



UNIVERZITA KARLOVA



HR EXCELLENCE IN RESEARCH

Charles University
Equal Opportunities Plan 2022-2024



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Contact address:

rovneprilezitosti@cuni.cz

Responsible person:

Marie Vymazalová

Member of the Rector's Board for Social Affairs and Sustainable Development



Equal Opportunities Plan 2022-2024

Introduction

Charles University is committed to the principles of **equal treatment, non-discrimination, and the equalization of opportunities** in several of its key documents, including the [Constitution](#), the [Code of Ethics](#), the [Collective Agreement](#), and the Basic Principles of Human Resource Policies. This area is also an integral part of the university's [Strategic Plan for 2021–2025](#), particularly the commitment that *“in order to improve the social standing of our employees and students and ensure them with preconditions for well-being, we will support activities and introduce additional measures that will contribute to the equalisation of opportunities, the harmony of study, work and personal life, and a healthy lifestyle”*. In 2021, the university decided to take the next step in this area, i.e. to adopt the Equal Opportunities Plan.

Audit of Equal Opportunities

In order to analyse and assess the current situation, Charles University arranged for an audit of equal opportunities to be conducted by external experts from the Institute of Psychology of the Academy of Sciences of the Czech Republic and the Gender Information Centre NORA.

The audit was carried out at Charles University from **July to December 2021** and was divided into three phases:

- **An analysis of the documents and web pages** of the university (desk research),
- **An analysis of the statistics** relating to equal pay and types of employment,
- **A survey** targeting female and male employees.

The audit focused on the following **topics**:

- Goals and values of the institution,
- Gender sensitive language and visual presentation,
- HR policies,
- Equal pay,
- Quality of the work environment,
- Occupational health,
- Work-life balance,
- The culture of the organization and relationships at the workplace.

More than 2,500 CU employees took part in the survey. The response rate among the academic and research staff and lecturers was 16%. For other employees, this rate was even higher – over 24%. We greatly appreciate this feedback, which allowed us to base measures to be taken on the opinions and experiences of our employees.

The final audit report was discussed by the university's governing bodies and published on April 1, 2022.



Priority Areas of the Equal Opportunities Plan

Based on the audit and discussions within the university, Charles University identified the following main areas on which it will focus during the next three years:

- The personnel and institutional capacity-building of the equal opportunities agenda at the university level,
- More balanced representation of women and men at all level of CU,
- Work environment culture,
- Work-life balance, including support for employees who are parents and employee benefits,
- Career development,
- Equal pay,
- Sharing of good practices.

The experts with whom Charles University cooperated have proposed a set of measures for the Equal Opportunities Plan based on the conducted audit. These recommendations were subsequently reworked into a final version, including setting deadlines and responsible people.

Financing Support for Implementation of the Equal Opportunities Plan

Implementation of the Equal Opportunities Plan, including staffing, will be financed from various sources. These will primarily be funds from (a) the Programme for the Support of Strategic Management of Institutions of Higher Education, through which the Ministry of Education, Youth and Sports supports the strategic priorities of Charles University, (b) the Operational Programme Research, Development and Education project *Strategic Development of Science and Research Capacities and Strengthening of the International Competitiveness of Charles University II*, (c) the Centralized Development Programme *Social Safety at Institutions of Higher Education*, and (d) new projects funded from the Operational Programme Jan Amos Comenius, provided that they are awarded to the university. This funding will be supplemented by institutional resources (i.e. funds provided to the university by the Ministry of Education, Youth and Sports that do not belong to the category “Special-Purpose Fund”).



Measures for the Equal Opportunities Plan

Area of intervention	Objective	Measures and Activities	Deadline	Responsibility	Indicators
Equal opportunities at CU in general	Ensuring human resources for implementing and monitoring the equal opportunities agenda at CU	Establishing an Equal Opportunities Board for equal opportunities and diversity at Charles University as an advisory body of the rector.	Q2 2022	Rector	Establishing a working group/advisory body of the rector. Published bylaws of the advisory body.
		Establishing the position of a university Ombuds Officer whose tasks will include inquiring into individual complaints as well as increasing awareness of the topic, preventing negative phenomena, and submitting recommendations to the university's management.	Q3 2022	Rector	Establishing the position, including its definition, agenda and relationship to other university bodies. Filling the position and commencing activities.
	Regular monitoring of progress and informing CU management	Regular annual report on implementing the Equal Opportunities Plan, including monitoring of relevant data and any recommendations for further development in this area.	Q2 2023 and Q2 2024	Member of the Rector's Board for Social Affairs and Sustainable Development	Report on implementing the Equal Opportunities Plan for 2022 and 2023.
		Conducting a follow-up qualitative survey, which will focus on the main topics that have arisen from the audit of equal opportunities at Charles University, such as attitudes towards holding management positions (interest/no interest, barriers, advantages/disadvantages), the impact of parenting on career development (women, men, focusing on the postdoctoral phase in a broad sense), etc.	Q3 2023	Member of the Rector's Board for Social Affairs and Sustainable Development	Report on the qualitative survey discussed by the university's management.



