



Palacký University
Olomouc



The Gender Equality Plan of Palacký University Olomouc 2022–2023

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Introduction

The Gender Equality Plan of Palacký University Olomouc (UP) is a strategic document serving UP as a tool for ensuring a systematic approach to gender (in)equality at the institution, and which will consequently introduce structural and cultural changes. The Gender Equality Plan (GEP) binds UP to promote gender equality and implement it as part of the UP development and management strategy.

By deciding to formulate its goals through the GEP, UP responds to the demands for improving gender equality as a priority of European science policy, funding, and education, as well as common practice at universities abroad.

Submitting a GEP and thus demonstrating that the applicant implements a gender equality policy and respects the gender dimension in the content of their research, is now mandatory within the European funding programme Horizon Europe. The issue is also increasingly supported by national science and research programmes and funding competitions in education.

As UP was granted the HR Excellence in Research Award by the European Commission in September 2021, the preparations and implementation of a gender equality strategy and GEP are part of the HR Strategy for Researchers (HRS4R) Action Plan (for details go to <https://pracuj.upol.cz/hr-award/>).

The general aim of the GEP is to create equal opportunities for men and women in science in order to avoid talent loss, waste of women's potential, and, last but not least, inefficient use of funding due to inadequate protection of investments in women's education and scientific career.

The gender equality plan should cover the following recommended areas:

1. work-life balance and organisational culture,
2. gender equality in management and decision-making,
3. gender equality in recruitment and career advancement,
4. gender mainstreaming in research and instruction,
5. measures against gender-based violence, including sexual harassment.

The guidelines above served as the basis for the UP Gender Equality Plan, which includes a list of actions covering all the required thematic areas. It guides the University to meet all the requirements of a modern European university and to comply with its gender equality commitments.

Legal and policy framework

Legal framework

Equality and non-discrimination are fundamental values of any democratic society and for universities, they should be value number one. The principles lean, within the Czech legal system, on international agreements adopted by the Czech Republic and on its national legislation. The Czech Republic endorses the **Charter of Fundamental Rights and Freedoms**, where fundamental human rights and freedoms “are guaranteed to everybody irrespective of sex, race, colour of skin, language, faith, religion, political or other conviction, ethic or social origin, membership in a national or ethnic minority, property, birth, or other status” (Article 3(1)). “Women, adolescents, and handicapped persons are entitled to increased protection of their health at work and to special working conditions” (Article 29(1)). The Czech Republic has also adopted the **European Social Charter** (14/2000 Coll. IT) and the **Convention on the Elimination of All Forms of Discrimination against Women** (62/1987 Coll.).

National legislation addresses equality and non-discrimination at work mainly in the following documents:

- 1) **Labour Code** (Section 1a – fair remuneration for an employee, Sections 16 and 17 – equal treatment for all employees and prohibition of their discrimination, in Division 10, Chapter IV, Special working conditions for some employees – for example Sections 238–242);
- 2) **Employment Act** (Act No. 435/2004 Coll.), which prohibits discrimination in access to employment (Section 4(2): A citizen must not be deprived of the right to employment on grounds of sex, sexual orientation, racial or ethnic origin, nationality, citizenship, social origin, tribe, language, health conditions, age, religion or belief, property, marital and family status and relation or liabilities to a family, political or other opinions, membership and activity in political parties or political movements, in trade union organisations or organisations of employees; discrimination on grounds of pregnancy, maternity, paternity or sexual identification shall be regarded as discrimination on grounds of sex.);
- 3) **Act No. 198/2008 Coll.** on equal treatment and on the legal means of protection against discrimination and on amendment to some laws (the Anti-Discrimination Act);
- 4) **Civic Judicial Code** (Act No. 99/1963 Coll., Section 133a).

Policy framework

Gender equality is a cross-section theme linking education, science policies, policies for research and development, sports, non-formal learning of children and youth, and other areas guaranteed by the Ministry of Education, Youth, and Sports of the Czech Republic. The main framework is provided by the **Government Strategy for Equality of Women and Men in the Czech Republic for 2014–2020**, followed by “**Strategy 2021+**”, and the **Action Plan for Equality of Women and Men** updated on a yearly basis.

The Czech Republic has also committed itself to promote gender equality in a number of international documents. These primarily include the **UN Convention on the Elimination of all Forms of Discrimination Against Women**, **Beijing Declaration**, **European Social Charter**, and a number of **gender equality recommendations issued by the Council of Europe**.

