

GENDER AND EQUALITY PLAN - MEEO S.r.l.

Period of validity:

Approval:

Last update:

Version: 1.0

1. Management commitment

The Management of MEEO S.r.l. is formally committed to promoting gender equality as a strategic organizational value, recognizing that an inclusive and respectful work environment is essential to foster innovation, creativity, and the well-being of all individuals within the company.

MEEO S.r.l. strives to create a workplace where everyone can express their full potential, free from discrimination or gender stereotypes. Managers and leaders are encouraged to support all employees, regardless of gender, in applying for and accepting roles of responsibility and leadership. This contributes to personal growth and collective success.

This Gender Equality Plan (GEP) aligns with the European Commission's recommendations (Horizon Europe) and applies to all individuals working within the organization.

MEEO believes that promoting gender equality enhances organizational performance, fosters innovation, attracts talent, and builds a healthy, inclusive, and sustainable workplace. A diverse and inclusive team is key to driving creativity and maintaining a competitive edge in the environmental and technological sectors.

2. Organizational Context

MEEO S.r.l. is an SME headquartered in Ferrara, Italy, operating in the environmental services sector and develops software for Earth observation. With a compact, multidisciplinary team of 30 people, the company is characterized by a dynamic and flexible work environment that values collaboration and participation in international projects. The company actively participates in international projects funded by the European Commission and ESA, with a focus on climate services, environmental data infrastructures, and big data analytics.

Given its size and nature, the company faces specific challenges and opportunities in promoting gender equality, which this Gender Equality Plan aims to address effectively and sustainably.

As of July 2025, the gender composition is as follows:

- Total staff: 30 (M: 23 – F: 7)
- Technical roles: 27 (M: 20 – F: 7)
- Leadership roles: 6 (M: 4 – F: 2)

With a compact team size, MEEO faces specific challenges in implementing structural gender equality measures, but also benefits from flexibility and organizational agility. This provides fertile ground for piloting innovative gender-mainstreaming actions and cultivating a deeply embedded inclusive culture.

3. Strategic Objectives

Promote gender balance in technical and decision-making roles

Ensure that women and men have equal opportunities to access and advance in all company roles, particularly technical and leadership positions. This involves addressing unconscious biases in recruitment and providing women with visibility through strategic assignments.

Support work-life balance

Implement policies and tools that enhance work-life balance, such as flexible hours and remote work. These policies should cater to the diverse needs of all employees.

Prevent discrimination, harassment, and implicit bias

Promote a safe and respectful workplace through awareness training, transparent communication, and accessible reporting channels.

Build an inclusive and participatory culture

Embrace diversity as a valuable asset by using inclusive language, actively involving all employees in decision-making processes, and integrating inclusion into MEEO's core identity.

Monitor and improve the GEP over time

Update actions and objectives regularly.

4. Action Plan

The Action Plan translates strategic objectives into concrete, measurable interventions over time. For each area of improvement, the plan defines specific actions, responsibilities, deadlines, and performance indicators. This structure enables effective progress tracking and the continuous adjustment of the GEP based on emerging priorities.

Area	Key Action	Responsible	Deadline	Success Indicator
Recruitment and Selection	Use gender-neutral language in job ads; Anonymous CV screening; transparent evaluation grid	HR manager	Q4 2025	% anonymous CVs; % women applying and shortlisted
Inclusive Leadership	Female presence in strategic and decision-making teams	CEO/HR	Ongoing	% women in leadership
Flexibility and Work-Life Balance	Internal Policy on Flexible Hours and Smart Working	CEO	Q1 2026	% staff using flexible work; employee satisfaction survey score
GEP Monitoring and Review	Annual Monitoring Report with Data and Improvement Proposals	GEO	Annual	GEP report published; % actions completed
Discrimination & Reporting	Update and promote internal reporting procedure	HR&GEO	Q3 2025	# reports received and resolved; employee trust survey

5. Internal Gender Equality Policy

MEEO S.r.l. has an internal gender equality policy that applies to all company activities. This policy ensures equal opportunities in recruitment, career progression, training, role assignment, and professional recognition. Gender equality encompasses more than the absence of discrimination; it also involves actively promoting a fair, respectful, and diverse workplace.

The policy is based on inclusion, work-life balance, and overcoming gender stereotypes. It aims to empower individuals to embrace their uniqueness. Everyone in the organization is expected to contribute to creating a professional environment where talent is recognized without bias.

The principle of equality also informs internal and external communication, project design, and everyday work dynamics. Company policies are periodically reviewed to ensure their effectiveness and alignment with national and European diversity, equity, and inclusion standards.

6. Ethical Compliance and Respect for Individual Convictions

MEEO S.r.l. conducts its business in full compliance with national and European Union laws, adhering to principles of legality, transparency, and social responsibility. The company collaborates exclusively with clients, suppliers, and stakeholders who operate in accordance with national and international legal standards.

In line with its commitment to diversity and individual freedom, MEEO acknowledges that some employees may, for ethical, religious, or cultural reasons, feel uncomfortable participating in projects involving external organizations whose values or activities conflict with their personal beliefs. In such cases, employees may submit a formal request to the company board. MEEO will evaluate these requests with sensitivity and, where possible, reassign the employee to other projects, without any negative impact on their professional growth.

This provision aims to foster an inclusive and respectful work environment in which personal convictions are recognized and safeguarded within the framework of organizational needs.

7. Work-Life Balance Information

MEEO S.r.l. recognizes the importance of maintaining a healthy and sustainable balance between professional commitments and personal life for the well-being and motivation of its staff. The company promotes flexible working arrangements, including adaptable working hours and the option to work remotely, to allow for the autonomous management of work time.

In addition, specific leaves are granted for family-related reasons, such as caring for relatives, attending school events, or addressing medical needs. These leaves aim to support employees' non-work responsibilities.

MEEO encourages open dialogue between employees and managers to identify and implement personalized solutions that meet individual needs and foster an inclusive workplace that respects diversity. Work-life balance is a shared culture that enhances the quality of professional and personal life, not merely a formal policy.

8. Discrimination Reporting Procedure

MEEO S.r.l. provides a secure and confidential reporting system for any instances of discrimination, harassment, or behavior that goes against the principles of equality and inclusion. Those wishing to file a report may contact the HR Manager or the Gender Equality Officer directly in a confidential and secure manner.

Each report received is treated with the utmost seriousness and discretion. An impartial and prompt internal investigation is initiated to verify the facts and identify any corrective actions. Good-faith reporters are guaranteed protection against any retaliation or subsequent discrimination.

The procedure is clearly communicated to all staff, along with support and counseling resources, to ensure everyone is aware of their rights and how to exercise them. This system helps build a safe, transparent, and respectful workplace where equality and dignity for all are consistently upheld.

9. Monitoring and Review

The Gender Equality Plan is regularly monitored by analyzing key data, such as recruitment, role distribution, and turnover, in order to assess its actual impact. Results are shared transparently internally to promote employee involvement.

The plan is periodically updated to address emerging business needs, regulatory changes, and international best practices, ensuring continuous improvement.

At MEEO S.r.l., we recognize that gender equality and inclusion are fundamental values that guide every aspect of our work. These values help us create a respectful, innovative, and sustainable workplace for all. We are committed to upholding these principles and ensuring opportunities and well-being for everyone within our organization.