

Gender Equality Plan

2022–2025

Czech Academy of Sciences, Institute of Archaeology, Brno

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The **Gender Equality Plan** of the Institute of Archaeology of the Czech Academy of Sciences, Brno (also referred to as 'ARÚB' or 'Institute of Archaeology'), is a practical tool for promoting and supporting goals, mechanisms and measures aimed at improving equal opportunities for men and women in research and human resource management. It reflects the priorities of the European strategy in this area and the requirements of national and international grant funding programmes. Equal opportunities in working conditions, career growth, evaluation and remuneration are fundamental priorities for a modern scientific institution. By adopting the Gender Equality Plan (GEP), the Institute of Archaeology declares its interest in development and strives to be a modern scientific institution supporting and acknowledging diversity at all levels. The plan aims to improve working conditions, organisational culture and work environment to achieve the highest standards possible.

In the GEP implementation, ARÚB will focus on the following areas:

1. Work-life balance and organisational culture
2. Gender balance in leadership and decision-making
3. Gender equality in recruitment and career progression
4. Integrating the gender dimensions into research content
5. Measures against gender-based violence, including sexual harassment
6. Equal pay

The measures are aimed at changes and improvements on all levels of gender issues, including cultural, institutional, interpersonal and individual aspects. The presented Gender Equality Plan sets up an action plan for the implementation of specific activities and defines indicators that will be measurable, achievable, realistic and time-bound to enable ongoing monitoring of progress while reflecting the current needs of the institution.

The process of committing to the formal promotion of systemic and sustainable changes in equal opportunities for all ARÚB employees continues after obtaining the Logib Certificate repeatedly and improving the Gender Equality Plan. The institute's utmost interest is to – considering its integration into international scientific cooperation, participation in European research grant programmes and the needs identified through gender audits – continue to follow European trends and focus on cultivating an environment where scientific activity takes place. By adopting the GEP, the Institute of Archaeology commits to integrating gender equality principles into work processes and management as well as taking specific steps to implement the plan.

In Brno

Mgr. Balázs Komoróczy, Ph.D.

Director of the Institute of Archaeology of the Czech Academy of Sciences, Brno

1. Institute of Archaeology in Brno

The Institute of Archaeology of the Czech Academy of Sciences, Brno, builds on the branch of the State Institute of Archaeology in Prague, established in 1942. In 1953, the Brno branch became part of the Czechoslovak Academy of Sciences and gained independent status in 1970 as the Institute of Archaeology of the Czechoslovak Academy of Sciences, Brno. In the early 1990s, the institute underwent significant changes and substantial reorganisation with new leadership as part of the newly conceived Czech Academy of Sciences, transformed by 31 December 1992 and funded from the state budget. Since then, ARÚB has focused its primary activities on basic research. In 1995, a new scientific concept for the institute was developed and put into practice, guiding its activities to this day. A pivotal moment for the scientific and organisational area was marked by the change of the institute's status from a contributory organisation to a public research institution in 2007. This change brought about new legal, economic and organisational conditions, providing ARÚB with new opportunities for development in line with a 21st-century scientific institution.

2. Gender equality

Equality of women and men is one of the fundamental values of the Czech Republic, guaranteed by the *Charter of Fundamental Rights and Freedoms*. At the national level, this area is further defined by the government document *Gender Equality Strategy for 2021–2030*,¹ which covers eight thematic areas (work and care, decision making, safety, health, knowledge, society, external relations and institutions). A key document at the European level is the *Gender Equality Strategy 2020–2025*.²

Within the EU, the Czech Republic ranks below average in the EIGE index (*Gender Equality Index of the European Institute for Gender Equality*), and there are still numerous gender inequalities persisting in Czech society. The Czech Republic performed worst in the areas of power (representation of women in decision-making positions), time (division of caregiving roles) and knowledge (equality in education). These inequalities are not just abstract statistical indicators; on a practical level, they affect virtually every individual's life in society. While the Czech Republic slightly improved its absolute score in 2019 compared to the 2017 index, the fact remains that the pace of improvement is slower than the EU average. The progress made in gender equality is primarily attributed to equal treatment legislation, the integration of gender perspectives into all policies and specific measures to improve the status of women. The implementation of strategic plans should contribute to further reducing these inequalities and moving closer to a state where the potential of every individual is fulfilled regardless of social expectations and conscious or unconscious disadvantages. In the absence of a strategic framework and

¹ Gender Equality Strategy for 2021–2030, Office of the Government of the Czech Republic.

