



Equality Plan for Women and Men working at the Institute of Inorganic Chemistry of the Czech Academy of Sciences

Gender equality is one of the fundamental values of the Czech Republic and is expressed as such in the Charter of Fundamental Rights and Freedoms. However, gender inequalities and stereotypes can still occur in the Czech Republic. The Institute of Inorganic Chemistry of the Czech Academy of Sciences (hereinafter referred to as "IIC CAS") commits to combating these prejudices and creating a working environment with equal conditions for work and career development for both women and men through this document.

Objectives

The management of the Institute of Inorganic Chemistry of the Czech Academy of Sciences (IIC) will strongly support gender equality within the academic community. It will continue to support measures aimed at creating a non-discriminatory environment and improving working conditions, gender equality, and social justice. The following are the crucial long-term priorities of IIC:

- 1) Equal opportunities in recruitment and selection processes regardless of gender;
- 2) Establishing salaries for employees independent of their gender;
- 3) Supporting parents and caregivers and enabling them to balance work with parenting or caring for a loved one;
- 4) Providing a work environment free from sexual or other harassment;
- 5) Ensuring equal access to information concerning the work, rights, and obligations of employees and students;
- 6) A mutually respectful environment among employees/students regardless of age, religion, gender or ethnicity.

Instruments

The IIC Board has created a Working Group for Gender Equality (GEP team), headed by the director of IIC. The GEP team will oversee the achievement of the established goals.

Employees can address crisis situations with the Ombudswoman Petra Ecorchard (ecorchard@iic.cas.cz) or the Ombudsman Karel Škoch (skoch@iic.cas.cz).

The implementation of the Plan for Gender Equality at IIC, including personnel provision, will be funded from institutional resources of IIC, possibly from suitable funding opportunities (e.g., OP JAK, Horizon Europe).

IIC will publish aggregated statistical data on employees and students by gender (e.g., representation of men and women in various departments, employment categories, and bodies of the institute; the proportion of men and women submitting grant proposals and

their acquisition; statistics on men and women joining/leaving IIC) in the annual report of IIC.

IIC will conduct e-learning training for all employees focusing on gender equality issues.

Based on the gender audit conducted at IIC in cooperation with the Institute of Sociology of the Czech Academy of Sciences in 2022, specific measures are proposed (see table) to improve the working environment.

Proposed measures	Responsible person/ unit	Timeframe	Indicator
Objective area 1: Balancing personal and work life and organizational structure			
Sub-goal: Increasing awareness of gender equality.			
Creation of a working group for gender equality (hereinafter GEP team)	Director, Institute board	2022	A working group for gender equality has been created, it is included in the structure of the institute, and the relevant individuals have this agenda included in their job description.
Training for all employees at the institute on gender equality, bias and stereotypes	GEP team (in cooperation with NKC)	2023, 2026	A face-to-face training (workshop) was held for employees at the Institute to increase awareness of gender equality issues. An online training program for newly hired/studying individuals and absentees has been introduced. Participation in training sessions is recorded.
Implementation of gender-sensitive language into internal regulations and communication	Director, department heads, Institute board, PR manager	Ongoing from 2023	Newly created guidelines and documents are written in gender-sensitive language, avoiding generic masculinum. The same applies to written communication within the workplace (information, orders, calls, etc.) intended for all employees or a diverse group of employees.
Incorporating principles of gender equality and non-discrimination into internal policies and regulations	Director, GEP team, Institute board	2023-2025	The Code of Ethics is updated and includes a section on sexual harassment and non-discriminatory behavior.
Sub-goal: Support for individuals with caring responsibilities.			
Elimination of discrimination against parents of children under 3 years old working part-time during elections to academic bodies	Director, Institute board	2022-2023	The Electoral Code of IIC is updated to include parents of children up to 3 years of age who work part-time under 50% and who met the criteria for membership in the assembly of research workers upon starting their maternity/paternal leave as members of the assembly of research workers without discrimination.

