

GENDER EQUALITY PLAN
FOR THE INSTITUTE OF GEOLOGICAL
SCIENCES POLISH ACADEMY OF SCIENCES
Equality Action Plan for 2023-2026

Developed by the Gender Equality Plan Preparation Team:

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1. Preamble

We present the **Gender Equality Plan for the Institute of Geological Sciences of the Polish Academy of Sciences for 2023-2026**. We want our Institute to be a place of equal opportunities, free from prejudices and discrimination, safe for everyone, functioning with respect for equality and diversity, ensuring equal treatment and respect for employees and doctoral students, as well as, inclusive scientific and professional development. The plan also aims to improve the HR and recruitment policy of IGS PAS with respect to equality.

1.1. Origin and definition of the Gender Equality Plan

In 2017, the Institute of Geological Sciences of the Polish Academy of Sciences received the *HR Excellence in Research* logo from the European Commission (EC). In connection with the award, ING PAN is obliged to constantly improve its activities, in terms of respect for equality policies. In 2019, as part of the HR Logo Internal Review, ING PAN assessed the implementation of the previously defined assumptions of the HR Strategy. During the internal evaluation, the implementation of the EC's recommendations to improve the HR strategy at ING PAN was controlled, e.g. the implementation in practice of *the OTM-R policy – Open, Transparent and Substantive Recruitment of Scientists*.

This ING PAN Gender Equality Plan is one of the foundations for meeting the assumptions of *the OTM-R* policy. It's aim is to prevent discrimination and ensure equal access to knowledge and qualifications for all those who wish to develop their careers as part of scientific activities.

In Poland, equal treatment is a value protected by the Constitution (Article 32.1 – principle of equal treatment, Article 32.2 – principle of non-discrimination). Gender equality in science is also a value that is expressed in the documents of public institutions in Poland. In 2016, the General Council of Science and Higher Education ruled that "the academic space should be free from all forms of discrimination, and any manifestations of it should be met with decisive counteraction" (General Council of Science and Higher Education, 2016).

In line with the European Commission's Communication on a strengthened European Research Area (2012), EU Member States are encouraged, e.g., to remove legal and other barriers to the recruitment, maintenance and career development of female scientists, while fully respecting EU law on gender equality (Directive 2006/54/EC), as well as, addressing gender inequalities at the management and decision-making levels.

The principle of equal opportunities for women and men and counteracting discrimination in the labour market is one of the priorities in Horizon Europe. According to Article 7(6) of the Regulation of the European Parliament and of the Council of the EU of 28 April 2021, Horizon Europe (HE) for the period 2021-2027 "shall ensure the effective promotion of equal opportunities for all and gender mainstreaming, including gender

mainstreaming in research and innovation content". Point (53) of the above-mentioned *Regulation* emphasizes that "The activities carried out under the Programme should aim to eliminate gender bias and gender inequalities, to improve the balance between private and professional life and to promote equality between women and men in the field of research and innovation, including the principle of equal pay without discrimination on grounds of sex in accordance with Articles 2 and 3 of the Treaty on European Union (TEU) and Articles 8 and 157 TFEU. The gender dimension should be mainstreamed in research and innovation content and monitored at all stages of the research cycle. In addition, activities under the Programme should aim to eliminate inequalities and promote equality and diversity in all aspects of research and innovation with regard to age, disability, race and ethnic origin, religion or belief, and sexual orientation."

Additionally, in light of the Horizon Europe Programme, the possession of the Plan will be obligatory for all public authorities, including the institutes of the Polish Academy of Sciences and will constitute an eligibility criterion in Horizon Europe competitions.

The person responsible for the implementation of the Gender Equality Plan (GEP) at the Institute of Geological Sciences of the Polish Academy of Sciences is the Director of the Institute in cooperation with the Deputy Director for Scientific Affairs and the equality team led by the **Equality Officer** or Advocate.

1.2. Stages of preparation, implementation, monitoring and evaluation of the Gender Equality Plan

The preparation stage included creating a Team designated to draft the Gender Equality Plan, which was composed of doctoral students, administrative, scientific and technical staff, and representatives of the Institute's authorities of different sex, age, sexual orientation, and nationality. The Team developed the plan by carrying out a quantitative and qualitative assessment of the present situation at the Institute, considering gender equality and 'gender plus' issues such as, age, foreign language, disability, religion or belief, sexual orientation, and appearance. The assessment also considered the activities undertaken by IGS PAS during the COVID-19 pandemic, with the goal of identifying and counteracting any possible pandemic-related discrimination.

The following documents were used to develop the Gender Equality Plan:

- European Institute for Gender Equality guide: <https://eige.europa.eu/gender-mainstreaming/toolkits/gear/step-step-guide>
- Horizon Europe guidance on GEP: <https://op.europa.eu/en/publication-detail/-/publication/ffcb06c3-200a-11ec-bd8e-01aa75ed71a1/language-en/format-PDF/source-232129669>

- Guide of the Polish Science Contact Agency' PolSCA' of the Polish Academy of Sciences in Brussels - Gender Equality Plan - how to do it ?:
<https://polsca.pan.pl/plany-rownosci-plci-przewodnik-biura-polsca/>

Following the guidelines of the European Commission on the Gender Equality Plan, the plan has been prepared considering four essential criteria. Accordingly, the Plan:

- is a **public document** available on the IGS PAS website (www.ing.pan.pl) in Polish and English;
- determines the creation of a new position (**dedicated resources**) - an **Equality Officer** - who, together with the appointed Equality Team, is responsible for implementing ongoing monitoring and evaluation of the Gender Equality Plan. The Equality Team includes an **Equality Officer** and a representative for employees;
- assumes **data collection and monitoring** by the Equality Team;
- assumes the organisation of **training actions** on gender equality and unconscious gender biases, as well as, other grounds for discrimination described as 'Gender Plus' by the Equality Team.

The plan includes five key areas identified by the European Commission to achieve gender equality:

- Gender equality in recruitment and career progression;
- Gender balance in leadership and decision-making;
- Integration of the gender dimension into research and teaching content;
- Work-life balance and organisational culture;
- Measures against gender-based violence, including sexual harassment.

The preparation work of the Team for the Gender Equality Plan will be completed the moment the Gender Equality Plan is submitted for approval to the Director of the IGS PAS.

The implementation, monitoring, and evaluation stages of the Gender Equality Plan are the responsibility of the Equality Team and are to be implemented after the acceptance of the plan by the Director of the IGS PAS.

The implementation stage is preceded by the appointment of the Equality Team by the Director of IGS PAS. This Team will develop a schedule for implementing the Gender Equality Plan, including activity deadlines, within six months from the publication of the ordinance adopting the Gender Equality Plan. The Equality Team is responsible for carrying out the activities included in the Gender Equality Plan and will act as a contact for consultation for any reported cases of discrimination, it will collect information regarding exemplary equality practices and promote them, and will provide information about equality courses and training.

The monitoring stage includes the monitoring of equal treatment in all areas (e.g. gender, age, disability) under the schedule set out in the Gender Equality Plan. Additionally, the Team is obliged to:

- prepare an annual report with a summary of activities to the IGS PAS Director;
- present reports to employees and doctoral students of IGS PAS following approval from the Director;
- re-conduct equality surveys in the middle and at the end of the plan period.

The evaluation stage includes evaluating the Gender Equality Plan in the last year of the plan's operation. The results will be presented in a report and submitted to the Director of the IGS PAS. All the materials collected will facilitate the preparation of the Gender Equality Plan in the coming years.

2. Terms and definitions

ACCEPTANCE - approval and embracing of differences in nationality: race, ethnicity, religion, beliefs, and values beyond simply tolerating them.

DISCRIMINATION -Intentional or unintentional denial of equal treatment, civil liberties and opportunity to individuals or groups with respect to education, accommodation, health care, employment and access to services, goods and facilities. Discrimination is both worse treatment and privilege.

DIVERSITY - is about the individual. It is about the variety of unique dimensions, qualities, and characteristics we all possess and the mix that occurs in any group of people. Race, ethnicity, age, gender, sexual orientation, religious beliefs, economic status, physical abilities, life experiences, and other perspectives can make up individual diversity.

EQUALITY - where everyone is treated the same regardless of individual diversity and needs.

GENDER - the socially constructed ideas about the behaviour, actions, and performed by a particular sex. Gender is fundamentally different from the sex assigned at birth.

GENDER IDENTITY - is one's own internal sense of self and their gender, whether that is man, woman, neither or both.

