

# GENDER EQUALITY PLAN

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| <b>Name</b>           | <b>Gender Equality Plan</b> |
| <b>Number</b>         | <b>P/01/2022</b>            |
| <b>Version</b>        | 2                           |
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|                           |                                                                             |
|---------------------------|-----------------------------------------------------------------------------|
| <b>Issuing department</b> | Business Administration Division                                            |
| <b>Prepared by</b>        | Human Resources Department                                                  |
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## Approved by

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Director

## Gender Equality Plan 2023

National Institute of Mental Health (NIMH)

**Summary of changes compared to the previous version:**

| Effective date of previous version: 1 February 2022 |                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Version number                                      | Subject of revision                                                                                                                                                                                                                                                                                                                                          |
| 2                                                   | <ul style="list-style-type: none"> <li>- Adding the data to the current status of the implementation of the measures of the Gender Equality Plan 2022 with defined indicators and specifying the proposed measures for 2023 on the basis of the evaluated data.</li> <li>- Revision and simplification of accompanying texts across the material.</li> </ul> |

## 1 List of terms and abbreviations

|                                   |                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Gender                            | This is a category referring to the socially and culturally conditioned and constructed differences and characteristics that society attributes to women and men, girls and boys based on their gender.                                                                                                  |
| Gender stereotypes                | These are simplistic and biased ideas about the characteristics, attitudes and roles of women and men in society, work and family. They influence how we perceive and evaluate women and men, including their roles and performance at work.                                                             |
| GEP                               | Gender Equality Plan                                                                                                                                                                                                                                                                                     |
| HRS4R                             | Human Resources Strategy for Researchers                                                                                                                                                                                                                                                                 |
| HR AWARD                          | The "HR Excellence in Research" award from the European Commission, the so-called <i>HR Award</i> .                                                                                                                                                                                                      |
| HO                                | Home Office                                                                                                                                                                                                                                                                                              |
| Qualification levels R0-R4        | Identified by the Draft European Framework for Research Careers, which links sectoral, national and institutional approaches to categorising research careers and facilitates career planning and education. For more details see. Career Regulations for Scientific Researchers of the NIMH, R/09/2021. |
| MD, RD                            | Maternity leave, parental leave                                                                                                                                                                                                                                                                          |
| NIMH/organisation                 | National Institute of Mental Health                                                                                                                                                                                                                                                                      |
| OTM-R                             | Open, Transparent and Merit-based Recruitment - Recruitment based on an open, transparent and measurable approach                                                                                                                                                                                        |
| Q                                 | Quarter                                                                                                                                                                                                                                                                                                  |
| Gender equality / gender equality | It means equal visibility, equal status and participation of women and men in all spheres of public and private life at all levels, including decision-making processes and leadership positions.                                                                                                        |
| VP                                | NIMH Research Programme                                                                                                                                                                                                                                                                                  |

## 2 Context for the creation and objectives of the GEP

- (1) The National Institute of Mental Health (hereinafter referred to as "NIMH") is a modern research and clinically oriented mental health institution, which was established on 1 January 2015 by transforming the Psychiatric Centre Prague. The organisation subscribed to the principles of equality, non-discrimination, transparency and setting equal access by signing up to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in 2018 and implementing the HRS4R strategy. In 2019, NIMH became a recipient of the prestigious HR Award. The framework for promoting gender equality at NIMH has been developed and defined in line with the requirements of set processes and strategies at international and national level, and also takes into account the trends of a modern approach to recruitment.
- (2) The Equal Opportunities Plan for Women and Men at the NIMH aims to define the problematic areas and to propose a strategy for addressing them, as well-established anti-discrimination principles increase the competitiveness of research teams and the institution itself, which significantly increases its attractiveness on the labour market, enabling it to retain promising and talented researchers regardless of age, gender, religion, sexual orientation or origin.

- (3) For the purpose of this policy, several surveys were conducted: a) A questionnaire survey, Gender Audit, was conducted in Q3 2021 with a total of 124 respondents, male and female NIMH employees. The largest representation of respondents was from the science and research section (53.7%), followed by the economic and technical administration (17.9%), the clinical section (14.6%) and other section (13.8%); b) the gender equality plan was also based on a GEP analysis, where data from the NIMH personnel system was assessed and reflected the status as of 30 June 2021; and c) the collection of suggestions from face-to-face meetings with employees of the organization. The results obtained were communicated across the organization and the objectives and measures set were consulted with the relevant departments of the NIMH, which actively participated in their development and in the definition of indicators. Both human and financial resources were allocated by the organisation to prepare the analysis and the gender equality plan.
- (4) In Q1 2023, the strategy was evaluated using the defined indicators and the plan for 2023 was set based on the evaluation.
- (5) A benchmarking survey along with an employee survey will be conducted in Q4 2023 and will be used for evaluation and detailed analysis of progress.

### 3 Areas monitored

- (1) Five recommended themes are monitored in relation to the GEP implementation process (publication on the organization's website, allocation of financial and employees resources, data collection and monitoring, and gender training).

#### 3.1 Work-life balance and organizational culture

- (1) In order to modernise the existing legal framework, the European Commission has adopted a Directive on work-life balance (DIRECTIVE OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (EU) 2019/1158 of 20 June 2019), which preserves existing rights and adds improved and new rights for both women and men. The Directive aims to promote an **appropriate balance between family and work responsibilities** and to ensure more equal opportunities for women and men in the workplace and at home.
- (2) A questionnaire survey conducted in 2021 among the employees of the organisation, which was attended by a total of 124 respondents (4 of whom were English-speaking), showed that 71% of the respondents use the possibility of adjusting the start and end of working hours on the basis of an agreement with their supervisor. 76.6% of the respondents have an agreement on home office work, 7.3% are considering it and, on the contrary, for 16.1% of the respondents their job description or position does not allow to work in home office mode. These are mainly employees of the clinical department.
- (3) The NIMH also has a children's group Neuronek open to children aged from 1 year to preschool age with a capacity of 12 children. This service allows employees to return to the organisation earlier from parental and maternity leave.
- (4) The 2021 questionnaire survey will be followed up with a new questionnaire survey - a employees survey along with questions to evaluate the GEP in Q4 2023, which will allow for a more comprehensive data-based assessment of implementation progress. From the data available at the time of the update, there is a positive trend towards increasing HO agreements and allowing flexible working hours where the nature of the job allows, which contributes to better reconciliation of work and personal life.
- (5) NIMH strives to continuously improve working conditions, environment and work culture to achieve the highest possible standards, diversity in research teams and related competitiveness in the field of science and research in the Czech Republic and internationally. Maintaining a work-life balance brings benefits not only to the employees but also to the employers. NIMH will continue to promote flexible

working hours, working in HO mode and other tools for reconciling personal and professional life, in particular to enable balanced working conditions for parents returning from maternity and parental leave. Working in the HO or home working mode is embedded in NIMH's internal standards and is subject to periodic reviews based on the needs of the organisation and new legislation where appropriate.

- (6) With regard to the direction of the organization in the area of gender equality implementation and the cultivation of the organization's environment, it is also necessary to emphasize the correct use of gender-sensitive language. NIMH considers it very positive to establish cooperation with the Institute of Sociology of the CAS, which provides NIMH with training for its employees in gender-sensitive communication. This training contributes to the elimination of existing gender stereotypes. Training materials on the use of gender sensitive language have been provided to all employees and are available to all employees on the NIMH intranet. Gender sensitive communication training for the target group of NIMH managers is also included in the developed objectives and measures for 2023. Special emphasis is also placed on the activities of the Human Resources Department in relation to the use of the OTM-R recruitment policy.
- (7) Based on the above findings, **objectives, proposed measures and indicators** for the Work-Life Balance and Organizational Culture theme **were developed** and the progress of implementation was recorded as of Q1 2023.

| Work-life balance and organisational culture                            |                                                                                                                                                        |                                                                                                                     |                                                             |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Target:                                                                 | Measures:                                                                                                                                              | Indicator:                                                                                                          | Implementation status: end of Q1 2023                       |
| Promoting work-life balance                                             | The possibility of using flexible working hours, working from home, support for parents returning from RD, MD to employment or positions that allow it | Number of HO contracts concluded                                                                                    | Ensure that this benefit is introduced to all new recruits  |
| Supporting parents in their careers                                     | Maintaining and/or supporting the functioning of the children's group, provided the project is economically neutral                                    | Number of contracts concluded for the provision of childcare services in the Children's Group in the current period | 17 contracts (by days of the week: 11/ 12/10/11/7 children) |
| Internal documents, procedures and gender-sensitive language            | Review of strategic documents and NIMH policy in terms of gender sensitive language, gender equality                                                   | Number of documents reviewed                                                                                        | a persistent challenge                                      |
| Use of gender-sensitive language and communication (verbal, non-verbal) | Gender-sensitive communication training (in cooperation with the Academy of Sciences of the Czech Republic)                                            | Number of top management, heads of VPs, centres, groups trained (50 persons)                                        | 3.- 4.Q 2023                                                |
|                                                                         | Using gender-sensitive language and communication                                                                                                      | Presentation available on the intranet                                                                              | Done                                                        |

### 3.2 Gender balance in leadership and decision-making

- (1) In accordance with the government's Gender Equality Strategy for 2021-2030, which proposes measures necessary to achieve gender equality in the Czech Republic at a comparable level with other EU countries, the NIMH strives to increase the representation of women in decision-making positions and to ensure equal opportunities in working conditions, career development, evaluation and remuneration.
- (2) Based on the analysis of the status as on 28. 2. 2023, it was found that women constitute 70.19% of the total 416 employees of the NIMH, representing 71.11% of the FTEs (Table 1). There has been an increase in the participation of women in the management and advisory bodies of the organization. There is a **12.50%** representation of women **on the Scientific Board** and 25% representation of women in Management of the NIMH, which is a significant increase. There has also been an increase in the **positions of heads of research programmes and centres, where we see an increase to 30%**.

| Category                                               | Status as of 28.2.2023    | 2023                       |                            |                             | 2021                |                           |                            |                            |                             |              |
|--------------------------------------------------------|---------------------------|----------------------------|----------------------------|-----------------------------|---------------------|---------------------------|----------------------------|----------------------------|-----------------------------|--------------|
|                                                        | Total number of employees | Number of female employees | Total number of foreigners | Number of female foreigners | % of women in total | Total number of employees | Number of female employees | Total number of foreigners | Number of female foreigners | % žen celkem |
| Total number of employees                              | 416                       | 292                        | 64                         | 48                          | 70,19               | 469                       | 322                        | 38                         | 24                          | 68,66        |
| FTE                                                    | 321,77                    | 228,82                     | 49,1                       | 8,2                         | 71,11               | 341,29                    | 239,84                     | 29                         | 18,3                        | 70,27        |
| Senior positions (Science/Research and Administration) | 51                        | 15                         | 4                          | 2                           | 29,41               | 59                        | 19                         | 8                          | 4                           | 32,20        |
| Heads of research programmes and centres               | 10                        | 3                          | 1                          | 1                           | 30,00               | 8                         | 1                          | 0                          | 0                           | 12,50        |
| Researcher                                             | 186                       | 112                        | 41                         | 17                          | 60,22               | 197                       | 119                        | 36                         | 20                          | 60,41        |
| Management of the NUDZ                                 | 4                         | 1                          | 0                          | 0                           | 25,00               | 5                         | 0                          | 0                          | 0                           | 0,00         |
| Scientific Board                                       | 8                         | 1                          | 0                          | 0                           | 12,50               | 13                        | 0                          | 0                          | 0                           | 0,00         |
| Mentee                                                 | 7                         | 5                          | 1                          | 1                           | 71,43               | 13                        | 9                          | 3                          | 3                           | 69,23        |
| Mentors                                                | 7                         | 2                          | 1                          | 0                           | 28,57               | 13                        | 2                          | 1                          | 0                           | 15,38        |

Table 1 Representation of women in the organisation in various positions and advisory bodies - comparison of status

(3) In scientific research positions, the representation of women is highest in position R1, where the share of women reaches almost **71%**, and then in position R2 with **62%** of women. At R3, women are represented at **41%**. The lowest representation of women is at R4, with only **14%**.

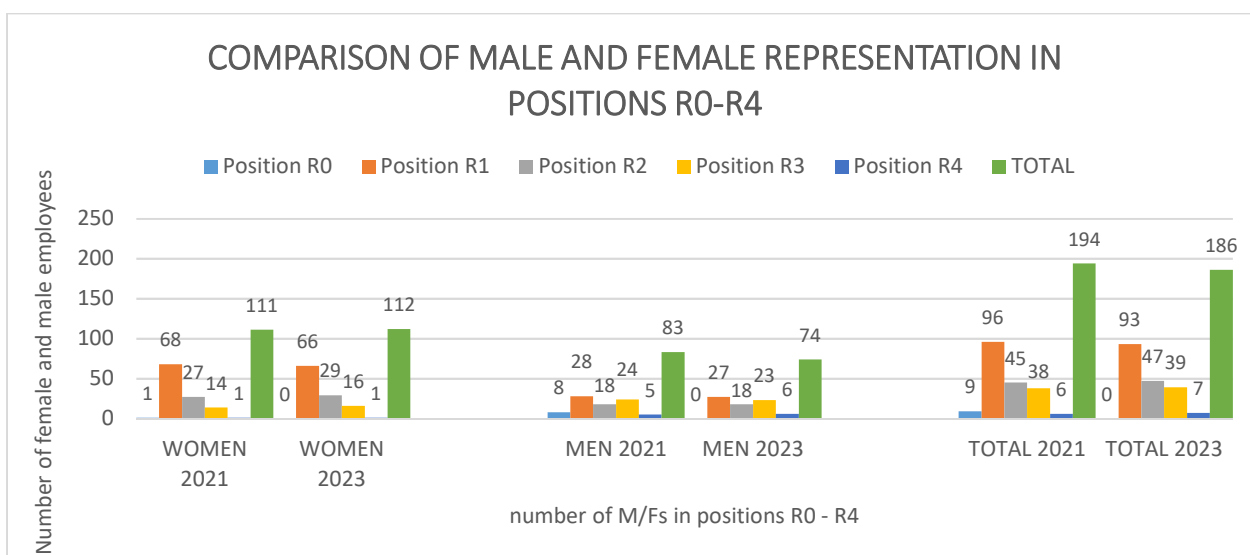


Image 1 Comparison of gender representation in R0-R4 positions in 2021 and on 28. 2. 2023

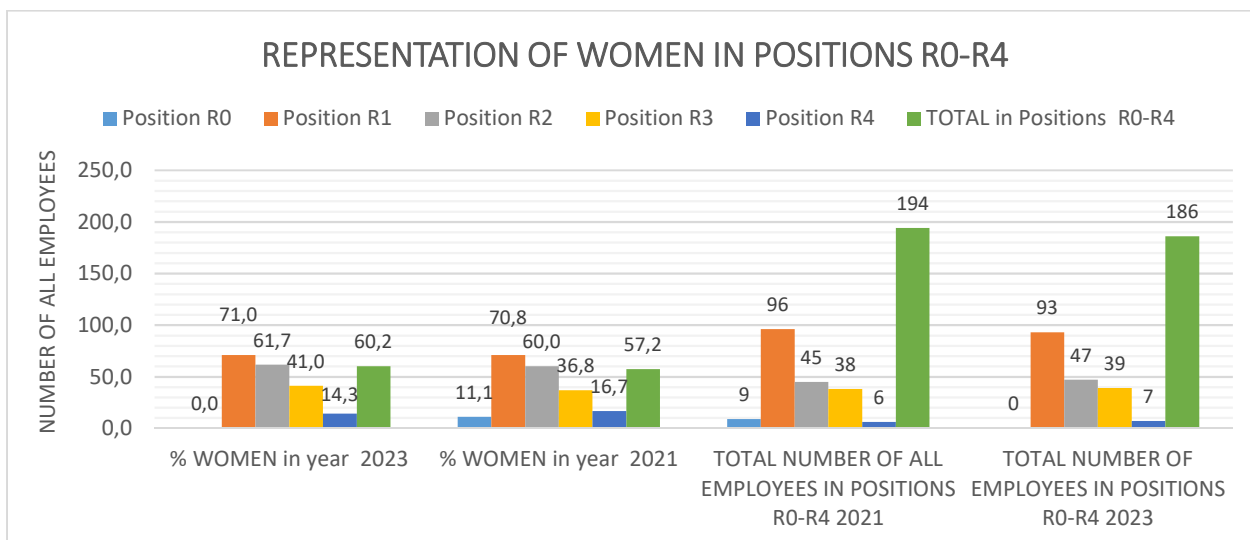


Figure 2 Percentage comparison of female representation in R0-R4 positions in 2021 and as of 28. 2. 2023

- (4) NIMH is aware of the potential and creativity of women, which is necessary and desirable in leadership positions. It is therefore necessary to work in parallel on reconciling professional and private life (or parenthood), reducing the persistent bias against women's abilities, ways of recruiting new employees and setting conditions for career development.
- (5) From the above findings, **objectives, proposed measures and indicators** for the theme Gender Balance in Leadership and Decision Making **were developed** and progress on implementation was recorded as of Q1 2023.

| Gender balance in leadership and decision-making                                     |                                                                                                                                                                                            |                                         |                                                                                     |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------|
| Target:                                                                              | Measures:                                                                                                                                                                                  | Indicator:                              | Fulfillment status: end of Q1 2023                                                  |
| Increasing the proportion of women in the management and advisory bodies of the NIMH | In the case of vacant positions on the governing bodies, it is desirable to nominate at least one woman for selection                                                                      | Statistical data, VEMA personnel system | See Table 1 for the development                                                     |
| Increase the proportion of women in senior positions R3, R4                          | Creating conditions for reconciling personal and professional life and enabling the increase of women in leadership (leadership positions in VP, centres, working groups, R3, R4, mentors) | Statistical data, VEMA personnel system | See Table 1 for the development                                                     |
| Increasing the number of mentors                                                     | Reaching out to female employees, potential mentors and nominating them for mentor positions                                                                                               | Statistical data                        | Reaching out to women and men in leadership positions - mentoring for 2023 launched |

### 3.3 Gender equality in recruitment and career progression

- (1) Measures in this area aim to ensure that women and men have equal opportunities for development and career advancement, and thus to prevent and eliminate systematic and structural discrimination against women throughout their careers, not only in research. Reviewing existing selection processes and procedures at all stages and correcting any biases and gender bias are important steps to ensure equality between women and men in their careers.
- (2) The 2021 questionnaire survey showed that **87.1% of** respondents believe that gender equality of candidates is respected during the selection/interview process. Selection committees are not always gender balanced, according to the respondents' answers, mainly due to the low proportion of women in leadership positions. In 2023, we see a positive change in terms of women's representation in the organisation's leadership, in the management of research centres and programmes and in the Scientific Council, a trend that is in line with the intention to actively promote gender balance.
- (3) One of the key commitments of the NIMH in implementing the HRS4R strategy is to implement the Open, Transparent and Fair Recruitment and Selection of Researchers (OTM-R) rules and they are also applied appropriately in the recruitment of non-researchers. The OTM-R promotes the recruitment of the most suitable candidate for the job, guarantees equal opportunities and access for all, facilitates the development of an international portfolio (collaboration, competition, mobility) and makes the career of researchers more attractive. Previous career breaks and/or sub-standard career paths are assessed on an individual basis and are not primarily seen as disadvantageous.
- (4) From the above findings, **objectives, proposed measures and indicators** on the theme of Gender Equality in Recruitment and Promotion **were developed** and progress on implementation was recorded as of Q1 2023.

| <b>Gender equality in recruitment and promotion</b>               |                                                                                                              |                                                      |                                                       |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------|
| <b>Target:</b>                                                    | <b>Measures:</b>                                                                                             | <b>Indicator:</b>                                    | <b>Implementation status: end of Q1 2023</b>          |
| Review of gender-balanced working practices for NIMH employees    | Extension of the career rules for other employees (clinic employees, administrative and technical employees) | Update, modification of the Career Development Rules | 100% R&D<br>Extension to other departments in Q3 2023 |
|                                                                   | Revision of internal standards                                                                               |                                                      | 100 %                                                 |
| Raising employee awareness of internal documentation on the issue | Internal training guidelines for recruitment and selection and other documents                               | Documentation, attendance list,                      | 100 %                                                 |
| Introduction of the OTM-R recruitment policy                      | OTM-R guidelines and approach to recruitment                                                                 | Statistical data from recruitment                    | Evaluation in Q1 2024                                 |
| Gender-neutral text in job advertisements                         | Creation of a unified template for recruitment and selection process forms                                   | Revised templates                                    | 100 %                                                 |
|                                                                   | Revision of existing documents                                                                               | Updating texts on the NIMH website                   | A persistent challenge                                |

### 3.4 Integration of the gender dimension into research

- (1) The reflection of the gender and sexuality dimension in the research content has long been associated with higher quality research and validity of results. The integration of the gender dimension is also strongly supported by the European Commission: the requirement to assess the relevance of this dimension to the addressed issue is a standard part of Horizon 2020 project proposals.
- (2) The 2021 survey found that only **25% of** respondents had ever encountered the term gender dimension in research and teaching. It was also found that **70.3% of** respondents believed that biological and socio-cultural factors should be included in research topics and papers.
- (3) The aim of this measure is in particular to take an active approach to the education of male and female employees on this topic. Within the framework of the established cooperation with the Institute of Sociology of the CAS (SOÚ AV ČR), training is planned for the NIMH employees in the areas of how to identify gender issues in research. The training should help them to understand the importance of integrating the gender dimension into their research practices.
- (4) From the above findings, **the objectives, proposed measures and indicators** for the theme of Integrating the Gender Dimension into Research and Teaching Content **were developed** and the progress of implementation was recorded as of Q1 2023.

