



Lübeck, 05.06.2025

Gender Equality Plan (GEP) – Opaix GmbH

Version: 1.0**Effective date:** 05.06.2025**Next review:** 04.06.2026 (annual)**Approved by:** Jan Henrik Schmielau, [Co-CEO] & Dominik Jan Bißlich [Co-CEO], on 05.06.2026**Contact:** info@opaix.com**Public URL:** <https://opaix.com/gender-equality-plan>

Plain language summary: Opaix commits to gender equality across all operations. This plan sets measurable objectives, assigns owners and resources, and defines how we collect data, monitor progress, and report annually. The GEP is public, signed by top management, and reviewed every 12 months.

1. Scope & Applicability

This GEP applies to all persons working for or on behalf of Opaix: employees (full-time, part-time, fixed-term), interns, freelancers/contractors, agency workers, board/advisory members, and candidates during recruitment. Partners and suppliers are expected to align with the principles of this plan where relevant.

2. Definitions & Principles

- **Gender** includes women, men, and non-binary identities; we recognize intersectionality (e.g., gender with ethnicity, disability, age, caring responsibilities).
- **Equality** means equal rights, responsibilities, opportunities, and remuneration; **equity** means addressing structural barriers.
- **Zero tolerance** for gender-based violence (GBV), harassment, and retaliation.
- **Data minimization & privacy:** All monitoring follows applicable data protection law (e.g., GDPR). Aggregated, non-identifiable statistics are preferred.

3. Legal & Policy Context

This plan aligns with EU and national frameworks relevant to gender equality in organizations and the Horizon Europe GEP eligibility requirements. Internally, it complements Opaix policies (Code of Conduct, Anti-Harassment, Recruitment, Remuneration, Hybrid Work, Whistleblowing, Data Protection).

4. Governance & Responsibilities

- **Executive Sponsor (Accountable):** [Jan Henrik Schmielau]. Ensures resources, signs the GEP, removes roadblocks.
- **GEP Lead (Responsible):** [Dominik Jan Bißlich]. Coordinates implementation, monitoring, and reporting.
- **GEP Steering Group:** [Both CEOs]. Meets quarterly, approves KPIs and actions, reviews risks.
- **Data & Reporting Owner:** [Both CEOs] compiles metrics; [Finance] validates pay data.
- **All People Managers:** implement actions in their teams; complete training; ensure fair processes.

5. Resources

- **Time:** [0.1 FTE] GEP Lead; [0.05 FTE] Data/People Analytics; [0.05 FTE] Training coordinator.
- **Budget (annual):** Training €2,000; External expert/mediation €2,000; Accessibility & tooling €1,500.
- **Tools:** Internal MPC Survey (for anonymized reports), anonymous reporting channel.

6. Data Collection, Monitoring & Transparency

Frequency: annually (with Q2 snapshot)

Breakdowns: gender (incl. non-binary/undisclosed), level/seniority, function, contract type, full-time equivalent, parental/caring status where lawfully collected.

Key datasets: headcount; hires; applicants/shortlists; promotions; exits; performance ratings; pay (fixed, variable); representation in management and decision bodies; training uptake; complaints (de-identified).

7. Objectives, KPIs & Actions (2025–2027)

The table below lists company-level targets. Team-level targets may differ by baseline and pipeline.

7.1 Work–Life Balance & Organizational Culture

Objective: Create a flexible, inclusive culture that does not penalize caregiving or part-time work.

KPIs:

- ≥ 90% satisfaction in annual pulse item “Work–life balance is respected.”
- ≥ 95% return rate after parental leave.
- ≥ 40% of eligible staff using flexible work options without negative impact on performance ratings.

Actions (RACI: R=Responsible, A=Accountable):

- Publish a clear **Hybrid & Flexible Work Policy** (R: People Ops; A: Exec Sponsor) – Q4/2026.
- Guarantee **meeting-time core hours** (e.g., 10:00–15:00 CET) (R: All managers; A: Exec Sponsor) – Q1/2026.
- Introduce **no-meeting blocks** (e.g., Wed 13–15) and discourage after-hours pings (R: Managers; A: Exec Sponsor) – pilot Q1/2026.
- Provide **parental/returnship check-ins** (pre-leave, during, post-return) (R: People Ops) – Q4/2025 onward.

7.2 Gender Balance in Leadership & Decision-Making

Objective: Improve gender diversity in leadership pipelines and governance bodies.

KPIs:

- Leadership (L+1 and above) includes **≥ 40% under-represented gender** by end-2027.
- Interview panels for leadership roles are **mixed-gender (100%)**.

Actions:

- **Succession planning** includes at least one qualified woman/non-binary candidate per critical role (R: Exec + People Ops) – from Q1/2026.
- **Mentoring/Sponsorship program** for high-potential staff (R: Steering Group) – design Q2/2026; launch Q3/2026.
- Annual **board/committee composition review** with action plan (R: Exec Sponsor) – Q4 each year.

Jan Henrik Schmielau
Co-CEO, Talent & Career Progression

Objective: Remove bias from hiring and advancement.

KPIs:

- **Diverse shortlist** for every role (≥ 1 under-represented gender candidate at interview).
- **Offer-to-apply ratio parity** by gender within ±10%.
- **Promotion rate parity** by gender within ±10%.

Actions:

- Use **gender-neutral, plain-language job ads**; run postings through bias checkers (R: Hiring managers) – Q4/2025.
- **Structured interviews** with standard scoring rubrics (R: Hiring managers; A: GEP Lead) – Q1/2026.
- **Salary bands** shown in job ads; offers within band (R: HR/Finance) – Q4/2025.
- Quarterly **ATS analytics** on funnel by gender (R: People Analytics) – from Q1/2026.

