



ISEZ PAN

**INSTITUTE OF SYSTEMATICS AND EVOLUTION OF ANIMALS
OF THE POLISH ACADEMY OF SCIENCES**

Gender Equality Plan

2022–2027

INTRODUCTION

A Gender Equality Plan of the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (ISEAPAS) is a tool intended to create a safe and modern workplace that is free of any biases or stereotypes. All the staff and doctoral students will be offered equal treatment there, irrespective of their social status, origin, worldview, religion, disabilities, gender or sexual orientation. They will be given an opportunity to pursue their professional (including scientific and personal) development free of any discrimination or prejudice.

In 2016, the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences was awarded by the European Commission with an “HR Excellence in Research” logo. In the aftermath of the award, the Institute has undertaken to continue to improve its human resources management policy in line with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. This document has been drafted in performance of the obligations assumed by ISEAPAS.

The ISEAPAS Gender Equality Plan is the outcome of an in-house diagnosis of the status and needs of the Institute in 2022, guidelines of the European Commission regarding a Gender Equality Plan, and also of an analysis of similar documents in effect in other Polish and foreign research institutions. In response to the European Commission’s recommendations, the Plan is focused on five areas (organisational culture and work-life balance, women’s participation in governing bodies and decision-making, gender equality in employment and career processes, integration of gender-related issues in research, and counteracting gender-based violence) with a view to attaining improvement in gender equality at ISEAPAS.

GENDER EQUALITY AT ISEAPAS: DIAGNOSIS AND ANALYSIS

EMPLOYMENT STRUCTURE

The Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences is a research institute employing 71 staff members, including 44 members of academic staff and doctoral students, and 27 non-academic staff members. The analysis of the employment structure, presented below, was carried out based on the year-end data for 2022 provided by the ISEAPAS Human Resources and Payroll Department. The respective percentage shares of the Institute's female and male employees are as follows:

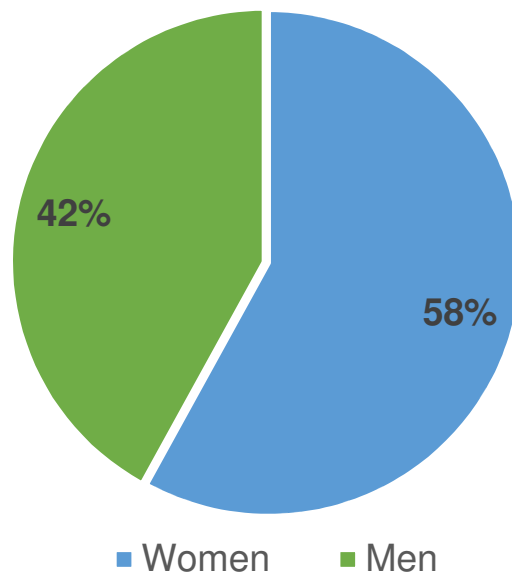


Chart 1. Gender balance among all ISEAPAS staff (as at December 2022)

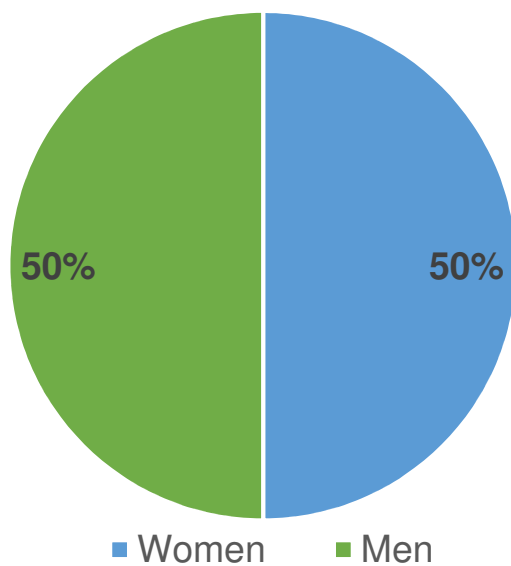


Chart 2. Gender balance among all ISEAPAS academic staff and doctoral students (as at December 2022)

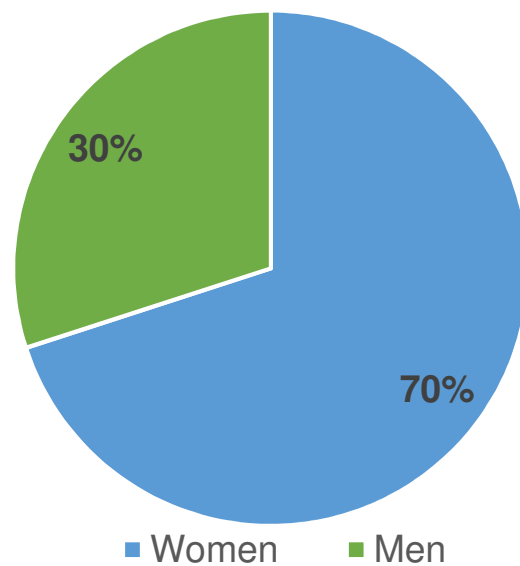


Chart 3. Gender balance among all ISEAPAS non-academic staff (as at December 2022)

The foregoing figures show a gender balance within the employment structure as regards all the staff of the Institute as well as the academic staff and doctoral students (Chart 1, Chart 2). It is only among non-academic staff that a marked overrepresentation of women can be seen (Chart 3).

