Inside Climate Service (ICS)

Gender Equality Plan (GEP)

Version: August 2025

1. Introduction

Inside Climate Service (ICS) is committed to building a just, diverse, and inclusive workplace. As a data-driven SME offering climate services to the energy, agriculture, water, and finance sectors, ICS recognises that equitable participation enhances innovation, collaboration, and relevance to users. This Gender Equality Plan (GEP) outlines how ICS will embed gender equality into our internal processes, recruitment, partnerships, and service delivery.

This GEP is aligned with Horizon Europe requirements and endorsed by ICS's Executive Director. It is a living document that will evolve with our organisation and external context.

2. GEP Building Blocks (Process-related Requirements)

2.1 Publication

The GEP was formally adopted by the CEO of (ICS) in August 2025. It is published on the ICS website at https://www.inclimateservice.com/about-ics/ and on the internal knowledge base. The GEP is referenced in all major project proposals and onboarding documentation.

2.2 Dedicated Resources

ICS has designated a GEP Focal Point within the operations team. The role includes quarterly GEP reviews, coordination of training, and engagement with clients and partners on gender inclusion. The GEP Focal Point will liaise with the Executive Director and report annually.

2.3 Data Collection and Monitoring

Inside Climate Service (ICS) will track gender-disaggregated data for its staff (FTEs, pay, seniority, contract type), board members, and, where relevant, partners. The year **2025 will serve as the baseline** for gender equality data.

Data will be **collected annually by the Operations team** and **reviewed by the GEP Focal Point**, with results reported to the Executive Director.

Key indicators include:

- Gender ratio by job category
- Average salary by gender
- Participation in leadership roles and funded projects
- Gender dimension in user engagement and impact stories

2.4 Training and Awareness

Annually at team meetings, all staff will be briefed on gender equality, including unconscious bias, gender-inclusive communication, anti-discrimination and ethical conduct.

3. Content-related Measures

3.1 Work-life Balance and Organisational Culture

ICS has a strong remote-first policy, offering flexibility in work hours and location. We provide:

- Clear parental leave policies (including for co-parents)
- Wellness support through flexible working hours
- Guidelines for email/meeting etiquette respecting time zones and caring responsibilities

Annual culture surveys include gender-related questions and are reviewed with the team.

3.2 Gender Balance in Leadership and Decision-making

ICS aims to ensure gender balance across leadership roles, project leads, and committees. Although the current board is small, gender parity is a guiding principle for future appointments. Measures include:

- Maintain gender balance (minimum 40%) in executive roles and decision-making bodies by 2027
- Ensure all public representation (e.g. panels, webinars, editorial boards) respects diversity guidelines
- Encourage internal promotion pathways with inclusive selection criteria

3.3 Gender Equality in Recruitment and Career Progression

ICS's hiring policy includes:

- Standardised evaluation matrices
- Gender-neutral job ads reviewed for bias
- Requirement of diverse shortlists before proceeding to final interviews

3.4 Integration of the Gender Dimension in Research and Service Content

ICS's products (e.g. Teal tool) and research integrate gender-sensitive design and analysis where possible. For example:

- Gender-disaggregated climate impact visualisations (e.g. for health, farming, energy poverty)
- Client workshops that account for gendered user perspectives

We aim to integrate this dimension systematically in co-design processes, particularly for adaptation planning.

3.5 Measures Against Gender-based Violence, Including Harassment

ICS applies a strict code of conduct. Measures include:

- Anonymous reporting system via secure online form
- Clear investigation procedures and zero tolerance for retaliation
- Mandatory training on recognising and preventing harassment

4. Implementation and Review

4.1 Roles and Responsibilities

The GEP Focal Point oversees the implementation of the Gender Equality Plan and coordinates monitoring and follow-up actions. The Executive Director ensures adequate resources for implementation and the integration of gender equality objectives into strategic planning. Any questions regarding the interpretation or implementation of this GEP will be addressed by the GEP Focal Point in consultation with the Executive Director.

4.2 Evaluation

Progress will be monitored and reviewed in internal meetings. Adjustments to the GEP will be based on:

- Analysis of collected data
- Feedback from staff surveys
- Changes in EU or national guidance

5. Conclusion

Gender equality is not only a legal and ethical imperative, but also a strategic priority for ICS. By embedding inclusion across our organisation and services, we aim to foster a more responsive, impactful, and resilient climate service ecosystem.

For any questions, please contact the
ICS GEP Focal Point – info@inclimateservice.eu