

# Gender Equality and Inclusion Plan

## Inspirited People Ltd

Version 1.0 | Effective date: 30<sup>th</sup> March 2026

### Document control

Organisation	Inspirited People Ltd
Legal form	Private Limited Liability Company, United Kingdom
Adopted by	Director and CEO
Version	1.0
Publication note	To be published on the company website and communicated to project partners, staff, contractors and associates as applicable.

## 1. Scope and Proportionality

As a small private SME with no employees at the date of adoption, Inspirited People Ltd will implement this plan proportionately, applying its principles to directors, officers, future employees, contractors, consultants, consortium partners and recruitment activities as the company grows.

## 2. Purpose and commitment

Inspirited People Ltd is committed to creating a fair, inclusive and respectful working environment in which people are treated equally and can contribute fully, regardless of gender, age, disability, race, ethnicity, religion or belief, sexual orientation, marital status, caring responsibilities, socio-economic background or other protected characteristics. This plan is an equivalent strategic document supporting equality, inclusion, responsible innovation governance and participation in EU-funded projects.

## 2. Governance and responsibility

Overall accountability for this plan rests with the Director and CEO of Inspirited People Ltd. The Director will ensure that equality and inclusion considerations are reflected in project governance, partner engagement, recruitment of associates, supplier selection and delivery decision-making. Partners, contractors and suppliers working with Inspirited People Ltd will be expected to act consistently with this plan.

## 3. Dedicated resources

As a small SME, Inspirited People Ltd will allocate proportionate resources to implement this plan. These include Director-level ownership, project review time, use of external advice where required, and inclusion of equality considerations in mobilisation and delivery documentation.

## 4. Data collection and monitoring

Inspired People Ltd will collect and monitor equality-related information in a proportionate and lawful way, respecting UK GDPR and data protection requirements. For a small organisation, this will focus on practical indicators rather than excessive data collection.

- Gender balance in project teams, associates or advisors where applicable.
- Gender balance in leadership, decision-making and project governance roles.
- Participation in training, events and funded project activities.
- Any reported equality, inclusion, harassment or conduct concerns.
- Annual review of this plan and actions.

## 5. Awareness, training and communication

Inspired People Ltd will ensure that people involved in its projects understand expected standards of professional conduct, inclusion, anti-harassment and respectful collaboration. Where appropriate, the company will provide or signpost training on equality, unconscious bias, inclusive leadership, responsible AI adoption and ethical innovation governance.

## 6. Priority areas and actions

Priority area	Commitment	Actions	Measure
Work-life balance and organisational culture	Support flexible, respectful and inclusive working practices.	Use remote/hybrid working where appropriate; schedule meetings with reasonable notice; respect caring responsibilities.	Feedback reviewed during project retrospectives.
Gender balance in leadership and decision-making	Promote balanced participation in project governance.	Consider diversity when forming advisory groups, project teams or external panels.	Annual review of governance participation.
Recruitment, selection and career progression	Apply fair and transparent selection of staff, associates and suppliers.	Use role-based criteria; avoid discriminatory language; assess capability consistently.	Review recruitment and associate selection decisions where applicable.
Responsible AI and innovation governance	Ensure AI proof-of-concepts consider human impact and inclusion.	Include equality, accessibility and human-centred adoption considerations in project design.	Responsible adoption check included in relevant project documentation.
Prevention of harassment and discrimination	Maintain zero tolerance of discrimination, bullying, harassment and sexual harassment.	Set expectations in onboarding; provide a route to raise concerns; act promptly and fairly.	Concerns logged and reviewed by Director.

## 7. Implementation plan

Action	Owner	Timing	Output
Adopt and publish this plan	Director and CEO	Immediate	Plan approved and website-ready
Communicate plan to project partners and associates	Director and CEO	At project mobilisation	Plan included in onboarding pack

Add equality and inclusion check to project governance	Director and CEO	For each funded project	Governance checklist updated
Review gender and inclusion indicators	Director and CEO	Annually	Short annual review note
Review and update plan	Director and CEO	Annually or after major organisational change	Updated version if required

## 8. Reporting concerns

Any concern relating to discrimination, harassment, bullying, exclusion or inappropriate conduct should be raised with the Director and CEO. Concerns will be treated seriously, handled confidentially where possible, and reviewed promptly and fairly. Where the concern involves a project partner, Inspired People Ltd will work through the relevant project governance route while protecting individuals from victimisation.

