



Gender Equality Plan 2024-2027

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Sent to Monitoring Group members: 10/06/2024

Sent to all employees for comments: 17/06/2024

Approved by the Director's Board: 25/06/2024

Approved by the Board of the Institute: 23/07/2024

Introduction

The Heyrovský Gender Equality Plan Working Group presents the revised Gender Equality Plan (GEP) of the Heyrovský Institute (HIPC) for the period of 2024-2027.

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 is integrated into the HR Award Action Plan III¹ (01/2024 – 02/2027) as an action no. 71. To update the Gender Equality Plan.

The progress in implementing GEP is monitored by the Steering Committee and the Monitoring Group, which were formed in the HRS4R (Human Resources Strategy for Researchers). The GEP activities are coordinated by the Gender Equality Officer² (GEO), whose position has been integrated into the organisational structure of HIPC since 01/01/2023 as an advisory body to the Director.

The Steering Committee includes the Director and the management of the Heyrovský Institute. The Monitoring Group, which includes representatives of all the stakeholder groups, meets at the end of each quarter to check the timely delivery of the planned actions. The revised Action Plan III provides more information about the implementation.

The actions in five recommended areas are described in separate sections below, containing actions listed in HR Award Action Plan III, including gender equality. The new Actions listed below were prepared with the assistance of all staff, who provided us with their feedback through anonymous surveys³, meetings with non-Czech-speaking employees, informal discussions, and discussions during regular Monitoring Group meetings.

Dedicated resources for the implementation of most actions of the initial GEP were provided primarily by the “Capacity Development of ÚFCH JH, v.v.i. for Research and Development I⁴ and II⁵”, which received funding from the European Structural and Investments Funds in the Operational Programme Research, Development and Education. The position of GEO was financed by the “Prevention of Gender-based Violence in Work Environment of Czech Public Research Institutions and Universities⁶” (11/2022-04/2024) project, which the Norway Grants fully financed. The HIPC covers this position (FTE 0,3) from 05/2024 until other resources are obtained.

¹ <https://www.jh-inst.cas.cz/basic-page/human-resources-strategy-researchers-hrs4r-2> (AWARD RENEWAL PHASE with on-site visit (2024))

² <https://www.jh-inst.cas.cz/structure/gender-equality-officer>

³ https://www.jh-inst.cas.cz/sites/www.drupal/files/data/inline-files/2023_report_survey.pdf

⁴ <https://www.jh-inst.cas.cz/projects/capacity-development-of-ufch-jh-vvi-research-and-development>

⁵ <https://www.jh-inst.cas.cz/projects/capacity-development-of-ufch-jh-vvi-research-and-development-ii>

⁶ <https://www.jh-inst.cas.cz/pages/prevention-of-gender-based-violence-work-environment-of-czech-public-research-institutions>

1 Work-life balance and organisational culture

<i>Proposed ACTIONS</i>	<i>Responsible Unit</i>	<i>Timing</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'.
Current status: Completed			
<p>I1.1.1. The audit of the CAS and the equal opportunities audit identified the lack of transparent rules for the use of the home office. Therefore, in November 2021 (2/11/2021), the members of the home office Committee (consisting of the Director - Prof. M. Hof, Vice-director for Economy - Dr M. Kalbáč, Chair of the Trade Union - Dr K. Minhová Macounová, and the HR Award Implementation coordinator - Dr Z. Musilová) met to propose rules for the use of a regular home office. The rules were formulated and sent to the heads of the support sections for discussion (11/11/2021). Comments from administrative staff were discussed, and the final rules for the regular home office were presented to administrative staff via an online meeting on 30/11/2021.</p> <p>I1.1.2. The rules were presented to the members of the Trade Union (Minutes from the meeting of the Trade Union on 02/12/2021), and the need for incorporation of these rules in the Collective Agreement was proposed (Minutes from the meeting of the Trade Union on 25/01/2022). The Collective Agreement with the Rules was signed by the Director of the Institute on 11/02/2022.</p> <p>T1.1. Anchoring the paragraph concerning the transparent and standardised rules for the 'home office' in the Collective Agreement was approved during the Assembly of Employees on 08/02/2022, and the Collective Agreement⁷ was signed on 11/2/2022.</p>			
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 for 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.
Current status: Completed			
<p>I1.2.1. Measures to support Work-life Balance consisted of analysis of existing documents and recommendations based on the gender audit (05/2021-10/2021) that was carried out following the Gender Audit Standards of the Czech Republic criteria⁸ and was performed by a member of the Gender Expert Chamber of the Czech Republic⁹.</p> <p>I1.2.2. In April 2022, interviews were conducted to identify the needs of young women scientists. Their recommendations were summarised in Annexe 3 of the document 'Opportunities for Work-life Balance at HIPC' titled 'Recommendations for the Management of HIPC' based on individual interviews with female scientists who experienced career breaks (October 2022). The management feedback on the recommendations was published on 26/10/2022¹⁰.</p>			

