

ORB DRONES — Gender Equality Plan

Data of publication:	28.07.26
Document version:	1.0
Document status:	Approved
Author:	Oleksandr Lyash

Parameter	Value
Organization Name	ORB DRONES
Document Title	Gender Equality Plan
Period of Validity	2026–2028
Version	1.0
Status	Approved
Date of Approval	28.07.26
Approved by:	Director Oleg Amirguseynov

Table of Contents

1. Purpose of the Document	4
2. Scope of Application.....	4
3. Compliance with Gender Equality Plan Requirements	4
4. ORB DRONES Principles on Gender Equality.....	5
5. Management, Roles, and Responsibilities	5
6. Allocated Resources	6
7. Data Collection, Monitoring, and Annual Reporting.....	6
8. Training and Awareness Raising.....	7
9. Thematic Area 1: Work-life Balance and Organisational Culture	7
10. Thematic Area 2: Gender Balance in Leadership and Decision-Making	8
11. Thematic Area 3: Recruitment, Selection, and Career Progression.....	8
12. Thematic Area 4: Gender Dimension in R&I and Product Development.....	9
13. Thematic Area 5: Measures against Gender-Based Violence and Sexual Harassment.....	10
14. Reporting and Response Procedure.....	10
15. Public Accessibility of the Document	11
16. Implementation Plan for 2026–2028	11
17. Key Performance Indicators (KPIs)	12
18. Review and Updating of the Plan.....	12
19. Sources and Methodological Basis.....	12
20. Final Provisions.....	12

1. Purpose of the Document

This Gender Equality Plan defines ORB DRONES's policy, management mechanisms, responsible persons, resources, indicators, and practical measures to ensure equal opportunities, non-discrimination, transparent professional development, and a safe working environment.

The document is developed as a corporate tool for managing equality and inclusiveness and as a plan aligned with the European Commission's approach to Gender Equality Plans within Horizon Europe. The Plan can be used for participation in EU programs, partnership audits, internal human resource management, and demonstrating the company's responsible approach to research & innovation (R&I) and innovation activities.

ORB DRONES recognizes that gender equality is an integral part of quality management, ethical use of artificial intelligence, trust in technology, a safe working environment, and the company's competitiveness on the European market.

2. Scope of Application

The Plan applies to all structural units, management processes, R&D projects, product development, recruitment, professional development, internal communications, and external cooperation of ORB DRONES.

The Plan covers:

All company employees regardless of employment type;

Managers, project team members, and technical leaders;

Job candidates;

Contractors, consultants, and engaged experts involved in company work or ORB DRONES projects;

Partners within joint research, innovation, or grant projects, regarding collaborative work and non-discriminatory interaction.

3. Compliance with Gender Equality Plan Requirements

The Plan is designed to cover the four mandatory process elements of Gender Equality Plans used in Horizon Europe, as well as five recommended thematic areas.

Requirement / Area	How This Is Addressed in the Plan
Public document approved by management	The document is approved by the head of ORB DRONES and published in a full or summarized public version on the company website.
Allocated resources and responsibilities	Responsible persons are designated, including the GEP Coordinator, leadership, HR/Operations, Compliance/Data Protection, and project managers.
Data collection and monitoring	Annual collection of aggregated sex/gender-disaggregated indicators regarding personnel, recruitment, career development, training, and governance participation is provided.
Training and awareness raising	Regular training on gender equality, non-discrimination, unconscious bias, safe communication, and prevention of sexual harassment is established.

Work-life balance and organisational culture	Policies on flexible work arrangements, transparent communication, a non-discriminatory culture, and respect for privacy are ensured.
Gender balance in leadership and decision-making	Monitoring of participation of women and men in leadership roles, project leadership, and committees is conducted.
Recruitment and career progression	Non-discriminatory recruitment, transparent selection criteria, evaluation, and professional development are ensured.
Gender dimension in R&I content	Assessment of the impact of sex/gender and other relevant characteristics in the development of AI/biometric products, accuracy testing, bias/performance, and user impact is provided.
Measures against gender-based violence and sexual harassment	Zero tolerance policy, confidential reporting channel, response procedure, and protection against retaliation are provided.

4. ORB DRONES Principles on Gender Equality

Equal Opportunities

All employees, candidates, and engaged experts have equal access to employment opportunities, professional development, participation in projects, and leadership roles.

Non-Discrimination

Any decisions regarding hiring, compensation, promotion, participation in training, or access to projects are made based on competence, experience, performance, and role suitability.

Transparency

Criteria for selection, evaluation, promotion, rewards, and allocation of responsibilities must be clear and understandable to employees.

Safe Environment

The company does not tolerate sexual harassment, gender-based violence, humiliation, bullying, discriminatory comments, or retaliation against those who report violations.

