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# Gender Equality Plan

## 2025 – 2028

*Building an inclusive, respectful, and equitable workplace*

Version 1.0

December 2025  
Addis Ababa, Ethiopia

## 1. Introduction

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Orbit Ecosystem is committed to creating an inclusive, respectful, and equitable workplace where every employee has equal opportunities to contribute, develop, and succeed regardless of gender.

As a technology company operating in digital health, artificial intelligence, innovation, and entrepreneurship, we recognize that diversity strengthens creativity, improves decision-making, and enhances organizational performance.

This Gender Equality Plan (GEP) establishes our commitments, objectives, implementation measures, and monitoring mechanisms for promoting gender equality across all areas of employment and organizational culture.

This plan aligns with:

- Ethiopian Labour Proclamation No. 1156/2019
- The Constitution of the Federal Democratic Republic of Ethiopia
- Sustainable Development Goal (SDG) 5 – Gender Equality
- Horizon Europe Gender Equality Plan Requirements
- International Labour Organization (ILO) principles on equality and non-discrimination

## 2. Purpose

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The purpose of this Gender Equality Plan is to:

- Promote equal opportunities for all employees
- Eliminate discrimination and gender bias
- Encourage women's participation in leadership and decision-making
- Foster an inclusive and respectful workplace
- Support work-life balance
- Integrate gender equality into organizational policies and practices
- Ensure accountability through monitoring and continuous improvement

## 3. Scope

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This plan applies to Permanent employees, Contract employees, Consultants, Interns, Volunteers, Board members (where applicable), Job applicants, and Partners participating in company activities.

## 4. Guiding Principles

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Orbit Ecosystem is guided by the following principles:

- Equal opportunity
- Merit-based recruitment and promotion
- Non-discrimination
- Respect and dignity
- Inclusion
- Transparency
- Accountability
- Continuous improvement

## 5. Strategic Objectives (2025–2028)

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The organization aims to:

- Objective 1: Ensure equal opportunity in recruitment, hiring, promotion, remuneration, and professional development.
- Objective 2: Increase women's participation in technical and leadership positions.
- Objective 3: Promote an inclusive workplace free from discrimination, harassment, and gender-based violence.
- Objective 4: Support employee wellbeing and work-life balance.
- Objective 5: Strengthen gender-sensitive organizational culture through awareness and capacity building.
- Objective 6: Monitor and evaluate progress using gender-disaggregated data.

## 6. Strategic Priority Areas

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### 6.1 Gender Equality in Recruitment and Career Development

The Company shall:

- Apply fair and transparent recruitment processes
- Advertise vacancies using gender-inclusive language
- Evaluate candidates solely based on qualifications, competence, and experience
- Encourage applications from qualified women in underrepresented fields
- Ensure equal access to promotions and career development
- Provide equal opportunities for training and professional growth

## 6.2 Leadership and Decision-Making

The Company shall:

- Encourage gender-balanced representation in leadership positions
- Support leadership development opportunities for women
- Promote transparent promotion processes
- Consider diversity during committee formation and decision-making

## 6.3 Equal Pay and Fair Employment Conditions

The Company is committed to:

- Equal pay for work of equal value
- Fair employment benefits
- Transparent salary structures
- Objective performance evaluation systems
- Regular review of compensation practices to identify potential disparities

## 6.4 Work-Life Balance and Employee Wellbeing

The Company recognizes that employee wellbeing contributes to organizational success. We are committed to fostering a workplace that supports:

- Flexible work arrangements where operationally feasible
- Respect for annual leave and statutory leave entitlements
- Maternity, paternity, and parental leave in accordance with Ethiopian labour law
- Employee wellbeing initiatives
- A supportive and respectful organizational culture

## 6.5 Prevention of Harassment and Gender-Based Violence

The Company maintains zero tolerance for:

- Sexual harassment
- Gender-based violence
- Workplace bullying
- Discrimination
- Retaliation against complainants

Employees may report concerns through established grievance or safeguarding mechanisms. Reports shall be handled confidentially, fairly, and without retaliation.