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	Equal Opportunities Award	Establishing an award for contributing to equal opportunities at Charles University, among other things, in order to increase visibility and awareness of equal opportunities.	Q4 2023	Member of the Rector's Board for Social Affairs and Sustainable Development	Establishing the Award rules. Announcing the first Award.
Decision-making/governance	More balanced representation of women and men in management positions, decision-making and advisory bodies	Monitoring the representation of women and men in management positions and in individual university bodies and committees and selection committees as a part of an effort to achieve more balanced representation in management positions, across self-governing and advisory bodies, evaluation and working committees (good practice should be a maximum representation of 60% for one gender). In specific cases, strive for overall higher diversity of these groups and committees representing Charles University (diverse representation of faculties, disciplines, and of course, attention to other factors such as age, etc.).	On-going basis	Rector <i>FACULTIES</i>	Statistics processed and presented each year in the Equal Opportunities Report.
Work environment culture	Support for equal opportunities in the context of the university's communication	In order to increase awareness of these topics, we will provide information about and present examples of good practice and models for diverse personal and professional roles in the university's media.	On-going basis	Vice-Rector for Public Relations	Overview of articles or article series in the university's media.
	Overcoming unconscious bias	With the goal of educating about and overcoming unconscious bias, we will organize events relating to unconscious bias, equal opportunities, and work-life balance on a regular basis.	On-going basis	Member of the Rector's Board for Social Affairs and Sustainable Development	Overview of events, training, and conferences.



Area of intervention	Objective	Measures and Activities	Deadline	Responsibility	Indicators
	Balanced language and communication (including visual representations)	Using balanced language in the university's internal and external communication and reducing the use of the generic masculine as much as possible. In the first phase, focusing on the most visible tools, such as annual reports, promotional materials, press releases, social networks, and articles in the university's media. Consistent use of both gender forms for job offers, management positions, membership in university bodies, working groups, etc.	On-going basis	Vice-Rector for Public Relations, Member of the Rector's Board for Social Affairs and Sustainable Development, Bursar <i>FACULTIES</i>	Training in the area of gender-neutral and gender-sensitive language, especially for employees of the Public Relations departments. Documents in which gender-neutral and gender-sensitive language has been used.
	Ensuring the effective resolution of complaints relating to conduct that may violate the principles of the CU Code of Ethics	When appointing new members of the CU ethics committees, focusing on more equal representation in terms of gender and academic disciplines.	On-going basis	Rector, Vice-Rector for Research	New composition of CU ethics committees.
		Evaluating the synergy between the Ombuds Officer and the Ethics Committee.	2024	Rector	Potential changes to the rules regulating the powers and obligations of the Ethics Committee and Ombuds Officer.
	Prevention of bullying and sexual harassment	Developing documentation/procedures for the prevention and resolution of bullying, as is the case with respect to sexual harassment.	Q4 2022	Member of the Rector's Board for Social Affairs and Sustainable Development, Bursar	Published procedures for dealing with bullying.
		Promoting various options for preventing and resolving bullying and sexual harassment among students and employees in order to raise awareness of the tools and possible solutions.	2023	Member of the Rector's Board for Social Affairs and Sustainable	Promotional activities carried out.



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				Development, Bursar <i>FACULTIES</i>	
Process of hiring and selecting new employees	Support for equal opportunities and prevention of gender stereotyping in the hiring process	Launch of a new application for the registration of hiring processes, which will allow for regular monitoring of the composition of selection committees, applicants, and selected candidates with regard to gender. Special attention will be paid to selection processes for management positions.	Q4 2024	Bursar <i>FACULTIES</i>	Launch of the new application and an annual overview of data submitted by the university's management as part of the report on implementing the Equal Opportunities Plan.
Work-life balance	Support of parents and caregivers who are employees and students of Charles University	Creating a web page/portal for parents who are employees and students of CU with information on support for parents and caregivers at the faculty, basic unit, and university level (e.g. facilities of individual buildings, such as changing tables, microwaves, children's corner, barrier-free access, etc.).	Q3 2022	Member of the Rector's Board for Social Affairs and Sustainable Development <i>FACULTIES</i>	Launch and regular updating of web page with complete information.
		Determining the minimum target standard of the facilities of university buildings (e.g. toilets with changing tables available for both women and men, children's corners in the main buildings). During reconstruction of buildings, attention will be paid to compliance with these standards. Spaces and options for meeting the standards will be sought out in relation to older buildings as well.	Q3 2022	Member of the Rector's Board for Social Affairs and Sustainable Development <i>FACULTIES</i>	Existence of a standard that applies to all university buildings.
		In an effort to increase the support that the university offers to parents of young children and, if	On-going basis	Vice-Rector for Development	In the event of a grant call aimed at pre-