As regards the decision-making authorities of ISEAPAS, the gender balance is kept as the Director is a man while a woman holds the position of a Deputy Director for Research. Among the research heads of the Institute’s organisational units the percentage shares are, unfortunately, misbalanced with a huge under-representation of women on these positions (Chart 4). Also a strong misbalance can be observed on managerial positions under projects financed from external sources, where men represent a vast majority (Chart 5).

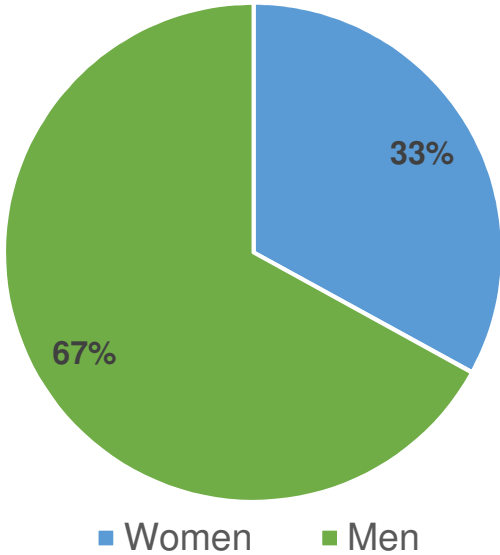


Chart 4. Gender balance among academic staff holding managerial positions at ISEAPAS (as at December 2022).

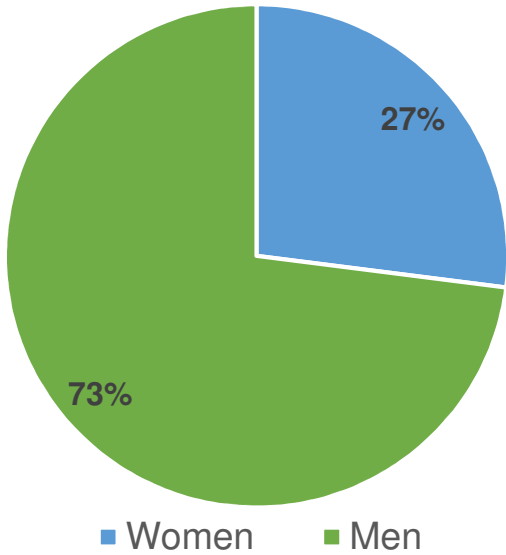


Chart 5. Gender balance among managers of research projects financed from external sources at ISEAPAS (as at December 2022).

IN-HOUSE QUESTIONNAIRE: ANALYSIS

In order to develop a strategy for the implementation of the key objectives of the ISEAPAS Gender Equality Plan, in mid-2022 an anonymous questionnaire was administered to the staff. Issues addressed included those related to the organisational culture at ISEAPAS, work-life balance, overall opinion on gender equality at workplace, development of research career, reconciling work and private life, and also possible instances of mobbing or sexual harassment at workplace. The data thus collected served as a basis for the detailed analysis presented in this document and, at the final stage, for working out necessary remedial measures.

The voluntary questionnaire, consisting of 23 questions, was completed by 54 persons, which accounted for 82% of all the ISEAPAS employees. Such a high participation rate is indicative of the willingness and involvement of staff and doctoral students in the matters addressed in the questionnaire, as well as in possible enhancement or improvement of working conditions at the Institute. Importantly, each group of ISEAPAS employees was represented among the respondents. And that fact, plus the high participation rate, shows that discussion on broadly understood equality issues within the Institute’s community is much needed.

The first part of the questionnaire contained questions regarding the organisational culture within ISEAPAS. Satisfaction with work at ISEAPAS scored 3.8 points in a 5-point scale, showing that employees are satisfied with their working conditions (Chart 6).

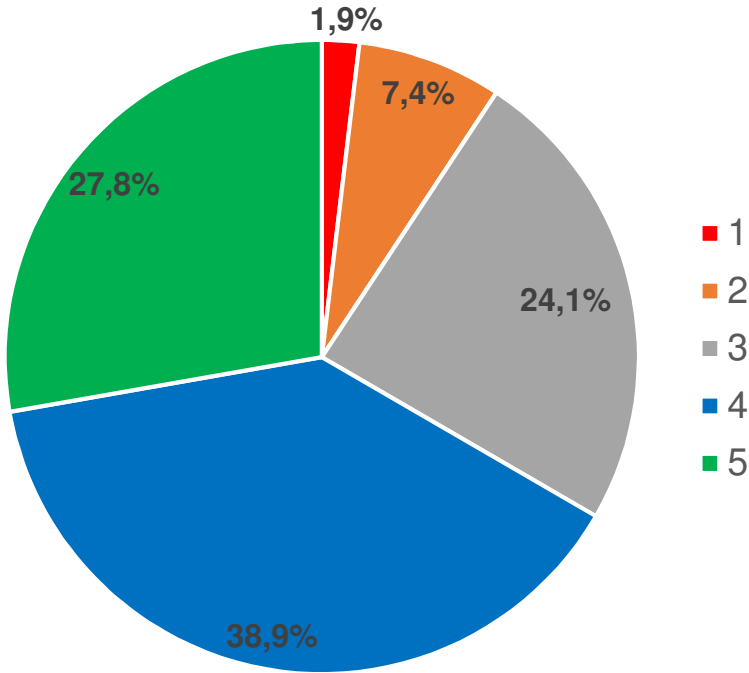


Chart 6. Rate of satisfaction with work at ISEAPAS on the 1 to 5 scale (1 – lowest satisfaction rate; 5 – highest satisfaction rate)

More consideration should be given, however, to the pay satisfaction rate which, in the opinion of ISEAPAS employees, ranked 2.8 points in a 5-point scale (Chart 7).

