

PLAN OF GENDER EQUALITY
for Institute of Environmental Protection
National Research Institute

2021-2024

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INTRODUCTION

We present to you the "Gender Equality Plan for the Institute of Environmental Protection - National Research Institute", located in Warsaw (hereinafter: "Institute" or "IEP-NRI"), developed for the benefit of the entire Institute community.

The gender equality plan for the Institute of Environmental Protection - National Research Institute is based in particular on the following legal acts:

1. Constitution of the Republic of Poland from 2nd April 1997, (1997 Journal of Laws, No 78, pos. 483),
2. Directive 2006/54/EC of the European Parliament and of the Council from 5th July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (Official Journal of the EU L 2006. 204. 23),
3. Bill from 25th February 1964, Family and Guardianship Code (2020 Journal of Laws, pos. 1359 with amendments),
4. Bill from 23rd April 1964, Civil Code (2020 Journal of Laws, pos. 1740 with amendments),
5. Bill from 26th June 1974, Employment Code (2020 Journal of Laws, pos. 1320 with amendments),
6. Bill from 6th June 1997, Penal Code (2020 Journal of Laws, pos. 1444 with amendments.)

and taking into account good practice in other GEP documents in the EU countries.

Its primary aim is that the Institute should be a safe place to work for everyone, irrespective of gender, age or nationality, and free from discrimination, thus enabling everyone to develop academically and personally without any hindrance.

The implementation of the equality plan contributes to the creation of clear procedures. That in turn has the effect of creating a better working environment capable of attracting and retaining the best talent, removing barriers to combining work and private life, preventing career slowdowns, particularly for women, but also for men, and fostering the involvement and exploitation of the potential of diverse teams through qualitative improvements to the workplace, the learning process and staff development, with the effect of strengthening the scientific and research establishment in a nationally and internationally competitive scientific environment.

Gender Equality Plan for the Institute is the result of an employment and development analysis. It is a strategy planned for four years (2021-2024).

In the initial phase of the Gender Equality Plan for IEP-NRI, it is envisaged to establish the plan as a whole with a list of actions, including a compilation of necessary actions to adapt existing procedures or introduce new ones, and establishment of mechanisms for whistleblowing, protection of whistleblowers as well as proposing of corrective actions oriented towards consensus-seeking and mediation.

The GEP Gender Equality Plan is intended to engage the IEP-NRI community in the process of promoting equality and equal development opportunities.

Gender Equality Plan for IEP-NRI encompasses:

- a diagnosis containing the main conclusions of the analyses carried out so far of the existing state, and
key areas of the plan with an indication of actions.

Equality is a value that contributes to the development of science and the improvement of work outcomes.

Therefore, it is our mission to provide access to knowledge and skills acquisition to all persons, who have the right to do so. The starting point for the Gender Equality Plan for IEP-NRI is good practice translated into action and improvement of communication in our community, so that good examples and equality measures can be disseminated more effectively. This makes it possible to combine the creation of a safe, equal climate in the workplace with the prevention of discrimination through an early intervention system.

It transpires from the available studies and consultations, some people are confronted with various types of prejudice and institutional barriers that prevent them from benefiting equally from career opportunities. These barriers often take the form of gender discrimination, sexual harassment and obstacles to combining work and family life. Such obstacles slow down the careers of women in particular, and some of them may lose interest in further development. Barriers in combining work and non-work life also discourage fathers who try to engage in both spheres of life - work and family.

Among the many benefits of equality at the Institute one should mention the positive impact on the quality of work and the strengthening of the institution's scientific and research position in a competitive environment, the improvement of dialogue and exchange of ideas by building diversity, as well as a sense of community and effective organisation of work particularly in a rapidly changing external environment. Equality also translates into well-being at work.

Equality policies support the creation of clearer procedures, and that contributes to a better working environment as well as to attracting and retaining talent.

Such a strategy will facilitate the integration of building a safe, equal climate in the workplace with the prevention of discrimination through early intervention.

The European Commission's Communication on a Strengthened European Research Area (2012) was the basis for the development of the IEP-NRI Gender Equality Plan. In its Communication, the EC encourages the EU Member States, *inter alia*, to remove legal and organisational barriers to the recruitment, to maintain and develop of women's careers while fully respecting the EU law on gender equality (Directive 2006/54/CE).

