

GENDER EQUALITY POLICY

AND

GENDER EQUALITY PLAN (GEP)

NOTES:

Human resource management

KEY WORDS:

gender equality, tolerance, prohibition of discrimination, employees

Groschopp System Solutions doo Novi Sad

Rudjera Boškovića 2c

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Approved by: Wolfgang Pflug, Director

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Definitions, designations and abbreviations

Responsible authority: Wolfgang Pflug, Groschopp System Solutions d.o.o., Novi Sad, Ruđera Boškovića 2c

Employee: A natural person who has concluded a fixed-term or indefinite employment contract with Groschopp System Solutions d.o.o., Novi Sad, Ruđera Boškovića 2c, as well as a person engaged in accordance with the Labour Law of the Republic of Serbia.

Note: Other terms and definitions used in this Policy shall be interpreted in accordance with the applicable regulations of the Republic of Serbia and internal acts of the Company, unless otherwise specified herein.

1. Purpose

Through this Gender Equality Policy and Gender Equality Plan (GEP), Groschopp System Solutions d.o.o. confirms its full commitment to the principles of equal opportunities, non-discrimination and gender equality in accordance with the Constitution of the Republic of Serbia and relevant legislation.

The purpose of this Policy is to define and ensure a working environment in which equality of all employees is unconditionally respected.

The objective of adopting this Gender Equality Policy is to ensure an environment in which the principle of prohibition of any form of discrimination is consistently applied and to provide mechanisms available to employees in case of violations of the principles set forth herein.

2. Scope of Application

This Policy applies to all employees, managers, job applicants, collaborators, as well as all partners and suppliers cooperating with the Company.

3. Key principles

The Company bases its operations on the following principles:

- Gender equality and prohibition of discrimination
- Respect for human rights and employee dignity
- Tolerance and respect for diversity
- Zero tolerance for harassment and gender-based violence

4. Gender Equality Policy

The Company ensures an environment in which each employee may fully express their potential and prevents any unjustified differentiation or unequal treatment of employees, candidates, business partners, suppliers, clients and other third parties.

The Company operates in accordance with high standards of corporate responsibility and is committed to the principles of business ethics, lawful conduct and respect for human and labour rights. The Company insists on applying high standards for a fair and safe working environment for all employees and all persons with whom it conducts business. It strives to ensure a working environment in which human rights guaranteed by the Constitution of the Republic of Serbia, confirmed by international treaties and legislation governing non-discrimination and equality, as well as rights guaranteed by labour law, employment contracts and internal acts of the Company, are fully respected, in accordance with the UN Declaration of Human Rights and the ILO Declaration on Fundamental Principles and Rights at Work.

All business activities are carried out regardless of race, skin colour, origin, citizenship, national or ethnic affiliation, language, religious or political beliefs, sex, gender identity, sexual orientation, property status, birth, genetic characteristics, health condition, disability, marital and family status, criminal record, age, appearance, membership in political, trade union or other organisations, or other real or presumed personal characteristics.

The principles on which the Company bases its operations are:

- tolerance and prohibition of discrimination;
- gender equality;
- respect for human rights of employees, clients and service users;
- respect for dignity and integrity;
- respect for diversity;
- care for socially disadvantaged groups.

4.1. Implementation of the Gender Equality Policy

The Company seeks to prevent any unjustified differentiation or unequal treatment, including exclusion, restriction or granting of preference, in an open or concealed manner, based on personal characteristics.

4.2. Prevention of discrimination in the area o labour and human rights – Equal opportunities in employment and advancement

Recognising the importance of preventing discrimination in the field of labour and human rights, the Company expresses particular readiness and commitment to:

- ensure equal opportunities for establishing employment relationships for all candidates who apply for employment;
- consider and assess job applications regardless of the personal characteristics of candidates and evaluate exclusively the competencies related to the requirements of specific positions;
- highlight in job advertisements only those required qualifications and characteristics of candidates that are directly related to the performance of work tasks of the specific job position;
- in the job advertisements it publishes, where appropriate, particularly encourage candidates from especially vulnerable groups;
- use gender-sensitive/neutral language in job advertisements and publish job advertisements in different accessible formats and in places where they can be seen by different groups of candidates.

