

# Gender Equality Plan

## Quantum Optics Jena GmbH

Version 1.0 | Adopted 2026

<b>Organization</b>	Quantum Optics Jena GmbH (QOJ)
<b>Legal form</b>	GmbH (private limited company)
<b>Address</b>	Jena, Thuringia, Germany
<b>Document owner</b>	Head of Research & Development
<b>Approved by</b>	Management / Geschäftsführung
<b>Version</b>	1.0
<b>Date of adoption</b>	2026
<b>Review cycle</b>	Annual (every 12 months)
<b>Contact</b>	gep@quantum-optics-jena.de

## 1. Commitment Statement

---

Quantum Optics Jena GmbH (QOJ) is committed to creating and maintaining a workplace culture of equal opportunity, respect, and inclusion. As a research-driven technology company, we recognize that diverse teams — across gender, background, and experience — produce better science, more innovative products, and more resilient organizations.

This Gender Equality Plan (GEP) has been adopted in accordance with the requirements of the European Commission under Horizon Europe (Art. 17.2 of the Model Grant Agreement) and reflects our genuine organizational commitment, not merely a compliance exercise.

This document is formally adopted by QOJ management and constitutes the official GEP binding for all staff, contractors, and decision-making processes.

## 2. Scope and Context

---

QOJ is a spinout from the Fraunhofer Institute for Applied Optics and Precision Engineering (IOF) in Jena. As a Small and Medium-sized Enterprise, our team is compact. We acknowledge that large-organization frameworks must be adapted proportionately.

This GEP applies to:

- All employees (permanent and fixed-term contracts)
- All management and leadership roles
- Recruitment, promotion, and evaluation processes
- Research design and content decisions

- Subcontractors and long-term partners where QOJ has influence

### 3. Dedicated Resources and Governance

---

#### 3.1 GEP Coordinator

QOJ designates a GEP Coordinator responsible for implementation and monitoring. This role is currently held by the Head of R&D, with an estimated 2-5% of working time allocated annually to GEP activities.

Role	Responsibility
GEP Coordinator (Head of R&D)	Oversees implementation, tracks indicators, initiates training, and prepares annual report
Management (Geschäftsführung)	Approves policy, endorses annual report, allocates resources
All staff	Familiarize with GEP content, participate in awareness activities, report concerns

#### 3.2 Budget

QOJ allocates a minimum annual budget for GEP-related activities (training materials, potential external support, data collection tools). This is reviewed as part of the annual business planning cycle.

### 4. Data Collection and Monitoring

---

QOJ collects sex/gender-disaggregated data on its personnel annually. Data are collected at the start of each calendar year and reported internally in the GEP Annual Report.

#### 4.1 Indicators tracked

Indicator	Disaggregation	Target
Total headcount	By gender	Tracked annually
Headcount by function	Technical / Admin / Management, by gender	Tracked annually
Recruitment: applications received	By gender (where identifiable)	Tracked per hire
Recruitment: hires made	By gender	Aim ≥40% any gender in shortlist
Promotions / role upgrades	By gender	Equal rate across genders weighted by headcount by function
Participation in training	By gender	100% of staff in GEP awareness activities

GEP awareness trainings held	—	≥1 per year
Incidents reported (harassment/discrimination)	—	Zero tolerance; all investigated

The Annual Monitoring Sheet (separate document) provides structured data collection templates for each of these indicators.

## 5. Awareness Raising and Training

All staff are required to complete at minimum one gender equality awareness activity per year. Management and decision-makers (e.g., involved in hiring) complete additional unconscious bias awareness.

Activity	Target audience	Frequency	Format
GEP introduction briefing	All staff	Once (on document adoption); new starters on onboarding	Internal presentation or document walkthrough
Unconscious bias awareness	All involved in hiring/evaluation decisions	Annual	Online module or workshop (e.g., EU-funded materials, Catalyst, Harvard IAT)
Gender in research content	R&D staff	As relevant to new projects	Team discussion / expert input
Open discussion round	All staff	Annual (Q4)	Facilitated team meeting

Records of training activities (dates, participants, format) are maintained by the GEP Coordinator and reported in the Annual Report.