² Gender Equality Strategy 2020–2025, European Commission.

clear direction for gender equality policies, it can be assumed that a significant portion of existing inequalities would persist or even deepen.

The obligation for all research institutions in EU countries and associated countries to develop a Gender Equality Plan significantly contributes to reducing the mentioned inequalities. The GEP becomes an eligibility criterion for all research organisations in the EU wishing to participate in the Horizon Europe programme, starting from calls with deadlines in 2022. From the perspective of the European Commission, this document is considered a Gender Equality Plan when it meets the mandatory requirements (called the building blocks) and covers five recommended thematic areas.

Four minimum requirements of the European Commission on a GEP:

1. It is a formal document that affirms the existence of a Gender Equality Plan in accordance with GDPR, is signed by the top management and published on the institute's website.
2. The institution must allocate specific resources for the implementation of the plan, achieving its goals, monitoring and evaluating the plan, including adequate staffing.
3. It must include measures and objectives, ensuring ongoing assessments based on established indicators through annual reports.
4. It must include awareness-raising and training activities on gender equality for employees and decision-making authorities.

Five recommended thematic areas that should be covered by a GEP:

1. Work-life balance and organisational culture
2. Gender balance in leadership and decision-making
3. Gender equality in recruitment and career progression
4. Integrating the gender dimensions into research content
5. Measures against gender-based violence, including sexual harassment

3. GEP working committee

The Institute of Archaeology of the Czech Academy of Sciences, Brno, allocated human and financial resources for the development and implementation of the GEP. On 9 November 2022, the Working Committee for the Gender Equality Plan Development (hereinafter referred to as the 'GEP Committee') was appointed, consisting of (in alphabetical order) Ing. Iлона Imramovská, Mgr. Balázs Komoróczy, Ph.D., Mgr. Klára Matulová and doc. Mgr. Sandra Sázelová, Ph.D. The main tasks and objectives of the committee in 2022 were to conduct an analysis of the current state of gender equality and develop the action plan for 2023–2025. The composition of the GEP Committee was chosen with the intention to represent all types of professional classifications of the institute's employees. Based on the committee's activities and the institution's needs, the GEP Committee may be expanded in the future.

4. Internal gender audit

An analysis of the current state of gender equality at ARÚB was conducted in 2022. The internal investigation was carried out by employees entrusted with this task from the beginning of the year until 30 November 2022. The analysis comprised several parts: collection and analysis of statistical data (data on the representation of men and women in 2019–2021), quantitative survey (questionnaire survey and personal interviews with the institute's top management) and institutional analysis (content analysis of documents and evaluation of the organisational culture). Data monitoring gender equality were then summed up in the *Final Report on the Analysis of ARÚB Personnel Policy Regarding Gender Equality in 2019–2021*, available as an internal document, and its conclusions formed the basis for this Gender Equality Plan. Subsequently, an action plan with a schedule was set up based on the analysis, aiming to create a working, educational and social environment that respects the rights and dignity of all individuals in the workplace.

5. Gender equality plan

The ARÚB Gender Equality Plan encompasses specific measures to promote gender equality and equal opportunities for women and men in six thematic areas for 2022–2025. These strategies focus not only on gender equality but also on the overall organisational culture of the institute. The first step towards implementing the plan is the establishment of a new GEP Committee (through an internal memorandum), which will oversee the plan's implementation according to a schedule. The GEP Committee will meet regularly, at least twice a year, and in the process of implementation, monitoring and evaluation will collaborate with external experts. The GEP Committee will inform all employees annually on the progress of individual activities through internal interim reports and other shared communication platforms. The outcome will also be shared with the public in the Annual Report.

