

**Gender Equality Plan
of the Occupational Safety
Research Institute
for the years 2022-2024**

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2022-2024

PREAMBLE

Management of the Occupational Safety Research Institute (VÚBP) is following the European Union's gender equality objectives for 2020-2025 (Equality Union: Strategy for Gender Equality 2020-2025) and the Gender Equality Promotion Plan of the Ministry of Education, Youth and Sports for 2021-2024. VÚBP will implement various measures to promote gender equality as a part of its strategic commitment to the principles of transparency, equality and accountability, while at the same time reconciling the working and personal lives of all its employees. VÚBP will implement this commitment through its activities. This will be done on the basis of the VÚBP Gender Equality Plan (GEP VÚBP) for the period 2022-2024. The plan provides a framework for the development and implementation of effective measures to achieve the objectives in the priority areas of gender equality at VÚBP.

STRATEGIC CONTEXT

VÚBP acknowledges that its most valuable asset is its people and that achieving its mission depends on the performance, dedication, professionalism and skills of its employees. While VÚBP has already made significant progress in creating a fair, flexible and gender-balanced work environment, it will continue to cultivate an organizational culture where employees have equal opportunities in all areas. To achieve this strategic objective, VÚBP will create adequate institutional tools, implement and financially support the activities outlined in this VÚBP Gender Equality Plan 2022-2024.

IMPLEMENTATION AND ACCOUNTABILITY

The Gender Equality Guarantor is the Deputy Director who is responsible for the implementation of the VÚBP GEP in collaboration with the senior staff of the VÚBP.

The Guarantor will regularly report on his/her activities and the results achieved in the implementation of the VÚBP GEP to the VÚBP management, in particular in the form of an annual report in this area, including proposals for measures for the next period for the implementation of the objectives and activities of the VÚBP GEP. The annual report will be available on the intranet of the VÚBP and in the Director's Secretariat to all staff.

AREAS OF THE GENDER EQUALITY PLAN

1. TRANSFORMING THE INTERNAL CULTURE OF THE ORGANISATION

VÚBP will promote an organisational culture and work environment that includes the following areas: the organisation's vision and goals and gender equality, gender-balanced promotion and marketing, gender perspective, research and scientific evaluation system, international activity, internal regulation, internal and external communication of VÚBP.

2. GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING

VÚBP will support the improvement of opportunities for gender balance in leadership and decision-making.

3. COMBINATION OF WORK AND PARENTING

VÚBP will facilitate and further support flexible forms of work as well as the creation of conditions for the provision of care for children and family members, which will enable employees to reconcile work and family responsibilities, the so-called work-life balance.

4. RECRUITMENT, SELECTION AND FUNCTIONAL PROCEDURE

VÚBP will recruit and select employees without gender bias based and on the principles of OTMR (Open - Transparent - Merit Based Recruitment, i.e. open and transparent recruitment and selection based on qualities and competencies). As part of its operational process, it will strive to develop and maintain a gender-diverse workforce by creating a talent management system and a system of career support and mentoring, especially for beginning scientists and researchers.

5. MEASURES AGAINST SEXUAL HARASSMENT AND OTHER FORMS OF GENDER-BASED VIOLENCE

VÚBP will develop preventive measures against the occurrence of bullying or sexual harassment and other forms of gender-based violence. It will also improve the complaints process, complemented by the possibility of mediation and counselling and advisory services for the fair resolution of cases that arise.

6. INTEGRATING THE GENDER DIMENSION INTO THE RESEARCH CONTENT

The VÚBP will strive to promote and integrate the gender dimension in science and research by supporting gender-balanced research teams; it will popularize research results achieved by women and gender-responsive research.

7. COLLECTION AND MONITORING OF GENDER-DISAGGREGATED DATA

VÚBP will establish a system for the collection and regular evaluation of gender-disaggregated data in the VÚBP GEP areas.