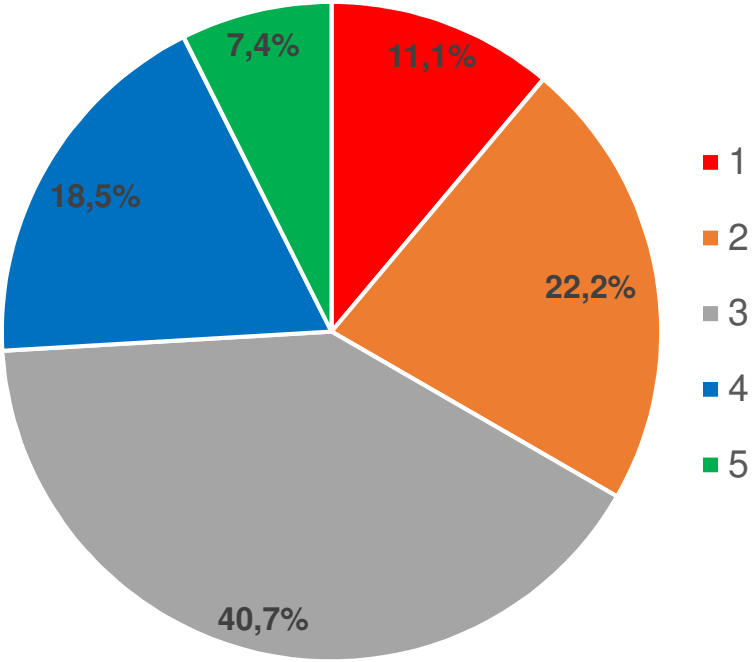


Chart 7. Pay satisfaction rate at ISEAPAS on the 1 to 5 scale (1 – lowest satisfaction rate; 5 – highest satisfaction rate).

This shows a relatively low rate of satisfaction with the salary received. It should be noted, however, that the employee remuneration system at ISEAPAS is defined in internal rules of remuneration and is irrespective of sex. Remuneration amount depends solely on the position held, years of service and professional achievements. ISEAPAS makes every effort to ensure that the rules of remuneration are transparent and fair. The Institute has no influence on the amounts payable to its staff carrying out research under any projects financed from external sources. The questionnaire findings suggest that the amounts of remuneration paid to the Institute’s staff should be verified and evaluated to eliminate any possible irregularities and introduce remedial measures where needed.

In their answers to the questionnaire a majority of staff and doctoral students declared that they felt appreciated by their superior (60% of YES answers) while some persons were unable to provide a definitive answer to such a question (31% of I DON’T KNOW answers). Only 9% of respondents answered NO (Chart 8).

As regards the question on whether it was allowed to perform work for the Institute on a remote basis, as many as 87% of respondents stated that such a form of work was not discouraged. Problems related to the access to remote work were reported by a mere 11% of respondents (Chart 9).

