



# GENDER EQUALITY PLAN FOR FAB FOUNDATION POLAND (GEP)

## Document Information

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Document approved by the Management Board of Fab Foundation Poland:

A handwritten signature in blue ink that reads 'Judyta Cichocka'. The signature is enclosed within a hand-drawn blue oval.

dr Judyta Cichocka

A handwritten signature in blue ink that reads 'Anna Malinowska'. The signature is written in a cursive style.

dr hab. Anna Malinowska

# 1. INTRODUCTION

The Gender Equality Plan for the Fab Foundation Poland, hereinafter referred to as the “GEP”, has been developed to identify specific solutions for ensuring gender equality among the FFP organisation. The GEP is a set of commitments and actions that aim to promote gender equality in the FFP organisation through institutional and cultural change. The GEP and its tools are aimed at ensuring gender equality and providing employees and members of the FFP community with equal opportunities and equal treatment.

Within the broad categories of ‘women’ and ‘men’, other additional socio demographic attributes such as age, socioeconomic background, poverty, race, ethnicity, location (rural/urban), disability, sexual orientation (lesbian, gay, bisexual, transgender and others) and religion need to be taken into consideration. Therefore, when referring to women and men, we refer to them always in all their diversity.

The GEP begins with a diagnosis of the challenges facing the Fab Foundation Poland in terms of gender equality. This diagnosis covers the issue of gender equality in the following areas:

- A. Legal EU, national and internal regulations and policies
- B. Analysis of existing measures promoting gender equality, in the following topics:
  1. Work-life balance and organisational culture
  2. Gender Balance in leadership and decision-making
  3. Gender equality in recruitment and career progression
  4. Integrating the gender dimension into research and teaching content
  5. Measures against gender-based violence including harassment
- C. Collection and analysis of Sex-disaggregated data regarding selected key indicators
- D. Conclusion and diagnosis

In relation to the challenges identified, objectives and actions have been formulated, the implementation of which should lead to the consolidation of good practices and the elimination of barriers to gender equality.

To comply with the Horizon Europe GEP eligibility criterion, a GEP addresses the four mandatory process-related requirements, as follow:

1. **Public document:** The GEP is a formal document published on the Fab Foundation Poland’s website, signed by the top management and actively communicated within the institution.
2. **Dedicated resources:** As the Fab Foundation Poland is a new organisation with very limited resources, at the moment the Management Board is in charge to acquire enough expertise in gender equality to implement the plan.
3. **Data collection and monitoring:** The sex/gender disaggregated data on personnel (and students, if applicable) is collected on continuous bases with annual reporting based on indicators. The Management Board is in charge of collecting data, updating key indicators, preparing and publishing the report by the end of each calendar year.
4. **Training:** The FFP organisation runs awareness-raising and training actions on gender equality on a regular basis (annually). These activities engage the whole organisation and are evidence-based, including:
  - a. unconscious gender biases training aimed at staff and decision-makers (Objective 3: Action 6);
  - b. (optionally) communication activities and gender equality training that focuses on specific topics or addresses specific groups.

## 2. ANALYSING AND ASSESSING THE STATUS QUO

For the purpose of the analysis, data available as at 26 July 2023 have been adopted. The data collection and analysis was conducted by the Management Board. The development of the Gender Equality Plan for the Fab Foundation Poland was preceded by an analysis of:

- A. RELEVANT LEGISLATION, POLICIES AND REGULATORY FRAMEWORKS
- B. EXISTING MEASURES PROMOTING GENDER EQUALITY
- C. SEX-DISAGGREGATED DATA CONSIDERING SELECTED KEY INDICATORS

The summary of status quo analysis is provided in section:

- D. CONCLUSIONS OF THE DIAGNOSIS

### A. RELEVANT LEGISLATION, POLICIES AND REGULATORY FRAMEWORKS:

The formal and legal framework for this document is provided by following legislations:

At EU level:

1. *The European Charter for Researchers*;
2. *The Code of Conduct for the Recruitment of Researchers* constituting an annex to the Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers;
3. *The European Framework for Research Careers* – a document of the European Commission published on 21 July 2011 – “Towards a European Framework for Research Careers.”.

