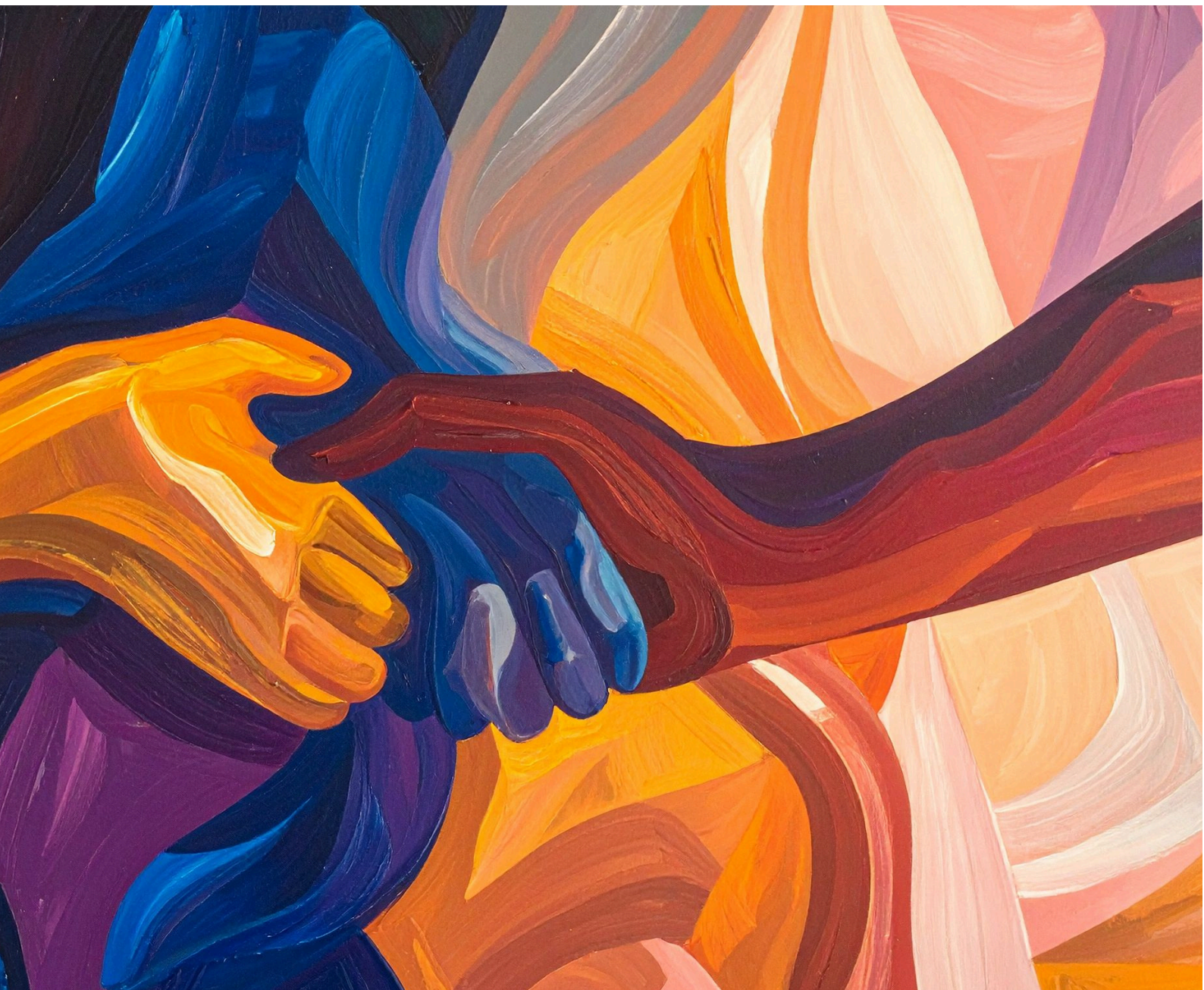


Gender Equality & Gender Mainstreaming Statement

Prepared By:

