

Gender Equality Plan 2022-2024

Policy

I. Introduction

The management of the Cybersecurity Hub, z.ú. is following the European Union's gender equality goals for 2020-2025 (Equality Union: Strategy for Gender Equality 2020-2025) and the Ministry of Education, Youth and Sports' Gender Equality Support Plan 2021-2024. CSH will implement a variety of measures to promote gender equality as part of the CSH's strategic commitment to the principles of transparency, equality and accountability, while at the same time reconciling the work and personal lives of all its employees and researchers. The individual professional departments of the CSH will cooperate with each other in the implementation. The plan provides a framework for the development and implementation of effective measures to achieve the goals in the priority areas of gender equality at CSH.

Since the CSH is a newly established entity, it is impossible to conduct a gender audit, which is why the Gender Equality Plan was drawn up following an initial gender analysis focused on best practices and experience of the founders of the CSH. Analysis was focused on approaches and measures recommended in key policy documents and best practices applied in EU and Czech Republic and in the standards laid down by the Office of the Government of the Czech Republic, Gender Audit Standards. Main relevant strategic documents that were taken into account are Gender Equality Strategy 2020 – 2025 of the European Commission and Gender Equality Strategy for 2021 – 2030 of the Czech Republic.

II. Implementation and accountability

At the CSH management level, a Gender Equality Guarantor will be appointed who will cooperate with representatives of relevant departments of the CSH in the implementation of GEP CSH activities. The Guarantor will regularly report on his/her activities and achievements in the implementation of the

GEP CSH to the CSH Governing Board, principally in the form of an annual report in this area, including proposals for measures for the next period to fulfil the objectives and activities of the GEP CSH. The annual report will also be available to all employees.

III. Measures of the Gender equality plan

Areas covered by the Gender Equality Plan:

- gender policy and equal representation
- career progression
- reconciling work and personal life
- gender in research
- (sexual) harassment and negative phenomena

The structure of each measure:

- measure/objective
- measurable indicators
- responsibility (who, what)
- funding source
- deadline

The GEP CSH measures for the period 2022-2024 will be evaluated on an annual basis (in a report).

IV. Monitoring and Evaluation

The GEP CSH measures for the period 2022-2024 (see below) will be evaluated on an annual basis in a report. The report will evaluate the implementation of each of the measures planned for the relevant time period, it will sum up the course of the implementation, outputs and any other sub-steps leading to its successful completion.

The ongoing monitoring, implementation and evaluation of this Plan will be primarily carried out by the Gender Equality Guarantor, as soon as the position is established and filled, in cooperation with the CSH management, its HR department and the persons and units responsible for practical implementation of each of the measures.

Increased attention will be paid to continuous monitoring and evaluation of available gender-based data, and to compiling aggregate gender statistics enabling a comparison of developments at the various CSH units and in different years, as set out in one of the Plan measures below. The statistical data will also be evaluated on an annual basis.

V. Final provisions

CSH, represented by its director, makes the following commitment:

- 1/ to implement the Gender Equality Plan and all measures contained in it,
- 2/ to earmark financial and human resources for its implementation as set out below in the measures. The university management will, moreover, seek to obtain other funding for its successful implementation and development,

- 3/ to raise awareness of gender equality and social safety at the university, mainly through continuous training and other activities specified below under the particular measures,
- 4/ to publish the Gender Equality Plan on the university website, including the annual reports on its implementation and aggregated statistical data.

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director

Gender equality plan measures							
	GEP Area	Area	Objectives	Responsibility	Indicators	Target group	Due date
1.	Gender policy and equal representation	Strengthening the capacity for promoting gender issues at CSH	Creating a position of a coordinator of equal opportunities and labour-law affairs at CSH	Director	A position of the Gender Equality Guarantor	Employees	4Q/2022
2.	Gender policy and equal representation	Strengthening the promotion of gender equality and equal opportunities at all levels	Creating training interventions on gender issues among employees at all levels	HR department	Created trainings on gender equality in the university environment, and their inclusion in the offer of internal training	Employees	4Q/2022
3.	Gender policy and equal representation	Enhancing gender-balanced communication, eliminating stereotypes	Ensuring gender-neutral and unbiased expressions in documents, mainly concerning PR and external communication	PR department	Basic rules on how to work with inclusive language and visual materials created, distributed and applied	Employees preparing documents and information for the public	Continuously
4.	Gender policy and equal representation	Strengthening equal opportunities	Introducing statistical monitoring and evaluation of data, interpretation of statistics with regard to gender and other variables	HR department, Gender Equality Guarantor	Statistical outputs broken down by gender, their evaluation and comparison with previous periods at least once a year	Employees	Continuously, report at least annually

