



# Equal Opportunities Plan

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# UJEP Equal Opportunities Plan 2023 - 2025

## Introduction

Jan Evangelista Purkyně University in Ústí nad Labem (UJEP) is a public university and research institution consisting of academic staff, students and other employees. The aim of UJEP is to ensure equal opportunities and conditions for all positions according to the job classification, including wage conditions. At the same time, within the framework of a healthy internal environment and consensual relations at UJEP, emphasis is placed on the specific problems and needs of employees at different stages of their professional careers, from junior to senior positions. In relation to students, UJEP aims to provide an inspiring and correct environment for study and personal development, focusing on the security of the internal environment of the University and individual faculties.

## The UJEP Equal Opportunities Plan forms the foundation for achieving these objectives:

UJEP aims to reinforce the focus on equal treatment, equalisation of opportunities, and eradication of discrimination in all pertinent documents such as the Statute, Work Regulations, Collective Agreement, and other documents at the university level and individual faculties.

UJEP wants to strengthen the formulation and focus of the Code of Ethics, specifically in relation to all activities at the university, while also firmly establishing the independence of the Ethics Commission from the management structures of the university and its faculties.

UJEP wants to apply the goals of the European Commission consistently formulated in subsequent documents of the Czech Republic, which reject gender inequalities, to fulfil the HR AWARD criteria that the university received in 2019 and aims to maintain even after 2023.

UJEP wants to cultivate and nurture a culture within the university's internal environment where all employees have equal opportunities within their working positions, and for students, it is a safe environment for demanding university studies.

## The starting points of the UJEP Equal Opportunities Plan and the current state of implementation:

### 1) Equal opportunities audit

An equal opportunities audit was conducted by an external contractor (Gender Information Centre NORA, o.p.s.) in order to identify and assess the current state of the internal environment at UJEP.

The audit took place at UJEP between January and March 2022 in three phases according to the requirements of the Gender Audit Standard of the Office of the Government of the Czech Republic.

- Collection and content analysis of UJEP documents - Questionnaire survey
- Individual and group interviews

The audit focused thematically on the following areas

- 1) organisational goals and institutional security of gender equality policy and the gender dimension of research and teaching
- 2) Personnel policy
- 3) Salary policy
- 4) Reconciliation of private and professional life
- 5) Organisational culture and working relations

Questionnaires were sent in several rounds to all UJEP staff members (approximately 1100 people). The response rate was 423 completed questionnaires, which formed the basis for the analysis of the initial situation at UJEP.

The report, including the results of the audit, was published on the UJEP website in May 2022. In October 2022, the results of the UJEP Gender Audit were presented by representatives of the Gender Information Centre NORA, o. p. s. to the UJEP academic community for all interested parties, including students.

## **2) Educational events**

Two educational events on this topic were held in the autumn of 2022 for the staff and students of the UJEP in the form of seminars on "Gender, its meaning and role in universities" and "The role of the university ombudsperson"). In addition, individual training and participation of members of the coordination group in national and international seminars and conferences were supported, e.g. Gender dimension in science and research - context of the Horizon Europe programme and national funding programmes, Power imbalance at the university and its various aspects, Ending gender-based violence in academia, Gender-sensitive communication in the academic environment.

## **3) Preparation of UJEP's Equal Opportunities Plan**

Following the audit, the main areas of the Equal Opportunities Plan to be supported and developed in the period 2023-2025 were identified based on a discussion across the UJEP. The draft of the main areas was consulted with an external gender audit provider.

(Gender Information Centre NORA, o.p.s.), who proposed a set of measures that reflect the results of the audit research. These recommendations are included in the attached table below, which defines the specification of goals within the set of measures, the time frame, performance indicators and other identification parameters.

