



Gender Equality Plan

2022–2025

**Institute of Chemical Process Fundamentals
of the Czech Academy of Sciences**



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Gender Equality Plan

The Gender Equality Plan (GEP) of the Institute of Chemical Process Fundamentals (ICPF) of the Czech Academy of Sciences (CAS) is a practical tool for the promotion and support of objectives, mechanisms, and measures. It aims to improve equal opportunities for men and women in research, development, and human resources management.

By adopting the GEP, the ICPF subscribes to the principles of the European Union's objectives in the field of gender equality (the *EU Strategy for Gender Equality 2020-2025*) and national policy intentions (*National Plan for Gender Equality 2021-2030*, Office of the Government, Department of Gender Equality, the Plan for the Promotion of Gender Equality of the Czech Ministry of Education, Youth and Sports for the period 2021-2024).

The ICPF has a strategic commitment to promoting equality and non-discrimination and embedding them in day-to-day operations, core processes, and follow-up. In its employer role, the ICPF works consistently to promote equality and non-discrimination among its employees, and in its agency role, it ensures that the principles of equality and non-discrimination are not violated in research funding and other operations. One of the key objectives of the ICPF's science policy is to promote gender equality in science and research through research funding decisions.

The GEP of the ICPF reflects the European Commission's Gender Equality Strategy for 2020-2025, with five thematic areas set up for the Horizon Europe Program:

- work-life balance and organizational culture,
- gender balance in leadership and decision-making,
- gender equality in recruitment and career progression,
- integration of the gender dimension into research, and
- measures against gender-based violence, including sexual harassment.

By adopting the GEP, which has been approved by the ICPF's management, the institute's management commits itself to integrating the principles of the GEP into its managerial and work processes and to taking concrete steps to implement the GEP.

5 September 2022, Prague

Ing. Michal Šyc, Ph.D.

Director of ICPF



Current Status

The Institute of Chemical Process Fundamentals of the Czech Academy of Sciences is a public research institution focusing on research in the field of chemistry, new materials, and chemical engineering. In addition to systematic basic research, we emphasize applied research, in which we translate gained knowledge and ideas into concrete outputs with social implications.

Gender equality indicators and the availability of data disaggregated by gender and further categories play an important role in gender mainstreaming. Data are published in annual reports on the ICPF's website.

As of December 31, 2021, the institute employed a total of 223 people, of whom 10 were "out-of-evidence" (9 on maternity leave and 1 on unpaid leave), implying that 63% (134) were men and 37% (79) were women (Table 1). Although the number of female employees has gradually increased (Table 2), there were still fewer females than males on staff at the ICPF. Therefore, the ICPF aims to improve the gender balance by increasing the proportion of women in research, education, technical professions, and management. A prerequisite for achieving this goal is ensuring equal opportunities for women and men within the institute.

The GEP consists of a set of activities aimed at conducting an impact assessment of procedures and practices to identify gender bias, outlining and implementing innovative strategies to correct any discrimination, setting targets, and monitoring progress via indicators.

Table 1. Gender breakdown of the ICPF's staffing groups as of December 2021.

Staff Group	Total	Number of Males	Number of Females	% of Males	% of Females
Researchers	102	69	33	68	32
PhD Students	35	20	15	57	43
Technical Staff in Research	46	27	19	59	41
Other Professional Staff	7	2	5	29	71
Administrative Staff	12	5	7	42	58
Workers	11	11	0	100	0
Total	213	134	79	63	37



Table 2. Length of service profile of ICPF employees as of December 2021

Length of Service	Total	Number of Males	Number of Females	% of Males	% of Females
< 5 years	64	37	27	58	42
5 - 10 years	40	26	14	65	35
10 - 15 years	33	20	13	61	39
15 - 20 years	27	13	14	48	52
20 - 25 years	20	10	10	50	50
25 - 30 years	7	5	2	71	29
> 30 years	32	23	9	72	28
Total	223	134	89	60	40

Statements from a survey conducted in March 2022 among all ICPF employees found that no one encountered any problems or inequalities due to gender, and all found the working conditions and environment at the ICPF to be non-discriminatory with equal conditions for men and women.

The proposed GEP actions and objectives include the establishment of one new instrument, the *Equality Specialist* post (0.1-0.2 FTE), which will focus on systematically addressing equality in the ICPF. This position will prepare the institution's leadership for negotiations to change the playing field towards greater gender parity at ICPF. In directions outside the ICPF, the *Equality Specialist* will network with other active institutes of the CAS and universities in the implementation of the GEP and be inspired by their experience.

