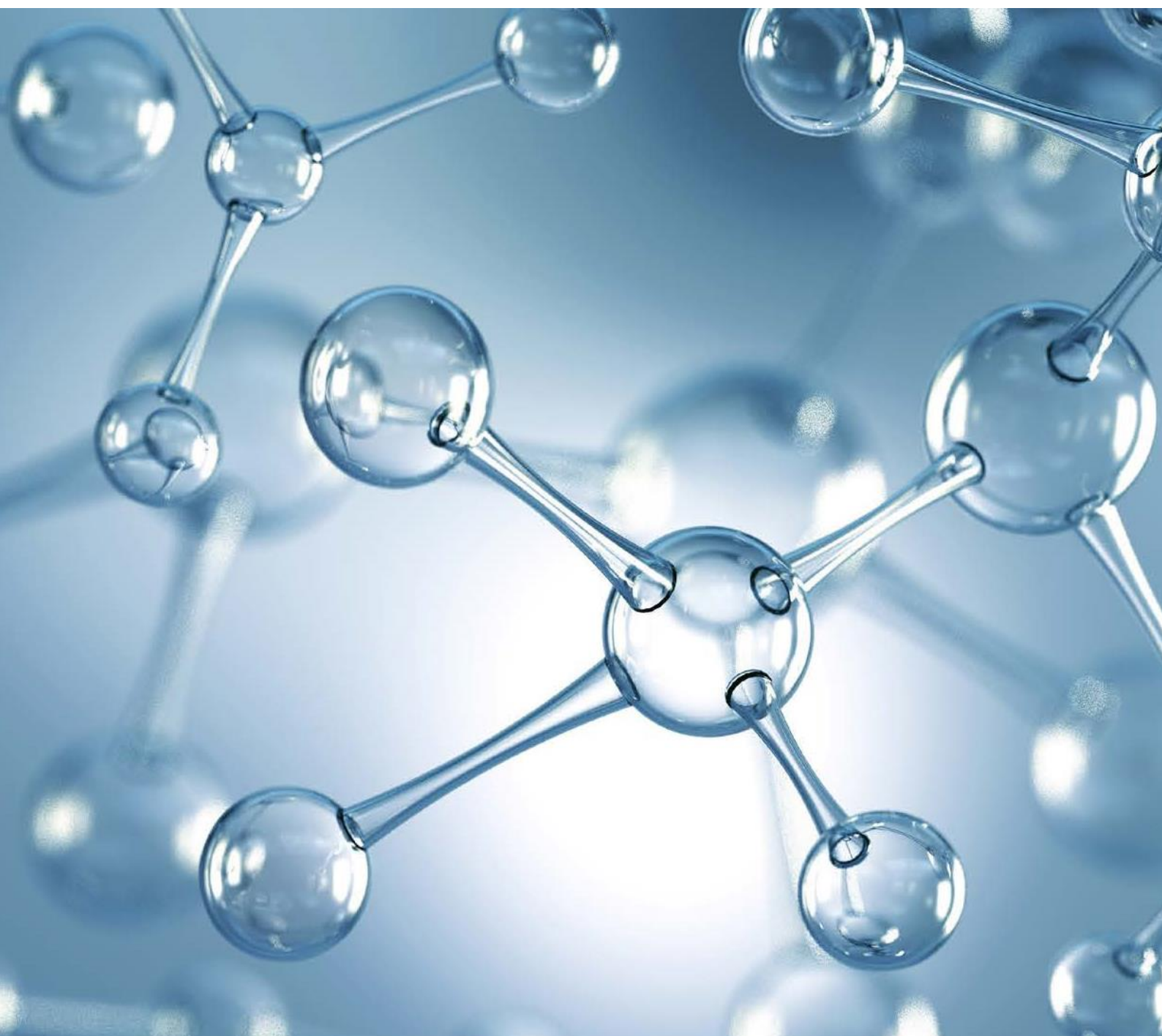


**Gender Equality Plan  
of the Institute of Biotechnology  
of the Czech Academy of Sciences, v. v. i.  
for the years 2022–2024**



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## Introduction

The Gender Equality Plan is a strategic document helping in systematic treatment of potential gender (in)equalities at the institution and bringing about future structural and cultural changes. The Gender Equality Plan (further referred to as GEP) of the Institute of Biotechnology of the Czech Academy of Sciences, v. v. i. (further referred to as IBT) represents a commitment of the IBT to take active part in the support of gender equality and implement this issue in its strategy and management.