The Equal Opportunities Plan is based on the recommendations of the European Commission to cover at least the following areas

- Work-life balance and organisational culture
- Gender balance in management and decision-making
- Gender equality in recruitment and career development
- Gender mainstreaming in research and teaching

- Actions against gender-based violence, including sexual harassment.
- The UJEP Equal Opportunities Plan is divided into the following categories
- Organisational objectives and institutional security of the policy of gender equality and the gender dimension of research and teaching activities
- Human resources policy
- Salary policy - reconciliation of private and professional life
- Organisational culture and relations at work

#### **4) Implementation of the UJEP Equal Opportunities Plan**

An Equal Opportunities Manager will be appointed at the level of the UJEP Rectorate. This person will work with the management of the UJEP, representatives of other workplaces and faculties, who will coordinate the implementation in cooperation with the management of the faculties. The platform for the implementation of the Gender Equality Plan will be a coordination group, which will include persons delegated by the management of UJEP and the faculties. In 2023, an audit of equal opportunities between male and female students at the UJEP will be carried out.

#### **Responsibility for implementation**

The implementation of the Equal Opportunities Plan is the responsibility of the UJEP management, with the delegation of responsibility according to the different chapters and points of the Plan.

#### **Financing**

The implementation of the Equal Opportunities Plan, including staffing, will be financed from accumulated resources, in particular from

- Centralised Development Programme for Public Universities
- Other funding opportunities (e.g. OP JAK, OPZ +, Horizon Europe).

*The UJEP Equal Opportunities Plan was approved by the UJEP Management Meeting on 10 January 2023.*

## Equal Opportunities Plan of UJEP 2023 – 2025 (GEP UJEP 2023-2025)

### 1. Organisational and institutional objectives of equality policies and gender in research and teaching

Goal	Measure/action-description	Priority	Target group	Time frame/period	Indicator/s	Responsibility/implementation (university/other component)	Level (Institutional/Structural; Cultural/Symbolic; Individual)
Systematically promote equal opportunities to university level	Define visions and goals in the field of gender equality.	High	Male and Female Employees	By mid-2023	The vision and goals in the field of gender equality are defined.	UJEP	Cultural/symbolic
Systematically promote equal opportunities to university level	Regularly (once every 3 years) implement a gender re-audit carried out internally or by an external company.	Medium	Male and Female Employees	By the end of 2025	Final report of the gender re-audit.	UJEP	Cultural/symbolic
Systematically promote equal opportunities to university level	Prepare a gender equality action plan for UJEP and establish responsibility for specific persons for the fulfillment of individual measures.	High	Male and Female Employees	By mid-2023	A gender equality action plan exists. They are set specific persons responsible for the implementation of individual measures.	UJEP	Cultural/symbolic
Systematically promote equal opportunities to university level	At UJEP, create a working group that will deal with the topic of gender equality, including monitoring the implementation of the action plan.	High	Male and Female Employees	By mid-2023	There is a gender group at the university that meets regularly and evaluates the fulfillment of goals of the action plan or takes corrective measures.	UJEP	Cultural/symbolic
Systematically promote equal opportunities to university level	Assign a specific person who will be primarily responsible for fulfilling the gender equality agenda at UJEP. Determine the authority of this person.	Medium	Male and Female Employees	By mid-2023	The person responsible for the mentioned agenda works at the rectorate of UJEP.	UJEP	Cultural/symbolic
Systematically use gender-sensitive language and set inclusive and gender sensitive communication	Revise existing UJEP internal documents concerning the use of gender-sensitive language; In newly created internal documents, as well as promotional and presentation documents (incl annual reports) of the university to use gender-sensitive language; At the university level, create a methodological document on inclusive or gender-sensitive communication.	Medium	Male and Female Employees, public, study applicants	Continuously	Revised internal documents; Newly created internal documents and promotional materials use gender-sensitive language; Create methodological documents for inclusive or gender-sensitive communication.	UJEP	Cultural/symbolic
Support equal treatment in the UJEP environment. Join the European projects aimed at gender dimension in research content	Train academic and project workers on the topic "Gender dimension in research topics" in cooperation with The National Contact Center – Gender and Science and other subjects of education in this area; Train employees a female employees on the topic of the gender pay gap. Train UJEP employees on bullying and sexual harassment in the workplace. Train PR separation in the presentation of men and women concerning gender sensitivity.	Medium-high	Male and Female Employees	Continuously	Realized training. Attendance certificates from training. Recommendations for working with visual content.	ZAMO*	Cultural/symbolic
Systematically promote equal opportunities to university level using education	Create an educational event on the topic of gender issues; Regular training on the topic different cultural patterns and interculturality UJEP employees; Get involved in the activities of the Community for Change (sub formerly known as the Working Group for Change), which it has been organizing since 2015 National Contact Center – Gender and Science.	Medium	Male and Female Employees, public	Continuously	Educational events are organized. Visual recording of the event, attendance sheets. Trainings are organized. Getting involved in Community for Change.	ZAMO, UJEP	Cultural/symbolic
Systematically promote equal opportunities to university level	Ensure the creation of codes, rules, and procedures for solving issues related to gender issues.	Medium	Male and Female Employees	By the end of 2025	Guidelines, codes, procedures.	UJEP	Cultural/symbolic

