



GENDER EQUALITY PLAN (GEP)

2024-2026

1. Strategic Context

Equal opportunities are one of the priorities of a democratic society, a long-term priority of the EU and a declared priority of the Government of the Czech Republic.

INDRC follows the goals of the European Union in terms of equality between women and men for the years 2020-2025 and the Plan for the Promotion of Equality between Women and Men of the Ministry of Education, Youth and Sports for the years 2021-2024.

INDRC is aware that diverse and inclusive workplace is strategic for fostering fueling growth, innovation, and ensuring a resilient, high-performing workforce. INDRC is committed to fostering culture of diversity, equity, equality and inclusion.

INDRC strives to be a model of responsible behavior and thus positively influence society and the world around us. INDRC seeks to cultivate an inclusive and fair environment that values and embraces differences, while granting the right to equal treatment.

The tasks and activities planned in this Gender Equality Plan for the years 2024-2026 are also in line with the INDRC long-term vision as INDRC perceives the promotion of equal opportunities as part of its social responsibilities and declares support for team diversity, teamwork and inclusion, based on mutual respect and openness.

2. Analysis of the current state and starting point of the Gender Equality Plan

Since INDRC is a start-up research organization, a gender audit has not yet been performed, however, during 2022-2023, the inclusive gender balance among employees was targeted and reached.

The following key areas are subject to continuous monitoring regarding gender equality to comply with the principles of equality and equal opportunities and responsibly and openly promotes equal treatment, non-discriminatory access and support of reconciling work and family/personal life:

- HR policy (supporting inclusive personnel structure, recruitment system, non-discriminatory selection procedure, fair hiring, on-boarding, education and career growth, age management, off-boarding).
- Fair evaluation and remuneration, benefits (focus on fairness of the system of evaluation and motivation, remuneration and the structure and equal access to benefits).
- Reconciliation of work and family/personal life (focus on flexible forms of work, activities facilitating the reconciliation of work and family life, management of maternity/parental leave).
- Organizational culture (focus on access to equal opportunities, communication, gender-inclusive language, work environment, zero tolerance for discrimination and sexual harassment).

INDRC prioritizes unbiased and equal treatment for all individuals throughout their employment processes. INDRC recognizes that each individual is unique and supports its employees in pursuing their dreams so that they can contribute their unique talent. INDRC strives to remove barriers that could create obstacles to achieving equal opportunities for job seekers, students, researchers, and other employees.

3. System of planning measures and activities in GEP

Summary of priorities in the field of equal opportunities and gender issues is the Gender Equality Plan (GEP) for 2024-2026 which aims to support the development of high-quality personnel policy and care for employees in the context of equal opportunities. GEP is structured within six **priority areas**:

1. Non-discriminatory organizational culture
2. Gender balance in management and decision making
3. Gender non-discrimination in recruitment and career advancement
4. Reconciling work and family/personal life
5. Integrating the gender equality dimension into the content of research and education
6. Measures against gender-based violence including sexual harassment

INDRC has been pursuing its priority areas and supporting equal opportunities. In this ongoing process, each priority area shall be assessed following the same structure:

- WHY is the given priority important
- WHAT INDRC has already implemented in this area
- Records of activities which have already been implemented within the given priority area (support and development of existing measures)
- Plan of new measures and activities

4. GEP implementation, evaluation, and ongoing monitoring

The Gender Equality Plan (GEP) was prepared according to the best practice of INDRC stakeholders. The implementation process will be monitored according to the time schedule and individual activities. The responsible function is the INDRC Director in cooperation with a team created for GEP. The individual priority areas will always describe measures, activities, indicator/output, target group, responsibility, resources, and deadline for implementation.

GEP is conceptually planned for 2024-2026. Advances in the fulfilment of individual activities will be monitored and inspected by authorized persons responsible for the implementation of the GEP in cooperation with the persons responsible for the fulfilment of individual objectives.