The Czech Republic is bound at the European level by the European Commission, which determines the main framework for gender mainstreaming in the Member States. The key document is the **Gender Equality Strategy 2020–2025**, which deals with science, research, and education, among other areas. At the end of 2021, the **Ljubljana Declaration on Gender Equality in Research and Innovation** was issued, declaring gender equality as one of the fundamental common values of the new European Research Area (ERA). The Czech Republic is among the 37 countries to have endorsed the declaration. The European Commission policy on gender equality is also reflected in the European framework project Horizon Europe, which shall only support institutions that have a GEP in place.

The Strategic Documents of Palacký University Olomouc

Gender equality as a topic was first addressed at the level of UP strategic documents by the HRS4R/HR Award action plan and related activities and goals. Although UP declares equal opportunities and follows valid legislative standards, no strategic document dedicated explicitly to the promotion of equal opportunities has been formulated. The 2021+ Strategic Plan for UP Educational and Creative Activities states that the university: “*It will act as a healthy, socially responsible, sustainable, gender equality promoting and ensuring university, aimed at building a culture of joint identity (Priority 4)*”. However, the plan for the implementation of the 2022 Strategic Plan does not contain any mention of equal opportunities or gender equality.¹

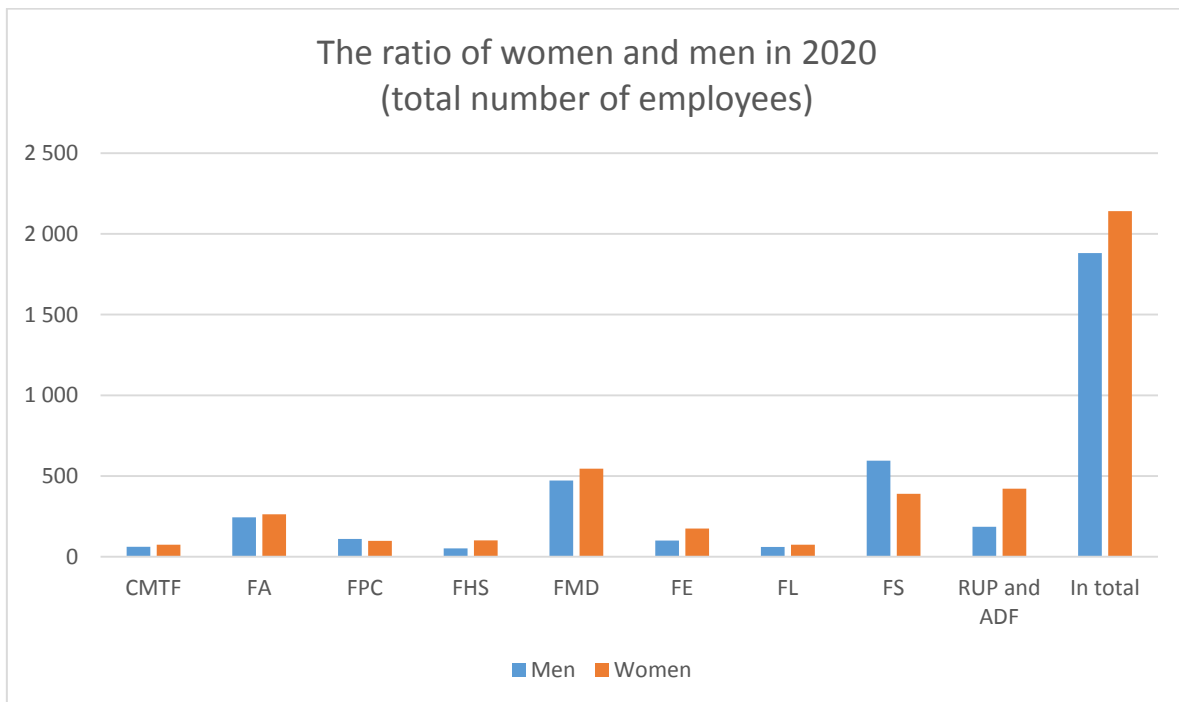
¹THE 2021+ STRATEGIC PLAN FOR UP EDUCATIONAL AND CREATIVE ACTIVITIES. Available at https://files.upol.cz/sites/pub/OSR/Strategick%C3%A9%20z%C3%A1m%C4%9Bry/2021+/SZ_2021+_UP.pdf
THE PLAN OF THE IMPLEMENTATION OF THE 2022 STRATEGIC PLAN FOR UP EDUCATIONAL AND CREATIVE ACTIVITIES Available at https://files.upol.cz/sites/pub/OSR/Strategick%C3%A9%20z%C3%A1m%C4%9Bry/2021+/PRSZ_2022_UP.pdf

