

EQUAL OPPORTUNITIES PLAN 2022-2024



UNIVERSITY
OF WEST
BOHEMIA

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PREAMBLE

Gender equality and equal opportunities are fundamental values that are binding principles at national, European and international levels. It is an area that is increasingly emphasised in the European Research Area and supported by the European Commission, which has made funding under the Horizon Europe Programme conditional on the existence of a 'Gender Equality Plan' (GEP) in research and education organisations. With its emphasis on the development of gender-sensitive personnel policies in science and research, the GEP is a fundamental tool for promoting gender equality and equal opportunities.

The Gender Equality Plan of the University of West Bohemia (UWB), under the title „Equal Opportunities Plan“ (hereafter also referred to as „the Plan“), actively advocates the promotion of these issues in everyday activities, both as an employer - towards male and female employees at all levels, and as an educational institute - towards male and female students at all levels. The aim is to create an environment that develops the full potential of all. At the same time, it aims to create a welcoming, fair, safe and supportive environment that expresses respect for individuality.

The Equal Opportunities Plan is based on the findings of a gender audit conducted at UWB in 2021. The gender audit covered a wide range of topics related to equal opportunities and gender equality in the workplace, starting with recruitment, career development and training, reconciliation of work and personal life, remuneration, evaluation, gender representation in the horizontal and vertical structure of UWB, diversity of work teams (in terms of age, ethnicity, gender and sexual identity, etc.) to redundancies, the organisational culture at UWB and negative phenomena in the workplace, including sexual harassment and gender-based violence. Within the framework of its Equal Opportunities Plan, UWB intends to build on and further develop the recommendations from the gender audit.

VISION AND OBJECTIVES OF THE PLAN

The Plan has a three-year horizon and UWB has set itself medium and long-term goals in five areas. The priority areas are: creating a respectful and supportive environment, reconciling work and personal life (priority area I) and creating an environment, which is socially safe, non-discriminatory and free from (sexual) harassment (priority area V). Furthermore, the Plan focuses on promoting gender balance in leadership and decision-making positions (priority area II) and promoting gender equality in recruitment and career development (priority area III), and two measures address the gender dimension of research and teaching content (priority area IV).

One of the main long-term goals is to create an environment at UWB that is welcoming to all those who need to reconcile their work and personal life in the broadest sense, and thus to work towards removing any barriers that they may face within the academic and university environment. UWB is committed to identifying informal barriers that may be created within the structures and then working to remove them. This will facilitate the return of employees after a career break and, in this respect, facilitate career progression. In the context of career development, UWB also aims to reduce barriers to career progression for foreign scientists.

Increasing social and physical safety at UWB for both employees and students is another long-term goal. Social safety includes setting clear ethical standards, boundaries and rules of conduct that take into account existing power imbalances between individuals and groups of people (e.g. lecturer versus student, superior versus subordinate, etc.) and, above all, transparent, accessible and credible mechanisms for dealing with problematic situations and violations of these standards.

This Plan has been developed by the „University-wide HR Award and Equal Opportunities Plan“ working group, in which all parts of UWB are represented. The group is coordinated by a member of the Quality Division/ Department of Staff Development who will also be responsible for the implementation of individual measures. The Equal Opportunities Plan was approved by UWB management and presented and discussed by the Rector’s Board. Subsequently, it was published on the UWB website in both Czech and English versions.

DEDICATED RESOURCES

A team within the Quality Division/Department of Staff Development is responsible for the coordination and sustainability of gender equality policies at UWB and for the implementation of the Plan. The Division is and will be the permanent coordinator of the „University-wide HR Award and Equal Opportunities Plan“ working group, in which all parts of the UWB are represented and which will form the backbone for the implementation of the Plan. The Division will be equipped with adequate powers, staff and financial resources.

TRAINING AND CAPACITY BUILDING

UWB is committed to providing a series of training and other educational activities for its employees in the medium term in the field of gender as it relates to science, research, innovation and education. Raising awareness of gender equality and its relevance in science, research and teaching, as well as the awareness of the seriousness of these issues and related specific actions are also crucial in terms of changing the climate at UWB and creating a safe and welcoming environment for employees and students. Some of these training activities will therefore be mandatory for those in leadership positions. The specific types of training and learning activities are listed under each measure below. The design of the training system and its implementation will be the responsibility of the Quality Division/ Department of Staff Development.

