



**CVŘ**

Research Centre Řež

# **GENDER EQUALITY PLAN**



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## 2. PURPOSE

The document sets out the ground rules for gender equality in research and innovation.

## 3. SCOPE OF VALIDITY

This document is binding for all employees of the company.

## 4. DEFINITION OF TERMS AND ABBREVIATIONS

### 4.1. Definitions of terms

| Term                 | Definition  |
|----------------------|---|
| Gender               | The term refers to cultural characteristics and patterns assigned to male or female biological sex and refers to social differences between women and men.  |
| Compliance program   | A set of internal company policies and procedures that are established primarily to comply with laws, rules, regulations and ethical standards or to maintain and enhance the company's reputation. Simply, it should effectively prevent illegal (internal and external) conduct by the company. |
| Gender Equality Plan | A set of measures to addressing gender equality.  |

| Term                                     | Definition  |
|--|---|
| Gender specialist                        | Executive coordinator of the Gender Equality Team   |
| Equality officer or Gender Equality Team | A person or team to oversee and guarantee compliance with gender equality commitments.  |
| HR academic management                   | Extra working hours on the gender agenda for existing staff.  |
| Code of Conduct                          | A document that summarises the basic requirements for the conduct and behaviour of all employees of our institution. It represents a moral commitment, highlighting our moral attitudes, behaviour towards the institution, colleagues, clients and the public. |

### 4.2. Definition of abbreviations

| Abbreviation | Meaning                |
|--------------|------------------------|
| ERA          | European Research Area |
| GEP          | Gender Equality Plan   |
| EC           | European Commission    |



## 5. INTRODUCTION

Gender equality in research and innovation is a priority of the European Research Area (ERA). In 2012, the European Commission established three goals for collaboration among European Union countries and support for institutional changes – gender equality in scientific careers, integration of the gender dimension into research and innovation content, and gender balance in decision making. The European Commission's Gender Equality Strategy for the period 2020-2025 sets out a vision, policy objectives, and measures to achieve concrete progress in gender equality in Europe and to reach these goals. The Gender Equality Plan (hereinafter "GEP") now becomes a criterion for all public authorities, universities, and research organizations of all European Union countries (and associated countries) wishing to participate in the Horizon Europe program in 2022 and beyond. Inclusion of the Gender Equality Plan in research and innovation content is a standard requirement and criterion for granting funds assessed under the excellence criterion. Gender equality is also one of the fundamental values of the Czech Republic, as stated in the Charter of Fundamental Rights and Freedoms, as well as the Labour Code. The promotion of gender equality falls under the competence of the Prime Minister and the Department for Gender Equality, which annually assesses progress in achieving goals and tasks in the field of gender equality and the Gender Equality Strategy 2021-2030.

The CVŘ emphasizes the importance of gender equality and promotes awareness of gender equality in the scientific research environment through specific activities. The CVŘ supports not only the principle of gender equality but also the prohibition of discrimination. These principles are firmly anchored in the company's internal documents – the Collective Agreement and the Code of Ethical Conduct, or the Compliance Program /ref. 1, 2, 3 /. As an employer, CVŘ adheres to the principles of the European Charter for Researchers and the European Commission's Gender Equality Strategy /ref. 4 a 5/.

The promotion of gender equality is fundamental for the CVŘ and is considered in the creation of strategic plans and objectives. The company is committed to continuing its support for a culture

of equality and maintaining a work, educational, and social environment where the rights and dignity of all employees are respected. The CVŘ will continue to improve corporate culture and procedures related to gender equality.

Based on all recommendations and measures aimed at addressing the issue of gender equality, a Gender Equality Plan has been developed within the CVŘ. This plan will be submitted to the relevant authorities of the European Union and the Czech Republic upon request and will be presented on the company's website. The document will be evaluated at regular three-year intervals, and follow-up gender equality audits will be conducted. The primary goal of the Plan is to promote and monitor gender equality within the CVŘ, adapt corporate policies and procedures to eliminate any barriers to equality, and strengthen the gender dimension in research programs. Another goal of the plan is to support employees in their career development and maintain a healthy work-life balance.

