



Gender Equality Plan of the Road and Bridge Research Institute for the years 2025-2028

Warsaw, 31 December 2024

Introduction

In 2020, the Road and Bridge Research Institute developed its first document titled the *Gender Equality Plan (GEP)*, which included an analysis of the current state and the strategy aimed at monitoring compliance with the principles and rules ensuring respect for four key areas: equality, diversity, freedom from discrimination, and the right to scientific, professional, and personal development of employees. The first edition of the GEP was prepared for the years 2021–2024.

Based on the guidelines and relevant indicators outlined in the *Gender Equality Plan*, a report evaluating the implementation of the Plan for the years 2021–2023 was prepared in 2024. The report examined key areas such as broadly understood employment, work-life balance, the gender dimension in research content, and preventive measures against mobbing, violence, and sexual harassment. The data collected indicate that the employer makes every effort to ensure that *equality* and *diversity* are present in many aspects of the Institute's operations, including remuneration, career advancement, and access to managerial positions. No disparities were observed in access to work-life balance measures, with both genders having equal opportunities to benefit from available forms of support for reconciling professional and private life. The Road and Bridge Research Institute has had an internal anti-mobbing procedure in place for the past 15 years.

This document presents the second edition of the Gender Equality Plan developed for the Road and Bridge Research Institute, covering the next four years, from 2025 to 2028. The areas of the Plan have not been changed, as they encompass key issues that remain the subject of analysis. However, the set of indicators used to conduct the annual evaluation of the Institute's functioning has been expanded. This will allow for the identification and elimination of potential problems more effectively.

Monitoring Areas and Indicators

I. From Recruitment to Termination of Employment, Including Career Development Pathways

1. Recruitment

The recruitment process for candidates at the Road and Bridge Research Institute (IBDiM) should be considered in two aspects: scientific and non-scientific positions.

The differences arise from the necessity to apply the provisions of the *Act on Research Institutes* and the *Institute's Statutes* to candidates for scientific positions.

Indicators:

- a) *number of candidates for scientific positions (including: external and internal recruitment),*
- b) *number of candidates for non-scientific positions,*
- c) *structure of employee groups with the highest demand for new Staff,*
- d) *age and gender distribution of newly hired employee,*
- e) *structure of newly hired employees in the analysed years compared to previous years.*

Using the above-mentioned indicators, it will be possible to assess the demand for employees within specific job categories, and to determine the proportion of candidates for scientific positions in relation to non-scientific ones.

Moreover, the information will help illustrate the development of age and gender structure among newly hired employees, as well as establish the percentage of published recruitment announcements that result in final employment.

2. Employment Status

In accordance with the current remuneration regulations and the provisions of the Act on Research Institutes, the Institute recognizes five categories of employees: scientific Staff, research and technical Staff, engineering and technical Staff, administrative, economic, and library Staff, support Staff

Indicators:

- a) structure of employees across individual staff categories,*
- b) employment levels in the analysed years compared to previous years,*
- c) age and gender distribution within each staff category,*
- d) length of service at the Institute by job category,*
- e) length of service at the Institute by gender,*
- f) staff categories, age groups, and genders with the most significant changes,*
- g) structure of employees working part-time.*

The above information will make it possible to identify which job categories constitute the largest or smallest share of the Institute's overall structure.

It will also help determine which group has the highest or lowest number of women, and which group includes employees with the longest length of service at the Institute.

3. Leadership Roles

The organisational structure of the Institute, in addition to the management team consisting of the Director and Deputy Directors, includes a range of roles starting with managerial positions such as Heads and Deputy Heads of Departments or Divisions. It also encompasses other functions, including: Plenipotentiaries and Inspectors responsible

for specific areas, Chairs of advisory and consultative committees, and the Editor-in-Chief of the Institute's publishing house.

Indicators:

- a) *structure of assigned roles, divided into managerial and other functions,*
- b) *age groups and gender distribution of employees entrusted with functions,*
- c) *assigned functions in the analysed years compared to previous years*
- d) *assigned functions according to seniority at the Institute,*
- e) *turnover of assigned functions.*

The results of the above data will provide insight into whether the employer, in accordance with the principle of equality, assigns or extends functions to employees of both genders.

They will also show how long employees hold their assigned roles and whether there is a correlation between seniority at the Institute and the likelihood of being entrusted with a function.

4. Promotions in Scientific and Non-Scientific Roles

Scientific promotions are associated with academic development, such as an employee obtaining a scientific degree or title. A transfer to a scientific position may occur within the group of scientific staff - for example, from Assistant to Associate Professor - or from a non-scientific group, such as from Senior Engineering and Technical Specialist to Assistant.

The second group of promotions analysed includes transfers among employees holding non-scientific positions. For example, within the group of engineering and technical staff, there are eight levels that enable

professional development and, consequently, promotion to a higher position.

