

Action Plan of Gender Equality at the University of Ostrava 2022-2025

The topic of gender equality and equal opportunities is the basic value which is a connecting principle at the national, European, and international level. It concerns an area that is more and more emphasised in the European research field. The same applies to the European Commission, which conditioned the Horizon Europe funding by the existence of the gender equality plan (hereunder "GEP") in individual organisations of research and educational type. With an emphasis on the development of gender-sensitive personnel policy in science and research, GEP creates the fundamental tool to promote gender equality and equal opportunities.

The University of Ostrava (hereunder "UO") and its gender equality plan presented under the name "Action Plan of Gender Equality at the University of Ostrava 2022-2025" actively approach the promotion of these issues in everyday activities, both in the working environment – towards employees at all levels – and educational environment – towards students at all levels. The objective is to create an environment that fully develops everyone's potential while being outgoing, fair, safe, supporting and respecting individuality.

Regarding the results of the gender audit carried out between October 2021 and February 2022, the Action Plan of Gender Equality at the University of Ostrava 2022-2025 has been proposed and approved. The Plan contains a general part and particular activities which the UO will carry out in the following years to establish a working and educational environment as described above.

Anticipated sources of funding of the activities mentioned below are: Programme to Support Strategic Management of HEIs for the Years 2022-2025, Centralised Development Programme for Public HEIs for 2022, Operational Programmes of the Czech Republic 2021-2027, own sources.



A. General part

1. Introductory activities (2022)

- approval of a proposal of the Action Plan of Gender Equality at the University of Ostrava 2022-2025 at the levels of the UO management, management of the UO parts;
- publishing of the Action Plan of Gender Equality at the University of Ostrava 2022-2025 on the UO website;
- translating of the Action Plan of Gender Equality at the University of Ostrava 2022-2025 into the English language and its publishing on the UO website;
- participation in the CRP 2022 project focused on the topic of social safety in the environment of higher education institutions, including measures against discrimination towards various groups of people and sexual harassment; increasing the relevancy of gender equality awareness among students and employees of the university.

2. Educational activities (2022 – 2025)

- training for all managing employees on the topic of Leadership in the context of equal treatment and team management;
- training for all managing employees on the topic of Communication, which is necessary for more effective internal communication and updating. The educational workshop is to be focused on the importance of personal communication, regular updating of employees, and importance of providing and getting useful feedback;
- courses for all employees on the topic of Work-life balance, equal opportunities/equal treatment, diversity. This workshop is to contain the topic of time/life management, stress management, coping with the burnout syndrome, discrimination/discrimination elements – how to recognise them and how to protect against them, gender dimension in research, gender/gender stereotypes and prejudices;
- courses/training/informative meetings for all managing employees to increase their competence in human resources management focused on the topic of gender-balanced conditions for women and men.



3. System measures (2022 – 2025)

- creation of a communication platform to solve the area of gender equality and social safety for safe and open communication with employees and students;
- practical implementation of the support of gender equality and gender correctness: support of equal opportunities and rejection of discrimination in all fundamental internal documents and using gender-correct job advertisement texts for all positions;
- creation of a part of the UO website focused on the equality of women and men with links to UO documents (e.g. institutional analysis), links to interesting articles (e.g. higher education institutions' journal Universitas), news and tips from the area of dealing with requirements for inclusion of gender dimension into research (programme guide of Horizon Europe, GA CR, TA CR);
- collection, analysis, and publishing of gender-segregated data, namely in regular (annual) period: gender/diverse staff statistics;
- creation of a leaving questionnaire that would sensitively map the reasons for leaving and provide the employer (management) with important feedback on the reasons to leave, the employer's strengths and reserves the leaving employee sees, and how the employees perceive the overall atmosphere within the organisation and individual teams. Part of the leaving questionnaire should also be a thankyou for the work of the leaving employee. It is also suitable and effective to combine the leaving questionnaire with a personal interview with the leaving employee;
- creation of a *Guide to work-life balance*, which would contain "life situations scenarios" as well as support and help to all employees who have a greater need of harmonising, namely all employees on maternity/parental leave and employees providing informal care to a person in a family environment;
- active use of the maternity and parental leave management and elaboration of an internal regulation to govern adequately the maternity and parental leave;
- regular update of the Action Plan of Gender Equality at the University of Ostrava 2022-2025 based on discussed proposals to extend the activities to support the equality of women and men;
- establishment of a team and active cooperation with the team caring for the HR AWARD, systematic coordination of the activities;
- implementation of annual internal gender statistics of remuneration at all comparable positions;
- implementation of monitoring/mapping of the employees' needs in the form of an online questionnaire or implementation of a possibility to regularly communicate the requirements and opinions with feedback to the given employees.

