

## GENDER EQUALITY PLAN

### INTRODUCTION

The Gender Equality Plan (GEP) for the Road and Bridge Research Institute is based specifically on the following legislation:

- Constitution of the Republic of Poland of 2 April 1997 (Journal of Laws of 1997, No. 78, item 483),
- 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 (Journal of Laws of Laws EU L 2006. 204. 23),
- Act of 26 June 1974 Labour Code, i.e. of 18 June 2020 ([Journal of Laws of 2020, item 1320](#)),
- The Act of 6 June 1997, Penal Code, i.e. of 2 December 2021 ([Journal of Laws of 2021, item 2345](#)),
- Act of 23 April 1964 Labour Code, i.e. of 16 September 2020 (Journal of Laws of 2020, item 1740).

It is compatible with:

- Article 8 of the Treaty on the Functioning of the European Union,
- Communication of the European Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions: A Union of Equality: Gender Equality Strategy 2020-2025

and

- It takes into account good practices used in other GEP documents in the EU countries.

Diversity and equality are fundamental values of society and contribute to the advancement of science. This plan is designed to ensure that policies and rules are implemented and followed to guarantee that the Institute is a safe place to work for all, respecting the guiding principles of:

- equality,
- diversity,
- freedom from discrimination,
- provision of freedom for academic, professional and personal development.

It will establish and promote policies that support equality in the academic careers of female and male employees at various levels, ensure gender balance in decision-making processes and bodies.

The Gender Equality Action Plan applies to the entire community creating and collaborating with the Road and Bridge Research Institute.

The GEP for the Institute is the result of a workforce and development analysis. This is a strategy planned for four years (2021-2024) that will be developed and modified as needed. The aim of introducing the Gender Equality Plan is to increase diversity in the entity, which is expected to ensure extension of the IBDiM's scientific potential. To this end, it is planned to undertake activities related to constant monitoring of the participation of women and men in particular spheres of the Institute's operations (employment, participation in projects, competitions, trainings, etc.).

**ASSESSMENT OF CURRENT STATUS**

As a result of the current state survey, data was collected (2019-2021), the analysis of which allows us to evaluate the following aspects:

1. Opportunity for career and advancement within the entity.
2. Work-life balance.
3. The impact of the COVID-19 pandemic on gender equality.
4. Inclusion of gender dimensions into research content.
5. Prevention of bullying, measures against gender-based violence including sexual harassment.

**1. Opportunity for career and advancement within the entity.**

Due to the profile of the Institute's activity, which deals with the issues of road and bridge infrastructure, conducting scientific studies as well as research and development work in the field of principles of design, construction and maintenance of roads, bridges and airport pavements, the only criterion for the selection of employees is their qualifications. The majority of those employed in the entity are male - 109. The number of women is 75.

Leadership positions include:

- 9 women, representing 47% of the total number of managers;
- 12 men, representing 53% of the total number of managers.

**Table. 1 Employment by position as of 30.09.2021**

<b>position</b>	<b>total</b>	<b>including women</b>	<b>Share % female</b>
research workers	23	4	17%
research and technical staff	8	2	14%
technical and engineering staff	91	29	32%
administrative and economic staff	42	29	69%
support staff	16	10	62%

Management Board	4	1	25%
<b>Total</b>	<b>184</b>	<b>75</b>	<b>41%</b>

Both genders are treated equally in the establishment and termination of employment relationships, in the determination of employment conditions, in promotions and in access to training to improve professional qualifications. No preference is given to a specific gender during recruitment. Recruitment ads are phrased using neutral language and the requirements are only in the area of competencies and skills. Qualifications, work experience and the degree of effort (physical and mental) required to perform the work are evaluated; gender or racial background is not important.

In order to avoid discrimination or discretionary calculation of remuneration, the IBDiM has its own *Remuneration rules*, which include regulations for calculating remuneration according to position and qualifications (seniority, scientific achievements, experience and education). This implements the principle of equal pay for equal work and the principle of equal pay for work of equal value.

Item 3, § 1 of the *Remuneration Rules* at the Road and Bridge Research Institute states that the document “*comprises and applies to all employees working at the Institute*”, without any division.

Due to the specific nature of the Institute's activities and the variety of positions, it is not possible to have an even gender ratio of newly recruited staff. Nevertheless, there is a noticeable pattern that people applying for laboratory and technical positions are mainly men, while for so-called “office” jobs - mainly women.

According to the Act of 30 April 2010 on research institutes, the Scientific Council is a decisive, initiating, opinion-making and advisory body of the institute within the scope of its statutory activity and in matters concerning the development of scientific as well research and technical staff. The composition of the Scientific Council is the result of elections carried out by the staff of the Institute. In view of the process of selecting the members of the Scientific Council and the various Commissions, the question of gender balance in the composition of the Scientific Council is solely the result of the election decisions of the Institute staff, over which the Institute’s Management Board has no influence. In addition, according to the provisions of the Act on Research Institutes, at least 50% of the composition of the Council are non-employees of the Institute, who are approved by the Minister, so the Institute's employees have real influence on only half of the composition of the Scientific Council.

