

GENDER EQUALITY PLAN (GEP)

Reserved Consultancy društvo s ograničenom odgovornošću za poslovno savjetovanje

1. Opći podaci o organizaciji

Naziv subjekta: Reserved Consultancy društvo s ograničenom odgovornošću za poslovno savjetovanje

MBS: 081538295

OIB: 25012707835

Pravni oblik: Društvo s ograničenom odgovornošću (d.o.o.)

Status: Aktivno

Sjedište: Republika Hrvatska

Odgovorna osoba / Uprava:

Ime i prezime: Jurica Mlakar

OIB: 24916266352

Funkcija: Direktor i jedini osnivač društva

2. Svrha i cilj Gender Equality Plan-a

Reserved Consultancy d.o.o. ovim Gender Equality Planom (u daljnjem tekstu: GEP) potvrđuje svoju trajnu opredijeljenost za promicanje rodne ravnopravnosti, jednakih mogućnosti, nediskriminacije i uključivog radnog okruženja.

Cilj GEP-a je osigurati jednaka prava, odgovornosti i mogućnosti svim zaposlenicima i suradnicima, neovisno o spolu, rodnom identitetu ili drugim osobnim obilježjima, te ispuniti uvjete prihvatljivosti za sudjelovanje u programima financiranja Europske unije, uključujući program Horizon Europe.

3. Status dokumenta i javna dostupnost

Ovaj GEP je:

- službeni strateški dokument društva
- odobren i potpisan od strane najvišeg rukovodstva

- javno dostupan na službenoj internetskoj stranici društva
- na snazi od dana objave i primjenjuje se tijekom cijelog razdoblja važenja projekata u kojima društvo sudjeluje

4. Upravljanje i odgovornost za provedbu

Za provedbu, praćenje i ažuriranje Gender Equality Plan-a odgovorna je uprava društva.

Direktor društva osigurava da se načela rodne ravnopravnosti integriraju u sve relevantne poslovne procese, uključujući zapošljavanje, upravljanje ljudskim resursima, donošenje odluka i poslovne politike.

Po potrebi se mogu angažirati vanjski stručnjaci za rodnu ravnopravnost i nediskriminaciju.

5. Dodijeljeni resursi

Reserved Consultancy d.o.o. osigurava odgovarajuće resurse za provedbu ovog GEP-a.

Ljudski resursi:

- odgovorna osoba za koordinaciju provedbe GEP-a
- uključivanje zaposlenika i vanjskih suradnika u provedbu mjera

Financijski resursi:

- predviđena sredstva za edukacije, savjetovanja i stručnu podršku vezanu uz rodnu ravnopravnost

Stručna podrška:

- vanjski konzultanti i edukatori
- korištenje relevantnih alata, literature i edukacijskih materijala

6. Prikupljanje podataka i praćenje

Društvo se obvezuje na sustavno prikupljanje i analizu podataka razvrstanih prema spolu, u skladu s važećim zakonodavstvom o zaštiti osobnih podataka (GDPR).

Praćenje obuhvaća, gdje je primjenjivo:

- strukturu zaposlenika i suradnika
- zapošljavanje i napredovanje

- sudjelovanje u upravljačkim i odlučivačkim funkcijama

Na godišnjoj razini izrađuje se interni pregled provedbe GEP-a, koji služi za evaluaciju učinkovitosti mjera i eventualno prilagođavanje plana.

7. Obuka i podizanje svijesti

Reserved Consultancy d.o.o. osigurava aktivnosti podizanja svijesti i edukacije o rodnoj ravnopravnosti.

Edukacije uključuju:

- temeljna načela rodne ravnopravnosti
- prepoznavanje i smanjenje nesvjesnih rodnih pristranosti
- odgovornosti rukovodstva u osiguravanju jednakih mogućnosti

Edukacije su namijenjene zaposlenicima i osobama uključenima u donošenje odluka, a mogu se provoditi interno ili uz pomoć vanjskih stručnjaka.

8. Tematska područja i mjere

8.1 Ravnoteža poslovnog i privatnog života te organizacijska kultura

Društvo potiče organizacijsku kulturu koja omogućuje usklađivanje poslovnih i privatnih obveza kroz fleksibilne oblike rada, gdje je to moguće, te međusobno uvažavanje i poštovanje.

8.2 Rodna ravnoteža u upravljanju i donošenju odluka

Upravljanje i donošenje odluka temelje se na stručnosti, iskustvu i kompetencijama, uz primjenu rodno neutralnih kriterija i načela jednakih mogućnosti.

8.3 Rodna ravnopravnost u zapošljavanju i razvoju karijere

Procesi zapošljavanja i napredovanja provode se transparentno, na temelju objektivnih i rodno neutralnih kriterija, uz jednake mogućnosti za sve kandidate.

8.4 Integracija rodne dimenzije u poslovne aktivnosti

Gdje je primjenjivo, društvo integrira rodnu perspektivu u svoje savjetodavne usluge, analize i projektne aktivnosti, u skladu s relevantnim EU politikama i dobrim praksama.