SEX - refers to a person's biological status and is typically assigned at birth, usually on the basis of external anatomy.

TOLERATION - it is understanding for differences. An attitude of consent to professing and proclaiming views and beliefs with which we disagree, as well as practicing a way of life that we definitely do not approve of, i.e. consent to the fact that the community to which we belong is diverse in aspects that are important to us.

References:

- Glossary of Terms- A reference tool (January 2022). Canadian Centre for Diversity and Inclusion, Centre canadien pour la diversité et l'inclusion. www.ccdi.ca
- <https://amnesty.org.pl/odwaz-sie-poznac-osoby-lgbti-pytania-i-odpowiedzi/>

3. Assessment

The assessment was made based on data provided by the Institute of Geological Sciences of the Polish Academy of Sciences (statistics on the employment and remuneration structure) and information collected during a survey conducted among employees and doctoral students in July 2022. In order to ensure a high level of anonymity, the survey was conducted via an online survey system, LimeSurvey. The survey consisted of 10 parts: general information; seniority and position; manifestation of discrimination; the influence of family life on work/study; gender and position; relationships between an employee/doctoral student and a superior; foreign language and nationality; disability; COVID-19 pandemic vs work; summary.

3.1. Employment structure assessment

According to the data of 31.07.2022, The Institute of Geological Sciences of the Polish Academy of Sciences employs 112 people, including 26 administrative, 25 technical staff and 61 scientific workers. Research workers are represented by 20 assistants, 22 adjuncts (assistant professors), 15 Professors of the Institute and 4 professors. In addition, the Institute co-creates the Doctoral School GeoPlanet, which educates four doctoral students at IGS PAS, and runs the expiring IGS PAS Doctoral Studies, which includes four people. There are nine foreigners among the employees of IGS PAS, including one doctoral student, two technical workers, two assistants, three adjuncts and one professor.

Recruitment of employees for scientific positions at IGS PAS has been carried out following the competition Regulations for scientific positions at the Institute of Geological Sciences of the Polish Academy of Sciences, established on November 8, 2011. If an employee's position is financed from sources whose regulations do not dictate detailed guidelines for hiring an employee, the general provisions of the Labor Code apply.

In the recruitment process (whether for scientific, technical, or administrative positions), IGS PAS follows the overriding principle that the only criterion for evaluating an employee for a given position is their qualifications, quality of work and effectiveness in performing tasks, reflected, among others, by his/her academic achievements and experience. As this principle aligns with ethical standards and does not allow discrimination based on gender, the Institute maintains a balanced male to female employment ratio. Figures 1 and 2 show, respectively, the distribution of employment in 2015-2020, subdivided into women and men, and the current percentage of women and men in the employment structure.

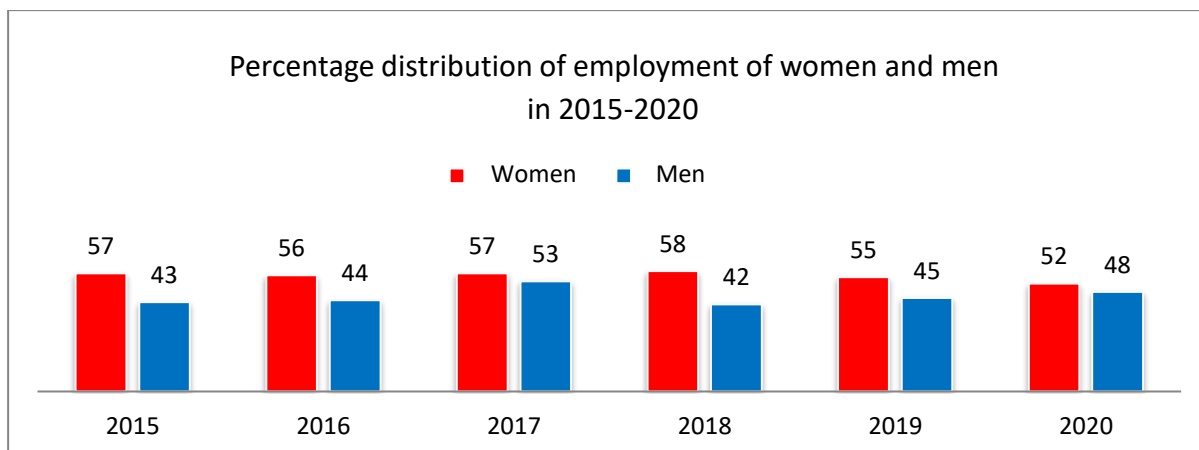


Figure 1. Percent distribution of employment for women and men in 2015-2020.

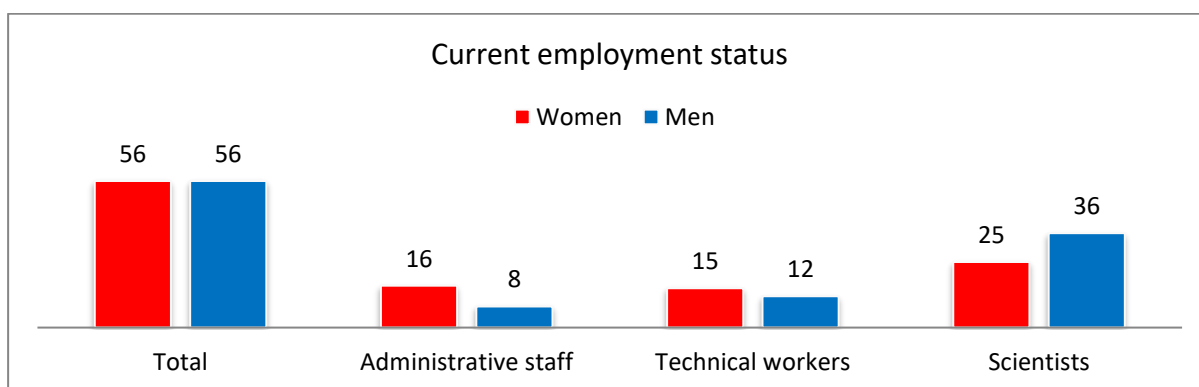


Figure 2. Current employment status subdivided into women and men.

The leading management positions are held by a similar number of men and women (Figure 3). The gender imbalance is visible after analysing the gender structure of research group leaders, where men dominate (Figure 4).

