INSTITUTE OF GREEK TOURISM CONFEDERATION

(INSETE)

GENDER EQUALITY POLICY IN THE WORKPLACE

(16.1.2024)

The purpose of this policy is to serve as a roadmap for, and a safeguard of, employees' rights, ensuring equal opportunities for all in access to employment, professional development, remuneration and career advancement, regardless of gender, in order to create a working environment that encourages equality and diversity.

It should be noted that INSETE has already (since 08/02/2022) adopted a policy on combating violence and sexual harassment in the workplace, according to Articles 9 and 10 of Law 4808/2021, as in force, which complements this policy.

KEY PILLARS:

A) EQUAL PAY AND PROMOTION/ADVANCEMENT

- Employee remuneration is not subject to segregation or discrimination on the basis of gender or any other factor. Accordingly, all remuneration is assessed on the basis of each employee's duties, performance and responsibilities.
- Equal opportunities for professional development and career opportunities are provided to all employees, regardless of gender.

B) ACCESS TO EMPLOYMENT AND PROMOTION OF EQUALITY

- **Elimination of Discrimination in Recruitment:** Discrimination in recruitment is prohibited, and all job applications are to be treated on an equal basis, without discrimination on the grounds of gender, age, ethnic origin, sexual orientation, disability or any other factor.
- **Promotion of Equal Treatment in Performance Evaluation:** Transparency and objectivity are ensured in employee evaluation procedures, eliminating any bias and discrimination on the grounds of gender or other factors. The evaluation system in place at any given time will focus on each employee's contribution to the organisation's objectives.

C) SUPPORT FOR WORK–LIFE BALANCE

- **Flexible Working Hours:** INSETE has adopted a teleworking (remote work) policy dated 06/12/2022 for employees who work remotely periodically and for specific reasons.
- **Paternity and Maternity Leave / Single-Parent Family Leave, etc.:** All paternity, maternity and pregnancy leave required under Greek legislation is provided, as well as single-parent family leave, allowing parents to devote time to their childcare responsibilities without suffering financial or professional consequences.

Ensuring gender equality, as well as combating discrimination and the unfair treatment of individuals due to gender-based prejudice, is a key priority for INSETE, which respects the principles of equal rights enshrined in the Constitution.

For INSETE

The President of the Board of Directors