



# **GENDER EQUALITY PLAN**

Łukasiewicz – Institute for Sustainable Technologies  
2022-2025

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# INTRODUCTION

The Gender Equality Plan (the "GEP") aims to eliminate prejudices and institutional obstacles, and to provide all employees with equal professional opportunities. Obstacles relating to gender inequalities, particularly in the case of women, may significantly impede professional development and career building, as – faced with different forms of discrimination and trouble juggling work and parental responsibilities – women have problems sustaining their interest in scientific and professional development or even lose it altogether or quit their jobs. Gender-related obstacles may also affect men who try to maintain a work-life balance. Therefore, introduction and implementation of measures aimed at gender equality and professional development should be of the utmost importance to all employers, including research organisations.

The promotion of gender equality is one of the EU priorities and underpinning objectives of Horizon Europe and other practices applied by the European Research Area (ERA) with reference to its cooperation with the EU Member States and research organisations.

***This Gender Equality Plan for Łukasiewicz – Institute for Sustainable Technologies*** was developed based on national and European recommendations to improve gender equality and good practices applied at universities and research organisations.

This GEP was formulated taking into account the provisions of Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (OJ L 204, 26.7.2006, p. 23–36), and it also complies with the provisions of the following Polish acts:

- The Constitution of the Republic of Poland of 2 April 1997 (Journal of Laws of 1997 No. 78, Item 483, as amended);
- The Family and Guardianship Code of 25 February 1964 (consolidated text, Journal of Laws of 2020, Item 1359, as amended);
- The Civil Code of 23 April 1964 (consolidated text, Journal of Laws of 2020, Item 1740, as amended);
- The Labour Code of 26 June 1974 (consolidated text, Journal of Laws of 2020, Item 1320, as amended); and
- The Penal Code of 6 June 1997 (consolidated text, Journal of Laws of 2020, Item 1444, as amended).

This GEP recommends measures that will help prevent potential manifestation of gender inequality, discrimination and prejudice at Łukasiewicz – Institute for

Sustainable Technologies (the “Institute” or the “Łukasiewicz – ITeE”), and provide all employees with equal access to knowledge, skills and opportunities.

The underpinning objective of this GEP is to make the Institute a safe, diverse and inclusive workplace that will be free from discrimination and provide all employees with professional and scientific development opportunities. The implementation of gender equality, diversity and inclusion principles in the Institute’s in-house policies and procedures will help build an attractive workplace and support talent’s professional and scientific development, which in turn will strengthen the Institute’s scientific and R&D position on the competitive market. The adopted objectives and measures featured in this Plan are the result of the analysis of the practices and procedures already in place and use at the Institute, carried out to identify and adjust any areas in which any manifestations of prejudice or gender-related impediments can be found. This GEP was also drafted based on the conclusions from the assessment of the current employment structure and findings of the in-house consultations held by the Łukasiewicz Centre in 2021, and it constitutes a comprehensive strategy intended for implementation in a 4-year period from 2022 to 2025. The GEP specifies 4 underpinning objectives, describes measures to be taken, and names the persons responsible for their implementation and the monitoring of the performance indicators.



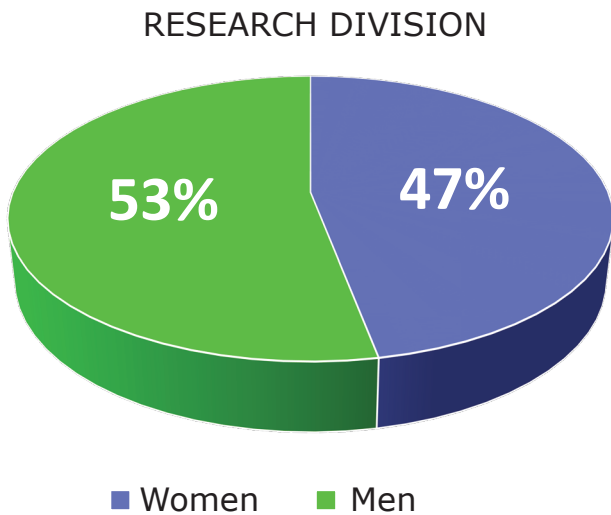
# ASSESSMENT

The starting point for this analysis was to characterise the overall gender structure of the Institute's employees, broken down into the research and support divisions. The next stage concerned the determination of the occupational gender segregation to identify and prevent potential manifestations of inequality. This was followed by the analysis of the managerial functions per gender. Moreover, the dominant age groups were determined. The final stage of the assessment concerned the verification of the number of scientific titles and degrees held by the women and men employees at the Institute in 2020.