## 9. Review

This plan will be reviewed at least annually and may be updated sooner if required by organisational change, funding requirements, project learning or relevant legal/regulatory changes.

## 10. Evidence and Compliance with Horizon Europe GEP Requirements

This Gender Equality and Inclusion Plan is intended to meet the minimum process-related requirements for a Gender Equality Plan or equivalent strategic document, applied proportionately to the size and structure of Inspired People Ltd as a small private SME.

### 10.1 Public document and formal adoption

This Plan is a formal company document approved and adopted by the Director / CEO of Inspired People Ltd. It will be made publicly available on the company website and reviewed at least annually.

Evidence:

- Signed and dated Gender Equality and Inclusion Plan
- Website publication link to the current Plan
- Annual review record or updated version where applicable

### 10.2 Dedicated resources

Responsibility for implementation of this Plan sits with the Director / CEO. As a small SME with no salaried employees at the date of adoption, Inspired People Ltd will allocate proportionate resources to implement this Plan. These include Director-level ownership, project review time, inclusion of equality and inclusion considerations in project mobilisation and governance documentation, and use of external HR, legal, equality/diversity or responsible AI advice where required.

Evidence:

- Named Director / CEO ownership
- Inclusion of this Plan in project governance or onboarding documentation
- Records of any external advice, training or equality-related activity where applicable

### 10.3 Data collection and monitoring

Inspired People Ltd will monitor gender equality and inclusion indicators annually in a proportionate and lawful way, respecting UK GDPR and data protection requirements. While the company has no salaried employees at the date of adoption, the annual review will record workforce status, directors/officers, contractors or associates where relevant, recruitment activity, project team participation, equality-related concerns, training/awareness activity and improvement actions.

Evidence:

- Annual monitoring and review note
- Record of headcount/workforce status
- Record of recruitment or contractor engagement activity where applicable
- Record of any concerns raised and actions taken where applicable

## 10.4 Training and awareness

The Director / CEO and Company Secretary will undertake periodic awareness activity on equality, inclusion, unconscious bias, respectful collaboration and responsible AI adoption. Future employees, contractors, associates or project team members will be made aware of this Plan as part of onboarding or project mobilisation.

Evidence:

- Training or awareness record
- Notes of guidance reviewed
- Project onboarding pack or partner communication
- Meeting agenda, attendance record or internal note where applicable

## 10.5 Recommended thematic areas

This Plan addresses the following thematic areas through proportionate measures and targets:

- Work-life balance and organisational culture
- Gender balance in leadership and decision-making
- Gender equality in recruitment, selection and career progression
- Integration of gender and inclusion considerations into innovation, AI and project delivery
- Measures against gender-based violence, bullying, harassment and sexual harassment

These areas are addressed through the commitments, actions, measures and implementation plan set out in this document.

## 10.6 Small company status

At the date of adoption, Inspiired People Ltd is a small private SME with no salaried employees. The company currently has one Director / CEO and will implement this Plan proportionately as it engages future employees, contractors, consultants, suppliers, consortium partners and project associates. This Plan applies to directors, officers, future employees, contractors, consultants, suppliers, consortium partners and recruitment activities as the company grows.

This document has been prepared to align with Horizon Europe Gender Equality Plan process principles, including formal adoption, publication, dedicated resources, monitoring, training/awareness and actions addressing work-life balance, leadership, recruitment, responsible innovation and measures against harassment.

This Gender Equality and Inclusion Plan has been approved and adopted by the Director / CEO of Inspiired People Ltd and will be reviewed annually.

## Approval

Approved by	Director and CEO, Inspiired People Ltd
Signature	Electronically signed by Constantinos Lambropoulos
Date	30 March 2026