The evaluation system and continuous monitoring will be set up on a regular annual basis while monitoring of the ongoing implementation of the plan for the previous calendar year will always take place at the beginning of the new calendar year and will take the form of an annual GEP Implementation Report. Failure to implement any activities or failure to implement them in a timely manner must be duly justified.

The general key identifiers needed to fulfil the GEP include:

- Issuance of new regulations/standards or their amendment and update
- Implementation of specific educational activities for individual target groups
- Provision and implementation of specific events (or competitions)
- Implementation of monitoring (online questionnaire survey)

5. Action plan for 2024-2026

5.1 Non-discriminatory organizational culture

Why is this priority area important?

Organizational culture means identifying social attitudes, values, ideas, and norms shared in the organization. Organizational culture is the basis for approach of employees to each other, to their superiors, and subordinates. Within this priority area, the quality of communication and relations, transparency and comprehensibility are important. The commitment to support equal opportunities is equally important, both in key internal documents and on the INDRC website.

5.2 Gender balance in management and decision making

Why is this priority area important?

Contemporary human resources management focuses on terms of inclusion, especially regarding gender/age non-bias, equal representation of diverse cultures, backgrounds and viewpoints and helping foster inclusive environments. Organizations that promote diversity can engage employees to the best of their abilities which leads to more innovative and successful outcomes. Gender balanced management and board of decision-makers are better equipped to identify emerging trends and new opportunities and to develop innovative solutions that meet the needs of a changing world. If the management of the organization is diverse, it works in a modern way, without prejudices and looks for team members based on real qualities and expertise. Gender diversity in management has repeatedly been shown to benefit the overall internal culture of an organization, increase diversity in decision-making, contribute to efficiency, and stimulate innovation and creativity.

INDRC strives to maintain a diverse leadership and key personnel. INDRC will further support the improvement of opportunities for gender balance in management and decision-making at all levels of management and will thus further develop and strengthen the principles of a balanced approach to the representation of women and men in management and decision-making positions.

5.3 Gender non-discrimination in recruitment and career advancement

Why is this priority area important?

Selection and recruitment of employees should be transparent and gender-inclusive in the context of equal opportunities. As such, these processes should be properly documented and archived. The process of reaching out to the potential new employees is the "starting point" in the recruitment process adhering to the principles of equal opportunities where a gender-inclusive approach to potential new employees is important. INDRC strives to ensure that its hiring processes are free from gender bias and discrimination. Job adverts should be formulated in the spirit of gender-inclusive language, with attention being paid to words and phrases used in order to eliminate implicit gender, age or other bias. The people responsible for recruitment should be trained in equal opportunities and then use this knowledge in practice in contact with the candidates. The system of the Adaptation Process and Training is also important, as it is an important and useful activity for the smooth integration of a new colleague into the team and work environment. This priority area also

acompasses an important career advancement system.

In the area of recruitment, INDRC will continue in a transparent and non-discriminatory approach for all applicants as it has publicly subscribed to the principles of *the European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. In the area of career advancement, INDRC will continue to follow the *Career System*, which anchors employees' way to advance in their professional development.

5.4 Reconciling work and family/personal life

Why is this priority area important?

Activities that support the reconciliation of work and family/personal life are often perceived by employees as a key benefit and a strong motivating factor. For employers who are already actively involved in supporting of reconciling work and family, this topic can be considered a part of the organizational culture. The reconciliation of work and family/personal life is a key area for INDRC which aims to increase the well-being for men and women. The support for enhancing the culture of work-life balance includes flexible forms of work, work-life balance benefits, as well as the way the organization responds to maternity or parental leave processes, how it maintains communication with employees on maternity or parental leave, and how a subsequent return to the work process takes place.

INDRC is very proactive in supporting the reconciliation of work and family/personal life, especially by offering flexible working hours, part-time work, or work from home (subject to agreement with the manager in specific cases).

5.5 Integrating the gender equality dimension into the content of research and education

Why is this priority area important?

