



Institute of Geophysics  
Polish Academy of Sciences

# **Gender Equality Plan for the Institute of Geophysics Polish Academy of Sciences**



# Table of contents

INTRODUCTION ..... 3

DIAGNOSIS ..... 4

    Structure of employment at the IG PAS ..... 4

    Results of the “Gender Equality Plan” survey..... 6

        Years of service and position held ..... 6

        Procedure to be followed in the case of experiencing or witnessing discrimination ..... 10

        Breaks in work, salaries, independence and professional duties ..... 13

        Activities during the COVID-19 pandemic..... 18

MAIN CONCLUSIONS FROM THE DIAGNOSIS ..... 19

OBJECTIVE 1: Gender balance in leadership and decision-making ..... 20

OBJECTIVE 2: Gender equality in recruitment and career progression..... 21

OBJECTIVE 3: Work-life balance and organisational culture ..... 22

OBJECTIVE 4: Measures against gender-based violence, including sexual harassment..... 23

## INTRODUCTION

The principles of equal opportunities for men and women and non-discrimination in the labour market are among main and basic horizontal principles binding in the European Union. The gender equality is a priority element in the Horizon Europe Programme. The preamble to the regulation establishing the framework programme emphasises its role in supporting activities for gender equality, while referring to Treaties of the European Union. Point 53 of the preamble reads as follows:

*The activities developed under the Programme should **aim to eliminate gender bias and inequalities, enhancing work-life balance and promoting equality between women and men in R&I, including the principle of equal pay without discrimination based on sex (...). The gender dimension should be integrated in R&I content and followed through at all stages of the research cycle. In addition, the activities under the Programme should aim to eliminate inequalities and promote equality and diversity in all aspects of R&I with regard to age, disability, race and ethnicity, religion or belief, and sexual orientation.***

In 2016, the Institute of Geophysics, Polish Academy of Sciences (IG PAS) obtained the right to use the HR Excellence in Research Logo and has been implementing the principles of the European Charter for Researchers. Gender equality and non-discrimination principles are two out of forty principles that have been implemented among research employees of the Institute. These issues are so important that the European Commission has imposed on public institutions applying for project financing from European funds the requirement to have, as of 2022, a separate document – *Gender Equality Plan* (GEP). The document must meet four mandatory process-related requirements:

- 1) it is a published formal document;
- 2) it has dedicated resources to implement the activities;
- 3) collecting data and their monitoring on a regular basis is envisaged;
- 4) training and initiatives aimed at developing the organisation's potential are assumed.

On 16 July 2021, the Director of the Institute of Geophysics, PAS appointed, by Decision no. 07/2021, the Committee for the development of the Gender Equality Plan for the Institute of Geophysics, PAS. It comprised research employees, administrative staff, and a representative of

doctoral students. Both genders are represented in the Committee. The Committee carried out its works during the period from 1 October to 31 December 2021.

## **DIAGNOSIS**

The Committee concluded that a reliable diagnosis based on numerical data pertaining to the structure of the IG PAS community is needed in order to draw up the Gender Equality Plan. Additionally, a decision was taken to carry out a survey among all employees and doctoral students of the Institute. The survey form is attached as Appendix no. 1 to the Gender Equality Plan.

The purpose of the survey was, *inter alia*, to understand experiences related to equal treatment and signs of discrimination at the IG PAS. The survey was fully anonymous and the responses obtained were used to collect information about the atmosphere in the community of the Institute, and to determine a diagnosis. Respondents' opinions were collected from 22 to 29 November 2021. 98 people answered the questions, i.e. in total 50% persons connected with the Institute (including 52% of employees and 35% of doctoral students). The survey also contained open-ended questions allowing the respondents to voice their opinions.

### **Structure of employment at the IG PAS**

This section presents the community of IG PAS (research employees, administrative staff, technical employees, doctoral students) by gender.

During the discussion, the Committee involved in the development of the Plan concluded that it is important to present the changes that had taken place in the IG PAS in terms of gender during the analysed period. 5 years were assumed as the comparative period and 2016 was considered to be the base year. Data for the current year show that women constitute less than half of the IG PAS community. Additionally, the share of women decreased in comparison to 2016.

IG PAS employees were divided into 7 groups based on the position type: professor, IG PAS professor, assistant professor, assistant, technical employee, administrative employee; doctoral students were also included (Tables 1 and 2). The majority of the Institute's research employees are male (women made up 38.55% in 2016, and 42.20% in 2021). However, it should be emphasized that the number of women employed in lower research positions is higher, both in 2021 and in 2016. On the other hand, when analysing the changes during the period in question, it can be noticed that in 2021 the percentage of women in higher research positions increased

compared to 2016, although their share is still low. When describing the gender structure, it should be noted that half of the Institute's directors are women, and the main director is a woman. At the same time, there are no women in the lower management, i.e. in eight research departments.

**Table 1. IG PAS employees by gender in 2016**

Position	Women	Men	Total	% of women
Professor	3	12	15	20.00%
IG PAS professor	1	18	19	5.26%
Assistant professor	7	12	19	36.84%
Assistant	10	11	21	47.62%
Technical employee	15	41	56	26.79%
Administrative employee	33	16	49	67.35%
<b>TOTAL</b>	<b>69</b>	<b>110</b>	<b>179</b>	<b>38.55%</b>

**Table 2. IG PAS employees by gender in 2021**

Position	Women	Men	Total	% of women
Professor	4	10	14	28.57%
IG PAS professor	4	19	23	17.39%
Assistant professor	9	19	28	32.14%
Assistant	6	3	9	66.67%
Technical employee	15	36	51	29.41%
Administrative employee	35	13	48	72.92%
<b>TOTAL</b>	<b>73</b>	<b>100</b>	<b>173</b>	<b>42.20%</b>

A share of women in technical positions is definitely lower and is 29.41%. The situation in administration is completely different – women make up 72.92% of employees in this area. Women in administrative positions are a majority of accounting, HR and office staff. Men are mainly employed in the administration and finance, and IT departments.

At the same time, it is worth taking a closer look at the gender structure of doctoral students (Table 3): the percentage share of women in this group increased from 36.36% to 47.83%. Consequently, women's increasing interests in the research area of the Institute can be noticed. It is also possible to see that in 2021 there was almost an equal number of women and men pursuing doctoral studies at the IG PAS. This allows to assume that the number of women employed at the Institute will increase in the future.