Areas and Objectives

Area 1: Work-Life Balance and Organizational Culture

Objective 1-1: Promoting a Better Work-Life Balance

The ICPF strives to create conditions for a work-life balance. Employees have the possibility of

- increased holiday pay by one week above the statutory holiday entitlement,
- using up to five sick days, which are not counted in the holiday limit,
- working part-time,
- group leaders having the authority to agree with working at home (home office),
- stays at the education and training center in Abertamy,



- subsidized company catering,
- monthly contributions for pension or life insurance,
- receiving interest-free loans.

Part of this solution is also the integration of the issue of work-family harmonization into the existing institutional-wide training agenda and mentoring program.

Objective 1-2: Promoting Balance between Work and Parenting and/or Caregiving Activities

Promoting a work/parenting balance involves factoring parenthood into assessments so that childcare is not a discriminatory factor for career progression. The ICPF creates the conditions for reconciling to work while caring for a young child or sick family member. Employees have the possibility of

- flexible working hours,
- using children's groups (daycare centers within the CAS),
- interrupting internal projects or work duties due to the maternity holidays without any sanctions,
- receiving subsidies for group stays for children.

Together with other institutes of the CAS, the ICPF will try to prepare a new children's group directly on our campus in Prague-Suchbát.

Objective 1-3: Strengthening a Shared Culture of Equal Opportunities

The ICPF strives to ensure that each new employee shares the values of the institution and integrates into the work team as quickly as possible. Each new employee goes through several training sessions upon joining. For foreigners, it is necessary to implement the specifics of cultural practices in the Czech Republic in the initial training. Employees have the possibility of

- training sessions upon joining,
- attending language courses.

The training introduces the functioning of the ICPF, introduces the different support team leaders, and helps orient employees more quickly in the new environment.

Area 2: Gender Balance in Leadership and Decision-Making Bodies

Objective 2-1: Supporting Measures for a Better Gender Balance in ICPF Management

Fair representation of women and men in decision-making positions is one of the basic pillars



of a functioning democracy. Since decisions about the shape of the institution affect all employees, regardless of gender, it is important that both men and women are represented in the leadership and that these specific needs are met. There are more men (134) than women (89) working in the ICPF, and moreover, a more detailed analysis (Table 3) shows that the higher the position, the lower the representation of women.

Table 3. Profiles of male and female employees in different leading positions and boards that participate in the decision-making at ICPF as of December 2021

Leadership	Total	Number of Males	Number of Females	% of Males	% of Females
Director of ICPF	1	1	0	100	0
Deputy Director	2	2	0	100	0
Head of Department	10	9	1	90	10
Deputy Department Head	10	6	4	60	40
Board of the Institute	13	12	1	92	8
Supervisory Board	5	5	0	100	0
International Advisory Board	5	5	0	100	0
Total	46	40	6	87	13

The data show that men occupy the majority (87%) of leading positions and boards. Therefore, the following actions will be implemented in the following years to increase the percentage of women (13%) in leadership positions and bodies that participate in the decision-making at ICPF

- creating motivational tools for attracting more female candidates,
- monitoring women's evolution through an annual evaluation report.

The ICPF will consider gender issues when filling leadership positions or appointing decision-making bodies by approaching or nominating at least one woman each time.

Objective 2-2: Promotion of Gender Equality and Organization of Training Sessions at ICPF

The ICPF will organize training sessions on topics that will promote gender equality at the ICPF. Compliance with the gender equality approach requires regular monitoring, and therefore, an annual evaluation report will be prepared each year and submitted to the management of the institution.



Area 3: Gender Equality in Recruitment and Career Progression

Objective 3-1: Promoting Gender Balance in Recruitment panels

The ICPF signs up for the principles of the *Code of Conduct for the Recruitment of Researchers* and the *European Charter for Researchers*. The process of employee recruitment and selection is regulated by the ICPF Employee Recruitment Committee. In the recruitment context, it develops a methodology for selection procedures with an emphasis on openness and transparency. One of the rules is the appointment of a gender-balanced committee and the continuous training of members of the selection committees.