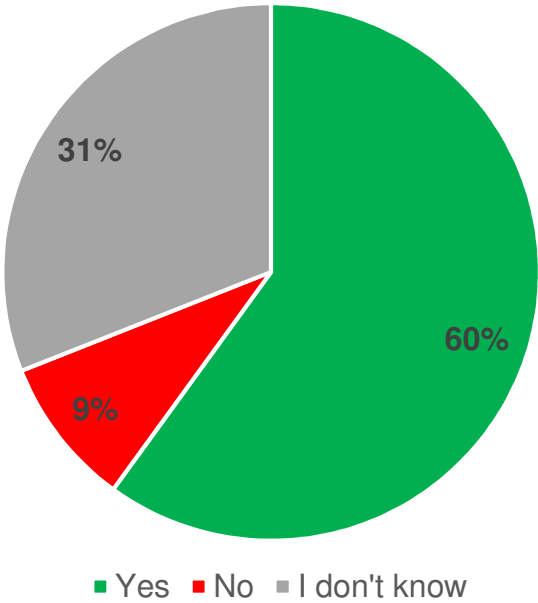


Chart 8. Appreciation of the employee's work by their superior

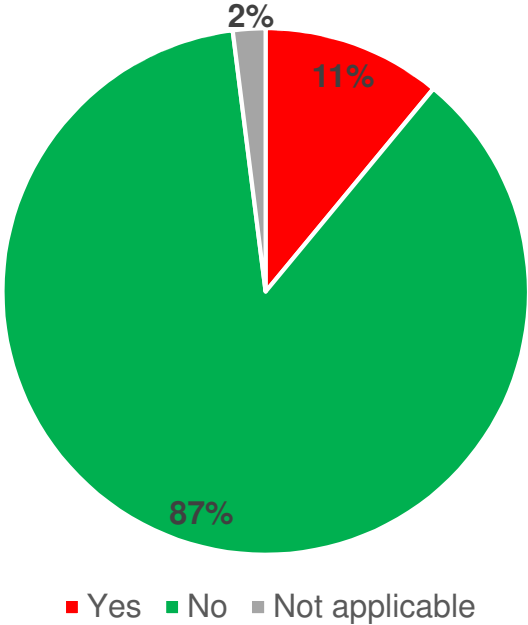


Chart 9. Hindered access to remote work

The questionnaires were completed by full-time employees (95%) and part-time employees (5%), of which 52% were women, 40% men and in 8% of questionnaires no sex was specified. Unfortunately, a majority of respondents (53%; of which women and men each represent 50% of interviewees), including also some part-time employees, stated that they worked over 8 hours per day. Work for 8 hours daily was declared by 39% of respondents, with the rest (6%) claiming that they worked less than the full-time working hours per day. A vast majority of respondents (75%) occasionally worked on public holidays. In most cases (56%) this pertained to women, yet these persons have the right to take an extra day off in return for such work, this being confirmed by 64% of answers (of which 54% are answers from women).

A question intended to verify whether it is possible to reconcile professional duties and family life applied, according to the questionnaire findings, to 53% of the Institute's staff (of which 61% were women and 28% men). Among the persons declaring that they used various forms of childcare or care over other family members, a vast majority stated that at ISEAPAS there were no difficulties in using such forms of care (Chart 10).

Moreover, it follows from the answers provided in the questionnaire that the respondent's superior showed understanding in problem situations related to reconciling of the employee's professional duties and family life (85% of YES answers and 6% of SOMETIMES questions) (Chart 11).

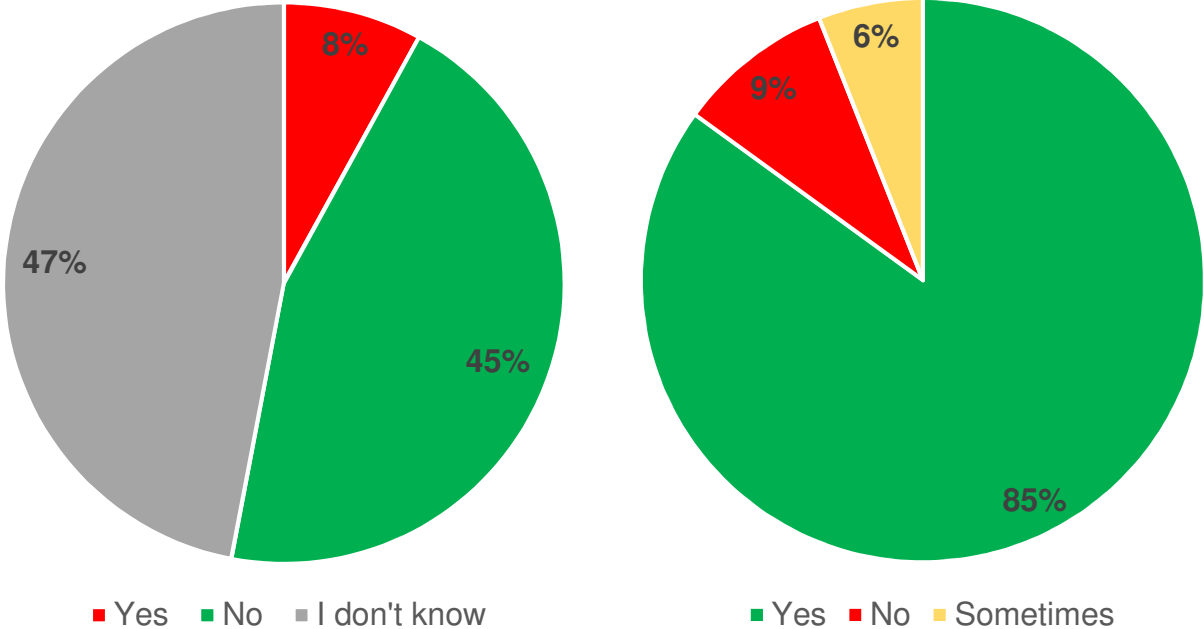


Chart 10. Difficulties in using various forms of childcare or care over other family members

Chart 11. Superior's understanding in the context of reconciliation of the employee's professional duties and family life

A great majority of answers to the questionnaire (94%) denies the existence of any discrimination at ISEAPAS on grounds of gender/sexual orientation (Chart 12).

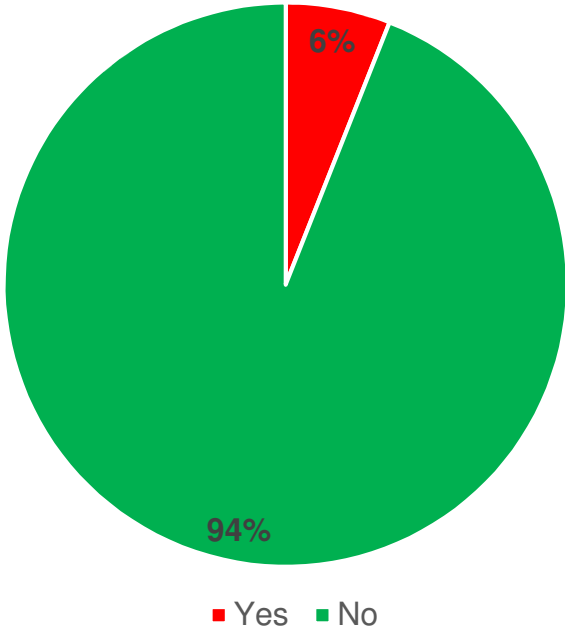


Chart 12. Discrimination at ISEAPAS on grounds of gender/sexual orientation.

