

REGULATION No. 33/10/2021
issued by the Director of the Institute of Bioorganic Chemistry, Polish Academy of Sciences
of 20th October, 2021

implementing
the Gender Equality Plan in IBCH, PAS

§1

The Gender Equality Plan as stipulated in Attachment 1 hereto is hereby implemented to be obeyed at the Institute of Bioorganic Chemistry, Polish Academy of Sciences (IBCH PAS).

§ 2

The regulation is binding as of the signature date.

**Attachment 1 to Regulation No. 33/10/2021 issued by the Director of the Institute of Bioorganic Chemistry, Polish Academy of Sciences
of 20th October, 2021**

**GENDER EQUALITY PLAN
FOR THE YEARS 2021 - 2025
at
The Institute of Bioorganic Chemistry
Polish Academy of Sciences**

CONTENTS:

INTRODUCTION

EVALUATION

GEP BASIC GUIDELINES

ESSENTIAL MEASURES TO ACCOMPLISH THE PLAN

PROXY FOR GENDER EQUALITY

OBJECTIVES, ACTIONS, INDICATORS

INTRODUCTION

In December, 2016, the IBCH PAS was granted the logo “HR Excellence in Research”. Thanks to that, the Institute undertook to continuously improve its HR and recruitment policy as well as develop the equality policy as the Gender Equality Plan (GEP). The undermentioned plan for the years 2021-2025 aims to make the IBCH PAS a place which is safe for everybody and acts according to the following principles:

- equality support
- diversity;
- freedom from discrimination
- providing everybody with freedom of academic, professional and personal development.

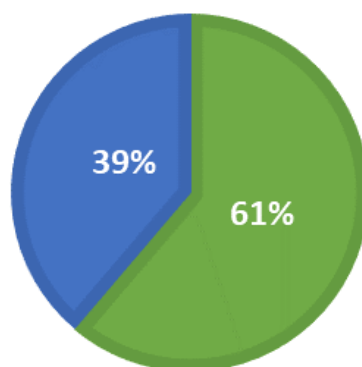
Diversity and equality constitute the fundamental values in every society. Besides numerous advantages they also positively influence the qualitative and quantitative improvement of academic research and reinforce the scientific research position of our institute. The GEP aims to provide everybody with opportunities to gain expertise and skills as well as develop them in a discrimination-free environment. The equality and diversity policy supports forming clear-cut procedures, thanks to which the GEP concerns the whole society that creates and collaborates with the IBCH PAS.

EVALUATION

As of 20th July, 2021, the IBCH PAS employs 734 persons, including 425 persons employed at Poznań Supercomputing and Networking Center (PSNC) affiliated to the Institute. The gender ratio is as follows: 285 women and 449 men.