At Country level:

1. *The Constitution of the Republic of Poland of 2 April 1997*;
2. *The Act of 20 July 2018 – Law on Higher Education and Science*;
3. *The Act of 3 December 2010 on the implementation of certain European Union regulations concerning equal treatment*;
4. *The Act of 26 June 1974 – the Labour Code*.

At Organisation level:

1. *The Statute of the Fab Foundation Poland* adopted by the Management Board on 23 January 2023 – hierarchically the highest internal document of the Fab Foundation Poland, which regulates its activities and sets the directions for the interpretation of all other internal regulations. In Article 1, it includes the following provision: “5. The activities of the Foundation are consistent with the fundamental interests of the Republic of Poland, the European Union and support the global interests of society.” Thus, it establishes non-discrimination and equal treatment as one of the most important principles governing the organisation.

### B. EXISTING MEASURES PROMOTING GENDER EQUALITY

The development of the Gender Equality Plan for the Fab Foundation Poland was preceded by an analysis of existing measures promoting gender equality by categories based on data available as on 26th July 2023, which is presented in Table 1.

**Table 1.** Existing measures promoting gender equality by categories in the FFP in July 2023.

<b>1</b>	<b>CUL</b>	<b>Work-life balance and organisational culture</b>	
		<b>1.1</b>	<b>work-life balance policies and measurements</b>
		CUL01	parental leave policies
		CUL02	flexible working time arrangements
		CUL03	support for caring responsibilities
		CUL04	workload management
		CUL05	reintegration of staff after career breaks
		CUL06	advice and support on work-life balance.
		<b>1.2</b>	<b>inclusive organisational culture policies and measurements</b>
		CUL07	policies relating to harassment and dignity at work
		CUL08	policies supporting the active use of inclusive language
		✓ CUL09	informal aspects of organisational culture
<b>2</b>	<b>LED</b>	<b>Gender Balance in leadership and decision-making</b>	
		<b>2.1</b>	<b>Management Board</b>
		✓ LED01	Management Board woman share >=40%
		<b>2.2</b>	<b>Project Leaders</b>
		LED02	Project Leaders woman share >=40%
		<b>2.3</b>	<b>International Scientific Council Woman Share</b>
		✓ LED03	International Scientific Council woman share >=40%
<b>3</b>	<b>REC</b>	<b>Gender equality in recruitment and career progression</b>	
		<b>3.1</b>	<b>Recruitment and promotion</b>
		REC01	Establishing codes of conduct for recruitment and promotion
		REC02	Involving gender equality expertise in recruitment and promotion
		REC03	Providing unconscious bias training for recruiters
		REC04	Preferring open, publicly advertised recruitment and selection procedures
		REC05	Increasing the number of potential women candidates
		REC06	Proactively identifying women in under-represented fields
		REC07	Using standardised CVs and undertaking blind assessment of CVs.
		REC08	Ensuring that search and appointment panels are gender balanced
		REC09	Increasing accountability
		REC10	Agreeing on a policy of re-advertising if no women in the applicant pool
		<b>3.2</b>	<b>Evaluation and appraisal criteria.</b>
		REC11	Accounting for the time frame for the achievements
		REC12	Accounting for career breaks
		REC13	Assessing research quality rather than quantity
		REC14	Assessing soft skills as well as research outcomes
		REC15	If unbiased criteria not possible, biased ones should be given smaller weights