However, as 6% of answers did suggest occurrence of such behaviour, this should be monitored by the Institute’s managerial staff and employees. Strong efforts should be made to eliminate such situations.

ISEAPAS staff can rely on their superiors’/colleagues’ support whenever any problems arise out of their professional duties, this being corroborated by as much as 93% of affirmative answers to the respective question (Chart 13).

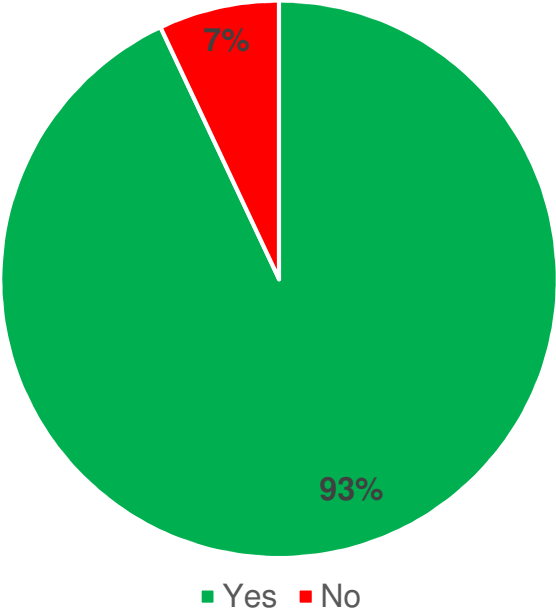


Chart 13. Support from superiors/colleagues in problem situations related to a reconciliation of professional duties and family life.

In most cases, the scope of duties is clearly defined (52%), although 48% of employees declared that they occasionally performed some extra tasks.

Workplace atmosphere at the Institute was considered friendly by a majority (54%) of staff responding to the questionnaire, neutral by 33% of respondents and only 13% of them stated that the atmosphere in which they carried out their professional duties was unfriendly (Chart 14).

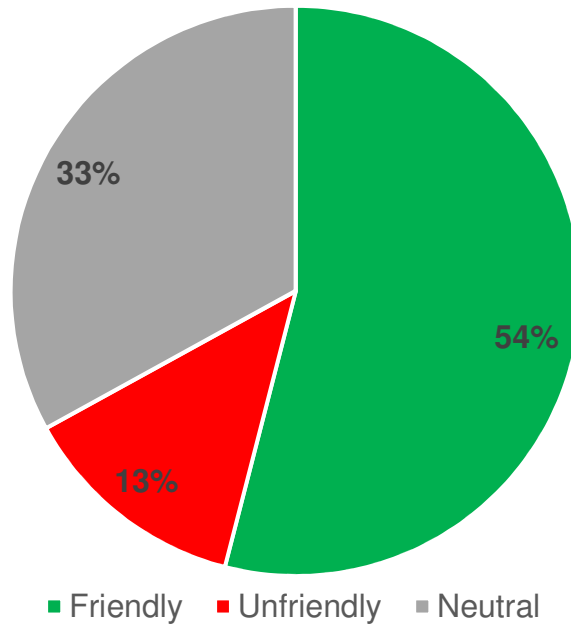


Chart 14. Workplace atmosphere at ISEAPAS

The questionnaire identified situations where coming to work was giving rise to some discomfort and revealed the occurrence of mobbing behaviour at the Institute. As regards anxiety arising from being at workplace, most respondents do not have such feelings, whereas 29% of them occasionally experience it with 9% of respondents stating that they feel such anxiety (Chart 15).

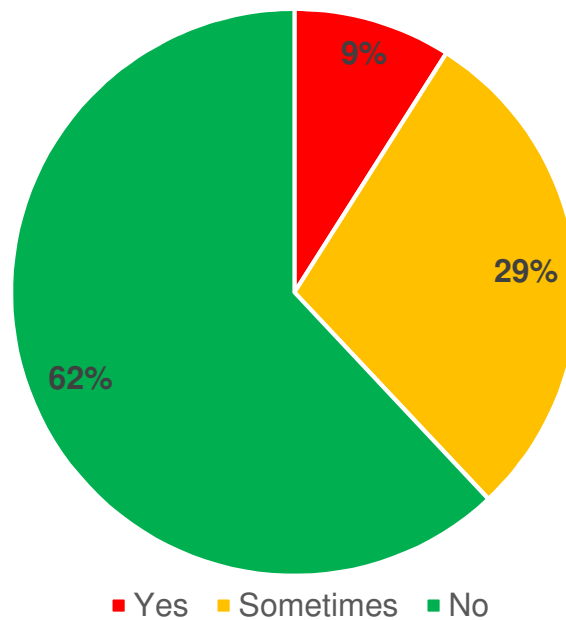


Chart 15. Feeling of anxiety/discomfort while at workplace

In terms of mobbing, a majority (58%) of staff questioned stated that they were not faced with that problem (Chart 16), while the other respondents pointed out to the following as the instances of mobbing identified: undermining the authority of or ridiculing the employee (26%), disregard for the employee’s ideas (23%), and ignoring the employee in decision-making processes (19%). Negligible instances, yet requiring action, include threats or bullying (7%) and behaviour with sexual undertone (4%).

