

## **Dolmen Design and Innovation Gender Equality Policy**

### Executive Summary:

<b>Purpose of this guidelines:</b>	The purpose of the Gender Equality Policy is to promote equal opportunities and treatment for all genders within the organisation.
<b>Applies to:</b>	All Dolmen Employees
<b>Key point(s):</b>	This policy outlines the entitlements and operational elements to eliminate gender-based discrimination and create an inclusive environment where everyone can thrive, regardless of their gender.
<b>Policy queries:</b>	HR Team: <a href="mailto:hr@dolmen.ie">hr@dolmen.ie</a>

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## 1. Purpose

The purpose of this Gender Equality Policy is to establish Dolmen's commitment to promoting gender equality across all areas of our organisation. This policy aims to ensure equal opportunities for all Team members, regardless of gender, by addressing and eliminating discrimination, unconscious biases, and barriers to progression.

Our goal is to foster an inclusive, diverse, and supportive workplace that values and celebrates the contributions of individuals of all genders.

## 2. Scope

This policy applies to all Team members, contractors, consultants, interns, and other stakeholders working with Dolmen, across all levels of the organisation.

## 3. Key Principles

- **Equality of Opportunity:** Dolmen is committed to ensuring that all Team members have access to equal opportunities for employment, career advancement, and development regardless of gender.
- **Non-Discrimination:** We uphold a zero-tolerance approach to any form of discrimination, harassment, or bias on the grounds of gender. This includes any adverse treatment due to gender identity, expression, or sexual orientation.
- **Work-Life Balance:** We recognise the importance of work-life balance and are committed to providing flexible working arrangements that support family life and caregiving responsibilities.
- **Representation and Leadership:** We strive to achieve gender balance in leadership roles and decision-making processes across the organisation.
- **Transparency and Accountability:** We are committed to transparency in all gender equality initiatives, including recruitment, pay structures, promotions, and work-life balance policies, and will regularly monitor and report on progress.

## 4. Objectives

- To achieve **gender equality in recruitment, retention, and career progression.**
- To provide a **gender-sensitive work environment** that supports work-life balance.
- To promote **gender-inclusive leadership** by increasing the representation of underrepresented genders in senior positions.
- To eliminate **unconscious biases** in hiring, performance evaluations, and promotions.
- To integrate **gender equality into research, development, and innovation** projects wherever applicable.

## 5. Responsibilities

- **Leadership:** The senior management team is responsible for leading by example in championing gender equality and ensuring this policy is implemented throughout the organisation. The leadership team will allocate the necessary resources for gender equality initiatives and ensure that appropriate actions are taken.
- **Human Resources (HR):** The HR department is responsible for overseeing recruitment, career progression, and training programs that promote gender equality. HR will also conduct regular gender audits, monitor pay equality, and facilitate awareness training.
- **All Team members:** Every Team member is responsible for respecting and promoting a gender-equal work environment. Team members are encouraged to report any gender-related issues, discrimination, or harassment through appropriate channels without fear of retaliation.

## 6. Gender Equality Actions

### a. Recruitment & Hiring:

- Use **gender-neutral language** in all job descriptions and advertisements.
- Ensure **diverse hiring panels** and interview processes that minimise unconscious bias.
- Actively seek to recruit and support **underrepresented genders** in technical and leadership roles.

### b. Career Development & Progression:

- Provide equal access to **mentorship programs**, leadership training, and professional development opportunities.
- Ensure that all Team members, regardless of gender, have access to **career advancement opportunities**.
- Regularly review and ensure **equal pay** for equal work, including periodic pay audits.

### c. Work-Life Balance & Family-Friendly Policies:

- Offer **flexible working arrangements** to support work-life balance.
- Ensure that both **maternity and paternity leave** policies are equally generous and do not impact career progression.

### d. Training & Awareness:

- Conduct **gender equality and unconscious bias training** for all Team members, with particular emphasis on those in leadership and decision-making roles.
- Promote a culture of **inclusivity** through internal awareness campaigns, workshops, and seminars on gender-related topics.

**e. Monitoring & Reporting:**

- Regularly collect and analyse **gender-disaggregated data** regarding recruitment, retention, pay, and promotions.
- Report on progress annually to internal and external stakeholders, including any measures taken to address gender imbalances.

**f. Addressing Gender-Based Harassment:**

- Maintain a **zero-tolerance policy** toward gender-based harassment and discrimination, with clear procedures for reporting and resolving complaints.
- Ensure that all Team members understand their rights and responsibilities regarding appropriate workplace behaviour.

## 7. Monitoring and Evaluation

To ensure the effectiveness of this policy, Dolmen will:

- Conduct **annual gender audits** to assess gender balance at all organisational levels.
- Monitor the impact of gender equality initiatives, including training and awareness programs.
- Review and update the Gender Equality Policy regularly to ensure it meets current legal standards and best practices.
- Engage Team members in an annual **gender equality survey** to gather feedback on the effectiveness of implemented actions.

## 8. Resources for Gender Equality

- Allocate a **specific budget** for gender equality programs and initiatives, including training, workshops, mentoring, and audits.
- Ensure that the organisation's **HR and support staff** have the necessary tools and support to facilitate the implementation of gender equality measures.

## 9. Implementation Timeline

This Gender Equality Policy will be implemented over the following timeline:

- **Short-Term (0–6 months):**
  - Develop and launch **gender equality training** for all Team members.
  - Conduct initial **gender audit** and review of recruitment practices.
  - Publish the Gender Equality Plan (GEP) on the company website.
- **Medium-Term (6–12 months):**
  - Implement **employee benefits** and **policies** to support well-being of team members.

- Set clear **gender equality goals** and establish **mentorship programs** for underrepresented genders.
- **Long-Term (1+ years):**
  - Achieve **gender balance in leadership roles** and decision-making bodies.
  - Conduct an **annual gender equality review** to evaluate progress.

## 10. Conclusion

Dolmen is committed to fostering a diverse, inclusive, and equitable workplace. By adopting this **Gender Equality Policy**, we aim to break down barriers, promote fairness, and create a working environment where every Team member can thrive regardless of gender.

This policy will be reviewed regularly to ensure that our commitment to gender equality is continuously strengthened and adapted to evolving societal and organisational needs.