

**Order No. 22/2021**  
**of the Director of the International Institute of Molecular and Cell Biology in Warsaw**  
**dated 21 December 2021**

**on adopting the Gender Equality Plan for the International Institute of Molecular and Cell**  
**Biology in Warsaw for the period 2022-2025**

Pursuant to Article 7 paragraph 2 point 4 of the Act of 26 June 1997 on the 4 International Institute of Molecular and Cell Biology in Warsaw (Polish Journal of Laws/ Dz. U. No. 106, item 674), it is hereby decided as follows:

§ 1

The Gender Equality Plan for the International Institute of Molecular and Cell Biology in Warsaw (hereinafter: IIMCB), which constitute Annex No. 1 to the Order, is hereby adopted.

§ 2

I oblige the heads of IIMCB organisational units to provide all their subordinate employees with access to the text of the order and to read the text thereof.

§ 3

The Order shall enter into force on the date of its signature.



# **GENDER EQUALITY PLAN**

**for the International Institute of Molecular  
and Cell Biology in Warsaw**

**for the period 2022-2025**

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## INTRODUCTION

We present to you the Gender Equality Plan for the International Institute of Molecular and Cell Biology in Warsaw (hereafter referred to as IIMCB or the Institute) for period 2022-2025 (hereafter referred to as the "Gender Equality Plan"). The Gender Equality Plan was prepared for the entire IIMCB community - persons employed on the basis of an employment contract, PhD students, MSc students and volunteers associated with IIMCB.

The main goal of the document is to make IIMCB a safe place for its entire community, functioning with respect for the principles of equality and diversity, free from discrimination, and thus enabling all employees to freely develop their scientific and personal skills.

In 2013 IIMCB received the "HR Excellence in Research" award from the European Commission. The consequence of obtaining the HR Excellence in Research logo is IIMCB's commitment to continuous improvement of its human resources policy, guaranteeing transparent recruitment rules, creating a friendly working environment, improving the quality of this work and supporting the career development of researchers of all nationalities. This prestigious award obliges IIMCB also to develop and implement gender equality policy, which is based on the present Gender Equality Plan for the Institute.

The Gender Equality Plan for IIMCB takes into account the assumptions and principles contained in the "European Charter of the Code of Researchers and Code of Conduct for the Recruitment of Researchers 2015-2019" - one of the most important documents of European policy for increasing the attractiveness of working conditions and career development of researchers in Europe. It is also a document, which constitutes an extension of the HR Strategy and Disputes and Conflicts Resolution Policy. The Gender Equality Plan also integrates all activities and initiatives undertaken by the Institute for Gender Equality.

Equality and diversity are values that contribute to the development of science, foster the improvement of scientific condition of individuals and lead to the improvement of research quality. They are also an indispensable condition for innovation and competitiveness. If we respect our diversity, we can manage it effectively for the benefit of the organization and wider society. The Institute's mission and organizational culture support and promote the above values through the following activities:

- supporting ambitious scientists of any nationality, driven by passion to pursue frontier research that aims to make a difference for society
- ensuring transparent internal regulations, including the principles of the equal treatment of all coworkers and stipulations of the HR Excellence in Research Award
- supporting the career development of all coworkers
- providing a clear institutional structure, effective internal procedures, and the division of duties
- supporting collegiality at all levels of the Institute
- fostering a professional and friendly work atmosphere and effective internal communication among all staff members.

The starting point for the preparation of the Gender Equality Plan for IIMCB is the improvement of existing practices, the promotion of good practices applied in EU countries and the preparation of new activities that will contribute to strengthening the image of the Institute as a safe workplace, where the principles of equality are respected and discrimination is prevented through an early intervention system.

According to a survey among the IIMCB community, some people still encounter prejudices and barriers that more or less hinder their professional development. These obstacles take the form of gender-based questioning of skills, inappropriate communication with co-workers and superiors, or obstacles to combining work and family life, among others. These barriers and prejudices contribute to limiting the potential of individuals who cannot participate equally with others in the process of personal, academic and professional development.