DATA COLLECTION AND MONITORING

One of the key medium-term objectives is to monitor the career paths of male and female employees at UWB, both in terms of academic rank and in terms of their tenure in management and decision-making positions. In this context, UWB remains committed to collecting annual gender disaggregated data that map the number of junior lecturers, lecturers, senior lecturers, associate professors and professors and are broken down by departments, centres, faculties and the entire UWB. The statistics will also include technical and administrative support staff (TAS) and manual workers, and the gender line will also be monitored within the hierarchies of these positions. In addition, annual statistics will be kept on the representation of women and men in the following positions: heads of laboratories, heads of centres, heads of departments, vice-deans, deans, vice-rectors, Chancellor, Bursar, Rector. UWB will annually report gender disaggregated data on personnel including professorships/associate professorships (‘habilitation’) and their success rate, the representation of women and men in UWB bodies (the Academic Senate, the Scientific Board, the Internal Evaluation Board, the Ethics Committee) and in the bodies of individual parts (in academic senates and in scientific boards and disciplinary committees). The evaluation of these gender disaggregated data will be the basis for setting up further measures to promote gender equality at UWB in the follow-up gender equality plans.

MEASURES AND ACTIVITIES (2022-2024)

1. Priority area work-life balance and organisational culture

No.	Measure	Activity	Objective	Indicator	Responsibility	Date
1.1.	Develop a plan for work-life balance	Develop a plan for employee care focused on diversity management	Systematize the area of work-life balance under a coherent plan and thus express support for the topic at the university level	Internal document created	Quality Division/ Department of Staff Development	4Q/2022
1.2.	Expand the services of the Information and Counselling Centre (ICC) for UWB employees	Expand the portfolio of psychological counselling for employees in the context of mental health promotion (seminars, workshops, individual consultations, possible research investigations, etc.)	Prevention of excessive stress and burnout syndrome, creation of conditions for stable work performance and maintaining psychological balance	Implementation of activities, their continuous evaluation - number of supported employees (provided by the responsible person)	Information and Counselling Centre	Ongoing from 3Q/2022
		Promotion of the activities of the ICC	Increase awareness of the services of the ICC among employees and students	The number of information materials	Information and Counselling Centre + External Relations Division	Ongoing from 3Q/2022

1.3.	Continuously inform employees about the possibilities of flexible work arrangements	Managers inform their colleagues in relevant positions about the possibility of working from home and flexible working hours, defining the content and scope of the workload that can be performed remotely, defining the hours an employee is available when working from home.	Increase the availability and use of flexible work arrangements for UWB employees at all levels and positions (including TAS, RS, and manual workers)	Include information on the possibility of using flexible work arrangements in the adaptation manual	Human Resources Division + External Relations Division	Ongoing from 3Q/2022
		Creation of a platform on the intranet for communication and sharing of experience and information	Create a relevant tab on the intranet	The number of visits to the relevant platforms	External Relations Division	3Q/2022
1.4.	Create an adaptation process for those returning from ML/PL/FH	Create a communication scheme for the adaptation process taking into account the specifics of each position	Systematize the process of women/men leaving for ML/PL/FH, clarify the departure process, the course and possibilities of cooperation during ML/PL/FH and the subsequent return process in the context of different positions at the University (AS/RS/TAS/manual workers)	Communication scheme	Human Resources Division + Quality Division / Department of Staff Development	2Q/2023

1.5.	Take into account the career breaks of parents/carers in career development assessments	Partial specification of the points in the UWB Career Development Structure	Career breaks due to caring (ML/FH or flexible forms of time related to caring) do not have a negative impact on the career development assessment of employees	Modified Career Development Structure	Human Resources Division + Quality Division / Department of Staff Development	2Q/2023
1.6.	Search for suitable grant schemes	Systematically search for grants and financial support opportunities for employees taking ML/PL/FH or providing care and inform them about the opportunities available	Remove the negative effects of career breaks due to parenthood, support the career development of caregivers, especially women	The number of emails sent summarizing financial support/ grant opportunities for caregivers and parents	Project Centre	Ongoing from 2Q/2022
1.7.	Develop childcare support services for employees' children	Analyse options for using various forms of childcare for preschool-age children of UWB employees	Evaluate and identify strengths, weaknesses and the potential to expand services, including costs	Evaluation report	Bursar	2Q/2023