The presented GEP document for IEP-NRI is also based on national recommendations for equality measures and good practices that have emerged in recent years in the form of results of studies and research and as strategic documents for institutions.

The Gender Equality Plan for IEP-NRI will help us to recruit and develop careers without regard to gender for the benefit of the Institute's development. Furthermore, it should be emphasised that gender-mixed teams carry out their work and develop products in a more competent way. This is because they take more than just one perspective into account - which is extremely beneficial for the outcome of the process, while at the same time creating an environment oriented towards long-term goals and towards solving problems and conflicts. The Institute does not accept and combats all forms of unequal treatment or discrimination.

2. DIAGNOSIS

In 2019, the average number of people employed at IEP-NRI was 284 including 159 female employees (56%), while in 2020 there was an increase of 71 people. The number of people employed in 2020 was 316 including 175 female employees (55%).

The starting point for the development of the Gender Equality Plan for IEP-NRI was the analysis of the gender percentage of the working population, taking into account the breakdown by occupational group and gender and managerial positions presented in subchapters 2.1 and 2.2.

2.1. Academic staff of IEP-NRI

Table 1. Number of employees and percentage of female employees in scientific positions 2019-2020

Position	IEP-NRI		women		women in %	
	2019	2020	2019	2020	2019	2020
Professor	1	1	1	1	100%	100%
Associate Professor	3	3	2	2	67%	67%
Assistant Lecturer	10	10	8	8	80%	80%

The above data show clear predominance of women employed in scientific positions. The percentage of women in scientific positions is 67-100%.

2.2. Non-academic staff of IEP-NRI

Table 2.2 Number of employees and percentage of female employees in non-academic positions in 2019-2020

Employment in figures	IEP-NRI		women		women in %	
	2019	2020	2019	2020	2019	2020
Research and technical staff	13	13	6	6	46%	46%
Engineering and technical staff	168	183	91	93	54%	51%
Administrative and economic staff	82	99	46	60	56%	61%
Support staff	7	7	5	5	71%	71%

The percentage of women employed in non-scientific jobs, compared to scientific jobs, shows much less variation and ranges from 46-71%. In general, women also predominate among non-scientific employees.

2.3. Managerial functions in organisational units and gender at IEP-NRI

Table 3. Managerial functions

Managerial functions in organisational units of the Institute and gender	IEP-NRI	women	women in %
National Climate Change Centre	5	2	33%
National Centre for Balancing and Managing Emissions	20	13	65%
Centre for the Development of Information Systems	6	2	33%
Centre for Integrated Environmental Studies	6	4	67%
Centre for Sustainable Development	3	2	67%
Earth Conservation Centre	2	2	100%
IEP-NRI Administration	9	5	56%
COMBINED	49	29	59%

The table above shows that 60% of management positions, regardless of the organisational unit, are held by women.

2.4 Top management positions at the Institute and gender

Table 4 Managerial functions at IEP-NRI in hierarchy of leadership and gender

Key managerial functions	IEP-NRI	women	women in %
Director of the Institute	1	0	0%
Deputy Director	3	1	33%
Head Accountant	1	0	0%
Head of the Centre	6	2	33%
Head of the Unit (Administration)	7	6	86%
Head of the Department	27	17	63%

The Institute's senior management positions are primarily held by men, while the leadership of the Institute's administrative units is dominated by women. As a rule, positions for key management functions are appointed by the supervising minister.

Results of the study - Equality at IEP-NRI

The analysis of the figures shows that:

- there is a predominance of women in scientific positions,
- in research and technical, engineering and administrative and service positions, the level of women and men is equal,
- senior management positions are held by men.

2.5 Breakdown of the number of employees at IEP-NRI by age group

Table 5 AGE GROUPS in number of persons - 2019 and 2020

Age groups in number of persons – for 31st December	2019	2020
20-30	33	42
31-40	130	133
41-50	82	99
51-60	22	24
61-70	23	19
71-80	4	9
81-90	1	1
COMBINED:	295	327

The dominant age groups at the Institute are 31-49 and 41-50 years old , who account for approximately 72 % of the workforce.