We believe that the actions undertaken in this plan will primarily contribute to the development of clear procedures that will directly improve the working environment and promote equality and diversity so that they become enduring values in the culture of the Institute.

The preparation of the Gender Equality Plan for IIMCB is in line with the EU Strategy for Gender Equality for 2020-2025 and the provisions contained in national documents recommending equality measures and good practices.

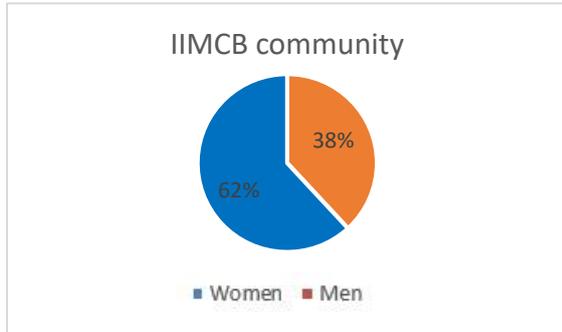
The Gender Equality Plan for IIMCB is the result of a diagnosis of the current situation, which included consultations within the framework of the established Working Group for Gender Equality Opportunities, results of a survey among the IIMCB community on the perception of gender equality and an analysis of numerical data.

IIMCB undertakes to allocate appropriate financial and human resources for the implementation of the activities planned in this document.

## DIAGNOSIS

### IIMCB IN FIGURES

Figure no. 1



As you can see from Figure no. 1, the majority of the IIMCB community is female. Data from Figure no. 2 shows that the most feminized group of employees are administrative staff, while the most gender-balanced group are PhD students.

Figure no. 2

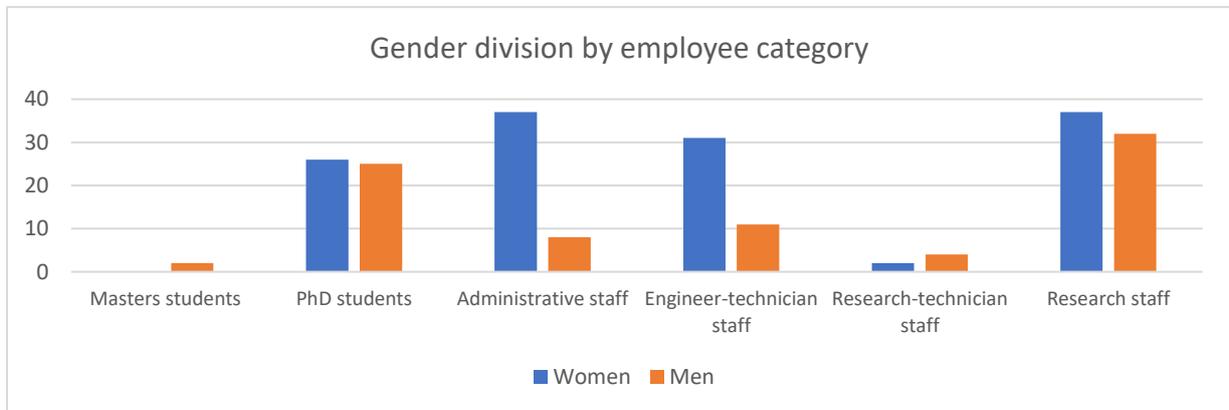
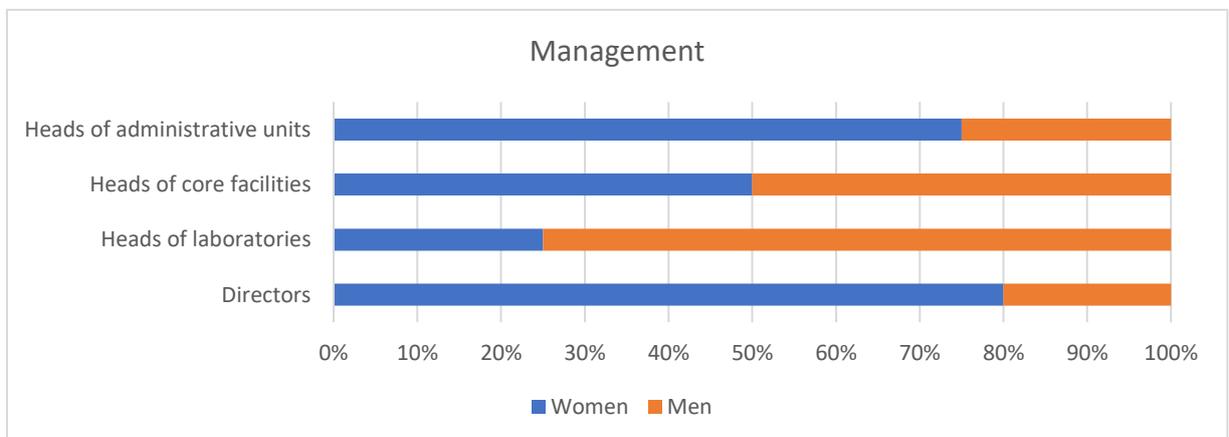


