



NOVARGE BİLİŞİM REKLAM EĞİTİM HİZMETLERİ A.Ş.

**GENDER EQUALITY PLAN (GEP)**



## INTRODUCTION

Novarge Distance Learning Institutions aim to create an inclusive and diversified environment in research and innovation to promote gender equality and address gender imbalances, based on the Sustainable Development Goals of the United Nations Development Programme and the guidelines of the Horizon Europe Programme in line with the Gender Equality Plan (CEP).


According to 2020 data from the Turkish Statistical Institute, the labour force participation rate of women in Turkey is approximately 34.7%. This shows that the level of women's participation in economic activities is low compared to men. Women's participation in the labour force differs according to age groups. While labour force participation of young women is higher, this rate decreases in older ages. The labour force participation rate of women who are married and have children is generally lower.

However, further steps are needed to increase women's participation in labour force and to ensure gender equality. Measures such as increasing women's access to education and employment opportunities, reducing gender-based discrimination and gender role stereotypes, and implementing positive discrimination policies in workplaces are important in this process.

In conclusion, women's labour force participation is an important issue in Turkey. Numerical data and the legal framework show the importance of the steps taken to increase women's labour force participation. However, further studies and policy adjustments are needed. Equal opportunities for women are of great importance for the realisation of gender equality and the strengthening of the national economy.

NOVARGE's core values include being fair, empathising with everyone, serving the city, respecting customers and employees, focusing on sustainable service and prioritising social impact. Our company closely follows the changing needs and rising values of the world and the Turkish business world. In this context, it is aware of the urgency of redesigning workplaces within the framework of equality between men and women, reviewing core values and taking effective steps to ensure continuity. For this reason, our Company has started to work to adapt to the processes determined in the ongoing change process.

Our company is aware that rules of behaviour sensitive to equality of women and men are not limited to economic, social and humanitarian requirements. At the same



time, the legal basis of these rules should also be given importance. In this respect, the following codes of conduct are directly related to the relevant legal regulations:

- Article 10 of the 1982 Constitution of the Republic of Turkey
- Article 11 of the 1979 Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), to which Turkey is a signatory, and Article 4 of the 2011 Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention)
- Article 5 of the Labour Law No. 4857
- 6331 numbered Occupational Health and Safety Law and related legislation
- Article 56 of the Turkish Industrial Strategy Document (2015-2018)
- International Labour Organisation (ILO) Conventions
- Article 5 of the 2030 United Nations Sustainable Development Goals

Our company recognises that this document is a continuation of the previous steps and good practice examples on equality between women and men. It is emphasised that female employees are not subjected to any barriers to promotion due to their gender and that equal opportunities are offered to all employees, male and female, in all departments and jobs. It is also stated that there are female employees in departments requiring technical knowledge. Our company will continue to be a leader in its sector with its egalitarian approach.

With the aim of becoming a company sensitive to women and men equality, it is committed to take effective, target-oriented and result-oriented steps at all levels of the company, including Management, Human Resources and Communication. Our company accepts that it is directly responsible for the realisation of the relevant actions with the entry into force of this document.

The NOVARGE Gender Equality Plan covers five main areas:

- Work-life balance and corporate culture,
- Balanced gender participation in governance and decision-making mechanisms,
- Gender equality in recruitment and career development processes,
- Gender dimension in course contents and research,
- Measures against sexual harassment and gender-based violence.

The objectives, actions, responsible units, resources and mechanisms planned to be realised in these main areas are presented in the Gender Equality Achievement Plan tables.



## DIAGNOSIS OF THE CURRENT SITUATION

NOVARGE is committed to assessing and reviewing the current gender balance within the organisation, in particular the representation of women at different levels, departments and research areas.

It also analyses gender-based pay inequality and identifies gender-based differences in career progression and development opportunities.

Our company examines policies and practices to determine whether there are any prejudices or obstacles that may prevent gender equality.

NOVARGE adopts a zero-tolerance policy against sexist and oppressive behaviour and violations of rights such as mobbing. It takes the following steps in this direction:

1. It determines a zero tolerance policy against violations of rights based on unequal power relations such as sexist and oppressive mobbing.
2. It organises regular trainings to ensure that everyone is aware of rights violations such as sexist and oppressive, mobbing and the impact of violations on individuals.
3. It ensures that everyone knows that these violations of rights are crimes and that there is a zero tolerance policy against violations.
4. Board members participate in gender trainings within 3 months after the start of their term of responsibility.
5. A chart of steps to be followed in cases of slander (mansplaning), mobbing, sexual harassment and discrimination is made available to employees.
6. Meetings are moderated and people are guaranteed equal voice.
7. The responsibility for the realisation and follow-up of the trainings in this policy document is undertaken by Mesut KARAAĞAÇ.
8. The people who will represent NOVARGE are trained in "In-house Equitable Communication" to use egalitarian communication language in all in-house interviews, business planning, in-house trainings and all production processes of the company.

