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Action Plan for Gender Equality at CYCLEFI for the period 2024-2030

Gender Equality Plan

Cyclefi P.C acts as an Innovation Lab and builds on the development of cutting-edge technologies to advance its mission to tackle waste, energy and water nexus challenge and fostering partnerships with educational institutions, and forward-thinking partner companies. In research and entrepreneurship, there is still a marked under-representation of women, especially in the technical-industrial environments and in management positions. Within our vision at Cyclefi's of performing "applied research for a better future", we are committed to promote **Diversity and Gender Equality** at all the levels in making of Cyclefi a reference of inclusive workplace.

In fact, Cyclefi is proud of holding the highest ethical standards; discrimination based on ethnicity, nationality, language, religion and beliefs, handicap, sexual orientation, or gender identity is not tolerated.

The current situation

Gender Equality is central to promoting quality in research and innovation and Cyclefi strives to promote gender equality, gender balance, and diversity among its staff. By the end of 2025, of the company's permanent employees, half were women (50%). Also, the management group consisted of 1 woman and 1 man.

Cyclefi works actively to prevent discrimination as a result of disability, ethnicity, national origin, skin color, religion or outlook on life. Activities include recruitment, pay and working conditions, promotion, development opportunities and protection against harassment. In addition to this, the company has established an internal and external notification channel. The internal notification channel is handled by the HR department, while the external and anonymous channel is handled by Grette law firm, with which IFE has entered into an agreement. The notification rules are included in IFE's ethical guidelines and are included in training in ethical guidelines and management training

Moreover, Cyclefi's ethical guidelines state that employees must contribute to a fair and inclusive work environment that does not discriminate on the basis of ethnicity, gender, orientation, religion, political orientation or social background.

Every year, Cyclefi conducts a work environment survey, among other things, to map discrimination or unreasonable discrimination in the organization. Questions are asked about unfortunate discrimination, whether the employees have noticed or been exposed to bullying or harassment in a work context and about the general development of the working environment. Based on the results of the survey in 2023, there is no feedback indicating that there is discrimination at Cyclefi.

Cyclefi' recruitment process is based on needs and is based on objective criteria that without compelling reason must be influenced by the candidates' gender, pregnancy, maternity or adoption leave, care responsibilities, ethnicity, religion, outlook on life, disability, sexual orientation, gender identity, or gender expression.

Cyclefi has developed criteria for a gender-neutral wage policy. The salary placement is based on objective criteria such as seniority and level of education (master / bachelor / trade certificate, etc.). Working conditions such as working hours, welfare schemes, leave, etc. are designed in such a way that they do not discriminate on the basis of gender or other parameters. Promotions are assessed and given on the basis of gender-neutral criteria. This can e.g. be seniority, publications, participation in and management of projects etc.

Cyclefi works actively to offer a workplace that is adapted to the employee's health, environment and safety. The company collaborates with the occupational health service on the provision of preventive health services for its employees.

Action plan 2024-2030

Cyclefi believes that developing awareness about gender dimensions is a top priority for the entire organization and therefore this dimension will be incorporated in the monthly agenda of the top management team of the company. Gender equality is a topic on which all members of the leadership are well-versed, and Cyclefi considers gender issues at all key decision points, so it is not relegated to a specific function inside the organization. The action plan will be based on three key items:

- i) definition of responsibilities at Cyclefi and allocation of the right human and financial resources,
- ii) development of internal training and awareness-raising actions and
- iii) implementation of an Observatory of career development that includes the processes for data collection and the tools for Gender Equality monitoring.

- **Resources and responsibilities:** Cyclefi will set in 2024 a Gender Equality Committee. The management team of Cyclefi holds the responsibility to guarantee that Gender Equality and diversity work is an integral part of work and recruitment.
- **Awareness and training:** Gender awareness raising should aims to modify attitudes, behaviors, and beliefs that perpetuate gender disparities. As a result of this process, developing awareness-raising tactics that create a conducive environment for debate and motivate mobilization is critical. As a means of transmitting the necessary information and knowledge to take action, gender awareness raising goes hand in hand with gender equality training. Further awareness-raising will be achieved including updates on the status of the gender dimension at Cyclefi in the monthly meeting held by the CEO towards all the employees of the company. The status and statistics related to the Gender Equality in the company will be included also at official website (www.cyclefi.com) and updated at least twice per year (more in case a large number of employees joins the company in a short period of time).
- **Observatory of career development:** data collection and monitoring, will also implement an ***Employee Promotion Plan (EPP)*** that will take care of systematically appraising the career development of the female employees at Cyclefi. The EPP will include a thorough data collection and monitoring program to be performed in an annual basis. The sex/gender disaggregated data on Cyclefi's personnel will be gathered and statistical analysis performed at least once per year by the management team of Cyclefi. Such an analysis will allow identifying biases and contribute to detect in an early phase the potential existence of an invisible structural and cultural barriers that prevent a woman from climbing the career ladder (the so called and largely undesired "glass ceiling").