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## Gender Equality Plan 2023-2025

### PREAMBLE

The Institute of State and Law of the CAS, v. v. i. (hereinafter referred to as "ISL") is a public research institution under Act No. 341/2005 Coll., on Public Research Institutions. The main activity of the Institute is scientific research in the field of law and legal informatics. The Institute contributes to the improvement of the level of knowledge and education and to the use of the results of scientific research in practice. It acquires, processes and disseminates scientific and legal information, including the development of specific legal software. It publishes scientific publications (monographs, journals, proceedings, etc.), provides scientific opinions, statements and recommendations and carries out consultancy and advisory activities. In cooperation with universities, it runs doctoral programmes and trains researchers. Within the scope of its activities, it develops international cooperation, including the organisation of joint research with foreign partners, the recruitment and secondment of trainees, the exchange of scientific knowledge and the preparation of joint publications. It organises scientific meetings, conferences and seminars, etc., including international ones, and provides infrastructure for research. It carries out its tasks independently and in cooperation with universities and other scientific and professional institutions.

The ÚSP fully respects the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in all areas of its activities, including freedom of research, ethical principles, professional responsibility and access, accountability, good research practice, dissemination of results, public engagement, non-discrimination, gender balance, co-authorship, working conditions, job stability, career development, mobility, evaluation and recruitment. In all this, the IACP considers the high professional standards of each individual to be a priority.

This document represents the Institute of State and Law of the CAS, v. v. i., Gender Equality Plan for the years 2023-2025 (GEP 2023-2025), an overarching strategy and active efforts to promote gender balance and equal opportunities. It expresses the will of the IAC to ensure that the principle of equality is respected in the implementation of all activities within its remit. The GEP consists of activities aimed at breaking down unconscious biases, implementing strategies, promoting the removal of barriers to equality and monitoring progress through established indicators. It is aimed at all staff, scientific and non-scientific.

## INTRODUCTION

The ISL affirms its commitment to gender equality within the academic community and in the wider academic environment. The ISL has therefore always supported and will continue to support the development and adoption of measures that enhance gender equality and social justice within our community.

The long-term objectives are mainly:

- To achieve a reasonably equal representation of women and men in all staff categories,
- to ensure that all male/female employees have equal access to work-related information,
- ensure that gender does not affect individuals' wages,
- support parents and enable them to combine work and parenthood,
- maintain a work (or learning) environment free from sexual harassment.

The ISL is based on existing EU recommendations (e.g. Horizon Europe guidelines on gender equality plans, ISBN 978-92-76-391845, <https://data.europa.eu/doi/10.2777/876509>), recommendations from national authorities (National Contact Centre for Gender and Science, Institute of Sociology of the CAS) and other relevant sources.

## SPECIALISED RESOURCES

The ISL declares that it has allocated human resources and expertise in gender equality to implement this Gender Equality Plan.

The Director is the statutory representative of the USP. It is committed to actively promote gender equality and the implementation of the GEP. It allocates financial resources to equality activities.

The Gender Equality Plan (GEP) Task Force is a working group that monitors, analyses and proposes actions under the GEP. The Task Force is led by a woman and its members are trade union representatives and rank and file staff/women. The Task Force conducted a questionnaire survey in the USP in 2022/2023 and will oversee the implementation of gender equality commitments as part of the GEP 2023-2025. The Director is not represented on the Task Force.

## DATA COLLECTION AND MONITORING

In 2022/2023, a questionnaire survey was carried out (see gender audit reports, etc.) to map the current situation in the UAS in the following areas:

1. Gender audit
  - a. Basic identification questions,
  - b. Family and work
  - c. Working conditions and climate
  - d. Gender in research
2. Sexual harassment

The results of the survey were discussed by the GEP Working Group, forwarded to the Institute Director and presented at a meeting of the Heads of Departments and Research Units. The findings, conclusions and recommendations were subsequently used as a basis for the formulation of the Gender Equality Plan (GEP) itself and reflected in the thematic axes listed below.