**Table 3. IG PAS doctoral students by gender**

<b>Doctoral students as at 1.10.2016</b>			
Women	Men	Total	% of women
8	14	22	36.36%
<b>Doctoral students as at 1.10.2021</b>			
Women	Men	Total	% of women
11	12	23	47.83%

Additionally, diagnosis includes the Scientific Board of the IG PAS comprising research employees employed in other units (Table 4). It is a very important body for the functioning of the Institute, because it assesses the scientific activity of research employees, conducts the review procedure for the academic title of *doktor* and *doktor habilitowany*, and expresses opinions on candidates for the position of the deputy director for research. According to the data, it is dominated by men. During the 2019-2022 term of office of the Scientific Board, the number of women increased.

**Table 4. Scientific Board of the IG PAS by gender**

<b>Composition of the Scientific Board in the years 2015-2018</b>			
Women	Men	Total	% of women
4	24	28	14.29%
<b>Composition of the Scientific Board in the years 2019-2022</b>			
Women	Men	Total	% of women
7	30	37	18.92%

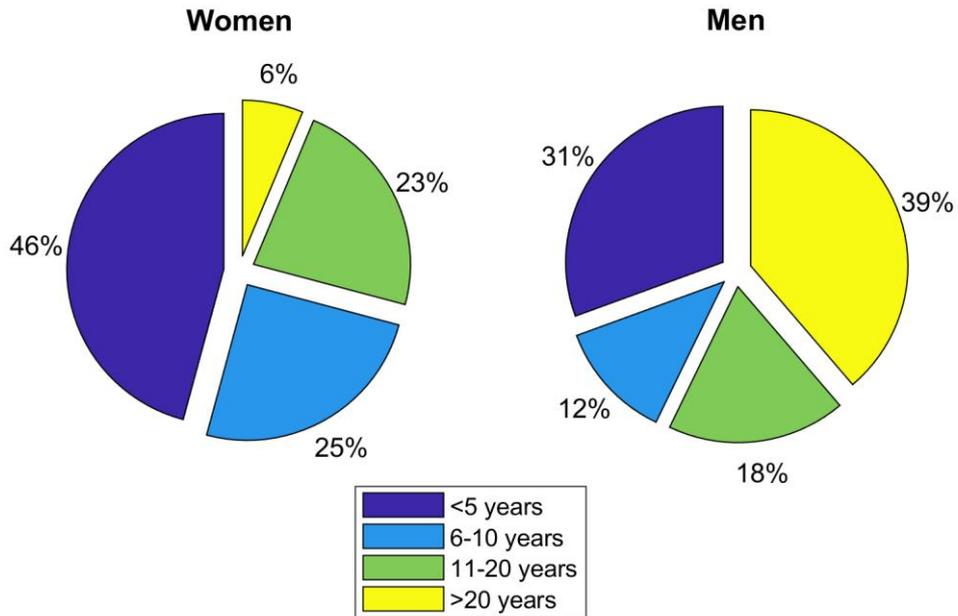
### **Results of the “Gender Equality Plan” survey**

An analysis of the data obtained as a result of an anonymous survey among employees of IG PAS at all levels and doctoral students is presented below. The survey consisted of 26 questions. 48 women and 49 men responded to the survey. When answering the question about gender, one person selected “other.” Main conclusions are presented below.

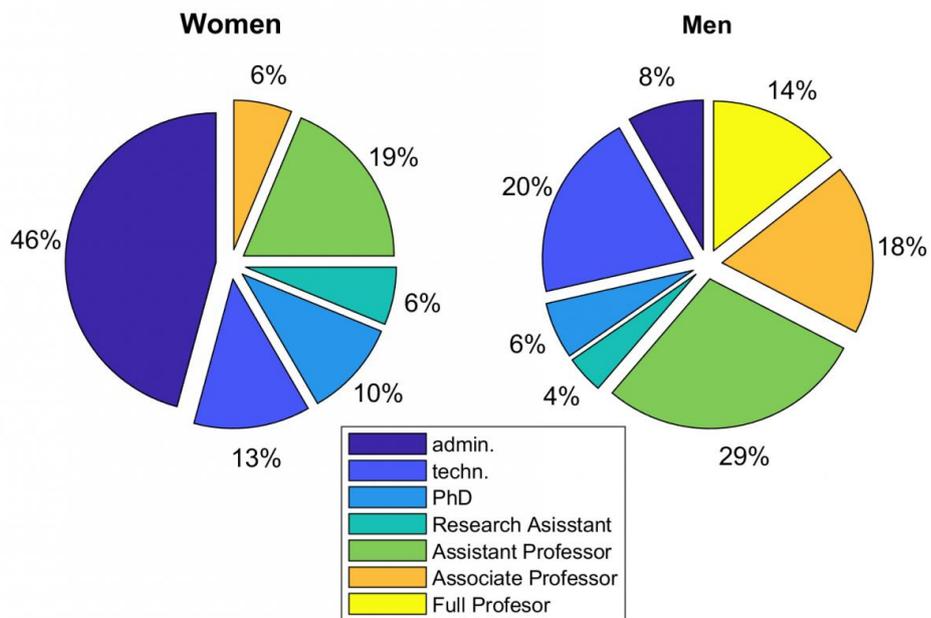
### **Years of service and position held**

50% of the employees of the Institute participated in the survey, including 60% of the women employed and 40% of the men employed, representing all positions and groups separated according to years of service at IG PAS.

How long have you been working/studying at IG PAS?