5.	Gender equality in recruitment and career growth of employees	Strengthening equality of opportunities, creating a clear direction and aims of CSH in the gender area	Creating a coherent policy of personnel development, considering equal opportunities	Director, Gender Equality Guarantor, HR department	A policy document on personnel development, approved by the management, integrating any partial materials and supplemented with gender equality goals	Employees	4Q/2022
6.	Gender equality in recruitment and career growth of employees	Strengthening equal opportunities	Creating a coherent approach to filling positions, considering equal opportunities, including advertising rules	HR Department	A sample advertisement working with language, visualisation and proactive support of diversity and suitability of the position for men and women, integrated in a suitable methodology for ensuring equal opportunities in recruitment and selection of employees	Job applicants	2Q/2022
7.	Gender equality in recruitment and career growth of employees	Strengthening equal opportunities	Ensuring proportionate representation of women in selection committees where possible, also with regard to the expertise of the selection committee members	HR Department, director	The measure is integrated in the relevant internal document and is practically applied	Job applicants	2Q/2022
8.	Gender equality in recruitment and career growth of employees	Strengthening gender equality in remuneration	Analysing the remuneration system in terms of equal opportunities	Director, Gender Equality Guarantor, HR department	Output analytical document, including measures to modify existing regulations.	Employees	2Q/2023

9.	Gender equality in recruitment and career growth of employees	Enhancing the development of company culture and relations at the CSH	Creating a platform for formal meetings to evaluate and share experience in equal opportunities (for mobilities, projects, work experience).	HR department	One meeting per year	Employees with the same or similar work specialisation	Continuously
10.	Reconciling work and personal life	Clarifying the options and entitlements of employees in the case of flexible work arrangements	Supplementing the Catalogue of Positions with the options of using flexible forms of work (mainly home office) and substitutability.	HR department	Output analysis and categorisation of positions with subsequent integration in the relevant internal regulations and determination of the conditions and entitlements; an information leaflet both printed and electronic	Employees	3Q/2022
11.	Reconciling work and personal life	Improving the support of parents with pre- school children	Improving the conditions for reconciling work and personal life for parents with pre-school children	Director, Gender Equality Guarantor	Needs analysis of individual CSH departments.	Employees with parental responsibilities	3Q/2022
12.	Reconciling work and personal life	Improving the support of parents with pre- school children	Improving the conditions for reconciling work and personal life for parents with pre-school children	Director, Gender Equality Guarantor	Proposed solution for the needs of parents with pre-school children during their working hours.	Employees with parental responsibilities	4Q/2022

13.	Reconciling work and personal life	Improving the support of parents with pre- school children	Seeking project opportunities to support parents with children	Project support department	Monitoring of calls for proposals of projects	Employees with parental responsibilities	Continuously
14.	Reconciling work and personal life	Clarifying and systematising the conditions of maternity and parental leave	Creating an information document on the labour-law entitlements and duties before, during and after a parental/maternity leave, including a system of communication during that period	HR department, Gender Equality Guarantor	Information leaflet, both printed and online	Employees with parental responsibilities	4Q/2022
15.	Preventing gender-based violence, incl. harassment	Preventing and addressing negative phenomena at CSH	Implementing the Code of Ethics so as to include all forms of undesirable conduct at all levels, including a declaration of inadmissibility of such conduct	Director, Gender Equality Guarantor	Code of Ethics in line with the principles of the good practice.	Employees	3Q/2022
16.	Preventing gender-based violence, incl. harassment	Preventing and addressing negative phenomena at CSH	Creating a website on Social Safety at CSH, including proposals for addressing negative phenomena	HR department	A web page with basic information on undesirable phenomena and instructions on addressing various situations at CSH.	Employees	4Q/2022

17.	Preventing gender-based violence, incl. harassment	Strengthening the capacity for addressing negative phenomena at CSH	Introducing psychological and legal services to consult individual situations of students and employees.	Gender Equality Guarantor	The service is created, offered and used (anonymously).	Employees	2023+
18.	Preventing gender-based violence, incl. harassment	Strengthening the capacity for addressing negative phenomena at CSH	Integrating information on addressing negative phenomena and on the methods of their solution at CSH into training interventions	Gender Equality Guarantor	Overview of trainings into which information on preventing and addressing negative phenomena at CSH has been integrated	Employees	4Q/2022