7.4 Pay Equity

Objective: Detect and close unjustified pay gaps.

KPIs:

- **Unexplained gender pay gap $\leq$ 3%** at each level by end-2027.
- 100% roles mapped to **transparent pay bands**.

Actions:

- Annual **pay equity audit** (R: Finance + HR; A: Exec Sponsor) – each Q1.
- **Pay review guardrails** pre-cycle; exception approvals documented (R: Finance/HR) – each cycle.
- **Promotion pay** uses same banding rules as hiring (R: HR) – ongoing.

7.5 Gender Dimension in Products/Research/Services (where relevant)

Objective: Consider sex/gender differences in user research, product design, and evaluation where relevant to outcomes or safety.

KPIs:

- 100% major projects include a **gender-dimension check** at discovery phase.
- Product/user research samples include **gender-representative participants** where relevant.

Actions:

- Add a **gender-impact question** to product discovery and ethics checklists (R: Product) – Q1/2026.
- Train researchers on **inclusive study design** (R: GEP Lead) – Q2/2026.

7.6 Prevention of GBV & Sexual Harassment

Objective: Safe, respectful workplace with clear reporting and protection from retaliation.

KPIs:

- 100% staff complete **anti-harassment training** annually.
- **All reports acknowledged within 2 business days**; investigations start within 10 business days.

Actions:

- Publish **Anti-Harassment & GBV Policy** with examples, sanctions, and escalation path (R: GEP Lead + Legal) – Q4/2025.
- Maintain **confidential reporting channels** (e.g., dedicated email and external hotline/online tool) (R: People Ops) – Q4/2025.
- Track **de-identified case metrics** and lessons learned (R: GEP Lead) – ongoing.

7.7 Training & Capacity Building

Objective: Build skills to recognize and mitigate bias.

KPIs:

- 100% managers complete **Unconscious Bias + Fair Interviewing** training.
- ≥ 85% staff complete **annual refresher**.

Actions:

- Roll out **mandatory curriculum** (onboarding + annual refresh) (R: Training Coord.) — design Q1/2026; launch Q2/2026.
- Track completion in LMS/HRIS; **non-completion escalates** (R: Managers) — ongoing.

7.8 Inclusive Communication, Events & Branding

Objective: External and internal communications are inclusive and free of stereotypes.

KPIs:

- 100% public materials pass **inclusive language checklist**.
- Company events/speakers have **mixed-gender representation**.

Actions:

- Publish a **style guide** (names/pronouns, imagery, accessible design) (R: Comms) — Q3/2026.
- Ensure **event speaker policy** includes gender balance goals (R: Comms + Exec) — Q4/2026.

7.9 Procurement & Partners

Objective: Encourage equality standards in our supply chain.

KPIs:

- ≥ 80% of strategic suppliers sign our **Supplier Code** incl. anti-harassment and equality clauses.

Actions:

- Update **Supplier Code** and due-diligence questionnaire (R: Operations/Legal) — Q3/2026.
- Include **GEP alignment** as tender criterion where proportionate (R: Ops) — from Q3/2026.

8. Consolidated KPI & Action Matrix

Pillar	KPI	2025 Baseline	2026 Target	2027 Target	Owner
Leadership	≥ 40% under-represented gender in L+1+	0%	33%	40%	Exec Sponsor / HR
Recruitment	Diverse shortlist at interview	50%	90%	100%	Hiring Managers
Pay Equity	Unexplained gap at each level	0%	≤ 5%	≤ 3%	HR/Finance
Training	Managers completed UB + Interview training	50%	100%	100%	Training Coord.
GBV	Reports acknowledged <2 business days	100%	100%	100%	GEP Lead

Populate baselines from the first data collection; targets can be tightened as you mature.

9. Implementation Roadmap

- **Q4/2025:** Adopt Anti-Harassment Policy; enable reporting channels; set pay bands; set taxonomies.
- **Q1/2026:** First data pull; publish hybrid/flexible policy; launch structured interviews; add gender-dimension checks to product discovery; define KPI dashboards.
- **Q2/2026:** Start training program; run first pay equity audit; mentoring program design.
- **Q3/2026:** Launch mentoring/sponsorship; supplier code update.
- **Q4/2026:** Public progress update; adjust targets for 2027.

10. Risk Management & Controls

- **Risks:** low participation in training; manager pushback; small-n data volatility; privacy constraints.
- **Controls:** leadership incentives include GEP KPIs; escalation for non-completion; minimum thresholds for public disclosure; DPO review of data.

11. Privacy, Ethics & Data Protection

- Collect only the minimum necessary; provide **voluntary self-identification** options with clear purpose and retention.
- Publish a **privacy notice** covering equality monitoring data.
- Store data securely; restrict access; aggregate for publication.

12. Reporting & Transparency

- **Internal:** quarterly Steering Group review; dashboard to leadership.
- **External:** annual GEP progress summary on the public GEP page (headline KPIs, major actions completed/overdue), signed by the Executive Sponsor.

13. Review & Revision

- Annual review by Steering Group; material changes approved by Executive Sponsor and published with new version/date. Stakeholder feedback is welcomed via info@opaix.com.

14. Contact & Whistleblowing

- **Primary contact:** gep@opaix.com (to be set up by Q1 2026)
- **Confidential reporting:** Reports handled under Anti-Harassment Policy; no retaliation tolerated.

15. Publication & Version Control

- This GEP is published at <https://opaix.com/gender-equality-plan>.
- **Version history:**
 - v1.0 – 05.06.2025 – Initial publication.



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