



Gender Equality Plan (GEP)

Citiwings Kft. / Citiwings Ltd.

Effective from: date of publication

Citiwings Ltd.

Responsible

Managing Director / designated GEP officer

1. Purpose and commitment

Citiwings Ltd. is committed to ensuring gender equality, non-discrimination and equal opportunities in all its activities – in particular in the implementation of event management, marketing, CSR–ESG and accessibility (DICA) projects.

Our aim is to ensure that female and male employees, external experts and project partners are treated equally, and that career progression, remuneration and task allocation are based solely on professional criteria, competence and performance.

This GEP is aligned with:

- the EU Gender Equality Strategy,
- Hungarian equal treatment requirements,
- the inclusive and accessibility-oriented operation of the Citiwings Group (Citiwings – Wombex – ISED-M – DICA).

2. Scope

This plan applies to:

- all employees of Citiwings Ltd. (fixed-term and open-ended),
- persons working under a service / mandate contract,
- subcontractors participating in projects under the company's direction,
- and those partners with whom the company jointly carries out CSR / DICA / accessibility-related activities.

3. Governance and responsibilities

GEP Officer

The Managing Director appoints a GEP officer (equality contact person) who:

- collects annual headcount data broken down by gender,



- makes proposals to amend recruitment texts and procedures,
- receives complaints / comments related to the GEP,
- prepares the annual GEP report for the Managing Director.

The annual report should include:

- current headcount by gender,
- ratio of managerial / decision-making roles,
- whether any discrimination or harassment report was submitted,
- whether a pay adjustment or policy correction is needed.

4. Data collection and monitoring

Citiwings Ltd. carries out proportionate but regular data collection:

1. Annual headcount by gender

- total headcount
- administrative / office
- project / event
- managerial level

2. Recruitment data

- number of female and male applicants,
- who was finally hired, with a short professional justification.

3. Review of pay bands

- for equal or comparable jobs, no gender-based difference may remain.

4. Training data

- who has taken part in digital, DICA or leadership training.

5. Key areas of intervention

5.1. Equal opportunity in recruitment

- Job advertisements must be drafted in a gender-neutral, inclusive way (e.g. “we are looking for an event management colleague” and not “we are looking for a young girl”).
- If there are two equally suitable candidates and there is a persistent gender imbalance in the given unit, the underrepresented gender may be given preference (soft quota).
- The following statement may appear on the website and on application platforms:



“Citiwings Ltd. welcomes applications from both women and men and is committed to non-discriminatory employment.”

5.2. Work–life balance

- The seasonal workload of event management must be handled through flexible work organisation (home office, part-time, periodic presence).
- In duly justified cases (childcare, care of an elderly relative) temporary easing must be provided.
- When assigning a new project, the manager must consider whether the task can be shared.

5.3. Gender equality in leadership and decision-making

- The company aims to avoid exclusively male or exclusively female decision-making, especially in project management, CSR / DICA and marketing tasks.
- When appointing a new project lead or module lead, the involvement of a female colleague must also be examined.
- Women must be given the opportunity to take on “full module owner” type tasks as well (e.g. festival sub-event, support module, CSR activation).

5.4. Pay and career transparency

- For work of equal value, no gender-based pay difference is permitted.
- Pay may differ due to professional experience, responsibility, language skills, project workload or outstanding performance – but not because of gender.
- If the annual review shows an unjustified difference, management will prepare a correction proposal.

5.5. Harassment-, discrimination- and abuse-free environment

- Citiwings Ltd. applies zero tolerance to sexual, gender-based or humiliating communication.
- Staff must observe respectful and professional communication – both online and offline.
- In the event of a complaint, the GEP officer or the Managing Director will start the investigation within 15 days; where necessary, a warning, mediation or termination of cooperation may be applied.

6. Training and awareness-raising

- At least one internal briefing per year must be issued on gender equality, acceptable workplace communication and expected behaviour at events.
- New employees must receive a short summary of the GEP as part of onboarding.



- For staff working on accessibility (DICA) and CSR projects, it must be explicitly highlighted that inclusion is not only a disability issue but also a gender issue.

7. External partners and suppliers

Citiwings Ltd. regularly cooperates, among others, with:

- Wombex Ltd. (Wombex UK Ltd.) – digital and AI systems,
- ISED-M / DICA – accessibility and inclusive communication.

The company expects that in these joint projects the principles of equal treatment and the prohibition of gender-based discrimination are also applied, especially in public, event-type activities.

8. Publication

- The GEP is an internal regulation of Citiwings Ltd.,
- but for EU, municipal or corporate (CSR / ESG) projects it may be published on the website under “Documents / Transparency / GEP”.
- The most recently published version shall always prevail.

9. Review

The GEP must be reviewed once a year, especially if:

- the headcount increases or a new unit / business line is launched,
- a new EU / corporate partner imposes stricter GEP requirements,
- a complaint or discrimination case occurs,
- the internal rules of the Citiwings Group change.

10. Contact and complaints

Citiwings Ltd.

Registered office: 2473 Vál, Szent István tér 39., Hungary

E-mail: info.citiwings@gmail.com

Please indicate in the subject line: “GEP – complaint / comment”

All incoming GEP-related comments will be reviewed within 15 days, and corrective measures will be taken to the extent possible.

Closing

Citiwings Ltd.

member of the Citiwings Group

Citiwings marketing and CSR division

(with DICA, Wombex and ISED-M cooperation)