



BEBEES DIGITAL

GENDER EQUALITY PLAN

2026 – 2028

Formal document adopted by the owner and published on bebees.digital, in line with the Horizon Europe Gender Equality Plan process requirements.

Organisation	Bebees Digital
Legal form	Natural person / zelfstandige (eenmanszaak)
Enterprise number	0772.884.518
VAT	BE0772884518
Registered address	Leuvenstraat 4, 3060 Bertem, Belgium
Website	https://bebees.digital
Contact	info@bebees.digital
Adopted by	Timuçin Ibu, Founder and Owner
Adoption date	27 August 2026
Review cycle	At least every two years (next review: August 2028)
Version	1.0

1. Purpose and scope

This Gender Equality Plan (GEP) sets out Bebees Digital's commitments, resources, monitoring and training on gender equality. It is a public, signed policy of the business.

Bebees Digital is a Belgian one-person self-employed enterprise (natuurlijk persoon / zelfstandige) active in computer programming, IT consultancy, web portals and related digital services. The owner is currently the only person working in the business. This GEP is therefore proportionate to a micro-enterprise, while remaining ready for collaborators, subcontractors, interns or employees if the team grows.

The Plan applies to:

- the owner and any future staff, interns, apprentices or volunteers;
- freelancers, subcontractors and partners engaged on Bebees Digital work;
- client-facing and project work, including EU-funded projects;
- public communication, recruitment and the design of digital products and services.

2. Commitment of the owner

As founder and sole decision-maker I adopt this GEP and take personal responsibility for its implementation. Gender equality is a working principle of Bebees Digital, not a separate side project.

I commit to:

- treat all people with equal dignity, regardless of sex, gender identity or gender expression;
- prevent discrimination, harassment and gender-based violence in any work setting;
- apply gender-aware practice in recruitment, collaboration, project design and client work;
- keep this document public on the company website for the full duration of any EU grant;
- review the Plan at least every two years and update it when the team or activities change.

3. Mandatory process requirements

3.1 Public document

This GEP is the formal public document of Bebees Digital. It is:

- adopted and signed by the owner (top management of the enterprise);
- published on <https://bebees.digital> (dedicated page and/or downloadable PDF);
- available on request at info@bebees.digital;
- kept online for the lifetime of any relevant grant agreement.

Previous versions, if any, remain available on the same page.

3.2 Dedicated resources and expertise

Implementation of this GEP is a standing duty of the owner. Dedicated resources for 2026–2028:

- Owner time: at least 8 hours per year for monitoring, training and review, plus extra time when hiring or starting an EU project.
- Budget: at least EUR 250 per year for training, guidance materials or external gender-equality advice. The amount can be increased if the team grows.
- Expertise: the owner follows official EU and Belgian guidance (Horizon Europe GEP notes, Institute for the Equality of Women and Men / IGVM–IEFH). External expertise is used when a project or a complaint requires it.
- Accountability: the owner is the GEP contact person. Email: info@bebees.digital.

If staff are hired, a named person remains responsible for the GEP and the time/budget above is reviewed upward.

3.3 Data collection and monitoring

Bebees Digital keeps a simple, confidential Gender Equality Register. Data are broken down by sex/gender where they concern people working with or for the business.

Indicators collected at least every two years (and immediately when the team changes):

- number of people in the business (owner, employees, interns) by sex/gender;
- number of paid collaborators/subcontractors used in the period, by sex/gender if known and lawfully processed;

- leadership and decision-making roles by sex/gender (today: one owner);
- recruitment actions in the period: vacancies published, applications received where recorded, people selected;
- training completed (date, topic, participants);
- work-life arrangements used (leave, flexible hours, remote work);
- complaints or incidents related to gender equality, harassment or violence, and how they were closed.

Reporting: a short internal note is written at least every two years (first report by 31 August 2028). A non-confidential summary can be published or sent to a granting authority on request. Personal data are processed under GDPR. With a team of one, figures are small; they are still recorded so that growth can be tracked honestly.

3.4 Training and awareness

Training is mandatory for the owner and for any future staff or regular collaborators who take decisions or work with clients.

- The owner completes at least one gender-equality awareness activity per year. This includes unconscious gender bias and may be a dedicated course, an official webinar, or a documented self-study module from a recognised source (EU, Belgian equality body, or equivalent).
- Any new person joining the business receives a short briefing on this GEP within the first month.
- Evidence kept on file: date, title, provider or source, and who attended.
- If Bebees Digital joins a consortium, consortium training on gender and research ethics is followed as well.

4. Thematic areas and measures

The five recommended Horizon Europe content areas are addressed below with measures that fit a one-person digital business and that scale if the team grows.