Statistics

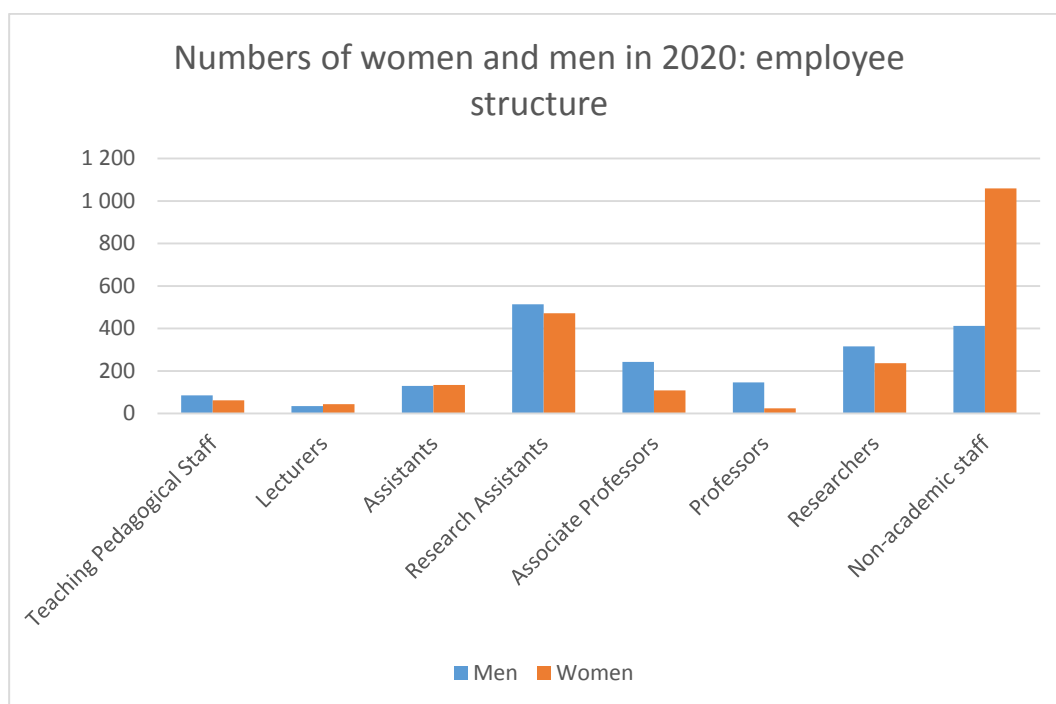
One of the main sources of information required for the development of the GEP is UP employee data, disaggregated by gender. The following briefly describes the situation at the university as a whole, as well as its components (faculties, institute, and central units).

Employee structure

The ratio of women and men in the total number of employees is balanced. Women made up 53% of employees in 2020. A higher number of women is found in the central units (including Accommodation and Dining), where women make up 71% of all employees (category: other, i.e. admin, manual and healthcare jobs). Comparing faculties, the largest disparity between the number of women and men is at the Faculty of Science, where men make up 60%.



Assessment of the individual groups of employees reveals the highest parity among assistants. The share of women drops as the academic degree increases (for more details, see section Career Growth). In general, the largest share of female academics and researchers is at the Faculty of Health Sciences (60%) and the Faculty of Education (56%), while the lowest is at the Faculty of Science (23%) and the Faculty of Physical Education (35%). The opposite trend is noted in the category of other employees, where women constitute 69%.

