



**QLT009**

**Gender Equality Plan**

Last updated 23 September 2025

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## **1. OBJECTIVES**

The objectives of this Gender Equality Plan (GEP) are to:

- Promote and achieve gender equality within all organisational structures, policies, and practices.
- Eliminate systemic barriers that perpetuate inequalities in recruitment, leadership, and research.
- Integrate the gender dimension into research and innovation activities, thereby enhancing scientific excellence and societal impact.
- Establish a safe, inclusive, and respectful work environment free from discrimination, harassment, or gender-based violence.
- Monitor and evaluate progress through clear indicators, reporting mechanisms, and accountability structures.

## **2. SCOPE**

This plan is designed to be applied across all organisational levels. It targets all staff as well as relevant external collaborators and subcontractors. The plan's core functions cover a wide range of activities, from recruitment and career development to research, decision-making, and shaping the overall organisational culture.

## **3. GENERAL PRINCIPLES**

3.1 Transparency: All policies, procedures, and results will be published and accessible.

3.2 Accountability: Leadership is responsible for achieving GEP objectives.

3.3 Inclusiveness: Policies apply to all genders, addressing intersecting inequalities (e.g., disability, ethnicity, and socioeconomic status).

3.4 Evidence-based Action: Interventions are guided by data collection, gender analysis, and regular evaluation.

3.5 Capacity Building: Staff are empowered through training, mentoring, and awareness initiatives.

3.6 Zero Tolerance: Gender-based violence, sexual harassment, and discrimination are strictly prohibited.

## **4. RESPONSIBILITIES**

4.1 Governing Board / Senior Management: Approve and endorse the GEP, ensure adequate resources, and monitor strategic impact.

4.2 Gender Equality Officer: Coordinate the GEP, oversee implementation, collect data, and report annually.

4.3 Human Resources: Integrate gender equality into recruitment, promotion, and training policies.

4.4 All Staff: Contribute to building a respectful culture and comply with Spectre Bio's equality policies.

## 5. ABBREVIATIONS

GEP	Gender Equality Plan
KPI	Key Performance Indicator

## 6. OPERATING PROCEDURE

### 6.1 Minimum Process-Related Requirements

#### 6.1.1 Publication:

6.1.1.1 The GEP will be published on the organisational website and intranet.

6.1.1.2 It will be signed by senior management to demonstrate top-level commitment.

#### 6.1.2 Dedicated Resources:

6.1.2.1 Appointment of a Gender Equality Officer.

6.1.2.2 Allocation of dedicated budget for gender equality initiatives, training, and data collection.

#### 6.1.3 Data Collection & Monitoring:

6.1.3.1 Annual collection of sex/gender-disaggregated data on staff across all categories.

6.1.3.2 Development of KPIs to measure progress (e.g., gender balance in leadership, career progression, and research participation).

6.1.3.3 Annual gender equality reports will be reviewed and endorsed by senior management to ensure accountability. The findings will be shared both internally and externally, providing transparency to staff, stakeholders, and the wider community.

#### 6.1.4 Training & Capacity Building:

6.1.4.1 Regular training on unconscious bias, inclusive leadership, and diversity for staff and decision-makers.

6.1.4.2 Spectre Bio will also actively encourage staff participation in online learning modules and structured workshops designed for members of recruitment panels and leadership bodies.

### 6.2 Thematic Areas and Actions

### 6.2.1 Work-Life Balance & Organisational Culture

6.2.1.1 Implement flexible working arrangements, including remote work, flexible hours, and part-time opportunities.

6.2.1.2 Expand and promote parental leave and return-to-work support.

6.2.1.3 Conduct regular surveys on inclusivity, wellbeing, and equality.

6.2.1.4 Promote role models and gender-sensitive communication in company events and publications.

### 6.2.2 Gender Balance in Leadership & Decision-Making

6.2.2.1 Set targets (e.g., 40% minimum representation of each gender) in leadership positions and committees.

6.2.2.2 Introduce transparent appointment and promotion procedures.

6.2.2.3 Encourage staff participation in leadership training and mentoring for underrepresented groups.

### 6.2.3 Gender Equality in Recruitment & Career Progression

6.2.3.1 Review recruitment procedures to eliminate gender bias.

6.2.3.2 Require gender-balanced shortlists and selection panels.

6.2.3.3 Provide structured career development programs, including mentorship and sponsorship opportunities, to support early-career staff.

6.2.3.4 Monitor pay gaps and implement corrective measures where needed.

### 6.2.4 Gender Dimension in Research

6.2.4.1 Require research proposals and projects to integrate the gender dimension where relevant.

6.2.4.2 Incorporate gender-sensitive research design and analysis where relevant.

### 6.2.5 Gender-Based Violence & Harassment

6.2.5.1 Adopt and disseminate a zero-tolerance policy.

6.2.5.2 Establish safe, confidential reporting channels and support services.

6.2.5.3 Provide access to counselling, mediation, and legal support.

6.2.5.4 Ensure disciplinary measures are enforced consistently.

## 7. REFERENCES

- European Commission (2020) “Horizon Europe Guidance on Gender Equality Plans”

- European Commission Gender Equality Strategy 2020–2025
- Directive 2006/54/EC on equal treatment of men and women
- National Equality Legislation and related institutional policies
- QLT003 - Spectre Bio - Staff Handbook

## **8. ADDITIONAL INFORMATION**

N/A

## **9. APPENDICES**

N/A

**END OF DOCUMENT**

### **Senior Management Endorsement**

This Gender Equality Plan has been reviewed and approved by senior management of Spectre Bio Limited.

Signed on behalf of Senior Management:

A handwritten signature in black ink, appearing to be 'Dr. Boon Chuan Lim', written over a horizontal line.

**Dr. Boon Chuan Lim**  
Co-founder, CEO & CTO  
Date: