

**Gender Equality Plan  
for 2022-2025  
Institute for Ecology of Industrial Areas**



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# Gender Equality Plan at IETU

## 1. Introduction

Research related to innovation and technology plays an important role in the knowledge-based economy, therefore, ensuring gender equality in research and education has become of great importance. Providing equal opportunities in the work environment where everyone, regardless of gender, can develop their talents and maintaining gender balance in ongoing research projects in order to improve their quality and relevance to the society is one of the goals of strengthening the European Research Area (ERA).

The aim of the Gender Equality Plan is to assess / analyse the existing practices and procedures to identify gender bias, develop and implement innovative strategies to correct potential bias, set goals and monitor progress in promoting gender equality based on indicators.

Therefore, the Institute for Ecology of Industrial Areas (IETU) has developed a Gender Equality Plan (GEP), which is based on the following documents and legal acts:

1. Constitution of the Republic of Poland of 2 April, 1997 (Journal of Laws of 1997, No. 78, item 483),
2. Directive 2006/54 /EC of the European Parliament and of the Council of 5 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 European Union L 2006. 204. 23),
3. Act of 25 February, 1964, Family and Guardianship Code (i.e. Journal of Laws of 2020, item 1359, as amended),
4. Act of 23 April, 1964, Civil Code (i.e. Journal of Laws of 2020, item 1740, as amended),
5. Act of 26 June, 1974, Labour Code (i.e. Journal of Laws of 2020, item 1320, as amended),
6. Act of 6 June 1997, Penal Code (i.e. Journal of Laws of 2020, item 1444, as amended).

IETU is actively working to create safe working conditions where all employees are treated equally, irrespective of their gender, origin, nationality, language, religion or sexual orientation. The Institute endeavours to promote the idea of gender balance, ensure equal opportunities and support the development of scientific careers of all employees. The presented Gender Equality Plan at IETU is the result of internal analyses and consultations carried out at the Institute in 2022. The comprehensive strategy adopted for 2022-2025 is based on setting 4 strategic goals aimed at achieving the overarching goal which is improving gender equality at the Institute. Equality is the value that contributes to the development of science and improvement of work performance, therefore, the goal of IETU is to provide access to knowledge and acquisition of skills to all employees of the Institute and people who want to join IETU staff.

## 2. Diagnosis of the current state

The analysis is based on the characteristics of the general gender structure of people employed at IETU, taking two units into account: research unit and research support unit in the years 2020 - 2021 (the presented employment data refer to the status of 31 December, 2020 and 31 December, 2021). The next element of the diagnosis was to present the breakdown of individual research, research and technical, engineering and technical, and administrative and service positions in order to identify and counteract possible manifestations of inequality. Next, managerial positions, broken down by gender, were analysed. The dominant age groups among the employed people were determined. The next stage of the diagnosis concerned the verification of the number of titles and degrees held by men and women employed in 2021. In all of the above-mentioned breakdowns the percentage of the obtained results was also defined.

### 3. Results of the analysis

The basis for the development of the Gender Equality Plan at IETU was the analysis of the employment structure, including the gender percentage among people working at the Institute, taking into account scientific and non-scientific positions in 2020-2021, education and gender, age and managerial positions in 2021. The authorship of research projects financed by subsidies from the Ministry of Education and Science (MEiN) was analysed. The list also includes the composition of the Scientific Board 2020-2021, broken down by gender. The data are presented in the tables below.

#### 3.1 Number of people employed at IETU

In 2020, the average number of people employed at IETU was 69, including 43 women (62%, Table 1). In 2021, there was a decrease in employment by 5 people. The number of people employed in 2021 was 64, including 40 women (62%). Thus, the percentage of gender remained the same.

Table 1. Number of people employed at IETU, broken down into men and women in 2020-2021

| Total number of employees |      | Number of women |    |        |    | Number of men |    |        |    |
|---------------------------|------|-----------------|----|--------|----|---------------|----|--------|----|
| 2020                      | 2021 | 2020            |    | 2021   |    | 2020          |    | 2021   |    |
|                           |      | Number          | %  | Number | %  | Number        | %  | Number | %  |
| 69                        | 64   | 43              | 62 | 40     | 62 | 26            | 38 | 24     | 38 |

In addition to the information presented above, Table 2 shows a detailed list of positions in 2021 at IETU, broken down into men and women.

Table 2. Employment structure at IETU by job position

| Positions                                   | Number |     |       | Percentage |     |
|---|--------|-----|-------|------------|-----|
|   | Women  | Men | Total | W%         | M%  |
| <b>Scientific positions</b>                 |        |     |       |            |     |
| Professor                                   | 1      | 0   | 1     | 100        | 0   |
| IETU Professor                              | 3      | 1   | 4     | 75         | 25  |
| Assistant Professor                         | 3      | 4   | 7     | 43         | 57  |
| Assistant                                   | 0      | 1   | 1     | 0          | 100 |
| <b>Research and technical positions</b>     |        |     |       |            |     |
| Chief research and technical specialist     | 2      | 0   | 2     | 100        | 0   |
| Senior research and technical specialist    | 3      | 5   | 8     | 37         | 63  |
| Research and technical specialist           | 3      | 1   | 4     | 75         | 25  |
| <b>Engineering and technical positions</b>  |        |     |       |            |     |
| Senior engineering and technical specialist | 3      | 5   | 8     | 37         | 63  |
| Engineering and technical specialist        | 4      | 2   | 6     | 67         | 33  |
| Senior technician                           | 1      | 1   | 2     | 50         | 50  |

| Positions                                    | Number    |           |           | Percentage |           |
|--|-----------|-----------|-----------|------------|-----------|
|  | Women     | Men       | Total     | W%         | M%        |
| Technician                                   | 0         | 1         | 1         | 0          | 100       |
| <b>Administrative and economic positions</b> |           |           |           |            |           |
| Independent accountant / economist           | 6         | 0         | 6         | 100        | 0         |
| Senior general specialist                    | 5         | 0         | 5         | 100        | 0         |
| General specialist                           | 0         | 0         | 0         | 0          | 0         |
| Senior clerk / accountant                    | 2         | 0         | 2         | 100        | 0         |
| Clerk / accountant                           | 2         | 0         | 2         | 100        | 0         |
| Trainee                                      | 0         | 0         | 0         | 0          | 0         |
| Worker / cleaner                             | 0         | 2         | 2         | 0          | 100       |
| <b>Other positions</b>                       |           |           |           |            |           |
| Senior JWTŚ-IETU specialist                  | 1         | 0         | 1         | 100        | 0         |
| <b>TOTAL</b>                                 | <b>39</b> | <b>23</b> | <b>62</b> | <b>63</b>  | <b>37</b> |

### 3.2 Scientific staff at IETU

The data presented in Table 3 indicate a relatively equal level, with a minimal predominance of female employment in scientific positions over men. The percentage of women depending on the scientific position in both studied years ranged from 43-100%. In general, in particular years it was, respectively: in 2020 - 54%, in 2021 - 56%.

Table 3. Number of employees and percentage of women employed at scientific positions in 2020-2021

| Scientific positions              | IETU      |           | Women     |           | Women [%] |           |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
|                                   | 2020      | 2021      | 2020      | 2021      | 2020      | 2021      |
| Professor                         | 1         | 1         | 1         | 1         | 100       | 100       |
| IETU Professor                    | 4         | 4         | 3         | 3         | 75        | 75        |
| Assistant Professor/Assistant     | 7         | 7         | 3         | 3         | 43        | 43        |
| Research and technical specialist | 14        | 13        | 7         | 7         | 50        | 53        |
| <b>TOTAL</b>                      | <b>26</b> | <b>25</b> | <b>14</b> | <b>14</b> | <b>54</b> | <b>56</b> |

### 3.3 Non-scientific staff at IETU

The percentage of women employed at non-scientific positions, in comparison to scientific positions, is much higher, mainly taking into account administrative and economic positions - it accounts for 100% (Table 4). At non-scientific positions women dominate in the range of 47-100%. On average, in particular years: 73% in 2020 and 69% in 2021.

Table 4. Number of employees and percentage of women employed at non-scientific positions in 2020-2021

| Employment structure<br>[number of employees] | IETU      |           | Women     |           | Women [%] |           |
|---|-----------|-----------|-----------|-----------|-----------|-----------|
|   | 2020      | 2021      | 2020      | 2021      | 2020      | 2021      |
| Engineering and technical staff               | 14        | 15        | 7         | 7         | 50        | 47        |
| Administrative and economic staff             | 17        | 15        | 17        | 15        | 100       | 100       |
| Service workers                               | 2         | 2         | 0         | 0         | 0         | 0         |
| <b>TOTAL</b>                                  | <b>33</b> | <b>32</b> | <b>24</b> | <b>22</b> | <b>73</b> | <b>69</b> |

### 3.4 Top managerial positions at IETU vs gender

The table below shows that in 2021, on average, 69.5% of the managerial positions were held by women, which proves the dominance of women's employment at these positions (Table 5).

Table 5. Managerial positions at IETU in the leadership hierarchy vs gender (2021)

| Key managerial positions                                | IETU<br>(number of people) | Women | Women [%] |
|---|----------------------------|-------|-----------|
| IETU Director   | 1                          | 1     | 100       |
| Deputy Director   | 2                          | 1     | 50        |
| Scientific Secretary                                    | 1                          | 1     | 100       |
| Chief Accountant  | 1                          | 1     | 100       |
| Leading Expert  | 6                          | 4     | 67        |
| Head of the Department<br>(Administration) /Office/Team | 2                          | 2     | 100       |

### 3.5 IETU employees broken down into age groups

At the Institute, the most numerous age groups are: 31-40 years old and 41-50 years old, the first age group being dominated by women (67%), and the second one showing higher percentage of men (56%). A significant part of IETU staff includes employees aged 51-60 and 61-70 - these groups are dominated by women - 67% and 70%, respectively (Table 6).

Table 6. Number of people in particular age groups vs gender (2021)

| Age groups (years) | Number of people |           |         | W% per group | M% per group |
|--------------------|------------------|-----------|---------|--------------|--------------|
|                    | 2021             | Women (W) | Men (M) |              |              |
| 20-30              | 4                | 2         | 2       | 50           | 50           |
| 31-40              | 15               | 10        | 5       | 67           | 33           |
| 41-50              | 16               | 7         | 9       | 44           | 56           |
| 51-60              | 12               | 8         | 4       | 67           | 33           |
| 61-70              | 13               | 9         | 4       | 70           | 30           |

| Age groups (years) | Number of people |           |           | W% per group | M% per group |
|--------------------|------------------|-----------|-----------|--------------|--------------|
|                    | 2021             | Women (W) | Men (M)   |              |              |
| 71-80              | 4                | 4         | 0         | 100          | 0            |
| <b>TOTAL</b>       | <b>64</b>        | <b>40</b> | <b>24</b> | <b>63</b>    | <b>37</b>    |

### 3.6 Analysis of the number of academic titles and degrees held by men and women employed at IETU

The data presented below show the percentage dominance of women with higher academic titles and the level of education from professor / habilitated doctor / doctor / doctor of engineering to master's / master's degree in engineering (50-100%) in comparison to men (30-50%). On the other hand, employees with degrees and education from an engineer / bachelor, through technical and general secondary education to others, range from 0-60% among women, and from 40-100% among men (Table 7).

Table 7. Academic titles and education levels vs gender (2021)

| Academic titles and education levels      | Number of people |           |           | W% per staff | M% per staff |
|---|------------------|-----------|-----------|--------------|--------------|
|   | 2021             | Women (W) | Men (M)   |              |              |
| Professor                                 | 1                | 1         | 0         | 100          | 0            |
| Dr. hab.                                  | 3                | 2         | 1         | 67           | 33           |
| Dr., Dr. Eng.                             | 16               | 8         | 8         | 50           | 50           |
| Master's degree, M. Eng.                  | 33               | 23        | 10        | 70           | 30           |
| Eng., Bachelor's degree                   | 2                | 0         | 2         | 0            | 100          |
| Technical and general secondary education | 7                | 5         | 2         | 60           | 40           |
| Other                                     | 2                | 0         | 2         | 0            | 100          |
| <b>TOTAL</b>                              | <b>64</b>        | <b>39</b> | <b>25</b> | <b>61</b>    | <b>39</b>    |

### 3.7 IETU Scientific Board

The IETU Scientific Board in 2020 and 2021 was composed of almost as many men as women (Table 8).

Table 8. IETU Scientific Board in 2020-2021

|                       | IETU |      | Women |      | Women [%] |      |
|-----------------------|------|------|-------|------|-----------|------|
|                       | 2020 | 2021 | 2020  | 2021 | 2020      | 2021 |
| IETU Scientific Board | 21   | 21   | 12    | 12   | 57%       | 57%  |

### 3.8 Employees' participation in the implementation of research projects financed from the MEiN subsidies

The table below shows that in 2020-2021, the share of men's and women's authorship in research projects financed from the subsidy of the Ministry of Education and Science (MeiN) remained at a similar level with a slight advantage of women, i.e. 54% (2020) and 60% (2021), respectively.

Table 9. Authorship of research projects financed from MEiN subsidies in 2020-2021

|                             | IETU |      | Women |      | Women [%] |      |
|-----------------------------|------|------|-------|------|-----------|------|
|                             | 2020 | 2021 | 2020  | 2021 | 2020      | 2021 |
| Number of research projects | 11   | 5    | 6     | 3    | 54%       | 60%  |

#### 4. Main goals

Four goals were formulated on the basis of the carried out analysis:

- Goal 1. Supporting professional development of men and women, in particular scientific development, along with the creation of mechanisms that facilitate combining professional work with family life
- Goal 2. Striving for achieving the balance of gender representation in the management staff and decision-making bodies
- Goal 3. Achieving equal gender representation among researchers and administrative staff
- Goal 4. Creation of mechanisms to counteract gender discrimination

#### 5. Action Plan

The following Action Plan has been developed to achieve each goal.