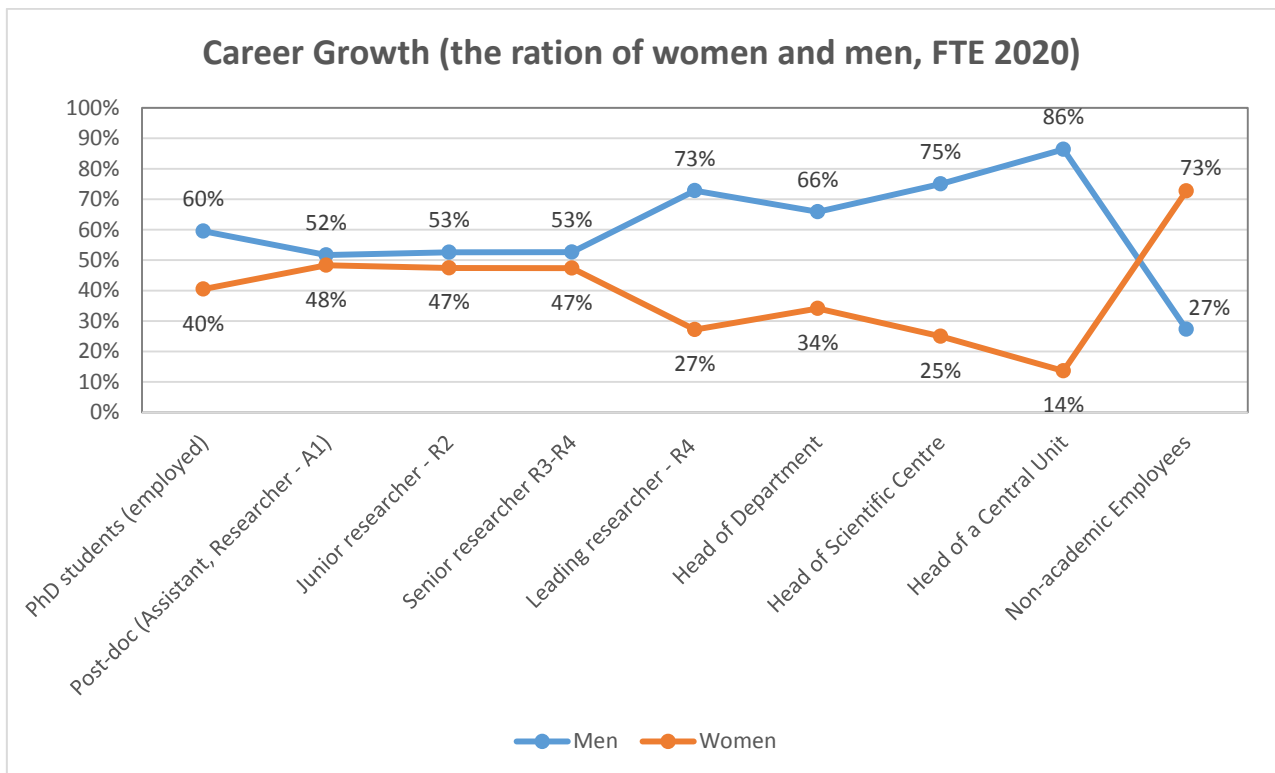


Career Growth

As evident from the results of the 2018 Monitoring Report on the Position of Women in Czech Science, gender inequality in higher education, science and research is manifested primarily by the unbalanced representation of men and women in senior scientific and academic positions. While the master programmes are dominated by women (60 to 40%), only 26.6% of them are researchers. This difference is even greater in the case of academic ranks (associate and full professor), where a mere 15.4% of women are professors (one of the lowest figures across the EU). Inequality has also been found in decision-making positions, at the executive level of universities and faculties – here women average only 20%.²

The situation at UP is similar. While parity is maintained in the category of assistant professors, the gender scissors open up in the case of associate and full professors.

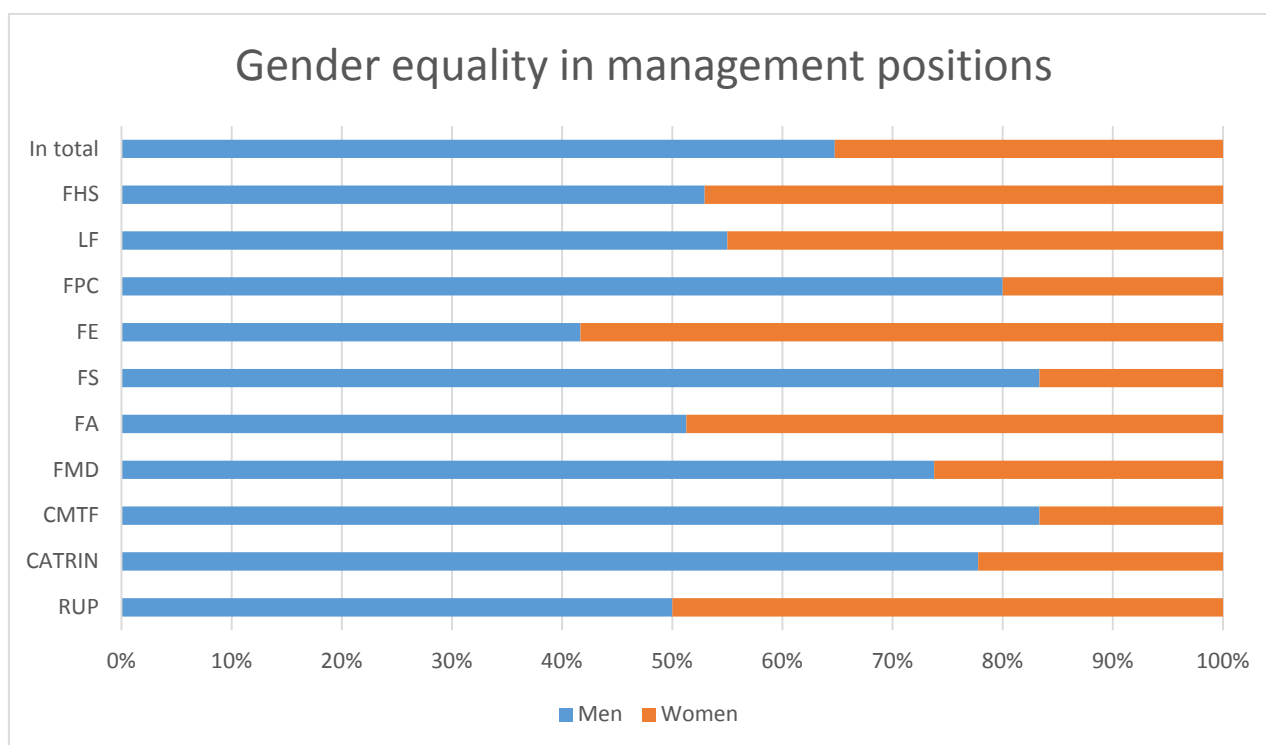
² *GENDER AND EDUCATION*. Available at <https://www.msmt.cz/ministerstvo/proc-je-dulezite-se-zabyvat-genderovou-rovnosti-v-kontextu>



