

D9.2

Gender equality action plan

875629



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List of abbreviations

No abbreviations were used in this document.



1. Executive Summary

The endorsement of gender equality has been part of the European Commission, and Horizon 2020 projects consider gender equality. Equal treatment between men and women is mandatory in these projects. Evaluating this topic via a gender equality action plan is put into place, which will ensure the balance between genders in this project. Providing a proper balance in opportunities via publishing offers in a non-discriminative manner and having the participation of both sexes are defined in this action plan to ensure gender equality in the Naima project.

2. Introduction

In the "Toolkit Gender in EU-funded research" ¹, terms such as sex, gender, gender equality, and other words that can draw confusion in their meaning, were defined. To avoid confusion, restating several terms is essential ^{1,2}:

- 1- Sex refers to the biologically determined characteristics of men and women in terms of reproductive structures and functions based on chromosomal supplements and physiology. Sex is generally understood as the categorization of living things as male or female ^{1,2}.
- 2- Gender refers to the social building of women and men, femininity, and masculinity, which diverges between cultures and in time and place. The idea of gender appeared in the seventies and was put forward by theorists, who contested the secondary position of women in society. It based on the notion of sex to signify that biology or anatomy is not destiny. It is vital to distinguish clearly between gender and sex. These terms are often used interchangeably while they are conceptually distinctive.
- 3- Gender equality refers to the situation where individuals of both sexes are free to expand their individual abilities and make choices without the constraints imposed by strict gender roles. The different behaviours, aspirations, and needs of women and men are considered, valued, and favoured equally.

On a legal basis, several necessary documents promote gender equality and highlight integrating the gender dimension in research and innovation in H2020. Gender in the European Commission is addressed as a cross-cutting issue as reported in several documents such as "The Horizon 2020 Regulation" ³ and "Proposal for a Council Decision establishing the Specific Programme implementing Horizon 2020" ⁴ states that activities under H2020 gender equality should be promoted by:

- Addressing the causes of gender imbalance
- Exploiting the potential of researchers of both sexes
- Integrating the gender element into the research and innovation content
- Implementing equality between both sexes as indicated in Articles 2 and 3 in the Treaty on European Union and Article 8 in the Treaty on the Functioning of the European Union

The Naima project recognizes gender equality and pursues the set of rules and regulations provided by the European Commission. An action plan promoting gender equality is established during the early stages of the project and is monitored throughout it. At first, identifying the status of employment by every partner in the consortium provided a statistical overview. Subsequently, a more defined action plan that ensures appropriate non-discriminatory recruitment of employees, proper gender participation, and key indicators to achieve gender equality in research and innovation are presented.



2.1. Questionnaire on gender equality

Inspired by several social inquiries⁵⁻⁷ that recognizes and identifies gender equality issues, the following questions were asked to the consortium working in the Naima project:

- 1) Which type of Board of Directors of the partner (laboratory/university/company)?
 - It is composed of how many people.
 - How many of these people are women?
- 2) What is the total number of people composing the Executive Board/Executives?
 - How many of these people are women?
- 3) How many people compose the Senior Management group?
 - How many of these people are women?
- 4) How many people compose the company's workforce (laboratory/university/company)?
 - How many of these people are women?
- 5) Has the company published gender-segregated pay information or an overall gender pay gap (mean/ average)?
 - Is there a strategy adopted by the laboratory/university/company or action to close any gender pay gap identified?
- 6) Does the laboratory/university/company offer employees paid primary carer leave (maternal or paternal leave) in the country of the incorporation?
If yes, please describe:
 - the number of leave weeks
 - is this leave fully paid?
 - is the primary care leave available to both men and women?
- 7) Does the laboratory/university/company have a training policy that covers all employees-including both men and women?
- 8) Does the laboratory/university/company have an Equal Opportunity Policy or equivalent, to ensure non-discrimination against any type of demographic group, including women?
- 9) Does the laboratory/university/company have anti-sexual harassment, anti-gender violence policy, or equivalent?
- 10) Does the laboratory/university/company have an employee health and safety policy?
- 11) Does the laboratory/university/company have a human rights policy?
- 12) Does the laboratory/university/company have an employee protection policy (e.g., whistleblowing or antiretaliation policy)?
- 13) Has the laboratory/university/company commenced an independent assessment and certification for gender equality?
 - If yes, please share the name of the auditing party, the certificate awarded, and the year the certificate was granted.