3. TARGETS

Key targets of Gender Equality Plan for IEP-NRI:

TARGET 1. Balanced support for the development of scientific careers for women and men, taking into account gender when appointing the composition of the selection boards:

This objective is to contribute to creating the conditions for women and men to realise their professional ambitions on an equal footing.

Indicator: development of three dossiers.

TARGET 2. Facilitating the combination of work and family life

Striving for a work-life balance for female and male employees.

Introducing the possibility of remote work, especially working from home, and introducing individual work schedules, task-based working time and other flexible forms of combining work and family life.

Indicator: development of a document on work organisation.

TARGET 3. Taking gender into account in leadership and decision-making

Among other things, equality at the Institute has a positive impact on the quality of work and the scientific and research standing of the institution in a competitive environment, as well as improving dialogue and the exchange of ideas by building diversity and a sense of community.

Indicator: delivery of two training courses

TARGET 4. Establishment of mechanisms to counteract all bad practices

Information and whistleblowing mechanisms are the foundation of an effective and solution-oriented system for promoting diversity and gender equality activities. Clear whistleblowing and problem-solving procedures based on compromise and mediation tools help to develop organisational culture and implement improvement measures.

Indicator: preparation of an internal whistleblowing procedure, on number of persons trained in such procedures.

4. ACTION PLAN

TARGET 1. Balanced support for the development of scientific careers for women and men, taking into account gender when appointing the composition of the selection boards:

1.1 Introduction of new procedures to create a learning and working environment that could better realise the principles of gender equality;

Date of implementation: Beginning of the period of validity of the document

Management of IEP-NRI will be responsible for the implementation of this action

- 1.2 Gathering information on good projects and gender-equal career support practices applied in scientific and research units and promoting them among female and male employees of IEP-NRI;

The action will consist of collecting information on gender equality projects and practices implemented in other research institutes. "Good practice recommendations" will be developed and should be implemented at IEP_NRI.

The implementation of this action will be the responsibility of Human Resources and Payroll Department

Deadline for implementation: The entire duration of the document's validity

- 1.3 Development of an anti-bullying and anti-discrimination procedure to reduce the risk of conflicts in the workplace;

The action will consist in verifying the provisions of the existing anti-bullying policy at IEP-NRI and adjusting them to the current situation at the Institute. The procedures contained in the policy will be made more detailed and supplemented in accordance with the requirements for the anti-mobbing and anti-discrimination procedure.

The implementation of this action will be the responsibility of Human Resources and Payroll Department

Date of implementation: Beginning of the period of validity of the document

- 1.4 Development and implementation of guidelines for the establishment of gender-balanced or unisex selection boards;

The action will lay down rules for the establishment of gender-balanced selection boards. The committees will take into account in their assessment of job applicants both the qualification requirements of female and male candidates, as well as the principles of balanced gender representation for the post. Among others, in the case of equal qualifications of a female and a male candidate, the person of the under-represented sex should be selected.

Date of implementation: Beginning of the period of validity of the document

The implementation of this action will be the responsibility of Human Resources and Payroll Department

- 1.5 Presentation of annual information on employment in IEP-NRI, including positions held.

Date of implementation: Beginning of the period of validity of the document

The implementation of this action will be the responsibility of Human Resources and Payroll Department

- 1.6 Provision of a "ballot box" for anonymous requests/information from IEP-NRI employees regarding gender inequality.

Date of implementation: Beginning of the period of validity of the document

Management of IEP-NRI will be responsible for the implementation of this action

TARGET 2. Facilitating the combination of work and family life

2.1 Identification of the scope of activities related to combining work and family life and areas of IEP-NRI activity in this respect.

It will be implemented through:

- financing private medical care for employees and providing care for their families at attractive prices;
- group insurance (fully paid by the company or subsidised);
- attractive, low-interest loans for employees;
- financial assistance in the form of subsidies, non-repayable loans;
- holiday financial support;
- raising awareness among employees that both spheres of life (professional and non-professional) are extremely important for human beings and that many values and other resources can be transferred from one sphere to another.