In order to achieve our goals, we have focused our resources on supporting the development and implementation of the Gender Equality Plan. A working group has been established to address gender issues under the supervision of the company's management, and the necessary financial resources have been allocated to support the Plan's implementation. Within the working group, a new position of Gender Specialist has been created, who acts as the executive coordinator of the group in the field of gender equality. Collaboration with other research organizations and universities is also anticipated to support cultural and institutional changes in the realm of equality. Information about gender equality-related plans and outcomes will be shared with all employees and presented on CVŘ's website.

The components of the Gender Equality Plan also align with the Horizon Europe Work Programme 2021-2022, which states:

Gender equality plans and gender mainstreaming

To be eligible, legal entities from Member States and Associated Countries that are public

bodies, research organisations or higher education establishments (including private research organisations and higher education establishments) must have a gender equality plan, covering the following minimum process-related requirements:

- publication: a formal document published on the institution’s website and signed by the top management;
- dedicated resources: commitment of resources and expertise in gender equality to implement the plan;
- data collection and monitoring: sex/gender disaggregated data on personnel (and students, for the establishments concerned) and annual reporting based on indicators;
- raising: awareness raising/training on gender equality and unconscious gender biases for staff and decision-makers.
- Content-wise, it is recommended that the gender equality plan addresses the following areas, using concrete measures and targets:
  - o work-life balance and organisational culture;
  - o gender balance in leadership and decision-making;
  - o gender equality in recruitment and career progression;
  - o integration of the gender dimension into research and teaching content;
  - o measures against gender-based violence, including sexual harassment.

A self-declaration will be requested at proposal stage. If all the above-mentioned mandatory requirements are met through another strategic document, such as a development plan or an inclusion or diversity strategy, it can be considered as an equivalent.

Beneficiaries must also take all measures to promote equal opportunities between men and

women in implementing the action and, where applicable, in line with their gender equality plan. They must aim to achieve, to the extent possible, a gender balance at all levels of personnel assigned to the action, including at supervisory and managerial level.”

According to the EC’s resolution, we also specify the mandatory and recommended components of the Plan:

Mandatory components of the GEP (referred to as “building blocks”)

- Public Document: GEPs are public documents and must be accessible and traceable (e.g., displayed on the website) as they will be continuously monitored. The GEP should be signed by the organization’s leadership (LEAR) and distributed throughout the institution.
- Allocated Resources: As part of plan implementation, a position of “Equality Officer” or the formation of a “Gender Equality Team” should be established to oversee and guarantee commitments to gender equality. The organization can also allocate additional work hours for gender-related tasks for existing employees (e.g., HR, academic management).
- Data Collection and Monitoring: Data collection across all employee categories, annual reporting on gender inequalities and leadership positions, comprehensive assessment approach.
- Training and Capacity Building: Addressing unconscious gender bias among employees, informational activities, workshops, or working groups dedicated to specific topics.

Recommended areas that the GEP should cover:

- Integration of the gender dimension into research and education content.
- Gender equality in leadership positions: e.g., quotas for evaluation panels and decision-

making committees.

- Gender equality in recruitment and career development: e.g., training on unconscious gender bias for HR managers, using inclusive language in the selection process, fair employee assessment.
- Measures against gender-motivated violence, including sexual harassment: e.g., establishing a Code of Conduct, preparing protocols for complaints, etc. Incorporating the gender dimension is applicable to research and innovation across all Horizon Europe work programs. This will not be necessary only if applicants demonstrate that gender issues are not relevant to their project (with support from data and literature). When assessing this issue, a simple rule can be applied: if individuals are involved in the project and the project has an impact on them, gender equality is relevant.

Work-life balance and institutional culture: e.g., parental leave, flexible working hours

## 5.1. Monitoring and Evaluation

The GEP will be continuously evaluated using information collected by the Communication and Corporate Culture Working Group. Each session of the group will include a gender-related agenda item, and all suggestions and feedback regarding the implementation and impact of the tools used will be recorded and subsequently addressed.

Once every 3 years, a re-audit of the gender situation within the company will be conducted, and the results will be compared to the previous audit.

Annually, the GEP will also be evaluated during the final session of the aforementioned group. This evaluation will be accessible on the company's intranet.

