

# **Gender Equality Plan (GEP)**

**DODO Design Limited**

Adopted 2025

**Approved by:** Susan Onigbinde, CEO

**Published at:** <https://dododesign.africa/gep-policy>

## Public Document Requirement

This GEP is a **formal strategic document** approved and signed by top management on *August 1, 2025*. The full document is **published on our official website:** <https://dododesign.africa/gep-policy>. The plan applies to all employees, vendors, contractors of the business and will be reviewed regularly.

***Audit*** In 2025 Q4, a gender audit will be carried out to establish the current workforce composition, leadership ratios, pay gap %, and staff perceptions of inclusion. This data will inform targets and be updated annually.

*Due to systemic underrepresentation of women in design and engineering in West Africa, this plan prioritizes female leadership employment and capacity-building while maintaining open and fair recruitment for all genders.*

## Resources

- **Gender Equality Officer:** The CEO serves as the Gender Equality Officer, appointed to coordinate and monitor GEP implementation. She reports to the Board of Directors. This committee ensures adherence to the GEP and its implementation and regulation.
- **Annual Budget Allocation: NGN750,000** per year for:
  - Training programmes, including the engagement of external expertise such as certified gender equality consultants to support policy development and impact assessment, where necessary.

## Data Collection and Monitoring

- **Annual Data Collection** of sex/gender disaggregated data on:
  - Recruitment, promotions, and career progression
  - Salaries and bonuses
  - Research funding allocation
  - Representation in decision-making bodies
- **KPIs & Indicators** (monitored annually):
  - % of women in senior leadership; Gender pay gap (%); Staff satisfaction survey results (disaggregated by gender).
- **Annual Update to GEP:** This will be published each year with results, progress, and updated actions. The GEP will allow for stakeholders and employees to co-create and review it.

## Training & Awareness

- **Mandatory annual training for:**
  - All staff: Gender equality fundamentals, unconscious bias awareness
  - Decision-makers & hiring committees: Inclusive recruitment, leadership equity, and bias prevention
  - Researchers: Integrating the gender dimension into research design.
- **Training delivery through:**

- Workshops (on-site and online) and Expert-led seminars
- **Evidence & Records:** Attendance sheets, training materials, and event programmes will be archived and published where necessary.

## Thematic Areas & Measures

### Work-life Balance & Organisational Culture

- **Flexible work arrangements:** Is built into the work schedules and processes in the context of remote work, flexible hours, contract options are available for all staff.
- **Parental leave:** Equal access for all genders, with active encouragement for both mothers and fathers.
- **Family-friendly practices:** That ensures all employees' family life is supported.
- **Annual staff wellbeing surveys:** To ensure all employees can share their current state of well-being and receive support where needed.

### Gender Balance in Leadership, Decision-Making & Recruitment

- **Target:** Given the disproportionate underrepresentation of women in fields such as design and engineering, our firm aims to build the capacity of women, giving attention to having a leadership team with females. No discrimination is tolerated, and **Job adverts** are designed to contain gender-neutral language, inclusive imagery, and equal opportunity statements, ensuring that all genders are given equal chances during the recruitment process.
- **Career mentoring and leadership development:** For early and mid-level professionals whether staff or not, targeted support for all genders will be carried out on a yearly basis.

### Measures Against Gender-Based Violence & Sexual Harassment

- **Zero-Tolerance Policy:** DODO maintains a strict zero-tolerance stance on any form of GBV (Gender-Based Violence) or sexual harassment, as defined in both Nigerian labour law and international standards.
- **Clear Definitions:** GBV (Gender-Based Violence) and sexual harassment are defined in the staff handbook, covering verbal, non-verbal, physical, online, and psychological misconduct.
- **Reporting Channels:**
  - Confidential internal reporting via:  
**Internal Email:** ([hello@dododesign.africa](mailto:hello@dododesign.africa))
  - External email and hotline:  
**Toll Free Line:** 08002255627874 (0800CALLNAPTIP)  
**Short Code:** 627  
**Phone:** 07030000203
  - Anonymous reporting option via an online form on the [National Human Rights Commission](#) contact page or internally via the email stated above.
- **Victim Support Services:**
  - Immediate access to counselling and mental health services where needed
  - Legal support and referrals where required.
  - Flexible work arrangements during recovery, where applicable.
- **Investigation Process:** All cases are investigated promptly, confidentially, and without retaliation, in line with established HR protocols.
- **Training & Awareness:** Annual anti-harassment and bystander-intervention training for all staff.
- **Monitoring:** See section on **Monitoring & Review**

## Monitoring & Review

- **Annual Review** by Gender Equality Committee.
- **Public Progress Report** published for the organisation's stakeholders' viewing and participation.
- **Monitoring:** All reported cases are tracked, ensuring personal data is anonymised, and trends are reviewed quarterly by the Gender Equality



Committee to inform preventive measures. Adjustments made based on data trends and stakeholder feedback.

**Gender Equality Representative:** Susan Onigbinde

**GEP Webpage:** <https://dododesign.africa/gep-policy>

**Signed:**

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Susan Onigbinde, CEO  
DODO Design Limited