Collecting answers from each partner to assess the gender statistics in the Naima project was achieved by direct contact between members of each facility and the human resource department in each company/university/laboratory. The data collected are to formulate statistics about each facility and not to intervene with their affairs. Facilities situated in the European Union follow a set of rules and regulations imposed by the country.



3. Gender statistics for Naima collaborators

Table 1 summarizes the inputs provided by each member of the Naima consortium. The table is divided into five columns. The first column shows the number of board and executive directors (overall number, number of women, and percentage of women). The second column displays the total workforce number workforce, the number of women, and the percentage of women in this workforce for each facility. Column 3 shows whether each collaborator provides different payments for each gender; if there is a carer leave; how extended is this leave for; if it's for both genders; and whether they are fully paid or partially paid. Column 4 indicates the specific training and recruitment procedures carried out by each collaborator. It specifies if specialized training is offered for both genders, anti-harassment, health and safety, human rights, and employee protection policies/training are held by each facility. It also includes if an equal opportunity policy is adopted by the facility. Finally, column 5 declares if specialized certifications/awards for gender equality were obtained.

Table 1. Statistics on gender and policies espoused by each Naima partner

| | Directors (Board/Executive) | Workforce | Payments/Leaves | Training/Recruitment | Certifications |
|---------------|---|--|---|---|--|
| TIAMAT | Total # (/person) = 4 # of Women (/person) = 1 % of Women (%) = 25% | Overall # (/person) = 17 # of Women (/person) = 5 % of Women (%) = 29% | Different payments: No Carer Leave: Yes Weeks of Leave: 16 for women & 1.5 for (11 days) men Fully paid Leave: No | Special training policy: Yes Anti-Harassment policy: No Health and safety policy: Yes Human right policy: Yes Employee protection policy: Yes Equal opportunity policy: Yes | No independent assessment and certification |
| VITO | Total # (/person) = 12 +5 # of Women (/person) = 5 +1 % of Women (%) = 42% and 20% | Overall # (/person) = 754 # of Women (/person) = 291 % of Women (%) = 39% | Different payments: No Carer Leave: n/a Weeks of Leave: 15 -19 for women & 1.4 for men (10 days) Fully paid Leave: No | Special training policy: Yes Anti-Harassment policy: Yes Health and safety policy: Yes Human right policy: Yes Employee protection policy: Yes Equal opportunity policy: Yes | No independent assessment and certification |
| CEA | Total # (/person) = 8 + 9 # of Women (/person) = 2 + 3 % of Women (%) = 25% and 33% | Overall # (/person) = 19925 # of Women (/person) = 6734 % of Women (%) = 34% | Different payments: Yes Carer Leave: Yes Weeks of Leave: 16 for women & 11 for men Fully paid Leave: Yes | Special training policy: Yes Anti-Harassment policy: Yes Health and safety policy: Yes Human right policy: Yes Employee protection policy: Yes Equal opportunity policy: Yes | Gender matter assessment: Five indicators are considered and give a score out of 100 points. CEA obtains a score of 74/100 (05/09/2018) |
| EDF | Total # (/person) = 18 + 13 # of Women (/person) = 9 +2 % of Women (%) = 50% + 15% | Overall # (/person) = 164727 # of Women (/person) = 42829 % of Women (%) = 26% | Different payments: Yes Carer Leave: Yes Weeks of Leave: 20-36 weeks for women and 1.5 for men (11 days) Fully paid Leave: Yes | Special training policy: Yes Anti-Harassment policy: Yes Health and safety policy: Yes Human right policy: Yes Employee protection policy: Yes Equal opportunity policy: Yes | GEEIS (Gender Equality European and International Standard) in 2014. Partnership with INED (French National Demographic Research Institute) |
| IEIT | Total # (/person) = 1 + 1 # of Women (/person) = 1 + 1 % of Women (%) = 100% + 100% | Overall # (/person) = 13 # of Women (/person) = 6 % of Women (%) = 46% | Different payments: No Carer Leave: Yes Weeks of Leave: No Fully paid Leave: No | Special training policy: Yes Anti-Harassment policy: No Health and safety policy: Yes Human right policy: No Employee protection policy: No Equal opportunity policy: Yes | No independent assessment and certification |
| Biokol | Total # (/person) = 2 # of Women (/person) = 0 % of Women (%) = 0% | Overall # (/person) = 4 # of Women (/person) = 2 % of Women (%) = 50% | Different payments: No Carer Leave: No Weeks of Leave: RBL Fully paid Leave: RBL | Special training policy: Yes Anti-Harassment policy: Yes Health and safety policy: Yes Human right policy: Yes Employee protection policy: No Equal opportunity policy: Yes | No independent assessment and certification |
| Zabala | Total # (/person) = 6 +6 # of Women (/person) = 2 +2 % of Women (%) = 34% + 34% | Overall # (/person) = 280 # of Women (/person) = 254 % of Women (%) = 55% | Different payments: N/A Carer Leave: Yes Weeks of Leave: RBL Fully paid Leave: RBL | Special training policy: Yes Anti-Harassment policy: Yes Health and safety policy: Yes Human right policy: Yes Employee protection policy: No Equal opportunity policy: Yes | N/A |



| | | | | | |
|----------------|--|---|---|---|---|
| NIC | Total # (/person) = 5 + 8 # of Women (/person) = 3 + 1 % of Women (%) = 60% + 13% | Overall # (/person) = 364 # of Women (/person) = 127 % of Women (%) = 35% | Different payments: No Carer Leave: Yes Weeks of Leave: RBL Fully paid Leave: RBL | Special training policy: No Anti-Harassment policy: No Health and safety policy: Yes Human right policy: Yes Employee protection policy: No Equal opportunity policy: Yes | Applying for the HR Excellence in Research award |
| Accurec | Total # (/person) = 2 + 2 # of Women (/person) = 0 + 0 % of Women (%) = 0% + 0% | Overall # (/person) = 62 # of Women (/person) = 14 % of Women (%) = 23% | Different payments: Yes Carer Leave: Yes Months of Leave: 12-14 regardless of gender Fully paid Leave: Depends | Special training policy: Yes Anti-Harassment policy: Yes Health and safety policy: Yes Human right policy: Yes Employee protection policy: Yes Equal opportunity policy: Yes | No independent assessment and certification |
| Gestamp | Total # (/person) = 3 + 11 # of Women (/person) = 1 + 3 % of Women (%) = 34% + 27% | Overall # (/person) = 74 # of Women (/person) = 26 % of Women (%) = 35% | Different payments: No Carer Leave: Yes Months of Leave: RBL Fully paid Leave: RBL | Special training policy: Yes Anti-Harassment policy: Yes Health and safety policy: Yes Human right policy: Yes Employee protection policy: Yes Equal opportunity policy: Yes | Implemented an Equality Plan Received a Conciliation Certificate by AMEDNA in 2018 |
| IHE | N/A | N/A | N/A | N/A | N/A |
| Umicore | N/A | N/A | N/A | N/A | N/A |
| Solvay | N/A | N/A | N/A | N/A | N/A |

*RBL: Regulated by Law * N/A: not available

Decision making positions such as the board directors and executive directors for companies, laboratories, and research facilities participating in the Naima project are mostly occupied by men. 72% of the facilities have less than 50% of women on the board of directors, and 90% of the facilities have less than 50% of women in the executive committee of directors. Additionally, in the workforce, 80% of the overall number of employees are men. Nevertheless, most facilities (64%) have a non-biased payment policy. 90 % provide carer leaves (maternity and paternity leaves), which are mostly regulated by the country's' laws; however, they are mostly partially paid.