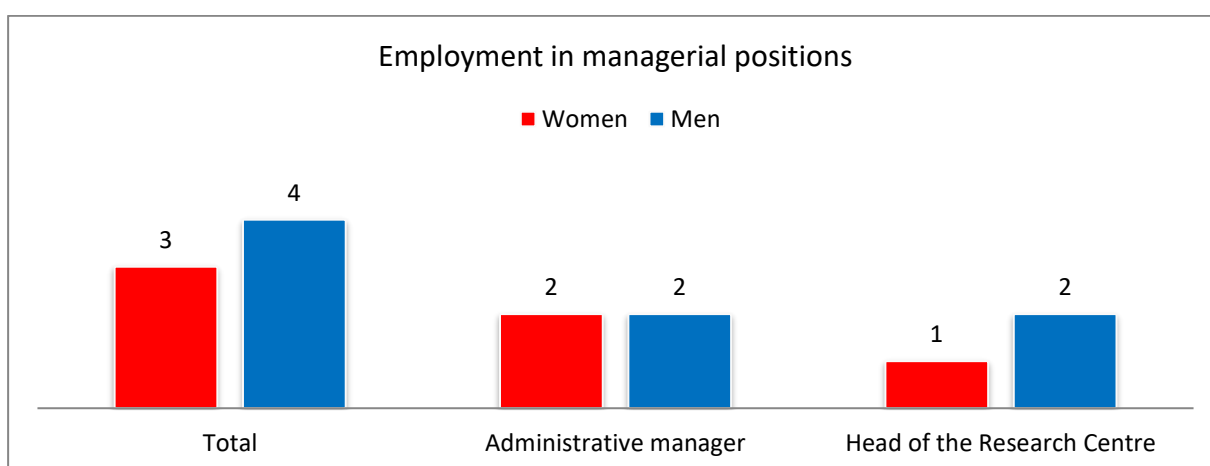


Figure 3. Employment in managerial positions - as of July 31, 2022

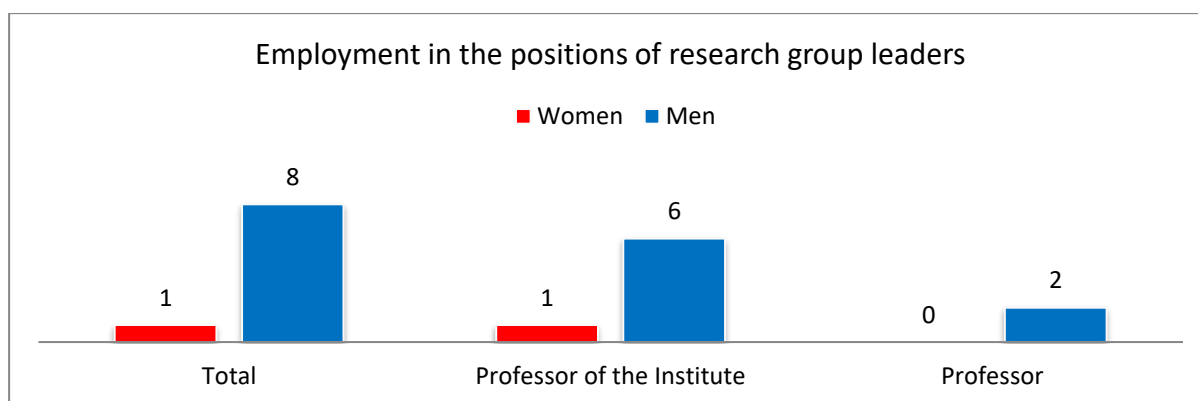


Figure 4. Employment in the positions of research group leaders - as of July 31, 2022.

This imbalance may be due to the impact of the Institute's previous employment policy, which prevented the development of a similar number of men and women who now hold the positions of adjunct, professor of the Institute and professor (Figure 5). Only five women represent independent researchers (with habilitation), four of whom are involved in managerial functions (Director of IGS PAS, head of the Research Center, head of the research group, coordinator of the Doctoral School). Moreover, women predominate in other functions at the Institute, including: representative of IGS PAS employees, chairman of the Social Committee, member of the Disciplinary Committee, manager of the stable isotope laboratory, two representatives of assistants and adjuncts and a representative of doctoral students in the Scientific Council, Chief Accountant, Scientific Information Office Manager, while men are involved as follows: ClayLab laboratory manager, chairman and member of the Disciplinary Committee, one representative of assistants and adjuncts in the Scientific Council. The Board of Directors comprises an equal number of women (3) and men (3). Gender imbalance is observed in the Scientific Council composition, represented by 32 people, including eight women and 24 men. This imbalance may result from the above-mentioned previous employment policy at the Institute, which results in a small number of women with a habilitation degree. However, it is deepened by the gender structure of people from outside the Institute who are members of the Scientific Council at IGS PAS (including one woman - a representative appointed by the chairman of the PAS centre; and 13 men, including three members of the Polish Academy of Sciences and ten members of the council by-election).

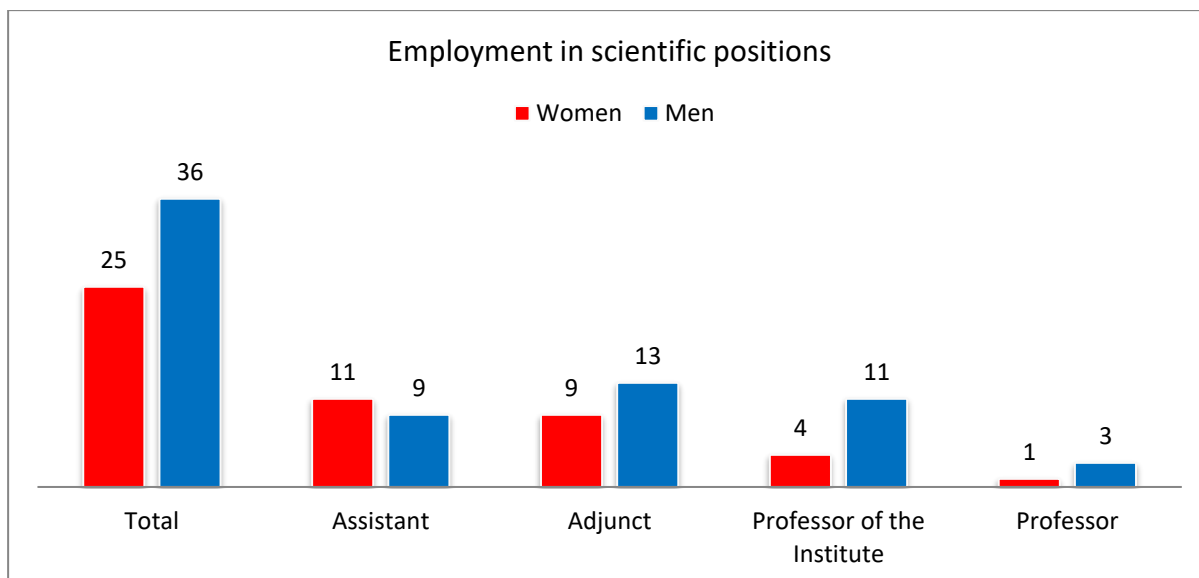


Figure 5. Gender structure of employment in scientific positions - as of July 31, 2022.

Among young employees of IGS PAS, the gender structure is even, as shown in Figure 5 (position of assistants). It is also confirmed by the equal development of men and women doctoral students and young employees defending his/her doctorates in 2020 and 2021 (a total of 9 doctoral degrees awarded - four women and five men).

At IGS PAS, the employee's remuneration is not dependent on gender. The salary depends on the academic position and falls within specific ranges. Earnings of researchers in a similar position vary within the designated ranges, as shown in Figures 6 and 7, but are not gender dependent. In research projects conducted at IGS PAS, both women and men have the right to equal remuneration, which means that none of the remuneration components depends on the scientist's gender.

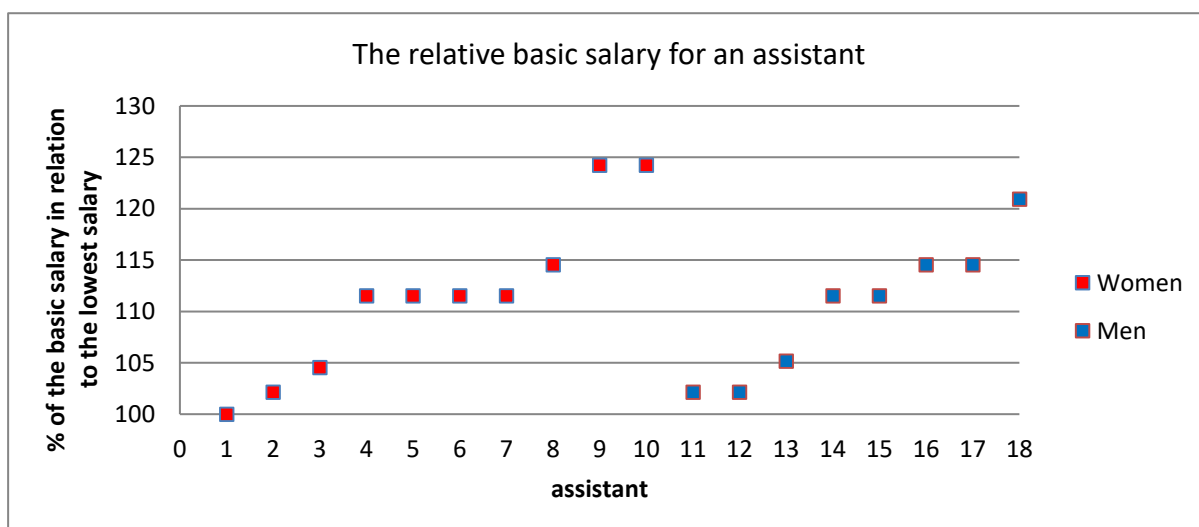


Figure 6. The relative basic salary for an assistant to the lowest salary for a given position (assumed as 100%).

