

GENDER EQUALITY PLAN
The Institute of History of the Czech Academy of Sciences

2023–2026

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Introduction

This Gender Equality Plan (GEP) is the result of efforts by the management of the Institute of History of the Czech Academy of Sciences (hereafter the Institute) to strengthen elements of **equality between women and men** throughout its organization and day-to-day operations. At the same time, the document is an explicit endorsement by the Institute of the principles of gender equality, promotion of diversity, and prohibition of any form of discrimination, as required by Czech law. In this document, gender equality is viewed in the broader sense, as set forth in § 2, paragraphs 3 and 4, of the Antidiscrimination Act (Act No. 198/2009 Coll.), thus it covers a variety of situations, including pregnancy, parental leave (maternity or paternity), gender identity, and sexual orientation.

At the same time, this document represents a key eligibility criterion when applying for science and research funding from the European Commission's **Horizon Europe** programme, thus it also serves a wholly practical purpose.¹

Finally, the document also reflects domestic requirements of the government of the Czech Republic, which places significant emphasis on the implementation and promotion of the principles of gender equality, including in the areas of health, science and research, and learning.² A key document in this regard is the **Gender Equality Strategy for 2021–2030**.

Context

The creation of this comprehensive document was preceded by a **preliminary investigation** to assess the current situation in the area of gender equality, not only in terms of its representation in internal documents but also of the experiences, suggestions, and opinions of members of the Institute's

¹ See the website of the European Commission; for domestic context, see the website of the Centre for Gender and Science (NKC):

- https://research-and-innovation.ec.europa.eu/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe_en
- https://research-and-innovation.ec.europa.eu/strategy/strategy-2020-2024/democracy-and-rights/gender-equality-research-and-innovation_en#gender-equality-plans-as-an-eligibility-criterion-in-horizon-europe
- <https://op.europa.eu/en/publication-detail/-/publication/ffcb06c3-200a-11ec-bd8e-01aa75ed71a1/language-en/format-PDF/source-232129669>
- <https://genderaveda.cz/horizont-evropa>.

² See namely chapters 7 and 8 of the Gender Equality Strategy 2021–2023, accessible online at https://www.vlada.cz/assets/ppov/rovne-prilezitosti-zen-a-muzu/Aktuality/Strategie_rovnosti_zen_a_muzu.pdf.

management and persons in selected positions and critical professions. The investigation was conducted primarily in the autumn of 2022.

Structure of the measures of the Gender Equality Plan

The core of this Gender Equality Plan is made up of individual measures, which are outlined in the last section of the document. Over the course of the next **four years**, these measures will help promote gender equality at the Institute. In compliance with the European Commission's requirements for this type of document,³ GEP measures have been grouped into **five key and interlinked areas**, as follows:

- I. Recruitment and selection processes
- II. Career growth and equal representation
- III. Work-life balance
- IV. Gender dimension in science and research
- V. Prevention of gender-based violence, including sexual harassment

To the maximum possible extent, each of these **measures** has been **specifically formulated** to allow monitoring and evaluation of its ongoing implementation. In addition to a description of each measure, an objective, responsibility, fulfilment criterion, target group, financial resources, and timeframes are also specified (see the so-called S.M.A.R.T. concept).

Monitoring and evaluation

The measures of the GEP listed below will be continuously implemented and monitored in accordance with the set timeframes (see measures below). At the same time, an annual **plan evaluation** will be conducted that is designed **for a period of four years and will focus on long-term objectives as well as the practical aspects of support provided by the current management**. The evaluation will take the form of an **annual report**, assessing performance of all planned measures, including a description of progress, outcomes, and any other planned steps.

Responsibility for implementation and monitoring of the GEP lies with the **management of the Institute and its HR department**, whose competence has been expanded with a gender equality agenda. Because the measures of the GEP are cross-sectional in nature and require synergy across all departments in order to effectively promote gender equality on a daily basis, employees in supervisory positions will be adequately engaged in the monitoring and evaluation processes.

Special attention will be paid to the gathering and continuous evaluation of **aggregated statistical data** on representation of women, men, and other persons working at the Institute, thus systematically generating gender statistics. These data will also allow year-on-year comparisons, tracking of long-term trends, and adoption of corrective action if necessary. Furthermore, the statistical data will focus on the characteristics of age, childcare, and other relevant variables beyond gender alone in order to provide the best possible analysis of the data and use it in the context of diversity as a whole.