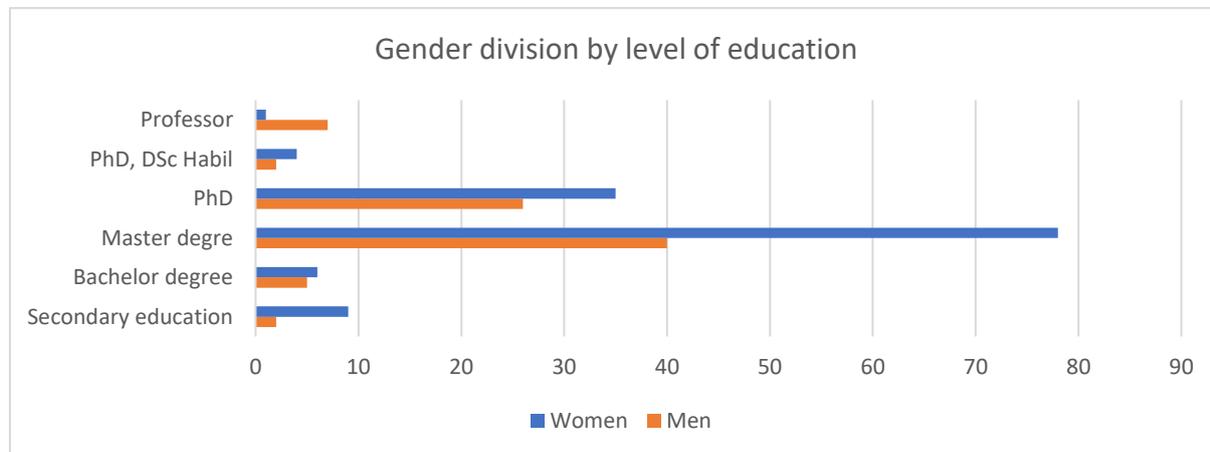
Figure no. 3 reflects the proportion of women and men in decision-making positions at the Institute. The data below shows that employment among heads of core facilities is gender-balanced. However, there are significant differences in the proportion of women and men in other positions at different levels of management at IIMCB. Men clearly prevail among heads of laboratories, while the share of women is much higher among heads of administrative units and the Directors.