Gender Equality Plan 2022-2024 - measures and actions

1. Transformation of organisational culture

Target	Measure / description of action	Accountability	Deadline
To establish a gender equality policy at VÚBP	Creation and publication of a Gender Equality Plan (GEP VÚBP) for 2022-2024	Guarantor of gender equality at VÚBP	February 2022 ongoing performance
To develop provisions reflecting gender equality in internal regulations and institutional standards	Inclusion of the gender dimension in relevant internal regulations as part of their development and updates	relevant senior staff	2022–2024 ongoing performance, as required
To increase education and awareness of gender equality issues	Appropriate supplementation of existing staff development and training activities with gender topics, implementation of lectures and workshops on gender topics aimed at raising awareness of this issue	senior staff	ongoing performance
Identify and address potential gender inequalities in remuneration	Implementation of a gender pay analysis using an appropriate analytical tool Based on the gender pay analysis, update the internal wage regulation if necessary.	Economic and Administrative Department	12/2023

2. Gender balance in leadership and decision-making

Target	Measure / description of action	Accountability	Deadline
To create conditions for greater gender balance in leadership positions and advisory bodies	<p>To examine formal procedures within elected bodies for applications, nominations and selection of members in terms of promoting women's interest in participating in these positions</p> <p>A clear predetermined date and timeframe for regular meetings of the VÚBP bodies, elected bodies and advisory bodies during working hours</p>	gender equality guarantor at VÚBP	ongoing performance
To improve gender balance in leadership and decision-making	To develop and strengthen the principles of equal access to the representation of women and men in leadership or decision-making positions and in advisory bodies in key VÚBP documents	VÚBP management/senior staff	ongoing performance /12/2023 +

3. Combining work and parenting, work-life balance

Target	Measure / description of action	Accountability	Deadline
Introduction of maternity and parental leave management and support for reconciliation of work and family	Definition of all measures to support reconciliation of work and family offered by the VÚBP in an internal regulation	VÚBP management, Economic and Administrative Department	12/2023
To take into account the possibilities of working from home to improve work-life balance	Use all legal options for working from home to enable employees to balance work and family (personal) responsibilities	VÚBP management	2022 +
Regular identification of the needs of staff who take care of dependants	Organising discussions to identify the needs of employees taking care of dependants (e.g. ageing parents), including the need for psychological counselling	Economic and Administrative Department	annually

4. Recruitment, selection and promotion

Target	Measure / description of action	Accountability	Deadline
Develop a gender-correct recruitment and selection process	Addition of recommendations for gender correct practices during recruitment and selection in the internal VÚBP regulations	Economic and Administrative Department	2022 +
Strive for a gender-balanced composition of selection board/committee in auditioning	Explicitly include in the internal regulations on recruitment the requirement for a balanced composition of selection committees according to the field and nature of the workplace	Economic and Administrative Department, staff involved in the selection process	2022 +
Support women scientists in their career and promotion	Promote programmes specifically for women scientists	VÚBP management	ongoing performance

5. Measures against sexual harassment and other forms of gender-based violence

Target	Measure / description of action	Accountability	Deadline
Establishing a process to address incidents of sexual harassment	Establishing a clear procedure for victims, perpetrators and witnesses of sexual harassment, including a description of the consequences and penalties and embedding them in internal regulations	VÚBP management	12/2022 ongoing performance
Establishing an awareness process for filing complaints	Ensuring that staff members are aware of existing complaints procedures Modifying the relevant VÚBP website	VÚBP management	12/2022 ongoing performance

6. Integrating the gender dimension into the content of research and innovation

Target	Measure / description of action	Accountability	Deadline
Promoting the integration of the gender dimension into educational activities	Efforts to add a gender dimension to existing activities, training and other events	VÚBP management	ongoing performance
Ensuring a level playing field in the evaluation of science and research projects	Gender balance in the evaluation committees of internal projects, taking into account the possibilities and maintaining the main criterion of expertise	VÚBP management/employees	ongoing performance

7. Collection and monitoring of gender-differentiated data

Target	Measure / description of action	Accountability	Deadline
Establishing a system for collecting and regularly evaluating data in the field of gender equality	Providing and developing a tool for collecting and analysing gender-disaggregated data	employees	till 12/2022 ongoing performance
Introduce annual monitoring of gender disaggregated data	Annual monitoring and publication of gender-disaggregated data	VUBP management	till 2023