Ethical Innovation

In developing biometric and AI solutions, ORB DRONES considers risks of bias, disproportionate impact, automation bias, and the necessity of human oversight.

5. Management, Roles, and Responsibilities

Role	Responsibility
Company Leader / CEO	Approves the Plan, ensures political support, appoints responsible persons, reviews the annual implementation report.
GEP Coordinator	Coordinates the implementation of the Plan, indicator collection, preparation of the annual report, organization of training, and interaction with responsible departments.

HR / Operations Lead	Implements non-discriminatory HR procedures, maintains aggregated monitoring of personnel, recruitment, training, and career development.
Compliance / Data Protection Officer	Ensures data collection complies with personal data protection requirements, supports confidentiality policies, and breach reporting procedures.
CTO / R&D Lead	Ensures integration of gender and inclusion dimensions in R&D, AI testing, bias/performance assessment, and product risk management.
Project Managers	Apply equality principles in teams, role distribution, communication, performance evaluation, and work organization.
All Employees and Engaged Experts	Comply with non-discrimination policy, respect professional communication, and report violations through established channels.

6. Allocated Resources

ORB DRONES provides the necessary resources for the implementation of the Plan, taking into account the company's size, project workload, and available management capacity.

Resources include:

Working time for the GEP Coordinator to coordinate activities, collect data, and prepare the annual report. The GEP Coordinator dedicates at least 2–4 hours per month;

Involvement of HR/Operations, Compliance/Data Protection, and R&D Lead in executing relevant activities;

Organization of at least one annual training session for employees and managers;

Preparation or updating of internal policies, templates, procedures, and communication materials;

Engagement of external experts in gender equality, AI ethics, or labor law as needed;

Technical resources for secure collection, storage, and analysis of aggregated indicators.

7. Data Collection, Monitoring, and Annual Reporting

ORB DRONES performs annual monitoring of gender equality based on aggregated indicators. Data are collected only to the extent necessary for Plan monitoring and processed in compliance with confidentiality and personal data protection requirements.

The company does not require employees to disclose personal information unless such disclosure is necessary or required by law. Wherever possible, indicators are collected in aggregated form without identifying specific individuals.

Indicator Category	Examples of Metrics	Frequency
Personnel Structure	Number of employees by sex/gender, department, employment type, position level.	Annually
Recruitment	Number of candidates, shortlisted candidates, hired employees by sex/gender and role type.	Annually

Career Development	Participation in training, promotions, mentoring, new project roles.	Annually
Leadership	Representation of women and men in leadership roles, R&D leadership, product/project leadership.	Annually
Pay and Compensation	Aggregated analysis of pay equity for comparable roles, if data volume allows accurate analysis.	Annually
Training	Number of training sessions conducted, participant share, coverage of managers and employees.	Annually
Safe Environment	Number of complaints regarding discrimination, harassment, or policy violations; type of response; resolution status without personal data disclosure.	Annually
R&I / Product Development	Presence of bias/performance assessment, human oversight, user impact, and gender-related considerations in relevant AI/biometric projects.	For key projects / annually

Based on the monitoring results, the GEP Coordinator prepares a concise annual report for management. The public version of the report may contain only aggregated information without personal data or commercially sensitive information.

8. Training and Awareness Raising

ORB DRONES implements regular training on gender equality, non-discrimination, professional communication, unconscious bias, safe working environment, and the ethical use of AI.

Training Module	Target Audience	Frequency
Gender equality and non-discrimination in the workplace	All employees, new hires, contractors as needed	Annually / onboarding
Unconscious bias in recruitment, evaluation, and team management	Managers, HR, project/product leads	Annually
Prevention of sexual harassment and gender-based violence	All employees and managers	Annually
Gender dimension and bias assessment in AI/biometric systems	R&D, AI, product, QA, compliance teams	Annually or for key projects
Confidentiality, personal data, and safe whistleblowing	Managers, HR, compliance, employees	Annually

9. Thematic Area 1: Work-life Balance and Organisational Culture

ORB DRONES strives to cultivate a work culture that supports productivity, respect, professional communication, work-life balance, and non-discriminatory treatment of employees with diverse family, social, and professional circumstances.

Activity	Responsible	Timeline	Indicator
Implement or update policies on flexible work, remote work, and work schedule coordination considering project needs.	HR/Operations, CEO	2026	Policy approved; employees informed.

Include principles of respect, non-discrimination, and professional communication in the onboarding process.	HR/Operations	2026	Onboarding checklist updated.
Conduct an annual brief survey on work culture, including respect, safety, and equal opportunity issues.	GEP Coordinator	Annually	Survey conducted; summary report prepared.
Ensure key work meetings and decisions do not systematically exclude employees due to uneven scheduling.	Project Leads	Ongoing	Complaints or signals about unequal access are addressed.