## 6.6 Training and Awareness

The Company will provide periodic awareness activities covering:

- Gender equality
- Diversity and inclusion
- Respectful workplace behavior
- Prevention of sexual harassment
- Unconscious bias
- Inclusive leadership

Training may be delivered through:

- Orientation program
- Workshops
- Online learning
- Awareness campaigns

## 6.7 Gender Dimension in Research, Innovation and Digital Solutions

Where applicable, the Company will encourage consideration of gender perspectives during:

- Product development
- Digital health solutions
- Artificial Intelligence initiatives
- Research projects
- Innovation programs
- Community engagement activities

This helps ensure technologies and services are accessible and beneficial to diverse users.

## 6.8 Gender Data Collection and Monitoring

The Company will collect and monitor gender-disaggregated information where appropriate, including:

- Workforce composition
- Recruitment
- Promotions
- Training participation
- Leadership representation
- Employee turnover

The information will be used solely to improve equality practices while respecting confidentiality and applicable data protection requirements.

## 7. Roles and Responsibilities

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### Management

Management shall:

- Demonstrate leadership commitment
- Allocate appropriate resources
- Review progress annually
- Promote an inclusive organizational culture

### Human Resource Department

The HR Department shall:

- Coordinate implementation of this Plan
- Monitor progress
- Maintain gender-related workforce data
- Provide awareness programs
- Review HR policies for gender responsiveness
- Prepare annual progress reports

### Managers and Supervisors

Managers shall:

- Apply equitable employment practices
- Promote respectful workplaces
- Support work-life balance where feasible
- Address inappropriate behavior promptly

### Employees

Employees are expected to:

- Respect colleagues
- Promote inclusion
- Report discrimination, harassment, or inappropriate conduct through established reporting mechanisms.
- Participating in awareness activities

## 8. Resources and Accountability

Orbit Ecosystem is committed to allocating appropriate human and organizational resources to support the implementation of this Gender Equality Plan. The Human Resource Department shall coordinate implementation in collaboration with management and relevant departments. Progress shall be monitored annually and reported to senior management.

## 9. Implementation Plan (2025–2028)

*Key actions, timelines, and responsible parties for delivering this Plan.*

| Strategic Action                                | Timeline | Responsible          |
|-------------------------------------------------|----------|----------------------|
| Publish Gender Equality Plan                    | 2025     | HR                   |
| Review of HR Policies for Gender Responsiveness | 2025     | HR                   |
| Introducing Gender Equality Awareness Training  | Annual   | HR                   |
| Review Recruitment Practices                    | Annual   | HR & Hiring Managers |
| Monitor Gender Representation                   | Annual   | HR                   |
| Promote Women's Leadership Development          | Annual   | Management & HR      |
| Review Equal Pay Practices                      | Annual   | HR & Finance         |
| Publish Annual Progress Report                  | Annual   | HR                   |

## 10. Monitoring and Key Performance Indicators (KPIs)

*The following indicators will be monitored to track progress toward 2028.*

| Indicator                                                         | Target by 2028          |
|-------------------------------------------------------------------|-------------------------|
| Gender-disaggregated workforce data maintained                    | 100%                    |
| Gender Equality Plan published                                    | Yes                     |
| Annual review completed                                           | 100%                    |
| Employees receiving gender awareness training                     | ≥ 90%                   |
| Recruitment advertisements using inclusive language               | 100%                    |
| Female participation in leadership positions                      | Progressive improvement |
| Reported gender discrimination cases resolved according to policy | 100%                    |
| Equal access to training opportunities                            | 100%                    |

## 11. Monitoring and Review

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The Gender Equality Plan shall be:

- Reviewed annually
- Updated as organizational needs evolve
- Evaluated using measurable indicators
- Report to senior management

Recommendations arising from reviews shall be incorporated into future action plans.

## 12. Communication

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This Gender Equality Plan shall be:

- Published on the Company's official website
- Made available to employees
- Included in employee induction where appropriate
- Shared with relevant partners and stakeholders upon request

## 13. Related Documents

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This plan should be read together with:

- Human Resource Policy
- Code of Conduct
- Safeguarding and Ethical Standards Policy
- Anti-Harassment Policy (where applicable)
- Recruitment and Selection Policy
- Grievance Handling Procedure
- Employee Handbook

## 14. Approval

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This Gender Equality Plan is approved by the Management of Orbit Ecosystem and becomes effective on the date of approval. It reflects the Company's commitment to fostering an inclusive, respectful, and equitable workplace for all employees.

**Approved by:**

Chief Operation Officer  
Orbit Ecosystem