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1. INTRODUCTION

Syncnify places equality, inclusion, and respect at the centre of its work. As an organisation involved in European cooperation, education, digital innovation, social inclusion, and capacity-building, Syncnify understands that fair participation is essential for meaningful project results and for the communities it serves. This Gender Equality Plan presents the organisation's approach to building a working and learning environment where people are treated with dignity and have equal opportunities to contribute, grow, and take part in decision-making. It applies to staff members, collaborators, trainers, learners, experts, volunteers, project partners, and participants involved in Syncnify's activities. For Syncnify, gender mainstreaming is not a separate action added at the end of a project. It is part of the way activities are planned, delivered, monitored, and evaluated. The organisation considers gender aspects when designing projects, preparing training material, organising events, communicating with the public, collecting feedback, and assessing impact.

2. PUBLICATION AND INSTITUTIONAL COMMITMENT

This plan is a formal document of Syncnify. It is approved by the organisation's management, signed by the responsible representative, and made publicly available through the organisation's website and official communication channels. By adopting this plan, Syncnify confirms its commitment to a respectful organisational culture where unequal treatment, exclusion, discrimination, and stereotypes are actively challenged. Management plays a central role in keeping this commitment visible in everyday work, internal procedures, and project implementation. The plan guides the organisation in practical decisions. It helps teams think about who participates, whose voices are heard, how responsibilities are shared, and whether project activities are accessible to people with different experiences and needs.

3. DEDICATED RESOURCES AND RESPONSIBILITIES

Syncnify assigns responsibility for the implementation of this plan to a designated Gender Equality and Inclusion Officer or to an appointed member of the management team. This person supports colleagues, follows the progress of planned actions, and advises project teams on inclusive approaches. The organisation provides time, expertise, and practical resources for equality-related actions. These may include staff briefings, internal guidance, training sessions, monitoring tools, partner exchanges, or consultation with external specialists when needed. Responsibility for equality is not limited to one person. Every team member contributes to creating an environment where people feel respected, safe, and able to participate. Project managers, trainers, communication officers, researchers, and administrative staff all have a role in applying the principles of this plan in their daily work.

4. DATA COLLECTION AND MONITORING

Syncnify collects and reviews sex/gender-disaggregated data where relevant, possible, and in line with data protection rules. This information helps the organisation understand participation patterns and identify areas where additional attention may be needed. Monitoring may include data on staff, collaborators, trainers, experts, learners, speakers, facilitators, and project participants. Syncnify looks at the balance of women and men in project teams, leadership roles, training activities, events, panels, advisory groups, and other forms of participation. The organisation uses this information to improve planning and reporting. Annual review of relevant indicators supports better decisions, helps identify gaps, and allows Syncnify to adjust its activities when participation is uneven or when certain groups are underrepresented.

5. TRAINING AND AWARENESS RAISING

Syncnify promotes regular awareness raising on equality, inclusive communication, unconscious bias, and respectful behaviour. Staff members, trainers, facilitators, managers, and decision-makers are encouraged to strengthen their understanding of how gender stereotypes and hidden assumptions can affect everyday decisions. Training may take the form of internal discussions, workshops, online resources, peer learning, project meetings, or external capacity-building opportunities. The aim is to help people recognise bias in recruitment, communication, task distribution, leadership opportunities, learning environments, and public representation. Through these activities, Syncnify builds a shared understanding of inclusion. Staff and collaborators become better prepared to design activities that are open, respectful, and accessible to diverse groups of participants.

6. WORK-LIFE BALANCE AND COMPANY CULTURE

Syncnify values a working culture based on trust, flexibility, cooperation, and care for personal well-being. The organisation recognises that people have different responsibilities outside work and that a healthy balance between professional and personal life supports better participation and performance. Where possible, Syncnify uses flexible working arrangements, remote collaboration, reasonable meeting schedules, and respectful planning of deadlines. Meetings and events are organised with attention to accessibility, family responsibilities, travel needs, and personal time. The organisation encourages open communication and mutual support. Staff and collaborators are expected to treat one another with respect and to avoid behaviour or language that reinforces stereotypes or creates exclusion. A positive organisational culture is seen as a daily practice, not only as a written commitment.

