

# Gender Equality Plan of the University of Hradec Králové for the Period 2023-2025

The Gender Equality Plan of the University of Hradec Králové (hereinafter referred to as the UHK) is being developed to transform the institutional environment with a focus on equal opportunities. Through the Gender Equality Plan (GEP), UHK is committed to setting up an environment that is in line with the principles of openness, transparency and fairness. The changes implemented can thus lead to the formation of a better working and learning environment. The development of the institutional environment is also part of the commitment of the UHK in subscribing to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and part of the UHK Strategic Plan of the UHK 2021+.

The UHK formed a working group composed of male and female staff and students of the UHK to develop a gender equality analysis and draft GEP measures. In 2022, a gender equality analysis was developed at the UHK, based on which recommended measures were formulated in the development of thematic areas. This material was also further consulted with experts of the National Contact Centre for Gender and Science (Institute of Sociology of the Czech Academy of Sciences). The following UHK Gender Equality Plan is a set of accepted recommendations that the UHK is committed to implement over the next three years.

The main areas of the UHK Gender Equality Plan:

1. WORK-LIFE BALANCE AND CULTURE OF THE ORGANIZATION
2. GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING
3. GENDER EQUALITY IN RECRUITMENT AND PROMOTION
4. INTEGRATION OF THE GENDER DIMENSION INTO THE CONTENT OF RESEARCH AND EDUCATION
5. MEASURES AGAINST GENDER-BASED VIOLENCE, INCLUDING SEXUAL HARASSMENT

The UHK GEP will be evaluated continuously in a regular monitoring report which will contain, among other things, gender-segregated data according to the defined monitored indicators. According to the current developments in the field of equal opportunities, the UHK GEP may be updated as appropriate. The regular monitoring report will be published on the UHK website.

In Hradec Králové, 1 March 2023

Prof. Ing. Kamil Kuča, Ph.D.

Rector

## 1. WORK-LIFE BALANCE AND ORGANISATIONAL CULTURE

Area of measure	Planned activities	Schedule (quarter)	Responsible person / workplace	Monitoring indicator(s)	Sources
<b>Seeking out and engaging in activities to promote equality in the organisation</b>	Active search for calls and projects to promote equal opportunities at the UHK	Continuously	Strategic Project Office, HR Manager	*Number of projects related to equal opportunities in which UHK was involved in a given year.	Own resources: human resources (personnel costs)
<b>Administrative support for people leaving for maternity/paternity/parental leave</b>	Issue of a methodological material/guideline to assist male and female employees in navigating between the legal entitlements for maternity/paternity/parental leave and the administrative requirements at the UHK before starting maternity/paternity/parental leave	Q2/2024	Human Resources and Payroll Office	*Methodological document/guideline issued	Own resources: human resources (personnel costs)
<b>Gender-sensitive communication</b>	Regular training offers on gender-sensitive communication based on the Vice-rector's guideline Recommended Practice in the Use of Gender-Sensitive Communication	Continuously	HR Manager	*Training on gender-sensitive communication offered on the UHK Life-Long Learning website, informing through the internal communication platforms	Own resources: human resources (personnel costs)

<b>Gender-sensitive communication</b>	Identification of a contact person who will provide methodological assistance and consultation in the field of gender-sensitive communication	Q1/2023	Vice-Rector for Strategy and Development, HR Manager	*Appointment of a contact person *Informing the management of the UHK and faculties about the function of the contact person	Own resources: human resources (personnel costs)
<b>Monitoring report on gender equality at the UHK</b>	Regular annual report based on gender-segregated data for the past year and comparisons between years. The monitoring indicators of the report are mainly based on the gender analysis that preceded the GEP UHK. The report will also include an evaluation of the implementation of the measures set out in the GEP UHK.	Q2/every year	HR Manager	*Regular report on gender equality at the UHK for the past year	Own resources: human resources (personnel costs)

## 2. GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING

Area of measure	Planned activities	Schedule (quarter)	Responsible person/workplace	Monitoring indicator(s)	Sources
<b>Organisation of training and development programmes</b>	Organisation of development programmes/ training courses for potential leaders. Offering these courses specifically to those who are underrepresented in the workplace/ department/ unit.	Continuously	Vice-Rector for Strategy and Development	*Number of people supported (gender segregated data) *Informing through an internal communication platform	Programme to support the strategic management of HEI: costs of training implementation
<b>Evaluation of gender representation in management positions and decision-making bodies</b>	As part of the regular report on gender equality at the UHK for the past year, data on the occupation of women and men in leading positions will be processed and the historical development will be mapped, which will enable an adequate evaluation of the functionality of measures to promote equal opportunities.	Q2/every year	Vice-Rector for Strategy and Development, HR Manager	*Collection and analysis of gender-segregated data on persons in leadership positions and in the decision-making bodies of the UHK *Creation of recommendations and measures to increase balanced representation	Own resources: human resources (personnel costs)