⁷ https://intranet.jh-inst.cas.cz/jh_documents.html?section=30&page=30

⁸ https://vlada.gov.cz/assets/ppov/rovne-prilezitosti-zen-a-muzu/Projekt_Optimalizace/Gender-Audit-Standards_V2_March2016_2.pdf

⁹ <https://gekcr.cz/>

¹⁰ https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1313

Proposed ACTIONS	Responsible Unit	Timing	Indicator (s) / Target (s)
<p>I1.2.3. On 26/10/2022, the 'Opportunities for Work-life balance' document was published by the HIPC. Its aim is to help HIPC's employees balance their work and personal life. The document covers various areas, such as flexible work arrangements, career breaks, support for parents, internal workplace communication, extracurricular activities and sports, addressing unwelcome behaviour, support in difficult situations, health, education and self-development opportunities and HR Award at HIPC. Additionally, the document includes two guides for those who need a long-term leave, outlining what should be done before, during and after the leave, along with checklists and recommendations.</p> <p>T1.2. Opportunities for Work-life balance at J. Heyrovský Institute of Physical Chemistry with all annexes were disseminated via the minutes from the 4th meeting of the Director's Board on 26/10/2022. All documents in Czech and English are available on the intranet¹¹.</p>			
<p>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.</p>	Director	3±Q 2024	<p>I1.3.1. Document – Code of Ethics.</p> <p>T1.3.1. To invite the participation of the employees in the formulation of the Code of Ethics.</p> <p>T1.3.2. To approve and release the Code of Ethics and include it in the Collective Agreement.</p>
<p>Current status: Extended</p>			
<p>I1.3.1. We have not completed the preparation of the Institute's Code of Ethics (CoE) because we were waiting for the version of the CoE from the CAS. The HIPC's CoE will be based on the new CAS document and apply to all employees, including scientific and administrative staff. Principles of the European Charter for Researchers¹² will be included. The document describing the roles and responsibilities of bodies for complaints and appeals will be a part of the CoE.</p> <p>We hereby propose an extension of time due to the CAS's delay in releasing the Code of Ethics to 3Q 2024.</p>			
<p>1.4 Implementation of gender-sensitive language in strategic documents, directives, rules, etc.</p>	Gender Equality Officer	2Q 2022 1Q 2023	<p>I1.4.1. Preparation of a Guideline for the use of gender-sensitive language</p> <p>I1.4.2. Integration of the gender-sensitive language in documents published by the Institute.</p> <p>T1.4.1. To adopt the gender-sensitive language.</p> <p>T1.4.2. To disseminate the Guideline for the use of gender-sensitive language among employees.</p>
<p>Current status: Completed</p>			
<p>I1.4.1. The 'Handbook for Inclusive and Sensitive Communication'¹³ was prepared in April 2022 and approved during the meeting of the Director's Board on 21/04/2022.</p> <p>I1.4.2. The web content, guidelines, advertisements, recruitment, minutes from the meeting of the Director's Board, rules and other documents were revised with a special focus on the use of gender-sensitive language.</p>			

¹¹ https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1313

¹² <https://eur-lex.europa.eu/eli/C/2023/1640/oj> (annex II)

¹³ https://intranet.jh-inst.cas.cz/jh_documents.html?doc=1290

Proposed ACTIONS	Responsible Unit	Timing	Indicator (s) / Target (s)
T1.4.1., T1.4.2. The Handbook was disseminated via minutes from the 60th meeting of the Director's Board on 21/04/2022 and communicated during the workshop on gender-sensitive communication held on 07/03/2023 (NKC Gender and Science). Almost all new documents are prepared in gender-sensitive language. The seminar for HIPC employees was held on 07/03/2023 to deepen their knowledge of why the use of gender-sensitive language is important.			
NEW 1.5 Organisation of events encouraging women scientists, e.g. The Day of Female Scientists (Den vědkyň), celebrating of International Day of Women and Girls in Science (Mezinárodní den žen a dívek ve vědě). <i>Sharing the experiences of women scientists, reconciling work-life balance</i>	Gender Equality Officer	1Q 2025, 1Q 2026, 1Q 2027	I1.5.1. 'Věda podle vzoru žena' (the event date, invitation – web link). T3.5.1. Public event promoting full and equal access and participation in science and encouraging young girls to pursue careers in STEM fields. Women scientists and foreign colleagues will participate in the promotion.

