

# **GENDER EQUALITY PLAN**

**INSTITUTE OF PHYSIOLOGY CAS**

**2025 – 2030**

## GENDER EQUALITY PLAN

2025 - 2030

### PREAMBULE

Institute of Physiology of the CAS, v.v.i. (hereafter referred to as Institute of Physiology) has previously approved, set and implemented the principles of gender equality set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which has already been recognised by the HR Excellence in Research Award.

Institute of Physiology considers gender equality to be a state in which individuals, regardless of gender, are free to develop their personal abilities and make decisions without the constraints imposed by culturally and socially defined gender roles. A state where the different behaviours, aspirations and needs of women and men are recognised, promoted and valued as equal.

Institute of Physiology considers it as part of its commitment to society to take and adopt such measures with regard to the principles of transparency, equality, accountability and at the same time to take measures to reconcile the work and personal life of its employees.

Institute of Physiology fully recognises and supports the 3 priority areas key to achieving gender equality in the institution:

- career advancement, career development of women, early career scientists
- strengthening women's representation in decision-making and top academic positions
- gender-balanced approach in research activities and research content, in the teaching process and curriculum

### GENDER EQUALITY PLAN

The purpose of the Gender Equality Plan is to complement the implementation of the HRS4R Action Plan with specific measures aimed at improving gender equality in the Institute and to cover areas and topics that were previously excluded from the Action Plan. In developing this plan, the Institute of Physiology has followed the European Institute for Gender Equality's Handbook for Gender Equality in Academia and Research.

Background and initial analysis:

The gender audit\* carried out in the period 09/2024 - 01/2025 and its conclusions showed that the state of gender equality and balance at the Institute of Physiology is already at a very high level.

This evaluation is based on these findings:

- The overall structure of employees by gender is almost equal
- The gender structure of employees in specific positions, including managers, is almost even.
- Gender salary differences are minimal
- Internal documents and guidelines promote gender equality
- We have tools to eliminate primary and secondary gender discrimination.

In order to support the introduction and actual implementation of gender equality, Institute of Physiology will further adopt, implement and develop further measures in the following areas in order to maintain and improve the gender equality environment for its staff. Therefore, the following areas of the plan for further improvement and monitoring of the gender equality situation in the Institute have been developed.

*\*) processed by the Gender Information Centre NORA, the author's team was led by MgA.Bc. Eva Lukešová, director and gender expert*

Institute of Physiology has allocated human and financial resources to implement the gender equality plan. A Gender Equality Task Force has been established to implement and monitor specific areas of the plan. The group consists of the HR Award Manager, the HR Specialist, the Ombudsman of the Institute of Physiology and a representative of the research staff. All with direct responsibility to the Deputy Director of Administration. Funding will be used to finance training, conduct further analysis and internal or HR audits.

## AREAS OF THE PLAN

### 1. Staff training, internal culture and career progression

Institute of Physiology will finance staff training to improve sensitivity to gender equality and to ensure access to information on the benefits available to staff.

The training will focus mainly on the following areas:

- Gender equality sensitivity
- Gender aspects of research
- Work-life-family balance options
- Career development opportunities

In addition to training, Institute of Physiology will support the institutional culture and the working and scientific environment in order to maintain the gender equality policy, incorporate gender equality provisions into the internal regulations of the institution, and raise awareness and understanding of gender equality issues. In the form of lectures and workshops on gender issues. Institute of Physiology will promote balanced career development and advancement of women and men. Thus, the measure will provide special support to staff members - workshops for writing grant applications, support in the role of principal investigators/researchers. Take measures to actively support parents returning from maternity/parental leave and to restart their scientific careers.

### 2. Monitoring

Institute of Physiology will continuously monitor, collect and analyze the same data as used for the initial analysis and track changes. As the findings of the initial analysis were very positive, monitoring will focus on identifying factors that could lead to a deterioration of the current situation.

The following areas will be monitored:

- number of staff by gender at all levels
- the average number of years it takes for women and men to advance in their careers
- wage differentials by gender and occupation
- the number of women and men in academic and administrative decision-making positions
- the number of male and female candidates applying for different jobs
- the number of employees by gender taking parental leave, for how long and how many have returned after taking it.
- number of cases reported to the Institute's Ombudsman on the basis of gender

The aim is to develop a system and methodology for collecting and regularly evaluating data in this area, clearly identifying the identifiers of monitoring, their description and sources.

### 3. Recruitment and selection of employees

Institute of Physiology strictly complies with the provisions of the Labour Code (Act No. 262/2006 Coll.) regarding discrimination on the basis of sex, especially with regard to remuneration, training and career development opportunities. The Institute of Physiology will continue to conduct recruitment and selection without gender bias based on the principles of OTM - R (Open - Transparent - Merit based Recruitment; i.e. Open and Transparent Recruitment and Selection based on merit and competence). Institute of Physiology will continue to strive for and

adhere to the establishment of gender balanced selection panels in accordance with the applicable recruitment and selection process. The measure will be implemented by the responsible human resources specialist.