GENDER DIVISION IN THE EMPLOYMENT STRUCTURE AT IBCH PAS IN 2021

■ Men ■ Woman

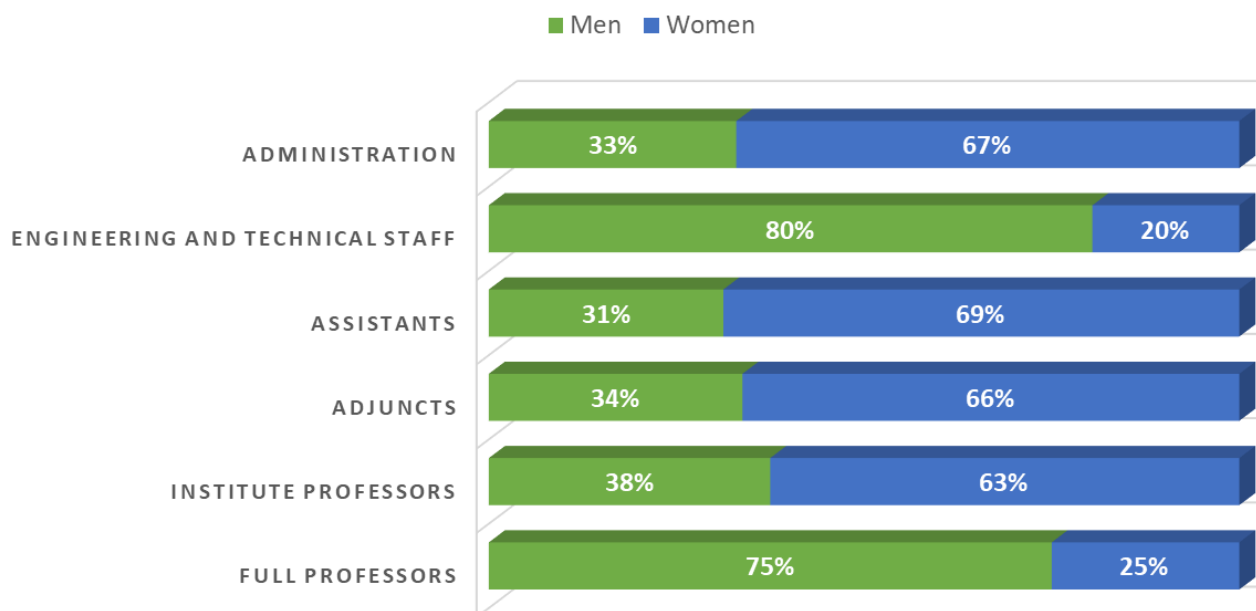


Source: Internal sources and studies.

The IBCH management includes 5 persons: 2 women and 3 men. The Institute employs 77 female and 50 male scientific workers. Men outnumber women only among persons with full professor's title, while there are more female professors of the Institute. As for adjuncts and assistants, also women predominate. There is no gender disproportion in the case of managerial positions in organizational units. Currently, the IBCH PAS, comprises 32 scientific units and 12 specialist laboratories headed by 22 men and 22 women.

The Institute employs 337 male and 82 female engineering and technical workers. Administration staff includes 126 women and 62 men. These two post categories are most diverse, which results mainly from the specificity and scope of responsibilities. The majority of women employed in administration may also result from the social security policy implemented at the Institute, particularly supporting women in a variety of life situations, e.g. childbirth, childcare, etc. Furthermore, the Institute undertakes other pro-family actions, such as organizing cyclic meetings for the employees and their families. The majority of men among engineering and technical workers stems from the fact that more men interested in IT are employed at PSNC affiliated to the Institute.

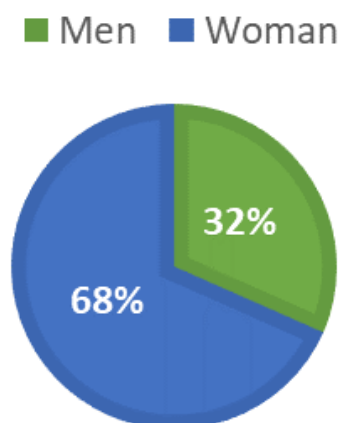
POSITION AND GENDER DIVISION IN THE EMPLOYMENT STRUCTURE
AT IBCH PAS IN 2021



Source: Internal sources and studies.

The IBCH PAS, comprises the Doctor Studies attended by 47 women and 18 men, as well as the Doctor School attended by 7 women and 7 men, which means that women prevail among doctoral students.

GENDER DIVISION AMONG DOCTORAL
STUDENTS AT IBCH PAS IN 2021

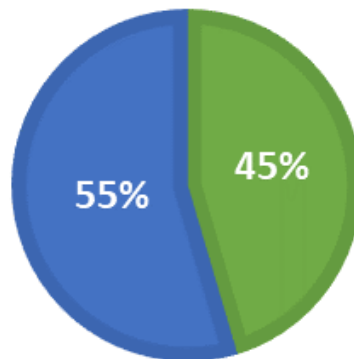


Source: Internal sources and studies.

Among 22 foreigners, there are 2 female and 7 male employees, 5 female and 1 male doctoral students, as well as 5 women and 2 men attending the Doctor School.

GENDER DIVISION AMONG FOREIGNERS AT IBCH PAS IN 2021

■ Men ■ Woman



Source: Internal sources and studies.