2 Gender equality in recruitment and career progression

Proposed ACTIONS	Responsible Unit	Timing	Indicator (s) / Target (s)
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.
Current status: Completed			
I2.1.1., T2.1.1. The members of the Selection Committee were trained in gender-sensitive language via the Handbook for inclusive and sensitive communication sent to all employees on 21/04/2022. Some members of the Selection Committee were trained in gender-sensitive language and gender stereotypes through a workshop on Gender-sensitive communication held on 07/03/2023. Since April 2024, the training video on gender-balanced expression has been available (refer to 3.4 Preparation of online training in human bullying behaviour, gender-based violence, harassment and other types of human rights violation).			
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.
Current status: Completed			
I.2.2.1., T2.2.1. All OTM-R documents, such as the Recruitment page on the website, OTM-R at the HIPC, and Handbook for the Selection Committee, were updated with a special focus on gender-sensitive language and were approved by the Director on 18/03/2022. In March 2024, the documents were updated again, and the information was disseminated in the minutes from			

Proposed ACTIONS	Responsible Unit	Timing	Indicator (s) / Target (s)
the Director's Board meeting held on 29/04/2024. The current version of the documents can be found on the web in English ¹⁴ and Czech ¹⁵ and on the HR Award webpage in English ¹⁶ and Czech ¹⁷ .			
<p>NEW 2.3 Revision of the criteria for evaluation of scientific work with an emphasis on part-time jobs.</p> <p><i>After maternity or parental leave, parents are evaluated three years after their return to work at the earliest (Collective agreement). Nevertheless, part-time jobs are not defined as a criterion of the evaluation (considering parents after maternity or parental leave, persons who care for a close person or other reasons for working part-time).</i></p>	Vice Director for Science	3Q 2024	<p>I2.3. Criteria of evaluation of scientific work (Directive).</p> <p>T2.3. The Evaluation Committee will evaluate scientific and other activities considering the part-time work of the evaluated.</p>
<p>Action 60 (of the HR Award Action Plan). Preparation of online training for Selection Committee Members.</p> <p><i>Online training will supplement the Handbook for Selection Committee members and will include the gender dimension in it.</i></p>	Head of Director's Office HR Department	3Q 2026 3Q 2026	<p>I60.1. An online training for Selection Committee Members (presentation).</p> <p>I60.2. To prepare a set of questions to test the knowledge of recruitment and selection.</p> <p>T60. To increase the effectiveness and impact of training for new Selection Committee members.</p>
<p>Action 68 (of the HR Award Action Plan). To update the rules and conditions for internal helping grants (considering returns from parental leave or other justifications).</p> <p><i>The Institute allocates part of its funding to internal helping grants each year. Internal helping grant rules will be revised and the possibilities of helping grants for parents returning from parental leave or student support will be discussed.</i></p>	Director's Board	1Q annually 1Q annually	<p>I68.1. Rules for granting internal helping grants (document).</p> <p>I68.2. Based on the institutional budget, the possibility of returning grants and ESR grants will be discussed (report).</p> <p>T68. Provide employees with clear rules for the provision of internal helping grants. To promote the programme of helping grants to staff members-parents returning to work and to the employees-potential parents.</p>

¹⁴ <https://www.jh-inst.cas.cz/recruitment>

¹⁵ <https://www.jh-inst.cas.cz/cs/recruitment>

¹⁶ <https://www.jh-inst.cas.cz/basic-page/human-resources-strategy-researchers-hrs4r-2>

¹⁷ <https://www.jh-inst.cas.cz/cs/zakladni-stranka/strategie-lidskych-zdroju-pro-vyzkumne-pracovniky-hrs4r-2>