Most of the facilities have a particular training policy offered for both genders, anti-harassment policy, health and safety policy, human rights policy, and employee protection policy. Remarkably, all the facilities have an equal opportunity policy. Some facilities have certifications/awards for gender equality related regulations.

The numbers for the CNRS partner are displayed in table 2 separately since they are not localized in the same place, and each faculty has its board of directors and executive directors. Nevertheless, all CNRS laboratories share a unified payment and leave policy, training and recruitment policies, and have in common the same certification for gender equality. In terms of board and executive directors, the overall number of women fall below 50%. In terms of the workforce, the total percentage of women in this force is also below 50%.

Few companies couldn't provide answers due to their closure and inaccessibility to the documents in their companies due to Covid-19 restrictions. Updates on the numbers of each facility will be provided once they are available.

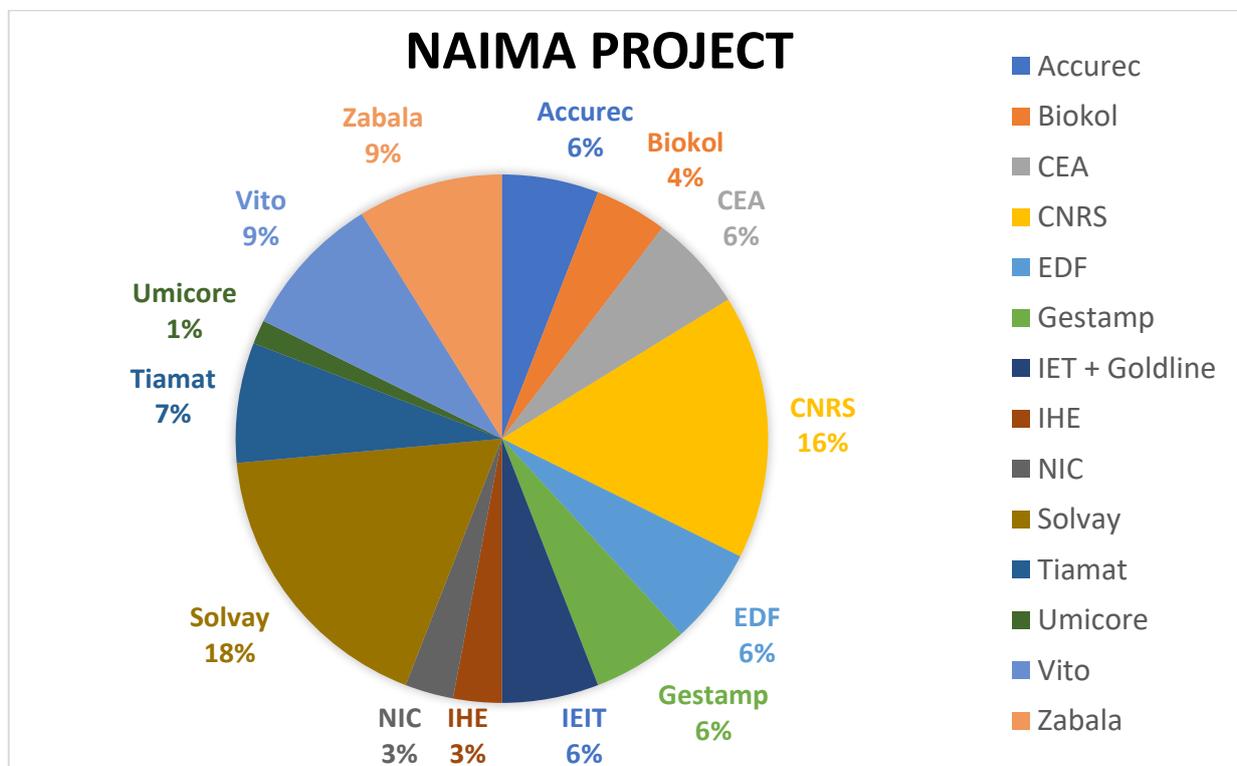
Table 2. Statistics on gender and policies espoused by each CNRS member