IBT 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 attitude, good research practice, dissemination of results, non-discrimination, gender balance, co-authorship, working conditions, employment stability, career development, mobility, evaluation and recruitment. At the same time, IBT lays emphasis on a high professional level of every individual.

The general objective of GEP is, among other, to set equal conditions for men and women in science, so that no talent is lost and the potential of women is fully exploited and, last but not least, economic funds are not expended ineffectively due to the lack of adequate tools to manage investments into the education of women and their scientific career. At the same time, GEP also aims to integrate the gender dimension into research. In this area, gender data related to various risk factors, biological mechanisms, disease causes, clinical manifestations, consequences, or various approaches to the treatment of diseases or disorders should be taken into consideration.

GEP covers the following recommended areas:

1. Work-life balance and culture at the workplace,
2. Gender balance in management and decision making,
3. Gender equality in recruitment and career advancement,
4. Integration of gender dimension into the research and education content,
5. Measures against gender-related violence, including sexual harassment.

GEP includes the list of actions covering all the required thematic areas. Its ambition is for IBT to meet all requirements of a modern research institute in the European area and to comply with all obligations towards the gender equality.

IBT proceeds from the recommendations of EU (e.g., Horizon Europe guidelines to the plans of equality of men and women), national authorities (MEYS, National Contact Centre for Gender and Science at the Institute of Sociology CAS) and other relevant sources.

The provision of equal attitude is a responsibility of all IBT employees. This Plan applies to employees as well as students, who together should endeavour to create a respecting, tolerant environment, laying emphasis on prevention of any form of discrimination. The Institute takes an important part in tertiary education, and we therefore consider it essential to create a community operating on the basis of mutual respect.



