



Initial Gender Equality Plan 2022–2024

Gender Equality Plan Working Group of the Institute of Archaeology of the Czech Academy of Sciences, Prague

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1. Introduction

The Institute of Archaeology of the Czech Academy of Sciences, Prague (hereinafter the Institute), presents its first Gender Equality Plan (GEP). 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 Republic and was performed by the Gender Equality Plan Working Group based on the data provided by the HR Department. The GEP meets four mandatory process-related requirements of the Horizon Europe programme and contains information on the five recommended areas:

1. Work-life balance and organisational culture.
2. Gender balance in leadership and decision-making.
3. Measures against gender-based violence, including sexual harassment.
4. Gender equality in recruitment and career progression.
5. Integration of the gender dimension into research and teaching content.

Progress in the implementation of the GEP will be monitored by the Steering Committee. 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 Institute. The Committee will be responsible for checking the timely delivery of the planned actions. This Committee and representatives of the stakeholder groups will meet at the end of each quarter. The recommended areas are discussed in separate sections below containing summaries of the activities that have already been implemented and/or are planned in the following years. All activities are based on the results of the Gender Audit.

2. Gender audit as of 30 April 2022

Gender workplace statistics (see Attachment 1) were prepared based on the data available on 30 April 2022. The data were processed by the members of the HR Department, who ensured the details were anonymous and in accordance with the GDPR rules.

As of 30 April 2022, the Institute employed 138 persons in total, i.e., 52 members of scientific departments (Table 1) and 86 employees in support (infrastructure) sections (Table 2).

The scientific employees are divided into six groups (V1-V6) according to their positions and salary categories, i.e., from research assistants (none at the present) to senior scientists. In total, 42% of those persons are women, i.e., 22 persons working on 18.95 FTE. However, most employees belong to V3-V5 categories, the early stage, and retired scientists are also represented. The category of senior scientist is the only one in which no women are represented. In the categories V2-V5, women are represented from 45% (V5) to 67% (V2) which shows a well gender-balanced situation, especially

in the earlier stages of their career (V2-V3). For both women and men, there is a possibility of part-time work (as per FTE details in Table 1). Age statistics reflect career stages (Table 4).

The employees of the support (infrastructure) sections are divided into eight categories (O3-O10). A total of 59% of 86 persons are women, i.e., 51 persons with 45.35 FTE (Table 2). The support staff can be grouped into three main categories:

1. O3–O5 include technical and administrative staff.
2. O6 and O8 represent highly qualified staff.
3. O7, O9 and O10 cover technical and administrative management.

The age structure of the support staff is well balanced in all three categories (Table 5).

There are five main decision-making bodies of the Institute: Director's Board (director, two vice-directors, head of Technical and Economic Department, head of Department of Field Archaeology), Board of the Institute, Supervisory Board, heads and deputy heads of the individual scientific departments and heads of infrastructure sections (as per Table 3). The gender is well balanced in the category of heads and deputies of individual departments – women represent more than 60%. On the boards, however, the representation of women is not satisfactory if we look at internal members; in total numbers containing also external members, women are represented by 50% (33% respectively). The Director's Board is currently composed of three men and two women.

The salaries, and other personal details were not explored, as the anonymity of those data cannot be guaranteed.

3. Gender Equality Plan 2022–2025

3.1. Work-life balance and organisational culture

The Institute provides five weeks of holiday and five paid sick-days. The Institute offers employment based on part-time jobs, which are mostly relevant to parents, retired but also other, mostly scientific employees who are involved in different projects/institutions.

Currently, the Institute provides its employees the possibility to work remotely, either on a regular basis (the maximum is four days per week for a full-time job) or upon request; either option is handled on an individual basis. The management of the Institute has started with the formulation of remote work (home-office) rules. At this point, home-office is granted based on mutual agreement between the employee and the line manager without transparent rules.

The Working Group suggests the creation of a Code of Ethics for the employees of the scientific departments and also an analogous Code of Ethics for the employees of the administrative and support sections. Thus, it is essential to formulate and approve a Code of Ethics for all employees.

In accordance with Czech law, the Whistleblowing procedure is being tailored for the Institute by a third party and will be in place by 1 October 2022.

3.2. Gender balance in leadership and decision-making

The Institute is aware of the need for gender equality and diversity on its boards and committees. All newly appointed boards and committees will have female representation of at least 50% (33% respectively).

However, the current state is satisfactory and the 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 all employees:

- i. All appointed committees are subjected to careful examination of gender-balance representation.
- ii. The HR Department and management will be trained in gender-sensitive language and gender stereotypes.

3.3. Gender equality in recruitment and career progression

The recruitment process as well as the career progression of the Institute is based on open, transparent and merit-based principles.

Since 2022, the HR Department has started to revise all documents with regard to the use of gender sensitive language, including its use in recruitment calls. This process will be finalised by the end of 2023.

The Working Group suggests regular training for members of the HR Department to follow current trends and advise the Institute's Management accordingly as relevant.

3.4. Measures against gender-based violence, including sexual harassment

The Institute does not tolerate inappropriate, intimidating, or offensive behaviour, whether verbal, written or physical, including harassment or unwarranted and unwelcome attention in any form.

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

We use communication channels to ensure the confidentiality of the information provided, the protection of the whistleblower and the person reported and their personal data. The primary channel is the website www.oznam.to.

Description of notification process:

- 1) Visit the Oznam.to website (www.oznam.to).
- 2) Click on Write Notification and enter PIN.
- 3) A form opens in which the notifier describes the notification and submits the form.
- 4) The authorised person contacts the notifier within a week and describes what happens next.
- 5) The authorised person investigates the notification and takes further steps when deemed necessary.

The PIN for internal purposes and our employees will be provided when the information on notification methods is published.

The authorised person at the Institute of Archaeology is Jana Kazdová (email: kazdova@arup.cas.cz; tel: 257 014 328). The contact for written notification is:

Whistleblowing, Archeologický ústav AV ČR Praha v.v.i., Letenská 123/4, 118 00 Praha 1

The director informs all employees about the procedure regularly. The HR Department must make sure all new employees are informed in detail when hired.

3.5. Integration of the gender dimension into research and teaching content

The Institute of Archaeology is one of the leading organisations in the field of archaeology in the Czech Republic. Its employees are involved not only in research but also in teaching and training of

students of archaeology and related disciplines at universities. Therefore, it is important that Institute employees behave according to current international standards.

The newly established Ethics Committee will create the Code of (Archaeological) Ethics by 2024, including the gender dimension in the research based on international codes, which have already been put in place. The sources that can be considered are the following (not an exhaustive list):

- Gender Stereotypes in Archaeology (book published by the Community on Archaeology and Gender in Europe of the European Association of Archaeologists, available at: <https://www.sidestone.com/books/gender-stereotypes-in-archaeology>)
- Code of Practice and Principles by the European Association of Archaeologists (available at: https://www.e-a-a.org/EAA/About/EAA_Codes/EAA/Navigation_About/EAA_Codes.aspx)
 - o ethical treatment of archaeological human remains
 - o ethical practice in expert evaluation of archaeological material
 - o academic and fieldwork teaching and training

Following the Code will be binding for the Institute's employees, but the Code will be also available on the Institute's website for the use of other organisations and the general public.

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