Closing provisions

In the name of the director, the management of the Institute commits to the **continuous implementation, monitoring, and evaluation** of the Gender Equality Plan and its various measures as specified herein.

³ See: https://research-and-innovation.ec.europa.eu/strategy/strategy-2020-2024/democracy-and-rights/gender-equality-research-and-innovation_en#gender-equality-plans-as-an-eligibility-criterion-in-horizon-europe

The Institute also undertakes to allocate **financial and human resources** allowing implementation of this GEP as well as the management of this agenda within the expanded competence of the human resources department. The management of the Institution will subsequently work to secure additional funding in order to broaden and further develop certain activities and measures.

An essential component of fostering gender equality in practice is **education** at all levels of the organization; therefore, the management of the Institute also undertakes to support fulfilment of these efforts namely through continued training and other specific activities.

Finally, in the name of the director, the Institute undertakes to **publish** this GEP on its website together with the annual evaluation report on performance and comprehensive data on representation of women and men in various types of positions. This information will be compiled in a separate annual report.

In Prague on 2 March 2023

Prof. PhDr. Martin Holý, Ph.D. m.p.
Director
Institute of History
Czech Academy of Sciences

	GEP AREA	OBJECTIVE	MEASURE	RESPONSIBILITY	FULFILMENT CRITERION	TARGET GROUP	FINANCIAL RESOURCES	DEADLINE
1.	Recruitment and selection processes	Declaration of values and an open workplace culture in relation to gender equality in Institute documents	Supplement relevant internal/strategic Institute documents with a declaration of commitment to create a diverse and inclusive workplace environment with regard to gender and other characteristics such as age, race, sexual orientation, etc.	Director, HR officer	Documentation of sentence/paragraph in relevant material/materials that are accessible to the public and employees of the Institute	General public, employees of the Institute	Internal resources	Q4 2023
2.	Recruitment and selection processes	Transformation of values and workplace culture with the aim of eliminating gender stereotypes	Define in writing rules for recruitment and selection of new employees , including transparent rules for recruitment with a guarantee of international comparability in recruitment processes (see Code of Conduct for Recruitment of Researchers). Revise rules to include a wide range of recruitment methods, such as external expert opinions and in-person interviews; ensure a diverse makeup of the selection committee with consideration not only for expertise but also gender (see Code of Conduct for Recruitment of Researchers).	Director, HR officer	Existence of written material defining processes and principles of recruiting and hiring	Job applicants	Internal resources	Q4 2023
3.	Recruitment and selection processes	Standardization of ads and engaging of a diverse group of job applicants	In ads , continue using gender-sensitive language in the names of positions and body of ads. Standardize a formula stressing that positions are suitable for both women and men (where applicable) and that the employer supports	Director, HR officer	Standardized format for gender-sensitive ads embracing diversity in the workplace – in Czech and English.	Job applicants (in CZ and abroad)	Internal resources	Q1 2024

			<p>diversity in work teams and an inclusive environment.</p> <p>Comprehensively describe required knowledge and skills without excessive narrowing of the specialization in order to avoid discouraging suitable candidates (see Code of Conduct for Recruitment of Researchers).</p> <p>Define working conditions, including opportunities for career growth (see Code of Conduct for Recruitment of Researchers).</p> <p>Emphasize benefits that are attractive to individuals with childcare commitments.</p>		Analysis of advertising for the identified period			
4.	Recruitment and selection processes	Transformation of values and workplace culture with the aim of eliminating gender stereotypes	<p>Prior to selection, inform applicants about the selection criteria. After completion of the selection process, inform applicants about the strengths and weaknesses of their candidature and provide concise feedback (see Code of Conduct for Recruitment of Researchers).</p>	Director, HR officer, alternatively an authorized member of the selection committee	Documentation of communication with job applicants	Job applicants	Internal resources	Q3 2025
5.	Recruitment and selection processes	Elimination of gender stereotypes in recruitment	<p>During the selection process, give careful consideration to the overall experience of applicants and broadly assess milestones they have reached in their careers, both qualitatively and quantitatively (not only quantity but also other outstanding results, ability to work in teams, ability to supervise, knowledge transfer, management of researchers, increasing public awareness, etc.).</p>	Director, HR officer	<p>Factor into documents relating to recruitment.</p> <p>Train the selection committee on this phenomenon, including the phenomenon of unconscious bias</p>	Committee for selection processes at the Institute	Internal resources	Q4 2024 and subsequent periodic training