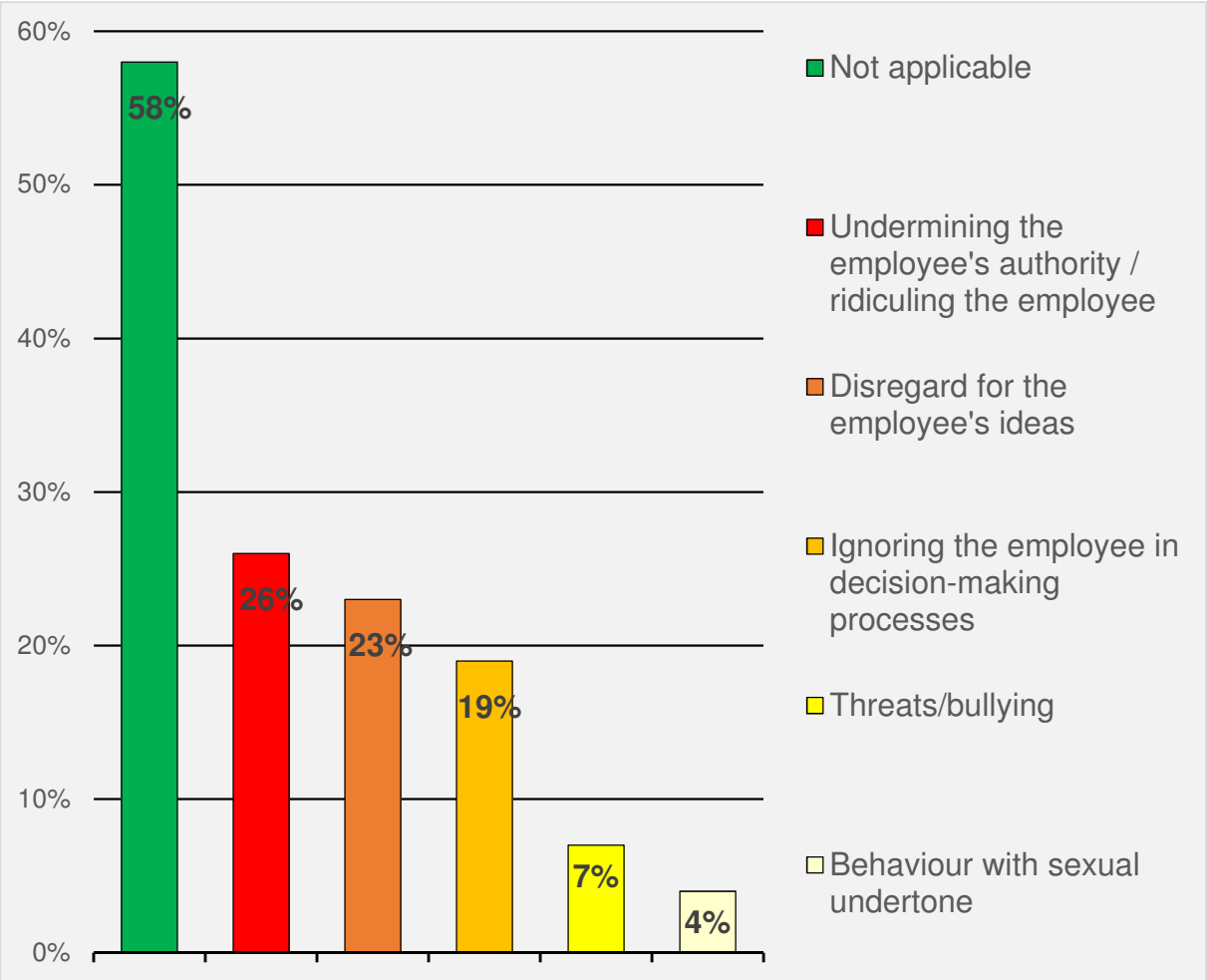


Chart 16. Instances of mobbing identified at ISEAPAS

In the questionnaire, employees pointed out to the following as reasons behind the mobbing behaviour listed above: problems with the information flow (43%), inadequate system of remuneration and bonuses (23%), incompetent superiors (21%), and competition among the staff (11%) (Chart 17).