## KEY OBJECTIVES

The objectives of the NOVARGE Gender Equality Plan are as follows;

Objective 1: To create an organisational structure based on gender equality

Objective 2: To implement practices based on gender equality in staff development, recruitment and selection processes

Objective 3: To work to raise awareness on gender equality throughout the organisation

Objective 4: To meet the requirements for providing information on sexual abuse and sexual assault, harassment and mobbing, accessible reference points and other requirements to ensure safe living in the institution

Objective 5: To work on the work-life balance of the staff of the institution

Objective 6: To carry out studies to use a language that considers gender equality in all tools used in internal and external communication

Objective 7: Carrying out monitoring activities



## GENDER EQUALITY ACHIEVEMENT PLAN

OBJECTIVE 1: CREATING AN ORGANISATIONAL STRUCTURE BASED ON GENDER EQUALITY				
ACTIONS	STRATEGIES	RESPONSIBLE UNIT	PERIOD	PERFORMANCE INDICATOR
1. Identification of strategic corporate objectives to realise NOVARGE's gender equality policy	<ul style="list-style-type: none"> <li>- Increasing the number of female employees at senior management levels</li> <li>- Increasing the number of female employees in all units of the organisation</li> <li>- Transforming NOVARGE into an organisation based on gender equality by 2025</li> </ul>	Board of Directors Gender equality committee	2022-2025	Number of female employees in senior management Number of female employees in all production units Report showing female participation by years
2. Establishment and functioning of the Gender Equality (GE) Committee and Equality Commissions		Board of Directors Gender equality committee All unit supervisors	2022	Institutional Equality Commissions Appointment document and activity chart
3. Adopt a gender equality approach in all decision-making mechanisms of NOVARGE	<ul style="list-style-type: none"> <li>- Criteria for holding office are open, transparent and free from gender-based discrimination. - It is essential to ensure a gender-equitable composition (e.g. the critical threshold of 33 per cent) in all representation mechanisms.</li> <li>- Increase the proportion of women from 25 per cent by 2022 to 35 per cent or more by 2025</li> </ul>	Board of Directors Gender equality committee All unit supervisors	2022-2025	Recruitment document Number of women appointed in representation mechanisms Number of women employees at management levels and in all units
4. Setting targets to eliminate the glass ceiling that prevents the professional advancement and representation of female staff in managerial positions in all units of NOVARGE	<ul style="list-style-type: none"> <li>- Identify quantitative data on the representation of women and men in middle and senior management positions and on all administrative and ethical boards.</li> <li>- Develop leadership training programmes for women, including planning, follow-up, mentoring, training and/or retraining.</li> <li>- Ensure that women are more involved in decision-making processes</li> </ul>	Board of Directors Gender equality committee	2022-2025	Research project report on possible obstacles to women's representation in all units of NOVARGE
5. Publicising the NOVARGE Gender Equality Plan	<ul style="list-style-type: none"> <li>- To post notices about our gender equality policy in all units</li> <li>- To give and follow up the trainings related to these notices to all our staff</li> </ul>	Board of Directors Gender equality committee	2022	Training minutes



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OBJECTIVE 2: IMPLEMENTING PRACTICES BASED ON GENDER EQUALITY IN STAFF DEVELOPMENT, RECRUITMENT AND SELECTION PROCESSES	Board of Directors Gender equality committee HR	2022-2025	Number of recruitment interviews Recruitment document Contract document Number of participants of information meetings
<p>1. Develop policies with a gender equality perspective regarding NOVARGE's recruitment processes</p> <p>NOVARGE establishes a recruitment, selection and hiring system that ensures that</p> <ul style="list-style-type: none"> <li>- Processes are standardised.</li> <li>- Procedures are documented at all stages. -</li> </ul> <p>All candidates are assessed equally using skills-based selection criteria (i.e. qualifications, skills, competences, attitudes, experience based on the requirements of the position) and equal assessment criteria, processes, technical tests and psychological tests (if desired)</p> <ul style="list-style-type: none"> <li>- Equality and non-discrimination principles are applied equally to external recruitment, selection and selection service providers.</li> <li>- Job descriptions/profiles are skills-based and free of gender bias and gender-based discrimination. Not include special requirements related to gender, ethnic origin, age, weight, height, reproductive status, appearance and marital status (exceptions apply for affirmative action).</li> <li>- Ensure that all relevant personnel are aware of the policy</li> </ul>			
<p>2. It specifically prohibits discrimination based on sex, marital status, age, pregnancy (or the possibility of pregnancy), ethnic origin and other personal characteristics during recruitment and selection.</p>	Board of Directors Gender equality committee HR	2022-2025	Recruitment documents Recording of interviews and number of interviews
<p>3. Remuneration policy</p>	Board of Directors Gender equality committee	2022	Payrolls
<p>4. The organisation has recruitment targets that promote gender equality at different levels and areas to eliminate occupational discrimination and ensure equal participation in employment.</p>	Board of Directors Gender equality committee HR	2022-2025	Number of women and men working in each unit