### 3. GENDER EQUALITY IN RECRUITMENT AND PROMOTION

Area of measure	Planned activities	Schedule (quarter)	Responsible person/workplace	Monitoring indicator(s)	Sources
<b>Policy OTM-R (Open, Transparent and Merit-Based Recruitment)</b>	Setting up an open and transparent recruitment policy that ensures open competitions advertised also outside the institution and reflects the principles of the OTM-R policy	Q3/2023	Vice-Rector for Strategy and Development	*Published policy of OTM-R UHK in Czech and English	Own resources: human resources (personnel costs)
<b>Organisation of training and development programmes</b>	Organisation of training activities or preparation of methodology for selection committees on unconscious bias and other factors affecting evaluation	Continuously	Vice-Rector for Strategy and Development, HR Manager	*Offering training activities or preparing methodology in the area of selection procedures	Programme to support the strategic management of HEIs: costs of training implementation
<b>Gender-sensitive communication</b>	Preparation of a formal template for advertising job offers at the UHK with recommendations for gender-sensitive wording	Q3/2023	HR Manager	*Creation of a template for advertising job positions	Own resources: human resources (personnel costs)

<p><b>Equal pay</b></p>	<p>In cooperation with the Ministry of Labour and Social Affairs, the UHK will continue to investigate gender pay equality at the institution. A pay equity analysis will be offered to the UHK units.</p>	<p>Q4/2024</p>	<p>Vice-Rector for Strategy and Development, faculty secretaries, HR Manager</p>	<p>*Conducting a pay equity survey in at least two units of the UHK</p>	<p>Own resources: human resources (personnel costs)</p>
<p><b>Mentoring programme</b></p>	<p>Establishment of a mentoring system at the UHK, including the offer of mentors, demand by mentees and their interconnection. Creation of the basic structure for successful launch of the mentoring programme.</p>	<p>Q1-Q4/2023</p>	<p>Vice-Rector for Strategy and Development</p>	<p>*Number of supported doctoral students or early career staff in 2023</p>	<p>Programme to support the strategic management of HEIs: human resources (personnel costs)</p>

## 4. INTEGRATION OF THE GENDER DIMENSION INTO THE CONTENT OF RESEARCH AND EDUCATION

Area of measure	Planned activities	Schedule (quarter)	Responsible person/workplace	Monitoring indicator(s)	Sources
<b>Organisation of training and development programmes</b>	Organisation of regular seminars/workshops on the integration of gender dimension into research and teaching	Continuously	HR Manager	*Offering regular training sessions focusing on integration of the gender dimension into research and teaching, informing through an internal communication platform	Programme to support the strategic management of HEIs: costs of training implementation
<b>Organisation of training and development programmes</b>	Include a contribution on inclusion of the gender dimension in the content of research and teaching in the annual PhD Summit.	Q3/every year	Vice-Rector for Science and Creative Activities, HR Manager	*Organization of a contribution on inclusion of the gender dimension in research and teaching in the framework of the PhD Summit at the UHK	Long-term conceptual development of a research organisation (LTCRO): costs of training implementation
<b>Inclusion of the gender dimension in the project call meetings</b>	Include the topic of the gender dimension in research in the project meeting within the preparation of projects that emphasize this area (e.g., Horizon Europe)	Continuously	Strategic Project Office, Vice-Rector for Science and Creative Activities	*The gender dimension in research will be part of the materials and procedures presented	Own resources: human resources (personnel costs)

<p><b>Developing material on the gender dimension in research</b></p>	<p>In order to facilitate the orientation on the gender dimension in research, methodological material will be prepared to explain the relevance of the topic, provide information on methods and useful references. Where possible, the methodology will give examples of successful implementation at the UHK.</p>	<p>Q4/2024</p>	<p>Vice-Rector for Science and Creative Activities, HR Manager</p>	<p>*Elaboration of methodological material on the gender dimension in research *Spreading awareness of the material by discussing it at the Rector's Board and sending it to the relevant science and research departments at the faculties</p>	<p>Own resources: human resources (personnel costs)</p>
<p><b>Development of material on the gender dimension in teaching</b></p>	<p>In order to facilitate the orientation of gender issues in the curriculum and pedagogical process, methodological material will be prepared to explain the relevance of the topic, provide information on methods and useful references</p>	<p>Q4/2024</p>	<p>Vice-Rector for Studies and Life-Long Learning, HR Manager</p>	<p>*Elaboration of methodological material on gender issues in the curriculum and pedagogical process *Spreading awareness of the material by discussing it at the Rector's Board and sending it to the relevant Vice-Deans at the faculties</p>	<p>Own resources: human resources (personnel costs)</p>