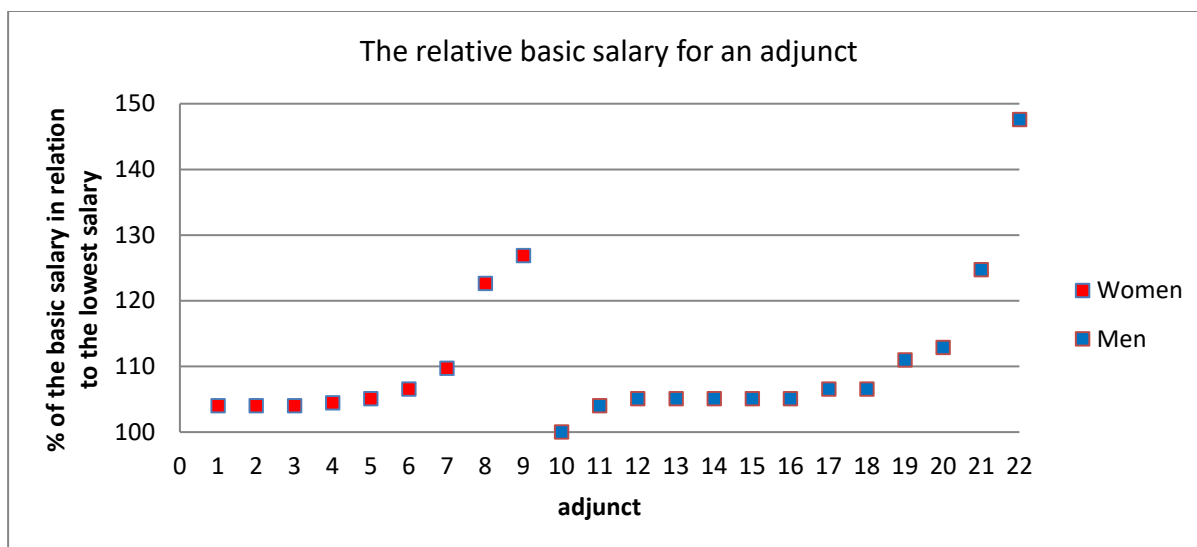


Figure 7. The relative basic salary for an adjunct to the lowest salaries for a given position (assumed as 100%).

By providing the possibility for hybrid work and telework, IGS PAS tries to facilitate the work of its employees with young children or workers conducting research activities away from our three main research centres. Remote work is used by 9 people, including one with children and eight living and conducting research away from the three main research centres.

3.2. Interpretation of the questionnaire "Equality in the IGS PAS"

Seventy-six employees and doctoral students answered the survey, representing 65% of the people working and studying at IGS PAS. The questionnaires were completed by a similar number of women (49%) and men (51%) from all three age groups selected in the survey, with different seniority and positions (Figure 8). Therefore, the results of the surveys are considered representative of IGS PAS.

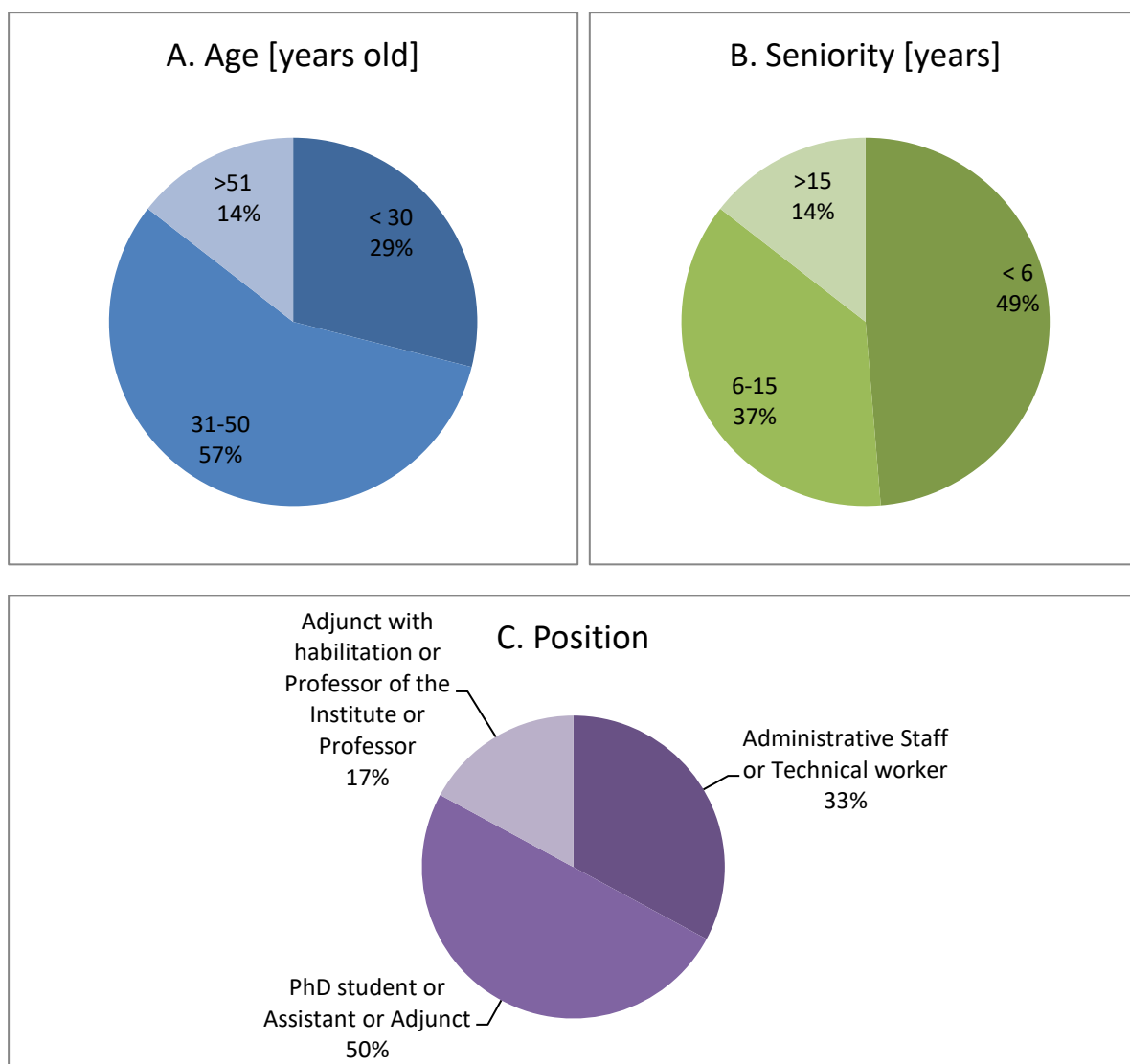


Figure 8. Basic information about respondents: A. age; B. seniority; C. position.

SEX versus GENDER IDENTITY

- 9% of respondents declared that their biological sex was different from their gender identity;
- 28% of respondents would like to be able to declare their gender identity at IGS PAS.

Manifestations of discrimination at the IGS PAS based on gender, age, religion, foreign language, sexual orientation, disability, family situation, position, other

- 24% of respondents declared that they had been subject to discrimination at IGS PAS, including in the last five years, of which 61% are women and 39% men. The responses indicated that it was both one-time or/and short-term (62%) and ongoing or/and long-term (38%) discrimination. The dominant nature of discrimination was not diagnosed, but position and gender were the most frequently indicated (Figure 9). Discrimination mainly affected Doctoral students, Assistants and Adjuncts (66% of

the overall discrimination). Only women were affected by gender-based discrimination.

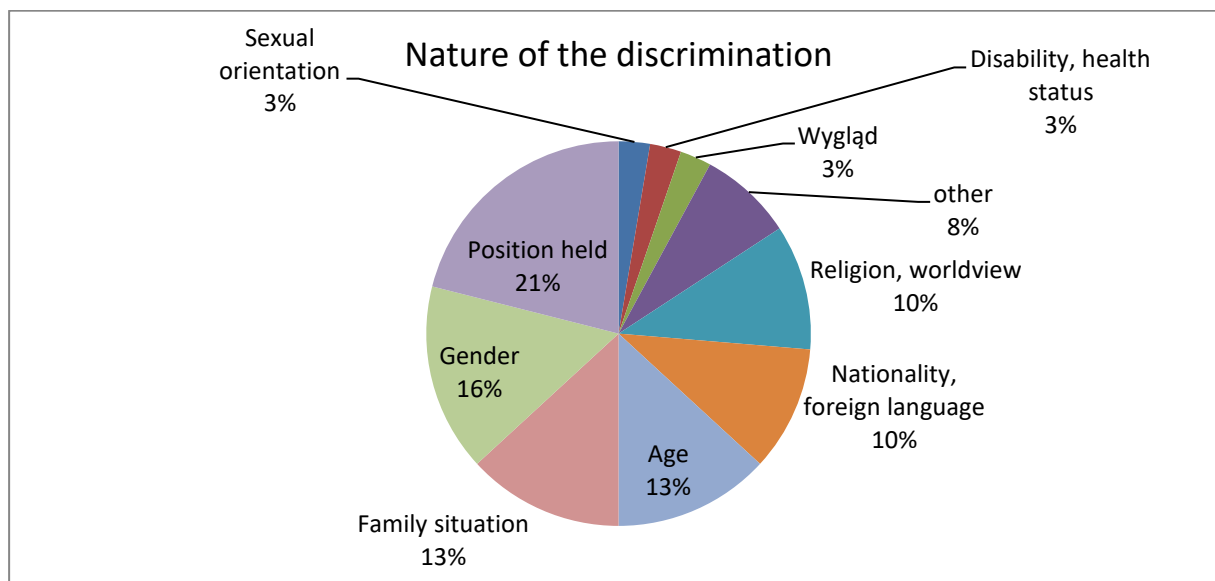


Figure 9. The nature of discrimination observed in the last five years at IGS PAS.