Discrimination shall not be considered the making of distinctions, exclusion or granting of preference in relation to a specific job where the nature of the job is such or where the job is performed under such conditions that certain characteristics of employees (for example, health condition when employing for specific jobs such as work at height, outdoor work and similar) represent a genuine and decisive requirement for performing the job and where the purpose sought to be achieved thereby is justified.

The Company is committed to a working environment in which all employees are treated with dignity, courtesy and respect. Every employee has the right to work in a professional atmosphere that promotes equal opportunities for advancement and prohibits unlawful discriminatory conduct of any kind. The working environment is characterised by mutual trust and the absence of intimidation, oppression and any form of exploitation.

With the intention of ensuring the effective exercise of the right to fair working conditions, the Company has committed itself to ensuring that every employee is informed in writing of their labour-law status. In this regard, harmonisation has been carried out with legal and by-law regulations and business standards in respect of working hours, rest periods, wages, benefits and similar matters. The wage management system is organised according to the principle of internal fairness and external competitiveness and aligned with international methodologies for the evaluation of job positions, thereby reducing the possibility of discrimination against employees.

4.3. Integration of the gender dimension into research and innovation

In the development of technologies and software, particularly in the field of robotics and artificial intelligence, the Company takes into account the gender dimension where it is relevant, especially in the context of user safety, ergonomics and accessibility.

4.4. Prohibition of discrimination against employees

The Company particularly takes care and emphasises that:

no one may be discriminated against in any manner;

it will not, with discriminatory intent, treat its employees, clients, service users or partners differently on the basis of any personal characteristic;

it informs employees who enjoy special protection under the Labour Law — including protection of young persons, protection of maternity (pregnancy, maternity leave and leave for childcare), protection of persons with disabilities and employees with health impairments — of their rights;

it enables employees to perform their work tasks in a productive environment in which there is no discrimination or harassment of any kind;

it assesses the work performance of employees in a non-discriminatory manner, objectively evaluating their capacities and contribution to business success;

it enables employees, regardless of age, sex, disability, marital status, sexual orientation or any other personal characteristic, access to training, mentoring and opportunities for acquiring work experience, and enables employees, in agreement with their immediate supervisors, to appropriately reconcile their professional obligations with private and family obligations.

The Company supports flexible forms of work where possible and respects the rights of employees related to parental leave and family responsibilities.

4.5. Procedure in case of discrimination and abuse of the right to protection against discrimination

In the case of discrimination and abuse of the right to protection against discrimination, it is possible to initiate proceedings for violation of work discipline, in accordance with procedures defined by the internal acts of the Company. After the competent service, in the procedure for determining the responsibility of the employee in accordance with the Labour Law, the employment contract and the internal acts of the Company, and after the conducted procedure, determines that there is responsibility of the employee against whom the proceedings were initiated, the Company shall impose the appropriate measure defined by the Labour Law.

4.6. Protection Mechanisms for an employee subjected to discrimination

In the event that there is suspicion that discrimination is being carried out against an employee, the employee may contact their supervisor, the organisational unit to which they belong or via the SOS line and submit all relevant evidence that potentially indicates the existence of discrimination. After collection, the documentation shall be forwarded to the labour law team, which shall, after verification, inform the competent authorities of the validity of the report and of the undertaking of further activities where the report is justified.

5. Responsibility and Dedicated Resources

The Director of the Company is responsible for the implementation of this Plan. The Director is competent for monitoring the implementation of the Plan, data collection, annual review of the situation and initiation of corrective measures.

The Company provides administrative and organisational resources for the implementation of this Plan.

Kompanija obezbeđuje administrativne i organizacione resurse za sprovođenje ovog plana.

6. Data collection and monitoring

Once per year, the Company conducts an analysis of the gender structure of employees, including:

Total number of employees by gender.

Representation in managerial positions.

Newly employed persons by gender.

Promotions by gender.

Based on these data, an internal annual review is prepared and, where necessary, corrective measures are undertaken.

7. Training and Awareness Raising

At least once per year, an awareness-raising activity is organised regarding gender equality, prevention of discrimination and unconscious bias.

8. Prevention of harassment and Gender-Based Violence

The Company applies a policy of zero tolerance towards discrimination, sexual harassment and gender-based violence.

9. Review and Publication

This document is publicly available on the Company's website and shall be reviewed at least once per year.

Signature: _____

Wolfgang Pflug, Director