3 Measures against gender-based violence, including sexual harassment

<i>Proposed ACTIONS</i>	<i>Responsible Unit</i>	<i>Timing</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.
Current status: Completed			
<p>I3.1.1., T3.1.1. An initial questionnaire on the prevention and elimination of pathological phenomena was filled in by 69 employees from 01 to 08/02/2022. It was found that HIPC is an organisation with a very low incidence of pathological phenomena, low frequency, and very low evidence of bullying compared to all other institutions included in the project. The data pointed to a healthy organisational culture as the most effective prevention of bullying in the workplace. There was room for the development in employees' awareness of what to do if they are a victim of bullying, as 42 % of employees were unsure how to handle such a situation. Staff awareness of the Ombudsman was very high, and there was widespread knowledge of the Ombudsman's remit.</p> <p>I3.1.2., T3.1.2. The final questionnaire was filled in by 53 employees from 20 to 31/03/2023. The data showed similar results to those obtained in the starting questionnaire, suggesting that HIPC is an organisation with a very low incidence of pathological phenomena. Employees' awareness of what to do if bullied was comparable across all participating organisations. Staff had a high awareness of peer workers (Stopper persons)/ Ombudsman and a relatively high awareness of their competencies.</p>			
3.2 Initial training in human bullying behaviour, gender-based violence, harassment and other types of human rights violations.	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.
Current status: Completed			
<p>I3.2.1. Three employees were trained as contact persons who help other employees in case of incidents of pathological phenomena. One of them is a scientific Ombudsman elected for the second term. Those positions – Stopper persons – were recognised in the final questionnaire (refer to Action 3.1).</p> <p>I3.2.2, I3.2.3. Ten employees in higher management and 12 employees in other positions were trained in human bullying behaviour, gender-based violence, harassment and other types of human rights violations. The training consisted of three face-to-face meetings and three online training sessions.</p> <p>T3.2.1. A total of 25 employees participated in STOPPER project training and increased their awareness of this type of human rights violation. In addition, HIPC has created new positions for stoppers and an advisory body for the Director due to participation in the project. These stoppers are appointed as contact persons for other employees who have experienced inappropriate behaviour in the workplace. Thanks to the STOPPER project, HIPC has built and firmly established the position of peer workers (Stoppers), aiming to professionalise and improve the expert service in dealing with conflicts and the occurrence of relational pathology.</p>			

Proposed ACTIONS	Responsible Unit	Timing	Indicator (s) / Target (s)
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.
Current status: Completed			
I3.3.1, T3.3.1. All 25 participants had access to online training (refer to action 3.2).			
3.4 Preparation of online training in human bullying behaviour, gender-based violence, harassment and other types of human rights violations.	Gender Equality Officer	1Q 2024	I3.4.1. Online training T3.4.1. To ensure access to training.
Current status: Completed			
<p>I3.4.1. A comprehensive material to raise awareness on the prevention of human rights violations was prepared for the project prevention of gender-based violence in the work environment of Czech public research institutions and universities¹⁸ financed by the Norway grants. HIPC (partner) participated in the creation of the videos and pilot testing together with the non-profit organisation NORA (applicant) and Jan Evangelista Purkyně University in Ústí nad Labem (partner).</p> <p>The main project output is publicly available training videos tailored to Czech research institutions and universities. The training tool contains two sets of videos linked to test questionnaires. The first set of training videos targets persons employed by public academic and research institutions in the Czech Republic. The second set targets HR persons working in recruitment and persons working in evaluation committees to support the prevention of discriminatory behaviour, as well as persons in decision-making and management positions. Two sets of training videos and questionnaires to test yourself and learn more about different areas of the academic environment were tested in HIPC by 36 volunteers.</p> <p>T3.4.1. All videos are available not only on the project page but also on the section of occupational health and safety intranet page¹⁹. The email with the training material was sent to all 51 PhD students as a project output. All employees will be informed via the Institute's newsletter, published in June 2024. Videos were disseminated to other institutions (universities and other institutes of the CAS). The results were published in the CAS A / Z Akademie bulletin on 26/04/2024.^{20,21} Training material will continue to be offered and promoted to employees and associated institutions at various events and trainings and will be used as re-training material for HIPC employees.</p>			
NEW 3.5 Seminar on gender-based violence at the workplace.	Gender Equality Officer	2Q 2027	I3.5.1. Date of the seminar for employees. T3.5.1. To promote a safe and healthy work environment for all employees, fostering gender equality, and preventing instances of violence and discrimination. Participants can also learn about ways to identify and address gender-based violence in the workplace, including developing policies, procedures, and support systems to create a safe and inclusive work environment for all.