- 2% of respondents indicated that they had acted in a way that others could perceive as discrimination. These persons declared that they sought to clarify the situation or issue an apology. 34% of people cannot say whether their behaviour could be perceived as discrimination.
- 37% of people witnessed discrimination, mainly ongoing or/and long-term discrimination (65% of cases), mostly based on the position held and gender (27% and 21% of the observed cases, respectively). 7% of people declared they did not know if they had witnessed discrimination.
- 28% of employees and doctoral students feel they belong to a group exposed to discrimination (based mostly on gender, age, and position), and 13% cannot define it.
- Only 25% of respondents think that there is someone at IGS PAS who can be contacted for help in the case of discrimination or the observation of discrimination. 43% of people think that there is no such person. The most frequently mentioned contact person is the Head of the Research Center.
- Only 24% of respondents believe that IGS PAS introduces activities related to the goal of equality/prevention of discrimination, 35% are unable to specify it, and 41% believe such activities are not implemented.
- Among the future activities, which should be undertaken at IGS PAS in the field of equality and prevention of discrimination, the respondents most often indicate 1) responding to all reports of victims and witnesses and 2) clarifying the reporting path (Figure 10).

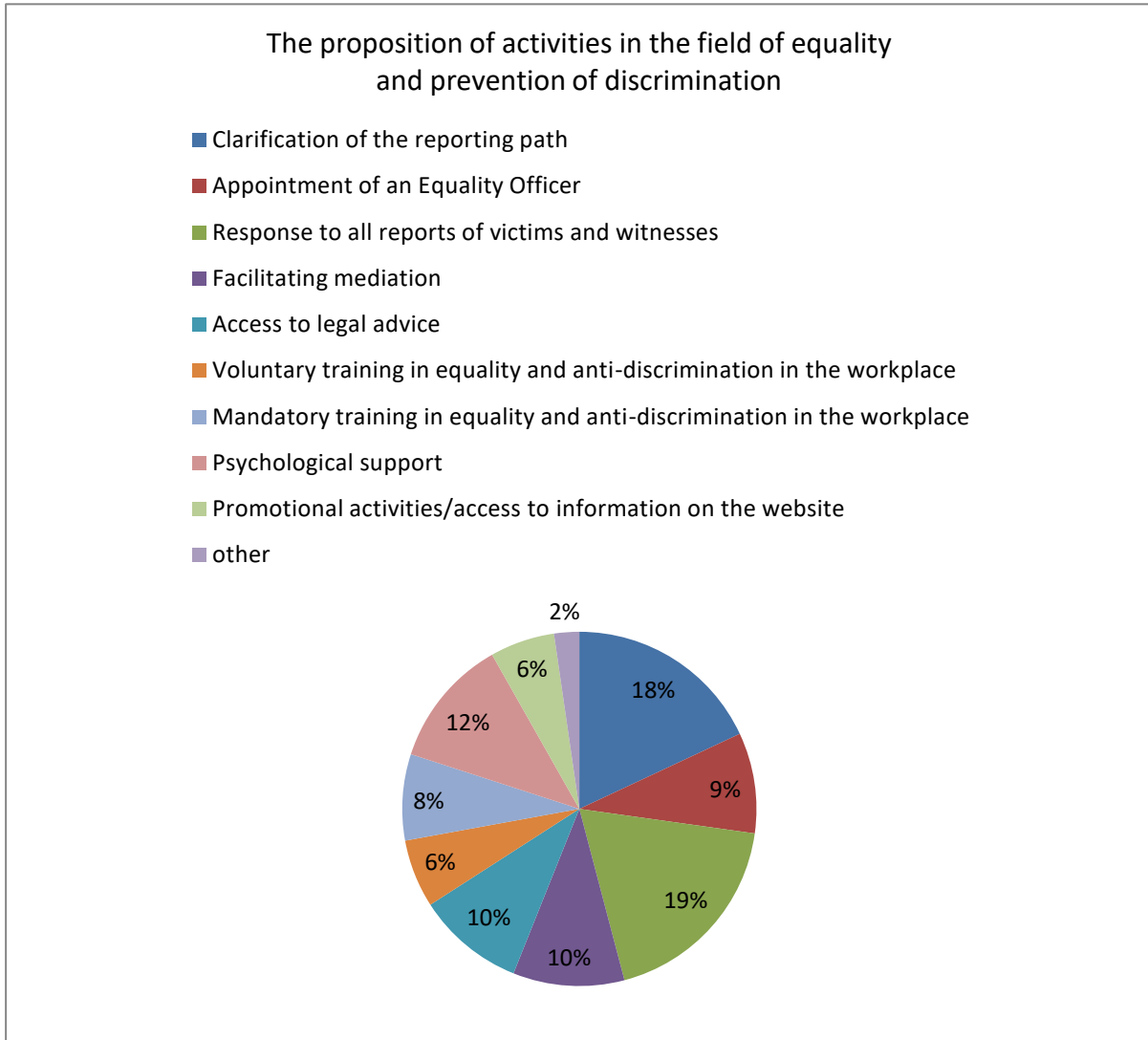


Figure 10. The proposition of activities should be undertaken at the IGS PAS in the field of equality and prevention of discrimination.

Influence of Family life on work/study at the IGS PAS

- 66% of employees and Doctoral students declared that are part of a full-time family unit (i.e. they have a permanent life partner, spouse, children), and 8% of respondents did not want to answer this question. 61% of people have no children, 36% have one to three children, and only 3% of employees have more than three children. 13% of the respondents look after other people (not children), e.g. parents who need constant care.
- 61% of respondents without children answered whether they abstained from having children because they felt it would result in a slowing or regression of their career trajectory, from which 20% of people declared that yes, 30% that no, and 11% declined to answer.

- Among respondents with a family, 62% declared that they share family responsibilities equally with their partner, 20% indicated that the partner performs household duties, and 18% stated they are primarily responsible for household tasks. People performing most household tasks declared that it did not negatively affect their career development.
- Among those who have a responsibility to care for a child/children and/or another person who requires constant care, there were different views on the impact this situation had on their work and career development: 19% saw a positive effect and 24% a negative one; 27% believe that it has no impact and 30% that it is difficult to judge.
- Among the noticeable effects of caring for a child/child and/or another person on work and career development, the respondents mainly mentioned: improvement in work organisation; faster and more streamlined prioritisation, acquiring new interpersonal skills, as well as reduced mobility and reduced level of involvement in research and projects (Figure 11).