5.1. Work-life balance and organisational culture

Improving working conditions and overall cultivation of organisational culture currently rank among the main priorities of the Institute of Archaeology in the field of human resource management. Although it is a long-term and continuous process, the commitment to gender equality has not been sufficiently formalised or anchored in the institute's internal or strategic documents yet. Based on the conducted investigation, the individual and accommodating approach of the top management to the needs of each employee has been positively evaluated, along with support for their professional development, further education and the interest in creating a fair and motivating work environment. The GEP Committee recommends that ARÚB focus primarily on reviewing and updating strategic and internal documents in this area, increasing transparency, improving communication within the institution and towards the public, formalising rules for work-life balance, updating employee benefits, conducting regular employee satisfaction surveys and raising awareness on gender equality and unconscious gender biases through training for all employees and decision-makers.

5.2. Gender balance in leadership and decision-making

Despite the continuous increase in the representation of women among students, this trend is not reflected in their actual representation in research positions, with only 29% of women employed as researchers in the Czech Republic in 2019.³ Women are an underrepresented group among research professionals, even though they outnumber men in the Master's study programmes, and their representation is nearly balanced at the doctoral level of study. Consequently, there is a lack of diversity both in research teams and scientific fields, leading to a certain gender segregation in science. As a result, women have only a small share and impact in decision-making, strategic and supervisory bodies of institutions.

The investigation at the Institute of Archaeology during the monitored period revealed the occurrence of vertical segregation, i.e. disproportionate representation of women or men at various levels of the employment hierarchy, especially in leadership, decision-making or research positions, even though overall women outnumber men at ARÚB (the annual average is around 80 employees). Women currently hold leadership roles solely in service departments; they have not yet been appointed a director of the institute or heads of research centres. The increase in the number of women and men in doctoral and post-doctoral positions during the monitoring period is positively evaluated, reflecting the top management's long-term efforts for generational change. The GEP Committee recommends regularly monitoring the representation of women and men at all positions within the institute's organisational structure and continuing active efforts towards generational change. In case of persistent imbalance in scientific, leadership and decision-making positions, the committee recommends proposing and implementing specific measures. When opening a new academic position or assembling a scientific council, actively

³ For statistics, see e.g. Crofony, T., Dvořáčková, J., Rypáčková P. et al. 2020: Jak na změnu: genderová rovnost ve výzkumné instituci. Praha, NKC – gender a věda, Sociologický ústav AV ČR, v. v. i.

seek out and approach suitable female candidates while maintaining the appropriate professional qualifications. Additionally, it is recommended to highlight successful female scientists in the field and invite them to lectures to inspire female researchers and students considering a career in archaeology. The GEP Committee recommends encouraging and utilising ways to motivate and reward promising talented female scholars.

5.3. Gender equality in recruitment and career progression

Rules for the composition of hiring committees (including balanced representation of women and men), prevention of bias and principles of the recruitment process for non-academic positions are not formalised or anchored in any internal document at ARÚB. The process of obtaining feedback from employees is also not established. Currently, there are no strictly defined rules for employee onboarding at the institute. The GEP Committee recommends that ARÚB formalise rules for the composition of committees, standardise the process of hiring new employees (following OTM-R principles) and provide training for individuals involved in selection processes and training on gender-sensitive language. Based on the principle of non-exclusion, ensure better communication of information to non-Czech-speaking employees. It is recommended to create a handbook for new employees and systematically gather feedback from current and leaving employees.

5.4. Integrating the gender dimensions into research content

The topic of the gender dimension in research has not been systematically promoted by ARÚB, although the assessment of the relevance of the gender perspective and its potential integration into the research content is now required by national and international grant providers. Among ARÚB employees, there is a lack of awareness of the principles of the gender dimension in both society and research. The GEP Committee recommends organising a workshop for employees on integrating the gender perspective into research and supporting further education in this area.

5.5. Measures against gender-based violence, including sexual harassment

The Institute of Archaeology unequivocally advocates zero tolerance for discrimination, harassment and gender-based violence. However, the investigation has shown that the current formal complaint process is only generic and does not reflect the specifics of sexual harassment. Training focused on preventing gender-based violence has not yet taken place. The GEP Committee recommends appointing a trained employee who will deal with cases of discrimination, including sexual harassment, and to whom employees can safely contact. Furthermore, we recommend providing training for all employees on gender-based violence and sexual harassment.

