

4.2 GEP Lead

A designated **Gender Equality Lead** shall:

- coordinate implementation;
- oversee monitoring and reporting;
- act as focal point for gender equality matters.

4.3 Internal Support Structure

The Company may establish a **GEP Working Group**, composed of management and staff representatives, to support implementation.

4.4 Resources

The Company commits to allocating:

- adequate staff time;
- management oversight;
- financial resources, where necessary;
- access to external expertise, if required.

5. Data Collection, Monitoring, and Reporting

The Company shall implement a proportionate system for collecting and reviewing sex/gender-disaggregated data.

5.1 Data Scope

Data may include:

- workforce composition;
- recruitment and hiring;
- leadership roles;
- participation in training;
- career progression;
- remuneration (where feasible);
- use of flexible working arrangements;
- anonymized data on complaints.

5.2 Monitoring

- Internal monitoring shall be conducted annually.
- A structured progress review shall be prepared at least every two years.

5.3 Data Protection

All data shall be processed in accordance with applicable data protection standards and confidentiality requirements.

6. Training and Awareness

The Company shall ensure regular awareness-raising and training activities, including:

- gender equality and non-discrimination;
- unconscious bias;
- respectful workplace behavior;
- prevention of sexual harassment;
- fair recruitment and management practices.

Training shall target:

- all staff; and

- decision-makers and management.

7. Strategic Objectives and Measures

7.1 Work-Life Balance and Organizational Culture

Objective: Promote a respectful, inclusive, and supportive work environment.

Measures:

- encourage flexible working arrangements where feasible;
- ensure fair treatment in leave and work organization;
- promote inclusive communication.

7.2 Gender Balance in Leadership and Decision-Making

Objective: Ensure fair access to leadership roles.

Measures:

- apply transparent criteria for leadership assignments;
- periodically review gender distribution in decision-making roles;
- encourage participation of underrepresented groups.

7.3 Gender Equality in Recruitment and Career Progression

Objective: Ensure merit-based and fair recruitment and advancement.

Measures:

- use gender-neutral job descriptions;
- apply transparent selection criteria;
- ensure equal access to training and development;
- document recruitment decisions where appropriate.

7.4 Integration of Gender Dimension into Services

Objective: Integrate gender considerations where relevant to services and outputs.

Measures:

- consider gender-sensitive approaches in data collection, surveys, and training;
- ensure inclusive communication and design;
- respond to client or donor requirements on gender integration.

7.5 Prevention of Gender-Based Violence and Harassment

Objective: Maintain zero tolerance for harassment and misconduct.

Measures:

- prohibit all forms of harassment and discrimination;
- establish confidential reporting mechanisms;
- ensure fair, timely, and confidential handling of complaints;
- protect individuals from retaliation.

8. Implementation Timeline

Within 3 months:

- formal publication of the GEP;
- designation of GEP Lead;
- internal communication to staff.

Within 6 months:

- initial data collection;
- first awareness session;
- review of recruitment practices.

Within 12 months:

- implementation of training program;
- internal review of progress.

Annually:

- monitoring and internal reporting.

Every two - three years:

- formal review and update of the GEP.

9. Non-Retaliation Policy

The Company strictly prohibits retaliation against any individual who:

- raises concerns in good faith;
- participates in investigations;
- uses internal reporting mechanisms.

10. Publication

This GEP is publicly available on the official website of Idea Design Group LLC.
The Company shall maintain access to current and, where relevant, previous versions.

11. Final Provisions

This document enters into force on the date of signature and remains valid until replaced or amended.

12. Signature

Mariam ZANGALADZE director of **Idea Design Group LLC**

Date: January, 2026

