

# EUROPEAN HUMANITIES UNIVERSITY

## Gender equality action plan

*(This plan is a part of the implementation of EHU Equal opportunity policy)*

### Personnel

*Aim – provide conditions for successful career*

| No | Instrument  | Implementation               |  |  |   | Comments ( <i>exceptions, conditions, assumptions, etc.</i> ) |
|----|---|------------------------------|--|--|---|---|
|    |   | Procedure, dates             | Resources  | Responsible persons                    | Success criteria, recording dates   |   |
| 1. | Nominate a person responsible for coordinating equal opportunities and diversity issues | Started to implement in 2019 | Management ensures that the functions of the appointed employee correspond to the position and workload allows for quality fulfilment of the position requirements | EHU Rector, responsible for nomination | Coordination of the preparation of the Annual Gender Equality Plan for 2021/2022. Monitoring of implementation, preparing a report for the Governing Board and the community. Proposing problem solutions to the enquiry and management |   |

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| 2. | Carry out continuous monitoring of the gender equality situation, implement community surveys on gender equality | May 20-26, 2021<br>EHU employee satisfaction survey with results that will allow to monitor the situation of gender equality and equal opportunities | Human resources | Finance and Personnel Unit  | A report on staff satisfaction prepared, including a report on the monitoring of the gender equality and equal opportunities situation, measures recommended to address problem areas by 2021-05-30                              |  |
| 3. | Strengthen possibilities for reconciling work responsibilities with family responsibilities                      | Ensuring flexible working schedules and study schedules, distance working opportunities and maintaining regular contact with those on parental leave | Human resources | Rector, Chancellor-Head of Rector's Office, Head of Academic Support Centre, Head of Finance and Personnel Unit | A survey of job satisfaction, including life and work balance, gender equality and equal opportunities, shall be conducted each year. The summarised results are presented in the Rectorate and are publicised to the community. |  |
| 4. | Introduce a safe and clear mechanism within the university for complaints of discrimination and                  | June 2021  | Human resources | Person, responsible for coordination of equal opportunities and diversity,                                      | On June 30, 2021, a new version of the Equal Opportunities Policy was approved, and a mechanism for submitting complaints  |  |

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|    | sexual harassment for staff and students                                      |   |   | Head of Academic Support Centre<br>Head of Student Service Unit  | was provided.<br>A separate contact email has been created                                   |  |
| 5. | To find out the need for reconciling students' family commitments and studies | Interviews with course representatives and the SPCs on the challenges of reconciling studies and family responsibilities and possible solutions to these challenges | Review and updating of study process and timetables | Head of Student Service Unit,<br>Head of Academic Support Centre | From the 2021/2022 academic year, a study schedule has been prepared that meets family needs |  |

## Management

*Aim – achieve 40/60 gender balance representation in structures*

| No | Instrument  | Implementation   |           |  | Comments<br>( <i>exceptions, conditions, assumptions, etc.</i> )   |
|----|---|--|-----------|--|--|
|    |   | Procedure, dates   | Resources | Responsible persons                                      |  |
| 1. | Strive to achieve 40/60 gender balance in university structures – working groups, commissions and committees, and organised activities – student research groups, academic groups of study programmes, events | It is recommended to submit for approval such composition of committees, commissions, etc., which are in line with the principles of gender balance.<br><br>To apply this principle to newly approved compositions of structures |           | Governing Board<br>Rector, Senate,<br>Heads of divisions | <p>By 2022 increase women’s representation on the EHU Governing Board by electing two women.</p> <p>By 2024 increase female representation through the nomination of senior management and honorary doctors.</p> <p>Ensure that the Core Curriculum programme maintains/achieves 40/60 gender balance by 2023.</p> <p>By 2024, the University’s structural structures, where the 40/60 balance is not maintained, increase representation accordingly, maintain those structures where the gender balance is appropriate</p> |

