

## Crys-Teh LLC Gender Equality Plan for 2025-2028

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Validity period: 01.08.2025 – 01.08.2028

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### 1. Introduction and context

Crys-Teh LLC is a private, innovation-driven company in materials science and photonics. As of August 2025 the company employs 7 people, of whom 3 are women: 1 in Marketing, 1 in Accounting, and 1 in Production. Company voluntarily adopts this Plan to drive sustainable organizational change, improve process quality and corporate culture, and align with European best practices.

### 2. Principles, scope, and definitions

This Plan applies to all employees, contractors and candidates. It is grounded in the principles of equal opportunities, zero tolerance for discrimination and harassment, transparency and accountability. The GEP includes process requirements (publication and leadership endorsement, dedicated resources, data collection and monitoring, training) and content areas (work-life balance and culture; gender balance in leadership and decision-making; gender equality in recruitment and career progression; integration of the gender dimension into R&I and product/UX; measures against gender-based violence and sexual harassment).

### 3. Strategic objectives and targets (SMART)

Baseline (08/2025): 8 employees; women – 37.5% (3/8).

- 3.1. Maintain overall gender balance in the 40 - 60% range throughout the Plan period.
- 3.2. Increase representation of women in technical/production roles to at least 33% (minimum 2 women) by 12/2027.
- 3.3. Ensure at least 30% participation of each gender in leadership/collegial bodies (tech council, project/engineering boards) by 06/2027 and thereafter.
- 3.4. Deliver at least two company-wide trainings annually (bias, inclusive communication, structured interviews) with  $\geq 90\%$  coverage.
- 3.5. Implement a zero-tolerance policy on harassment with accessible reporting channels; 100% of submissions processed within  $\leq 30$  working days.
- 3.6. Integrate gender considerations into R&I and product documentation: apply an R&D gender checklist to  $\geq 80\%$  of projects by 03/2028.

#### 4. Governance and roles

- Top management: approves the GEP, reviews annual progress, and provides resources.
- GEP Lead: implement actions within departments and build gender-balanced teams; data collection, reporting, trainings, and policies.
- Ethics/Safety Officer: handles reports of harassment/violence.

#### 5. Data collection and monitoring

- Annual aggregate indicators: headcount and gender composition by functions and levels; hires/promotions/exits; training participation; average compensation within pay bands.
- Confidentiality: for a small workforce, only aggregate data is reported without personal details.
- Publicity: a short annual summary on the company website; a detailed internal report for management.
- Review: annual review of objectives and indicators with corrective actions as needed.

#### 6. Training and awareness

- Mandatory induction module for all new employees (bias, non-discrimination, ethical standards).
- Annual all-hands trainings and targeted sessions for managers (structured interviews, fair evaluations, inclusive meetings).
- Communications: reminders, checklists in Teams; prompts embedded in recruiting and performance review workflows.

#### 7. Thematic areas and measures

##### 7.1. Work-life balance and organizational culture

- Flexible schedules and remote work where roles permit; non-discriminatory shift planning.
- Transparent policies on parental and care leave, sick leave, and return-to-work support.
- Inclusive language across internal and external communications; visibility of women experts in presentations/marketing.

##### 7.2. Gender balance in leadership and decision-making

- Standardize the composition of meetings/committees with a target of  $\geq 30\%$  of each gender.
- Mentoring program and annual "leadership for engineers/technologists" sessions.
- Rotate roles of meeting moderator/secretary to build managerial skills across genders.

##### 7.3. Recruitment and career progression

- Gender-neutral job descriptions using a standardized JD template.
- Diverse shortlists (at least one candidate of each gender where feasible).
- Structured interviews with identical criteria and scoring sheets; two interviewers where possible.
- Annual transparent competency reviews and development plans; equal access to training.

**7.4. Integration of the gender dimension into R&I, products, and services**

- R&D checklist: consider physiological/ergonomic differences of users, safety requirements, workplace design, manuals and PPE for diverse groups of workers/customers.
- UX/marketing: avoid gender stereotypes in visuals/texts; test materials for inclusiveness.

**7.5. Prevention of gender-based violence and harassment**

- Zero-tolerance policy defining prohibited behaviours, reporting channels (personal e-mail and anonymous form), investigation procedure and sanctions.
- Mandatory feedback on case resolution to reporters; protection from retaliation; bystander/ally training.

**8. Implementation roadmap (08/2025 – 08/2028)**

Period	Key actions	Owners	Indicators/Targets
Q3 - Q4 2025	<ul style="list-style-type: none"> <li>• Publish the GEP on the website;</li> <li>• Appoint the GEP Lead.</li> <li>• Baseline data inventory; adopt the anti-harassment policy.</li> <li>• Training #1: bias &amp; inclusion (all staff).</li> </ul>	CEO GEP Lead Ethics	<ul style="list-style-type: none"> <li>• GEP published;</li> <li>• Anti-harassment policy in force;</li> <li>• ≥ 90 % participation in Training #1.</li> </ul>
2026	<ul style="list-style-type: none"> <li>• Implement standardized JDs and structured interviews.</li> <li>• Establish gender-balanced tech council/oversight meetings.</li> <li>• Training #2 (managers): unbiased selection and evaluation.</li> <li>• Publish the 2026 annual report.</li> </ul>	GEP Lead	<ul style="list-style-type: none"> <li>• ≥ 30% women in decision-making bodies;</li> <li>• ≥ 2 trainings/year;</li> <li>• Annual report published.</li> </ul>
2027	<ul style="list-style-type: none"> <li>• Mentoring and development plans for women in technical roles.</li> <li>• R&amp;D gender checklist applied to ≥80% of projects.</li> <li>• Review of work-life measures in production; adjustments as needed.</li> <li>• Publish the 2027 annual report.</li> </ul>	CTO GEP Lead	<ul style="list-style-type: none"> <li>• ≥ 33% women in technical/production roles;</li> <li>• ≥ 80% of R&amp;D projects with the checklist.</li> </ul>
2028	<ul style="list-style-type: none"> <li>• Achievement audit; update the GEP for 2028 - 2031.</li> <li>• Consolidated public report and internal lessons learned.</li> <li>• Plan for next cycle.</li> </ul>	CEO GEP Lead	<ul style="list-style-type: none"> <li>• All SMART goals reviewed;</li> <li>• Draft of the next GEP prepared.</li> </ul>

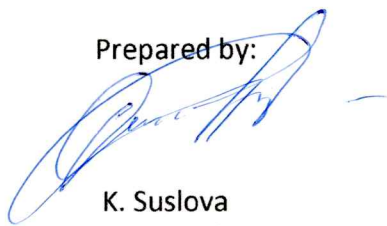
**9. Publication and communications**

- Publish the GEP on the official company website (Ukrainian and English).
- Visual reminders at the production site and office (QR code to the GEP and anti-harassment policy).

**10. Review and updates**

Annual review in July with KPI updates. Full review in August 2028. All changes are approved by leadership order and published on the website.

Prepared by:



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Approved by:



O. Beketov  
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