## 5. MEASURES AGAINST GENDER-BASED VIOLENCE, INCLUDING SEXUAL HARASSMENT

Area of measure	Planned activities	Schedule (quarter)	Responsible person/workplace	Monitoring indicator(s)	Sources
<b>Raising awareness of the UHK ethical infrastructure</b>	Publication of information on inappropriate behaviour and the possibility of its resolution on the UHK website.	Q2/2023	Vice-Rector for Strategy and Development, Publicity and Communication Department, Vice-Rector for Studies and LLL, Information, Counselling and Career Centre	*Publication of information on the definition of inappropriate behaviour at the UHK (including information on how to address it and how to assist persons who have experienced such behaviour) in Czech and English	Own resources: human resources (personnel costs), costs of training implementation
<b>Organisation of training and development programmes</b>	As part of the prevention of gender-based violence and sexual harassment, training (or workshop/practice) will be conducted for male and female employees and students	Continuously	Vice-Rector for Strategy and Development, HR Manager	*Conducting at least one training/workshop/practice in the prevention of inappropriate behaviour at the UHK per year, informing through the internal communication platform	Programme to support the strategic management of HEIs: costs of training implementation
<b>Evaluation of the functionality of the current ethical infrastructure setup at the UHK</b>	Providing analysis of the ethical infrastructure setup	Q1/2025	Vice-Rector for Strategy and Development	*Elaboration of an analysis of the functional setup of the ethical infrastructure and elaboration of recommendations on tools to ensure a safe environment at the UHK.	Own resources: human resources (personnel costs)

## Monitored indicators of the monitoring report on gender equality at the UHK (gender segregated data)

Indicators	GEP area
Number of students by form and type of study	WORK-LIFE BALANCE AND ORGANISATIONAL CULTURE
Number of graduates by form and type of study	WORK-LIFE BALANCE AND ORGANISATIONAL CULTURE
NUMBER OF FOREIGN STUDIES BY TYPE OF STUDY	WORK-LIFE BALANCE AND ORGANISATIONAL CULTURE
Number of starts of maternity/paternity and parental leaves	WORK-LIFE BALANCE AND ORGANISATIONAL CULTURE
Number of returns AND leaves of male and female employees after maternity/paternity and parental leave	WORK-LIFE BALANCE AND ORGANISATIONAL CULTURE
Number of gender equality trainings organised	WORK-LIFE BALANCE AND ORGANISATIONAL CULTURE
Number of persons in senior positions (Research Board, Academic Senate, Board of Trustees, faculty and UHK management)	GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING
Number of persons in individual academic positions	GENDER EQUALITY IN RECRUITMENT AND PROMOTION
Number of male and female postdocs	GENDER EQUALITY IN RECRUITMENT AND PROMOTION
Number of male and female researchers	GENDER EQUALITY IN RECRUITMENT AND PROMOTION
Number of persons outside academic and scientific positions	GENDER EQUALITY IN RECRUITMENT AND PROMOTION

<b>Number of persons in selection committees (staff selection procedures)</b>	GENDER EQUALITY IN RECRUITMENT AND PROMOTION
<b>Number of R&amp;D projects</b>	INTEGRATION OF THE GENDER DIMENSION INTO THE CONTENT OF RESEARCH AND EDUCATION
<b>Number of male and female principal investigators of R&amp;D projects</b>	INTEGRATION OF THE GENDER DIMENSION INTO THE CONTENT OF RESEARCH AND EDUCATION
<b>Number of persons in R&amp;D project teams</b>	INTEGRATION OF THE GENDER DIMENSION INTO THE CONTENT OF RESEARCH AND EDUCATION
<b>Number of male and female applicants for internal grant schemes</b>	INTEGRATION OF THE GENDER DIMENSION INTO THE CONTENT OF RESEARCH AND EDUCATION
<b>Number of male and female researchers of internal grant schemes</b>	INTEGRATION OF THE GENDER DIMENSION INTO THE CONTENT OF RESEARCH AND EDUCATION
<b>Male and female candidates for postdoctoral positions</b>	INTEGRATION OF THE GENDER DIMENSION INTO THE CONTENT OF RESEARCH AND EDUCATION
<b>Number of persons in selection committees (project competitions, grant competitions, etc.)</b>	INTEGRATION OF THE GENDER DIMENSION INTO THE CONTENT OF RESEARCH AND EDUCATION
<b>Number of events organised to prevent inappropriate behaviour (discrimination, harassment, gender-based violence, etc.)</b>	MEASURES AGAINST GENDER-BASED VIOLENCE, INCLUDING SEXUAL HARASSMENT
<b>Number of persons trained in prevention and handling of inappropriate behaviour</b>	MEASURES AGAINST GENDER-BASED VIOLENCE, INCLUDING SEXUAL HARASSMENT
<b>Number of submissions to the UHK Ethics Committee related to gender-based violence</b>	MEASURES AGAINST GENDER-BASED VIOLENCE, INCLUDING SEXUAL HARASSMENT