4. Evaluation of the implementation success

The evaluation will take place annually in the form of a report with data on monitored indicators. In 2025, a final report will be elaborated. It will contain the evaluation of the fulfilment of the activities and their impact. In addition, a plan for the next period will be elaborated. The monitored indicators for the period of the document validity:

- number of employees with respect to the ratio of women and men;
- number of newly appointed associate professors and full professors with respect to the ratio of women and men;
- age structure of employees with respect to the ratio of women and men and working position;
- amount of average salary with respect to the ratio of women and men and working position;
- ratio of women and men in managing positions;
- usage of part-time jobs with respect to the ratio of women and men.

By 2023, the evaluation of the success of the Action Plan of Gender Equality at the UO will have been extended with:

- level of success of projects submitted to foreign grant agencies/programmes (e.g. Horizon Europe, which requires the implementation of gender dimension, etc.);
- ratio of women and men in leaders of research teams.

For the purposes of the evaluation, data will be provided in the same extent and format as in the gender audit. Detailed analyses with breakdowns by components, age categories or job positions are modelled in a data warehouse.



B. Activities of the Action Plan of Gender Equality at the University of Ostrava 2022-2025

1. Introductory activities (2022)

Measure	Activity description	Output	Target group	Responsibility	Implementation period
Approval of the Action Plan of Gender Equality and publishing on the UO website	Approval of the Plan content and commitment to implement the determined activities at the level of the UO management and management of individual parts	The Plan is signed by the Rector and the management of university parts, the Plan is published on the university/university parts website	All UO employees and students, external institutions	Director/Directress of the Centre for HR Management and management of individual parts	3/2022
Publishing of the Action Plan of Gender Equality in English	Translation of the Plan into English and publishing of the Plan on the UO website	Availability of the Plan on the university website in English	International employees and students at the UO, external institutions	Vice-Rector for International Relations	4/2022
Execution of the questionnaire survey on gender-conditioned violence at the UO	A questionnaire survey within the UNISAFE project among employees and students, assessing the current state based on collected data, creation of rules to regulate this area at the UO	Conclusions of the questionnaire survey for the UO, including international comparison	All UO employees and students	Director/Directress of the Centre for HR Management; Head of Rector's Office	7-8/2022
Creation of an internal regulation stipulating the rules for social safety at the UO	Identification of critical areas at the UO with respect to the survey, determination of corresponding measures and their enshrining in internal regulations	Creation of a Rector's Order to regulate this area in cooperation with the representatives of university parts	All UO employees and students	Director/Directress of the Centre for HR Management	9-10/2022
Creation of a communication platform for the area of social safety at the UO	Ensuring software for secure communication of employees and students on the topic of social safety, possibility of anonymous communication. The goal is to set a safe and fair environment for the target groups to solve gender issues already at their roots.	Secure online communication platform	All UO employees and students	Director/Directress of the Centre for HR Management; Director/Directress of the Centre for Information Technology	9-11/2022
Creation and filling of the position of the university ombudsman/ombudswoman	Creation and filling of the position of an ombudswoman/ombudsman and its enshrining in the process of solving social safety as well as enshrining in internal regulations of the UO	Creation and filling of the position of the university ombudsman/ombudswoman; process of enshrining the position of an ombudswoman/ombudsman in internal regulations	All UO employees and students	Rector; Director/Directress of the Centre for HR Management	9-11/2022