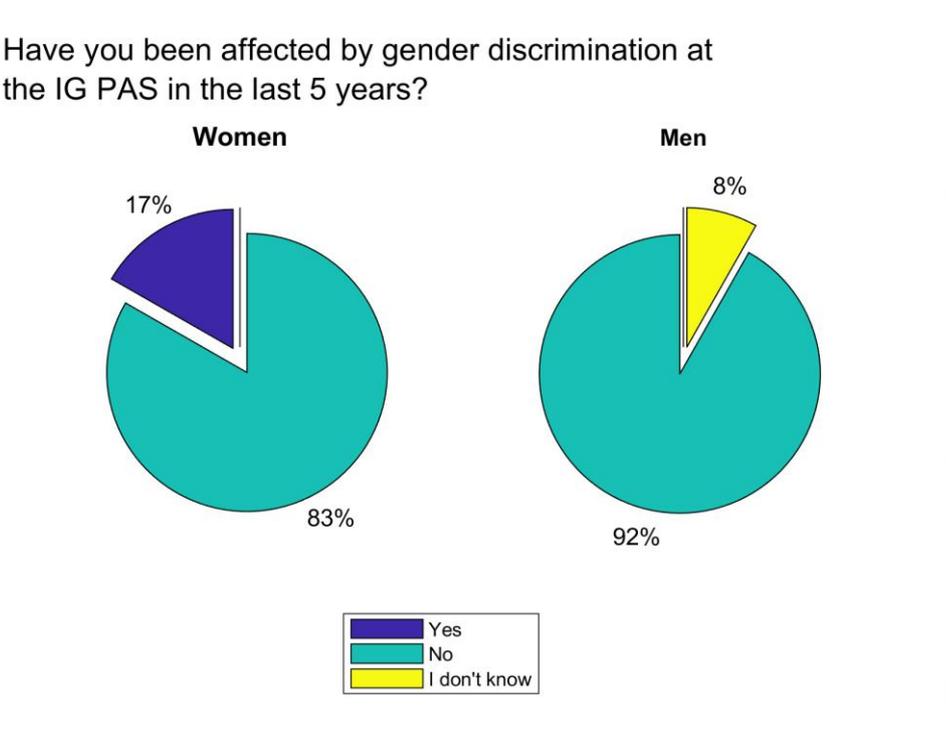
Position



**Signs of discrimination at the IG PAS**

Among the respondents, 17% of women experienced discrimination based on gender. None of the men experienced such a situation, and 8% of the respondents answered: “I don’t know.” The vast majority have not experienced any discrimination based on gender.

A majority of employees have not noticed discrimination against other persons in the workplace, nor have they themselves acted in a way that could be perceived as discriminatory. At the same time, 25% of employees, regardless of their gender, witnessed discrimination against other persons, and 8% of men admitted that they had acted in a way that could be perceived as discriminatory.

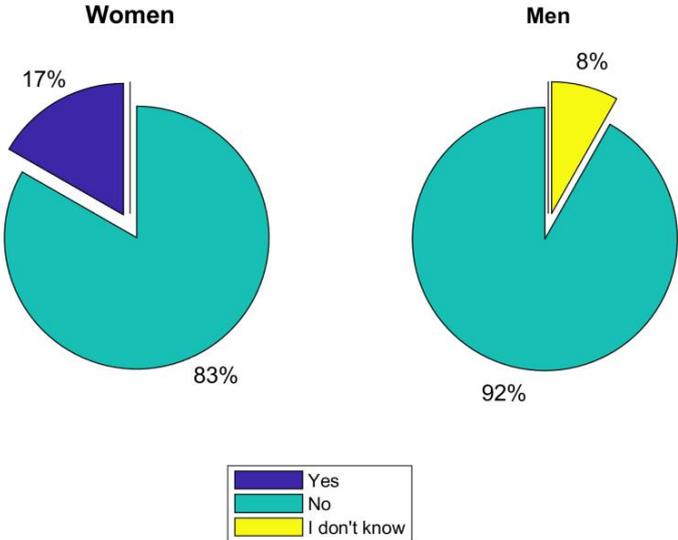


Seven persons were asked at least once about their family plans during formal interviews. This practice was more often aimed at women, but representatives of both genders indicated that they had been asked about it several times or repeatedly.

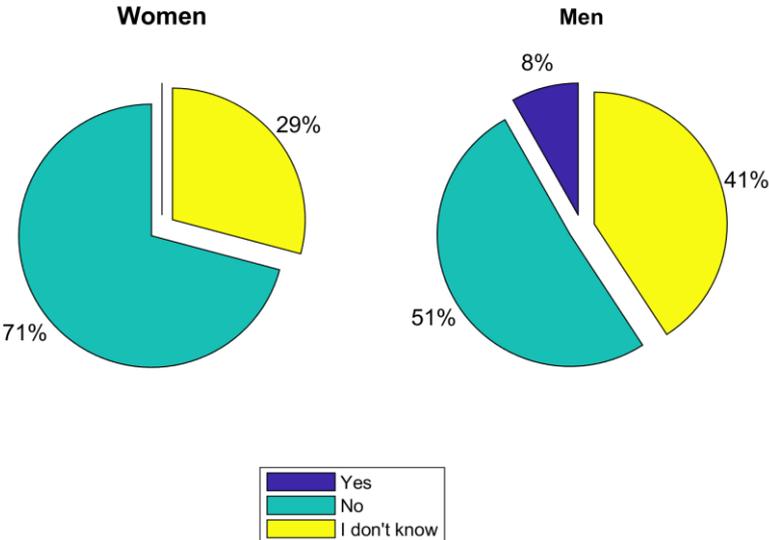
It is worth emphasizing that 12% of the respondents consider their gender a risk factor in the context of discrimination. This group included 23% of women who participated in the survey and the person of the gender described as other, which constitutes 12% of all respondents. There is no man in this group. Half of people believing that they belong to the group at risk of discrimination based on gender are research employees (IG professors, associate professors, doctoral students), and the other half are technical and administrative employees. Similarly, only

17% of women who participated in the survey, i.e. 9% of all respondents, feel that they are discriminated due to parenthood. On the other hand, there is a group of both women and men who believe that they experience discrimination based on childlessness (3% of all respondents). Other groups at risk of discrimination at the IG PAS are people who feel discriminated based on ethnic origin or nationality (4%), age (11%), religion (6%), belief (4%), health or disability (1%), sexual orientation (1%).