Promoting incorporating the gender equality in research is part of the European Commission's strategy for gender equality in research and innovation and is one of the six priorities of the European Research Area. Assessing the relevance of the sex- and gender-related dimensions is a standard part of Horizon Europe project proposals. The gender dimension should be considered in the research content whenever the subject of the research is a human being, when human data or biological material is being processed, or when the result of the research is to be used by humans or have any impact on them. Reflections on possible physical differences (sex) or possible differences in the experiences, perspectives, and needs of women and men (gender) are to be considered whenever people are objects of research or users of research or innovations or if the results have an impact on their lives. Taking the gender dimension into account is both a question of the quality of research and of maximizing the use of its results and their social benefits.

INDRC intends to integrate the gender dimension into the content of research and innovation. It will seek to promote and integrate the gender dimension through research teams. INDRC will support and

develop awareness of the gender dimension in research and teaching and will popularize research results achieved by both women and men and will support research that considers gender issues.

5.6 Measures against gender-based violence including sexual harassment

Why is this priority area important?

It is crucial to maintain a culture of dignity and respect for the employees, which contributes to the creation of an inclusive environment in which there is no room for bullying or discriminatory behavior. According to the Labor Code, employers are obliged to ensure equal treatment of all employees regarding their working conditions, and any discrimination in employment relations is prohibited. It is appropriate to adopt anti-discrimination measures i.e., internal policies addressing discriminatory behavior and implementing process of reporting and handling incidents and sanctions for unacceptable behavior. It is also appropriate to appoint a responsible person to whom employees can turn with concerns and reports regarding issues such as discriminatory behavior or sexual harassment. Regular trainings of managers and employees will be held. Managers should be educated on how to prevent, identify and report harassment and discrimination so that the zero-tolerance of harassment and bullying becomes a part of their managerial approach. Managers shall be able to recognize even more subtle forms of discrimination (so-called micro-discrimination).

INDRC openly declares support for equal treatment and opposes discrimination. It publicly presents its values which also include respect and openness.

Plan of measures and activities towards employees (annually)

Current measures	Activity/task description	Indicator/output
Management of statistics of gender equality of INDRC employees	Continue in surveying and management of statistics of gender equality.	Information in the INDRC Annual Report/Internal Monitoring
Monitoring of satisfaction and needs of employees	Implement regular satisfaction and needs survey.	Online questionnaire Presentation of the questionnaire findings to employees.
Surveying gender (in)equality in remuneration praxis	Carry out remuneration analysis (for internal needs)	Internally available report on gender pay analysis.
Support for the dissemination of knowledge in the areas of equal opportunities, gender, and diversity, measuring satisfaction	Implementation of a regular training on "Equal opportunities, Gender, GEP, examples of good practice, employee satisfaction measurement (socio-rating)"	Workshop, containing examples of good practice, and providing a presentation, video recording.
Promoting a transparent selection and recruitment process and committing to equal and non-discriminatory approach.	Continue to adhere to the principles of the European Charter for Researchers and the Code of Conduct.	Public commitment to support transparent recruiting process on the INDRC website.
Motivate underrepresented gender groups to hold senior positions in all workplaces.	Awareness of the benefits of diversity and the support of underrepresented gender groups in senior positions.	Inclusion-motivating approach to selection/recruitment interviews.
Implementation of the promotion of equal treatment and gender-inclusivity in the field of recruitment to promote gender diversity.	Unify the advertising of all advertised vacancies in all workplaces (visual style and content). Adjust the templates. Use gender-inclusive language in all advertised positions.	Template changes. Published vacancies will be advertised in a gender-inclusive language.
Active use of Maternity and Parental Leave Management in order to support parents on and returning from M/P leave, to maintain contact with them during M/P leave and to facilitate their return to work or to combine Parental Leave with a part-time appointment.	Summarize all information concerning communication with employees on M/P leave: possibilities of involvement in the work process during M/P leave.	Information disclosed to employees and key personnel in such a situation.
Monitoring of the INDRC environment with the aim to continuously survey the work environment and obtain feedback from employees.	Monitoring surveys of Employee Satisfaction and Needs and include questions about possible encounters with discrimination and/or sexual harassment.	Implementation of monitoring which would be repeated annually as an online questionnaire.