5.6. Equal pay

The Institute of Archaeology of the Czech Academy of Sciences, Brno, has already conducted an analysis of the gender pay gap. In 2020, ARÚB, in collaboration with the Ministry of Labour and Social Affairs of the Czech Republic, was awarded the Logib Certificate for completing an analysis of the remuneration of women and men. In 2022, the Logib tool was used to repeat the analysis to verify the latest developments in wage disparities and the certificate was successfully reissued in September. The GEP Committee recommends that ARÚB continue with regular analysis of the wage situation and make efforts to address any existing inequalities.

6. Action plan

1. Work-life balance and organisational culture

Activity	Objective	Indicator	Responsible unit	Deadline
Revision and updating of internal documents at ARÚB with respect to the formal adoption of gender equality policies (including the use of gender-sensitive language)	Culture cultivation and increasing transparency	Number of revised documents	ARÚB Director, GEP Committee	2023
Revision and updating of internal documents at ARÚB with respect to the current employee benefits and conditions of the work-life balance	Culture cultivation, increasing transparency and improving communication between employer and employees	Number of revised documents	ARÚB Director, GEP Committee	2023
Implementing the intranet website	Improving internal communication	Link on the ARÚB website	ARÚB Director, IT employee	2023
Regular employee satisfaction surveys	Improving internal communication and reflecting the real needs of employees	Number of respondents	ARÚB Director, GEP Committee	2023, 2024, 2025
Create basic facilities for employees with small children at the workplace	Improving conditions of employees with children	Purchasing a baby changing table and placing it in the main ARÚB building	GEP Committee	2023
Gender equality workshop for all employees	Raising awareness on gender equality and promoting equal opportunities	Number of workshops, number of participants	GEP Committee	2023, 2025

2. Gender balance in leadership and decision-making

Activity	Objective	Indicator	Responsible unit	Deadline
Collecting and assessing gender-disaggregated data	Monitoring and development of the personnel representation at ARÚB	Data published in the GEP Interim Report and Annual Report of ARÚB	Technical-Economic Department	2022, 2023, 2024, 2025
Lecture led by successful female scientists in archaeology	Making talented female colleagues visible, motivating young female scientists	Number of lectures, number of participants	ARÚB Director, GEP Committee	2023, 2024, 2025

3. Gender equality in recruitment and career progression

Activity	Objective	Indicator	Responsible unit	Deadline
Formalise the rules for hiring non-academic workers following the OTM-R principles	Measures for the transparent recruitment process	New document	ARÚB Director, GEP Committee	2024
Training for employees who participate in recruitment process	Reducing unconscious gender bias	Number of training sessions, number of participants	GEP Committee	2024
Training on gender-sensitive language and communication for decision makers and PR team	Improving internal and external communication	Number of training sessions, number of participants	GEP Committee	2024
Create a handbook for new employees	Strengthening employee awareness and simplifying the adaptation process	Created handbook	GEP Committee, Technical-Economic Department, ARÚB Director	2025
Create an exit survey questionnaire	Getting feedback	Created questionnaire	GEP Committee	2023

Translation of the GEP and the most important internal guidelines at ARÚB in English	Removing the language barrier in communication with all employees	English version of GEP published on ARÚB website; translated internal documents	GEP Committee	2023, 2024
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4. Integrating the gender dimensions into research content

Activity	Objective	Indicator	Responsible unit	Deadline
Workshop on integrating the gender dimension into research content	Raising awareness in gender issues in research	Number of workshops, number of participants	GEP Committee	2024

5. Measures against gender-based violence, including sexual harassment

Activity	Objective	Indicator	Responsible unit	Deadline
Appointing a contact person	Measures against gender-based violence	Appointed person	ARÚB Director	2023
Training for the appointed contact person	Ensuring adequate training and education	Completed training	GEP Committee	2024
Surveying and adopting appropriate and functional tools to address potential gender-based violence and sexual harassment	Creating a safe space to report inappropriate behaviour	Measures taken	Contact person, GEP Committee	2024, 2025
Gender-based violence workshop for all employees	Prevention of inappropriate behaviour	Number of workshops, number of participants	GEP Committee	2024

6. Equal pay

Activity	Objective	Indicator	Responsible unit	Deadline
Regular analysis of pay gap using the Logib tool	Pay gap prevention	Obtaining Logib Certificate	Technical-Economic Department	2024