Reasons for these inequalities vary, from gender stereotypes (most people think ‘man’ when they think ‘scientist’), lack of human resources management in research organizations, non-transparent career growth rules, method of evaluating scientific work, stereotypical division of child care and household chores, to the lack of support for parenthood and balancing it with scientific career. The vast difference in the representation of men and women in senior research positions and in management structures is one of the areas we need to focus on in the future.

Gender equality in management and decision-making positions

The overall share of men at the university management level is 63%. The higher up the career ladder we look, the clearer the proportion of women decreases. This demonstrates vertical segregation and, possibly, a glass ceiling in which women no longer rise after reaching a certain hierarchical level. This is evidenced, for example, by only one woman among the deans of the university (as of 31 December 2021). This is one of the situations we want to tackle in the future, and create an environment where women would be willing to take on leading positions.



Objective and methods

The UP 2022–2023 Gender Equality Plan is a set of goals, activities, and measures designed to help build equal conditions and opportunities for all employees and students of the university. It was tailored to our organization and is the result of the UP gender equality analysis carried out in the second half of 2021 in cooperation with the company Gender Studies.

The analysis followed the gender audit best practices³:

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

Detailed results of the analysis are presented in a separate final report. Any identified procedural and document-related deficiencies were summarized for the purposes of the GEP and divided according to the GEP themes. These findings helped in prioritization of areas that UP plans to address in 2022 and 2023 with regard to the *HRS4R/HR Award* action plan, personnel, and funding. Priority goals and measures were the result of collaboration of UP Rector's Office HR Department, selected members of the HR Award working group, and the UP executives (Vice-Rector for Legislation and Organization and Vice-Rector for Vice-Rector for Strategy and Regional Affairs). The output – the GEP concept – was submitted to the Rector of UP for approval.

GEP implementation and monitoring

The current UP Gender Equality Plan is prepared for the period 2022–2023. A gender equality working group will be set up to implement the action plan, partially copying the HRS4R/HR Award working group, which has been operating for a long time (their activities overlap and complement one another). The working group will be headed by a member of the Rector's Office, primarily responsible for fulfilling the gender equality agenda. The team will also include staff from other departments of the Rector's Office

³ Gender Audit Standards. 2016. Available at <https://www.vlada.cz/cz/-138750>.

and parts of the UP. By engaging representatives of faculties and the institute, we will ensure the information about individual activities is disseminated across the university. Although the GEP has been designed as a framework plan for the entire University, the faculties and institute may create their own action plans based on it or on other outputs of the UP gender equality analysis. The gender equality working group should serve as the consultative and cooperative body.