2. Educational activities (2022 – 2025)

Measure	Activity description	Output	Target group	Responsibility	Implementation period
Educational event – Communication	Training of managing employees who are in contact with other persons; art of obliging communication and related rules are very important for them	Improvement of communication across the UO; building an internal culture of the UO	Managing employees whose participation will be assessed as significant	Head of Rector's Office; Director/Directress of the Centre for HR Management	2022-2025
Educational activity – Leadership in the context of equal treatment and team management	F2F or online training for managing employees in the area of Leadership focused on members equality in a team	Training of managing employees in this area	Managing employees of the UO	Director/Directress of the Centre for HR Management; management of university parts	2023-2025
Educational activity – Work-life balance, equal opportunities/equal treatment, diversity	Training in the area of time/life management, stress management, coping with the burn-out syndrome, discrimination/discrimination elements, - recognition and coping, gender dimension in research, gender/gender stereotypes and prejudices	Employees can cope with stressful periods, complicated life situations; reduction of impact on work-life and performance	Employees who will assess this area as beneficial; selected employees or endangered groups of employees	Director/Directress of the Centre for HR Management; managing employees	2023-2025
Educational event – HR management	Educational events to increase HR management competences focused on the issue of gender-balanced conditions for women and men	Managing employees know the legal environment, they can work with the target group	Managing employees	Director/Directress of the Centre for HR Management; management of university parts	2022-2025





3. System measures (2022 – 2025)

Measure	Activity description	Output	Target group	Responsibility	Implementation period
Implementation of gender-correct language in job advertisements, internal regulations, and external communication	Implementation of rules for gender-correct communication into internal regulations, or creation of an internal regulation for gender-correct communication across university activities	Implementation of the rules into an existing internal regulation or creation of a separate internal regulation	All UO employees	Director/Directress of the Centre for HR Management; Director/Directress of the Centre for Marketing and Communication	1-3/2023
Creation of a section to cope with the denial of equality and equal opportunities on the UO website	Creation of a separate link on the UO website where it will be possible to publish news in the area of gender equality, related activities of the UO and measures	Existence of a separate section on the UO website	All UO employees	Director/Directress of the Centre for Marketing and Communication	1-3/2023
Regular data collection on gender/diversity personnel statistics, their monitoring and publishing	Inclusion of the data collection, within the determined extent, into the Annual Report of the UO	Extension of the published data in the Annual Report of the UO	The public	Director/Directress of the Centre for HR Management; Head of Rector's Office	Annually from 2023
Creation of a leaving questionnaire for employees	Creation of a questionnaire to ensure feedback from leaving employees; possibility to react to the acquired information and the possibility to express thanks to the leaving employees	Acquisition of feedback; possibility of related reaction; possibility to express thanks to a leaving employee and potential restoration of cooperation	Leaving employees of the UO	Director/Directress of the Centre for HR Management; personnel departments of individual parts	2023
Creation of a work-life balance manual for employees	Description of life situations and their solution; basic counselling in individual life stages of employees	Awareness of employees; confidence in complicated life situations and reduction of their impact on working life	All UO employees	Head of the Counselling Centre	2024
Creation of rules to manage maternity and parental leave	Enshrining of communication rules in the period of maternity and parental leave	Implementation of the rules into practice in common workplaces and parts of the UO; technical setting to support the implementation at the centralised level of the Rectorate	Employees on maternity/parental leave	Director/Directress of the Centre for HR Management; Head of Rector's Office; Director/Directress of the Centre for Marketing and Communication	2024
Implementation of monitoring/mapping of employees' needs in a form of an online questionnaire survey	Annual online mapping of employees' needs in a form of a questionnaire survey; evaluation of the needs; implementation within the UO possibilities and feedback to the respondents	Acquisition of information from the target group of employees and the possibility to react to it	All UO employees	Director/Directress of the Centre for HR Management	2024
Evaluation of the success of the Plan of Gender Equality and integration of the Plan of Gender Equality into the next Strategic Plan of the UO	Evaluation of the determined outputs implementation	Overview of fulfilled and failed outputs of the Plan of Gender Equality with the reasoning of potential failures	Management of the UO	Director/Directress of the Centre for HR Management	2025