10. Thematic Area 2: Gender Balance in Leadership and Decision-Making

The company recognizes the importance of balanced participation of women and men in decision-making, project leadership, R&D directions, product teams, and external representation of the company.

Activity	Responsible	Timeline	Indicator
Conduct annual analysis of the gender composition of leadership, project, and technical roles.	GEP Coordinator, HR	Annually	Indicator included in the GEP annual report.
Ensure equal access to roles providing visibility and leadership experience when forming project teams and working groups.	CEO, Project Leads	Ongoing	Transparency in appointments to key roles.
Create a short internal leadership pool / talent list for employees who may develop into leadership positions.	CEO, HR	2026–2027	Competency and candidate list updated annually.
Support the participation of women in external events, demo days, negotiation teams, grant consortia, and presentations where expertise is available.	CEO, BD/Project Office	Ongoing	Considered during the preparation of external activities.

11. Thematic Area 3: Recruitment, Selection, and Career Progression

ORB DRONES ensures transparent, non-discriminatory, and competence-oriented processes for recruitment, evaluation, professional development, and career progression.

Activity	Responsible	Timeline	Indicator
Review job templates to avoid discriminatory, stereotypical, or unjustifiably restrictive language.	HR/Operations	2026	Updated job templates.
Implement a structured interview approach: consistent evaluation criteria for candidates applying for the same role.	HR, Hiring Managers	2026	Interview scorecards or criteria applied for key roles.

Analyze recruitment funnel based on aggregated data if the volume of candidates allows proper analysis.	HR, GEP Coordinator	Annually	Data included in the annual report.
Ensure equal access to training, mentoring, participation in R&D, client, and grant projects.	Project Leads, HR	Ongoing	Participation in training and projects is monitored.
Implement transparent criteria for promotion, role changes, or appointment to more responsible functions.	CEO, HR	2026–2027	Criteria documented and communicated to the team.

12. Thematic Area 4: Gender Dimension in R&I and Product Development

ORB DRONES develops technologies in the fields of biometrics, artificial intelligence, forensic analytics, video analytics, and data processing. For such products, it is important to consider potential risks related to bias, unequal accuracy, disproportionate impact on different user groups or data subjects, as well as the risk of excessive automation of decisions.

For projects where relevant, ORB DRONES integrates the gender dimension and broader diversity considerations into R&D and product risk management. This is carried out taking into account legality, technical feasibility, ethical appropriateness, and requirements for personal data protection.

Activity	Responsible	Timeline	Indicator
Include questions about possible sex/gender impact and other relevant characteristics on product accuracy, accessibility, or usage risks in the product risk assessment.	CTO, Product Lead, Compliance	2026	Risk assessment template updated.
Conduct bias/performance reviews for AI/biometric systems when relevant and legally obtained test data are available.	R&D Lead, QA, Compliance	For key releases	Review results are documented.
Ensure technology supports human oversight: the system provides results, candidate lists, or analytical signals, but the final decision is made by an authorized user/expert.	Product Lead, Compliance	Ongoing	The principle of human oversight is reflected in documentation.
Evaluate UX/UI and documentation for non-discriminatory language, clarity, and accessibility for diverse user groups.	Product, Technical Writing	For key releases	Documentation undergoes review.
For grant and R&I projects, explicitly respond to whether the gender dimension is relevant to the research, users, data, testing, or impact.	Project Office, R&D Lead	For proposals and projects	The question is included in the proposal checklist.

13. Thematic Area 5: Measures against Gender-Based Violence and Sexual Harassment

ORB DRONES adheres to a zero-tolerance policy regarding gender-based violence, sexual harassment, humiliation, intimidation, discrimination, unwanted sexual behavior, retaliation for reporting violations, or any actions that create a dangerous or hostile work environment.

Prohibited behaviors include, but are not limited to: unwanted sexual comments, insults, insinuations, coercion, unsolicited messages, physical contact without consent, displaying offensive materials, humiliation based on sex/gender, creating obstacles at work due to refusal of unwanted behavior, and retaliation against individuals who reported violations.

Activity	Responsible	Timeline	Indicator
Approve a confidential reporting procedure for discrimination, harassment, or unsafe behavior.	CEO, Compliance, HR	2026	Procedure approved and communicated to the team.
Establish at least two reporting channels: direct manager/HR and an alternative channel to Compliance or CEO.	CEO, HR	2026	Communication channels defined.
Ensure protection against retaliation for individuals who report violations in good faith or participate in investigations.	CEO, Compliance	Ongoing	Principle included in the procedure.
Conduct annual training on prevention of sexual harassment and gender-based violence.	GEP Coordinator, HR	Annually	Training conducted; participation recorded.
Handle each report confidentially, impartially, and within a reasonable timeframe.	CEO, Compliance, HR	Ongoing	Report status reflected in aggregated annual report without personal data.