Figure no. 3



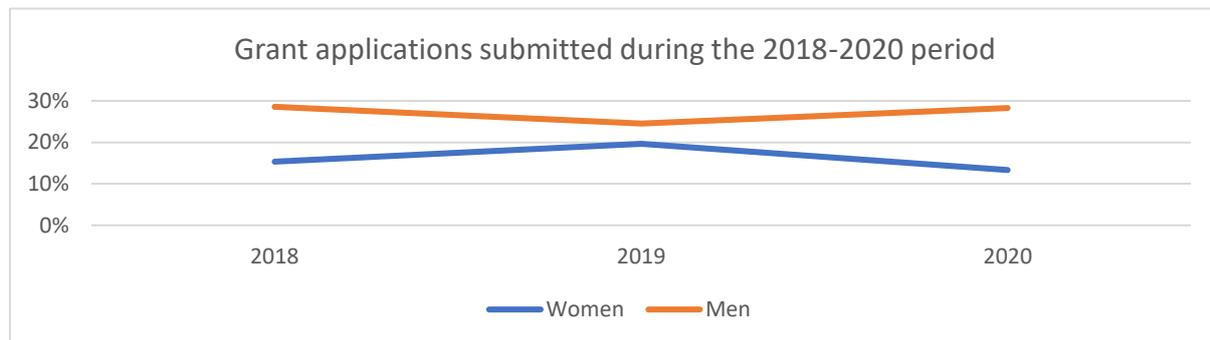
The division of staff by level of education is shown in Figure no. 4. The proportion of women with secondary and higher education is much higher. Also, female employees with doctoral and post-doctoral degrees make up the majority of employees. At the same time, the share of women among professors is only 12%.

Figure no. 4



It was also verified how the data on grant applications submitted by scientific workers and PhD students changed over the last three years (Figure no. 5). The following data shows that in IIMCB women apply for their own grants less frequently than men.

Figure no. 5<sup>1</sup>



## RESULTS OF THE SURVEY AND CONSULTATION

On July 19, 2021, the Director of IIMCB established the Working Group on Gender Equality Opportunities. The group includes representatives of scientific staff at all levels: PhD students, researchers and heads of laboratories, as well as representatives of the Institute's administration. The main tasks of the group are to prepare the Gender Equality Plan, coordinate the implementation of activities in the area of gender equality implementation and to advise the Directors on gender equality issues.

One of the first decisions of the Working Group on Gender Equality Opportunities was to conduct a survey among the IIMCB community to provide information on the current situation and needs in the area of gender equality.

<sup>1</sup> The blue color indicates the percentage of applications submitted relative to the number of eligible women, while the line in orange reflects the percentage of applications submitted relative to the number of eligible men.

In the prepared questionnaire, IIMCB employees were asked how the Institute, as a workplace, compares to other places of work and education in Poland in terms of respecting equal gender opportunities (Figure no. 6). None of the respondents answered "slightly worse" or "much worse". The remaining responses to this question indicated that we are starting from a high level in this area. This document is therefore not a revolution in IIMCB's strategy, but a further improvement plan for the implementation of effective diversity management at our Institute.

Figure no. 6

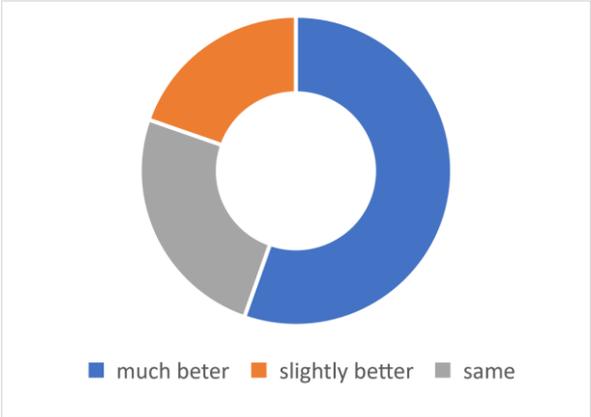
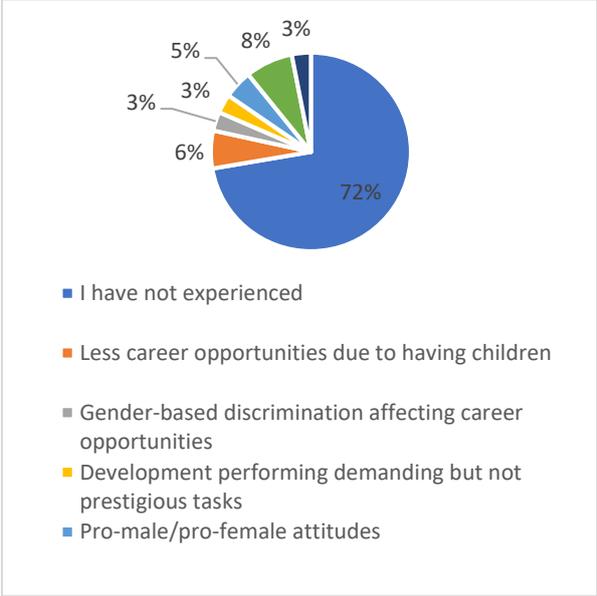


