

EQUAL OPPORTUNITIES AND WOMEN'S PROMOTION PLAN OF THE OEAW

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PREAMBLE

Gender-fairness, equal opportunities and diversity are understood and experienced at the OeAW as a comprehensive stage of life design for dealing with personnel, cultural and social diversity. At the centre is the consolidation of diversity of opportunities.¹

The OeAW is committed to the creation and preservation of a discrimination-free work environment and thus to the goal of equal opportunities of all employees. All employees of the OeAW should be able to develop their individual potentials and their ability to perform, irrespective of (for instance) gender, age, ethnic origin, sexual orientation, religion or disability. Employees should be supported in their various stages of life and career paths, making the compatibility of career and family is also an important concern of OeAW.

The GFP serves to implement the legal guidelines for actual equal opportunities and equal treatment in the sense of equal opportunities for all employees of the OeAW, the compatibility of career and family, raising consciousness of diversity dimensions as well as further sensitising about equal opportunity related issues in science and society.

For this reason, GFP supports the equal opportunity goals of the European Research Area (ERA) (EC 2012:12), in order to

- eliminate barriers for women in applying for work, recruitment and career development,
- counteract unequal representation of women and men in decision making processes and
- reinforce the dimension of gender in research contents.

The goal of the OeAW within the sphere of its own activities is to achieve balance of gender relations at all levels without making concessions to the basic demand of excellency.

LEGAL FOUNDATION

The GFP of the OeAW has its legal foundations in article 2 of the Federal Constitution (B-VG), in the Equal Opportunity Act (GIBG), in the Charter of the OeAW in the applicable version dated 24 June 2016, and more specifically § 3, in the by-laws of the OeAW in the applicable version of 13 October 2017 as well as in the Federal Public Corporate Governance Code of 2017 (B-PCGK 2017), for compliance with which the OeAW has obligated itself as much as possible.

SCOPE OF APPLICABILITY

The GFP is of unlimited applicability to all scientific and non-scientific employees, irrespective of whether they are employed or stand in some other contractual obligation to the OeAW, or perform pro bono work for the OeAW, such as in award committees for scholarships or prizes. Implementation of the goals of GFP are considered at all career stages and in accordance with the career model for scientific employees of the OeAW.

¹ Development Plan of the OeAW for 2021–23 (1.2.5.)

A. INSTITUTIONAL FOUNDATION OF EQUAL OPPORTUNITY ISSUES

THE WORKING GROUP ON NON-DISCRIMINATION (AKG) AND THE EXTENDED WORKING GROUP ON NON-DISCRIMINATION (E-AKG)

The AKG concerns itself according to § 67 of the By-Laws of the OeAW with all issues and matters of the OeAW within the meaning of the Equal Treatment Act (<https://www.oeaw.ac.at/intern/oeaweb/arbeitskreis-fuer-gleichbehandlungsfragen>) relating to equal opportunities of women and men, women's promotion and equal opportunities without distinction of ethnicity, religion or world-view, age or sexual orientation.

The functions of the AKG (and of the extended AKG that exists since 2019) includes, among other things, the elaboration of proposals and recommendations, the deliberations of the Presiding Committee in all matters of women's promotion and equal treatment as well as collaboration in personnel matters (functions of the AKG as well as the nature and extent of this inclusion are set forth in § 67, paragraphs 1-4 of the By-Laws of the OeAW).

EQUAL TREATMENT OFFICER

The Equal Treatment Officer concerns himself/herself according to § 68 of the By-Laws of the OeAW with all issues relating to equal treatment, takes receipt of enquiries, wishes, complaints and suggestions of the employees, finds solutions or delegates to the responsible person (<https://www.oeaw.ac.at/intern/oeaweb/arbeitskreis-fuer-gleichbehandlungsfragen>).

DISABLED CONFIDENTIAL CONTACT(S)

The Disabled Confidential Contact takes care of the economic, social, health and cultural interests of the supported disabled employees and, in doing so, is entitled to monitor compliance with the regulations of the Disabled Employment Act and to draw attention to the special needs of fellow employees with disabilities (<https://www.oeaw.ac.at/br/team/beratung>).