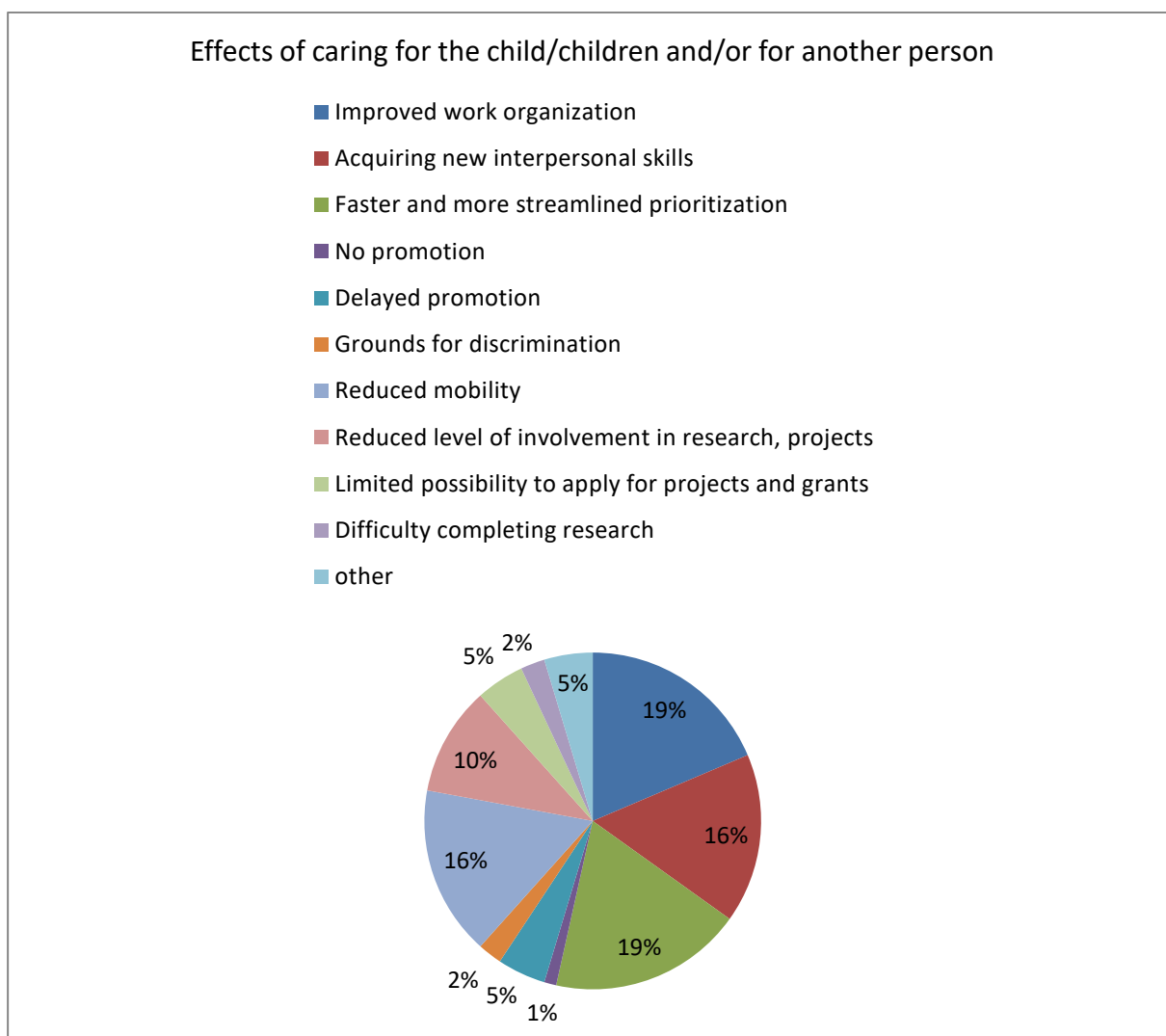


Figure 11. Effects of caring for the child/children and/or for another person.

- 80% of people having a child/children were on maternity/paternity and/or parental leave, of which the majority, 67% of parents, stated that it had no impact on their work and career development. The negative effects of such leave are mainly: delayed promotion, reduced mobility and reduced involvement in projects and research.

Gender and position at the IGS PAS

- 63% of employees and Doctoral students do not think the number of duties in their work is greater than the number of duties in a similar position for a person of the other sex. 20% of people do not know the answer to this question, and 17% think they are.
- 38% of employees and Doctoral students do not think that people of the opposite sex in a similar position have a higher basic salary than them, 50% do not know, and 12% think that they do.
- 42% of respondents do not think that the amount of earnings at IGS PAS depends on gender, 45% do not know, and 13% think they do.
- Among the 13% of people who believe that the amount of earnings at IGS PAS is to some extent dependent on gender, they indicate that this is mainly due to the inequality of the basic salary in similar positions.

Relationships between an employee/ doctoral student and a superior

- A significant part of employees and Doctoral students (47%) believe that they have a definitely high or high degree of professional independence in relation to their position or stage of career development (Figure 12).

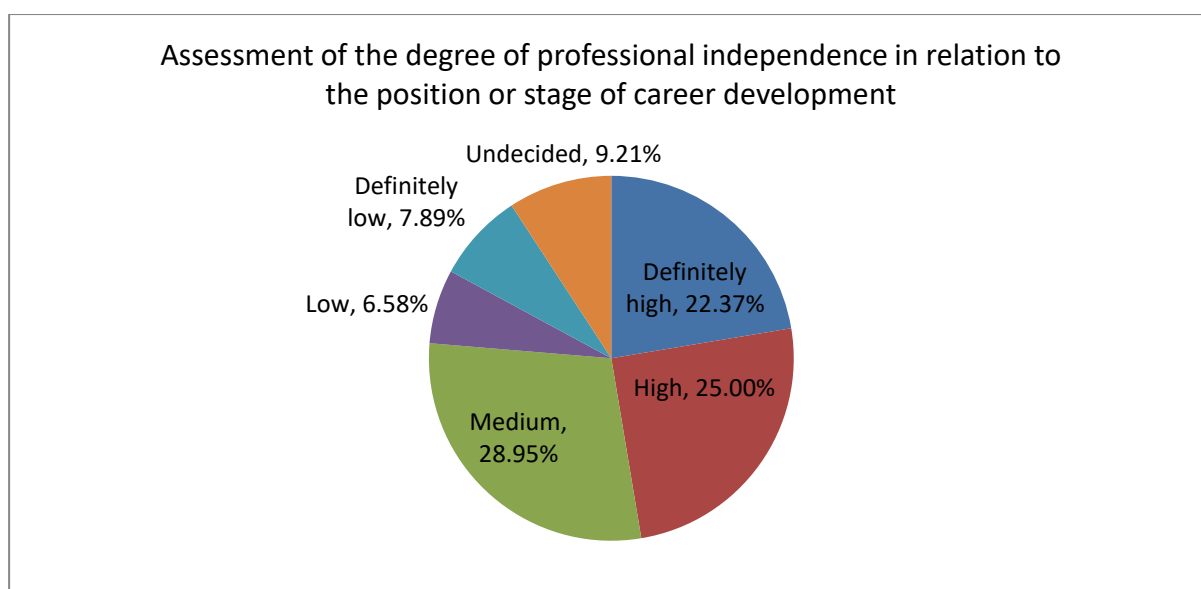


Figure 12. Assessment of the degree of professional independence in relation to the position or stage of career development.

- 63% of respondents feel under pressure (22%) or sometimes feel under pressure (41%) from the supervisor regarding the quality and quantity of work performed; 37% do not feel under pressure.
- 31% of respondents have never been forced to do task/s outside of scope of their work. The remaining 69% of respondents have been forced: rarely (21%), sometimes (32%), often (13%), and always (3%) (Figure 13A).
- 71% of respondents never felt undermined by their superior regarding the quality of work, while 23% rarely, 5% sometimes, and 2% often felt it.
- 49% of respondents can express their boundaries to their superior regarding their work, 42% can do it sometimes, and 9% are unable to do it.
- 42% of respondents do not receive non-urgent phone calls outside of work hours or during holidays from superiors, while the remaining 58% receive such calls rarely (29%), sometimes (18%), often (8%) or always (3%).
- 53% of respondents believe that salary is insufficient in relation to their duties. 22% do not know, and 25% think it is adequate.
- 8% of respondents feel a constant need to take on additional responsibilities to demonstrate worth as an employee/doctoral student/professional (Figure 13B); 18% do not feel such a need. Other employees and Doctoral students feel this need often (13%), sometimes (37%) or rarely (24%). A significant proportion of respondents undertaking additional tasks declare that it results from internal/personal gratification (Figure 13C).
- The respondents whose responses in the section *Relationships between an employee/ doctoral student and a superior* raised worrisome aspects as 42% of people primarily stated the cause to be specifically related to their superior (32% of employees and doctoral students), and only 3% indicated discrimination at IGS PAS. 8% of respondents mentioned other reasons for these phenomena.