Deadline for implementation: The entire duration of the document's validity

The implementation of this action will be the responsibility of Human Resources and Payroll Department

2.2 Creating opportunities – working from home and flexible working hours for employees, in accordance with internal regulations.

The action will be realised through:

- flexible working time, individually prepared for the employees;
- task-based work system;
- temporary work from home, including teleworking;
- possibility of doing some of the work from home instead of the office;

Deadline for implementation: The entire duration of the document's validity

The implementation of this action will be the responsibility of Human Resources and Payroll Department

2.4. Diagnosing the needs of people returning from parental and childcare leave – in the scope of support from IEP and supporting those people;

Deadline for implementation: The entire duration of the document's validity

Managers of organisational units in IEP-NRI are responsible for the implementation of the action

2.5. Encouraging men to work flexibly, combining work and non-work life in order to balance work and life priorities.

Deadline for implementation: The entire duration of the document's validity

Managers of organisational units in IEP-NRI are responsible for the implementation of the action

2.6. Creation of a support group - using the Institute's IT resources - to facilitate sharing, among other things, experiences in childcare, good schools, doctors, professional development.

Deadline for implementation: half of the duration of the document

The implementation of the action will be the responsibility of IEP-NRI Communication Team

2.7. Exchange of information on scientific conferences, research projects and activities of research centres and facilities;

Deadline for implementation: The entire duration of the document's validity

The implementation of the action will be the responsibility of IEP-NRI Communication Team

2.8. Zdiagnozowanie potrzeb i wsparcie w organizacji czasu pracy osobom, które są opiekunami osób niepełnosprawnych dzieci i dorosłych.

Deadline for implementation: The entire duration of the document's validity

Managers of organisational units in IEP-NRI are responsible for the implementation of the action

TARGET 3. Taking gender into account in leadership and decision-making

3.1. Carrying out activities based on soft instruments to encourage candidates of the under-represented gender.

The action will be implemented, *inter alia*, through:

- the use of information channels to ensure that information about the competition is disseminated of the competition to the widest possible range of potential candidates;
- encouraging female candidates to apply for managerial positions;
- formulation of recruitment notices in such a way as to include transparent and clear criteria and guidelines for the evaluation of achievements, transparency of

the recruitment procedure, provision of opportunities for mediation consultations.

Deadline for implementation: The entire duration of the document's validity

Managers of organisational units in IEP-NRI and Human Resources and Payroll Department are responsible for the implementation of the action

3.2. Where candidates of different genders have the same qualifications, it is recommended that the position be filled by a person from the under-represented gender or group.

The action will include the creation of:

- transparent procedures;
- principles of acceptance and support at the level of IEP-NRI organisational units;
- rules for informing about the recruitment rules before those are issued.

Deadline for implementation: The entire duration of the document's validity

Management of IEP-NRI will be responsible for the implementation of this action

3.3. Creation of development mechanisms to achieve a level of competence for key positions, taking into account gender balance. In line with the principle, key positions are decided by the supervising minister.

Deadline for implementation: half of the duration of the document

Management of IEP-NRI and Human Resources and Payroll Department will be responsible for the implementation of this action

TARGET 4. Establishment of mechanisms to counteract all bad practices

4.1. Preparation of channels for reporting and development of appropriate procedures, as well as designation of persons responsible for receiving reports and following up on them.

Deadline for implementation: The entire duration of the document's validity

Management of IEP-NRI will be responsible for the implementation of this action

4.2. Provision of training and information for employees.

Deadline for implementation: The entire duration of the document's validity

The implementation of the action will be the responsibility of IEP-NRI Communication Team and Human Resources and Payroll Department.

4.3. Maintenance of the notifications register.

Deadline for implementation: The entire duration of the document's validity

Management of IEP-NRI will be responsible for the implementation of this action

4.4. Provision of procedures and tools to protect whistleblowers.

Deadline for implementation: The entire duration of the document's validity

Management of IEP-NRI will be responsible for the implementation of this action

Implementation period: 2021 - 2024

The GENDER EQUALITY ACTION PLAN for the IEP-NRI will be monitored, updated and modified where necessary