An analysis of employment relationship terminations (for various reasons: retirement, by mutual agreement) for 2018 - 2020 was also conducted, which shows that the same rules apply to all employees at the Institute. The analysis data are presented in Table 2.

**Table 2. Employment Relationship Terminations 2018-2020**

<b>Number of terminations of employment contracts</b>	<b>2018</b>	<b>Percentage share in total number</b>	<b>2019</b>	<b>Percentage share in total number</b>	<b>2020</b>	<b>Percentage share in total number</b>
Women	5	31%	6	50%	7	54%
Men	11	69%	6	50%	6	46%
<b>Total</b>	<b>16</b>	<b>100%</b>	<b>12</b>	<b>100%</b>	<b>13</b>	<b>100%</b>

## **2. Work-life balance.**

At the Road and Bridge Research Institute, the fulfilment of the applicable provisions of the labour law on equality between men and women, on the protection of pregnant women and on parenthood is carried out in accordance with the applicable legal system. The Institute's management provides opportunities for the full exercise of rights under the law to protect pregnant women and parenting rights.

In a situation where a female employee's previous work could have a negative impact on her pregnancy, measures were taken to avoid the risks by transferring the employee to another position while retaining her existing remuneration. Female employees of the Institute enjoy all the monetary and non-monetary benefits due to them; enabling pregnant employees to attend medical examinations, providing maternity, parental, and child care leaves, and upon return to work, paid breaks for feeding the child, 2 days for child care.

Eligible fathers of children also benefit from some of the benefits due, depending on the law. In 2020-2021, three female employees took the opportunity to take parental leave immediately after maternity leave, as well as the child care leave in one case.

The Institute did not record any case of refusal to hire, refusal to promote or to refer for training because of pregnancy or being a parent, which could indicate discrimination against women.

## **3. The impact of the COVID-19 pandemic on gender equality**

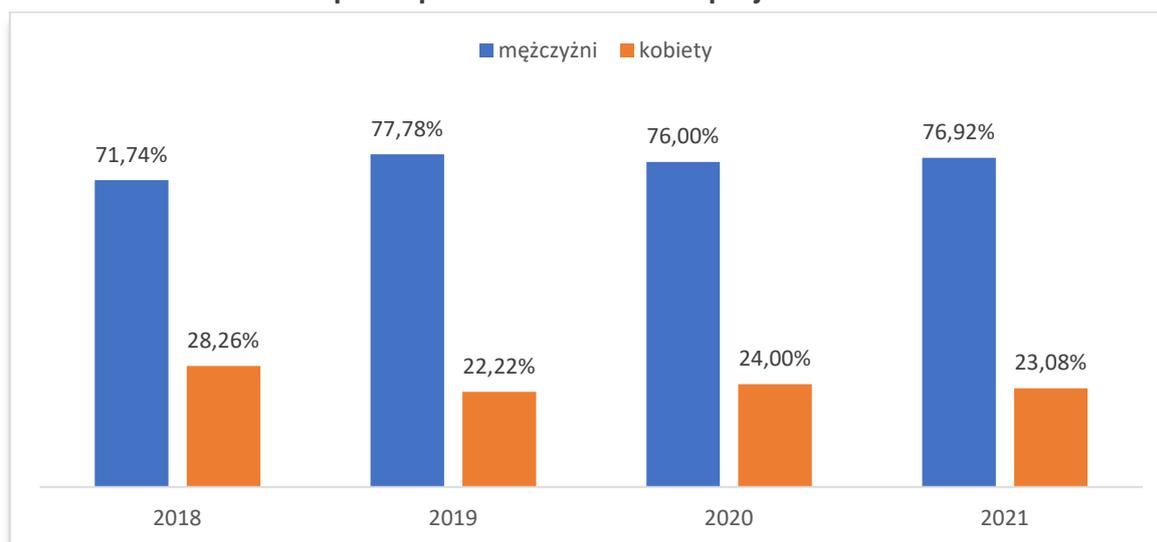
Due to the prevailing Covid-19 pandemic, the Institute in 2020-2021 - in accordance with the current *Act of 02 March 2020 on specific solutions related to the prevention, counteraction and eradication of COVID-19, other infectious diseases and crisis situations caused by them* - allowed employees, for a limited period of time, to provide work specified in the employment contract, outside the place of its permanent performance, i.e. remote work.

In addition, at the Institute an employee had the opportunity to take advantage of the additional care allowance available to parents or legal guardians caring for a child under the age of 8. For example, in 2021, 6 parents, including 4 men, used this form of child care.