## 5.2. Summary of Planned Activities

### Objectives for 2023:

- Review all important documents of the CVR in terms of gender equality
- Develop methodology and ensure data collection for gender equality
- Gather feedback on gender-related issues
- Integrate gender perspective during exit interviews and systematically analyze reasons for departures from the institution
- Organize training focused on raising awareness about gender equality to promote the GEP and other related activities
- Ensure gender-sensitive communication on CVR's intranet when creating public announcements.
- Expand cooperation and partnerships with other institutions in the field of gender equality and support knowledge sharing
- Encourage gender balance among applicants for leadership positions
- Prepare measures and documents for onboarding new employees and career development in accordance with gender policy
- Propose the integration of the gender dimension into research activities
- Develop a proposal for e-learning training for employees focused on gender equality, prevention of inappropriate behaviour with special emphasis on hidden discrimination, sexual harassment, marginalizing behaviour, and bystander effects
- Train senior staff on preventing inappropriate workplace behaviour
- Establish an effective mechanism for reporting inappropriate and unwanted behaviour and actively support it

### Objectives for 2024:

- Launch an e-learning training project for employees
- Ensure data collection and evaluation of gender equality
- Gather feedback on gender-related issues
- Collaborate and partner with other institutions in the field of gender equality and support knowledge sharing
- Encourage gender balance among applicants for leadership positions
- Onboard new employees in accordance with gender policy
- Train senior staff on preventing inappropriate workplace behaviour
- Utilize an effective mechanism for reporting inappropriate and unwanted behaviour and actively support it

### Objectives for 2025:

- Gather feedback on gender-related issues
- Ensure data collection and evaluation of gender equality
- Collaborate and partner with other institutions in the field of gender equality and support knowledge sharing
- Encourage gender balance among applicants for leadership positions
- Onboard new employees in accordance with gender policy
- Train senior staff on preventing inappropriate workplace behaviour

- Utilize an effective mechanism for reporting inappropriate and unwanted behaviour and actively support it
- Re – Audit in the second half of 2025

### **5.3. Organizational Structure and Implementation Bodies**

#### 1. Director of the CVŘ and Company Executives

are the official leadership of the CVŘ, making managerial decisions. The CVŘ leadership is committed to actively promote gender equality and implement the GEP within the company. Financial resources are allocated for the implementation of the GEP by them.

#### 2. Extended Management Board

is an advisory body to the director proposing and monitoring the development and implementation of key plans and processes related to strategic management and human resources in the CVŘ, including measures in the area of gender balance and equal opportunities.

#### 3. Scientific Board of the CVŘ

is an advisory body to the company's leadership assessing and making decisions on fundamental issues related to research and development within the CVŘ.

#### 4. Communication Department

is a department responsible for the implementation of the GEP, including managing and coordinating related activities, as well as conduction annual monitoring and evaluation of tracked indicators and preparing annual GEP reports.

#### 5. Communication and Corporate Culture Working Group (including gender area)

is an advisory body within the Communication Department focusing on communication, corporate culture, and gender equality within and outside the organization, serving as a feedback tool.

Members of the working group

Represent various job positions throughout the company. The working group consists of 13 members. The Gender Equality Coordinator is responsible for leading the activities of the working group in this area. The Coordinator prepares regular annual reports shared with all employees and presented through CVŘ's internal systems.

## 6. BALANCING FAMILY, PRIVATE, AND WORK LIFE AND ORGANIZATIONAL CULTURE

Improving working conditions and corporate culture is an ongoing process. The CVŘ aims to gradually enhance working conditions, the environment, and corporate culture to achieve the highest possible standards. Maintaining a healthy balance between work and private life is also part of promoting gender equality and brings benefits to both employees and employers. Within the CVŘ, there are options to support work-life balance, such as home office, flexible working hours, part-time opportunities, and contributions to a social fund. Employees greatly appreciate these benefits, and the CVŘ strives to frequently mention these advantages to employees through various communication channels. To promote greater gender equality in balancing work, family, and private life, the following actions will be carried out within CVŘ's organization culture:

- Increase awareness of gender equality among employees through seminars, workshops, networking, and training events. Organize events and seminars on gender equality topics such as work-life balance, career development, common challenges for parents with children, and more (tracked indicator – number of events held and participant counts)
- Sharing knowledge and raising awareness about gender-related issues, expanding cooperation and partnerships with other institutions in the field of gender equality, and supporting knowledge transfer (tracked indicator – number of participants in meetings, conferences, seminars)

## 7. GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING

Both women and men play a crucial role in the leadership and decision-making of the CVŘ. The CVŘ approaches selections for any positions within the company equally. The representation of women in the company and leadership positions (2023) can be seen in Fig. 1 and 2.

