



Gender Equality Plan

self-declaration

ARC wants to express its commitment to being a workplace where everyone is treated equally and has opportunities to grow professionally.

The Management and HR Officer are responsible for the recruitment process and organisational culture. Currently, ARC employs more women than men, and ARC's recruitment process implies no limits or preferences based on gender.

Work-Life Balance and Organisational Culture

Work-life balance is an organisational concept that empowers employees to successfully split time and energy between work and other essential areas of their life.

Aware of the importance of keeping a work-life balance for its employees, ARC has engaged in an employment culture based on the following guidelines:

- To offer work arrangements where employees can work part-time or full-time, flexible working schedule, unpaid leave if required by family necessity, instead of the traditional nine-to-five working day;
- To cultivate a culture of solid engagement with remote employees by investing in technologies to allow employees to participate in internal meetings for the staff and external meetings with its members/stakeholders fully;
- To invest in new equipment to enable its employees to work from home as efficiently as in the office, together with the legal financial compensation connected with 'home-working'.

Gender Balance in Leadership and Decision-Making

ARC strongly believes in gender balance and decision-making principles. Given the organisation's small size, the hierarchy structure rests on one position of Director General and several positions of managers, officers and researchers. The Director General position has already been allocated to men/women without gender distinction, considering the professional skills, the relevant experience of the applicants and the offer on the labour market.

Gender Equality in Recruitment and Career Progression

Recruitment procedures are carried out, focusing on the professional skills, the relevant experience of the applicants and the offer on the labour market.

The salary package is clearly defined before the recruitment process, in line with the requirements and responsibilities linked to the vacant position and is clearly described to applicants. This salary package does not depend on the gender of the selected candidate and is defined, relying on legal assistance from ARC social secretariat.

Aviation is a field traditionally more open to men, but ARC is proud to be able to be represented by a large number of female colleagues as managers and officers.

Measures against Gender-Based Violence, including Sexual Harassment

As per legal obligation in Belgium, a counsellor for prevention has to be designated in any company/office with a minimum staff of 2. The counsellor for prevention is clearly designated in the ARC Labour Regulations, which are handed over to the worker on his first day of work. The responsibilities and tasks of the counsellor are defined in the labour regulations, together with the procedure to be followed in case of any staff member's physical, moral or sexual harassment. The counsellor of prevention works in close cooperation with the external prevention agency designated by ARC, which can offer moral and legal support to the staff member affected by physical, moral or sexual harassment. This protection also extends to burnout cases. The external prevention agency can advise the staff affected on how to proceed further, either by offering some mediation or by guiding the staff member into legal procedures.

The current Gender Equality Plan declaration was drafted with the understanding that such a plan is an ongoing process and cannot be implemented as a one-time measure. This plan will engage all staff members to review and identify best methods and practices to guarantee the equality and fair distribution of professional opportunities.

ARC Director General

Sergi Alegre

A handwritten signature in black ink, appearing to be 'Sergi Alegre', written in a cursive style.