

GENDER EQUALITY PLAN

Jacob&Schiffer GbR

Immersive Online Gamified Learning Experiences

Valid: 2026 – 2028

Adopted: 25 March 2026

Germany

Signed by the Managing Partners:

Jacob

Managing Partner

Schiffer

Managing Partner

1. About This Document

This Gender Equality Plan (GEP) is the formal commitment of Jacob&Schiffer GbR to promote gender equality within the organisation and in its work. It covers the period 2026–2028 and fulfils the minimum requirements set out by the European Commission for Horizon Europe participants.

Organisation	Jacob&Schiffer GbR
Sector	Immersive Online Gamified Learning Experiences
Country	Germany
Size	1–10 employees (micro-enterprise)
GEP period	1 January 2026 – 31 December 2028
Review cycle	Annual internal review; full report every two years
Contact	Managing Partners: Jacob & Schiffer

2. Management Statement

Jacob&Schiffer GbR is fully committed to building an inclusive, fair, and respectful workplace. As a small but growing organisation at the forefront of digital and gamified education, we recognise that diversity and gender equality are not only moral imperatives but also drivers of creativity, innovation, and better outcomes for our learners.

Our four core values — Inclusion & Diversity, Work-life Balance, Transparency & Accountability, and Innovation & Excellence — are directly reflected in the measures and targets of this plan. We believe that every person, regardless of gender identity or expression, deserves equal opportunity, fair treatment, and a safe working environment.

Both managing partners formally adopt this GEP and commit the resources necessary to implement, monitor, and improve upon it throughout its duration.

3. Mandatory Process Requirements

3.1 Public Document

This GEP is a formal document signed and adopted by both managing partners of Jacob&Schiffer GbR. It is published on the organisation's website and freely accessible to all employees, collaborators, partners, and the public. The document will remain available on the website throughout its validity period, alongside any updated versions.

3.2 Dedicated Resources

Given the size of the organisation (1–10 employees), both managing partners share responsibility for GEP implementation. The following resources are dedicated to this effort:

- Time allocation: Each partner dedicates a minimum of 4 hours per quarter to GEP-related activities including monitoring, staff discussions, and planning.
- External expertise: The organisation commits to consulting an external gender equality expert at least once per GEP cycle (by end of 2027) to audit progress and advise on best practices.
- Budget: A minimum annual budget of EUR 500 is allocated for GEP activities (training, external advice, monitoring tools).
- Gender Equality Focal Point: One managing partner will serve as the designated GEP Focal Point for day-to-day implementation.

3.3 Data Collection and Monitoring

Jacob&Schiffer GbR will collect and monitor sex/gender-disaggregated data on personnel. The following indicators will be tracked at least every two years:

- Gender distribution of all staff (employees, freelancers, contractors)
- Gender distribution in decision-making roles
- Pay gap analysis by gender and role type
- Uptake of flexible working and parental leave by gender
- Participation in training and awareness events by gender
- Any reported incidents related to gender-based discrimination or harassment

A monitoring report will be produced by the managing partners every two years (first report: December 2027) and shared internally with all staff.

3.4 Awareness-Raising and Training

Jacob&Schiffer GbR commits to providing regular training and awareness-raising activities for all staff and decision-makers on topics including:

- Fundamentals of gender equality and its relevance in the workplace
- Unconscious gender bias — recognising and mitigating bias in hiring, project assignment, and feedback
- Inclusive language and communication in digital learning environments
- Prevention of gender-based violence and sexual harassment

Training will be provided at least once per year, either through external providers or through curated self-study resources. Attendance and topics covered will be documented.

4. Thematic Areas, Measures, and Targets

4.1 Work-Life Balance and Organisational Culture

A healthy, flexible, and inclusive organisational culture is foundational to Jacob&Schiffer GbR. As a digitally native organisation offering immersive learning experiences, we are well-positioned to model the flexibility we promote.

Measure	Target / Action	Timeline	Responsible
Flexible working policy	Formalise a written flexible working policy covering hours, remote work, and hybrid arrangements for all staff by end of 2026.	2026	Both partners
Parental leave	Establish a parental leave policy that encourages equal uptake by all genders, going beyond statutory minimums where feasible.	2026	Both partners
No-overtime culture	Introduce a documented norm discouraging unpaid or systematic overtime, reviewed annually.	2026–2028	GEP Focal Point
Cultural check-in	Conduct an annual anonymous staff survey on workplace culture, inclusion, and work-life balance.	Annually	GEP Focal Point

4.2 Gender Balance in Leadership and Decision-Making

As a two-partner GbR, leadership decisions currently rest with Jacob and Schiffer. The organisation commits to gender balance as it grows, and to equitable decision-making processes in all project and operational matters.