¹⁸ <https://www.jh-inst.cas.cz/pages/training-videos-and-test-questionnaires>

¹⁹ https://intranet.jh-inst.cas.cz/osh_training.html?lang=en#bozp

²⁰ <https://www.avcr.cz/en/news-archive/New-training-will-help-confront-gender-based-violence-in-academia/>

²¹ <https://www.avcr.cz/cs/o-nas/aktuality/Celit-genderove-podminenemu-nasili-v-akademickem-prostredi-pomuze-nove-skoleni-00001/>

Proposed ACTIONS	Responsible Unit	Timing	Indicator (s) / Target (s)
NEW 3.6 Awareness raising tool for individuals experiencing (or potential victims and bystanders) gender-based violence at the workplace.	Gender Equality Officer	1Q 2026	I3.6. Stickers/notes/leaflets with information for HR departments, employee assistance programs, counselling services, helplines, or organisations specialising in supporting survivors of gender-based violence displayed in communal areas. T3.6. Raise awareness of different pathways for solving complaints and appeals.

4 Gender balance in leadership and decision-making

Proposed ACTIONS	Responsible Unit	Timing	Indicator (s) / Target (s)
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.
Current status: Completed			
<p>I4.1.1, T4.1.1. Election rules were revised before the election of new members of the Board of the Institute for the term of office 2022-2027 with a special focus on possible barriers that prevent the representation of women in the Board. The rules were approved by the Board of the Institute on 08/11/2021. The election took place on 13/01/2022. According to Election Regulations, all researchers who were members of the Assembly of the Researchers (PhD holders with >50% FTE contract) were invited to send the nomination of candidates. From fifteen proposed internal (twelve men, three women) and seven external candidates (6 men, one woman), ten internal members (eight men, two women) and five external members (five men, one woman) were elected.</p> <p>The communication with all employees was done via email; the elections were carried out online. Approved Election rules are available on the intranet²².</p>			
Action 61 (of the HR Award Action Plan). Revision of the Selection Committee composition <i>The nomination of the Selection Committee will be revised based on the knowledge gained since the Interim Assessment.</i> <i>The composition of the Selection Committee will be gender-balanced.</i>	Vice-Director for Science	3Q 2026	I61. Revised Selection Committee nomination documents. T61. To support the proper conduct of the selection process concerning filling the position with the most suitable candidate for the research area.

²² https://intranet.jh-inst.cas.cz/jh_documents.html?section=31&page=31

Proposed ACTIONS	Responsible Unit	Timing	Indicator (s) / Target (s)
NEW 4.2. To promote the scientific team's diversity and motivate women to take up leadership positions.	Gender Equality Officer	2Q 2025	I4.2. Seminar date, invitation letter/article (web link, pdf). T4.2. Raise awareness and motivation of women to take up leadership positions.
NEW 4.3. Gender statistics of the representation of women and men in each department. <i>Statistics will serve as supporting material for the selection committee when assessing two candidates (male and female) with the same qualities.</i>	Gender Equality Officer Personnel and Payroll Office	2Q 2026	I4.2. The web link of the statistic. T4.2. To support the decision when the two most suitable candidates (male or female) in the selection procedure have the same qualities. To set the baseline for the representation of women and men in departments. Lead the selection process with regard to diversity and its principles.

5 Integration of the gender dimension into research and teaching content

Proposed ACTIONS	Responsible Unit	Timing (year's quarter)	Indicator (s) / Target (s)
5.1 Revise the form of the Committee for the Ethics of Research involving human subjects from a 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 HIPC'. T5.1.1. To ensure that the gender dimension is considered in the projects involving human subjects.
Current status: Completed			
I5.1.1., T5.1.1. The form 'Request for the opinion of the Ethics Committee for Human Subjects Research' was revised by the Gender Equality Officer in cooperation with the Vice-Chair of the Ethics Committee for Human Subjects Research (former name Committee for the Ethics of Research Involving Human Subjects) in January 2023. Since 07/02/2023, the revised forms are used.			
NEW 5.2 Organisation of a workshop on the gender dimension in research. <i>The gender dimension will be described with examples from practice. The workshop will explain the gender dimension in a newly prepared project and what to avoid when writing.</i>	Gender Equality Officer	4Q 2026	I5.2. Date of the workshop, number of participants. T5.2. Increase scientists' awareness and understanding of the gender dimension when writing new scientific projects.