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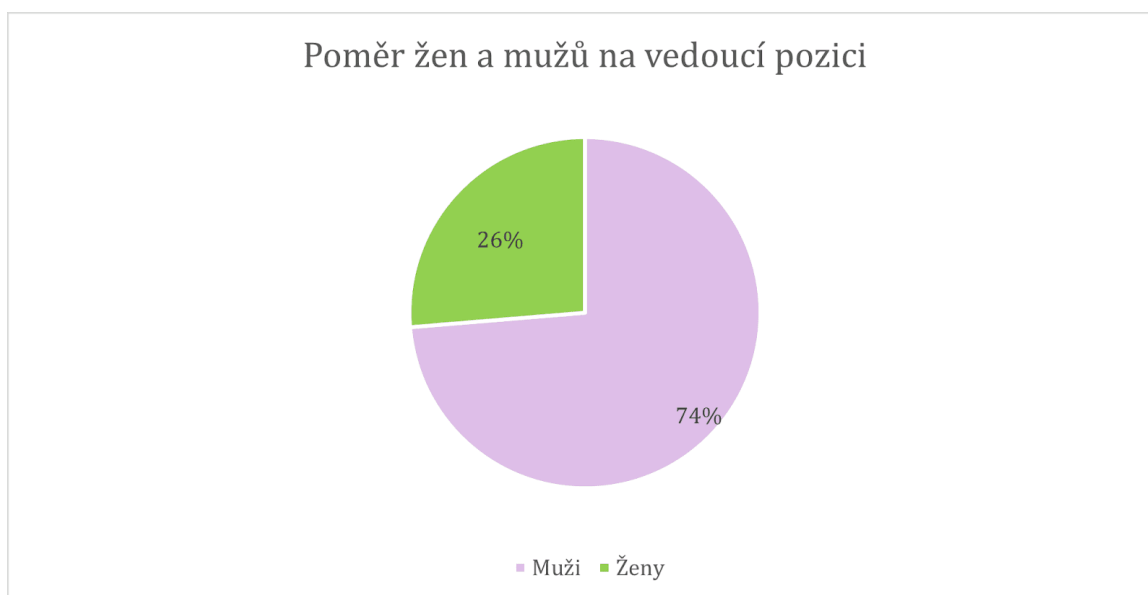
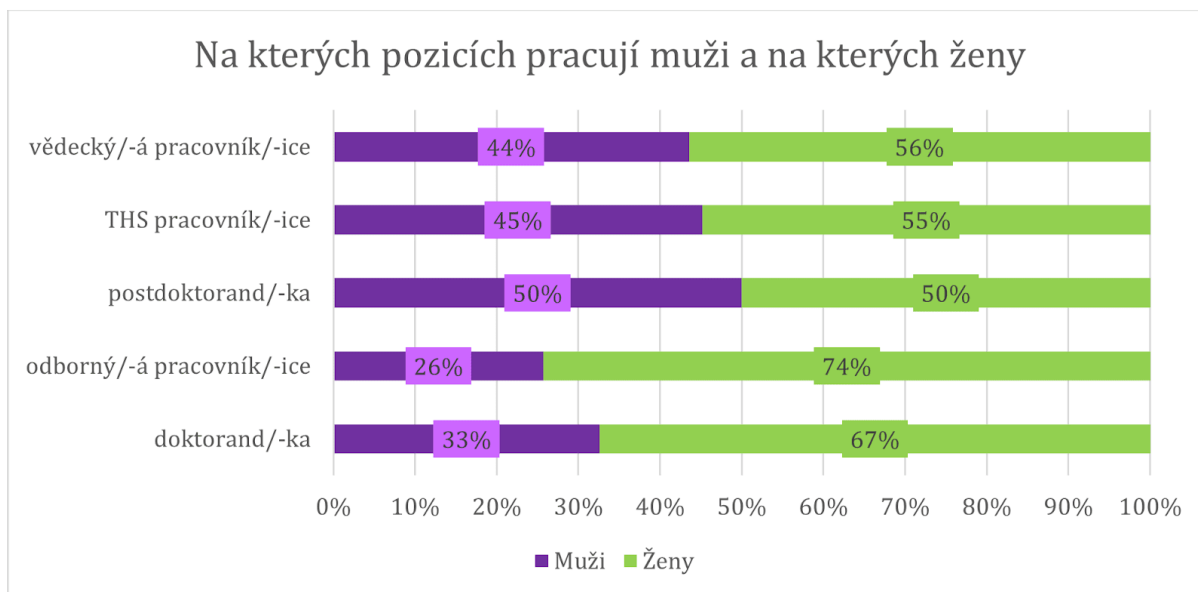
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## 1. Present state and objectives

One of the major sources of information for creating GEP are data on IBT employees. The following selection represents a basic outline of the situation at IBT as a whole.

### 1.1. Employee structure

In the total number of male and female employees in 2021, the ratio of women vs men was 61 % : 39 %. However, this ratio does not correspond to the representation of women and men in managerial positions. Looking at the horizontal structure of the employee population, postdoctoral positions show a balanced ratio between women and men. Both scientific and administrative-technical positions also show a balanced ratio. A majority of women, however, can be seen in the positions of laboratory technicians/assistants.



Which positions are occupied by men and which by women

Research scientist, technical-administrative employee, postdoc, laboratory technician/assistant, PhD student

Ratio of women and men in managerial positions

The reasons for these imbalances are various, e.g., existence of gender stereotypes (the image of a scientist is still associated with a man), absence of human resource management in research institutions, non-transparent rules of career development, manner of evaluating scientific work, stereotypic distribution of tasks in the care of children and home, or lack of support of parenthood and its reconciliation with the scientific career. The striking difference in the representation of men and women in both senior research positions and managerial structures is one of the issues that we will have to tackle in the future. Indeed, recent studies have shown that a better-balanced ratio of men vs women in decision-making positions allows a more differentiated view on resolving problems, better employment of a large array of talents and life experience, and can positively influence the performance of the organization. Concerning the horizontal representation of women and men in working positions, the gender diversity increases the output of the teams.