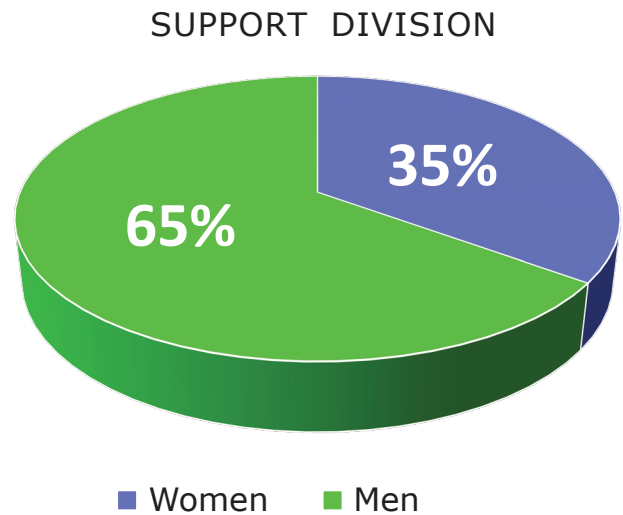
## RESULTS

As per the 2020 data, there were 189 people employed at the Institute in the research and support divisions, out of whom 75 were women and 114 men (60% – men and 40% – women).

The gender structure in the individual divisions looked as follows:



**Chart 1.** Gender structure of people employed in the research division in 2020.



**Chart 2.** Gender structure of people employed in the support division in 2020.

From the data it follows that the number of women (53%) and men (47%) employees in the research division was proportionate. The Gender structure of people employed in the support division looked different. The analysis of the employment structure carried out for this division shows a clear disproportion – the majority of employees in support functions are men (65%), while women constitute a minority (35%). This disproportion mainly stems from the nature of the jobs included in this division (e.g. milling machine operator, machinist, CNC operator, doorman, janitor, electrician or maintenance worker), which typically are dominated by men. What is more, women generally tend not to show interest in such jobs and they do not have the required qualifications and experience.

Below, the occupational gender segregation at the Institute is analysed.

Job	in numbers			in percent	
	WOMEN	MEN	TOTAL	W%	M%
Chief specialist	8	18	26	31	69
Senior specialist	13	11	24	54	46
Specialist	35	30	65	54	46
Junior specialist	5	4	9	56	44
Independent engineer	0	2	2	0	100
Engineer	1	8	9	11	89
Junior engineer	0	3	3	0	100
Technology specialist	9	31	40	23	77
Head accountant	1	0	1	100	0
Legal adviser	1	1	2	50	50
Maintenance employee	2	6	8	25	75
<b>TOTAL</b>	<b>75</b>	<b>114</b>	<b>189</b>	<b>40</b>	<b>60</b>

**Table 1.** Occupational gender segregation at Łukasiewicz – ITeE in 2020

From the data presented in **Table 1** it follows that the majority of chief specialist are men (69% vs. 31%). As regards the jobs of senior specialists, specialists and junior specialist, the sex ratio is proportionate.

Taking into consideration the gender occupational segregation in both divisions, the majority of chief specialists are men (research division: 67% and support division: 75%).

The general disproportion in the number of women and men employees stems from the nature of the Institute's operations – the Institute is a technical organisation whose activity revolves around such areas as materials engineering, tribology or machine construction and maintenance, i.e. fields of study that are mainly dominated by men. Similar disproportions are observed in the middle tier: independent engineer, junior engineer, and technology specialist. The disproportion is also caused by the nature of the jobs that require specialist technical qualifications. Such jobs are mainly done by men, as they most often study such subjects at universities. These are technical jobs that particularly include CNC, milling machine or other technical instrument operators.