The ISL regularly monitors employee/ gender data after the close of the calendar year and annually monitors the gender structure:

Breakdown of researchers by age and gender (as of 31 December 2022 individuals)

Age	Men	Women	Total
Up to 40 years	5	10	15
41-50 years	18	12	30
51-60 years	2	1	3
more than 60 years	8	3	11
Total	33	26	59

Number of other university-educated workers (natural persons as of 31 December 2022)

	Sort	Men	Women	Total
Research and Development Specialist	201	0	0	0
PhD student	202	3	4	7
Total				

Number of other staff (physical persons as at 31.12.2022)

	Sort	Men	Women	Total
Professional worker with university degree	300	1	4	5
Professional worker with a high school diploma	400	1	2	3
Professional worker Research and Development with a high school diploma	500	0	0	0
THP worker	700	1	8	9
Worker	800	1	0	1
Operational worker	900	0	0	0
Total		4	14	18

The ISL will regularly analyse data on male/female employees by gender and monitor the gender structure and track trends (especially the proportion of women) on an annual basis.

### Plan 2023–2025

On the basis of all the phases of the gender audit, the following plan of activities and actions was drawn up, reflecting all the thematic axes mentioned below. The GEP includes specific activities and actions leading to lasting/sustainable change, performance indicators and includes evaluation of changes.

#### Thematic Axis 1 – Equal representation in decision-making positions

Systematically keep gender statistics on hiring, internal turnover, promotions. Monitor trends and developments in the employee population and prepare the necessary internal HR policy accordingly.

Measures	Activity	Target/target group	Indicator	Responsibility	Deadline
Systematically collect gender-disaggregated data	collection of statistical data	all male and female employees	monitoring gender representation in all positions and bodies	payroll accountant/ workgroup	every year (after the release of the Report for the previous calendar year)

## Thematic Axis 2 - Gender equality in recruitment and career development

Create a uniform advert template for recruitment, use inclusive language. Emphasise benefits that may be of interest to people with caring responsibilities when recruiting. Maintain gender statistics, including in the area of remuneration. Monitor trends and developments in the employee population and develop internal HR policies accordingly.

Measures	Activity	Target/target group	Indicator	Responsibility	Deadline
Advertising - gender-balanced language	create a uniform advertisement template	to target women and men in selection procedures	introduction of inclusive language in job advertisements	Scientific Secretary	3/2024
Inform new male and female employees about gender equality	instructions for new male and female employees on joining	new male and female employees	lessons on gender equality in career development	Head / Economic Administration	as required
Equal pay analysis	data collection	all male and female employees	gender equality in pay	Head	every year (after the release of the Report)

### Thematic Axis 3 – Reconciliation of work and personal life, organisational culture

Organisational culture and work-life balance are key ingredients in creating a pleasant working environment where both men and women can enjoy equal opportunities to build their careers.

Encourage the use of flexible working, expanding the possibilities of working from home where appropriate and practical, especially with regard to gender and work-life balance. Cooperate with bodies specialising in gender issues, subscribe to a regular newsletter. Promote staff and female staff meetings as a space for formalised encounters, e.g. continue to organise USP internal seminars in 2023.

Measures	Activity	Target/target group	Indicator	Responsibility	Deadline
Introduction of flexible forms of work	working from home where appropriate and practical	all male and female employees	work rules	Head / Economic Administration	12/2024

### Thematic Axis 4 – Integrating the gender dimension into research

Communicate and justify the inclusion of a gender dimension in the research carried out in the ILO. Consider the selection of research topics in this context. Consider internal debate on how and why to incorporate a gender dimension into research. Collaborate with bodies specialising in gender and science, participating in their events, the possibility of online and social platforms.

Measures	Activity	Target/target group	Indicator	Responsibility	Deadline
Introduction of flexible forms of work	raising awareness of the integration of the gender dimension into the content of science and research	male and female researchers	examples of good practice	Head	Continuously

### Thematic Axis 5 – Preventive measures against gender-based violence

Declare zero tolerance for negative workplace phenomena such as mobbing, bossing, bullying or sexual harassment. Strengthen the management and HR skills of male and female managers, including their sensitivity to negative workplace phenomena, including inequality and discrimination, and how to prevent them.

Measures	Activity	Target/target group	Indicator	Responsibility	Deadline
Prevention of negative phenomena in the workplace	training on the principles of ethical behaviour in the workplace, principles of communication and methods of resolution	Heads	training on safe working environment	Head	3/2024
Prevention of negative phenomena in the workplace	training on the principles of ethical behaviour in the workplace, principles of communication	all male and female employees	training on safe working environment	Head	12/2025

director