### 2. Personnel policy

To improve the management of male and female employees	Train the membership of the selection committee in the topic of anti-discrimination.	High	Male and Female Employees	Continuously	Realized pieces of training and attendance records.	ZAMO	Institutional
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Improve the quality of the evaluation process for male and female workers.	Use the university assessment concept in an active and innovative way academic staff.	High	Male and Female Employees	Continuously	There is a unified concept for the evaluation of male and female workers.	UJEP	Institutional
To improve the quality of the evaluation process u non-academic workers	Create development plans and set up a system for non-academic workers their regular updates, link them to the rating system.	High	Male and Female Employees	By the end of 2023	Development plans are created for non-academic workers.	ZAMO	Institutional
To improve the management of male and female employees	Train managers in leadership.	High	Male and Female Employees	Continuously	Realized pieces of training and attendance records.	ZAMO	Individual
Create equal working conditions for academics and non-academics; To support the stabilization of the employee population at the university	Map gender-segregated data in statistics on types of employment under fixed-term/indefinite contracts across academic and non-academic positions, monitoring of employee departures, about mobilities, their length, and number.	Medium	Male and Female Employees	Continuously	At the end of each calendar year, they are collected by gender segregated data on types of employment according to fixed-term contracts definite/indefinite across non-academic positions about the departure of employees, and about the number of positions according to contracts for the duration definite/indefinite across academic and non-academic positions. At the end of each calendar year gender-segregated data on mobilities are collected.	ZAMO	Institutional
Support newly arrived employees a female employees in the process of adaptation to the new work environment and those returning to workplace after a long period of absence. Support employees a employee in pre-senile age in the process of adaptation to a new stage.	Create an internal guideline to set adaptation processes at UJEP; Prepare a universal pattern adaptation plan for new incoming employees and those of pre-senior age and before retirement. Create a form for evaluating the adaptation process; Consider whether or not to appoint a mentor or a mentor for incoming newcomers at individual workplaces or those returning to the workplace after a long absence. The same attention should be paid to employees in pre-senior age.	Medium	Male and Female Employees	By the end of 2023	The adaptation process system is specified as an internal UJEP directive. It exists universal adaptation plan template and form for evaluation of adaptation process; It is at the university level decided whether, at individual university workplaces, it will be for new arrivals or those returning to the workplace after a long absence, for those who is of pre-senior age? A person is available in the role of a mentor.	UJEP	Institutional

### 3. Wage policy

Promote equal pay for women and men at UJEP	Collect gender-segregated remuneration data and regularly evaluate it. In addition to the average salary for specific job positions, compare their median salaries. Compare the amount individual wage components (basic wage, personal allowance, bonuses).	High	Male nad Female Employees	Continuously	ZAMO regularly towards the end each calendar year submitted by the university management gender-disaggregated data on remuneration.	ZAMO	Institutional
To create equal working conditions in a scientific environment	Map gender-segregated data among grant applicants and track their success.	Medium	Male and Female Employees	Continuously	There is gender-segregated data mapping grant applications and the success of male and female applicants.	ZAMO	Institutional

### 4. Balancing personal and working life

Support the reconciliation of work and personal life for non-academic workers	At the university level, set uniform rules for the possibility of using, where it is due to the type of work carried out with taking into account the technical conditions a possible, flexible form of work from home even for non-academic workers.	High	Male and Female Employees	By mid-2023	A directive has been created to treat the conditions of working from home for non-academic workers.	UJEP	Institutional
Support the reconciliation of work and personal life	Establish a kindergarten or children's group for UJEP employees. Implement changing tables and suitable childcare facilities. Create conditions for supporting educational activities for the children of UJEP employees.	High	Male and Female Employees	By mid-2024	A nursery school or children's group is established, and changing tables or suitable facilities for children of different age groups are introduced.	UJEP	Institutional