A look on the IBT employee population by age shows that people under 39 years prevail and constitute 65 % of the employee population. Along with persons under 49 years, this already represents 85 % of the employee population. The group strongest in number are women up to 39 years of age. This group encompasses 70 % of all the employed women. The look on these statistics is essential for further analysis and prediction of potential maternal or parental leaves, as well as for the future work-life balance needs of parents of small children (both women and men).

IBT was established relatively recently (in 2008), so that it is a young institution and women only start to shape their careers within it; therefore, we are now reflecting on the IBT strategies to keep women with parental duties among its employees.

## **1.2. Objectives and methodology**

The IBT Gender Equality Plan is a set of goals, activities and measures that should help to create equal conditions and opportunities for all female and male employees. It has been designed specifically for our organization and is a result of analysis of equal opportunities carried out in collaboration with Gender Studies, o.p.s.

The analysis copied the recommended guidelines for a gender audit:

- Collection and analysis of statistical data,
- Quantitative research (questionnaire survey),
- Qualitative research (individual and group interviews),
- Institutional analysis (analysis of internal documents and processes).

The detailed outputs of the analysis are given in a separate closing report.

## **2. Activities**

### **2.1. Work-life balance and culture at the workplace**

The closing report of the Gender audit valued the area of work-balance positively. The possibilities of flexible forms of work were assessed by the vast majority of respondents as adequate. No disadvantage was recorded, not even in association with the type of job position. This functional practice should be preserved, particularly to prevent future problems that could be associated with personal changes at all levels of management. The maternal and parental leaves are also treated optimally at IBT; however, with no defined system.

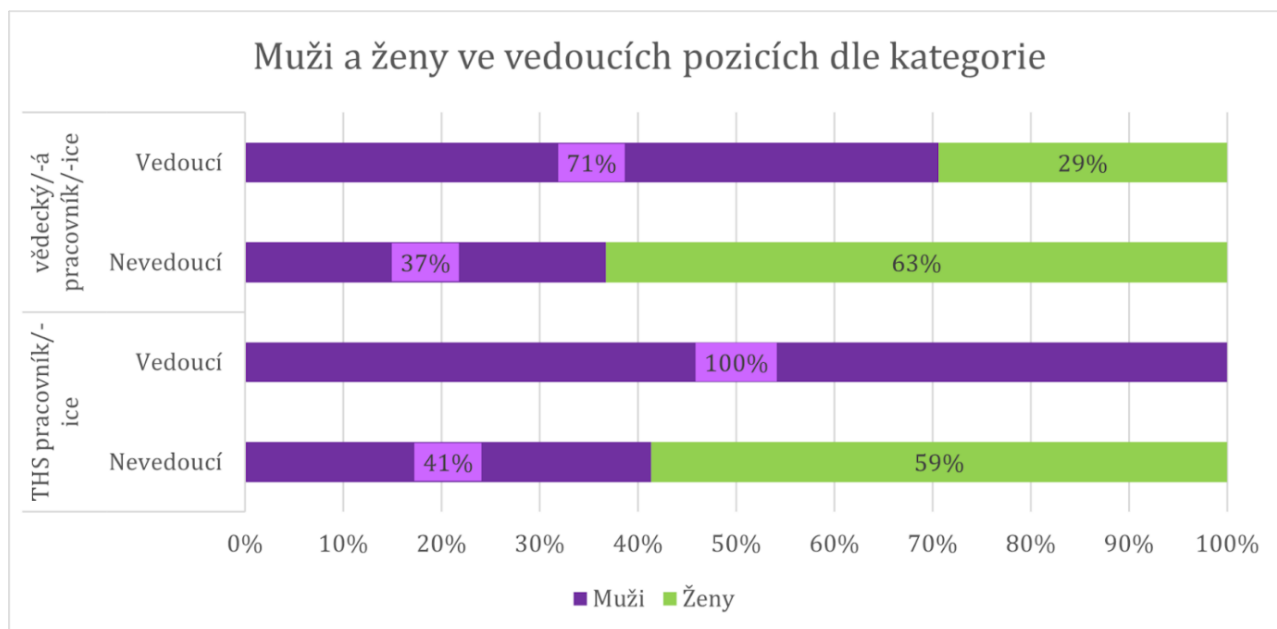
At present, IBT has not at its disposal any document that would clearly declare the principle of equal treatment, diversity and non-discrimination based on the gender, age, nationality, etc. It acts upon the *Code of Conduct for the Recruitment of Researchers* and the *Career Development Rules for CAS employees with a university degree*. One of the primary objectives of GEP is therefore to create IBT's own ethics rules or ethics code and through them, explicitly claim allegiance to active enforcement of the policy of equal opportunities, diversity, and to commit itself to creating and supporting a working environment intolerant to any discriminative phenomena.