| <b>Integrating the gender dimension into research and teaching content</b> |                                                                                    |                                                                                       |                                              |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Target:</b>                                                             | <b>Measures:</b>                                                                   | <b>Indicator:</b>                                                                     | <b>Implementation status: end of Q1 2023</b> |
| Integrating the gender dimension into research practices                   | Training: <b>gender dimension in science, research and innovation</b> (SOÚ AV ČR ) | Number of top management, heads of VPs, groups, research centres trained (50 persons) | 2. - 3.Q 2023                                |
|                                                                            |                                                                                    | e-learning, online course with certificate                                            | 2. - 3.Q 2023                                |



### 3.5 Measures against gender-based violence, including sexual harassment

- (1) Gender-based violence is a phenomenon deeply rooted in gender inequality and remains one of the most common human rights violations in all societies. Gender-based violence is violence directed against a person because of his or her gender. Gender-based violence is experienced by both women and men, but the majority of victims are women.
- (2) Gender-based violence and violence against women are terms that are often used interchangeably, as it is widely acknowledged that most gender-based violence against women and girls is perpetrated by men. However, the use of 'gender' is important because it highlights the fact that many forms of violence against women are rooted in power inequalities between women and men.
- (3) In the questionnaire, 70.1% of male and female employees answered "yes" and "rather yes" to the question whether they felt that they were treated in the same way as other colleagues in similar positions. In the same questionnaire, 91.1% of respondents said that they had not experienced any form of discrimination on the grounds of sex, age, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social and economic conditions. The next survey will take place in Q4 2023.
- (4) NIMH is against any form of discrimination, gender-based violence and sexual harassment. All NIMH employees are obliged to comply with the **NIMH Code of Ethics**. Training on unconscious prejudice and gender stereotyping is proposed as a measure.
- (5) In line with the plan for wider and more active involvement of the NIMH Ombudsman in this approach, the topics on which employees members can contact the Ombudsman have been clarified. The topic has been included in the 2022 NIMH Assembly, whereby employees were presented with general options for dealing with complaints, according to their nature and how they are dealt with, involving the Ethics Committee, the Ombudsman and whistleblowing investigators, and was also presented in the internal NIMHletter. Complaints and suggestions can be submitted anonymously to a specially placed box in the NIMH building lobby (primarily for whistleblowing) or directly to specially established e-mail boxes.
- (6) From the above findings, **objectives, proposed measures and indicators** on the theme of Measures against Gender Based Violence including Sexual Harassment have **been developed** and the progress of implementation has been recorded as of Q1 2023.

| Measures against gender-based violence, including sexual harassment       |                                                                                                             |                                                                              |                                       |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------|
| Target:                                                                   | Measures:                                                                                                   | Indicator:                                                                   | Implementation status: end of Q1 2023 |
| Raise awareness of unconscious biases and inappropriate behaviour         | Training: equal opportunities in science and research (SOÚ AV ČR)                                           | Number of top management, heads of VPs, groups, centres trained (50 persons) | 2. - 3.Q 2023                         |
|                                                                           |                                                                                                             | Questionnaire surveys, employee satisfaction surveys                         | periodically annually 4.Q 2023        |
| Raising employee awareness about the position and person of the Ombudsman | Introduction of the Ombudsman (Presentation of the position of the Ombudsman - job description, activities) | Questionnaire surveys, employee satisfaction surveys                         | 100 %, NIMHletter, Intranet           |
|                                                                           | Improve employee information regarding the manner and form of filing a complaint or suggestion              |                                                                              |                                       |

## **4 Evaluation**

- (1) The updated NIMH Gender Equality Plan 2023 builds on the GEP of 2022 and is a short-term plan of defined activities and recommendations. It is the responsibility of the Human Resources department to evaluate the progress and implementation of the set objectives and indicators and to review and progress the GEP and is set for Q1 2024 after the evaluation of the employee satisfaction survey along with questions on gender policy and its perception by male and female NIMH employees.
- (2) The text of the document is approved by the Management of the organisation and the Director of the NIMH.