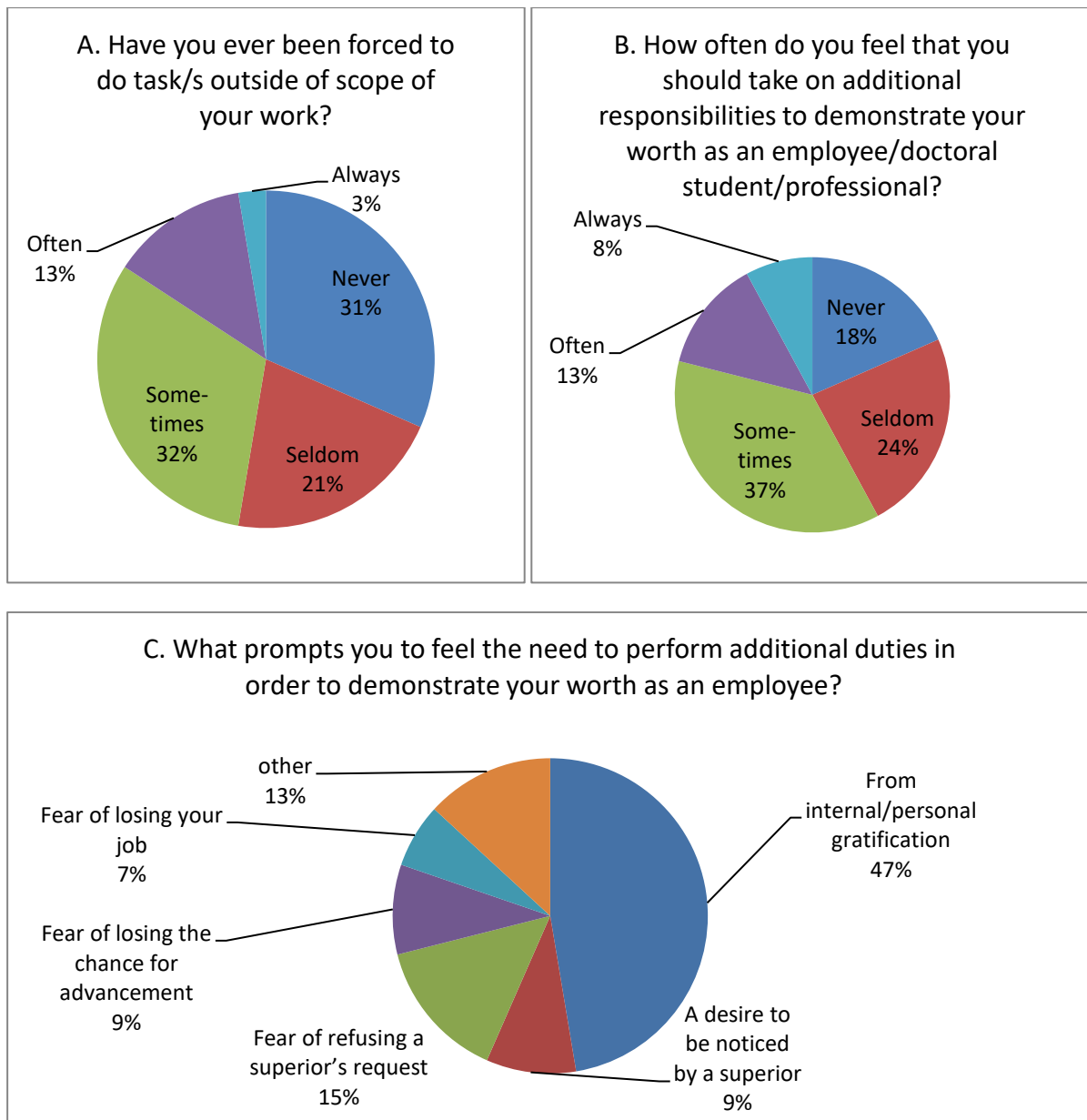


Figure 13. Responses of employees and Doctoral students regarding: A. additional tasks beyond the duties assigned to the position; B. taking on additional responsibilities to demonstrate their worth; C. The reasons prompting them to take on additional duties.

Foreign language, foreign nationality

- 8% of the respondents answered that they are foreign-language employees or doctoral students, 5% feel discomfort, and 3% do not.
- 7% of the respondents who speak a foreign language think that IGS PAS counteracts the discrimination of foreign-speaking employees, and 1% think that it does not.
- Additional opinions of foreigners indicate that IGS PAS is in the course of development in the field of counteracting language exclusion. They emphasise changes in recent years in e-mail communication, which is now mainly in Polish and English; however, they point to the lack of an English version of some documents and

the lack of funding for Polish language courses. An important topic discussed by many foreigners is also the Polish language of the IGS PAS Scientific Council, which prevents the participation of foreigners in such meetings. They think all important meetings, especially those related to science, should be held in a language understandable to all employees and doctoral students.

Disability

- 5% of respondents declared disability. 50% of them stated they did not feel discriminated against because of disability.
- 25% of disabled people think that IGS PAS counteracts discrimination based on disability, 25% think that they are not, and 50% are unable to state.
- Among the proposals that could facilitate the functioning of the disabled, the most common is the assembly of an elevator/ramp for the disabled in all three research centres.

Additional suggestions from employees and doctoral students

Additional suggestions from survey respondents focused mainly on the possibilities of creating broader awareness and more open communication between employees, students, and superiors regarding the topics of discrimination, mobbing (bullying), and outdated stereotypes, in order to clarify the rights and obligations of employees, students, and superiors to each other. The overarching aim of this enhanced awareness and communication would be to further improve team functions and the relationships between team members at all levels and positions within the IGS PAS.

3.3. Activities during COVID-19 pandemic

- 84% of respondents felt the support of the institute during the pandemic, and 16% did not.
- The Institute introduced a number of solutions that were aimed at supporting employees and doctoral students during the pandemic. The respondents used various forms of facilities, among which they most often declare the possibility of remote or hybrid work, access to the institute if necessary and the possibility of holding meetings via zoom (Figure 14).

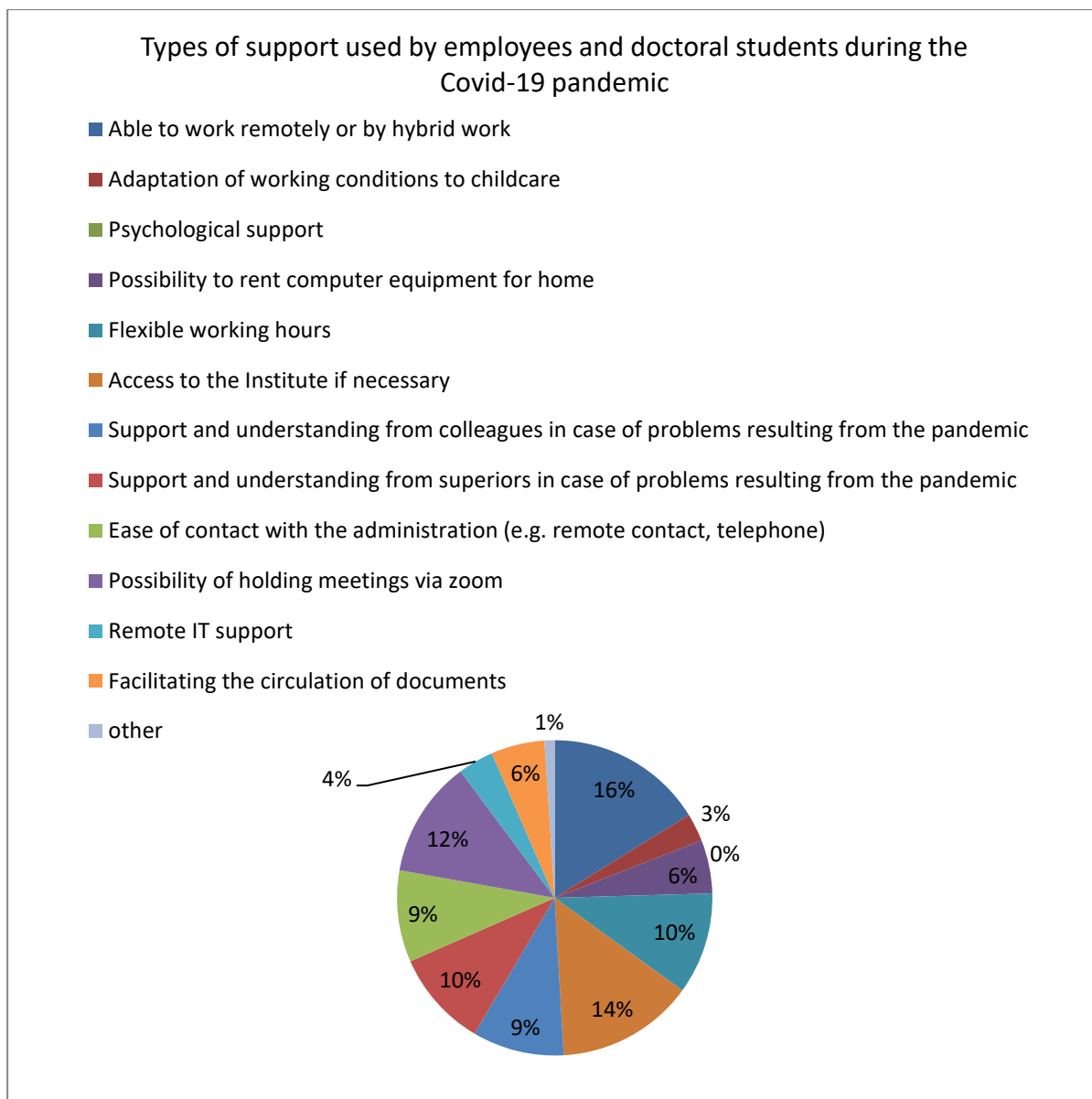


Figure 14. Types of support used by employees and doctoral students during the Covid-19 pandemic.