The gender equality principles implemented so far guaranteed both women and men the same opportunities for professional activity and development at the Institute. In order to ensure gender equality, the sole criteria for promoting an employee, employing a new person, or admitting them to the Doctor School are the objectively assessed knowledge and experience.

GEP BASIC GUIDELINES

The main aims of implementing the GEP are to:

- a) increase the gender equality awareness (including scientific research design), reinforce positive attitudes towards diversity and establishing good relations in the Institute community
- b) support the academic career development of every person, irrespective of their gender
- c) increase gender balance in recruitment to the Institute and its Doctor School
- d) ensure balanced gender representation in decision-making processes
- e) facilitate work-life balance
- f) monitor employees' and doctoral students' needs related to the above-mentioned objectives and introduce new solutions and changes.

ESSENTIAL MEASURES TO ACCOMPLISH THE PLAN

1. The GEP will be realized using the undermentioned instruments or other tools according to current needs:

- trainings for scientific, engineering and technical, and administration workers as well as doctoral students
- implementing a website tab on the Institutes website to support information distribution and education
- nominating a Proxy for Gender Equality
- co-sharing good practices and examples related to dissemination of the idea of equality and diversity within the GEP with other PAS institutes, universities and other organizations
- propagating good practices related to career support for all employees and doctoral students
- promoting gender equality in science, including considering the aspect of gender in research design
- systematic monitoring of the ratio of men and women in grant competitions, projects, and publications as well as advisory and decision-making bodies within the Institute.

2. Realization of the GEP shall be supervised by the Proxy for Gender Equality and controlled by the Director of IBCH PAS.

3. Individual tasks within the GEP realization shall be successively implemented at the Institute according to current needs and possibilities, including the financial ones. The IBCH PAS shall consider the need to finance the tasks related to the GEP implementation and realization in its budget.

4. Details concerning the realization of individual tasks within the GEP realization shall be discussed between the Proxy for Gender Equality and Director of IBCH PAS or his representative. The final decision related to individual solutions deployed at the IBCH PAS remains with the Director.

5. If it is necessary to specify, alter or extend the GEP, the Director of IBCH PAS shall issue a relevant regulation or other solution according to his competence.

PROXY FOR GENDER EQUALITY

1. The Proxy for Gender Equality (hereinafter referred to as Proxy) shall be responsible for:
 - preparing projects of systemic solutions regarding gender equality and diversity stipulated in the GEP as well as monitoring the undertaken actions;
 - advisory and consultative actions;
 - creating and promoting new solutions related to gender equality and diversity or updating earlier actions;
 - supervising the GEP realization;
 - acting as a consultation and contact point in cases of discrimination.

2. The Proxy shall be appointed from among the Institute employees and nominated for a 4-year term with the approval of the Scientific Board.

3. The Director of IBCH PAS with the approval of the Scientific Board shall dismiss the Proxy before the end of the term if the Proxy:
 - is permanently incapable of acting as Proxy
 - acts against his duties pursuant to Article 1 hereof
 - waives to perform his duties pursuant to Article 1 hereof.

4. In the case of recording unlawful events, behaviours or mechanisms, the Proxy shall prepare an appropriate report of the event or behaviour. Such reports are submitted to the Director of OBCH PAS along with a list of suggested remedial and preventive measures.

5. The Director of IBCH PAS shall take relevant action according to his competence to support the Proxy in his/her duties, including implementation of specific actions at the Institute.

6. The Proxy shall annually inform the Director of IBCH PAS in writing of his/her activity and the state of observing equal rights, diversity and non-discrimination at the Institute. The deadline shall be agreed with the Director of IBCH PAS annually.

OBJECTIVES, ACTIONS, INDICATORS

Within the five areas identified at IBCH PAS the following specific objectives have been selected to be realized by the end of 2025:

1. Organizational culture and work-life balance
2. Gender equality in recruitment and career development
3. Gender equality in decision making
4. Including gender issues in research and educational content
5. Anti-discriminatory measures to prevent gender discrimination and measures against gender-based violence, including sexual abuse

The table below features objectives, actions, addressees, and indicators to confirm target achievement and responsible persons.