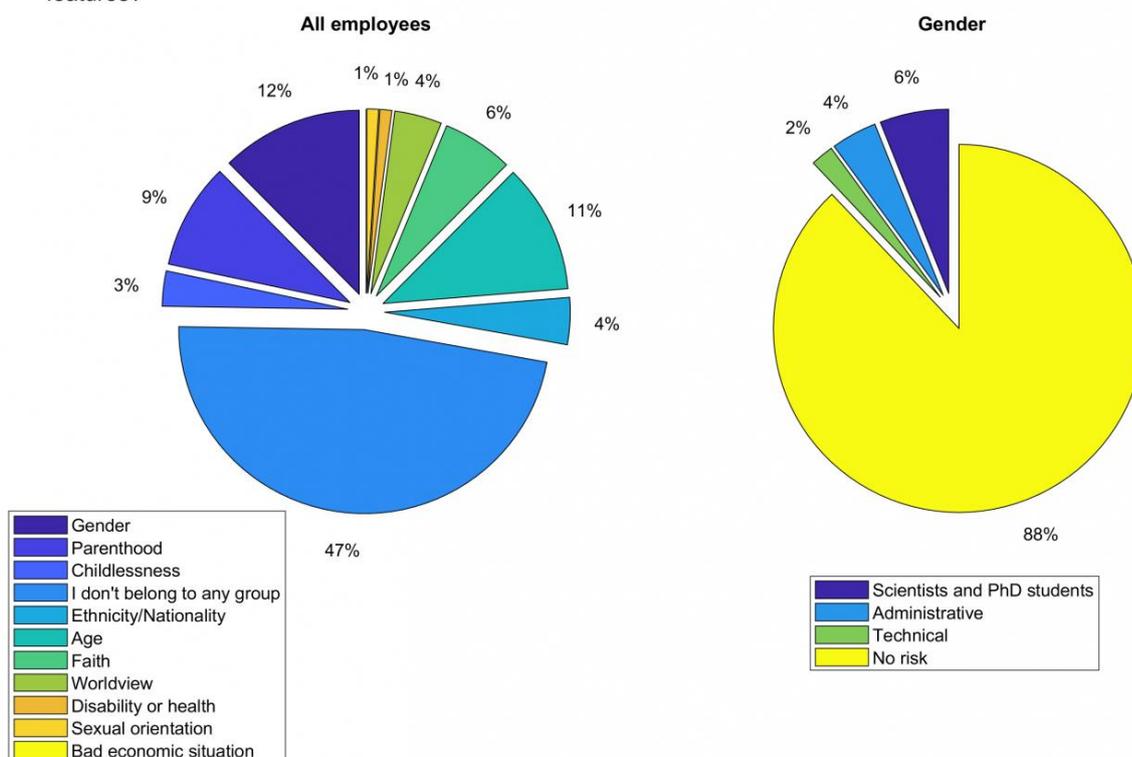
Have you been affected by gender discrimination at the IG PAS in the last 5 years?



Have you ever behaved in a way that could be perceived by others as discriminatory?



Do you think that you belong to a group that is exposed to discrimination on the basis of the above-mentioned features?

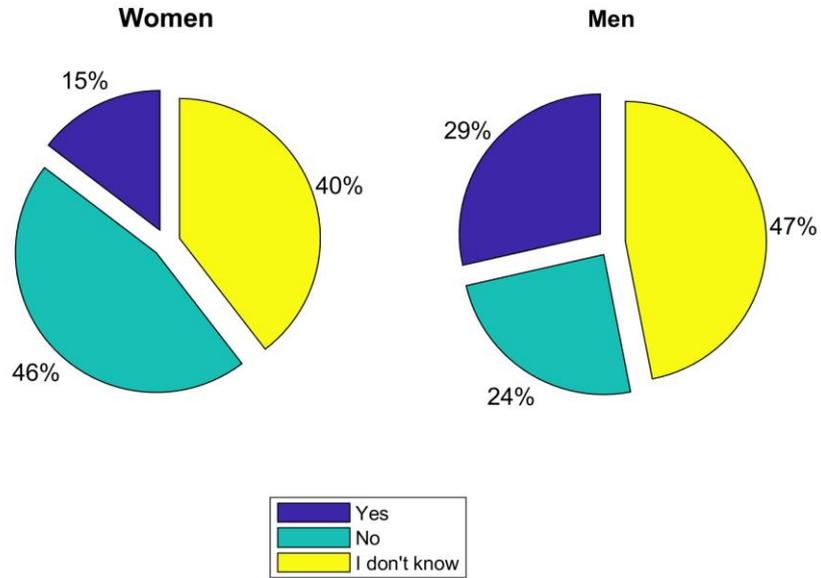


In the open-ended question, employees indicated areas that they consider especially important, but that may be conducive to discrimination or in which discrimination signs were noticed. These issues require special attention in the future to prevent misconduct. They include, *inter alia*, verbal discrimination against women; having reservations about their competencies and hindering the development of their qualifications; the pay gap between employees holding the same position, but of different gender or nationality; the possibility of active participation of all people interested in taking part in discussions in groups of employees speaking different languages; promotion and employment based solely on qualifications; criteria for the evaluation of scientific work based primarily on the quality of research and results.

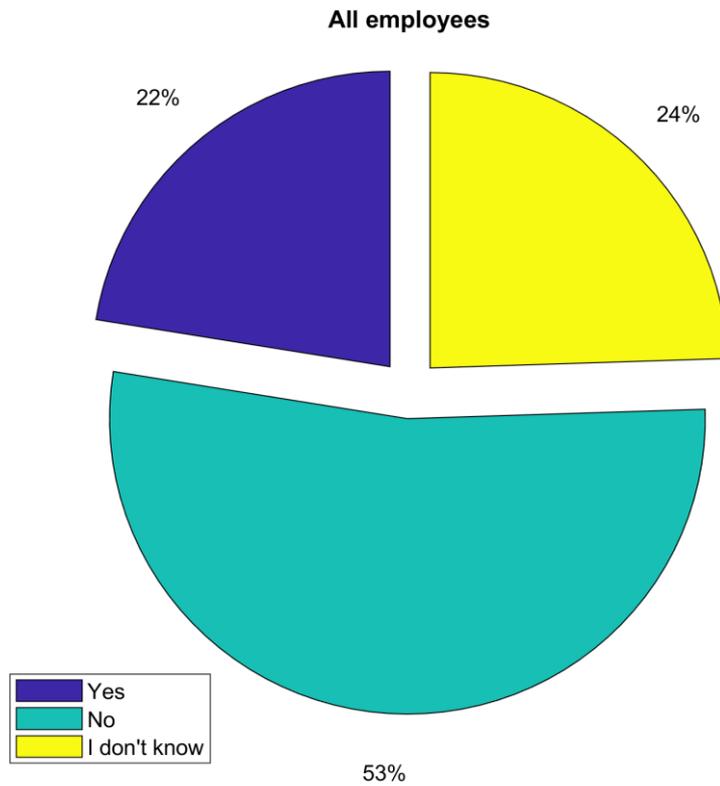
### **Procedure to be followed in the case of experiencing or witnessing discrimination**

The vast majority of employees are not sure if and where they could ask for help in case of discrimination. It is worth noting that this refers to both women and men. At the same time, much less women than men (15% vs. 29%) replied that they knew what to do in such a situation. This indicates a major gap in the ability of employees to report discrimination. Furthermore, 52% of respondents have not seen any activities of the IG PAS related to the issue of discrimination, while 22% of employees noticed such activities. Remaining respondents have no opinion on this matter.