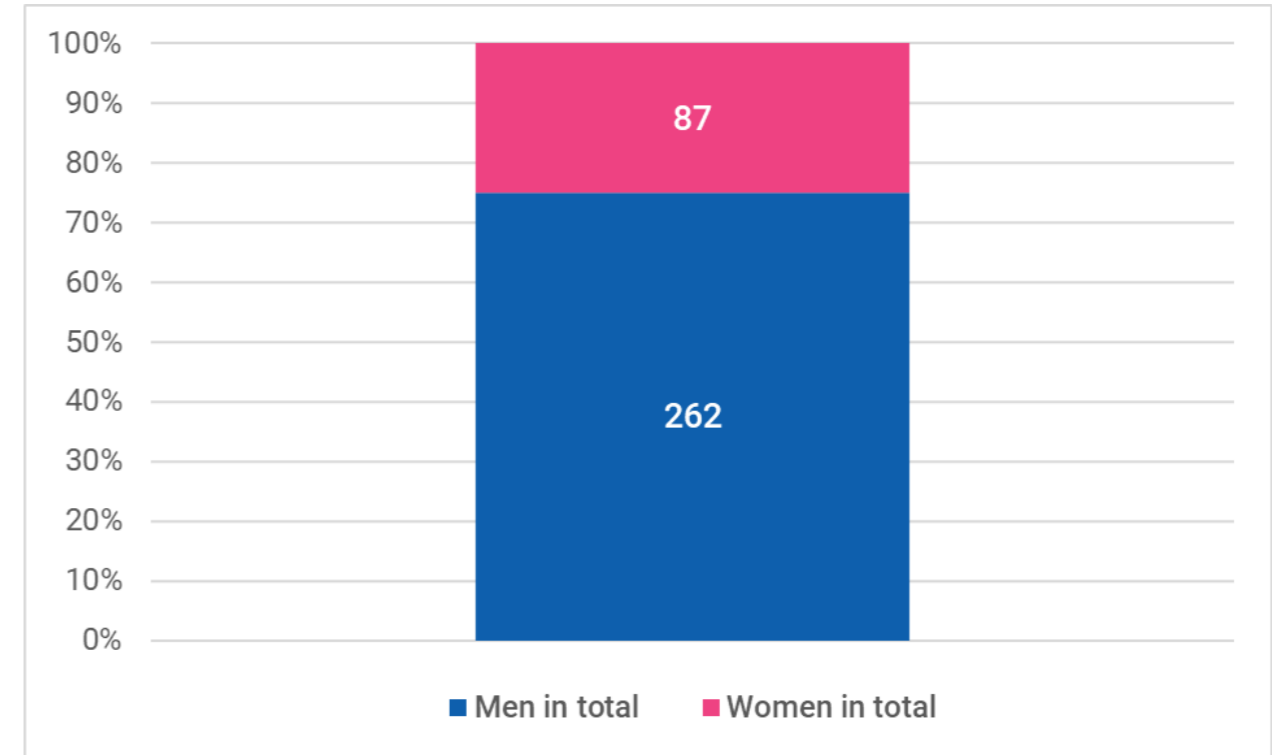


Figure 1: Total number of male/female employees divided by men and women in the CVŘ as of 2023.