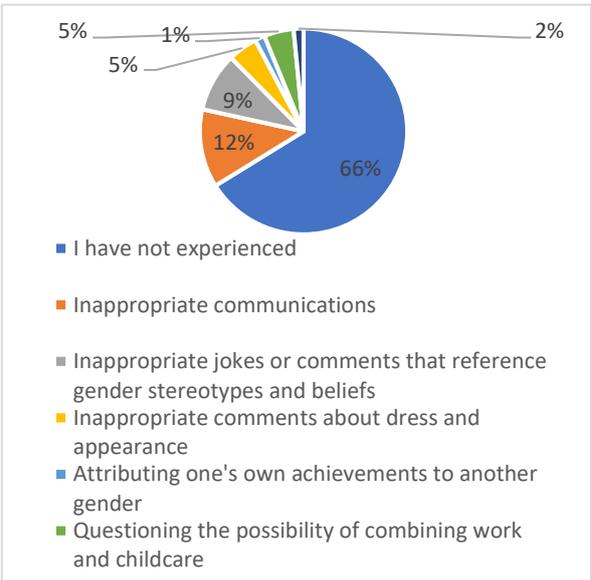
Figure no. 7



When asked about experiences of better/worse treatment on the basis of gender, as many as 72% of respondents said that they had not experienced such behaviour at IIMCB (Figure no. 7). The barrier that was indicated most frequently among those identified was questioning of knowledge/skills on the basis of gender (8%).

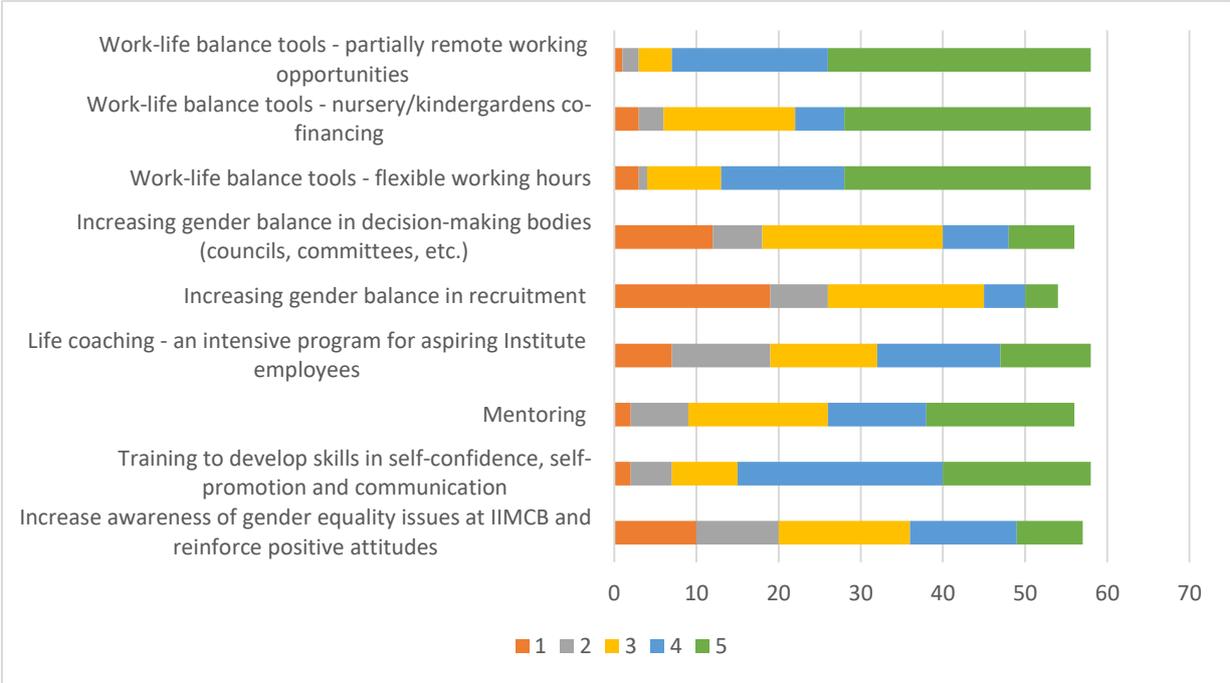
The co-workers also answered a question about their experience of inappropriate behaviour on grounds of gender (Figure no. 8). Such behavior was not experienced by as many as 66% of respondents. 12% of answers concerned inappropriate communication and 9% inappropriate jokes or comments referring to gender stereotypes and beliefs.