			Interruptions in an applicant's career or changes in their CV chronology should not be viewed negatively but should instead be seen as career development, a potentially valuable contribution to the professional growth of researchers, work with unconscious bias (see Code of Conduct for Recruitment of Researchers).					
6.	Career growth and equal representation	Support for career growth of employees in administrative positions	Revise employee appraisal system to encompass administrative positions. Focus on area of career development and growth for employees in administrative positions, and/or focus on specialized and professional growth rather than on hierarchical growth.	Director, head of Administration and Finance Department	Creation of a parallel assessment system for administrative employees, train employees in management positions on implementation	Employment in an administrative position	Internal resources	Q4 2024
7.	Career growth and equal representation	Support for career growth, stipulation of rules and criteria, increase awareness about gender stereotypes	Create a career growth strategy for researchers at all career levels regardless of their contractual situation, including researchers with fixed-term contracts. This strategy should also embrace the role of advisors/supervisors, whose task it will be to provide support for the personal and professional growth of researchers (see Code of Conduct for Recruitment of Researchers).	Director and HR department	Creation of a strategy	Employee population, Institute management	Internal resources	Q2 2025
8.	Career growth and equal representation	Support for career growth and continued training	Support in the area of continued training, support for employees to encourage them to pursue continued training and make time for it; it may even be an element of mental	Director, HR officer, alternatively a person responsible for	Inform employees about available training. Revise internal documents to	Employees	Internal resources	Q3 2024 and subsequent annual monitoring

			hygiene. Support for employees to encourage them to pursue training in soft skills that can then be applied to their work in teams.	continued training	include information about continued development of researchers and other employees. Monitor who is undertaking training and what type			
9.	Career growth and equal representation	Support for career growth and continued training	Introduce stereotype training for employees concerning gender, age, race, religion, and ethnicity. Focus on the entire staffing process (include the role of stereotypical ideas and objectivity in selection processes, some employees of the Institute actively participate in selection processes). Address the matter of quotas and gender equality within the organization. A clear declaration of the management's position to contribute to improving the working environment in this regard (see Code of Conduct for Recruitment of Researchers).	Director, HR officer, external entity	Offer of training for employees. Persons who have undertaken training	Institute employees, including management	Internal resources	Q2 2025, then periodically
10.	Career growth and equal representation	Increase transparency in remuneration, stipulation of rules and criteria	Conduct an equal pay analysis using LOGIB.	Director, HR and payroll departments	LOGIB analysis	Employee population	Project of the Ministry of Labour and Social Affairs – no cost	Q3 2025
11.	Career growth and equal	Strive for the HR4RS award, influence the	Prepare for submission of HR4RS application and thus develop conducive conditions for employees	HR department	Self-evaluation to be used also for	Employee population	Internal resources	Q1 2026

	representation	culture of the organization	at the Institute. Systematically influence the creation of fair and transparent conditions that are conducive to growth and development. Pursue efforts to monitor by means of self-evaluation/questionnaire/preparation for appraisal		the question of gender equality			
12.	Career growth and equal representation	Monitoring of gender connotations, data collection, and reporting	Establish a system of regular data collection in the context of career growth and horizontal mobility as pertains to gender equality and diversity. Report the results to Institute management, publish data by means of annual reports.	HR department	A set system for collecting data pertaining to career growth (internal mobility, precarity, etc.). Regular annual reporting on preparation and publication of annual report	Employee population, Institute management, the public	Internal resources	Q3 2023 and then continually on an annual basis
13.	Work-life balance	Increase access to childcare facilities with the goal of a faster and easier return to work without having to disrupt one's career trajectory	Inform employees about possibilities for use of all the childcare facilities offered by the Czech Academy of Sciences.	Director, deputy director	Documented publishing of the information. Repeat the information each year	Parents of young children and/or all employees	Internal resources	Q1 2023, 2024, 2025, 2026
14.	Work-life balance	Revise internal documents to include flexible forms of work	Align the Institute's internal documents with reality and practice (flexible working hours, work from home); focus not only on employees in science and research but also on employees in administrative positions. Continue to increase job security for employees in science and research to ensure that their job	Director, HR officer	Updated internal policies (employee code of conduct)	Employees	Internal resources	Q3 2024