| | Directors (Board/Executive) | Workforce | Payments/Leaves | Training/Recruitment | Certifications |
|---------------|--|--|---|---|---|
| CdF | Total # (/person) = 1 # of Women (/person) = 0 % of Women (%) = 0% | Overall # (/person) = 327 # of Women (/person) = 91 % of Women (%) = 28% | Different payments: No Carer Leave: Yes Weeks of Leave: 16 for women (1 st two kids) & 2 for men Fully paid Leave: Yes | Special training policy: Yes Anti-Harassment policy: Yes Health and safety policy: Yes Human right policy: Yes Employee protection policy: Yes Equal opportunity policy: Yes | "HR Excellence in Research" for its commitment to HRS4R (02/10/2017) Gender Equality Academy from 2019 to 2021 |
| Crimat | Total # (/person) = 2 # of Women (/person) = 0 % of Women (%) = 0% | Overall # (/person) = 110 # of Women (/person) = 48 % of Women (%) = 44% | | | |
| ICMCB | Total # (/person) = 4 # of Women (/person) = 1 % of Women (%) = 25% | Overall # (/person) = 116 # of Women (/person) = 33 % of Women (%) = 28% | | | |
| IS2M | Total # (/person) = 1 + 3 # of Women (/person) = 0 + 2 % of Women (%) = 0% and 67% | Overall # (/person) = 74 # of Women (/person) = 31 % of Women (%) = 42% | | | |
| LRCs | Total # (/person) = 2 # of Women (/person) = 0 % of Women (%) = 0% | Overall # (/person) = 32 # of Women (/person) = 9 % of Women (%) = 28% | | | |

4. Gender statistics in the Naima project

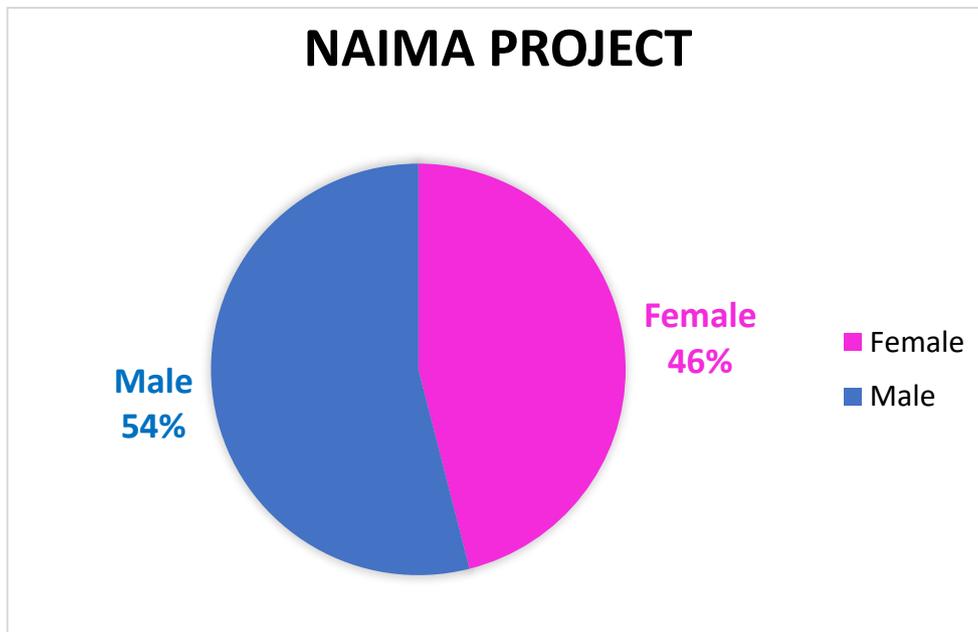
Until this date, the number of employees working/recruited for the Naima project is 69. Some partners have a high number of people working for this project as Solvay and CNRS (>10% of the overall staff). It is worth noting that CNRS, as we mentioned before, is divided into five bodies with different teams working at various places in different work packages. Most of the other partners have a moderate number of employees working for the Naima project (<10% of the overall staff). Also, the Umicore has a low staff number working for the Naima project; however, additional staff will be recruited for this project.

