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Diversity, Equality and Inclusion Plan

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SCOPE

According to the United Nations, we have entered a decade that will be marked by the Restoration of Ecosystems. Governments, businesses and civil society have been challenged to define strategies and concrete measures to protect the environment and promote the prosperity and well-being of all people worldwide. This is an imperative challenge for a future that must be more peaceful, just, inclusive and effective.

With these issues in mind, L.C.S.D. – Associação Data CoLAB – Laboratório Colaborativo para Serviços de Inovação Orientados para os Dados (hereinafter Data CoLAB), as a newly established organisation, is committed to contributing to the challenges set out above and consolidated in the 2030 Agenda and the 17 Sustainable Development Goals (SDGs). In this way, we aim to promote and embed a culture of diversity, equal opportunities and treatment, and inclusion, grounded in respect for every human being in their entirety. We must nonetheless acknowledge the long road that still lies ahead for the (re)building of more inclusive, cooperative and resilient societies.

CONTEXT AND CHARACTERISATION

Mission and Values

Data CoLAB aims to develop an innovative cross-sector ecosystem, with multidisciplinary stakeholders, that will use data to reshape the way we produce, consume and live.

The organization works across the entire data flow chain to generate innovative solutions that support conscious decision-making and drive the safe digital revolution.

To fulfil its mission, the following values have been adopted:

- Sustainability.
- Creativity.
- Diversity.
- Trust.

Gender Indicators

The Data CoLAB team currently (April 2026) has 35 people, working towards fulfilling the organisation's mission.

Regarding gender balance, the distribution is as follows:

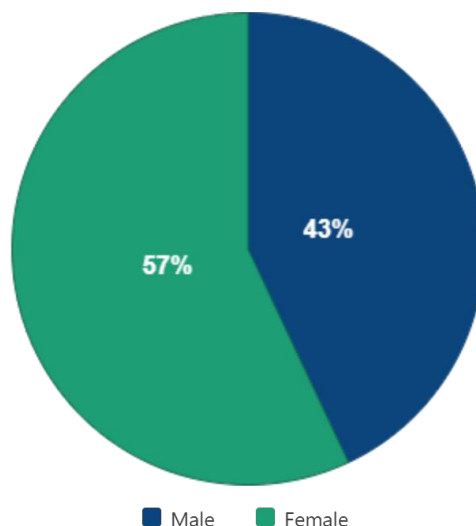


Figure 1 – Distribution of employees by gender

According to figure 1, there is a majority of women (57%) in the Data CoLAB team, compared to 43% men.

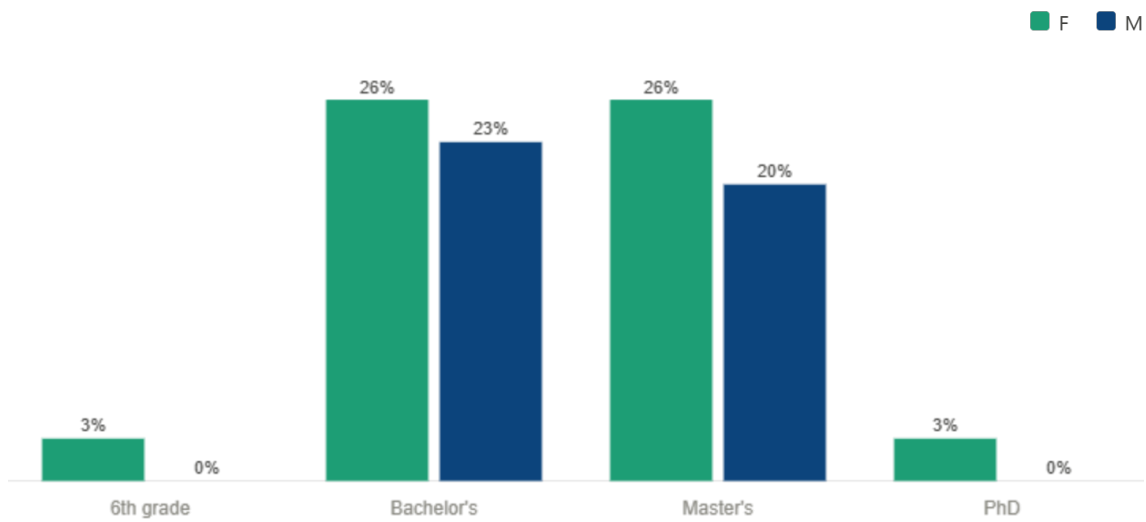


Figure 2 – Distribution of employees' academic qualifications by gender.

As for academic qualifications, women predominate in all degree levels.