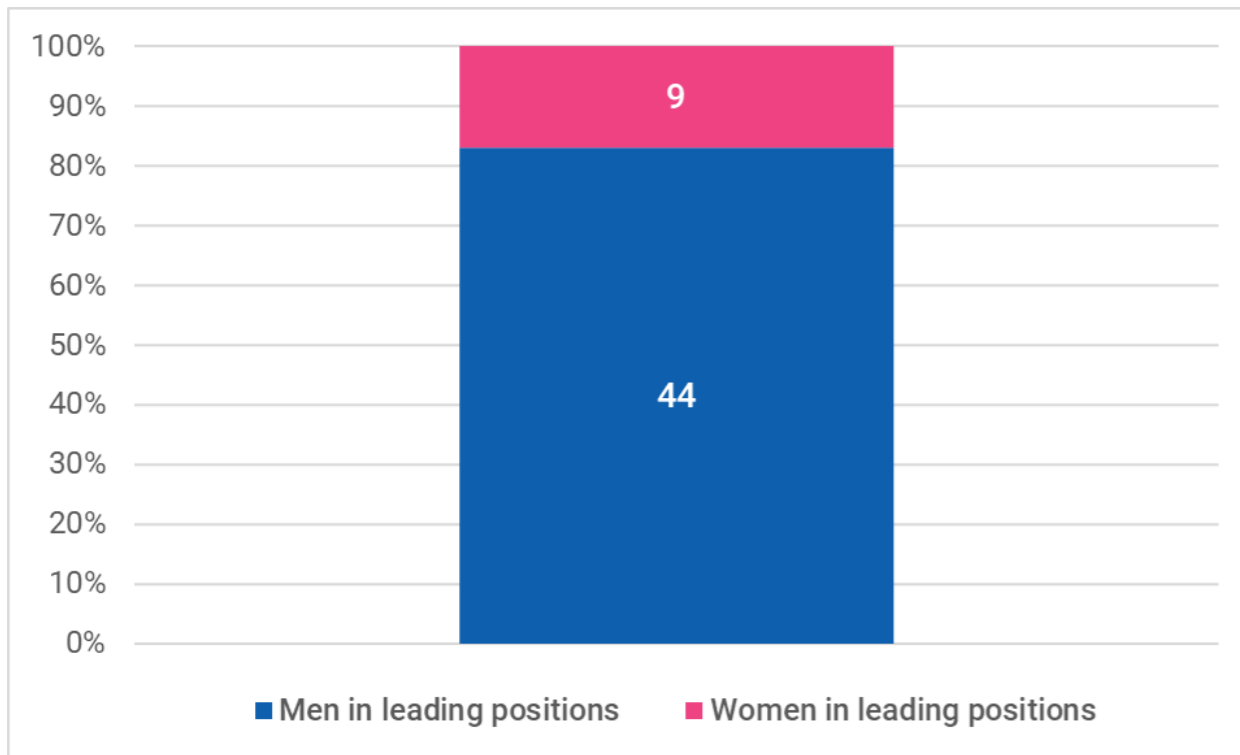


Figure 2: Representation of leadership positions, divided by men and women in the CVŘ as of 2023.

The following steps in the coming years will focus on further motivating women in career growth, their leadership development, and decision-making at the CVŘ:

Systematically develop leadership skills among male and female managers, through coaching or training of soft skills (tracked indicator – number of trained employees).

Support gender equality in leadership and boards, create motivational tools to attract more candidates applying for leadership positions (tracked indicator – number of tools created).

## 8. GENDER EQUALITY IN RECRUITMENT AND CAREER PROGRESSION

Human Resources services, including the recruitment of new employees, are provided by the parent company, ÚJV Řež, a. s., based on the requirements of CVŘ management. In ensuring gender equality, the CVŘ provides conditions for expanding professional knowledge and experience sharing, as well as developing transferable and soft skills. In the coming years, we plan to expand educational activities in the field of gender equality within the CVŘ. Integration of the gender dimension into research and development content.

## 9. INTEGRATION OF THE GENDER DIMENSION INTO RESEARCH AND DEVELOPMENT CONTENT

Just as in the selection of employees, the CVŘ ensures gender neutrality when creating research topics and projects. Given CVŘ's thematic areas, it can be confidently stated that all researches conducted by CVŘ employees are beneficial to the population as a whole, regardless of gender.

## 10. MEASURES AGAINST GENDER-BASED VIOLENCE, INCLUDING SEXUAL HARASSMENT

The CVŘ strictly rejects any violation of human rights, including gender-based violence, sexual harassment, and discrimination. The CVŘ has its own Code of Conduct that all employees must adhere to. Practical guidelines are introduced on how to proceed in case of suspected inappropriate behaviour, including sexual harassment (e.g., unwanted remarks and the use of inappropriate stereotypes), conflicts, discrimination, disputes between departments or work teams, bossing,

mobbing, personnel issues, or manipulation, as well as manipulation by superiors or colleagues. The company's management is responsible for addressing ethical issues and addressing specific areas of gender-based violence, sexual harassment, and discrimination.

The CVŘ actively supports gender equality and creates an environment where any form of violence against women and men is unacceptable. If necessary, new measures, interventions, specialized training, and education will be introduced to address gender norms and appropriate behavior. Additionally, the mechanism for lodging complaints and providing feedback will be improved.





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