## 6. Content Areas: Measures and Targets

### 6.1 Work-Life Balance and Organisational Culture

QOJ recognizes that rigid working conditions disproportionately affect caregivers (often women) and can be a barrier to retention.

Measure	Target	Timeline
Avoid scheduling mandatory meetings outside core hours (09:00–17:00)	No mandatory meetings before 09:00 or after 17:00	Immediate / ongoing
Document parental leave rights and communicate proactively	All staff informed at onboarding and when relevant	Ongoing

Annual anonymous satisfaction survey including work-life balance items	Conduct annually; review results with team	Annual (Q4)
--	--	-------------

## 6.2 Gender Balance in Leadership and Decision-Making

QOJ is a small company and management positions are limited. Nevertheless, we commit to actively counteracting homogeneity in leadership structures.

Measure	Target	Timeline
Ensure gender-diverse shortlists for all leadership and senior technical roles	At least 40% of any gender represented on shortlist	Per hiring cycle
Actively invite underrepresented genders to take on project leadership roles	Review project lead assignments annually	Annual
Include gender balance considerations in succession planning	Documented in management review	Annual

## 6.3 Gender Equality in Recruitment and Career Progression

Measure	Target	Timeline
Use gender-neutral language in all job postings	100% of postings reviewed before publication	Immediate / ongoing
Advertise positions on platforms that reach underrepresented groups (e.g., Women in STEM networks, EU portals)	At least one such channel per vacancy	Per hiring cycle
Structured interview criteria established before interviews	Documented criteria for all hires	Per hiring cycle
Annual review of salary equity across genders	No unjustified pay gap; document findings	Annual (Q1)
Equal access to development opportunities (conferences, training)	No gender-based disparity in opportunity allocation	Ongoing

## 6.4 Gender Dimension in Research and Innovation Content

QOJ considers the gender dimension in research design as part of responsible innovation practice.

Measure	Target	Timeline
Assess applicability of sex/gender analysis in each new project or grant proposal	Documented rationale (applicable or not) in project plan	Per project

Consider gender-differentiated user needs in product design where relevant (e.g., usability, human factors)	At least discussed during product requirements phase	Per product cycle
Incorporate gender dimension guidance (e.g., EC Gendered Innovations guidelines) in proposal writing	Trained lead for each proposal	Per proposal

## 6.5 Prevention of Gender-Based Violence and Sexual Harassment

QOJ operates a zero-tolerance policy on gender-based violence, sexual harassment, and any form of discriminatory behavior.

Measure	Target	Timeline
Publish and communicate clear anti-harassment policy	All staff receive and acknowledge policy	Immediate; ongoing for new starters
Designate a confidential contact person for reporting concerns	Named contact available to all staff	Immediate
Ensure all reports of harassment are investigated promptly and confidentially	100% of reports investigated within 10 working days	Ongoing
Include harassment prevention in annual awareness activities	At least one mention/session per year	Annual

## 7. Annual Reporting

The GEP Coordinator prepares an Annual GEP Report each year (Q1), covering the previous calendar year. The report includes:

- Updated personnel data (disaggregated by gender)
- Progress against all indicator targets
- Summary of training and awareness activities conducted
- Incidents reported and outcomes (anonymized)
- Assessment of previous year's measures and updates for the coming year

The Annual Report is reviewed by management and shared with all staff.

## 8. Review and Update

This GEP is reviewed annually by the GEP Coordinator and management. Substantive revisions are re-approved by management and re-published. Minor updates (e.g., updated contact persons) may be made without full re-approval.

Revision history:

Version	Date	Summary of changes	Approved by
---------	------	--------------------	-------------

1.0	2026	Initial adoption	Management (Geschäftsführung)
-----	------	------------------	----------------------------------

## 9. Formal Adoption and Signature

---

This Gender Equality Plan has been formally adopted by the management of Quantum Optics Jena GmbH. It is binding for the organization and will be published on the company website.

---

*Geschäftsführung / CEO*

*Date:* \_\_\_\_\_

*Place and date of signing: Jena,* \_\_\_\_\_