

## Candela Foundation Gender Equality Plan

### Chapter I: General provisions

#### §1. General Provisions

1. The Candela Foundation Gender Equality Plan (hereinafter: the "Plan") defines the principles, objectives, and actions aimed at ensuring gender equality in all areas of the functioning of the Candela Foundation (hereinafter: the "Foundation"), in particular within the Foundation's bodies, employment, cooperation with partners, and in programmes and events.
2. The Plan implements the principles of equal treatment, prevention of discrimination, and respect for diversity. The Foundation applies the Plan to all individuals, regardless of their race, gender, age, skin colour, sexual orientation, body size, ethnic or national origin, disability, religion, marital status, political views, or any other characteristics unrelated to the value of a person's work, professional achievements, or ideas presented.
3. The Plan is adopted for an indefinite period as of the date of its approval by a resolution of the Foundation's Board. Its implementation is reviewed annually, and updates are introduced where necessary.
4. The Plan is a public document and is made available on the Foundation's website.

#### §2. Subjective and objective scope

1. The Plan covers, in particular, the following areas:
  1. organisational culture and work-life balance,
  2. composition and functioning of the Foundation's governing bodies,
  3. employment principles, remuneration, and professional development,
  4. design and implementation of programmes, projects, and events,
  5. prevention of discrimination, harassment, and violence.
2. The provisions of the Plan apply to:
  1. members of the Foundation Council,
  2. members of the Foundation Board,
  3. individuals cooperating with the Foundation (civil law contracts, B2B),
  4. volunteers engaged in activities for the Foundation,
  5. participants in the Foundation's programmes, projects, and events,
  6. subcontractors performing activities for the Foundation, in particular in connection with event organisation.

#### §3. Diagnosis of the current situation

1. At the time of adoption of the Plan, the situation is as follows:
  1. the Foundation Council consists of three women and four men,
  2. the Foundation Board consists of three men,

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3. among permanent collaborators there are two women and one man.
2. The Foundation applies a flexible work organisation model, including remote work and flexible working hours, which supports work-life balance.
3. The Foundation has adopted a Code of Conduct (introduced by Resolution No. 2/2025 of the Board of the Candela Foundation, along with an English-language version introduced by Resolution No. 3/2025), the acceptance of which is a mandatory condition for participation in any event organised or co-organised by the Foundation.
4. To date, recruitment for open events with a limited number of places has been based primarily on the order of applications.

## **Chapter II: Goals and areas of action**

### **§4. Organisational culture and Work-Life Balance**

1. The Foundation strives to create and maintain a work environment that supports the reconciliation of professional and private responsibilities, in particular caregiving responsibilities.
2. To this end, the Foundation:
  1. maintains and formalises flexible work arrangements (working hours, remote/hybrid work),
  2. enables, where organisationally possible, temporary reduction of working hours for individuals in specific life situations,
  3. guarantees that the use of parental leave and work-life balance solutions does not lead to deterioration of employment conditions or reduced development opportunities.
3. Once a year, the Foundation conducts an anonymous survey among the team to assess organisational culture and work-life balance.

### **§5. Gender balance in the Foundation's Bodies**

1. The Foundation aims to ensure that no gender is permanently represented at a level below 30% in the Foundation Council or the Foundation Board, taking into account the limitations resulting from the small size of these bodies.
2. In the processes of appointing members of the Foundation's bodies:
  1. gender-neutral language is used in announcements and documentation,
  2. individuals from underrepresented groups are actively encouraged to apply,
  3. in the case of candidates with comparable qualifications, a tie-break principle may be applied in favour of the person whose appointment increases gender diversity within the given body.
3. Data concerning the gender composition of the bodies are collected and included in the annual reports on the implementation of the Plan.