#### 4. Work-family balance

Institute of Physiology will facilitate and further promote flexible forms of work, as well as the creation of conditions for the provision of childcare and family care that will enable employees to balance work and family responsibilities. Particular emphasis will be placed on researchers returning after parental leave. The measures will be implemented by the responsible human resources specialist together with the management of the Institute.

#### 5. Elimination of harassment

Institute of Physiology will develop and implement preventive measures against bullying or sexual harassment and other forms of gender based violence and improve the complaints process, complemented by mediation and counselling and advisory services for the fair resolution of cases. The measures will be carried out by the Institute's Ombudsman, appointed to set up these measures and to deal with incidents. Emphasis is on the independence, objectivity of the person, hence this is a person outside Institute of Physiology.

#### 6. Strengthening of communication

Institute of Physiology will continue to work on developing and improving internal communication. Maintaining the already established system of scientific discussion and sharing of scientific results is a very important aspect. The regular Monday Institute seminars are designed for this purpose. The newly established MetaboClub and NeuroClub are intended for less formal discussion. A strong focus will be placed on the heads of department, and their management skills will be strengthened to ensure effective leadership and running of the department, including the setting up of information transfer.

#### 7. Gender aspects of research

The Institute of Physiology will begin to take gender aspects of research into account when planning and carrying out research tasks. This is particularly important as these aspects can play a crucial role in biomedical research. Arrangements will be made by a representative of the researchers.

## CONCLUSION

The Gender Equality Plan is accompanied by a schematic recording of the objectives, actions, timeframes and responsibilities for implementing the conclusions of the gender audit.

This plan is set for the period 2025-2030, after which its actions and results will be evaluated and reviewed. The plan will then be revised and a new version will be implemented for the following period. Institute of Physiology has identified responsible persons with expertise in gender equality for each area of the plan for the implementation of the above mentioned GEP IPHYS for 2025-2030. In preparing the GEP IPHYS, Institute of Physiology has drawn on existing EU recommendations, recommendations from national authorities (National Contact Centre for Gender and Science, Institute of Sociology of the CAS) and other available sources.

**1.Objectives of the organisation and institutional arrangements for gender equality policy**

Aim	Measure/action-description	Priority	Target group	Time frame/period	Indicator(s)	Responsibility/ Implementation	Level (Institutional/structural; cultural/symbolic; individual)
Systematic support for equal working conditions	Conduct a regularly scheduled gender re-audit.	Middle	Male/female employees	1 x 5 years	Final report of the gender re-audit	IPHYS	Cultural/symbolic
Systematic use of gender-sensitive language in internal documents	Revise existing IPHYS internal documents to include gender-sensitive language.	Middle	Male/female employees	By the end of 2027	Revised internal documents	IPHYS	Cultural/symbolic
Systematic support for equal working conditions	Revise the overtime chapter of the Collective Agreement to remove discriminatory wording.	High	Male/female employees	By the end of 2025	Revised chapter on overtime in the Collective Agreement.	IPHYS	Institutional/structural
Systematic support for equal working conditions	Revise Directive 2017/005 on Measures and Procedures to Combat Negative Behaviour in the Workplace to include the role of the ombudsperson, including their name, powers and contact options. And to include an anonymous avenue of complaint in the Directive, which is missing in the current Directive.	High	Male/female employees	By the end of 2025	The Directive on Measures and Procedures to Combat Negative Behaviour in the Workplace includes an ombudsman function and an anonymous complaint route.	IPHYS	Institutional/structural

Systematic support for equal working conditions	Revise the personal questionnaire for new recruits to declare respect for other gender identities while at the same time aligning it with administrative requirements and practical needs.	High	Male/female employees	By the end of 2025	Revised personal questionnaire for new staff.	IPHYS	Institutional/structural
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## 2. Personnel policy

Support of equal opportunities	Establish a single instrument or exit policy and ensure that it is clearly and understandably communicated to male/female employees.	Middle	Male/female employees	By the end of 2030	The instrument or exit policy in place and its disclosure.	IPHYS	Institutional/structural
Support of equal opportunities	Increase the availability of information in English (emails, etc.)	High	Male/female employees	Continuously	Bilingual emails, English version of the intranet, bilingual information materials and official documents.	IPHYS	Cultural/symbolic, institutional/structural
Support of equal opportunities	Develop adaptation and integration processes for foreign employees.	Middle	Male/female employees	By the end of 2025	Welcome materials in English, information materials on the adaptation process in the Czech Republic/Prague in English.	IPHYS	Cultural/symbolic
Support of equal opportunities	Establish an independent position of coordinator for PhD students.	High	PhD students	By the end of 2025	Established position of coordinator for PhD students.	IPHYS	Institutional/structural