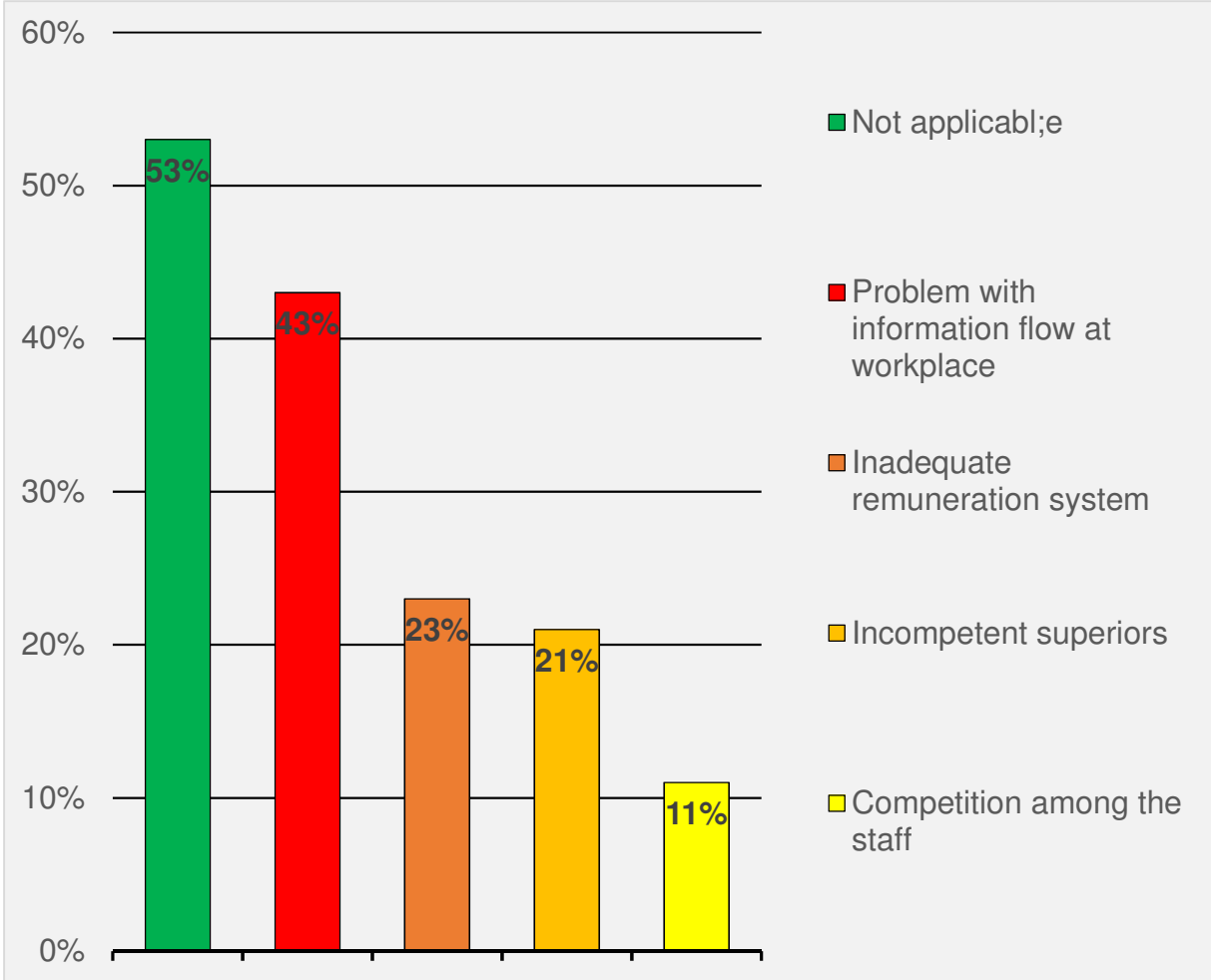


Chart 17. Reasons behind mobbing behaviour at ISEAPAS

Although having only a minor effect on the functioning within the Institute community, the instances of such behaviour suggest a need for the implementation of preventive measures and actions to eradicate the problem entirely.

OBJECTIVES OF THE ISEAPAS GENDER EQUALITY PLAN

Based on a detailed analysis of the findings of the questionnaire which addressed a broad range of equality issues, an action plan has been developed to improve working conditions in the areas where such a need has arisen.

OBJECTIVE 1: To promote gender equality and social diversity among the ISEAPAS staff

Actions	Indicators	Responsible units
Appointment of a Representative for Equal Treatment (a pro bono role). Monitoring and coordination of works related to the implementation of the ISEAPAS Gender Equality Plan.	Report drawn up by the Representative for Equal Treatment based on a yearly voluntary questionnaire	Director of ISEAPAS Representative for Equal Treatment
Publication on the ISEAPAS website of the official document "Gender Equality Plan for 2022-2027" along with information on events addressing equality issues, such as webinars, publications and other documents intended to enhance the awareness in this area on the part of the Institute's staff and doctoral students.	Content of the public website of the Institute updated on an on-going basis	Representative for Equal Treatment Research Management Department IT Administrator
Obligatory training for all the staff and doctoral students to improve: a) their knowledge of instances of discrimination, violence, mobbing and sexual harassment; b) their skills related to identification of and responding to such instances.	Knowledge verified by a questionnaire before and after the training	Director of ISEAPAS Representative for Equal Treatment Human Resources and Payroll Department Representative of ISEAPAS Staff
Anti-discrimination training for staff holding managerial positions	Knowledge verified by a questionnaire before and after the training	Director of ISEAPAS Representative for Equal Treatment Human Resources and Payroll Department Representative of ISEAPAS Staff

OBJECTIVE 2: To improve and enhance conditions for development of research careers of women and men at ISEAPAS