Figure 1. Pie-chart displaying the percentage of employees/recruits for the Naima project



As displayed in figure 2, the Naima project has almost attained a 50-50% distribution of gender for staff working in this project. Precisely, 46% of the overall team working for Naima are women. This high number in comparison to other projects and is contrary to the total percentage of women working at each facility. It is noteworthy that women in the Naima are leading this project where the project coordinator and most of the project managers are women. Moreover, the other gender occupies equally several key positions as in project management, work package leaders, and work package members. Within the Naima project, jobs are offered without discriminating between genders, offers are promoted equally, and gender equality in research and innovation are endorsed.

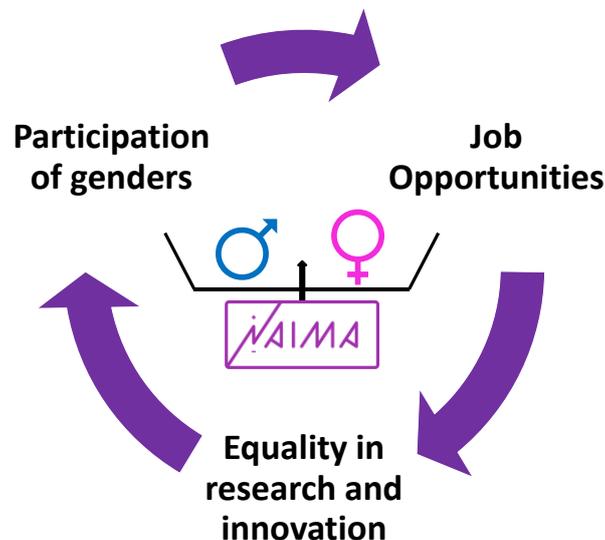
Figure 2. Pie-chart displaying the percentage of recruits per gender in the Naima project



5. Gender equality action plan

In this section, an action plan promoting gender equality is proposed. This plan incorporates three main subtasks that will ensure maintaining gender equality throughout the time of the project. Figure 3 displays the general action plan in the Naima project.

Figure 3. Gender equality action plan in the Naima project



5.1. Posting job opportunities

Removing gender bias when announcing a job opportunity can be achieved by following descriptions that abstain from favouring one gender over the other. The language used in the job offer can attract or repel candidates. Neutral language has been noticed in several job offers, and gender disparity and inequality received deserved attention over the years. This matter was recognizable in academic/research job offers such as professors, postdocs, PhDs, and internships. Same steps can be followed when posting a job opportunity for the research and innovation projects such as the Naima project:

- 1- A job title can include that this position is for both men and women.
- 2- A job description should include words that are unbiased by using terms such as project manager, research engineer, and developer for example (words that are not gender-oriented)
- 3- Avoid gender indicted words such as strong, active, competitive, multitasking, committed, and other terms that can sound masculine/feminine or male/female-oriented.
- 4- Verify the pronouns used, i.e., abstain from using he or she and use words such as they, the candidate, or other gender-neutral pronouns.
- 5- Promote the involvement of women in leadership positions.
- 6- Add a phrase expressing devotion to equality and diversity.
- 7- State the availability of carer leaves and other family leaves for both genders.
- 8- Indicate if these maternal/paternal leaves are fully paid.