The entire process will be regularly reviewed by the Equal Rights Committee headed by the UP Rector. The Committee will monitor the implementation of the objectives and measures of the Action Plan, for which the gender equality working group will be responsible. The group will report the results of its GEP activities every six months. The regular review system will focus not only on meeting the objectives, but also on early identification of non-functional procedures, barriers, misunderstandings, etc., so that the GEP may be adequately modified and respond flexibly to changing conditions or new requirements. The GEP is a living document for UP, the main goal of which is to broach the topic of gender equality so that it becomes an integral part of organizational culture, work procedures and processes, and formal structure. The Rector of UP, in cooperation with the Equal Rights Committee is in charge of the final review and decision-making on fundamental changes within the GEP.

A comparative of UP gender equality analysis II will be carried out in the last three months of 2023. The results of the analysis will serve as the basis for the Gender Equality Plan for the next period (2024+).

The UP Gender Equality Plan will be publicly available on the HRS4R/HR Award Action Plan website. Its activities will be communicated through the *Fair University* campaign as part of internal and external communication. A website of the same name will be developed for this purpose. The implementation of the GEP will thus be supervised by the entire UP community.

The funding of GEP implementation

Palacký University Olomouc undertakes to allocate funds from the organization's budget for personnel implementing the GEP. Other resources will be actively sought to ensure the realization of all GEP activities. UP has joined the group of higher education institutions which submitted a 2022 CRP project (centralized development project) focused on "improving the university environment by introducing measures against discrimination against various groups of people and sexual harassment." UP also aims to participate in the call OP JAK (probably 2023), which will also reflect the issues of gender equality. UP has a broad experience in managing projects both at the national level and within the European calls (Horizon 2020), which provides a strong background for the identification of relevant project calls and new topics for GEP.

We would like to point out, once again, that gender equality is the responsibility of all members of the UP community. This plan applies to both employees and students, who need to work together to nurture a respectful, tolerant university environment focused on preventing any form of discrimination.

Action Plan

Thematic axis 1: gender equality in recruitment and career growth

Action	Activities	Target group	Outputs/Indicators	Deadline	Entity responsible
<p>Adjustment of UP recruitment and selection policy</p>	<p>The methodology of UP recruitment for non-academic positions will be based on the principles of the OTM-R policy of UP, set out in the HR Strategy for Researchers Action Plan (HRS4R/HR Award). Emphasis will be placed on vacancy advertising guidelines (use of gender-inclusive language), gender-balanced commissions with the participation of human resources departments, on the guidelines for interviews and evaluation of candidates so as to guarantee fair and equal treatment of all candidates.</p> <p>A set of previous recruitment procedures held at a variety of UP departments will serve for the monitoring and evaluation of selected criteria, such as the use of gender-sensitive language in the texts of vacancy advertisements, the gender-balanced composition of commissions, and the use of evaluation forms.</p> <p>A workshop covering all aspects of gender equality as part of academic and non-academic hiring procedures will be added to the list of regular trainings for UP management and HR</p>	<ul style="list-style-type: none"> • UP senior management and heads of departments • UP HR officers 	<ul style="list-style-type: none"> • Methodology of UP recruitment for non-academic positions. • Results of the evaluation of previous UP selection procedures – selected parameters. • At least 30% of all management (academic and non-academic) personnel across the entire UP trained. • All HR staff at UP trained. • Presentations, attendance sheets, and photo documentation from trainings. 	<p>Q4 2023</p>	<p>RUP HR Office, HR offices across UP.</p>

	officers.				
Development of the UP adaptation methodology	<p>The adaptation methodology developed for academics and researchers as part the HRS4R/HR Award Action Plan, will be supplemented by the methodology for non-academic staff and by draft measures facilitating transition back to work after maternity or parental leave.</p> <p>A workshop on the guidance of the adaptation process, including effective communication with employees taking or returning from maternity or parental leave will be added to the list of regular trainings for UP management and HR personnel.</p> <p>The application of adaptation plans at the central unit of the UP Rector's Office (RUP) will be pilot-tested using at least two newly filled positions and two parental returns.</p>	<ul style="list-style-type: none"> • UP senior management and heads of departments • UP HR officers 	<ul style="list-style-type: none"> • At least 30% of all management (academic and non-academic) personnel across the entire UP trained. • All HR staff at UP trained. • Presentations, attendance sheets, and photo documentation from trainings. • Report of the pilot testing of the adaptation process at RUP. 	Q4 2023	RUP HR Office, HR offices across UP