Improvement of the adaptation process of new employees	Develop material for the induction and adaptation of newcomers (welcome guide). Including making important information clear on the intranet.	Middle	Male/female employees	By the end of 2026	Adaptation process in place. Easily traceable information on the intranet.	IPHYS	Cultural/symbolic
Support of equal opportunities	Increase awareness and centralise information about the benefits provided.	Middle	Male/female employees	By the middle of 2026	Clear, centralized information about training and benefits opportunities on the intranet.	IPHYS	Cultural/symbolic
Support of equal opportunities	Use a gender-balanced title for advertised positions.	Middle	Candidate(s)	By the middle of 2025	The names of advertised positions are in both genders or in the neutral term.	IPHYS	Cultural/symbolic
Support of equal opportunities	Data collection that would take into account the number of male and female employees in each position.	Middle	Male/female employees	By the middle of 2026	There is data that takes into account the number of male and female employees in each position.	IPHYS	Cultural/symbolic

### 3. Wage policy

<p>Promoting equal pay for women and men</p>	<p>Collect gender-segregated data on pay and evaluate it regularly. In addition to the average salary for men and women, it is also possible to compare their median salaries for specific jobs. It is also recommended to compare the level of the different components of pay for men and women (basic pay, personal allowance, bonuses).</p>	<p>High</p>	<p>Male/female employees</p>	<p>Continuously</p>	<p>FGU publishes gender-segregated remuneration data on a regular basis at the end of each calendar year.</p>	<p>IPHYS</p>	<p>Institutional/structural</p>
<p>Promoting equal pay for women and men</p>	<p>Revise point 7 of the IPHYS Evaluation System Guidelines regarding parental leave, long-term sickness, internships, etc., and develop specific evaluation criteria for it. Add indicative questions for evaluators to make it clear how to take these situations into account and to stress that these circumstances must not disadvantage male/female staff members.</p>	<p>High</p>	<p>Male/female employees</p>	<p>By the end of 2025</p>	<p>Revise point 7 of the IPHYS Evaluation System Guidelines to include evaluation criteria. Guiding questions for evaluators are developed to avoid discriminatory practices.</p>	<p>IPHYS</p>	<p>Institutional/structural</p>



Promoting equal opportunities	Increase awareness of the system of periodic evaluation of male/female staff according to the IPHYS Evaluation System Directive and define the definition of the evaluation period, which is not defined in the Directive.	Middle	Male/female employees	By the end of 2026	The IPHYS Evaluation System Directive defines the evaluation period. Information on the periodic evaluation is provided on the intranet and in the information materials.	FGÚ	Institutional/structural
Promoting equal pay for women and men	Map the gender representation of male and female grant applicants and their success rates.	Middle	Male/female employees	Continuously	Existence of gender segregated data on applicants (men/women).	IPHYS	Institucionální/strukturální

#### 4. Balancing work and personal life

Support the balance between work and personal life	Increase awareness and centralise information on the support options available to carers, for example through a single platform or regular updates.	High	Male/female employees	Continuously	Information about the support on offer for caring staff is centralised and available on the intranet.	IPHYS	Institutional/structural
Support the balance between work and personal life	Simplify administrative processes associated with maternity or parental leave (e.g., delete the Trade Union Inventory and Trade Union Library stamps to reduce the number of stamps).	Middle	Male/female employees	By the end of 2025	Simplified administrative processes related to maternity/parental leave.	IPHYS	Institutional/structural

Support the balance between work and personal life	Create a guide for leaving and returning on/off maternity/parental leave, including the establishment of a return plan after maternity/parental leave.	High	Male/female employees	By the end of 2025	The existence of a guide to going on and returning after maternity/parental leave. A template for a return plan after maternity/parental leave.	IPHYS	Institutional/structural
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## 5. Organisation culture and workplace relations

Preventing bullying or sexual harassment in the IPHYS environment	Ensure better awareness of the existence and function of the Ombudsman and the Whistleblower Protection Directive, including its application to full-time PhD students.	High	Male/female employees	By the end of 2025	Creation of the "Reporting Inappropriate Behaviour" section on the IPHYS intranet and website. Publication of clear information on the procedure for reporting inappropriate behaviour, including information on the role of the ombudsperson in dealing with such situations and the possibility of anonymous reporting.	IPHYS	Institutional/structural
Preventing bullying or sexual harassment in the IPHYS environment	Regularly train male/female IPHYS staff on topics related to gender-sensitive language and sexual harassment in the workplace.	High	Male/female employees	Continuously	Implemented trainings, attendance lists	IPHYS	Individual

Supporting IPHYS inclusiveness	Explicitly include a gender perspective in the popularisation plan for 2025 and beyond.	Middle	Public	2025	The popularisation plan for 2025 and beyond includes a gender perspective.	IPHYS	Institutional/structural
Preventing bullying or sexual harassment in the IPHYS environment	Monitor complaints directed to IPHYS. Statistical information should include the sex/gender category, the status of those involved, the type of behaviour involved in each case (mobbing, bossing, sexual harassment, etc.) and, last but not least, the outcome of the complaint.	Middle	Male/female employees	Continuously	Statistics on complaints made, including the gender category, the status of those involved, the type of behaviour involved in each case and the outcome of the complaint.	IPHYS	Institutional/structural

### 5. Gender dimension of research

Involvement in European projects focusing on the gender dimension in research content	To train relevant staff members on "Gender Dimensions in Research Topics".	Middle	Male/female employees	Continuously	Implemented training. Attendance lists.	IPHYS	Cultural/symbolic
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