Regarding the distribution of the team by role, data shows:

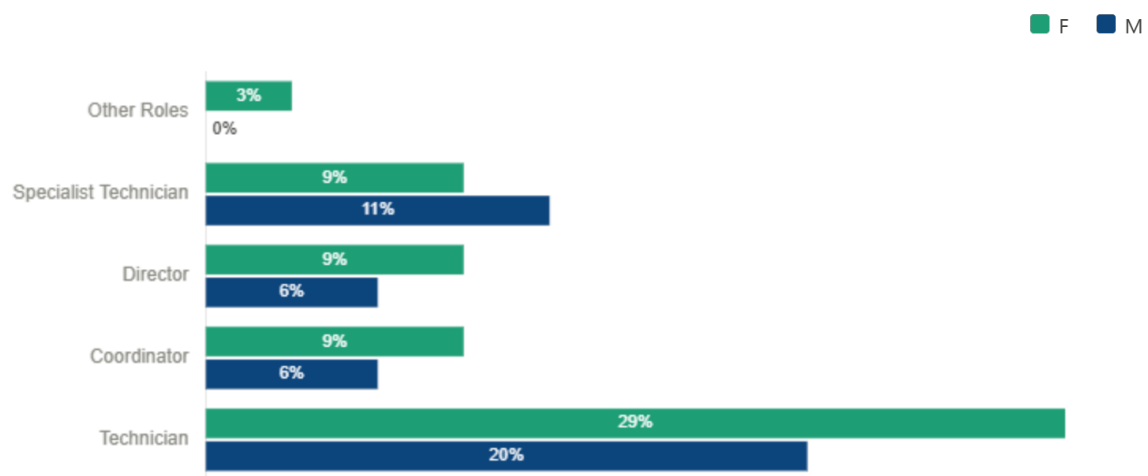


Figure 3 – Distribution of roles by gender

Figure 3 shows that women predominate in director, coordinator, technician and other roles. In the remaining roles, men are in the majority.

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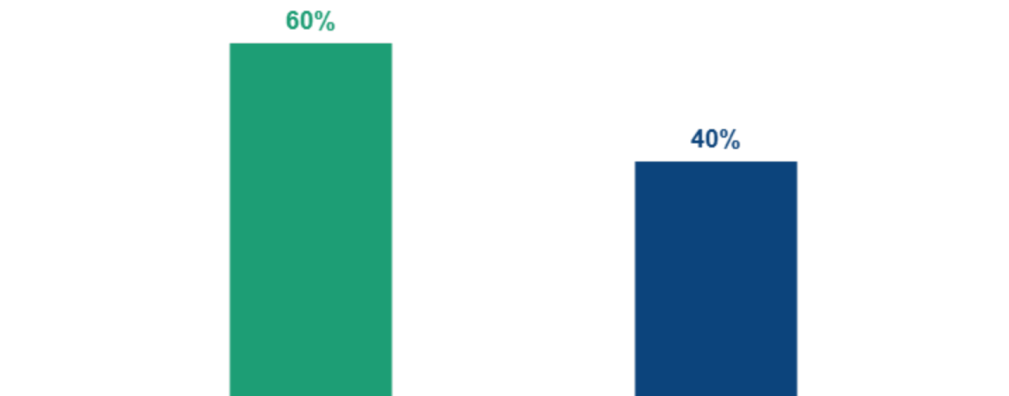


Figure 4 – Distribution of Executive Board members by gender

Finally, figure 4 shows that women are also in the majority among members of the executive board.

DIMENSIONS

The purpose of this Plan is to present the set of policies and measures adopted and/or to be adopted by Data CoLAB, as established by Portuguese law, covering the following areas:

- Organizacional strategy and culture.
- Balance between professional, family and social life.
- Gender balance in working conditions, leadership and decision-making.
- Equal access to employment and career progression.
- Integration of the gender dimension in research and teaching content.
- Prevention and combat of harassment in the workplace.

Organisational Strategy and Culture

The commitment to promoting diversity, equality, inclusion and non-discrimination is embedded in the organizational strategy. Some of the planned initiatives are:

- Creation of a dedicated Diversity, Equality & Inclusion page on the Data CoLAB website, where this plan and our commitments are published.
- Systematic drafting of documents that incorporate inclusive language.
- Equal use of masculine and feminine representation in internal communications.
- Monitoring and publication of people management data disaggregated by gender.
- Internal dissemination of the Diversity, Equality and Inclusion Plan.
- Establishment of a Working Group dedicated to analyzing and implementing measures for diversity, equal opportunities and treatment, and inclusion.
- Dissemination of information on legislation regarding equality and non-discrimination.
- Signing of the Portuguese Diversity Charter, a European Commission initiative developed by the Associação Portuguesa para a Diversidade e Inclusão (APPDI).