1. Organizational culture and work-life balance

Objective	Actions	Addressees	Indicator	Responsible persons
To facilitate combining professional career with family life	Developing procedures to facilitate combining professional career with family life	The Institute employees and doctoral students	Procedures to facilitate combining professional career and education with family life to be implemented by 2025	Human Resources (HR) Department
	Introducing recommendations concerning business hours to favour work-life balance		Sending recommendations to all employees and doctoral students	Proxy for Gender Equality in collaboration with organizational units
	Creating a possibility to choose the Hybrid Work Model		To be implemented by 2025	Proxy for Gender Equality in collaboration with organizational units
	Evaluating needs of employees returning to work after parental leaves		Holding consultations, carrying out research and publishing results by 2025 on account for the next GEP for IBCH PAS	HR Department

2. Gender equality in recruitment and career development

Objective	Actions	Addressees	Indicator	Responsible persons
Monitoring and decreasing disproportions in the men-women ratio in recruitment	Promotional campaigns dedicated to women in men-dominated faculties and vice versa	Job applicants and doctoral applicants	Levelling the research and educational potential of the IBCH PAS.	Public Relations (PR) Departments in collaboration with the HR and Doctoral School
	Publishing discrimination-free job advertisements with clear criteria		Aiming to achieve the level of at least 40% of recruited women by 2025	HR Department (persons responsible for publishing job advertisements)

3. Gender equality in decision making

Objective	Actions	Addressees	Indicator	Responsible persons
Ensuring non-discrimination and preventing discrimination in decision making	Maintaining a principle of gender-balanced participation in management	The Institute employees and doctoral students	Maintaining the level of at least 40% of recruited women by 2025	Proxy for Gender Equality in collaboration with Scientific Boards
Ensuring gender-balanced participation in decision making at the Institute, in expert teams, conferences and seminars organized by the Institute	Developing principles of gender-balanced representation at the Institute, in expert teams, conferences and seminars organized by the Institute	The Institute employees and doctoral students	Aiming to achieve the level of at least 40% of recruited women by 2025	Organizational units in collaboration with the Proxy for Gender Equality

4. Including gender issues in research and educational content

Objective	Actions	Addressees	Indicator	Responsible persons
Including gender equality related issues to the content of classes taught	Developing educational content related to gender equality to be taught during classes	Lecturers and doctoral students	Presence of equality related issues in curricula	Proxy for Gender Equality in collaboration with organizational units
Including gender equality related issues to the content of scientific and innovative research	Training the research and teaching staff how to include gender equality related issues to the content of their research	Academic, research and teaching staff	Organizing trainings for every scientific discipline and grant applicants	Proxy for Gender Equality in collaboration with organizational units
Ensuring education in accordance with the gender equality principle	Workshops/webinars on preventing discrimination	Lecturers	Organizing workshops/webinars for at least 10 persons	Proxy for Gender Equality in collaboration with organizational units

5. Anti-discriminatory measures to prevent gender discrimination and measures against gender-based violence, including sexual abuse

Objective	Actions	Addressees	Indicator	Responsible persons
Increasing awareness of the significance of equality issues and preventing discrimination	Conducting research and gathering data on gender representation among the Institute employees and doctoral students. Change analysis and publishing the results	The Institute employees and doctoral students	Developing a report to present the results of analyses and research into the level of awareness, attitudes and bias related to gender issues among Institute employees and doctoral students. Observing the dynamics of changes in the research subject	Proxy for Gender Equality
	Increasing knowledge and awareness of equality issues via internal means of communication		Systematically sending equality related content to the Institute employees and doctoral students to increase tolerance for diversity	The PR Department
	Implementing anti-discrimination procedures to allow reporting discrimination cases and establish relevant measures. Disseminating information about the above-mentioned procedures.		Developing a code of conduct considering the number of reported discrimination cases	Proxy for Gender Equality