In the next section the gender occupational segregation at the management level is analysed (Table 2).

Executive functions	2020	M	W	M%	W%
Director	1	1	0	100%	0%
Deputy Director	2	1	1	50%	50%
Head accountant	1	0	1	0%	100%
Legal adviser	2	1	1	50%	50%
Chief specialist – Manager	4	2	2	50%	50%
Senior specialist – Manager	10	6	4	60%	40%
<b>TOTAL</b>	<b>20</b>	<b>11</b>	<b>9</b>	<b>52%</b>	<b>48%</b>

**Table 2.** Executive functions per gender (2020 data)

As per the 2020 data, the executive functions at the Institute were performed by women and men proportionally (48% and 52% respectively).

The next stage of the analysis concerned the determination of the dominant age groups at Łukasiewicz – ITeE (Table 3).

Age group	2020	M	W	M%	W%
20-30	14	8	6	57%	43%
31-40	34	18	16	53%	47%
41-50	48	28	20	58%	42%
51-60	53	30	23	57%	43%
61-70	39	29	10	74%	26%
71-80	1	1	0	100%	0%
<b>RAZEM</b>	<b>189</b>	<b>114</b>	<b>75</b>	<b>60%</b>	<b>40%</b>

**Table 3.** Headcount per age group, including gender (2020 data)

As per the 2020 data, the two dominant age groups at the Institute were employees aged 41–50 and employees aged 51–60. Employees in these age groups constituted 51% of all staff and 49% of them were women.

The final stage of the analysis concerned the verification of the number of scientific titles and degrees held by the women and men employees at the Institute (Table 4).

Education and scientific titles and degrees	2020	M	W	M%	W%
Full or Associate Professor [in Polish: Profesor]	4	4	0	100%	0%
DSc [in Polish: dr hab.]	9	5	4	55%	45%
PhD, PhD Eng [in Polish: dr, dr inż.]	31	15	16	48%	52%
MA, MSc [in Polish: mgr, mgr inż.]	76	37	39	49%	51%
BSc, BA [in Polish: inż., lic.]	18	13	5	72%	28%
General or technical secondary education	51	40	11	78%	22%
<b>TOTAL</b>	<b>189</b>	<b>114</b>	<b>75</b>	<b>78%</b>	<b>22%</b>

**Tabela 4.** Education and scientific titles and degrees, including gender (2020 data)



Based on the 2020 data:

- only men had a (full or associate) professor title (4 employees);
- 61% of employees held an MA/MSc or PhD degree – most of them were women (79% of all women employees).

From the presented statistics it follows that women and men employed at the Institute are equally committed to their scientific development (a similar number of women and men held master's and doctoral degrees). Men dominated in the category of employees holding a full or associate professor title.

Based on the analysis, a following conclusion can be drawn: scientific career of employees needs to be supported, particularly as regards women employees who need to juggle work and parental duties. Both women and men are equally committed to scientific development (similar number of women and men holding master's and doctoral degrees). However, measures should be implemented to encourage employees to be active in areas where there is a need to eliminate gender imbalances. Supporting women in pursuing and building career in areas dominated by men is particularly important.

This GEP was drafted based on the assessment results, surveys with experts and own experience, and it has four underpinning objectives. Each of them was operationalised through defining the measures, performance indicators and organisational units responsible for the implementation of such measures.

## MAIN OBJECTIVES

Main objectives of the GEP for the 2022–2025 period:

### **1. Supporting women and men in their professional development and defining mechanisms helping to ensure work-life balance**

**Result:** Introduction of conditions and facilities that will help women and men achieve work-life balance and support them in their scientific and professional development.

**Performance indicator:** A list of mechanisms supporting the creation of favourable working conditions conducive to implementing professional plans.

## **2. Reducing gender imbalances at the executive and decision-making levels and introducing equal pay rules.**

**Result:** The introduction of principles of equality in the areas of management, pay, and decision making will improve communication, relations and cooperation by accepting diversity and building a sense of community.