The outline of further IBT proceedings in this area is described in Table No. 1 – Work-life balance and culture at the workplace.

<b>Table No.1 – Work-life balance and culture at the workplace</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Indicators</b>	<b>Expected period</b>
<b>1. Equality in working conditions, internal principles, documentation and processes</b>	1.1 Create IBT's own ethics rules or ethics code	IBT Ethics Code and its presentation to employees	2023
	1.2 Keep, monitor and evaluate employee statistics from the gender aspect	Statistics allowing monitoring of employee population	2024
	1.3 Introduce regular surveys of job satisfaction	Creation of methodology for surveys, evaluation of results, and monitoring temporal progress	2023
	1.4 Increase the employee awareness in the area of equal opportunities	Educational activities leading to increasing awareness in this area, with subsequent evaluation of impacts on employees	2024
	1.5 Create a methodology for management of maternal/parental leave, attending to leaves, returns and continuous participation in grants, education, research, as well as administrative and supporting activities	Methodology for management of maternal/parental leave	2024
<b>2. Communication and gender-sensitive language</b>	2.1 Active work with communication channels, improvement of internal communication	Creation of intranet in English to improve dissemination of information to employees from abroad	2023
		Introduction of a regular newsletter on significant events and news at the Institute	2023
	2.2 Re-examine all fundamental IBT documents from the aspect of gender-sensitive language	Number of revised documents	2024
	2.3 Create and introduce guidelines for gender-sensitive communication accessible at IBT intranet	Methodology of gender-sensitive communication and its application in practice	2024

## 2.2. Gender balance in management and decision taking

The overall proportion of men in IBT management is 69 %. The higher we look at the career ladder, the less women we see. This clearly shows that women, after achieving a certain hierarchy level, stop moving up. This situation represents another task that we will have to tackle in the future, and we will have to create such conditions for women as to make them willing to take managerial positions. One of the GEP objectives is therefore to create a methodology and motivation tools that would help in gradual equalization of this disproportion, as shown in Table No. 2 – Gender balance in management and decision taking.



Men and women in managerial positions according to category

Research scientist – manager, non-manager; Administrative-technical employee – manager, non-manager

Men, Women

Table No. 2 – Gender balance in management and decision taking			
Objectives	Activities	Indicators	Expected period
<b>3. Support the gender balance in management, decision-taking committees and boards</b>	3.1 Create motivation tools for potential women candidates to IBT managerial positions, decision-taking committees and boards	Motivation tools supporting the gender balance	2024

## 2.3. Gender equality in recruitment and career advancement

At present, IBT has not at its disposal any document in the sense of work rules; however, it possesses a document entitled *Employment Commencement – Manual*. It contains instructions how to proceed in case of a new employee recruitment (in particular, in an open competition) and describes the subsequent processes associated with the employee engagement or starting work (particularly administrative and technical matters). However, there is no clear description of how adaptation of the new employee should proceed. Concerning open competitions, the manual defines when and on what terms the competition should be announced, how many members the selection committee should include, what duties fall on IBT as employer and, on the other hand, what duties fall on the applicant for the job.

