

Gender Equality plan of IKZ (21.02.2022)

Gender equality is considered as one of the top priorities at IKZ, and it is under the responsibility of the institute's leadership management with annual internal progress reviews. The institute applies the Equality Implementing Agreement (AV-Glei) of the Leibniz Association, the DFG's Research-Oriented Standards on Gender Equality, and the requirements of the Federal Equality Act. The institute is certified by the audit berufundfamilie (work and family), which is a formal certification for family-friendly and life-phase conscious personnel management.

The IKZ follows the below gender equality guidelines which outline in detail current and future measures for the promotion of women and for providing its employees with the best possible conditions to combine family and work. In general, the IKZ guidelines follow the gender equality standards of the Leibniz Association, which include the following: women in management positions, equality as guiding principle, gender equality officer, compatibility of family and work, and mentoring/ training. Gender equality means that both women and men should be able to combine their (academic) career with caring responsibilities at different stages of family life.

With this equality plan, the IKZ implements the general guidelines of the Leibniz Association, the equality standards of the DFG and the requirements of the Federal Equality Act.

1. Women promotion plan

The institute's management and equal opportunity officers have set the goal to promote women. The following objectives are agreed upon:

- a) Statistics about the ratio of women in the total institute workforce, as well as in different salary groups and career stages, is annually collected and analysed in order to reach an equal gender balance.
- b) A proportion of female doctoral candidates of 50% should be retained.
- c) Female scientists should be preferred for recruitment and transition to permanent contracts. This measure will increase the overall proportion of highly-qualified women. To increase the ratio of female scientists at all levels of the hierarchy, the Institute sets specific target quotas as part of its programme budget. The so-called cascade model is intended to achieve the proportion of women at every level of hierarchy or salary that exists at the lower level. In the medium to long-term perspective, the proportion of female doctoral candidates should also be reflected at the management level and in higher salary groups.
- d) The proportion of women in leadership positions should be increased. When setting up a new topic/work group or changing the group management, female scientists should be considered first. The aim is to fill the vacant department head positions with at least one woman.
- e) Women and men are equally classified and paid equally for comparable activities and according to comparable educational level.
- f) Women should be motivated to take advantage of career opportunities (such as doctorate, habilitation, postgraduate courses, and takeover of project responsibility) through targeted addressing. Depending on the family situation, the boundary conditions are adapted accordingly.
- g) Women are employed according to their qualifications and training, and should be motivated to take over higher-quality tasks. Female employees are supported with further training measures, e.g. part-time studies, master's courses, acquisition of additional qualifications for technicians.

- h) Men and women often pursue different career paths. This is taken into account in the promotion of young scientists. For example, the work is not assessed on the basis of the presence of the employees, but on their performance and quality of their work.
- i) For female scientists, targeted further education programmes are offered, such as the Leibniz mentoring program for postdocs or doctoral seminars of the FVB.
- j) Scientific achievements of women are honoured by the nomination for awards and prizes (e.g. Marthe Vogt Prize of the FVB, Adlershof Dissertation Prize).
- k) The Leibniz Women Professors Programme (<https://www.leibniz-gemeinschaft.de/karriere/chancengleichheit/leibniz-professorinnenprogramm>) offers an opportunity to increase the proportion of women in management positions.
- l) The possibility of a dual leadership for the head of the department will be evaluated to see whether this provides a basis to bring more women into management positions.
- m) For the qualification of women for and in management positions, specific conditions like pregnancy are taken into consideration by providing extended contract periods. Doctoral positions can be created by the institute if necessary to absorb the project work in the case of family-related absences and to avoid possible difficulties in the project group due to overwork.
- n) To encourage schoolgirls to pursue careers in STEM (science, technology, engineering and mathematics) at an early stage, IKZ offers specific formats (e.g. participation in Girls' day, "Komm mach MINT", student laboratory at the Lise-Meitner-Schule, the guidance of school classes, cyber mentoring).