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		the relevant European funds are available, consideration of setting up additional pre-schools and children's groups at Charles University.		<i>FACULTIES</i>	schools/children's groups, submitting a proposal to CU management to decide the course of action.
		Supporting persons on maternity and parental leave so that they may participate in educational courses organized by Charles University.	Q2 2022	Bursar, Member of the Rector's Board for Social Affairs and Sustainable Development	Technical support to ensure accessibility, promotion of opportunities.
	Harmonizing and expanding the range of employee benefits across Charles University	Analysing the offer and target groups of employee benefits and allowance payments from the Social Fund (especially contribution to partially cover the fees for pre-school education) at the units and submitting a proposal for harmonizing the terms in cases where unified practice should exist at Charles University.	2023	Bursar <i>FACULTIES</i>	Analysis of the offer of employee benefits and allowance payments from the Social Fund, including any proposals for harmonization discussed by the university's management.
		Considering the possibility of making employee benefits, such as "personal development days" or contributions from the Social Fund, available even for people working on a part-time basis.	2023	Bursar <i>FACULTIES</i>	Amending the relevant Rector's directives.
Career development	Support for postdocs	Introducing, in cooperation with mentors and senior staff, career development planning also for junior academics and researchers. Plans will be made for the shorter term, but the long-term perspective will be taken into account.	Q3 2024	Vice-Rector for Research, Bursar	Evaluating the established basic rules for filling and holding mentor positions for postdocs.
		Preparing rules for filling and holding the position of a postdoctoral mentor.	Q4 2023	Vice-Rector for Research	Publishing the basic rules for filling and holding the



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	Support for the career development of employees and reducing vertical segregation			<i>FACULTIES</i>	position of a postdoctoral mentor. Evaluating the established basic rules.
		Incorporating the area of equal opportunities (e.g. career advancement, career breaks, importance of teaching, research and other activities, specifics of individual disciplines) into the discussion on adjusting the Recommended Assessment Criteria for Granting Associate Professorship and Full Professorship.	Q2 2022	Vice-Rector for Academic Appointments <i>FACULTIES</i>	Discussion on updating the recommended criteria for granting Associate Professorship and Full Professorship.
		In the event of securing resources from European funds, introducing a “return grant” scheme for persons returning from maternity/parental leave or from part-time work in connection with caring for children or close relatives.	Q4 2024	Vice-Rector for Development	Established “return grant” scheme.
		Analysing the terms and options for taking sabbaticals by women and men in order to improve the availability and use of this instrument at Charles University.	2023	Bursar <i>FACULTIES</i>	Analysing the terms and options for sabbaticals at individual faculties and other units.
Equal Pay	Equal pay	Systematic monitoring and evaluation of the current state of equal pay at Charles University and presentation of the results at relevant internal forums (university management, faculties, academic senates, etc.) in order to monitor developments or potentially take action to reduce identified inequalities.	Q2 2023 and Q2 2024	Bursar <i>FACULTIES</i>	Elaborated methodology and an annual wage analysis submitted to the Rector’s Board and the Extended Rector’s Board.
		Preparing an analysis of wage policies (e.g. workload, praxis in the area of work with special-	Q3 2022	Bursar <i>FACULTIES</i>	Analysing wage policies of the units submitted to the



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		purpose wage financing, determining pay scales, personal performance bonuses, other bonuses, etc.) at individual units, which subsequently affects equal pay. Discussion of the results within the governing body of Charles University.			Rector's Board and the Extended Rector's Board.
Gender in research	Gender perspective in research	When conducting training on grant schemes where the application also includes the gender dimension of research, devoting special attention to this area, explaining its importance. Offering publicly available training sessions on this content.	On-going basis	Member of the Rector's Board for Social Affairs and Sustainable Development	Training provided to the project/grant departments of the units.
Sharing of good practice	Sharing of good practice in the area of promoting equal opportunities within the academic and research sphere	Continuous sharing of good practice and experience with Czech public institutions of higher education and other research institutions, as well as with foreign strategic partners, especially within the 4EU+ European alliance.	On-going basis	Member of the Rector's Board for Social Affairs and Sustainable Development, Member of the Rector's Board for 4EU+	Participation in conferences, seminars, webinars, etc.