Indicators:

- a) *number of promotions to scientific positions,*
- b) *structure of scientific promotions by age group and gender distribution.*
- c) *scientific promotions in the analysed years compared to previous years,*
- d) *number of promotions in non-scientific job categories,*
- e) *non-scientific promotions by age group and gender distribution,*
- f) *non-scientific promotions in the analysed years compared to previous years,*
- g) *share of scientific and non-scientific promotions in the total number of employees,*
- h) *analysis of the structure of scientific and non-scientific promotions in relation to the time required to obtain them.*

The data will illustrate both the overall and detailed scale of promotions at the Institute, the participation of both genders in these processes, and the correlation between length of service and promotion.

5. Salaries by Job Categories

The remuneration regulations at the Institute define the conditions for remuneration for work performed in a given job position within a specific employee group. The base salary of employees is determined as the product of a base value and a coefficient specified in the salary coefficient schedule. In addition to the base salary, employees are entitled to additional components that make up the total remuneration, such as a seniority allowance, a foreign language proficiency allowance, or an allowance for working in arduous conditions.

Indicators:

- a) *structure of base salary in relation to job groups,*
- b) *structure of total remuneration in relation to job groups,*
- c) *structure of base salary in relation to job groups by gender,*
- d) *structure of total remuneration in relation to job groups by gender,*
- e) *structure of remuneration in the discussed years in comparison to previous years.*

The analysis will cover remuneration in two aspects: base salary and total remuneration (including all allowances to which the employee is entitled). The results will help determine whether there are differences in remuneration between women and men at the Institute, and, if so, what the scale of those differences is. Additionally, the data will clarify whether salaries at the Institute have increased or decreased during the analytical period, and what the scale of these changes has been.

6. Termination of Employment Contracts

The final action that ends employment is the termination of the employment contract. The reasons for terminating the employment relationship include retirement, mutual agreement between the parties, as well as the employee's death, dismissal from the position of director, and so on.

Indicators:

- a) *structure of employment terminations,*
- b) *gender distribution in employment terminations,*
- c) *age structure of employees who left the Institute,*
- d) *gender structure of employees who left the Institute.*

The data will provide information on the reasons for employment termination at the Institute, whether they mostly concerned women or men, and which age groups were affected.

II. Work–Life Balance

Ensuring equal recognition and value of professional work, caregiving duties, and personal time, also known as work-life balance (introduced by EU Directive 2019/1158), allows employees to take advantage of a range of available measures, including flexible work arrangements, various forms of remote work, parental leave involving both parents, as well as carers' leave and leave due to force majeure.

Indicators:

- a) number of employees who used available forms of remote work,*
- b) gender distribution of employees in all forms of remote work,*
- c) gender distribution of employees in flexible working time arrangements,*
- d) gender distribution of employees using other types of leave (excluding annual leave),*
- e) structure of employee absences by gender and reasons for absence.*

The results of this data will provide insight into whether employees at the Institute have access to available measures aimed at maintaining work–life balance.

III. The gender dimension in research content

The gender dimension in research content is one of the areas of a Gender Equality Plan (GEP) that should be considered across several domains: research projects, participation in training, and the publication of scientific content.

Indicators:

- a) *gender distribution of employees involved in research projects,*
- b) *gender distribution of employees participating in trainings, conferences, webinars, etc.,*
- c) *gender distribution of employees involved in publishing scientific content.*

The data will enable an assessment of gender participation in research content and activities.

IV. Preventive Measures Against: Mobbing, Violence, and Sexual Harassment

When developing a Gender Equality Plan (GEP), it is important to consider whether the organization has undertaken all possible actions to combat gender-based violence and sexual harassment, including behaviours that violate the dignity of any person or create an intimidating, hostile, degrading, humiliating, or offensive work environment.

The Institute has had an internal anti-mobbing policy in place for 15 years. Due to ongoing legislative work aimed at clarifying mobbing-related terminology, it is likely that the internal policy will need to be updated.

Indicators:

- a) *number of reported cases by gender.*

V. Additional Information

- ✓ *This Gender Equality Plan has been developed based on applicable national and European Union legislation.*
- ✓ *This Gender Equality Plan was adopted by the authorities of the Road and Bridge Research Institute (IBDiM) on January 15, 2025.*

- ✓ *This Gender Equality Plan was published on the website of the Road and Bridge Research Institute on January 15, 2025.*
- ✓ *This Gender Equality Plan has been disseminated to all employees of IBDiM using appropriate tools, and a printed version is available from the Gender Equality Officer at IBDiM.*
- ✓ *The Gender Equality Officer, to whom all matters related to the implementation of the Gender Equality Plan may be reported - including any undesirable phenomena related to equality policy - is available in Room 110 of the LAMB building at the IBDiM headquarters.*

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