2. Measures to reconcile work and family life:

- a) Since 2015 IKZ is certified by audit *berufundfamilie*. In this context, it is examining and further developing measures and offers for work-life balance. These include working hours and location, information and communication, support for employees with caring/nursing tasks, or the consideration of family tasks in contract extensions. After examining the implementation of the targets in the first three years, the institute was successfully re-certified in 2018 and 2021. Over the next three years, the existing measures will be continued; the re-auditing will focus on mobile work and the development of a staff concept that takes in account different life phases of employees in nursing and childcare.
- b) The IKZ offers flexible working hours and part-time work (with the right to equal professional opportunities for full-time employees by adjustment to performance criteria) to mothers and fathers with small children and to employees with dependants. This also means the implementation of temporary replacements for part-time work or parental/nursing leave. It is possible to change from full-time to part-time employment and vice versa.
- c) The possibility to (temporarily) work from home is created.
- d) It is possible to use the existing parent-child room for short-term bridging in the case of care shortages.
- e) To ensure the participation of all employees, scientific colloquia and lectures, as well as meetings of the institute committees, usually take place during core working hours (9.30 h to 15.00 h, Fridays to 14.00 h).
- f) In the case of family-related leave of absence, an individual action plan for completing the doctorate is drawn up.
- g) Fixed-term employment contracts are extended by a possible parent/care period.
- h) A fund will be created to finance equal opportunity measures, e.g. for the care of children to enable employees to participate in workshops.

- i) The intranet lists all information for employees with relatives and children in need of care and names of respective contact persons. Visibility is to be increased through references at employee meetings and for newly hired employees (equal opportunities officer is part of the circulation slip at the start of the employment). Also, topic-specific information on "Family and Career" appear in the regularly published IKZ newsletter.
- j) At least once a year, employee management interviews are held and possible career paths are shown, taking into account the compatibility of family and career/life phases. In the context of these discussions, reference is also made to the possibilities of support for reconciling work and family life.
- k) Managers are made aware of the topic of family and career/life phase.
- l) Employees on parental leave remain on the IKZ e-mail distribution list. They can also participate in information and training opportunities during parental leave.
- m) There are regular employee surveys (once a year) on equal opportunities and family friendliness. The results will be implemented in the equality plan.
- n) Regular meetings (once a year) of the institute's staff members should take place to identify the individual needs of women.
- o) Women and men will be able to return to work after parental leave, e.g. through sufficiently long contracts and the possibility of part-time work. Performance criteria are determined in proportion to working time. Taking into account the particular situation of women at this stage of their lives, the possibility is created of hiring a doctoral candidate to support them when they return to work after parental leave.

3. Job advertisement and selection procedure

A gender-sensitive approach is chosen for job advertisements. The announcement equally addresses female and male candidates. Job advertisements contain a reference to IKZ's certification according to the *berufundfamilie* audit. In case of equal qualifications and skills, female scientists are given priority in recruitment and career advancement. Personnel selection procedures shall be carried out with the participation of the Equal Opportunities Officer or her deputy.

Suitable applicants for more highly-qualified positions can also be targeted by using appropriate networks such as the "European Platform of Women Scientists (EPWS)", and the women scientists database AcademiaNet of the Bosch Foundation.

For the recruitment of female applicants for management positions (working groups, junior research groups, project management), female scientists are explicitly invited to present their scientific work at a colloquium and thus create an opportunity for informal contacts.

4. Further training

Women are targeted for training (both scientific and technical). Training courses are also available for employees on parental/nursing leave.

5. Working hours

Under the flexible working hours agreement, employees with relatives in need of care and support are given a core working time (9.30 a.m. to 3 p.m. (Fridays to 2 p.m.)) which is agreed individually with their superiors. Employees have the right to change from full-time to part-time employment and vice versa.

6. Committee work

The proportion of women in committees, especially with personnel decisions (e.g. appointment commissions), is to be increased. The aim is to have equal representation of men and women.

7. Equal Opportunity Officer

Equal opportunity officers (including their deputies) are involved in staff decision-making processes. In quarterly meetings, the equal opportunity officer discusses with the director of the institute current problems and tasks of equality of men and women as well as the measures of family-work balance. The IKZ cover costs for further education of the equal opportunity officer.

8. Implementation and control

Maintaining the equality is a task of the institute management. The management of the IKZ reviews the fulfilment of tasks in the area of equality at regular intervals (control every three months).

9. Inter-institutional cooperation within the Leibniz Association

At the FVB level, there is a regular exchange between gender equality officers; measures are also developed and initiated here, in some cases across institutes.

Berlin, 21.02.2022

A handwritten signature in blue ink, appearing to read 'T. Schröder', is positioned above the typed name.

Prof. Dr. Thomas Schröder
(Director IKZ)