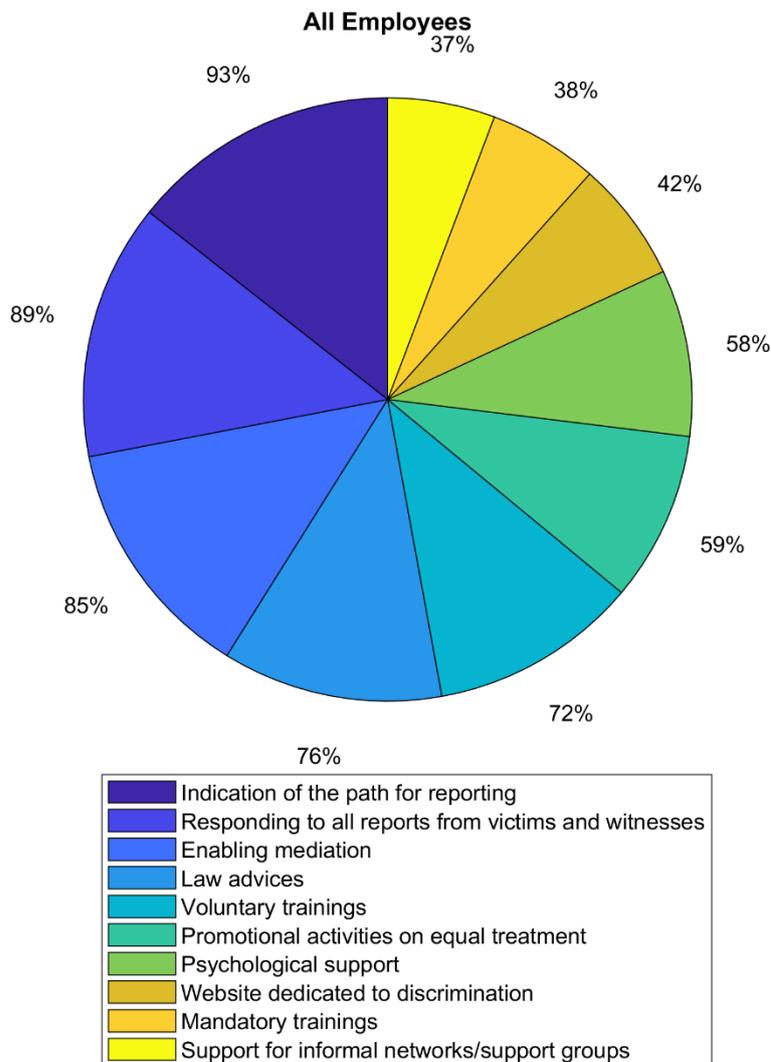
Do you think there is someone at IG PAS who can be turned to for help in a situation of discrimination?



Have you come across any activities at IG PAS related to the issue of discrimination in the last 5 years?



What actions, in your opinion, should the IG PAS undertake in the field of preventing discrimination and supporting discriminated people?



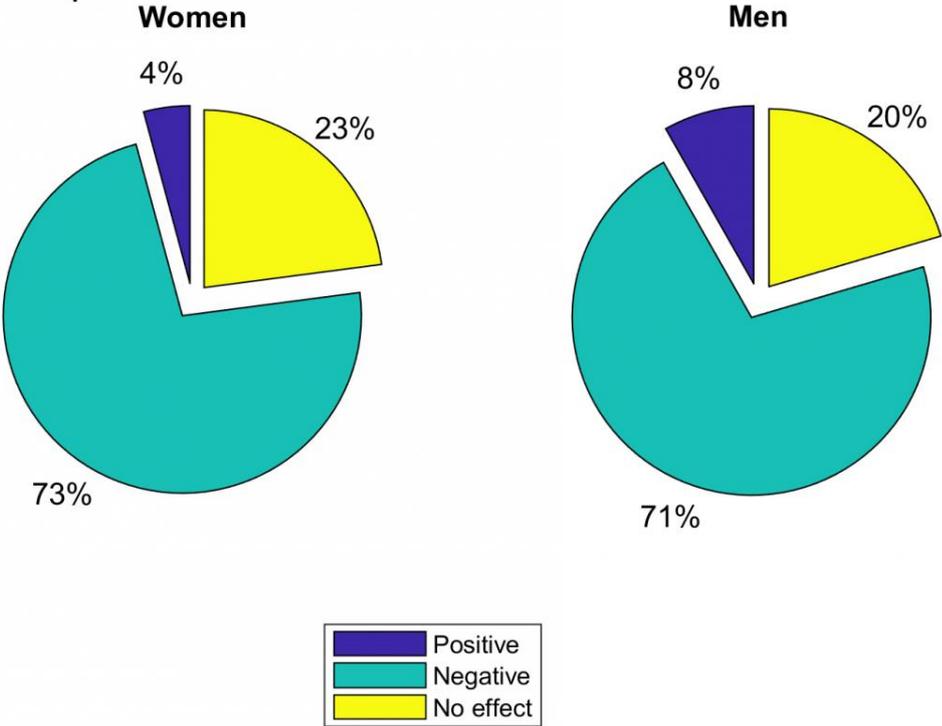
At the same time, as many as 93% of respondents concluded that the Institute should take measures to prevent discrimination and support those discriminated against. Among the activities proposed in the survey, the employees most often indicated: presentation of the path for reporting signs of discrimination (93% of respondents), responding to all reports of victims and witnesses of discrimination (89%), enabling mediation resolving conflicts (85%). Further activities included: legal advice (76%), voluntary training (72%), equal treatment promotion (59%), psychological support (58%), a website with information on discrimination (42%), compulsory training (38%) and support for informal networks and support groups (37%).

The employees also suggested taking additional actions promoting the integration of various groups in order to eliminate possible prejudices and stereotypes by getting to know each other. The need to provide additional support to people having family responsibilities, e.g. during the birth of a child, care for a sick child or other family member, was also indicated. Another action proposed is psychological help, e.g. in the form of a support group or therapy for employees experiencing discrimination.

