

Gender Equality Plan 2026-2029

CrafTopia Creative Hub
Thessaloniki, Greece

Effective date	September 2026
Validity period	September 2026 - September 2029
Monitoring	Annual monitoring of indicators and implementation progress
Formal review	Every three years, or earlier where significant organisational or regulatory changes require revision

1. Statement of Commitment

CrafTopia Creative Hub is committed to promoting gender equality, inclusion, dignity and equal opportunity throughout its organisational activities, projects, educational programmes, artistic and cultural initiatives, research activities, partnerships and working environment.

As a creative and cultural organisation working with artists, educators, young people, professionals, entrepreneurs, researchers and communities from different backgrounds, CrafTopia recognises that equality must be embedded not only in organisational policies but also in the way projects are designed, teams are formed, participants are engaged and decisions are made.

This Gender Equality Plan (GEP) establishes CrafTopia's framework for identifying and addressing gender inequalities and for creating an organisational culture in which people can participate, contribute and develop without discrimination.

2. Terminology, Gender Diversity and Trans Inclusion

CrafTopia Creative Hub adopts an inclusive understanding of gender equality and explicitly supports the equality, dignity, safety and rights of transgender, non-binary and gender-diverse people.

Where this Plan refers to women, the term includes both cisgender and transgender women. CrafTopia recognises each person's right to self-identify their gender and is committed to creating an environment in which transgender, non-binary and gender-diverse people are treated with dignity and respect.

CrafTopia does not tolerate discrimination, harassment, exclusion, deliberate or harassing misgendering, or unequal treatment on the basis of sex, gender, gender identity or gender expression.

- supporting the equal participation and representation of women, including trans women;
- respecting people's names, pronouns and gender identities;
- promoting the inclusion and safety of transgender, non-binary and gender-diverse people in our workplace, projects, educational activities, artistic programmes and community spaces;
- challenging gender stereotypes, transphobia and discriminatory practices;

- ensuring that recruitment, participation and professional opportunities are not restricted because of gender identity or gender expression;
- recognising and addressing transphobic harassment and discrimination within our wider measures against gender-based violence and harassment.

Where monitoring or reporting requires information specifically relating to sex, gender or gender identity, CraftTopia will distinguish these concepts where relevant. Such information will only be collected when necessary and appropriate and will be handled with respect for privacy, confidentiality, self-identification and applicable data-protection requirements.

CraftTopia also recognises that experiences of gender inequality can intersect with disability, age, racial or ethnic origin, socioeconomic circumstances, sexual orientation, caring responsibilities and other personal or social circumstances. We therefore seek to apply an inclusive and intersectional approach to gender equality throughout our organisational practices and activities.

3. Governance, Responsibility and Dedicated Resources

Overall responsibility for implementation of this Gender Equality Plan rests with CraftTopia's management. CraftTopia will designate a Gender Equality and Inclusion Contact Person to coordinate implementation and monitoring.

- monitor implementation of GEP actions and targets;
- support the collection and review of relevant organisational data;
- identify training and awareness-raising needs;
- act as an initial contact point for gender equality concerns;
- support the integration of gender considerations into projects and activities;
- coordinate the annual monitoring review and the three-year formal review;
- propose improvements or corrective actions when necessary.

CraftTopia commits appropriate staff time to these responsibilities and, where specialised expertise is required, may engage external experts, trainers or relevant organisations. Responsibility for gender equality is shared across the organisation.

4. Data Collection, Monitoring and Reporting

CraftTopia will maintain a proportionate system for monitoring gender equality. Where legally permissible, relevant and appropriate, data will be collected and reviewed in sex/gender-disaggregated form while respecting privacy, confidentiality and applicable data-protection requirements.

- composition of personnel and project teams;
- management and decision-making roles;
- recruitment and new appointments;
- participation in training and professional development;
- research, educational and cultural project teams;
- trainers, facilitators and experts;
- participation in relevant programmes and activities, where appropriate;
- reported equality concerns or incidents, recorded in a way that protects confidentiality.

CrafTopia will conduct annual monitoring against relevant indicators and document progress, gaps and actions required. The formal GEP will normally be reviewed every three years, while annual monitoring ensures that implementation remains active and accountable.

5. Training and Awareness Raising

CrafTopia recognises that policies alone are insufficient to create an inclusive organisational culture. The organisation will therefore provide or facilitate periodic awareness raising and training for staff and decision-makers.

- gender equality and inclusive organisational practice;
- unconscious and implicit gender bias;
- inclusive communication and gender stereotypes;
- trans inclusion, gender identity and gender expression;
- intersectionality and discrimination;
- inclusive facilitation and learning environments;
- gender-sensitive project and research design;
- prevention of sexual harassment, gender-based violence and transphobic harassment;
- appropriate responses to reported inappropriate behaviour.

At least one relevant learning or awareness activity will be provided or facilitated annually for relevant team members.