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OBJECTIVE 3: TO CARRY OUT STUDIES TO INCREASE AWARENESS ON GENDER EQUALITY FOR ALL PERSONNEL WITHIN THE INSTITUTION			
1. Providing Gender Equality trainings to all personnel	<ul style="list-style-type: none"> <li>- Collecting evidence that unit representatives have provided this training to the staff in their units</li> <li>- Mandatory attendance to in-service training once a year</li> </ul>	Board of Directors Gender equality committee HR	2022-2025 Gender equality book Number of gender equality ppt files Number of information meetings on sexual harassment and sexual assault
2. Raising awareness of all personnel on gender equality	<ul style="list-style-type: none"> <li>- Producing media content that conveys the success stories of successful female personnel</li> <li>- Carrying out activities to ensure that stereotypes that have an impact on the choice of profession do not prevent the choice of profession</li> </ul>	Board of Directors Gender equality committee HR	2022-2025 Number of posters, brochures Number of information on the WEB page Number of meetings where success stories are told Number of information meetings on sex and gender
3. Raising staff awareness on gender equality and violence	<ul style="list-style-type: none"> <li>- Providing Gender Training to all staff</li> <li>- Producing social media content to raise awareness on gender equality (videos, visuals, infographics, etc.)</li> </ul>	Board of Directors Gender equality committee	2022-2025 Number of training participants Number of events organised Number of content produced
4. Supporting social responsibility projects related to gender equality	Encouraging all staff to participate in creative projects with high social impact to promote gender equality	Board of Directors Gender equality committee	2022-2025 Number of social impact projects

OBJECTIVE 4: TO MEET THE REQUIREMENTS FOR PROVIDING INFORMATION ON SEXUAL ABUSE AND SEXUAL ASSAULT, HARASSMENT AND MOBBING, ACCESSIBLE APPLICATION POINTS AND OTHER REQUIREMENTS TO ENSURE A SAFE LIFE IN THE INSTITUTION			
1. Adopting a zero tolerance policy against sexist and oppressive rights violations such as mobbing etc.	<p>Where a code of ethics, code of ethical conduct, workplace regulations and/or similar instrument explicitly prohibits the following:</p> <ul style="list-style-type: none"> <li>- Sexist jokes, inappropriate and offensive verbal and non-verbal use of sexist language.</li> <li>- Sexual and gender-based harassment in the workplace</li> </ul> <p>.- Mobbing</p> <ul style="list-style-type: none"> <li>- Mansplaining (Mansplaining ) Meeting the requirements for providing information on sexual abuse and sexual assault, harassment and mobbing, accessible reference points and other requirements to ensure safe living in the organisation</li> <li>Establishing an in-house complaint line</li> </ul> <p>. To ensure the formation of violence prevention</p>	Board of Directors Gender Equality Committee All unit supervisors Worker Representatives	2022-2025 Gender equality handbook Mobbing handbook Sexual Harassment handbook Slander handbook Gender equality handbook Informative inventory on the concepts of mobbing, harassment and slander on Alpay Mermer's website Number of reports on harassment, mobbing Number of applications and evaluations



	mechanisms To follow up harassment and mobbing reports				
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## GENDER EQUALITY ACHIEVEMENT PLAN

OBJECTIVE 5: TO CARRY OUT STUDIES ON THE WORK-LIFE BALANCE OF THE STAFF OF THE INSTITUTION			
1. Adopt a gender-equal approach to staff working hours	<ul style="list-style-type: none"> <li>- The organisation supports work-life balance by encouraging staff to adhere to standard working hours and promotes the joint fulfilment of family responsibilities.</li> <li>- The organisation uses a mechanism to identify staff work-life balance needs (e.g. regular data collection/needs analysis).</li> <li>- Leave systems that are gender-sensitive and encourage responsibility-sharing</li> <li>- Practices related to elderly and child care that are gender-sensitive and encourage responsibility-sharing</li> <li>- Working methods that facilitate work-life balance</li> <li>- Facilitating flexible working arrangements such as flexible hours, working from home, shared working, reduction of working hours</li> </ul>	Board of Directors Gender equality committee	2022-2025
2. Support the establishment of a work-life balance based on sharing social responsibility and providing equal opportunities for women and men to balance work and family life		Board of Directors Gender equality committee All unit supervisors	2022-2025
			Number of work-life balance awareness seminars Number of women and men receiving permission Work-life balance needs analysis project study
			Number of seminars to inform unit managers