Investigating possibilities for childcare options for preschool children in the vicinity of the workplace.	GEP team, Director	Ongoing from 2023	In collaboration with other research institutions in the area and the local municipal office, solutions are being discussed for placing the children of employees of ÚACH in existing or new kindergartens, creating a children's group, etc. A report on the discussions and their outcomes is provided to the Institute board during the review of the annual report.
Objective area 2: Balance in Leadership and Decision Making.			
Monitoring the representation of men and women in leadership positions, decision-making positions, and in the bodies of the institute, and supporting balanced representation.	Director	Ongoing from 2022	Data on the representation of men and women in leadership positions, decision-making positions, and in the institute's bodies are annually published in the annual report. When forming commissions, advisory bodies, etc., balanced representation of men and women is taken into account.
Objective area 3: Gender equality in recruitment and career advancement.			
Using gender-sensitive language in job advertisements and selection processes	Director, PR manager	Ongoing from 2022	Job advertisements published for selection processes are written in gender-sensitive language. Selection committees are trained in using gender-sensitive language.
Introduction of OTM-R* (Open, Transparent and Merit-based Recruitment) principles and their integration into recruitment processes	Director, Institute board	2024	There is a document regulating the recruitment of new employees according to OTM-R principles. Selection committees are trained in OTM-R principles.
Monitoring reasons for termination of employment.	Director	Ongoing from 2023	Reasons for termination of employment are recorded in the Exit form. Findings from the monitoring are presented to the Institute board during the annual report discussion.
Objective area 4: Measures against sexual harassment and gender-based violence.			
Sub-goal: Increasing employees' awareness of sexual harassment and inappropriate social behavior.			
Training for all employees of the institute on the topic of sexual harassment, bullying, bossing, mobbing, and a healthy work environment.	GEP team (in collaboration with NKC)	2023 2026	A face-to-face training (workshop) was conducted for employees of the institute to increase awareness of gender equality issues. An online training program is available for new hires/students and absentees. Participation in the trainings is recorded.
Training of ombudspersons and contact persons in handling situations related	GEP team (in collaboration with Konsent)	2023	A face-to-face training (workshop) for ombudspersons and contact persons has taken place.

to the above-mentioned forms of inappropriate behavior. GEP team (in cooperation with Konsent).			
Sub-goal: Create and implement mechanisms for reporting inappropriate behavior.			
Defining the competencies and job responsibilities of ombudspersons and incorporating their position into the institute's structure.	GEP team, Director, Institute board	2023-2024	There is a document that establishes ombudspersons as contact persons for reporting cases, providing assistance and counseling. The job description of the relevant positions has been expanded to include the job responsibilities of ombudspersons.
Creation of a methodology for handling cases of sexual harassment and inappropriate social behavior.	GEP team, Institute board, Director	2023-2024	There is a methodology (IP) for handling cases of sexual harassment and inappropriate social behavior, which is available to all employees/students on the website.
Incorporation of a section on sexual harassment into the code of ethics	GEP team, Institute board	2023-2025	The code of ethics has been updated to include a section on sexual harassment and non-discriminatory behavior.

Conclusion

The IIC has a long-standing commitment to making its employees feel safe and equal. The measures adopted within the Czech Academy of Sciences that are strictly governed by internal regulations, ensure pay equality between women and men, career growth taking into account maternity leave, the appointment of managerial positions, and submitting grant applications. It also allows for short-time working or flexible working hours to meet the needs of its employees as much as possible.

All problems relating to equality between women and men, harassment or any other form of discrimination based on gender are dealt with in the line of the ombudsperson – group leader - IIC board.

All employees are familiar with this plan, and all information and materials are made available to them and are published on the IIC website.

We believe that the goals adopted will help to achieve equal representation of women and men in the scientific environment and a sense of equality and opportunity.

In Řež on 28.6. 2023

Created by the Working Group:

Ing. Kamil Lang, CSc., DSc.

Ing. Petra Ecorchard, Ph.D.

RNDr. Karel Škoch, Ph.D.

Ing. Silvie Švarcová, Ph.D.