			performance is not negatively affected by contractual instability (see Code of Conduct for Recruitment of Researchers).					
15.	Work-life balance	Create a basic outline for management of maternity and parental leave at the Institute	Brochure/information for parents about what they are entitled to under the law and how they can communicate and cooperate with the Institute during parental leave. Concurrently create a process of departure, communication during parental leave and prior to return to work for employees in management positions so they receive training and know how to provide parents with continuous support. Also consider the perspective of fathers on parental leave.	Director, HR officer, employees in management positions	Management MD/RD for managers. Brochure for parents	Parents on maternity/parental leave, employees in management positions	Internal resources	Q3 2025
16.	Work-life balance	Revise internal rules in the context of promoting work-life balance	Remove the following sentence from the rules for use of the recreational facility in the Ore Mountains (Krušné hory): <i>"In the interest of ensuring relaxing conditions at the facility, families with children under three years of age must first obtain the consent of the other visitors."</i>	HR officer	Revised rules for use of recreational facility	Parents of young children	Internal resources	Q1 2023
17.	Work-life balance	Expand system of benefits	In cooperation with labour unions, commence a review and expansion of employee benefits to also include younger individuals or those caring for young children, disabled persons, or elderly family members. Offer employees vouchers, e.g. from the social fund, for emergency childcare or care for a relative.	HR officer, director, labour unions	Expanded system of benefits for caretakers	Employee population, namely caretakers	Internal resources	Q1 2026

18.	Work-life balance	Reduce employment precarity	Continue to proactively focus on increasing job security for employees in science and research to ensure that their job performance is not negatively affected by contractual instability (see Code of Conduct for Recruitment of Researchers).	Director	Continue to address the issue of chaining of contracts, work to minimize impacts namely on parents of young children. Revisions to internal documents, statistics.	Employee population	Internal resources	Q1 2023–Q3 2026
19.	Gender dimension in science and research	Declaration of Institute values in the area of gender mainstreaming	Incorporate the principle of gender mainstreaming into the philosophy of the scientific research activities at the Institute.	Director, statutory deputy director, deputy director for science	Annual reports of the Institute and declaration of support for interest in the topic of gender equality in research.	Management, employees, the public	Internal resources	2023+ (annual report for 2022 and subsequent years)
20.	Gender dimension in science and research	Systematic development of gender sensitivity among employees in management positions	Systematically develop a culture of gender sensitivity. Provide or offer an in-person and/or e-learning training module focusing on gender aspects in science and research.	Deputy director for science	In-person and/or e-learning training module. Establishing cooperation with the Centre for Gender and Science (NKC), alternatively with other specialized centres advancing gender topics in science and research	Employees in management positions	Internal resources	Q4 2025

21.	Gender dimension in science and research	Monitoring of gender topics in science and research	Monitor the success of gender topics within project designs and support for them.	Deputy director for science	Written reviews. Outputs published in the annual report	Management, employees, the public	Internal resources	From 2023 annually
22.	Prevention of gender-based violence, including sexual harassment	Systematic identification and mitigation of negative phenomena	Declare zero tolerance for negative phenomena in the workplace. Integrate basic information about bullying (mobbing, bossing) and (sexual) harassment into internal materials. Define steps for the filing and investigation of complaints at the level of the Institute.	Director, statutory deputy director, HR officer	Existence of a code of ethics or document defining, among other things, steps for the filing and investigation of complaints	Employees	Internal resources	Q4 2024
23.	Prevention of gender-based violence, including sexual harassment	Increase awareness among employees if a need arises to address negative phenomena in the workplace	Create a simple brochure describing the steps for the filing and investigation of complaints concerning inappropriate conduct. Designate an independent person/channel (i.e. ombudsman or labour union) to address this topic, investigate complaints, propose solutions, or refer parties to relevant places where they can find help (see the European Charter for Researchers).	Director, statutory deputy director, HR officer, labour unions	Existence of a brochure and its publication on the intranet and distribution to employees by email	Employees	Internal resources	Q1 2025
24.	Prevention of gender-based violence, including sexual harassment	Promote communication in the workplace	Develop a space in which employees (and their individual groups) can meet and discuss things that are important to them.	Director, statutory deputy director	Meetings held throughout the Institute	Employees	Internal resources	Q4 2023 and then continually
25.	Prevention of gender-based violence, including sexual harassment	Strengthening and improvement of prevention and mitigation of negative phenomena	Strengthen management and HR skills among employees in managerial positions. Develop their sensitivity to questions of inequality, discrimination, negative phenomena	Director, statutory deputy director	Separate training for employees in management positions, alternatively as	Employees in management positions	Internal resources	Q3 2024

			in the workplace, and means of intervention and prevention.		part of training on gender sensitivity			
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