7. GENDER BALANCE IN DECISION-MAKING

Syncnify promotes balanced participation in leadership, coordination, representation, and decision-making. The organisation pays attention to who leads projects, who speaks in public events, who joins expert groups, and who takes part in strategic discussions. When forming teams, panels, advisory boards, training groups, or public events, Syncnify considers both expertise and balanced representation. The aim is to avoid situations where decision-making is concentrated among only one group or where women and underrepresented voices remain less visible. The organisation also supports equal access to responsibility. Staff members and collaborators are encouraged to take on coordination tasks, represent projects, contribute to planning, and develop leadership skills according to their experience and interests.

8. EQUALITY IN CAREER DEVELOPMENT

Syncnify follows fair and transparent recruitment practices. Selection is based on skills, qualifications, experience, motivation, and suitability for the role. Calls for staff, trainers, experts, or collaborators use inclusive language and avoid assumptions linked to gender or personal background. The organisation takes care to reduce bias during selection and task allocation. Where possible, recruitment processes involve more than one person, clear criteria, and balanced assessment of candidates. Career development is approached in the same spirit. Syncnify supports access to training, mentoring, networking, project coordination, and visibility opportunities. Staff and collaborators are encouraged to develop professionally and to take part in activities that strengthen their skills and confidence.

9. GENDER MAINSTREAMING IN ACTIVITIES

Syncnify integrates gender perspectives into project design, research, training, and educational activities. This begins at the planning stage, when teams define objectives, target groups, methods, learning outcomes, communication tools, and evaluation indicators. Project materials use inclusive language and avoid stereotypes in examples, images, case studies, and storytelling. Training activities are designed to be accessible to participants with different experiences, responsibilities, and learning needs. In its educational and social inclusion work, Syncnify pays particular attention to people who may face multiple barriers. This may include migrant women, young women, older learners, women with disabilities, people from rural or disadvantaged areas, and individuals whose access to education, employment, digital tools, or civic participation is limited. Gender mainstreaming also supports better project quality. By considering how different groups experience a topic, Syncnify creates outputs that are more relevant, realistic, and useful for the communities involved.

10. PREVENTION OF GENDER-BASED VIOLENCE

Syncnify has zero tolerance for gender-based violence, sexual harassment, bullying, intimidation, discrimination, or any form of abusive conduct. Everyone involved in the organisation's work has the right to participate in a safe and respectful environment. This principle applies to offices, meetings, training sessions, online activities, study visits, events, and informal project settings. Participants, staff members, trainers, and collaborators are expected to communicate and behave in ways that respect personal dignity and boundaries. Concerns or incidents are taken seriously and handled with discretion, fairness, and care. Syncnify provides safe channels for reporting inappropriate behaviour and protects individuals who raise concerns from retaliation. The organisation also works preventively by promoting clear expectations for respectful participation, especially during events, trainings, and activities involving external participants.

11. INCLUSIVE COMMUNICATION AND DISSEMINATION

Syncnify uses communication as a tool for inclusion. Websites, social media posts, newsletters, reports, presentations, videos, brochures, and project materials are prepared with attention to language, images, accessibility, and representation. The organisation seeks to present women and underrepresented groups not only as beneficiaries, but also as educators, experts, leaders, professionals, innovators, researchers, and community voices. Visual and written communication avoids stereotypes and reflects the diversity of the people involved in Syncnify's work. Dissemination activities also give space to different experiences. When sharing project results, Syncnify aims to highlight practical stories, local perspectives, and voices that are often less visible in public discussion.

12. IMPLEMENTATION AND REVIEW

This plan guides Syncnify's daily work and project activities. It is reviewed regularly so that the organisation can follow progress, recognise gaps, and update its measures when needed. The review process draws on staff feedback, project evaluations, participant comments, monitoring data, and lessons learned through cooperation with partners. In this way, the plan remains active and connected to real organisational practice. Syncnify treats equality as a continuous process. The organisation keeps improving its procedures, learning from experience, and strengthening the conditions for fairer, safer, and more inclusive working and learning environments.

13. MANAGEMENT ENDORSEMENT

This Gender Equality Plan is endorsed by the management of Syncnify. It reflects the organisation's commitment to equality, inclusion, diversity, non-discrimination, and respect for human dignity.

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