**Performance indicator:** More women on the Institute's Board; endeavours to eliminate pay inequalities in the same job categories.

## **3. Reviewing and updating anti-bullying and harassment policies also in recruitment processes**

**Result:** The inclusion of principles of equality in existing policies, procedures and processes (OHS, recruitment or HR) will help create favourable working conditions and design whistleblowing mechanisms.

**Performance indicator:** A review and update of existing recruitment and HR policies and procedures; development of whistleblowing tools.

## **4. Raising awareness of the importance of equality-related issues among staff and taking into consideration gender equality while carrying out research and disseminating its results.**

**Result:** The promotion of principles of equality with reference to access to all spheres of social and professional life will contribute to strengthening positive views and attitudes towards different beliefs and opinions among employees. Courses in equality will help identify manifestations and incidents of discrimination, and prevent them.

**Performance indicator:** Organisation of 2 courses for the Institute's employees to familiarise them with potential issues and whistleblowing mechanisms.

Once all main objectives were formulated, an action plan describing all necessary measures, specifying their dates and naming persons in charge of their implementation was drafted.

# ACTION PLAN

## **Objective 1. Wspomaganie rozwoju karier zawodowych kobiet i mężczyzn wraz z określeniem mechanizmów zapewniających równowagę pomiędzy życiem prywatnym/rodzinnym a zawodowym**

1.1 Implementing measures to encourage employees to be active in areas where there is a need to eliminate gender imbalances. Supporting women in pursuing and building career in areas dominated by men is particularly important: neutral employee selection and task assignment rules not discriminating against the gender. Laying down clear rules in that regard to be approved by the heads of each Centre.

**Implementation:** By 31/12/2022 – Director’s written recommendations sent to all managers

**Person in charge/responsible unit:** Directors.

1.2 Providing employees with information about currently implemented projects (including research projects) to support their professional and scientific development. Publishing information about scientific conferences and scientific and research projects in the Institute’s newsletter.

**Implementation:** Throughout the term of the GEP.

**Person in charge/responsible unit:** Research Support Department.

1.3 Funding private health care and offering attractive terms and conditions for employees’ next of kin joining the employer’s health care scheme. Advising employees of benefits offered under private health care schemes and their updates. Posting relevant notices on noticeboards and e-mailing them to employees.

**Implementation:** Throughout the term of the GEP.

**Person in charge/responsible unit:** HR Department.

1.4 Creating an online forum enabling employees to share childcare-related experiences or tips on how to make everyday duties easier: supporting employees returning from maternity and parental leaves, sharing information about doctors, schools, and facilities offered by the Institute to parents.

**Implementation:** 01/09/2022–31/12/2022 – creating the forum and publishing basic information.

**Person in charge/responsible unit:** Gender Equality Team at Łukasiewicz – ITeE.

## **Objective 2. Reducing gender imbalances at the executive and decision-making levels and introducing equal pay rules.**

2.1 Increasing the number of women sitting on the Institute's Board by one in 2022, and striving to have even more women members of this body by 2025, by maintaining the gender proportion when announcing the elections.

**Implementation:** 01/01/2022–31/12/2025

**Person in charge/responsible unit:** Directors.

2.2 Monitoring the salary levels and keeping statistics as regards current executive jobs, with consideration of the gender criterion and salaries paid. Regular publication of reports on the pay gap between women and men.

**Implementation:** Throughout the term of the GEP. Report compilation and publication deadlines for the Institute's Directors: 31/03/2022; 31/03/2023; 31/03/2024; and 31/03/2025.

**Person in charge/responsible unit:** HR Department.

2.3 Striving to close the pay gap between women and men performing the same functions – updating salary amounts if any irregularities are found.

**Implementation:** Throughout the term of the GEP.

**Person in charge/responsible unit:** Directors.

2.4 Implementing measures encouraging women to pursue scientific development and apply for promotions. Providing women with substantive support when they apply for executive positions. Establishing clear rules for candidate selection: where two candidates with the same qualifications apply, a candidate of the underrepresented sex shall be selected.

