

## Gender Equality Plan 2024-2026

v.1

August 2024

Hot or Cool Institute gGmbH is a public interest think tank founded in 2020. Through research and applied projects we explore the intersection between society and the natural environment. Our mission is to equip organisations, policymakers, and communities with the scientific backing needed to inform their decisions towards an equitable and prosperous future - putting people and science at the centre of the sustainability transition.

In line with our mission and research approach, we are committed to promoting gender equality and ensuring that all individuals have equal opportunities and are treated fairly, regardless of their gender. Our Gender Equality Plan supports the broader goal of achieving gender equality in all aspects of our work and organizational practices.

Currently, [our team](#) consists of 15 people, with 40% men and 60% women. While a majority of employees in the team are women, we recognize that leadership positions are predominantly occupied by men - only 3 women in position of Director, Head of Administration, and Lead. Hot or Cool is committed to changing this imbalance and promoting women and other people marginalised as a result of their gender to leadership roles. Additionally Hot or Cool is working to establish a majority female and gender minority Advisory Board by the end of 2025.

### Objectives of the GEP at Hot or Cool:

1. **Promote Equal Opportunities.** Ensure that all employees and project participants, have equal access to opportunities, resources, and support.
2. **Prevent Discrimination.** Eliminate gender-based discrimination and harassment in the workplace and in all project activities.
3. **Support Work-Life Balance.** Encourage practices that support a balance between work and personal life for all genders, affording more flexibility for those managing caring responsibilities in addition to paid employment.
4. **Foster Inclusive Leadership.** Promote diversity and gender balance in leadership roles within the organization.

The table below gives an overview on the most relevant gender-related topics and how they are addressed by Hot or Cool. Note that this list is non-conclusive and should be considered in conjunction with Hot or Cool's JEDI document.

| Gender-related Topic   | Current status  | Relevance:<br>-<br>Monitoring<br>-Open | Measures   | Timeline  |
|--|---|--|--|---|
| <b>Recruitment and Career progression</b>                                      |   |  |  |   |
| Recruitment process  | JEDI principles – Justice, Equity, Diversity & Inclusion  | Monitoring for changes.                | Ensure gender-neutral language is used in job advertisements and descriptions.<br><br>Strive toward gender balance in recruitment panels to avoid gender bias. | Established   |
| Equal pay for the same level of responsibility.                                | Hot or Cool takes into consideration the role and level of responsibility, in combination with previous experience when determining salary. | Open                                   | Regular monitoring and review to ensure equitable pay.   | End of 2024   |
| Provide equal opportunities for career development, training, and promotions.  | Self-identified capacity building needs upon request for training by staff.   | Monitoring, for changes.               | Line-management ensures subordinates have appropriate training.  | 2025  |
| <b>Workplace</b>   |   |  |  |   |
| Workplace  | Ensure facilities and resources are accessible and accommodating to all genders.  | Monitoring for changes.                |  | Ongoing.  |
| Foster a workplace culture that respects and values diversity and inclusivity. | Use of gender neutral terms.  | Monitoring for changes.                | Team events and retreats to strengthen the team culture.   | Team retreat September 2024. Additional team strengthening on an ongoing basis. |

|  |   |                         |  |                  |
|--|---|-------------------------|--|------------------|
| Prevent gender-based harassment.   | Respond to gender-based harassment questions or concerns, investigate harassment complaints promptly and effectively.                 | Monitoring for changes. | Train Managers to ensure they understand their responsibility to stop, address and prevent harassment.   | 2026             |
| Awareness of gender inequalities.  | Integrated into project cycles, including planning, implementation, monitoring and evaluation.  | Open                    | Survey staff to get a better understanding what the team needs regarding gender equality.<br><br>Train staff on unconscious bias to all employees. | 2025<br><br>2026 |
| <b>Leadership and governance</b>   |   |                         |  |                  |
| Aim for gender balance in leadership positions.                            | Only one woman has role as a Director, against 3 men Directors.<br>One woman is Head of Administration. One woman is Lead.            | Monitoring for changes. | Encourage and support women and underrepresented genders in leadership and decision-making roles.  | Ongoing.         |
| Get an overview of every GEP measures.                                     | GEP has been approved.  | Monitoring for changes. | Annual gender equality and diversity reviews within management team.   | Ongoing.         |
| <b>Work-Life Balance</b>   |   |                         |  |                  |
| Challenges juggling commitments outside of work alongside paid employment. | Offer flexible working arrangements and allow for flexibility when managing care responsibilities alongside paid work at Hot or Cool. | Monitoring for changes. | Possibilities to work from home, work part-time, or flexibilities during the working day to assist in management of care responsibilities.         | Ongoing.         |

### Monitoring and Evaluation

Hot or Cool is committed to updating, monitoring, and implementing measures based on the table above. The table will be updated when needed and regularly every 6 months.

For the next 6 months, the following tasks are to be completed:

- Conduct regular reviews of policies and practices to ensure alignment with gender equality objectives.
  - Publish Hot or Cool the organigram
  - Nominate a GEP Committee.
  - Provide employees with GEP training, and ensure that adequate funding is allowed for this.
  - Set up an annual survey on Gender Equality principles to continuously improve gender equality efforts. (GEP Committee)
  - Set up Appraisal interviews and career checks (every 6 months) - Line Managers, Coordinated by HR.
- Set measurable targets and indicators to track progress on gender equality – Those indicators are to be reviewed on a quarterly basis (GEP Committee with the help of HR)
  - Number of absences due to caring responsibilities.
  - Number of flexible arrangements flexible working arrangements made due to caring responsibilities.
  - Number of women and people of marginalised genders employed at Hot or Cool.
  - Number of women and people of marginalised genders in positions of leadership.

## **Conclusion**

Hot or Cool gGmbH is dedicated to fostering an inclusive and equitable environment for all. It is our collective responsibility to provide a safe and nurturing workplace for staff regardless of gender. By implementing this gender equality policy, we aim to contribute to a fairer and more just society, in line with our vision and organizational values.