4.1 Work-life balance and organisational culture

Goal: a respectful working culture and a realistic balance between work and private life.

- Flexible hours and remote work are the default for the owner and for any future staff, unless a client meeting requires otherwise.
- No expectation of availability outside agreed hours, except genuine emergencies.
- Belgian rules on leave (including maternity, paternity, birth and parental leave) are applied in full if people are employed.
- Meetings and deadlines take school and care calendars into account where known.
- Internal language (offers, website, contracts) is respectful and gender-inclusive.

4.2 Gender balance in leadership and decision-making

Goal: decisions are not locked to one gender stereotype; if the business grows, leadership is open to all genders.

- Today the owner is the sole decision-maker. This fact is recorded in the Gender Equality Register.
- If a second decision-making role is created (co-owner, manager, project lead), the vacancy is open to all genders and the selection criteria are written down in advance.

- In EU consortia, Bebees Digital supports balanced representation in project roles where it can influence the choice.

4.3 Gender equality in recruitment and career progression

Goal: any hiring or collaboration is based on competence, not on gender.

- Job and collaboration notices use inclusive wording and do not ask for gender unless legally required.
- Selection uses the same written criteria for every candidate.
- Pay and fees for comparable work do not differ by gender.
- Career or rate reviews, if the team grows, use the same process for everyone.
- Networks used for hiring are not limited to one-gender circles.

4.4 Gender dimension in research, innovation and digital work

Goal: where a project involves people, data or users, sex and gender are considered in the design. Bebees Digital is not a teaching institution; this area applies to digital products, research-like tasks and project content.

- At the start of relevant projects, a short check is made: who are the users; can sex/gender affect needs, data, access or impact; what should change in design or testing.
- User research, forms and analytics avoid unnecessary gender questions and, when gender is needed, allow inclusive options.
- AI, algorithms and datasets used in client or EU work are checked for obvious gender bias where Bebees Digital controls the design.
- Project reports mention the gender dimension when it is relevant, and state when it is not.
- This area is reviewed if the business starts formal research or training activities.

4.5 Gender-based violence, including sexual harassment

Goal: zero tolerance. Anyone working with Bebees Digital must be able to report a problem and get a response.

- Sexual harassment, sexist behaviour and gender-based violence are prohibited in the workplace, online channels, client sites and events.
- A report can be sent to info@bebees.digital. The owner acknowledges it within five working days.
- If the complaint concerns the owner, the person may contact the Belgian Institute for the Equality of Women and Men (IGVM–IEFH) or the competent police/labour services. This option is stated on the public GEP page.
- A confirmed incident leads to proportionate action (warning, end of collaboration, or report to authorities).
- Confidentiality is kept as far as the law allows. Retaliation against a reporter is itself a breach of this Plan.

5. Action plan 2026–2028

Action	What we do	When	Who / resource
Publish GEP	Put this signed Plan on bebees.digital	August 2026	Owner
Open register	Start the Gender Equality Register	August 2026	Owner

Annual training	Complete one documented GE / bias activity	Each year by 31 Dec	Owner; min. EUR 250/year
Onboarding brief	Give this GEP to any new person	Within 30 days of start	Owner
Project gender check	Screen relevant digital / R&I work	At project kick-off	Owner / project lead
Inclusive hiring	Use written, gender-neutral criteria	Each vacancy	Owner
Incident response	Acknowledge reports in 5 working days	When needed	Owner
Biennial report	Write monitoring note and review Plan	By 31 Aug 2028	Owner; 8 h + review

6. Legal frame and review

This GEP supports, and does not replace, Belgian and EU law, including rules on equal treatment, well-being at work, and the GDPR. For Horizon Europe it follows the four process requirements: public document; dedicated resources and expertise; sex/gender-disaggregated data and reporting at least every two years; and training for staff and decision-makers.

The Plan is reviewed at least every two years, and earlier if the legal form changes, staff are hired, or a granting authority asks for an update. Version history is kept on the website.

7. Adoption and signature

I confirm that Bebees Digital has adopted this Gender Equality Plan, that I am the person responsible for it, and that the four process requirements in sections 3.1 to 3.4 are in place from the date below.

Place: **Bertem, Belgium**

Date: **27 August 2026**

Name: **Timuçin İbu**

Function: **Founder and Owner, Bebees Digital**

Signature:

Signed original kept in the business records. The published PDF on bebees.digital is the public version of this adopted Plan.

8. Public contact

Questions, requests for the GEP file, or reports under section 4.5:

Email: info@bebees.digital

Web: <https://bebees.digital>

Post: Bebees Digital, Leuvenstraat 4, 3060 Bertem, Belgium

External equality body in Belgium: Institute for the Equality of Women and Men (IGVM–IEFH), <https://igvm-iefh.belgium.be>