14. Reporting and Response Procedure

An employee, candidate, contractor, or any other person engaged in working interaction with ORB DRONES may report a possible violation of this Plan or related policies through one of the designated channels:

- Direct supervisor;
- HR/Operations Lead;
- Compliance / Data Protection Officer - compliance@orbdrones.com;
- CEO or another authorized management representative;
- Dedicated email address - office@orbdrones.com.
- Reports are handled confidentially. Information about the reports is accessed only by persons who require it for proper review. The company prohibits any negative consequences for individuals who report violations in good faith.

The standard response process includes:

- Registering the report without unnecessary disclosure of personal data;
- Conducting an initial risk assessment for the reporter and other persons;
- Identifying the responsible person or group for review;
- Collecting necessary information;
- Making decisions regarding corrective or disciplinary measures;
- Informing the reporter about the conclusion of the review within the limits permitted by law and confidentiality;
- Including aggregated information in the annual monitoring report without personal data.

15. Public Accessibility of the Document

ORB DRONES ensures the publication of this Plan by posting the full or summarized public version on the company's external website or other official public resources. The public version should confirm the existence of the Plan, its approval by management, and coverage of key elements: resources, monitoring, training, thematic areas, and review mechanisms.

Information that is confidential, contains personal data, trade secrets, or internal budget details may be excluded from the public version of the document.

After approval, the Plan is communicated to employees via email, internal workspaces, and included in onboarding materials for new employees.

Data collection and processing for GEP monitoring are conducted in accordance with applicable data protection laws, including GDPR where applicable, and Ukrainian legislation.

16. Implementation Plan for 2026–2028

Period	Key Actions	Expected Outcome
2026, Q1–Q2	Approval of the GEP; appointment of the GEP Coordinator; publication of the document; update of basic HR policies; creation of indicator collection templates.	Plan formally in effect; responsible persons assigned; management framework established.
2026, Q3–Q4	Conduct first training; launch monitoring; review recruitment templates; implement reporting procedure; update R&I checklist.	Team familiarized; core processes integrated.
2027	First full annual report; adjustment of measures; integration of gender dimension into key AI/biometric projects; monitoring of leadership roles and training.	Plan operates as a regular management process.
2028	Effectiveness evaluation; update of goals; preparation of the next version of the GEP for 2029–2031.	Updated cycle of gender equality policy established.

17. Key Performance Indicators (KPIs)

KPI	Goal / Evaluation Approach
Approved GEP	Document signed by management and available in full or summarized public version.
Appointed GEP Coordinator	Responsible person and their functions identified.
Annual Monitoring	Internal annual GEP report prepared based on aggregated indicators.
Staff Training	At least one training or awareness session per year.
Non-Discriminatory Recruitment	Updated job templates and interview criteria for key roles.
Gender Balance Monitoring	Aggregated analysis of personnel, leadership roles, and training participation.
R&I Gender Dimension Checklist	Checklist used for relevant AI/biometric projects to assess bias/performance, human oversight, and user impact.
Prevention of Harassment	Established procedure for reporting, response, and protection against retaliation.

18. Review and Updating of the Plan

The Plan is reviewed at least once a year based on monitoring results, changes in company structure, project developments, grant program requirements, changes in legislation, and feedback from employees.

Updates to the Plan are approved by ORB DRONES management. Significant changes are communicated to employees and, if necessary, reflected in the public version of the document.

19. Sources and Methodological Basis

The Plan is developed based on the following European Commission sources and approaches:

European Commission, Gender equality in research and innovation — Horizon Europe provisions on Gender Equality Plans, gender dimension in R&I content and gender balance.

European Commission, Gender Equality Plans (GEPs) - Frequently Asked Questions, updated October 2025.

European Commission, Horizon Europe guidance on Gender Equality Plans.

European Commission, Fostering gender equality: Key figures from Horizon Europe, 2025.

EU policy approach to gender equality, diversity, inclusiveness, gender-based violence prevention, and integration of the gender dimension into research and innovation content.

20. Final Provisions

This Plan enters into force on the date of its approval by the management of ORB DRONES and is valid until December 31, 2028, or until a new version is approved.

All employees and engaged people must comply with the principles of equality, non-discrimination, professional respect, and safe interaction established in this Plan. ORB DRONES considers gender equality to be an integral part of responsible management, ethical innovation activities, the quality of R&D processes, and trust in the company's technological solutions.

Approved by:

ORB DRONES CEO: ТВО Директор Підприємства О.В.

Date:

Signature:

