



**Initial
Gender Equality Plan
2021-2024**

Heyrovský Gender Equality Plan Working Group

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Introduction

The Heyrovský Gender Equality Plan Working Group presents this first Gender Equality Plan (GEP) of the Heyrovský Institute (JHIPC). This GEP is based on the results of the internal Gender Audit that was carried out in accordance with the Gender Audit Standards of the Czech Republic¹ criteria and was performed by the member of the Gender Expert Chamber of the Czech Republic². The GEP meets four mandatory process-related requirements of the Horizon Europe programme and contains information on the five recommended areas:

- i. Work-life balance and organisational culture
- ii. Gender balance in leadership and decision-making
- iii. Gender equality in recruitment and career progression
- iv. Integration of the gender dimension into research and teaching content
- v. Measures against gender-based violence, including sexual harassment

This GEP will be integrated into the revised [HR Award Action Plan](#) (12/2020 – 12/2023). The progress in the implementation of GEP will be monitored by the Steering Committee and the Monitoring Group, which were formed in the HRS4R (Human Resources Strategy for Researchers) project. The GEP activities will be coordinated by the Gender Equality Officer (GEO, the position will be integrated into the Organisational Rules). The Steering Committee includes the director and the management of the Heyrovský Institute. The Monitoring Group will be responsible for checking the timely delivery of the planned actions. This Group, including representatives of all the stakeholder groups, will meet at the end of each quarter. More information about the implementation can be found in the revised HR Award Action Plan.

The five recommended areas are discussed in separate sections below, containing summaries of the Activities that are planned or implemented in the HRS4R project. All planned activities are based on the results of the gender equality audit.

Dedicated resources will be provided by different sources, especially by the Capacity Development of ÚFCH JH, v.v.i. for Research and Development II project - CZ.02.2.69/0.0/0.0/18_054/0014591 – that received funding from the European Structural and Investments Funds in the Operational Programme Research, Development and Education.

Prof. Martin Hof, Dr. rer. nat. DSc., Director

¹ https://www.vlada.cz/assets/ppov/rovne-prilezitosti-zen-a-muzu/Projekt_Optimalizace/Gender-Audit-Standards_V2_March2016_2.pdf

² <https://gekcr.cz/>

1 Work-life balance and organisational culture

Since 2018, the Heyrovský Institute has started implementing some actions of the Action Plan of the HRS4R connected with the work-life balance. These actions include the release of the Employee guide in October 2019 containing procedures, benefits and support available for employees. The HRS4R team prepared several questionnaires to obtain feedback on various activities. In Autumn 2021, the regular ESRs evaluation was introduced in order to provide career advice from the line managers. The first mentoring workshop for mentees is starting in Spring 2022.

The gender expert set the baseline for parent's conditions improvement to facilitate family and career (action 25). For that reason, Action 1.2, 'Preparation of a Handbook on work-life balance at the Heyrovský Institute', is formulated.

Nevertheless, new activities are planned based on the recommendations from the gender equality audit. Firstly, the management of the Institute started with the formulation of remote work (home-office) rules. Home-office is at this point granted based on an agreement with the line manager without transparent rules. A document summarising current possibilities on work-life balance is missing. The Committee for Scientific Work Ethics approved the Code of Ethics for Employees of Scientific Departments, but the analogous Code of Ethics is not available for the employees of administrative and support sections. Thus, it is essential to formulate and approve a Code of Ethics for all employees. The document Complaints and Appeals procedure released in December 2019 is not very detailed and should be updated. The use of gender-sensitive language is not formalised and monitored.

<i>Proposed ACTIONS</i>	<i>Responsible Unit</i>	<i>Timing (year's quarter)</i>	<i>Indicator (s) / Target (s)</i>
1.1 Formalise the rules for 'home office.'	Director	4Q 2021 2Q 2022	I1.1.1. Formalised regulations for work in the form of 'home office'. I1.1.2. Include these rules in the Collective Agreement. T1.1. To set transparent and standardised rules for 'home office'.
1.2 Preparation of a Handbook on work-life balance at the Heyrovský Institute	Gender Equality Officer	1Q 2022 2Q 2022 4Q 2022	I1.2.1. Analysis of existing measures to support Work-life Balance, search good practice I1.2.2. Analysis of young scientist's (especially women) needs I1.2.3. Handbook on work-life balance at Heyrovský Institute T1.2. To disseminate information on work-life balance at the Heyrovský Institute.
1.3 Preparation of the Code of Ethics, update document Complaints and Appeals (activity No. 19 of the Action Plan of the HRS4R) and integrate it into the Code of Ethics.	Director	1Q 2024	I1.3.1. Document – Code of Ethics. T1.3.1. To invite the participation of the employees in the formulation of the Code of Ethics. T1.3.2. To approve and release the Code of Ethics and include it in the Collective Agreement.



1.4 Implementation of gender-sensitive language in strategic documents, directives, rules etc.	Gender Equality Officer	2Q 2022 1Q 2023	I1.4.1. Preparation of a Guideline for the use of gender-sensitive language I1.4.2. Integration of the gender-sensitive language in documents published by the Institute. T1.4.1. To adopt the gender-sensitive language. T1.4.2. To disseminate the Guideline for the use of gender-sensitive language among employees.
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2 Gender equality in recruitment and career progression

The recruitment process at the Heyrovský Institute is based on Open, Transparent and Merit-based principles (OTM-R recruitment) and is one of the main pillars of the HR Award-winning process. The term of office of the current Selection Committee ends in December 2021. The new members of this Committee will be trained in OTM-R principles, which will be extended to the use of gender-sensitive language and gender stereotypes.

At the same time, all OTM-R documents will be revised with regard to the use of gender-sensitive language.

<i>Proposed ACTIONS</i>	<i>Responsible Unit</i>	<i>Timing (year's quarter)</i>	<i>Indicator (s) / Target (s)</i>
2.1 Training of Selection committee members in gender-sensitive language.	Director	4Q 2022	I2.1.1. Training of the Selection Committee members in gender-sensitive language and gender stereotypes. T2.1.1. To raise awareness of the Selection Committee in gender stereotypes.
2.2 Implement gender-sensitive language in OTM-R recruitment documents and website	Gender Equality Officer	4Q 2022	I2.2.1. Adjust all OTM-R documents to the gender-sensitive language T2.2.1. To disseminate information among researchers.



3 Measures against gender-based violence, including sexual harassment

In the case of violence, harassment or other issues at the workplace, the employees can contact three different representatives:

- i. An Ombudsman (a woman and a man) acts as a mediator in scientific integrity, including specific cases of conflict in the scientific field.
- ii. The Trade Union Chair solves employment disputes, human rights violations and gender-based violence.
- iii. The Vice-director for Education acts as a counsellor in the area of Education.

Currently, no training is available that would focus primarily on gender-based violence areas. Thus, In November 2021, JHIPC became a participant in the project STOPPER (CZ.03.4.74/0.0/0.0/15_025/0016938), a project dealing with the system of permanent protection and prevention to eliminate the risks of workplace violence. Two questionnaire surveys will be conducted. Three peer workers will be trained and will become experts in conflict resolution and the occurrence of relationship pathology. With their expertise, relevant documents and the online training will be prepared.

<i>Proposed ACTIONS</i>	<i>Responsible Unit</i>	<i>Timing (year's quarter)</i>	<i>Indicator (s) / Target (s)</i>
3.1 Carry out the questionnaire on the prevention and elimination of pathological phenomena in the workplace.	Gender Equality Officer	1Q 2022 1Q 2023	I3.1.1. An initial questionnaire (before the participation in the project STOPPER) I3.1.2. A final questionnaire (at the end of the project STOPPER) T3.1.1. To find out the initial state of the Heyrovský Institute T3.1.2. To find out the changes in the range of prevention and elimination of pathological phenomena at the Heyrovský Institute.
3.2 Initial training in human bullying behaviour, gender-based violence, harassment and other types of human rights violation.	Gender Equality Officer	4Q 2022 1Q 2023 1Q 2023	I3.2.1. Initial training of 3 workers I3.2.2. Training of 7 employees in higher management I3.2.3. Training of 10 employees in other positions T3.2.1. To raise employees' awareness of human bullying behaviour, gender-based violence, harassment and other types of violence in human rights.
3.3 Ensure access to online information and educational platform stopper.cz.	Gender Equality Officer	1Q 2022	I3.3.1. Access to information on the prevention and elimination of pathological phenomena in the workplace. T3.3.1. To spread the information among employees.
3.4 Preparation of online training in human bullying behaviour, gender-based violence, harassment and other types of human rights violation.	Gender Equality Officer	1Q 2024	I3.4.1. Online training T3.4.1. To ensure employees access to training.



4 Gender balance in leadership and decision-making

The gender balance is one of the 40 principles of the Charter&Code. Activities no. 25 and 26 of the HR Award Action Plan are focused on that principle.

All newly appointed boards and committees will have representation of women of at least 20 % (action no. 26). The management of the Heyrovský Institute is aware of the underrepresentation of women in decision-making bodies. Following activities are in progress or will be introduced to avoid the disparities in the representation of women in decision-making bodies, to ensure gender balance in the future and to encourage the professional growth of employees (with the focus on women):

- i. Women participated in the formulation of the Criteria for the evaluation of scientific work in 2019.
- ii. All appointed committees are subjected to careful examination of gender-balance representation.
- iii. The mentoring programme starts with the first workshop for mentees in Spring 2022. Women are encouraged to participate.
- iv. The regular assessment of postdocs with personal career development planning is contemplated. The assessment of ESRs started in Autumn 2021 and will be evaluated in January 2022.
- v. The Selection Committee members will be trained in gender-sensitive language and gender stereotypes.

The activities i to iv are already planned or implemented in the HR Award Action plan.

<i>Proposed ACTIONS</i>	<i>Responsible Unit</i>	<i>Timing (year's quarter)</i>	<i>Indicator (s) / Target (s)</i>
4.1 Revision of the election rules for the Institute Board for hidden tendencies that could result in the underrepresentation of women.	Institute Board	4Q 2021	I4.1.1. Document – election rules for the Institute Board. T4.1.1. To revise the election rules for the Institute Board to remove possible barriers that prevent the representation of women in the Board.



5 Integration of the gender dimension into research and teaching content

The Committee for the ethics of research involving human subjects was established in December 2018 and was integrated into the Organisational structure of the JHIPC. The aim of the Committee is to protect the health, rights and dignity of all persons included in these studies in accordance with the Declaration of Helsinki on ethical principles for research involving human subjects, including research on identifiable human material and data. The Rules of the Committee were approved in December 2020. The Committee approves all projects that involve research on human subjects.

This Committee will revise its forms to clarify the gender dimension in research. For research to be ethical, it must account for biological (sex) and social (gender) differences between women and men.

<i>Proposed ACTIONS</i>	<i>Responsible Unit</i>	<i>Timing (year's quarter)</i>	<i>Indicator (s) / Target (s)</i>
5.1 Revise form of the Committee for the ethics of research involving human subjects from gender dimension.	Gender Equality Officer	1Q 2023	I5.1.1. Revised form 'Request for the opinion of the Committee for ethics of research involving human subjects of the JHIPC'. T5.1.1. To ensure that the gender dimension is considered in the projects involving human subjects.



Rozvoj kapacit ÚFCH JH, v.v.i. pro výzkum a vývoj II
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