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| 2. | <p>Integration of the gender and equal opportunities dimension into EHU's strategic plans</p> <p>Integration of gender-sensitive language into documents and communication</p> | <p>Review of strategic and internal documents, document adjustment, content of external and internal communication messages corresponding to gender-sensitive language</p> | Human resources | <p>Strategic Committee, Chancellor-Head of Rector's Office, documentation manager, Communication and Development Unit, Finance and Personnel Unit</p> | <p>Strategy papers will include gender equality and equal opportunities aspects</p> <p>Gender-sensitive language (continuous) will be used in internal documents</p> |  |
| 3. | <p>Reflect gender representation in university activity reports</p>  | <p>Review all available information on students and employees from a gender perspective</p>  |                 | <p>Finance and Personnel Unit, Rector's Office, project manager, Academic Support Centre, Student Service Unit</p>                                    | <p>All information provided in activity reports will reflect the gender dimension in the future</p>  |  |

## Studies and research

*Aim - raise awareness of the importance of gender equality.*

| No | Instrument   | Implementation  |   |   |   | Comments ( <i>exceptions, conditions, assumptions, etc.</i> ) |
|----|--|---|---|---|---|---|
|    |  | Procedure, dates  | Resources                                     | Responsible persons                         | Success criteria, recording dates   |   |
| 1. | Conduct research, prepare comments and articles on women's leadership and/or gender equality, presenting their results to the public | EhU academic community is encouraged to disseminate expertise on women's leadership/gender equality | Sources of communication, financial resources | EhU community,<br>EhU Gender Studies Centre | Members of the EhU community publish at least 2 comments, studies, or other formats of work per year on gender equality or women's leadership topics, they are published and publicised through internal and external communication channels. Internal communication channels encourage the mentioned research. |   |
| 2. | Mainstreaming gender into the teaching and content of different  | Preparation of recommendations and measures for teachers about gender                               | Human resources                               | Chairpersons of EhU SPCs<br>Heads of        | Lectures or courses on gender equality.   |   |

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|    | programmes and courses.   | mainstreaming in the taught courses, discussion of possibilities with study programmes committees.             |                 | academic departments,<br>Head of Academic Support Centre  |   |  |
| 3. | Organise training sessions for the EHU community on gender equality: Integration of the gender dimension into science and study processes, themes of discrimination on the grounds of gender, complementing training topics according to the results of the community survey. | October, 2021  | Human resources | Head of Communication and Development Unit,<br><br>Head of Academic Support Centre,<br><br>Head of Finance and Personnel Unit | Gender equality training organised by the end of 2021 at EHU                          |  |
| 4. | Organise expert events at the University on gender equality and/or women's leadership topics  | The instrument is launched in the autumn semester of 2021-2022 and the EHU community is involved in the events |                 | Communication and Development Unit  | At least one expert event (debate, conference, expert visit, etc.) organized per year |  |

## Communication

*Aim - increase awareness, sensitivity to gender differences.*

| No | Instrument  | Implementation     |   |   |  | Comments ( <i>exceptions, conditions, assumptions, etc.</i> ) |
|----|---|--------------------|---|---|--|---|
|    |   | Procedure, dates   | Resources                               | Responsible persons   | Success criteria, recording dates  |   |
| 1. | Prepare and send top-level management the most relevant information on the principles and implementation of gender equality in staff, studies and science. Acquainting all staff with material at least every two years | From 2022 annually | Human resources                         | Person, responsible for coordinating equal opportunities and diversity, Academic Support Centre, Student Service Unit | Conducted trainings/presentation on gender equality and equal opportunities policy to the community in newsletters       |   |
| 2. | Publish and communicate on a regular basis EHU's official position on gender equality through internal and external communication   | From October 2021  | Means of communication, human resources | Communication and Development Unit, EHU Gender Studies Centre   | Every semester make a post on EHU's website and social media accounts, communicating work done on gender equality issues |   |



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|    | channels  |                                    |  |                                    |  |  |
| 3. | Publish messages related to the leadership of EHU women scientists in EHU social media (Facebook, Instagram, LinkedIn, Twitter), as well as publicise EHU community research and other gender equality activities | Implementation starts October 2021 |  | Communication and Development Unit | Prepare 1 monthly entry on gender equality in EHU social media |  |