- 25% of respondents felt inconvenienced during the pandemic, 7% did not know, and 68% did not feel inconvenienced by the pandemic at work. 60% of people experiencing inconvenience declared that their financial situation and quality of life had not deteriorated. Among the problems causing inconvenience, the most frequently indicated was difficulty organising a workplace at home.
- Among the new proposals to improve working conditions in similar situations, employees and doctoral students mention the possibility of having consequences for breaking rules in the Institute. The remaining proposals of employees and doctoral students include activities available during the pandemic; therefore, an important aspect should be clear communication of information and ongoing information about new opportunities.

4. GOALS

Following an in-depth assessment at the Institute of Geological Sciences of the Polish Academy of Sciences, four main goals of the Gender Equality Plan have been proposed:

GOAL 1. Raise awareness of the importance of equality issues and prevent discrimination.

GOAL 2. Continued monitoring to reduce disparities in equality and maintain a balanced gender level in recruitment, career development, and in decision-making bodies.

GOAL 3. Facilitate a healthy work-life balance.

GOAL 4: Ensure integration of gender equality into the content of scientific and innovative research.

These goals relate to five key areas identified by the European Commission for achieving gender equality.

5. Detailed plan for implementation and monitoring

Table 1. Detailed plan for implementation and monitoring

Abbreviations of responsible units: Dyr.I. - Director of ING PAN; HR - Human Resources Department, ZdsR - Equality Team, BIN - Scientific Information Office

GOAL 1. Raise awareness of the importance of equality issues and prevent discrimination			
action	addressees	indicator	responsible unit
Dissemination of the Gender Equality Plan for IGS PAS among employees and doctoral students	Employees and doctoral students of IGS PAS	Dissemination of the plan in research centres and by e-mail	Director I.
Introduction of a newsletter sent by e-mail, containing equality and anti-discrimination content as well as information reminding about the rights, obligations and privileges of employees and doctoral students of IGS PAS	Employees and doctoral students of IGS PAS	Information in the annual reports about the newsletters sent out, the current sending of the newsletters by e-mail and the publishing of the newsletter in the Gender Equality Plan tab	ZdsR
Creating a tab on the ING PAN website regarding the Gender Equality Plan, containing the Gender Equality Plan and other information published in the newsletter	Employees and doctoral students of IGS PAS	Sending the website link to employees and PhD students by e-mail, information in the annual report, information in the newsletter	ZdsR
Translating documents related to employment and organization of work and studies at ING PAN into English	Employees and doctoral students of IGS PAS	Dissemination of the list of translated documents in the newsletter and updates on the INTRANET	Dyr.I., ZdsR, HR, BIN
Development and dissemination of a set of terms related to equality and discrimination	Employees and doctoral students of IGS PAS	Dissemination of the document in the newsletter and publication of the document on the website.	ZdsR
Introduction of procedures to enable the reporting of discrimination cases and the methods of proceeding in the situation mentioned above; disseminating information on the forms of proceedings and methods of reporting cases of discrimination at the Institute	Employees and doctoral students of IGS PAS	Publication of procedures on the website, sending information to employees and PhD students via e-mail.	Dyr.I., ZdsR, HR, BIN
Monitoring of reports of discriminatory behaviour and disciplinary proceedings related to situations of discrimination.	Employees and doctoral students of IGS PAS	Information in the annual report about registered cases	Director I., ZdsR
Continuation of financial support for language courses for employees	Employees and	Information in annual reports on the number of people	Dyr.I., ZdsR,

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and doctoral students of ING PAN, including re-evaluation of the amount of funding	doctoral students of IGS PAS	benefiting from co-financing	BIN,
Dissemination of information on the proceedings of the Scientific Council of the IGS PAS in Polish and English	Employees and doctoral students of IGS PAS	Information sent by e-mail	Dyr.l., ZdsR, BIN,
Continuation of efforts to obtain funds for the adaptation of buildings of research centres for people with disabilities	Employees and doctoral students of IGS PAS	Information in the annual report on activities and submitted applications	Dyr.l., ZdsR,
Conducting a series of mandatory training courses on discrimination, equality, rights and obligations of the employee and doctoral student, and the relationship between the supervisor and the subordinate	Employees and doctoral students of IGS PAS	Conducting a cycle (at least two) trainings, including training dedicated to superiors / supervisors, as well as doctoral students and employees. Information in annual reports about trainings	Dyr.l., ZdsR,

GOAL 2. Continued monitoring to reduce disparities in equality and maintain a balanced gender level in recruitment, career development, and in decision-making bodies.

action	addressees	indicator	responsible unit
Introduction of a gender identity declaration by employees and doctoral students and the possibility of using it at work and during studies at the IGS PAS	Employees and doctoral students of IGS PAS	Introduction of a voluntary declaration of gender identity in the personal survey of newly recruited employees and doctoral students of ING PAN, enabling the submission of such a declaration by current employees and doctoral students (information sent in the newsletter)	ZdsR, HR, Dyr.l.
Mentoring people at the beginning of their professional career, coming from groups at risk of unequal treatment, incl. informing about the possibilities of counteracting discrimination, indicating people helpful in solving specific problems, etc.	Employees and doctoral students of IGS PAS	Information in annual reports on the number of mentored people and actions taken	ZdsR
Continuation of awarding scientific scholarships of the Director of the Institute of Geological Sciences of the Polish Academy of Sciences for employees pursuing extramural doctorates and young, outstanding scientists with a doctoral degree	Employees of IGS PAS	Information in annual reports on the number of scholarships awarded	Dyr.l., ZdsR; Hr
Striving to improve the gender balance in the Scientific Council of IGS PAS	Employees and doctoral students of IGS PAS	Achieving a higher gender balance (by at least 10%) after the next Scientific Council elections, comparative information in the annual report	Director l., ZdsR
Maintaining the gender balance in the IGS PAS decision-making bodies	Employees of IGS PAS	Information in annual reports on the comparison of the composition of decision-making bodies	Director l., ZdsR

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GOAL 3. Facilitate a healthy work-life balance.			
action	addressees	indicator	responsible unit
Conducting an information campaign on the possibilities of work-life balance, including the possibility of a flexible work system including remote work outside the pandemic period	Employees and doctoral students of IGS PAS	Dissemination of the information in the newsletter	Dyr.I., ZdsR, HR
Introduction of recommendations on the hours of business meetings conducive to the work-life balance	Employees and doctoral students of IGS PAS	Dissemination of the information in the newsletter	Director I., ZdsR
Developing a path for reporting the current needs of employees and doctoral students	Employees and doctoral students of IGS PAS	Dissemination of the information in the newsletter	Director I., ZdsR

GOAL 4. Ensure integration of gender equality into the content of scientific and innovative research.			
action	addressees	indicator	responsible unit
Training of employees on the inclusion of gender equality aspects in research content	Employees of IGS PAS	Provide training; information in the annual report	Director I., ZdsR

6. Summary

The employment structure at IGS PAS, as well as, the age and seniority of the respondents, indicate that the Institute is dominated by young employees and doctoral students headed by more experienced senior superiors and co-workers. A detailed assessment revealed that employees of the IGS PAS have a strong desire for their workplace to adhere to the modern concepts of human rights and equality as set out by EU guidelines. They indicated the desire to declare their gender identity, have discrimination issues addressed, and continue seeking ways to strive for equality. Unfortunately, many aspects revealed in the questionnaire are related to a greater or lesser degree of disinformation. Consequently, many proposed activities are based on the need for training to raise awareness and improve the flow of information.

Signature of the Director
Institute of Geological Sciences PAS