„GENDER AND DIVERSITY“ JOUR FIXE

The function of this Jour Fixe, under the direction of a Presiding Committee Member from among the directors and staff managers of the Central Administration as well as a representative of the AKG, is the review of the development options of the GFP as well as the progress in implementing the measures set forth in it. The operative implementation of the measures of the GFP lies with the offices in charge and is subject to monitoring by the AKG, whose chairperson reports annually to the "Gender and Diversity" Jour Fixe.

The "Gender and Diversity" Jour Fixe meets regularly, at least one every quarter.

The Presiding Committee Member conducting the "Gender and Diversity" Jour Fixe reports to the Presiding Committee on relevant equal opportunity and women's promotion issues.

INSTITUTE DIRECTOR'S CONFERENCE (IDK)

The implementation of the Equal Opportunity and Women's Promotion Plan is a permanent agenda item of the IDK which meets at least once a year. This serves for further improvement of the exchange of information within the OeAW on the existing possibilities, on the one hand, as well as the possibility of discussing any eventual wishes from the institutes, on the other hand.

B. PROCEDURALE AND STRUCTURAL MEASURES FOR PROMOTING EQUAL OPPORTUNITIES

Aimed at in the GFP scope of application is the increase in the ratio of women in all organisations and administrative units and on all hierarchical levels, if women are under-represented (i.e., the ratio of women is less than 50%), as well as the promotion of all scientific potentials and achievements, in particular those of the next generation of scholars, and, explicitly, in the area of promoting younger scholars (especially scholarships). For this greater equal opportunities and women's promotional measures in the terms of elimination of barriers which could work against the excellency standards of the OeAW are required.

LINGUISTIC EQUAL TREATMENT

In the sense of creating and defending a non-discriminatory work atmosphere, linguistic equal treatment is an important concern in order to make all those employed in institutes equally visible.

On the occasion of confirmation by the Austrian Constitutional Court in June 2018 of the right to individual gender identity guaranteed in article 8 of the European Human Rights Convention, the OeAW guidelines for equal linguistic treatment were revised in 2019 (https://www.oeaw.ac.at/fileadmin/NEWS/2019/PDF/Sprachleitfaden_kurz_2019.pdf).

In official announcements and documents of the OeAW either the feminine and masculine form or gender-neutral forms are used.

The decision of the Constitutional Court is also considered in the administration of the OeAW; corresponding adjustments (data processing, employment contracts, forms) are carried out on an ongoing basis.

PROHIBITION ON DISADVANTAGEMENT AND DISCRIMINATION

The OeAW is committed within its sphere of influence to a strict prohibition on disadvantagement of minorities. It is forbidden to issue regulations which could entail discrimination on grounds of (for instance) gender, ethnicity, religion or world-view, age, or sexual orientation. This relates, for example, to employment contracts and there in particular the regulations on salary and other financial benefits. Beyond that, the prohibition on discrimination applies to access to resources or infrastructure at the OeAW.

The OeAW further commits itself to **equal opportunities for persons with disabilities and/or chronic illnesses**² and has assumed an obligation to adopt measures to enable such employees to exercise their profession, to career advancement and to participate in training and further training measures.

At each site of the OeAW, a contact person should be available for information and consultation for all employees with handicaps and/or chronic illnesses. Buildings and workplaces should as much as possible be kept barrier-free.

There is support for employees with handicaps and/or chronic illnesses in the form of work aids and technical equipment; in regard to working conditions, consideration is taken, to the extent possible, of the health condition of the employees in question. In consultation with supervisors, personal assistance services are offered for the employees in question and financed, where applied for, from central OeAW resources.

RECRUITING

- Guidelines for objectively understandable vacancy announcements meeting the requirements in regard to gender fairness and equal opportunities were produced

(<https://www.oeaw.ac.at/intern/oeaweb/personal/bewerbungsmanagement>).

² In the Disabled Employment Act (BEinstG) the prohibition on discrimination is regulated for employment. Considered a disability in this context is the effect of a physical, intellectual or psychological functional impairment of the senses which is present not just temporarily (i.g. longer than six months) and which can make participation in social life more difficult.