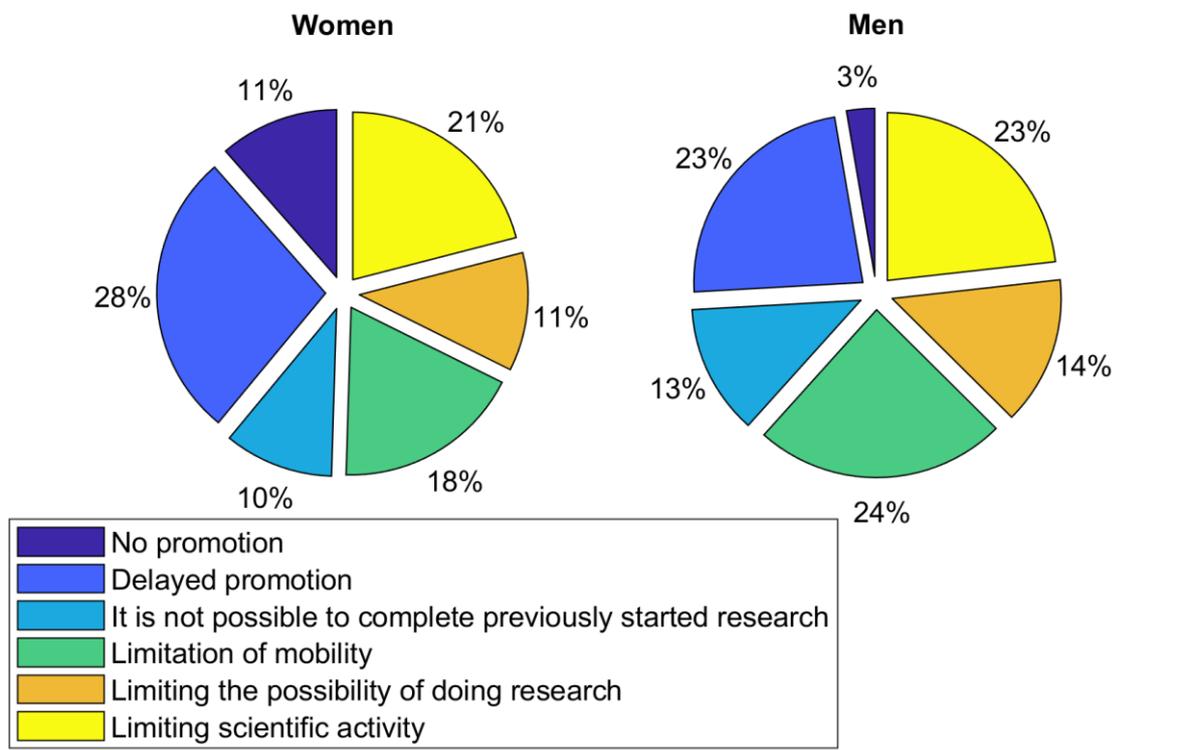
**Breaks in work, salaries, independence and professional duties**

Employees agree that taking maternity leave or breaks from work due to the need to raise children has a negative impact on the professional career (over 70%). The aforementioned negative effects include no promotion or delayed promotion (36-37%), higher value among women), limited mobility and research activity (39-47%, higher value among men) and problems with completing and undertaking new research (21-27 %, higher value among men).

Do you think that the use of maternity leave/work break in connection with raising children in any way affects the academic/professional career?



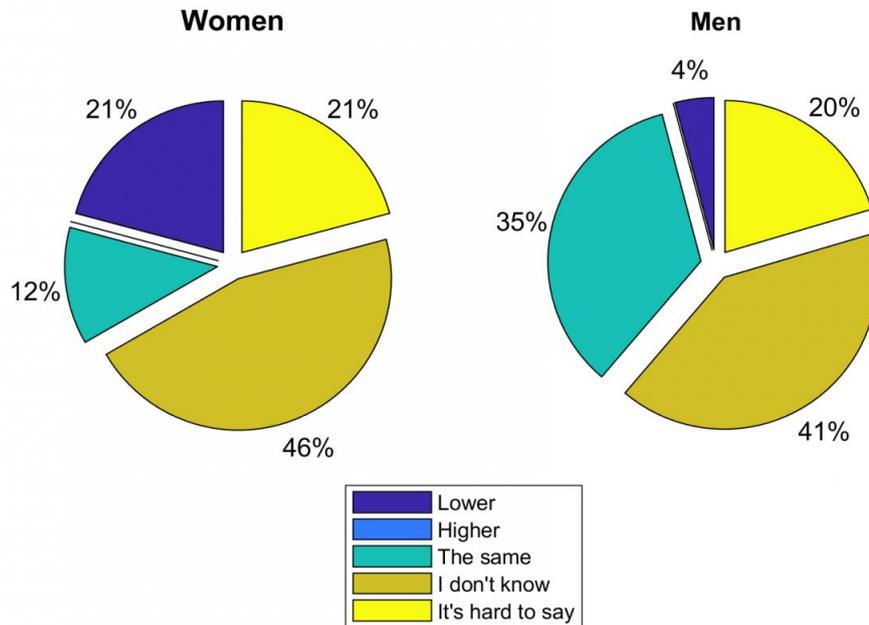
If it does, what are the effects?



A majority of employees do not know how their wages compare to those of employees of the opposite sex in similar positions. In remaining instances, women usually (21%) believe that they earn less, and men – that they earn the same. However, in open-ended questions, employees noticed a risk of pay discrimination.

In this regard, they proposed to develop career and promotion paths as well as a base salary grid taking into account the type of position, experience and education. They also suggested performing an analysis of salaries on equal positions in order to exclude discrimination on based on gender or nationality.

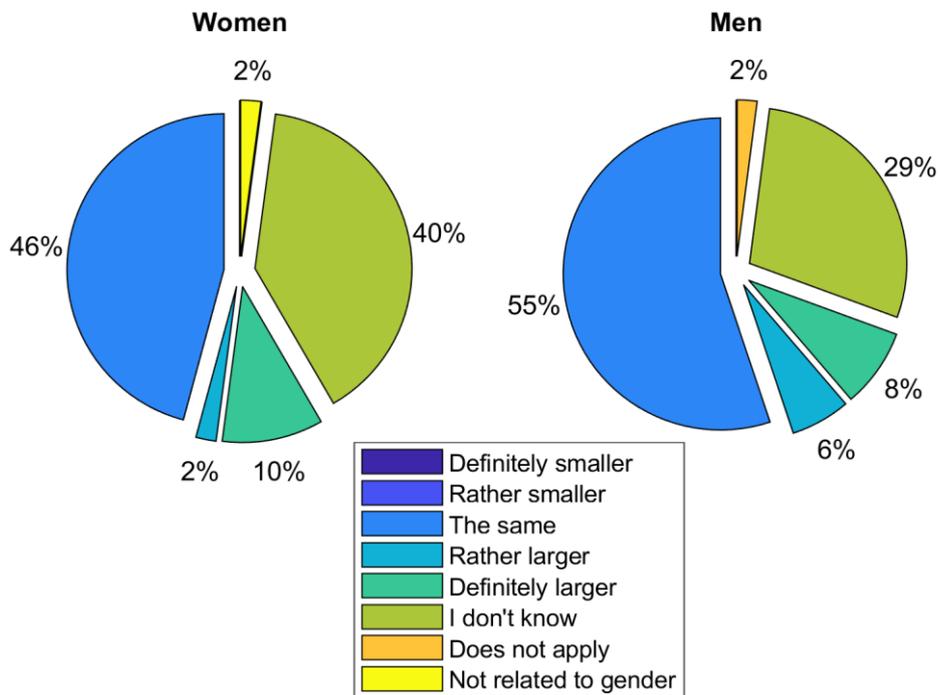
Compared to the earnings of the opposite sex performing the same or similar duties, your earnings are:



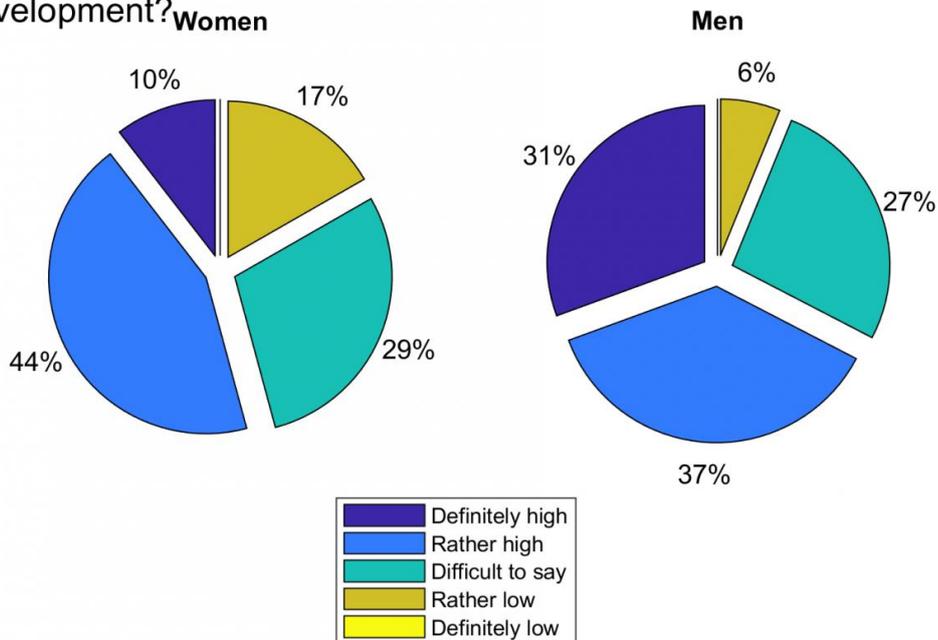
No respondent answered that the amount of his or her duties is rather or definitely less than of a person of the opposite sex in the same position. Most men (55%) answered that the amount of their duties is the same; 46% of women also answered this way. 12% of women and 14% of men indicated more duties than persons of the opposite sex. Ambiguous responses (don't know, not applicable, not gender related) had a large share in responses (31% of men, 42% of women).

Additionally, 26% of respondents indicated that they never or rarely felt that they need to take on additional duties to prove their value as employees. Other respondents' feeling in this respect do not differ significantly between genders, but differ clearly depending on the position in the hierarchy of research employees. People in lower positions in the structure of research employees and doctoral students feel more obliged to prove their value by taking on additional duties. Assistant professors and Institute professor usually answered that they feel such an obligation sometimes, and the professors most often answered: "rarely." Administrative and technical employees most commonly selected the answer: "sometimes."

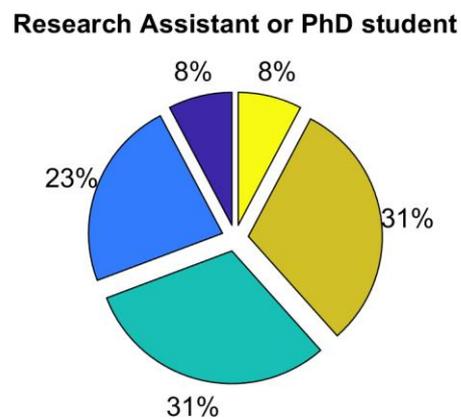
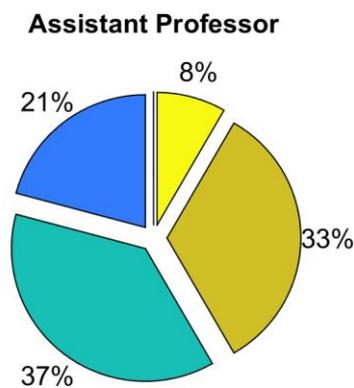
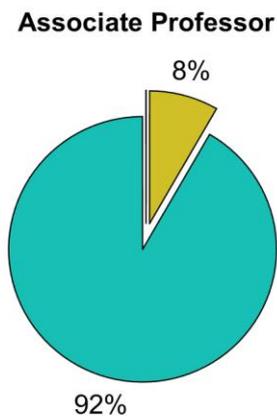
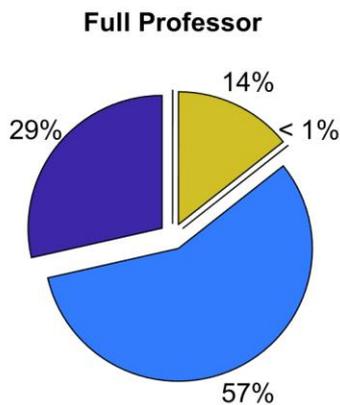
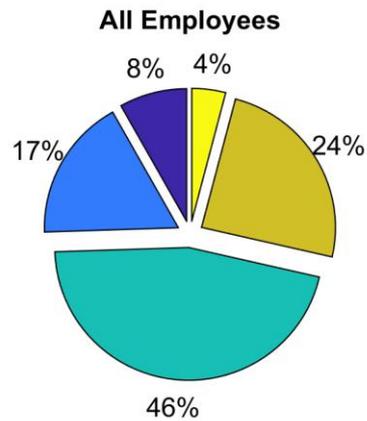
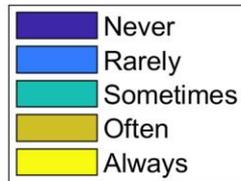
A number of your work responsibilities, compared to the duties of employees of the opposite sex in the same position or at a similar stage of academic/ professional development, is:



How do you evaluate the level of your professional independence in relation to your position or stage of scientific development?



How often do you feel that you should take on additional responsibilities to demonstrate your value as an employee at the Institute?



In open questions, respondents suggested introducing facilitating solutions in relation to family obligations. The possibility of continuing remote work/teleworking or hybrid work after the end of the pandemic was indicated most often. These forms of work are especially appreciated in the case of childcare, when the child's illness does not meet the requirements for a sick leave. Suggestions also included access to family therapies and psychological support, subsidising preschool childcare when the child does not qualify for care in public institutions, development of the infrastructure for employees' children in the building of the IG PAS, taking into account

childcare when assigning employee duties, as well as more precise definition of the scope of duties in the position held than the existing one. The suggestion also occurred to postpone performance assessments of research employees, who took a leave in relation to family life, by the period of absence from work.