		Implementation of a pilot project for a childcare group at the Faculty of Health Care Studies	To provide employees with caring commitments for children with a temporary on-site childcare service (5 days a week, 3 hours in the morning, 3 hours in the afternoon), thereby expanding their scope for returning to work and further career development	Establishment of a childcare group at the Faculty of Health Care Studies	Faculty of Health Care Studies	2Q/2023
		Annual evaluation of the project with a view to expanding the service to other departments and to a wider group of people (students)	Evaluation reports assessing the strengths and weaknesses of the project including cost and need (demand) analysis	Evaluation reports	Faculty of Health Care Studies	1Q/2024
1.8.	Create a manual on the use of gender-sensitive language	Creation of a manual on the use of gender-sensitive language	Expand awareness of gender-sensitive language and systematise its use in written documents, both internal and external, across UWB	Manual on the use of gender-sensitive language	Quality Division/ Department of Staff Development	1Q/2023
1.9.	Introduce gender-sensitive language in newly created UWB documents	Implementation of gender-sensitive language in key UWB documents	Key UWB documents are written in gender-sensitive language	Reformulated key UWB documents	Chancellor	1Q/2023

1.10.	Revise services for employees with regard to the availability of information in English	Analyse staff services with regard to their accessibility in English	Improve the user experience of services for the whole diversity of staff, including international staff	Analytical report identifying areas for the development of English language services	Vice-Rector for Internationalisation	1Q/2023
		Provision of relevant services in English, as defined in the analysis	Increase availability of services for international staff	Relevant services also exist in English	Vice-Rector for Internationalisation	2Q/2023

2. Priority area gender balance in leadership and decision-making

No.	Measure	Activity	Objective	Indicator	Responsibility	Date
2.1.	Institutionally anchor the equal opportunities policy in the basic documents formulating the main values of UWB	Anchor the equal opportunities policy in the basic documents formulating the main values of UWB	Anchored in strategic documents	Strategic documents expanded with the equal opportunities policy	Rector	4Q/2022
2.2.	Introduce systematic monitoring and reporting with regard to gender and equal opportunities	Conduct analysis of where monitoring and reporting is carried out and where it is lacking, and which categories/groups will be monitored	Set up mandatory annual documentation and analysis of gender statistics of employees in all parts of UWB	Analysis of existing monitoring and reporting of data on gender statistics of employees	Human Resources Division + Information Technology Centre	4Q/2022
		Establish systematic monitoring, reporting and evaluation with regard to gender and equal opportunities in all parts of UWB	Retain data on the career paths of male and female employees at UWB in a year-on-year comparison, that can be further evaluated in the context of the implementation of measures to promote gender balance in management and decision-making positions	Annual gender statistics of employees at all units of the UWB in terms of academic rank and gender representation in management and decision-making positions	Human Resources Division + Information Technology Centre	Ongoing from 1Q/2023

3. Priority area gender equality in recruitment and career development

No.	Measure	Activity	Objective	Indicator	Responsibility	Date
3.1.	Consider gender balance in recruitment and nominations	Systematise the formulation of job advertisements in gender sensitive language	Gender balanced job advertisements	Job advertisements written in gender sensitive language	Human Resources Division	4Q/2022
3.2.	Expand onboarding activities	Formalize the process of obtaining feedback at the end of the probationary period	Enable faster training of male and female employees, thus promoting future career growth, and creating the potential for a fair environment	Feedback form created and used	Human Resources Division	4Q/2022
		Set up adaptation processes for smooth training for a position	Systematise the adaptation process in the context of different positions at the university (AS/RS/TAS/ manual workers)	Communication scheme, adaptation manual	External Relations + Human Resources Division	2Q/2023
3.3.	Introduce exit interviews	Systematize the process of obtaining feedback when an employee terminates employment	Gain awareness of reasons for employee departures, monitor potential discriminatory reasons for departures or negative workplace phenomena	Exit interview framework developed	Human Resources Division	1Q/2023

3.4.	Create an age management plan	Initial analysis and development of an age management plan	To work towards creating a fair environment at UWB also with regard to disadvantages due to age and gender	Plan for age management	Quality Division / Department of Staff Development	2Q/2023
3.5.	Establish a statute for Emeritus Professorships and Associate Professorships	Preparation of the plan - boundaries of the topic and its scope - how it can be anchored, activities, etc.	Analysis of the need for a statute for Emeritus Professorships and Associate Professorships	Existing analysis	Chancellor + Human Resources Division	2Q/2023
3.6.	Provide intensive Czech language courses for international scientists	Create a range of intensive Czech language courses for international scientists	Offer development of the Czech language, thus encouraging greater involvement of international staff in the Czech environment and Czech-speaking collectives	Expanded range of language courses to include courses for international staff	Vice-Rector for Internationalisation	1Q/2023