- All scientific vacancy announcements are published on EURAXESS, <http://euraxess.ec.europa.eu/jobs>. By means of proactive and targeted searching for potential applicants, among other things by using databases (EMBO, AcademiaNet, etc.) the ratio of women should be raised.
- *Guidelines* for a selection process based on fairness and bias-sensitivity raising are being drawn up.
- The transparency of personnel selection is promoted by corresponding documentation of gender numbers in the application and selection process. For this, data relating to the gender balance is collected at every stage of the personnel selection process in order to enable regular monitoring.
- **Dual Career Service**
The OeAW is a member of the DCSS-Dual-Career Service Support network (cf. https://gmbh.wwf.at/wwf_gmbh/dual_career_service_support/) and provides support for partners of newly hired employees at the OeAW in order to enable professional transfer within or to Austria.
- **Welcome Centre**
Support and information (including in English) is made available in the sphere of equal opportunities and women's promotion are set up with easy visibility for newly hired employees as well as visiting researchers and scholarship holders at the OeAW.

COMPATIBILITY OF CAREER AND FAMILY

The OeAW sees it as its duty to take consideration of the family care tasks and obligations of its employees in the design of the day-to-day work situation. For that reason, framework conditions and concrete measures for better compatibility of career and family are constantly being further developed.

- **Leave management**
In the Personnel Department, *contact persons for family related issues and matters* are available (including in English) for personal consultation, among other things in information for pregnant employees (e.g., legal regulations when travelling, conference participation), commencement and duration as well as special forms of leave, including information on cooperation and further training opportunities during leave.
Guidelines are drawn up (check list "Maternity and Parental Leave") on the basic conditions for successful re-integration after leave, in particular as a basis for managerial executives for mandatory briefings with employees just prior to commencement and after return from leave.
- **Working hours**
Consideration is taken when scheduling meetings and internal events of part-time employees and persons with care obligations. As far as possible, the latter are only conducted during core working hours.
- **Care tasks**
The OeAW offers *childcare with its own events* if this is possible, given the architectural facilities and the budgetary resources. In addition, the OeAW shares in the costs of vacation care through collaboration with the corresponding providers.
From resources of the OeAW fund *Akademie und Kind* (<https://www.oeaw.ac.at/intern/oeaweb/arbeitskreis-fuer-gleichbehandlungsfragen/akademie-und-kind>) allowances are financed for travel and stay costs of children and caregivers accompanying an employee, if employees of the OeAW to participate in professionally related events. In addition, an allowance can be applied for additional care costs incurred during the absence of the employee in the latter's place of residence, in particular after 5 p.m. or on weekends. Entitled to apply are OeAW employees responsible for care with a child or children of up to ten years of age. An extension of this to 12 years of age is planned.
The measure, *Akademie und Kind* (Academy and Child), is intended to develop further into a fund, *Akademie und Familie* (Academy and Family) that is also planned to allow for applications for additional care costs for family members requiring care. Guidelines relating to this are being drawn up.

CAREER PROMOTION

– Mentoring programme for the next generation of scientists

The programme running since 2016 and developed by the AKG for support to career development of younger scientists at the OeAW is being continued and, where needed, will be expanded (<https://www.oeaw.ac.at/intern/oeaweb/arbeitskreis-fuer-gleichbehandlungsfragen/mentoringprogramm>).

The focus here lies on promotion of women in the post-doc-phase and on their path to scientific independence. In particular, the next generation of women in the STEMM (MINT) subjects should be encouraged to participate. The supervisors take special consideration of the additional strains resulting from that when distributing work duties. Mentoring activities are weighted positively in evaluations.

– Further Training measures for career promotion

The OeAW actively assists scientists in all phases of their career development and supports the continuous development of knowledge and skills of employees in the fields of administration, scientific support, services and technology. The further training offer is meant to reinforce all career groups in their professional, personal and social development (<https://www.oeaw.ac.at/intern/oeaweb/personal/weiterbildung>).

Women are expressly addressed as a target group in further training measures and should be more consistently recruited as directors and lecturers for further training events. Advanced training and further training events supporting women in career advancement are being offered to an adequate extent, in particular presentation coaching for younger generations of scientists for preparation for hearings, lectures, etc.