### **Activities during the COVID-19 pandemic**

Considering the functioning during the COVID-19 pandemic, as many as 70% of respondents noticed facilitations for employees related to the pandemic. The most frequently appreciated solutions included: remote/hybrid work and the possibility to lend computer hardware for home use, flexible working hours and access to the Institute if necessary, fulfilment of duties onsite, ease of contact with the administration department, organization of remote meetings (Internet platforms), electronic document flow, remote IT support.

Employees also indicated elements requiring improvement or enhancement:

- ✓ no financial support for costs of work at home (purchase of additional Internet, organization of a workplace, utilities);
- ✓ the possibility of more effective use of the Teams application to work in teams, groups, document circulation, task planning, no calendar of events at the IG PAS.

## MAIN CONCLUSIONS FROM THE DIAGNOSIS

The analysis of the employment structure at the IG PAS shows that women are a minority and much less frequently hold higher positions and are members of decision-making/advisory bodies (see: Objectives 1 and 2 below).

The following conclusions were drawn based on the results of the survey performed:

- ✓ as many as 17% of the women participating in the survey stated that they had experienced discrimination based on gender, and as many as 8% of the men participating in the survey admitted that they had acted in a discriminatory way;
- ✓ respondents observed that they do not know how to respond to signs of discrimination and what is the procedure for their reporting (Objective 4);
- ✓ women are more often asked about their family plans than men; it is necessary to ensure that the entire community of the IG PAS is aware that so-called sensitive issues, such as: marital status, plans related to motherhood, sexual preferences, belief and religion, political views, family members of the candidate, financial status, health, ethnic origin, membership in trade unions are not discussed at work (Objective 1);
- ✓ a break in work related to childcare has a negative impact on career progression;
- ✓ respondents indicated the need for psychological support and legal assistance in case of discrimination and violence (Objective 4);
- ✓ the survey shows the need for creating and disseminating a transparent and up-to-date base salary grid (salaries disregarding years of service and bonuses) for all positions at the Institute and for verifying differences in salaries of men and women in the same positions (Objective 2).

The European Commission has defined five areas of key importance for achieving gender equality. Due to the nature of the Institute's area of research, it is impossible to integrate the gender dimension into research and teaching content.

## OBJECTIVE 1: Gender balance in leadership and decision-making

Objective	Addressees	Action	Indicator	Responsible unit
Raising the awareness of the importance of equality and non-discrimination issues and promoting tolerance for diversity	Employees and doctoral students	Trainings and workshops not only on the issues of equality of men and women, but also, for instance, on: <ul style="list-style-type: none"> <li>● combating prejudices;</li> <li>● combating homophobia and transphobia;</li> <li>● combating racism;</li> <li>● multicultural issues;</li> <li>● work-life balance, etc.</li> </ul>	Minimum 1 training a year	HR Department
Reducing the gap between the share of men and women: <ul style="list-style-type: none"> <li>● in decision-making bodies;</li> <li>● in expert teams and committees;</li> <li>● in research conferences and seminars organised by the IG PAS.</li> </ul>	Employees and doctoral students	Setting out the principles for appointing balanced representation of men and women. Setting out and implementing principles for appointing both men and women as chairpersons of decision-making bodies.  Collecting data on the percentage of men and women in all decision-making bodies and in organizational and scientific committees of conferences, discussion panels established at the IG PAS, as well as in expert and review committees.	Standard levels of the indicator proposed by the EU for 2022 and 2024 with respect to women share in decision-making bodies are 30% and 40%.  Endeavouring to reach at last 35% share of women by 2024.	Directors of the IG PAS Managers of Scientific Departments HR Department Research Office Promotion Department

**OBJECTIVE 2: Gender equality in recruitment and career progression**

<b>Objective</b>	<b>Addressees</b>	<b>Action</b>	<b>Indicator</b>	<b>Responsible unit</b>
Reducing the gap between the share of men and women in recruitment committees	Employees	Monitoring of the gender structure of recruitment committees	<p>Endeavouring to reach at last 35% share of women in each committee by 2024.</p> <p>As of 2022, keeping gender statistics of recruitment committees.</p>	<p>Deputy Director for Research</p> <p>HR Department</p> <p>Research Office</p>
Monitoring of the gender structure of candidates for work	Employees and doctoral students	Keeping gender statistics of candidates' applications for particular positions.	Annual report on the gender structure of candidates' applications	<p>HR Department</p> <p>Research Office</p>
Creating and disseminating a transparent and up-to-date base salary grid (salaries disregarding years of service and bonuses) for all positions at the Institute	Employees	Updating the rules for remunerating employees at the IG PAS	Updated document available on the INTRANET.	<p>Directors of the IG PAS</p> <p>HR Department</p>

### OBJECTIVE 3: Work-life balance and organisational culture

Objective	Addressees	Action	Indicator	Responsible unit
Introducing permanent hybrid work option	Employees	Drawing up and applying the hybrid work rules.	Hybrid work rules by the end of 2024  <b><i>NOTE: Achieving the objective depends on legal regulations at the national level and the COVID-19 epidemic.</i></b>	Directors of the IG PAS  HR Department
Preparation of a new version of INTRANET	Employees and doctoral students	Preparation of comprehensive information on the functioning of the Institute, including: - introductory information for new employees; - internal regulations and organizational procedures; - document forms; - information about the document circulation; - up-to-date list of employees (photos, organizational unit, telephone, e-mail, room number); - <u>calendars of</u> : availability of rooms, online meetings, car availability, events at the Institute.	Website made available to employees and doctoral students by the end of 2022.  Website updated by particular administration departments on an ongoing basis.	IT Department in cooperation with all administration departments

**OBJECTIVE 4: Measures against gender-based violence, including sexual harassment**

Objective	Addressees	Action	Indicator	Responsible unit
Prevention of discrimination	Employees and doctoral students	<p>Updating the policy on mobbing.</p> <p>Disseminating information on the procedures for reporting discrimination/violence.</p> <p>Preparation of comprehensive information on reporting all instances of abuse in the INTRANET.</p>	Updating documents by the end of 2022	<p>HR Department</p> <p>Group in charge for the monitoring and implementation of the HRS4R, logo HR strategy</p>
Legal support	Employees and doctoral students	Enabling employees and doctoral students to consult a lawyer and a psychologist	List of persons benefiting from the support	Administrative departments of IG PAS