Figure no. 8



Respondents were also asked about the gradation of actions that in their view would help improve gender equality at the Institute. Responses were listed in order of importance (1 - least important, 5 - most important). Tools to facilitate the combination of private and work life were indicated as the most important issues. This is illustrated in Figure no. 9.

Figure no. 9



Based on the survey responses, figures and consultations within the Working Group for Gender Equality Opportunities, the following conclusions can be drawn:

- stereotypes exist in society about women's knowledge and skills in the professional field,
- many gender-based restrictions, prejudices and invisible barriers to promotion and the realisation of one's ambitions and passions exist in practice, including internal barriers,
- women's careers slow down in particular in the periods after obtaining a doctorate before habilitation and during the process of becoming a professor,
- male and female employees identify difficulties in combining work with family life and caring responsibilities for children or dependents,
- there are instances of inappropriate communication with co-workers and superiors, including inappropriate comments and jokes about gender,
- IIMCB as a workplace compares favourably to other places of work and study in Poland in terms of respecting equal gender opportunities.

**GOAL 1: TO RAISE AWARENESS OF THE IMPORTANCE OF GENDER EQUALITY ISSUES AND TO REINFORCE POSITIVE ATTITUDES TOWARDS DIVERSITY IN THE WORKFORCE AND IN EDUCATION**

ADDRESSEES		
IIMCB community		
ACTION	INDICATOR	RESPONSIBLE
Organization of workshops on how to prevent discrimination by proactively responding to inappropriate behavior	2 trainings by the end of 2025	Human Resources Unit
Organization of workshops on counteracting bullying and harassment	2 trainings by the end of 2025	Human Resources Unit
Offering PhD students and postdocs opportunities to attend dedicated courses on integrating gender equality into research	Train 50 people by 2025	Working Group for Gender Equality Opportunities / Human Resources Unit
Monitoring of statistical data on gender equality in various aspects of IIMCB activity and their periodical publication among the IIMCB community	4 reports: 1 each after the end of a calendar year	Working Group for Gender Equality Opportunities

**GOAL 2: SUPPORT THE CAREER DEVELOPMENT OF WOMEN**

ADDRESSEES		
IIMCB community		
ACTION	INDICATOR	RESPONSIBLE
Conducting campaigns to promote women's scientific activities	2 internal promotional campaigns by the end of 2025	Grants Office/ PR Unit
Organizing events and conferences to promote equal opportunities for scientific careers	2 events by the end of 2025	Representatives of individual scientific groups at IIMCB/ Scientific Coordination Unit
Establishing a pilot mentoring program; establish a group of experienced mentors	Establish a mentor group	Working Group for Gender Equality Opportunities

Soft skills training for early career women	2 trainings by the end of 2025	Human Resources Department
Collecting data on the participation of women and men in national and EU grant competitions	Compile results/data into a report by the end of 2025 for inclusion in the next Gender Equity Plan	Grants Office