<b>4</b>	<b>EDU</b>	<b>Integrating the gender dimension into research and teaching content</b>	
		<b>4.1</b>	<b>Base Measures</b>
	EDU01	Set out the organisation's commitment	
	EDU02	Establish processes	
	EDU03	Set out the provision of support and capacities for researchers	
	EDU04	Set out the support and capacity provided for teachers	
		<b>4.2</b>	<b>Additional Measures</b>
	EDU05	integration of the sex/gender dimension into the monitoring	
	EDU06	awareness-raising activities among researchers	
	EDU07	integration of the sex/gender dimension as a criterion	
	EDU08	establishment of a dedicated department	
	EDU09	establishment of respective programmes, licences and accreditation procedures	
		<b>4.3*</b>	<b>IF R &amp; I organisations distribute funding</b>
	EDU10	Do funding programmes require applicants to consider the sex/gender dimension?	
	EDU11	Do strategic research funding objectives include a sex/gender dimension?	
	EDU12	Do funding decisions have processes for flagging where sex/gender analysis should be considered?	
	EDU13	Is sufficient expertise incorporated into decision-making processes?	
<b>5</b>	<b>VIH</b>	<b>Measures against gender-based violence including harassment</b>	
		<b>5.1</b>	<b>Base Measures</b>
	VIH01	Code of conduct	
	VIH02	Reporting policy	
	VIH03	Investigation policy	
	VIH04	Victim support measures	
	VIH05	Disciplinary measures for and prosecution	
	VIH06	Educational programmes	
	VIH07	Establish a culture of zero tolerance	

Due to the fact that FFP is a new organisation, not many official policies regarding gender equality are in place. However, informally most of the gender-equal approaches are practised by its members without formal legislation. Fab Foundation Poland supports Diversity, Equity and Inclusion as primary factors enhancing innovation. FFP aims to “create inspiring environment & supportive community for people of any age, race, orientation, prior experience to make them feel capable of creating (almost) anything” (<https://fabfoundation.pl/nav/about/mission/>).

### C. SEX-DISAGGREGATED DATA REGARDING SELECTED KEY INDICATORS

Taking into account that Fab Foundation Poland has been recently founded, from all suggested by Gender Equality in Academia and Research - GEAR tool indicators (available: <https://eige.europa.eu/gender-mainstreaming/toolkits/gear/step-step-guide/step-2>), the only possible and applicable key indicators are:

1. **Indicator 1:** staff numbers by gender at all levels, by disciplines, by function (including administrative/support staff) and by contractual relation to the organisation;
2. **Indicator 2:** numbers of women and men in academic and administrative decision-making positions (e.g. boards, committees, juries).

Data collected and evaluation of both key indicators are presented in Table 2 and Table 3.

**Table 2.** Staff numbers by gender at all levels by categories in the FFP in July 2023.

<b>Indicator 1</b>						
staff numbers by gender at all levels, by disciplines, by function (including administrative/support staff) and by contractual relation to the organisation						
<b>by Category</b>						
Discipline	No. of women	No. of men	Total	Share of women	Share of men	
Architecture	1	2	3	33.33%	66.67%	
Civil Engineering	1	1	2	50.00%	50.00%	
City Science	1	0	1	100.00%	0.00%	
Art	1	0	1	100.00%	0.00%	
Function	No. of women	No. of men	Total	Share of women	Share of men	
member of Management Board	2	0	2	100.00%	0.00%	
member of International Scientific Committee	2	3	5	40.00%	60.00%	
Contractual relation	No. of women	No. of men	Total	Share of women	Share of men	
Voluntary	4	3	7	57.14%	42.86%	
<b>All</b>	<b>No. of women</b>	<b>No. of men</b>	<b>Total</b>	<b>Share of women</b>	<b>Share of men</b>	
<b>Total</b>	<b>4</b>	<b>3</b>	<b>7</b>	<b>57.14%</b>	<b>42.86%</b>	

**Table 3.** Numbers of women and men in decision-making positions in the FFP in July 2023.

<b>Indicator 2</b>						
numbers of women and men in academic and administrative decision-making positions (e.g. boards, committees, juries);						
Decision-making Body	No. of women	No. of men	Total	Share of women	Share of men	
Management Board	2	0	2	100.00%	0.00%	
International Scientific Council	2	3	5	40.00%	60.00%	
<b>All</b>	<b>No. of women</b>	<b>No. of men</b>	<b>Total</b>	<b>Share of women</b>	<b>Share of men</b>	
<b>Total</b>	<b>4</b>	<b>3</b>	<b>7</b>	<b>57.14%</b>	<b>42.86%</b>	

In the current term of office, the Management Board consists of the positions of President and Vice-President, and both positions are currently held by women. When analysing the composition of the International Scientific Council of the Fab Foundation, it is noticeable that gender share is well balanced, as well as overall staff numbers by gender at all levels.