**Implementation:** 31/12/2022

**Person in charge/responsible unit:** HR Department.

### **Objective 3. Reviewing and updating anti-bullying and harassment policies also in recruitment processes**

3.1 Setting up a designated e-mail address and feedback box for the purpose of gender-related discrimination and harassment reporting (rownosc@ITeE.lukasiewicz.gov.pl). Providing all employees with the information about the created whistleblower system (by e-mailing it and posting on the noticeboard).

**Implementation:** 01/01/2022–31/03/2022

**Person in charge/responsible unit:** Gender Equality Team at Łukasiewicz – ITeE.

3.2 Including anti-discrimination content in the OHS training for new hires (as a mandatory element).

**Implementation:** 01/01/2022–31/03/2022

**Person in charge/responsible unit:** OHS and fire safety specialist.

3.3 Including equality matters in recruitment processes: setting rules for selection of application documents, taking into account gender balance. Properly formulating job postings, without specifying any gender preferences. Ensuring equal gender representation in the hiring committee. Reviewing and updating recruitment processes to identify the need to introduce equality provisions. Ensuring that all information channels are used to reach as many candidates as possible. Including in recruitment processes the rule for candidate selection, as per which, where there are two candidates with the same qualifications, a candidate of the underrepresented sex will be selected.

**Implementation:** Procedure updating: 01/01/2022–31/12/2022

**Person in charge/responsible unit:** HR Department.

### **Objective 4. Raising awareness of the importance of equality-related issues among staff and taking into consideration gender equality while carrying out research and disseminating its results.**

4.1 Creating an online knowledge database (available as a tab on the website) where all facts, procedures and recommendations concerning the general principles of gender equality applied at the Institute will be published.

**Implementation:** 01/01/2022–31/12/2022 Updating: throughout the term of the GEP

**Person in charge/responsible unit:** Gender Equality Team at Łukasiewicz – ITeE.

4.2 Organising 2 courses in equality to better identify manifestations and incidents of discrimination and familiarise employees with anti-discrimination procedures. Including content related to counteracting gender-based violence and harassment.

**Implementation:** First course: by 31/12/2022; second course: by 31/12/2024

**Person in charge/responsible unit:** Gender Equality Team at Łukasiewicz – ITeE.

4.3 Conducting 2 anonymous polls concerning the current compliance with principles of equality at Łukasiewicz – ITeE. Additionally: an employee satisfaction survey (with reference to both sexes).

**Implementation:** First poll: by 31/10/2022; second poll: by 31/10/2024.

**Person in charge/responsible unit:** HR Department.

4.4 Collecting information and ideas concerning good practices as regards supporting employees' professional and scientific development – based on the surveys and polls conducted. Notifying about the ideas collected to implement them as part of in-house procedures, policies and practices.

**Implementation:** Throughout the term of the GEP.

**Person in charge/responsible unit:** Gender Equality Team at Łukasiewicz – ITeE.

4.5 Following anti-discrimination principles in the process of article selection for publication and posting relevant information on the Institute's website.

Principle updating: 01/01/2022–31/12/2022

**Implementation:** Throughout the term of the GEP.

**Person in charge/responsible unit:** Heads of organisational units.

# PLAN IMPLEMENTATION MONITORING

The implementation of measures provided for in this Plan for the 2022–2025 period will be monitored on an ongoing basis by the Gender Equality Team at Łukasiewicz – ITeE, and all provisions hereof will be updated (if necessary). All measures taken in relation to the implementation of this Plan and based on the employee surveys and polls conducted will be presented in two reports, i.e. an interim and final report due for publication on 30/06/2023 and 30/06/2025 respectively.

## SUMMARY

Equality and diversity are indispensable to the development of science. The Gender Equality Plan is based on good practices that enable better understanding of equality-related matters and implementation and dissemination of activities aimed at ensuring equal treatment and opportunities in the workplace with a view to creating a safer and more inclusive environment by counteracting any discrimination with a whistleblower system in place.



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