Goal 1. Supporting professional development of men and women, in particular scientific development, along with the creation of mechanisms that facilitate combining professional work with family life

##### Action 1.1.

##### **Defining the scope of activities related to the support of non-professional life in order to balance professional and family life.**

The action will be implemented through: attractive, interest-free loans for employees, financial aid in the form of allowances, holiday subsidies, organisation of group insurance and access to group health benefits.

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: Human Resources and Payroll Department.

##### Action 1.2.

##### **Creating opportunities - working at home and flexible working hours for employees, in compliance with internal regulations.**

The action will be implemented through: flexible working hours, individually agreed for employees, temporary performance of tasks at home, possibility to perform part of the work at home instead of in the office.

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: Human Resources and Payroll Department.

##### Action 1.3.

##### **Diagnosing the needs of people returning from parental and childcare leaves and supporting these people.**

The action will be implemented in accordance with the provisions of the Labour Code.

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: Leading Experts, Human Resources and Payroll Department.



#### **Action 1.4.**

##### **Diagnosis of the needs and support in the organisation of working time for people who are care takers of disabled children and adults as well as elderly people under their care.**

The action will be implemented in accordance with the provisions of the Labour Code.

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: Leading Experts and Human Resources and Payroll Department.

#### **Action 1.5.**

##### **Providing employees with information on the subject of the currently implemented projects (including research projects) in order to support professional or scientific development of employees.**

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action are: Leading Experts, Project Coordination, Marketing and Research Commercialisation Office.

#### **Action 1.6.**

##### **Implementation of internal recommendations regarding the composition of teams, in particular research teams.**

When implementing projects, the gender composition of the project team should be balanced whenever it is possible.

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: IETU Management, Leading Experts.

#### **Action 1.7.**

##### **Gathering information on projects in which good practices in promoting career development and / or gender equality have been applied.**

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: IETU Management, Leading Experts.

### **Goal 2. Striving for achieving the balance of gender representation in the management staff and decision-making bodies**

#### **Action 2.1.**

##### **Personal development in order to achieve the level of competence required to hold key positions, taking the gender balance into account.**

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: IETU Management, Human Resources and Payroll Department.

#### **Action 2.2.**

##### **Review, update and development of internal procedures for gender balance in management staff and decision-making bodies.**

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: IETU Management, Human Resources and Payroll Department.

#### **Action 2.3.**

##### **Conducting activities that encourage candidates of both sexes to join management staff and decision-making bodies by formulating recruitment announcements so that they contain transparent and legible criteria for the recruitment procedure.**

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: IETU Management, Human Resources and Payroll Department.

### Goal 3. Achieving equal gender representation among researchers and administrative staff

#### **Action 3.1.**

**Taking into account equality issues in recruitment procedures for research positions together with determining the rules for selecting application documents, maintaining the balance of gender representation.**

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: IETU Management, Human Resources and Payroll Department.

#### **Action 3.2.**

**Appropriate formulation of recruitment announcements for research positions, without signs of preferences in relation to a specific sex.**

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: IETU Management, Human Resources and Payroll Department.

#### **Action 3.3.**

**Ensuring the use of all available information channels to reach the widest possible group of candidates of both sexes for research positions.**

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: Human Resources and Payroll Department, Project Coordination, Marketing and Research Commercialisation Office.

### Goal 4. Creation of mechanisms to counteract gender discrimination

#### **Action 4.1.**

**Development of anti-mobbing and anti-discrimination procedure.**

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: IETU Management, Human Resources and Payroll Department.

#### **Action 4.2.**

**Providing a special box for anonymous motions of the employees, keeping a register of motions and developing a procedure for processing motions and implementation of the follow-up actions**

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: IETU Management, Human Resources and Payroll Department.

#### **Action 4.3.**

**Providing procedures and tools for protection of people reporting abuse.**

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: IETU Management.

#### **Action 4.4.**

**Conducting training and information campaigns for employees.**

Implementation period: the entire period of the validity of the document.

Responsible for the implementation of the action: IETU Management, Human Resources and Payroll Department, Project Coordination, Marketing and Research Commercialisation Office.

## **6. Summary**

Equality and diversity are values that contribute to the development of science. The starting point for the Gender Equality Plan are good practices converted into actions and improvement of communication within the IETU community, so that good examples and equality solutions could be better disseminated. This allows combining the creation of a safe atmosphere of equality at the Institute with counteracting discrimination through an early response system. The Gender Equality Plan was developed for a period of 4 years. In the opinion of IETU management, it is the time required to develop and implement the adopted procedures related to changes in the Institute. The plan will be evaluated in the middle of its implementation period, i.e. at the beginning of 2024, in order to introduce necessary corrections and modifications.