6. Work-Life Balance and Organisational Culture

- encourage reasonable flexibility in working arrangements where operationally possible;
- consider caring responsibilities when scheduling meetings, training and project activities;
- avoid unnecessary expectations of availability outside agreed working hours;
- encourage respectful communication and clear professional boundaries;
- promote an organisational culture based on cooperation, participation, dignity and mutual respect;
- periodically review whether organisational practices create unintended barriers to participation.

Caring responsibilities should not unnecessarily restrict access to professional development, project participation or decision-making.

7. Gender Balance in Leadership and Decision-Making

- monitor gender representation in leadership and decision-making roles;
- encourage diverse participation in project teams, advisory processes and collaborative structures;
- seek balanced and diverse representation among trainers, speakers, facilitators, experts and other visible professional roles where reasonably possible;
- consider gender balance and gender diversity when establishing future project and research teams.

CrafTopia recognises that meaningful equality concerns participation, influence and access to decision-making, rather than representation alone.

8. Gender Equality in Recruitment and Career Progression

Recruitment, selection and professional development will be based on relevant skills, experience, qualifications and role requirements.

- use inclusive and non-discriminatory language in recruitment and open calls;
- communicate selection criteria clearly and apply them consistently;
- avoid gender stereotypes when defining professional roles;
- provide equal access to training, mentoring, professional development and project opportunities;
- consider potential unconscious bias during selection and evaluation;
- encourage applications and participation from people underrepresented within a particular field or activity;
- ensure that gender identity or gender expression does not restrict recruitment, participation or professional opportunity.

No person should experience less favourable treatment in recruitment or professional development because of sex, gender, gender identity, gender expression, pregnancy, maternity, family status or caring responsibilities.

9. Gender Dimension in Research, Education and Project Content

CrafTopia works across creative practice, education, research, cultural participation, entrepreneurship, social innovation and European cooperation. Where gender is relevant to the subject of an activity, the gender dimension will be considered during project design, implementation, monitoring and evaluation.

- whether different groups experience the issue being addressed differently;
- whether participation patterns reveal gender-related barriers;
- whether methodologies or educational materials reproduce gender stereotypes;
- representation within examples, case studies and visual materials;
- accessibility and inclusiveness of participation methods;
- gender-sensitive and trans-inclusive communication and dissemination;
- collection of disaggregated data where relevant and appropriate;
- the relationship between gender and other factors that may influence participation or exclusion.

The gender dimension will be incorporated where scientifically, socially, educationally or artistically relevant rather than applied mechanically where it has no meaningful relevance.

10. Prevention of Gender-Based Violence, Sexual Harassment and Transphobic Harassment

CrafTopia has zero tolerance for sexual harassment, gender-based violence, transphobic harassment, intimidation, bullying or discriminatory behaviour within its working environment, programmes, events and activities. This applies to staff, participants, artists, researchers, trainers, volunteers, interns, contractors, partners and visitors.

- communicate expectations regarding respectful conduct;
- provide an identified route through which concerns can be raised;

- treat reports seriously, sensitively and confidentially;
- seek to protect people reporting concerns from retaliation;
- respond proportionately and promptly to reported incidents;
- provide information about appropriate external support or authorities where necessary;
- review organisational procedures following incidents where improvements are required.

Immediate safety and wellbeing will take priority when responding to serious incidents.

11. Objectives and Indicators 2026-2029

Area	Commitment / Target	Monitoring
Governance	Maintain a designated Gender Equality and Inclusion Contact Person.	Annual
Monitoring	Complete one documented gender equality monitoring review.	Annual
Training	Provide or facilitate at least one relevant equality, inclusion, unconscious-bias or harassment-prevention learning activity.	Annual
Recruitment	Review relevant recruitment and open-call language for inclusive and non-discriminatory wording.	Ongoing / annual check
Projects	Consider the gender dimension in new research, educational and European-funded projects whenever relevant.	Per project
Participation	Monitor gender representation in relevant project teams, leadership roles and participant groups where appropriate and lawful.	Annual
Safe environment	Maintain a clearly communicated mechanism for reporting discrimination, harassment or inappropriate behaviour.	Ongoing
Trans inclusion	Maintain explicit trans-inclusive and non-discrimination principles across organisational practice and activities.	Ongoing
Formal GEP review	Review and update this Gender Equality Plan.	Every 3 years or earlier if required

12. Publication, Review and Accountability

This Gender Equality Plan is formally adopted by CraTopia Creative Hub and made publicly available through the organisation's website. Publication reflects CraTopia's commitment to transparency and accountability.

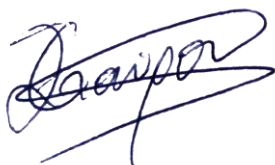
Implementation will be monitored annually. A formal review and update of the Plan will normally take place every three years, or earlier if significant organisational, legal or regulatory changes make revision necessary.

Approved and signed by:

Evanthia Stavrou

Founder / Educational & Artistic Director

CraTopia Creative Hub



Signature:

Date: 10/02/2026

Place: Thessaloniki, Greece