### **§6. Employment, Pay Equality, and Professional Development**

1. The Foundation is an equal opportunities employer and ensures equal access to employment, equal treatment at work, and equal pay, regardless of gender.
2. In the area of recruitment, the Foundation:
  1. conducts open recruitment processes and publishes announcements in publicly accessible channels,
  2. applies clear and merit-based selection criteria,
  3. avoids language containing gender stereotypes,

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4. may apply the tie-break principle in favour of a candidate who increases gender diversity within the team when candidates have comparable competences.
3. With regard to remuneration, the Foundation:
  1. develops an internal job structure with defined pay ranges,
  2. sets remuneration based on qualifications, responsibility, and scope of duties,
  3. reviews pay levels at least once a year with regard to gender and, where unjustified differences are identified, takes corrective action.

## **§7. Programmes, projects, and events**

1. The Foundation designs and implements programmes, projects, and events in a manner that promotes gender equality and representativeness of the communities from which participants originate.
2. In the regulations of programmes and recruitment processes, the Foundation:
  1. includes clear clause on equal opportunities and the prohibition of discrimination on the grounds of gender and other characteristics,
  2. allows for the application of the tie-break principle whereby, in the case of equal scores, preference may be given to a person or team whose participation increases gender diversity within a given group.
3. In the case of open events with a limited number of places, the Foundation moves away from allocating places solely based on the order of applications. A combined model is applied, taking into account:
  1. the order of applications,
  2. substantive evaluation (where applicable),
  3. ensuring appropriate gender representation and other relevant criteria (e.g. type of institution, career stage, region).
4. The Foundation strives for balanced gender representation among individuals involved in its initiatives, avoiding situations in which participation is limited exclusively to representatives of one gender, unless there are objective reasons for such a situation.

## **§8. Prevention of discrimination, harassment, and violence**

1. The Foundation ensures a working environment and participation in events free from discrimination, harassment, violence, mobbing, and other forms of violation of dignity.
2. To this end, the Foundation:
  1. maintains and develops a Code of Conduct defining standards of behaviour, a catalogue of prohibited conduct, and procedures for reporting violations,
  2. requires acceptance of the Code of Conduct by event participants and subcontractors involved in event implementation,
  3. appoints at least one trusted person for equal treatment and safety, to whom violations may be reported,
  4. provides, where organisationally feasible, training for staff and collaborators on gender equality and the prevention of discrimination and harassment.
3. Reports of violations are examined with due regard for confidentiality, respect for the dignity of the persons involved, and the principle of impartiality.

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## Chapter III: Implementation of the Plan

### §9. Implementation of the Plan

1. The Foundation Board is responsible for implementing the Plan and for incorporating its provisions into human resources policies, budget planning, and the design of programme activities.
2. The Foundation Council:
  1. reviews the annual implementation report once a year,
  2. may recommend amendments to the Plan.
3. The Foundation Board may appoint a Gender Equality Coordinator responsible for:
  1. initiating and coordinating actions resulting from the Plan,
  2. collecting data and preparing annual reports,
  3. proposing amendments and updates to the Plan.
4. Where necessary, the Board may establish a Gender Equality Team composed of representatives from different levels of the Foundation's operations.

### §10. Monitoring, reporting, and evaluation

1. Monitoring of the implementation of the Plan is conducted on an annual basis. It includes, in particular, the collection of gender-disaggregated data, where justified and possible, concerning:
  1. the composition of the Foundation's bodies,
  2. employment and cooperation with the Foundation,
  3. remuneration for comparable positions,
  4. participation in programmes, projects, and events,
  5. participation in training and other forms of professional development,
  6. reports of violations of the Code of Conduct.
2. Once a year, an Implementation Report is prepared, containing:
  1. a description of the collected data,
  2. a list of actions undertaken,
  3. an assessment of the level of achievement of objectives,
  4. recommendations for the following year.
3. The report is submitted to the Foundation Council and published on the Foundation's website.
4. At least once every four years, an in-depth evaluation is conducted, which may result in an update of the Plan.

## Chapter IV: Final Provisions

### §11. Final provisions

1. The Plan enters into force on the date of its adoption by resolution of the Foundation Board.
2. In matters not regulated by the Plan, generally applicable laws and the Foundation's internal regulations shall apply.
3. The Plan is subject to review and update in the event of significant changes in the Foundation's structure, activities, or legal regulations concerning equality and non-discrimination.
4. The first reporting year shall be 2025.

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