The state of personal processes at IBT differs depending on the research group and its management. The personal processes are not codified and are fully decentralized. Their quantity and quality devolves from the managerial abilities and experience of the research group heads, who in their role combine the scientific and managerial activities. Accumulation of these responsibilities brings a number of advantages, but at the same time, they represent a potential environment for occurrence of numerous negative phenomena at the workplace (in all investigated subareas).

The main space for improvement, therefore, consists in formalization of some basic processes, their public declaration and, at the same time, in continuous training of the managerial staff.

The steps that would lead to formalization and centralization of personal processes at IBT are described in Table No. 3 – Gender equality in recruitment and career advancement.

<b>Table No. 3 – Gender equality in recruitment and career advancement</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Indicators</b>	<b>Expected period</b>
<b>4. Enforce and formalize professionalism of personal processes and unify approaches</b>	4.1 Create IBT Work Rules	IBT Work Rules	2023
	4.2 Unify the format and structure of advertisements for the entire IBT	Unified specimens of advertisements for all types of positions	2022
	4.3 Describe the adaptation process for particular types of job positions and assign persons responsible for adaptation of new arrivals	Methodology for the adaptation process of new arrivals	2023
	4.4 Create a mentoring programme for new employees	Mentoring programme for new employees	2024
	4.5 Provide training of managers and other members of selection committees in the field of recruitment and selection	Training in recruitment and selection of new employees	2024
<b>5. Embed the system of professional education</b>	5.1 Separate education into dispensable and indispensable and provide funding for the entire budget period	System of educational activities incl. provision of their funding	2024
	5.2 Introduce managerial training for superior positions (particularly soft skills)	System of managerial education and percentage of trained managers	2024

## **2.4. Integration of gender dimension into the research and education content**

Consideration of the gender dimension in research may allow deeper insight into the investigated topics and increase the validity of results. If gender dimensions of a particular topic are overlooked, the research results may only have partial validity. Inadequate reflexivity towards the possible gender differences may even have harmful effects on the overlooked group. Taking into account the possible differences associated with sex or gender will facilitate application of research results or introduction of innovations and increase



their relevance. The objectives in the area of integration of this dimension into research are summarized in Table No. 4 – Integration of gender dimension into the research and education content.

<b>Table No. 4 – Integration of gender dimension into the research and education content</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Indicators</b>	<b>Expected period</b>
<b>6. Integration of gender dimension into research approaches, methodology, results and project proposals</b>	6.1 Processing of the gender equality issue in research at IBT	Manual for evaluating the gender dimension in the research and innovation content	2024
	6.2 Training on the integration of gender dimension into research approaches, methodology, results and project proposals	Training of managers and researchers	2024

## **2.5. Measures against gender-related violence, including sexual harassment**

The relationships at the workplace and the culture and atmosphere at IBT were assessed as friendly during the audit; however, the occurrence of cases of negative behaviour of various kinds was also detected during the field investigation. At the same time, the field investigation has again shown the absence of documents dealing with this area at the institutional level.

IBT is aware that the relationship between sex and violence is complicated, and the gender inequalities in society may have a strong and deep impact on the behaviour of women and men at work. It is therefore one of the main goals of GEP to create IBT's own ethics code or ethics rules, namely, to clearly declare the inadmissibility of disparaging situations, bullying, sexism and (sexual) harassment. Activities focused on this issue are summarized in Table No. 5 – Measures against gender-related violence, including sexual harassment.

<b>Table No. 5 – Measures against gender-related violence, including sexual harassment</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Indicators</b>	<b>Expected period</b>
7. Increase awareness of employees on unintended bias and inappropriate behaviour	7. 1 Clearly and comprehensively process the methodology for treatment of particular complaints on undesirable behaviour at the workplace	Create a section on this topic at the website and introduce it to employees	2024
	7.2 Enforce prevention of occurrence of these phenomena by including the topic in the educational system	Number of trained employees	2024
	7. 3 Create and launch an internal campaign on unintentional bias and gender stereotypes	Created material / organized campaigns	2024