5.2. Participation of genders

The second subject addressed in the Naima gender action plan is to promote women's participation. The participation of both genders is a requirement; however, in the Naima project, women's participation in decision-making is enforced. The engagement of women in active leader positions ensures that the absence of bias in gender-sensitive or female-oriented matters. Additionally, to provide enhanced participation, gender-sensitive practices are encouraged in the Naima project. As an example, provisions for childcare and in general family care are recommended. Following national and European regulated laws for carer leaves are suggested. Furthermore, in an attempt to enhance gender equality, maternal and paternal leaves are advised. The following is a list of recommendations to be consulted by the partners in the Naima project that would enhance the participation of genders in general and women in particular:

- 1- Follow non-discriminatory laws and regulations
- 2- Follow legislation that penalizes sexual harassment and gender violence.
- 3- Follow legislation that penalizes racial misconduct and profiling.
- 4- Provide women with anti-harassment protection equipment.
- 5- Permit participation in training and seminars in a non-gender biased manner.
- 6- Provide childcare arrangements since many women have childcare responsibilities.
- 7- Promote meetings for subjects chosen by women in the taskforce.
- 8- Abstain from penalizing women/carers in case of family emergencies.



5.3. Equality in research and innovation

The Naima project is one of many H2020 projects intended for research and innovation for the period of 2014 and 2020. Research and innovation programs aimed at contributing to knowledge (research), which will lead to providing to the outcome (innovation). The goals of research and innovation in H2020 projects are summarized in 3 policy goals: open innovation, open science, and open to world⁸. All H2020 projects address gender and gender equality as a cross-cutting issue in different parts of the work programme. Several objectives were pinpointed to ensure a more integrated approach to research and innovation to reduce gender gaps.⁹:

- Fostering gender balance in research teams
- Ensuring gender balance in decision making
- Integrating the gender dimension in research and innovation

In 2015 it was reported that almost one-third of researchers were women. The gap was noticed at higher tiers of scientific careers¹⁰. To narrow this gap, the recruitment of staff in the Naima project for research positions will abstain from discriminating between genders; however, job offers will highlight gender-sensitive matters as mentioned in the previous section in an attempt to attract more female researchers. The main advantage of Naima is that it has several collaborators in various fields. Thus, implementing non-biased recruitment with appropriate job descriptions will attract both genders equally hence narrowing the gap of gender imbalance in universities, laboratories, and companies.

In 2020, "women are still largely outnumbered by men in positions of responsibility in all fields"¹¹. In politics, business, and even research and innovation, women are outmanned. In the Naima project, decision making positions are equally offered; however, they are mostly fulfilled by women. In this project, leaders of several work-packages, most project managers, and the project coordinator are women occupied positions. To maintain a gender balance in the Naima project, recruitment and the involvement of both genders is monitored and will be maintained. The gender equality action plan will be followed by tracking recruitment procedures, revising job offers, and tracing gender balance.



6. Conclusion

Similarly to other H2020 projects, the Naima project addresses gender and gender equality as a cross-cutting issue. A social study survey carried out for this document shows that 46% of the staff working for this project are women. The statistic reports staff distribution for every partner working in the Naima project. Also, it identified the specialized training and policies adapted by each facility. Likewise, it investigated gender-sensitive topics such as carer leaves and whether they are partially or fully paid. Besides, it also identified specialized training and policy, such as anti-harassment/human rights/employee health and safety and other policies, equal pay, and equal opportunities between genders.

Additionally, a **gender equality action plan** is proposed, which raises awareness and highlights gender-related matters. The action plan includes recommendations when **posting job opportunities**, promotes the **participation of genders**, and highlights **equality in research and innovation**.

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