OBJECTIVE 6: TO CARRY OUT STUDIES TO USE A LANGUAGE THAT RESPECTS GENDER EQUALITY IN ALL TOOLS AND ENVIRONMENTS USED IN INTERNAL AND EXTERNAL COMMUNICATION			
1. NOVARGE has a communication language that supports equality	<ul style="list-style-type: none"> <li>- To prepare and disseminate a guideline for embedding a language based on gender equality within the organisation</li> <li>- To use gender-neutral, gender-neutral concepts and sentences in all internal and external correspondence.</li> <li>- Avoid gender bias in job or position titles or job descriptions.</li> <li>- To have a communication strategy that does not include gender bias, gender-based discrimination, sexist language, gender stereotypes.</li> <li>- Avoiding the use of images that contain sexist or gender stereotypes in my organisation's communication channels (website, all printed materials, etc.).</li> <li>- To observe the balance between men and women in the visuals used on the web page of the institution</li> </ul>	Board of Directors Gender equality committee All unit supervisors	2022-2025
2. Making efforts to ensure that stakeholders (supply chain, collaborating organisations, etc.) become gender sensitive		Board of Directors Gender equality committee All unit supervisors	2022-2025
			Institutional contact form sensitive to gender equality
			Number of information meetings given to the supply chain



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OBJECTIVE 7: TO ENSURE A DIVERSITY OF SPACES WITH GENDER EQUALITY SENSITIVITY			
<p>1. Making the physical spaces of NOVARGE gender sensitive</p>	<p>- To illuminate all areas within the organisation in such a way that employees feel fully safe                      - To construct all areas (toilets, showers, changing rooms, places of worship, etc.) that are separately arranged for women and men in an adequate manner, taking into account the gender representation in the organisation.</p>	<p>Board of Directors Gender equality committee All unit supervisors</p>	<p>2022-2025</p> <p>Number of illuminated places (to show the increase over the years)</p>
OBJECTIVE 9: CONDUCTING MONITORING STUDIES			
<p>1. Monitoring on gender equality, receiving feedback from employees</p>	<p>Collecting and analysing all data in a gender-disaggregated manner, and conducting studies to measure employees' perception of whether their communication among themselves and in external channels contains sexist elements.</p>	<p>Board of Directors Gender equality committee All unit supervisors HR</p>	<p>2022-2025</p> <p>Number of studies carried out</p>
<p>2. Monitoring the effectiveness of recruitment, selection and equal participation processes</p>	<p>- Monitoring and evaluating whether the institution takes gender equality into account in the selection, recruitment, appointment and promotion processes of male and female administrative and auxiliary staff and whether there is any discrimination based on gender</p>	<p>Board of Directors Gender equality committee All unit supervisors HR</p>	<p>2022-2025</p> <p>Number of female members in committees Recruitment certificate</p>
<p>3. Monitoring to ensure the effectiveness of steps taken and mechanisms established against sexual and gender-based harassment and violence at workplace, dating violence and domestic violence</p>	<p>- Reviewing the functioning of the violence prevention mechanism at regular intervals                      - Taking into account the balance between the number of complaints received to the "Equality Line" and the number of cases resolved.                      - Developing the necessary tools (questionnaires, etc.) to periodically monitor staff perception of the awareness, accessibility and effectiveness of mechanisms among female and male employees</p>	<p>Board of Directors Gender equality committee All unit supervisors HR</p>	<p>2022-2025</p> <p>Establishment of violence prevention commission                      Violence prevention document                      Number of meetings to develop violence prevention mechanism                      Number of meetings where studies are announced</p>
<p>4. Preparation of the annual gender equality report of the organisation</p>	<p>Evaluation and reporting of women's representation in governance mechanisms according to gender equality indicators</p>	<p>Board of Directors Gender equality committee</p>	<p>2022-2025</p> <p>Annual evaluation reports</p>
<p>5. Ensuring that gender equality is visible numerically in the organisation</p>	<p>- Preparing a publication on "One of Us" on 8 March every year or announcing it on the web page</p>	<p>Board of Directors Gender equality committee</p>	<p>2022-2025</p> <p>One of Us broadcast</p>



## COMMUNICATION AND AWARENESS

The objectives, actions and progress of the GEP are communicated to all stakeholders, including employees, management, partners and funding agencies.

Raising awareness and spreading the culture of gender equality through internal and external communication channels, including workshops, seminars, newsletters and social media platforms.

By implementing the Gender Equality Plan in line with this Horizon Europe Programme, our organisation is committed to advancing gender equality, promoting inclusion and creating an environment that enables the full participation and contribution of all genders in research and innovation.

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