<p>Revision of the UP employee evaluation system</p>	<p>The <i>Regular Employee Evaluation of Palacký University Olomouc</i> standard will be amended in order to strengthen the connection between evaluation and career growth and remuneration of non-academic staff.</p> <p>The gender equality working group will discuss adding soft criteria into the evaluation of academic and research staff (for example questions concerning the balancing of life and work) in the Information System for Academic Staff Performance Evaluation (IS HAP), which will be modified within the HRS4R/HR Award.</p> <p>A workshop on evaluation and the conducting of an evaluation interview with an emphasis on gender equality, non-discriminatory questions and topics, and work-life balance will be added to the list of regular trainings for the management.</p>	<ul style="list-style-type: none"> UP senior management and heads of departments 	<ul style="list-style-type: none"> Revised internal standard for the evaluation of UP employees At least 30% of all management (academic and non-academic) personnel across the entire UP trained. Report of the working group meeting. 	<p>Q2 2023</p>	<p>RUP HR Office, Legal Services Office, Strategic Planning Office, UP Internal Assessment Board</p>
<p>Modification of UP benefits policy</p>	<p>The standard regulating the creation and drawing of the social fund at UP will be amended to include a non-discriminatory element (uninterrupted claiming of the fund after taking maternity or parental leave) and the option to draw social funds for family support purposes (summer camps, child care services etc.).</p>	<ul style="list-style-type: none"> All UP employees 	<ul style="list-style-type: none"> Amendment to the UP internal social fund standard Updated list of external partners on the UP website and in other communications 	<p>On a continuous basis, by Q4 2022 (internal standard)</p>	<p>RUP HR Office, UP Legal Services Office, UP Bursar, secretaries across UP, Communications Office</p>

	<p>The network of external partners providing family-friendly benefits and benefits targeting work-life balance will be expanded.</p> <p>Employees will be regularly updated about the current family-friendly benefits.</p>				
Amendment to the UP Career Code	<p>The UP Career Code, which is being prepared under the HRS4R/HR Award, will be supplemented by draft guidance on supersedence, mentoring, and academic sabbaticals.</p> <p>Mapping the institutional support options to facilitate the international mobility of academicians with a view to supporting the work-life balance, and subsequent communication of outputs with relevant representatives of the academic community (subject area boards, vice-deans for science and research at faculties).</p>	<ul style="list-style-type: none"> UP academic and research staff 	<ul style="list-style-type: none"> Amended internal standard of the <i>Career Code</i> Summary of proposals for institutional support to facilitate international mobility. 	Q4 2023	RUP HR Office, Legal Services Office, Science Office, Subject Area Boards, UP Internal Assessment Board, Vice-Rector's Office for Doctoral Studies, Vice-Rector's Office for Science
Equal pay analysis	<p>An analysis of equal and fair pay for men and women at UP will be performed using an analytical system, for example Logib.</p> <p>A draft of measures ensuring equal and fair pay for men and women at UP will be developed.</p>	<ul style="list-style-type: none"> All UP employees 	<ul style="list-style-type: none"> Results of the analysis of equal and fair pay for men and women at UP. A draft of measures based on the analysis. 	Q4 2023	RUP HR Office, UP Bursar

Thematic axis 2: gender equality in management and decision-making positions

Action	Activities	Target group	Outputs/Indicators	Deadline	Entity responsible
Publicly available statistics of the men to women ratio at UP	Gender statistics, with a special regard to the representation of men and women in the managerial and decision-making positions at UP will be published on the UP website. Time series of the statistics will be created in line with continuous monitoring of GEP compliance, and any changes will be evaluated.	<ul style="list-style-type: none"> All UP employees 	<ul style="list-style-type: none"> Updated UP website. 	On a continuous basis	RUP HR Office, Strategic Planning Office, Communications Office

Thematic axis 3: work-life balance, organizational culture

Action	Activities	Target group	Outputs/Indicators	Deadline	Entity responsible
Mapping the family friendly environment at UP	<p>UP employees will be surveyed to identify demand for facilities designated for parents with small children (lactation/baby-changing rooms, children's play area, informal babysitting groups) and the spatial capacities of the individual UP sections will be mapped.</p> <p>Project opportunities for formalized children's groups will be monitored.</p>	<ul style="list-style-type: none"> All UP employees (Doctoral) students 	<ul style="list-style-type: none"> Results of the employee survey. Results of a survey of the management of the UP sections. Regular monitoring of project support program calls. 	On a continuous basis	RUP HR Office, faculty/institute deans/secretaries, UP Project Service