4. Priority area of integrating gender and diversity into research and teaching content

No.	Measure	Activity	Objective	Indicator	Responsibility	Date
4.1.	Expand the content of relevant teaching subjects to include diversity topics	Implementation of e.g. an interdisciplinary workshop/student conference on these topics, listing of thesis topics	Expanding capacity for including gender content in teaching subjects	The number of workshops and the number of student conferences, Interdisciplinary networking	Vice-Rector for Academic Affairs	Ongoing from 3Q/2023
4.2.	Expand knowledge of the gender dimension in science, research and innovation and education	Training in incorporating the gender dimension into research	RS, AS, TAS involved in projects will broaden their awareness of the overlaps of the gender dimension in science and research, including project applications	The number of training and educational activities	Quality Division/ Department of Staff Development	2Q/2023 4Q/2024
		Training in gender-sensitive pedagogy and didactic methods used in practice	Academic staff and lecturers will expand their competences and knowledge of didactic methods to use during teaching to include both male and female students, they will be able to work with a diversified pool of students	The number of training and learning activities	Quality Division/ Department of Staff Development	2Q/2023 4Q/2024

5. Priority area of prevention of gender-based violence, social safety

No.	Measure	Activity	Objective	Indicator	Responsibility	Date
5.1.	Open debate on the topics of bullying, power and relationships at UWB	Organise roundtables, Academic Senate discussions, create a platform for discussion	Open discussion defining the boundaries of ethical relationships at UWB and the responsibilities of the parties Target group: AS, RS, TAS, students	The number of events	Chancellor + Quality Division / Department of Staff Development	3Q/2022
		Conduct a quantitative and qualitative survey of the student and staff on (not only sexual) harassment at UWB	Obtain feedback on the prevalence of negative phenomena Target group: AS, RS, TAS, students	Final report of the survey	Quality Division / Department of Staff Development	2Q/2022



5.2.	Revise the Code of Ethics based on current practice	Revise the Code of Ethics	Revise the Code of Ethics to meet the needs of UWB and to cover areas not adequately covered by the current Code of Ethics	Revised Code of Ethics	Chancellor	3Q/2022
		Establishment of an ethics line as a support tool for the prevention of negative phenomena	Have a functional ethics line whose existence is widely known and used	Functional ethics line	Chancellor	6/2023
		Promotion of the Code of Ethics and the ethics line	Effectively communicate the existence and objectives of the Code of Ethics and the ethics line	Promotional materials	Chancellor	Ongoing from 4Q/2022

5.3.	Create an open platform to inform about negative phenomena and prevention	Create an open platform with examples of solutions to negative phenomena in the workplace/ between teachers and students, supervisors and subordinates	Offer an open space for sharing information and experiences related to negative phenomena and their prevention, increase knowledge of defensive strategies and possible solutions	Created a platform for students, Created a platform for employees, Created a platform for lecturers	Chancellor + External Relations Division	3Q/2022
		Set up a system of preventive training on negative phenomena for both staff and students	Train all target groups on negative phenomena and related prevention	Existing training system	Quality Division / Department of Staff Development	3Q/2022
5.4.	Strengthen communication on inequality and diversity	Inform about existing tools (induction material for new students and staff)	Inform new students and staff about negative phenomena and related prevention	Information materials	Chancellor + External Relations Division	10/2023
		Regularly inform about the use of various tools to prevent/address negative phenomena and general information about how cases are handled	Regularly publish reports on the use of various tools for preventing/addressing negative phenomena	Published reports	Chancellor + Ethics Committee Chair	1Q/2023 1Q/2024
		Introduce evaluation of measures to prevent/address negative phenomena in the workplace	Regularly evaluate measures to prevent/ address negative phenomena in the workplace	Evaluation report	Chancellor + Ethics Committee Chair	1Q/2023 1Q/2024

Abbreviations

AS	Academic Staff
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FH	Family Holiday
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GEP	Gender Equality Plan
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ICC	Information and Counselling Centre
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ML	Maternity Leave
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PL	Paternity Leave
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RS	Research Staff
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TAS	Technical and Administrative Support Staff
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UWB	University of West Bohemia
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