Support cooperation with persons on maternity leave	Map gender-segregated data on parental leave – on its duration and male/female breakdown.	Medium	Male and Female Employees on maternity leave	Continuously	At the end of each calendar year, ZAMO prepares overview data.	ZAMO	Institutional
Support cooperation with persons on maternity leave and in the long term absent, in pre-senior age and those who are on old-age or other pension.	Focus attention on targeted targeting of groups: people leaving for maternity leave. Maternity leave, in pre-senior age, long-term absence, persons in old age or other pension (e.g., creation of a contact database and its regular updating) at the university level.	Medium	Male and Female Employees on maternity leave	Continuously	A contact database is created.	ZAMO	Individual
<b>5. Organisational culture and working relationships</b>							
Prevent bullying or sexual harassment in the UJEP environment	At the university level, implement a preventive awareness campaign on bullying and sexual harassment.	High	Male and Female Employees, students, public,	Continuously	Implemented awareness campaign.	UJEP	Institutional
Prevent bullying or sexual harassment in the UJEP environment	Establish an ombudsman institute at university level to monitor cases of bullying and sexual harassment.	High	Male and Female Employees, students	By the end of 2023	There is an ombudsman position at UJEP.	UJEP	Institutional
Strengthening employee confidence a female employees of the UJEP Ethics Commission; Prevent the occurrence of bullying or sexual harassment in the UJEP environment	Work to strengthen trust in the activities of the UJEP Ethics Commission in matters of submission and resolution of complaints. Train the members of the UJEP Ethics Commission in sexual matters harassment or establish an advisory body to the school management that investigates cases of sexual harassment that have been officially reported.	High	Male and Female Employees, students	Continuously	Statistics on the number of filed and resolved complaints. Realized training, attendance records.	UJEP	Institutional, Individual
Prevent bullying or sexual harassment in the UJEP environment	Update and expand the current Code of Ethics. UJEP includes a clear rejection of sexual and gender-motivated harassment and declaring an effort to prevention. Prepare an internal directive for solving negative situations. Furthermore, work behavior includes definitions of gender-motivated harassment, an enumerating of intolerable behavior, the procedure for dealing with reported cases, and an overview of sanctions. Enable the submission of an initiative anonymously, e.g., via a trust box or internet counseling. These institutes are intended not only for harassed persons bullied but also for witnesses of this behavior or for persons who fear their behavior could be considered bullying or sexual harassment.	Medium	Male and Female Employees, students	By mid 2023	Updated and expanded UJEP Code of Ethics. Internal guidelines on the harmful resolution procedure there is a working meeting. It is at the level of the university management's decision regarding establishing an online advice center or an anonymous complaint box.	ZAMO	Institutional
Support solutions to bullying or sexual harassment in the UJEP environment	Increase awareness of the activity Psychological counseling of the UJEP Counseling Center.	Medium	Male and Female Employees, students	By mid 2023	Implementation of educational activity	UJEP	Institutional
Support equal treatment in the UJEP environment	Decide and declare the university policy of consensual relations between teachers and students.	Medium	Male and Female Employees, students	By mid 2023	At the level of the university management, a decision is taken regarding policies of consensual relations between teachers and students.	UJEP	Institutional
Prevent bullying or sexual harassment in the UJEP environment	Monitor complaints directed at UJEP. The statistical information includes the category of gender, the position of the participants, the type of behavior that is involved in the individual cases involved (mobbing, bossing, sexual harassment) and, last but not least, the result of the complaint resolved, e.g., thanks to the involvement of the ombudsman.	High	Male and Female Employees, students	Continuously	Statistics of submitted initiatives include the category of gender, the position of the participants, the type of behavior, which in individual cases dealt with, and the outcome of the complaint. Guidelines for settlement of complaints. The activity of the control department.	UJEP	Institutional

\*ZAMO = Zaměstnanecký odbor = Human Resources department