Objective 3-2: Support for Gender Balance Measures in Recruitment

The ICPF has standard terms and conditions for an open, transparent tender. Each candidate is evaluated by a gender-balanced committee according to pre-defined rules and criteria. The minutes of the recruitment process are drawn up and signed by all members of the committee. In the case of a candidate's complaint, all the records of the selection procedure are taken into account, and the evaluation of all candidates is considered individually at the level of the management of the institution, including the final decision of the committee.

Objective 3-3: Support for Gender Balance Measures in Career Progression

The ICPF's career path for its employees is described in the *Career Code*, which defines career progression based on transparent and clearly defined rules. Compliance with the conditions does not include discriminatory items, and therefore every employee has an equal opportunity to advance in his/her career. Based on the principle of non-exclusion, attention will be paid to improving the provision of information to non-Czech-speaking employees of the ICPF.

Area 4: Integration of the Gender Dimension into Research

Objective 4-1: Integrating the Gender Dimension into Research

The issue of including gender in the research itself is a relatively new requirement. The problem can be well illustrated in the field of health, which determines the quality of life for every person. Research needs to consider that, for example, the dosage of medication, the course of illness, and the symptoms of certain diseases often look different in women and men. Research that does not take this into account increases the risk of misdiagnosis and/or inappropriate treatment.



The ICPF considers the relevance of the gender approach in research areas when evaluating the obtained results, and its status will be monitored in the annual evaluation report to the GEP.

Objective 4-2: Developing Training to Acquire Knowledge to Promote Gender Equality

As research in chemistry does not involve human subjects, the gender dimension is not always relevant for the research and development carried out at ICPF. However, the ICPF is aware that research and innovation can significantly impact society and quality of life, and if the gender dimension in research is not well considered, it might not always bring equal benefits to both women and men. Therefore, we will prepare new focused training at ICPF that will inform researchers on how to identify gender issues in research and help them understand the importance of integrating the gender dimension into their research practices, methodology, and outcomes.

Area 5: Measures against Gender-Based Violence, Including Sexual Harassment

Objective 5-1: Support Gender-Based Violence Prevention Activities

At the ICPF, issues of gender equality and non-discrimination against women are part of the organization's internal documents (the Ethics Code, Career Code, and Labor Code). There is a need to start raising awareness about the problems of sexually motivated violent behavior and other forms of inappropriate behavior. The ICPF will reflect this in the induction training for all employees.

Objective 5-2: Support Measures Against Sexual Harassment

The ICPF recognizes the need to protect employees against sexual and immoral harassment. The ICPF will standardize processes that any employee will be able to use if they have an adverse experience in any of the areas of gender equality, non-discrimination, or sexual harassment. The ICPF will offer regular consultation sessions through the *Equality Specialist*, where instances of inappropriate behavior can be discussed. The *Equality Specialist* will assess the seriousness of the inappropriate behavior in question and recommend further action accordingly – resolution with the supervisor, resolution with the management of the institution, or contacting the Czech Police. The whole procedure will be standardized and approved by the management of the institution.



Summary of Recommended Objectives and Actions for the ICPF GEP 2022-2025

#	Obj.	Action	Timeline				Output
			2022	2023	2024	2025	
1		Establishment of an Equality Specialist					Contract
2		Regular employee satisfaction surveys					Documents
3		Revision of all important ICPF documents from a gender equality perspective					Documents
4	1-1	Institutional-wide training agenda about better work-life balance					Presentation
5	1-2	Training agenda about work-life reconciliation while caring for a young child or sick family member					Presentation
6	1-2	Preparation of a new children's group directly on campus in Suchdol					Documentation
7	1-3	On-boarding training for a new employee within a shared culture of equal opportunity					Attendance list
8	1-3	Specifics of cultural practices in the Czech Republic for foreigners					Presentation
9	2-1	Creating motivational tools for increasing the number of women in leadership positions					Document
10	2-2	Organize training sessions on topics that will promote gender equality at the ICPF					Presentations
11	3-1	Gender-balanced ICPF employee recruitment committee					Contract
12	3-2	Pre-defined rules and criteria of the ICPF employee recruitment committee					Document
13	3-3	Definition of career progression for support for gender balance measures					Document
14	4-1	Agenda for training on incorporating the gender dimension into research					Presentations
15	4-2	Training about acquiring knowledge to promote gender equality					Presentations
16	5-1	Training of ICPF employees to support prevention activities of gender-based violence					Presentations
17	5-2	Staff consultation sessions to support anti-sexual harassment measures					Attendance list