Work-Life Balance

We will foster an organizational culture based on flexibility, reconciliation and balance, through a set of measures that promote well-being and satisfaction in the workplace, as well as sustainable business development. The following are highlighted:

- Ensuring equity in task management and allocation.
- Flexible working hours and remote working options to accommodate personal and family needs.
- Extra holiday days, applicable to all active employees (open-ended and fixed-term contracts) and trainees.
- Birthday as a courtesy day off, applicable to all active employees (open-ended and fixed-term contracts) and trainees.
- Implementation of a benefits program offering various discounts and opportunities established with external partners.
- Ensuring compliance with Portuguese law regarding parental protection.
- Dissemination of all information on legislation concerning parental rights.
- Promotion of a supportive and understanding environment for those facing parenting challenges.
- Support for full professional reintegration after taking leave, through information and mentoring sessions provided by the line manager or a designated peer.
- Promotion of recreational and social activities to strengthen team bonds.
- Possibility of receiving small personal deliveries at the workplace.
- Availability of a dining area at Data CoLAB premises.
- Organize awareness-raising sessions on various psychosocial well-being topics, from a knowledge and prevention perspective.

Gender Equality in Working Conditions, Leadership and Decision-Making

We will provide working conditions and opportunities that promote the professional development of all genders, namely:

- Development of a performance appraisal model based on transparent objectives and success factors, pre-defined and agreed upon, applicable to all employees regardless of sex, age, race, nationality, among others.
- Ensuring equity in the allocation of bonuses, promotions and recognition.
- Promoting internal mobility by sharing available job opportunities on internal communication channels, allowing anyone to apply for vacancies.
- Creation of individual professional development plans, linked to performance appraisal and aimed at career progression.
- Inclusion of mandatory training on gender equality, unconscious bias and interculturality, to raise awareness of certain behaviors that may cause disadvantage among people in minority situations.

This awareness may contribute to increased visibility and projection of work and to the development of leadership skills.

- Mandatory training to be held, preferably during working hours.
- Dissemination of content and initiatives aimed at promoting work-life balance and well-being (e.g. Time Management, Work Organization, Stress Management, Emotional Intelligence, among others).

Equal Access to Employment

Inclusive recruitment processes have been developed and implemented to ensure equal opportunities for all genders. In this context, the following initiatives are highlighted:

- Design a Recruitment and Selection procedure to ensure the process is clear and followed consistently.
- Clear definition of the requirements and qualifications needed for each position.
- Publishing job advertisements written in inclusive language in the job title (written in a form common to both sexes and/or with the indication M/F/D) and in the content of the vacancy, without directly or indirectly containing any restriction, specification or preference based on gender.
- Partnerships with universities and student organizations to attract candidates without segregation based on gender, age, nationality, among others.

Research and Teaching

In research projects and knowledge transfer activities, gender perspectives will always be considered and incorporated, contributing to a broader understanding of this subject. To this end, the following will be carried out:

- Review and update, by the established Working Group, of research guidelines and evaluation methods, including the potential impact of outcomes on different groups.
- Inclusion of a gender perspective in the monitoring of research results.
- Design teaching, training and capacity-building programs, as well as the corresponding didactic materials, that reflect gender equality principles and foster an inclusive learning environment.
- Integration of the gender dimension, including inclusive language, in conferences and publications held within the scope of innovation activities.

Prevention of Workplace Harassment

A comprehensive anti-harassment policy has been developed that clearly defines unacceptable behavior and outlines reporting procedures. The following actions will be taken:

- Drafting and dissemination of a code of conduct to prevent and combat actions against the physical or moral integrity, freedom, honor or dignity of employees.
- Publishing the code of conduct on the organization's website.
- Organize awareness-raising sessions on appropriate workplace conduct and the importance of respectful interactions.

Monitoring

The measures set out in this plan are regularly assessed and monitored by the established Working Group to ensure compliance, progress analysis, and identify opportunities for improvement, challenges and future objectives.

This monitoring will be carried out through:

- Collection and analysis of data disaggregated by gender. These will serve to define measures according to the current situation and to assess whether progress has been made.
- Regular review and update policies and procedures based on feedback and in response to changing contexts.
- Production of an Annual Report.

This Gender Equality Plan is a dynamic document, subject to periodic review and updating to adapt to evolving social norms, legislative changes and organisational needs.

This Plan was reviewed and approved by the Board of Directors of Data CoLAB on 20 April 2026.

Assinado por: **António José
Ferreira Dias**
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