Measure	Target / Action	Timeline	Responsible
Equitable decision-making	Document a joint decision-making protocol ensuring equal voice for all parties, regardless of gender.	2026	Both partners
Growth hiring target	When hiring for any leadership or senior role, ensure at least 50% of shortlisted candidates are women or non-binary persons.	From 2026	Both partners
Partner reflection	Include a gender balance reflection as a standing agenda item in annual strategy reviews.	Annually	Both partners

4.3 Gender Equality in Recruitment and Career Progression

Jacob&Schiffer GbR is committed to bias-free recruitment and fair career development for all current and future staff.

Measure	Target / Action	Timeline	Responsible
Inclusive job postings	Review all job postings for gendered language using a checklist or tool (e.g., Gender Decoder) before publication.	From 2026	Both partners
Structured interviews	Use standardised, structured interview questions for all hiring processes to minimise bias.	From 2026	Both partners
Transparent pay	Maintain transparent pay bands and review for gender-based disparities at least every two years.	2027, 2028	Both partners
Development opportunities	Ensure equal access to training, conferences, and skill development for all staff regardless of gender.	Ongoing	GEP Focal Point

4.4 Integration of Gender Dimension into Learning Content

As a provider of immersive gamified learning experiences, Jacob&Schiffer GbR has a particular responsibility to integrate gender sensitivity into its educational products and research practices.

Measure	Target / Action	Timeline	Responsible
Content review checklist	Develop and apply a gender-sensitivity checklist for all new learning content, covering representation, language, and example diversity.	2026	Both partners
Diverse representation	Ensure characters, case studies, and examples in learning products represent diverse genders, roles, and backgrounds.	Ongoing	Both partners
Learner feedback	Include gender-related satisfaction and inclusion questions in learner feedback surveys.	From 2027	GEP Focal Point
Research integration	Where applicable, apply a gender/intersectionality lens in any internal research or evaluation studies.	Ongoing	Both partners

4.5 Measures Against Gender-Based Violence and Sexual Harassment

Jacob&Schiffer GbR takes a zero-tolerance approach to gender-based violence and sexual harassment in any form, whether in physical workspaces, digital environments, or external events.

Measure	Target / Action	Timeline	Responsible
Anti-harassment policy	Publish a formal anti-harassment and dignity-at-work policy, including a clear reporting procedure, by end of 2026.	2026	Both partners
Safe reporting channel	Establish a confidential reporting channel (e.g., designated email or third-party tool) for staff to raise concerns.	2026	GEP Focal Point
Online safety	Include anti-harassment provisions covering online communications, digital platforms, and remote collaboration tools.	2026	Both partners
Annual review	Review anti-harassment policy and any reported incidents annually, updating as needed.	Annually	Both partners

5. Monitoring, Evaluation, and Reporting

Progress against this GEP will be monitored through the following process:

Activity	Frequency	Output
Staff survey on culture & inclusion	Annual (Q4)	Survey report shared with staff
Sex/gender-disaggregated data collection	Annual (Q1)	Internal dataset updated
GEP progress review meeting	Annual	Meeting minutes
Full monitoring report	Every 2 years (Dec 2027, Dec 2028)	Published on website
External gender equality audit	Once per cycle (by end 2027)	Audit report

This GEP will be formally reviewed and updated at the end of its validity period (December 2028) or sooner if significant organisational changes occur. Any updated version will be published on the organisation's website and signed by the managing partners.

6. Horizon Europe Compliance Summary

The table below confirms how this GEP meets the four mandatory process-related requirements of the Horizon Europe Gender Equality Plan eligibility criterion.

Requirement	How it is fulfilled	Status
Public GEP	Formally adopted by both managing partners; published on the organisation's website.	YES
Dedicated resources	Time, budget (min. EUR 500/year), and external expertise committed. GEP Focal Point designated.	YES
Data collection & monitoring	Sex/gender-disaggregated data collected annually; full monitoring report every 2 years.	YES
Awareness-raising & training	Annual training for all staff and decision-makers, including unconscious bias.	YES

7. Signatures and Adoption

This Gender Equality Plan has been reviewed, approved, and formally adopted by the managing partners of Jacob&Schiffer GbR on 25 March 2026.

Contact us for a signed copy.