– Coaching

Employees may with enquiries to the Personnel Department book up to three units per year for individual coaching, i.e., for support when switching to another field of activity, for prevention of burnout, in case of conflicts in the workplace, etc. Guidelines relating to this are being drawn up.

Teams, working groups or departments may avail themselves via an enquiry to the Personnel Department of external support for supervision, team building measures, etc. The OeAW provides resources for this in connection with further training measures.

– Managerial executive training

For managerial executives (including directors) in the institutes and in central administration of the OeAW, offers are developed which are intended to encourage support in exercising managerial and supervisory tasks, in particular on gender and diversity, compatibility of career and family, team development and women's promotion and which support managerial executives in carrying out corresponding measures.

The offers are made available to all managerial employees of the OeAW; for all newly hired employees in managerial positions participation in at least two measures is mandatory in the course of the first year at the OeAW (in particular on unconscious bias and diversity).

PREVENTION OF SEXUAL HARASSMENT AND BULLYING

All employees of OeAW have the right to work in an anxiety-free environment and to be protected against sexual harassment, bullying (mobbing) and discrimination. It is the task of managerial executives to immediately prosecute sexual harassing and discriminating behaviour in any form including bullying/mobbing and to contribute to preventing such behaviours.

Besides the Personnel Department and, where applicable, the staff unit for Law and Compliance, the following consulting units are also available:

- Working Group on Non-Discrimination
- Equal Opportunities Officer
- Works Council
- Disabled Confidential Contact
- Work psychologist(s)

The information is in any case treated confidentially, those concerned are given support. Measures for clarification or remedy of the matter are provided.

Those reporting sexual harassment (e.g., by filing a complaint or initiating a case) may not be fired, dismissed or otherwise disadvantaged for this reason. The same applies to any person who supports those concerned in their case or who acts as a witness.

In connection with its duty of care, the OeAW secures comprehensive information on all employees on the issues of sexual harassment, bullying/mobbing and discrimination. Therefore, internal information events and further training measures are offered for sensitising the employees as well as guidelines on anti-discrimination and avoidance and suppression of bullying/mobbing.

C. CONSCIOUSNESS RAISING AND NETWORKING ON EQUAL OPPORTUNITIES ISSUES

EVENTS ON GENDER AND DIVERSITY

The *Lectures on Gender and Diversity* are being continued; every year at least two lectures are given.

MAKING THE RESEARCH ACHIEVEMENTS OF WOMEN MORE VISIBLE

The promotion of female instructors in lecture series and events at OeAW should be (further) increased until a maximally balanced ratio is achieved between female and male lecturers.

FEMTECH INTERNSHIPS FOR WOMEN STUDENTS

In connection with the FEMTech programme of the FFG, several research facilities of the OeAW provides internship positions for female students in the natural sciences and engineering fields. The internship can also be completed by women students in the course of writing their graduate thesis (diploma, master's, bachelor's).

This measure is jointly evaluated with the institutes and supported in accordance with the specific requirements from the central budget of the OeAW, in order to ensure its continuation.

WOMEN'S NETWORKING BREAKFASTS

The goal of these events, which are held at least twice every year, is the networking of employees in managerial positions, from junior group managers up to directors. These breakfasts serve women OeAW employees as an exchange platform and provide conversations with successful women in key positions in science, politics and business and are meant to encourage managerial executives at the OeAW to consistently advance on their own career path.

REVIEW

The review of measures for achieving the goals of the GFP is done by means of the AKG, which reports annually in the context of the "Gender and Diversity" Jour Fixe.

MONITORING

Recording the gender balance in the various career levels in the various OeAW institutes is conducted on an ongoing basis in order to develop jointly with the institutes appropriate measures to raise the ratio of women at all career levels and for review (elimination of the "leaky pipeline," data collection to producing the "glass ceiling index").

A similar process is proceeding in regard to scholarships and further award processes.

Mandatory conduct of exit interviews, in order to record the reasons for employees leaving. The interview questionnaire, developed by the Personnel Department in consultation with the AKG, contains questions on opportunities and gender fairness as well as questions relating to the issues of the GFP. This information is reported to the AKG in anonymous form.

VALID

As of 1 March 2021.