<p>Support for the policy of work-life balance at UP</p>	<p>The <i>Declaration of Supporting the Policy of Work-Life Balance at UP</i> will be adopted.</p> <p>The declaration will be published in all UP media (website, newsletter, etc.).</p> <p>Objectives set out in the <i>Declaration</i> will be gradually incorporated in the other strategic documents of UP (e.g. Plan of the Implementation of the 2023 Strategic Plan for UP Educational and Creative Activities, UP Code of Practice).</p>	<ul style="list-style-type: none"> • All UP employees 	<ul style="list-style-type: none"> • Adopted <i>Declaration of Supporting the Policy of Work-Life Balance at UP</i>. • Supplemented selected strategic documents and standards/regulations (UP Plan of the Implementation of the 2023 Strategic Plan and UP Code of Practice). 	<p>Q4 2022</p>	<p>RUP HR Office, Rector, Deans</p>
<p>Communication strategy for strengthening organizational culture at UP</p>	<p>A <i>Fair University</i> website dedicated to gender equality and work-life balance at UP will be created and regularly updated.</p> <p>The staff of UP Communication Office and other PR offices of UP sections will be regularly trained by external experts in both external and internal gender-balanced/sensitive communication.</p>	<ul style="list-style-type: none"> • UP senior management and heads of departments • UP Communication Office • PR offices across UP 	<ul style="list-style-type: none"> • A functioning website Fair University. • Presentations, attendance sheet, and photo documentation from the training. 	<p>On a continuous basis</p>	<p>RUP HR Office, Communications Office, external consultations</p>
<p>Starting the topic of Age Management at UP</p>	<p>An input analysis of the possibilities of introducing an age management policy at UP will be prepared.</p> <p>An Age Management policy seminar will be held for the UP executives.</p>	<ul style="list-style-type: none"> • UP senior management and heads of departments • UP executives 	<ul style="list-style-type: none"> • Initial analysis final report. • Presentation, attendance list, and photo documentation from the training. 	<p>Q4 2023</p>	<p>RUP HR Office, external consultations</p>

Thematic axis 4: integration of the gender dimension into research and educational content

Action	Activities	Target group	Outputs/Indicators	Deadline	Entity responsible
Establishment of the Equal Rights Committee	<p>The Equal Rights Committee (ERC) will be established and composed of the representatives of UP executives, faculties, the institute, and the UP Academic Senate.</p> <p>ERC meetings monitoring the <i>UP Gender Equality Plan</i> compliance will be held at least once every six months.</p>	<ul style="list-style-type: none"> • UP executives • Representatives of the faculties and the institute • Representatives of the UP Academic Senate 	<ul style="list-style-type: none"> • Minutes of the ERC meetings. 	On a continuous basis	RUP HR Office
Online workshop on integrating the gender dimension into research	<p>An online workshop will be delivered by external experts on the integration of the gender dimension into research. The seminar will be designed for managers, the ethics committee or panel, and the wider academic community.</p>	<ul style="list-style-type: none"> • UP senior management and heads of departments • UP executives • Academic and research staff 	<ul style="list-style-type: none"> • Presentation, attendance list, and photo documentation from the training. 	Q4 2022	RUP HR Office, UP Project Service

Opening a gender equality course for students	<p>A university-wide optional course on gender and equal opportunities will be prepared for students.</p> <p>The course will be available and pilot-tested in the 2023 autumn semester at the latest.</p>	<ul style="list-style-type: none"> • UP students 	<ul style="list-style-type: none"> • STAG outputs (annotation, list of students enrolled, attendance sheet). 	Q4 2023	RUP HR Office, faculties, external personnel
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Thematic axis 5: preventive measures against gender-based violence

Action	Activities	Target group	Outputs/Indicators	Deadline	Entity responsible
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<p>Implementation of a zero tolerance policy on gender-based violence at UP</p>	<p>An awareness campaign on tools available for UP employees affected by inappropriate behaviour in the workplace (bullying, sexual harassment, etc.) will be prepared.</p> <p>A workshop on crisis management of a workplace conflict involving bullying or sexual harassment will be added to the list of regular trainings for the management.</p> <p>A questionnaire survey will be conducted among UP students about their experience with inappropriate behaviour at UP.</p> <p>A round table with representatives of the faculties will be held, where the institute of the ombudsman and its actual impact at the UP Faculty of Arts and the Faculty of Science will be presented.</p>	<ul style="list-style-type: none"> • UP students • UP executives • Faculty managements • Representatives of academic senates • Academic community 	<ul style="list-style-type: none"> • A set of information videos and other media outputs designed for UP employees. • At least 30% of all management (academic and non-academic) personnel across the entire UP trained. • Presentation, attendance list, and photo documentation from the training. • Roundtable meeting minutes. 	<p>Q2 2023</p>	<p>RUP HR Office, external workers, UP Communication Office</p>
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Date:

Prof. Martin Procházka

Rector of Palacký University Olomouc

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