8.5 Sprječavanje rodno uvjetovanog nasilja i uznemiravanja

Društvo primjenjuje politiku nulte tolerancije prema svim oblicima uznemiravanja, uključujući spolno i rodno uvjetovano uznemiravanje. Osigurani su povjerljivi mehanizmi prijave i postupanja.

9. Praćenje, evaluacija i revizija

Provedba GEP-a prati se kontinuirano. Dokument se preispituje najmanje svake dvije godine ili ranije, ako dođe do promjena u zakonodavstvu ili organizacijskoj strukturi društva.

10. Stupanje na snagu

Ovaj Gender Equality Plan stupa na snagu danom potpisivanja i primjenjuje se do donošenja nove verzije ili izmjena.

11. Potpis

Ime i prezime: Jurica Mlakar

Funkcija: Direktor i jedini osnivač

Mjesto i datum: Zagreb, Hrvatska, EU, 03.11.2025.

Potpis: Jurica Mlakar

GENDER EQUALITY PLAN (GEP)

Reserved Consultancy limited liability company for business consulting

1. General information on the organisation

Legal name: Reserved Consultancy limited liability company for business consulting

Company registration number (MBS): 081538295

VAT / Tax number (OIB): 25012707835

Legal form: Limited liability company (LLC / d.o.o.)

Status: Active

Country of establishment: Republic of Croatia

Person authorised to represent the company / Top management:

Name and surname: Jurica Mlakar

Personal identification number (OIB): 24916266352

Position: Managing Director and sole founder

2. Purpose and objectives of the Gender Equality Plan

Reserved Consultancy d.o.o. adopts this Gender Equality Plan (hereinafter: GEP) as a formal strategic document expressing its commitment to promoting gender equality, equal opportunities, non-discrimination and an inclusive working environment.

The purpose of this GEP is to ensure equal rights, responsibilities and opportunities for all employees and collaborators, regardless of gender, gender identity or other personal characteristics, and to fulfil the eligibility requirements for participation in European Union funding programmes, including Horizon Europe.

3. Status of the document and public availability

This Gender Equality Plan is:

- a formal and official strategic document of the company
- approved and signed by the top management
- publicly available on the company's official website

- applicable from the date of publication and throughout the entire duration of projects in which the company participates

4. Governance and responsibility for implementation

The company's management is responsible for the implementation, monitoring and updating of this Gender Equality Plan.

The Managing Director ensures that the principles of gender equality are integrated into all relevant organisational and business processes, including recruitment, human resources management, decision-making and internal policies.

Where necessary, external gender equality experts may be engaged to support the implementation of the GEP.

5. Dedicated resources

Reserved Consultancy d.o.o. allocates appropriate resources to ensure the effective implementation of this Gender Equality Plan.

Human resources:

- a designated person responsible for coordinating GEP implementation
- involvement of employees and external collaborators in relevant measures

Financial resources:

- budgetary provisions for training, consultancy services and expert support related to gender equality

Expertise:

- external consultants and trainers
- access to relevant tools, professional literature and educational materials

6. Data collection and monitoring

The company commits to the systematic collection and analysis of sex- and gender-disaggregated data, in compliance with applicable data protection legislation (GDPR).

Where applicable, monitoring covers:

- staff and collaborators composition
- recruitment and career progression
- participation in leadership and decision-making roles

An internal annual review of GEP implementation is carried out to assess progress and identify areas for improvement.

7. Training and awareness-raising

Reserved Consultancy d.o.o. ensures regular awareness-raising activities and training on gender equality.

Training activities include:

- fundamental principles of gender equality
- identification and mitigation of unconscious gender biases
- responsibilities of decision-makers in ensuring equal opportunities

Training is addressed to employees and persons involved in decision-making processes and may be delivered internally or by external experts.

8. Thematic areas and measures

8.1 Work-life balance and organisational culture

The company promotes an organisational culture that supports the reconciliation of professional and private life through flexible working arrangements, where applicable, and a respectful and inclusive working environment.

8.2 Gender balance in leadership and decision-making

Leadership and decision-making processes are based on competence, experience and qualifications, applying gender-neutral criteria and the principle of equal opportunities.

8.3 Gender equality in recruitment and career progression

Recruitment, selection and career development processes are conducted in a transparent manner, based on objective and gender-neutral criteria, ensuring equal opportunities for all candidates.

8.4 Integration of the gender dimension into business activities

Where relevant, the company integrates the gender dimension into its consultancy services, analyses and project activities, in line with European Union policies and best practices.

8.5 Measures against gender-based violence and harassment

The company applies a zero-tolerance policy towards any form of harassment, including sexual and gender-based harassment. Confidential reporting mechanisms and appropriate procedures for addressing complaints are ensured.

9. Monitoring, evaluation and review

The implementation of this Gender Equality Plan is monitored on a continuous basis. The document is reviewed at least every two years or earlier if required due to changes in legislation or organisational structure.

10. Entry into force

This Gender Equality Plan enters into force on the date of signature and remains applicable until amended or replaced by a revised version.

11. Signature

Name and surname: Jurica Mlakar

Position: Managing Director and sole founder

Place and date: Zagreb, Croatia, EU, 03.11.2025.

Signature: 