Actions	Indicators	Responsible units
Training courses for academic staff	Compilation of data (number of projects submitted, number of	Director of ISEAPAS

and doctoral students on: a) applying for financing of research from external sources; b) the use of national and foreign programmes related to mobility of academic staff and doctoral students.	projects accepted for the financing, agencies and organisations providing project financing) collected on an annual basis and related to projects financing research carried out by the ISEAPAS staff.	Deputy Director for Research Research Management Department
Keeping the statistics on the scientific degrees and titles awarded to the staff.	Compilation of statistics on the percentage share of women and men, made every 2 years.	Director of ISEAPAS Deputy Director for Research Administration Department
Keeping the statistics, by gender, on the proceedings initiated for the award of the PhD degree and defence of doctoral dissertations at the Institute and at the Institute's Doctoral School.	Compilation of statistics on the percentage share of women and men, made every 2 years.	Director of ISEAPAS Human Resources and Payroll Department Doctoral Students' Advisor
Encouraging application by academic staff and doctoral students for the financing of research and mobility from external sources through: a) meetings with the Directors of ISEAPAS and immediate superiors, combined with planned training; b) annual discussions held by the Directors of ISEAPAS and immediate superiors with academic staff and doctoral students, on the implementation of and future research plans as well as on external financing opportunities; c) periodic distribution of information on open and planned grant competitions and keeping the statistics on the applications submitted	Keeping and analysis of the statistics on: a) the number of applications for research projects filed (annually); b) mobility of staff and doctoral students at ISEAPAS, including domestic and foreign trips (annually).	Director of ISEAPAS Deputy Director for Research Heads of units and teams Research Management Department

OBJECTIVE 3: To promote gender equality and diversity in recruitment processes at ISEAPAS

Actions	Indicators	Responsible units
Uniformisation of recruitment documents and job offers with information included on the anti-discrimination practices; keeping the statistics on the recruitment processes.	Number of women and men employed with ISEAPAS; publication of these statistics on a yearly basis throughout the term of the document.	Director of ISEAPAS Human Resources and Payroll Department Representative for Equal

		Treatment
Appointing gender-balanced recruitment committees while also ensuring that the committee members have the required competences.	Keeping and analysis of the statistics on gender balance in recruitment committees at ISEAPAS (annually).	Director of ISEAPAS Human Resources and Payroll Department Representative for Equal Treatment

OBJECTIVE 4: To promote a work environment that supports work-life balance

Actions	Indicators	Responsible units
Laying down clearly defined rules for and keeping the statistics on the use of remote work and flexible working hours.	Annual reports on the number of employees of the Institute's particular units, working on a remote basis and in flexible hours, drawn up by the Human Resources and Payroll Department	Director of ISEAPAS Human Resources and Payroll Department
Laying down transparent rules for appointment of substitutes to perform duties assigned to positions held by one person during planned and ad hoc absence. Monitoring the substitution schedule.	Questionnaire on substitutions and employee satisfaction	Director of ISEAPAS Human Resources and Payroll Department
Workshop on work organisation and time management addressed to staff and doctoral students.	Compilation of data on the effectiveness of work (e.g. publications, research projects, collection, etc.) of the staff and doctoral students	Director of ISEAPAS Deputy Director for Research Human Resources and Payroll Department
Diagnosing, through a questionnaire and consultations, the underlying factors and/or sources of problems related to unpleasant atmosphere and feeling of discomfort at workplace for some employees. Providing training on stress management at workplace.	Analysis of the outcome of the questionnaire and the final report on the consultations	Director of ISEAPAS Human Resources and Payroll Department
Supporting the activities of the Social Committee through an analysis of requests filed for the co-financing from the Employer's Social Benefit Fund in terms of employee needs.	Annual report on the analysis of requests filed for the co-financing from the Employer's Social Benefit Fund	Director of ISEAPAS Social Committee

IMPLEMENTATION

This Plan will be implemented in cooperation between the Institute's various departments with full support from the managerial staff. At ISEAPAS a Representative for Equal Treatment has been appointed whose task is, among others, to monitor and implement the Gender Equality Plan for 2022–2027. Prior to the completion date for the implementation of the Plan, assessment of the situation at the Institute in the following areas will be re-analysed: gender equality, research career development, reconciling work and private life, and also mobbing and sexual harassment. The outcome of the re-analysis will serve as a basis for a verification of the indicators of implementation of the remedial plan at ISEAPAS.

Taking steps in connection with implementation of the Gender Equality Plan does not require establishment of any new department within the structures of the Institute given the fact that ISEAPAS is a small research unit. Nonetheless, it is necessary to allocate funds and delegate tasks to members of staff at the Institute's various departments, who will be responsible for taking actions under the Plan. Therefore, cooperation of administrative departments, coordinated by the Representative for Equal Treatment, should ensure that the particular tasks are duly performed. The Institute will earmark funds for the implementation of the Plan, in particular for training to be provided to managerial staff, academic and non-academic staff, and doctoral students. Furthermore, ISEAPAS will put more emphasis on searching and applying for financing from external sources to allow expanding of horizons as regards equality-related issues.

The Gender Equality Plan has been developed for a period of 5 years since the objectives set forth herein call for sufficient time to implement necessary changes and, subsequently, monitor their effectiveness. This should enable proper implementation of the Plan and, if necessary, introduction of any modifications.

Indisputably, implementation of the Plan will improve the quality and comfort of work life for the Institute's community, thus boosting professional development and achievements of ISEAPAS staff and doctoral students.