**GOAL 3: STRIVE TO ACHIEVE AND MAINTAIN A BALANCE OF GENDER OPPORTUNITIES IN RECRUITMENT**

ADDRESSEES		
IIMCB community		
ACTION	INDICATOR	RESPONSIBLE
Collecting data on candidates in relation to gender for specific recruitment processes	Compile results/data into a report by the end of 2025 for inclusion in the next Gender Equity Plan	Human Resources Unit
Development of guidelines for selection committees (in the situation of candidates with identical qualifications, it is suggested to select a person from an underrepresented gender/group)	Prepare appendix to the recruitment regulations by 31.12.2022	Working Group for Gender Equality Opportunities

**GOAL 4: MAKE IT EASIER TO COMBINE WORK AND STUDY WITH FAMILY LIFE**

ADDRESSEES		
IIMCB community		
ACTION	INDICATOR	RESPONSIBLE
Enabling partial remote working and flexible working hours for employees and female employees of the administration	Up to 60% of the time, depending on organizational and epidemiological conditions	Heads of organizational units/ Human Resources Unit
Use of task-based work hours and other flexible forms that allow work and family life to be combined for male and female laboratory workers	At least 70% of employed persons and doctoral students depending on organizational and epidemiological conditions	Heads of organizational units/ Human Resources Unit

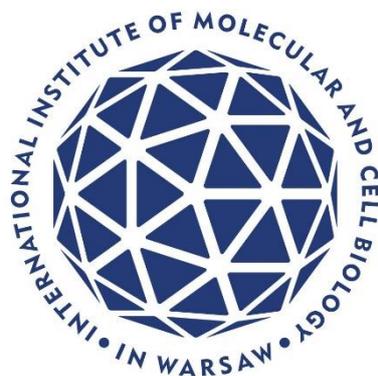
Expanding the offer of subsidies to nurseries/preschools by increasing funding from the company's social benefits fund	Achievement of the 10% of the Institute's Social Fund appropriation between 2022 and 2025	Social Committee/ Directors
Identify the needs of those returning to work after maternity and parental leave for support by the Institute	Conduct consultations and compile results by the end of 2025 for inclusion in the next Gender Equality Plan	Human Resources Unit
Creation of a guide collecting all entitlements of parents in IIMCB	Electronic document prepared by the end of 2022	Human Resources Unit

## GOAL 5: ACHIEVE AND MAINTAIN BALANCED GENDER REPRESENTATION ON COMMITTEES, COUNCILS, DELEGATIONS, TEAMS AND OTHER ADVISORY BODIES

ADDRESSEES		
IIMCB community		
ACTION	INDICATOR	RESPONSIBLE
Formulate guidelines on balanced gender representation in committees, councils, delegations, teams and other advisory bodies and disseminate them across the Institute	Electronic document prepared and sent to the entire IIMCB community by 30.06.2022	Working Group for Gender Equality Opportunities
Establish a database on gender representation in committees, councils, delegations, teams and other advisory bodies and submit annual reports to the Director	4 reports (1 at the end of each year), compiling results for inclusion in the next Gender Equity Plan	Human Resources Unit

## MONITORING AND EVALUATION

The Gender Equality Plan for IIMCB is a strategy planned for period 2022-2025. An internal evaluation of the plan will be conducted after two years, in 2024, by the Working Group on Gender Equality Opportunities. The effectiveness of the planned activities will be monitored through the indicators defined in the plan. The Working Group on Gender Equality Opportunities will prepare annual reports on the implementation of the planned activities.



## International Institute of Molecular and Cell Biology in Warsaw

4 Księcia Trojdena Street | 02-109 Warsaw

tel.: +48 22 597 07 00 | e-mail: [secretariat@iimcb.gov.pl](mailto:secretariat@iimcb.gov.pl)

[www.iimcb.gov.pl](http://www.iimcb.gov.pl)



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