#### 4. Inclusion of gender dimensions into research content.

The analysis found no violations in terms of barriers to inclusion of gender dimensions into research content. The IBDiM employees are treated equally in terms of their involvement in research and scientific work. Project implementation teams are matched for qualifications. The percentage of women and men in the ongoing projects co-financed with national and international funds during 2018-2021 was also investigated, which was as shown in Table 3.

**Table 3. Women and men participation in co-financed projects 2018-2021**



The share of women in technical teams implementing projects accounts for nearly ¼ and no major changes have been recorded over the years. It can be concluded that considering the proportion of women in the very scientific staff of the IBDiM which is 36 to 124 (29% are women) it is satisfactory, but can be improved in the coming years.

A quantitative analysis of data on the publication of scientific papers by women and men shows that, year after year, the proportion of women in this area increases. This is related, among others, to the pro-publication policy of the IBDiM Management Board addressed at all employees (substantive and financial support as well as monitoring of progress). As you can see, this support has a positive impact on increasing the number of published scientific papers by the IBDiM female employees.

**Table 4. IBDiM staff publications for the period 2018-2021 by gender**

Year	Women	Men	percentage of women
2018	14	65	18%
2019	14	57	20%
2020	47	86	35%
2021	37	58	39%

### ***5. Prevention of bullying, measures against gender-based violence including sexual harassment.***

In order to prevent mobbing and discrimination of employees, the Director of the Road and Bridge Research Institute introduced an internal anti-mobbing policy by Order No. 12/09 of 31 July 2009. Provisions are designed to:

1. Clarify individual problem situations perceived by employees as forms of unlawful treatment by the employer, colleagues or subordinates in the workplace, including bullying and discrimination.
2. Provide objective, reliable opinions to the employer on the conflict situations reported.
3. Propose the introduction of system solutions to shape positive interpersonal relations and positive patterns of organizational culture at the Institute.

The Institute undertakes to appoint a Gender Equality Officer from 1 April 2022.

The appointment of a Gender Equality Officer is intended to enable the verification of the established goals of improving gender equality, monitoring and verifying related reports. It is the Gender Equality Officer that any adverse developments in equality and anti-bullying policies will be reported to.

### **MONITORING**

In order to monitor and verify the correctness of the implementation of the Gender Diversity Plan at the Road and Bridge Research Institute, it is assumed to perform semi-annual reporting and evaluation of the progress of the plan's implementation, including:

- a report of newly hired employees with consideration of gender diversity,
- a report on employment by position,
- a report on participation in projects,
- a statistical report on the participation of women and men in recruitment processes.

The Gender Equality Officer will be the person responsible for preparation of the reports and they will compile the reports based on data collected from each Division. The IBDiM management will provide overall support for the Gender Equality Officer's activities.

Additionally, the Gender Equality Officer will conduct the necessary periodic awareness and training activities for the IBDiM employees regarding:

1. **Strengthening work life balance and institutional culture**, such as:
  - monitoring the participation of women and men in grant competitions, projects, research topics;
  - monitoring the participation of women and men in scientific development procedures;
  - monitoring the participation of women and men as speakers in seminars, workshops and scientific conferences.

Measures:

- a report on the gender criterion of employee participation in co-financed projects and project proposals submitted;
- a report on papers delivered by gender, on participation in scientific conferences, workshops and seminars;
- a report with gender and employment criteria based on forms of employment and/or flexible working hours, statistical analyses;
- number of parents receiving child care support while working.

**2. Strive for balanced gender representation in management and decision-making groups:**

Measures:

- a statistical report on the participation of women and men in management staff.

**3. Measures to improve gender equality in staff recruitment and development processes:**

- review, updating and making the existing procedures more detailed in collaboration with Human Resources Department.

Measures:

- a statistical report on the participation of women and men in the recruitment process and competitions for scientific positions

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

- appointment of the Gender Equality Officer;
- reviewing and updating the anti-discrimination and anti-bullying procedure that allows adverse harassment and discrimination to be reported both by the person who has experienced discrimination and by the head of the organizational unit to the Gender Equality Officer;
- trainings and workshops on counteracting stereotypes, prejudice, discrimination, harassment;
- introduction of equality language within the organization.

Measures:

- report on the number of reports (complaints) from women and men to the Gender Equality Officer (statistical analyses);
- report on the number of people trained, trainings and workshops on countering stereotypes, prejudice, discrimination, harassment.

Additional information

- this Gender Equality Plan was adopted by the IBDiM authorities on 10 March 2022

- this Gender Equality Plan was published at the IBDiM website on 15 March 2022
- this Gender Equality Plan has been disseminated to the IBDiM employees and a hard copy is on file with the heads of the IBDiM divisions and departments.
- The Gender Equality Officer, to whom all matters related to the implementation of the Gender Equality Plan, including any undesirable developments in the field of equality and anti-bullying policy can be reported, is available in room 19 in the PODKOWA building.