## D. CONCLUSIONS OF THE DIAGNOSIS

The data analysis presented allows the following conclusions to be formulated:

1. FFP as a freshly established organisation does not have in force many policies, regulations, frameworks or guidelines regarding gender equality. However as an organisation belonging to the Fab Foundation network, it aspires to promote Diversity, Equity and Inclusion. Even though FFP has not yet legal documents, informally it actively exercises best practices regarding gender-equality.
2. The policies regarding work-life balance e.g. parenthood and flexible work arrangements, guidelines on recruiting and promotion, and code of conduct regarding gender-based violence & harassment, are identified as legal frameworks to be implemented first.
3. Decision-making structures are quantitatively dominated by women – solely women hold the positions of Management Board members. Decision-making and leadership areas are underrepresented by man. Representative and advisory structure of FFP has balanced gender representation.
4. Organisation of proper training arising awareness is a key point of creating gender-equal environment in a developing organisation.

## 3. GEP OBJECTIVES AND ACTIONS

Based on the challenges arising from the diagnosis, the following objectives and actions have been formulated.

<b>1</b>	<b>CUL</b>	<b>Objective 1: Improving Work-life balance and organisational culture</b>	
		<b>Action 1. Setting up general employment regulations</b>	
		Measure:	Setting up general employment regulations concerning parental leave policies, including ensuring that fixed-term contracts can be extended or grant agreements / fellowships may be extended, as well as active promotion of paternity leave; and flexible working time arrangements, including how departmental processes, procedures and practices impact on staff with caring responsibilities or part-time workers, as well as remote working; fulfilling the following assessment criteria:
			CUL01: parental leave policies
			CUL02: flexible working time arrangements
		Entities responsible:	Management Board
		Target group:	entire FFP community
		Implementation period:	2023–2027 (the entire validity period of the document)
		<b>Action 2. Introducing policies relating to harassment and dignity at work</b>	
		Measure:	Setting up policies relating to harassment and dignity at work that set out expectations for the behaviour of staff and managers; fulfilling the following assessment criteria:
			CUL07: policies relating to harassment and dignity at work
		Entities responsible:	Management Board
		Target group:	entire FFP community
		Implementation period:	2023–2027 (the entire validity period of the document)

<b>2</b>	<b>LED</b>	<b>Objective 2: Keeping Gender Balance in leadership and decision-making</b>
		<b>Action 3. Identifying and eliminating barriers to gender equality</b>
		Measure: Introduction of surveys considering gender equality criteria
		Entities responsible: Management Board
		Target group: entire FFP community
		Implementation period: 2023-2027 (the entire validity period of the document)
<b>3</b>	<b>REC</b>	<b>Objective 3: Increasing Gender equality in recruitment &amp; career progression</b>
		<b>Action 4. Creating standards on gender balance recruitment and promotion</b>
		Measure: Development and formal implementation of standards and guidelines to ensure gender balance and non-discrimination in employment and promotion; fulfilling the following assessment criteria:
		REC01: Establishing codes of conduct for recruitment and promotion
		REC04: Preferring open, publicly advertised recruitment and selection procedures
		REC07: Using standardised CVs and undertaking blind assessment of CVs.
		REC10: Agreeing on a policy of re-advertising if no women in the applicant pool
		Entities responsible: Management Board, Project Leaders
		Target group: entire FFP community
		Implementation period: 2023-2027 (the entire validity period of the document)
		<b>Action 5. Creating standards and guidelines on evaluation and appraisal criteria.</b>
		Measure: Development and formal implementation of standards and guidelines to ensure gender balance and non-discrimination in employment and promotion; fulfilling the following assessment criteria:
		REC11: Accounting for the time frame for the achievements
		REC12: Accounting for career breaks
		REC13: Assessing research quality rather than quantity
		REC14: Assessing soft skills as well as research outcomes
		REC15: If unbiased criteria not possible, biased ones should be given smaller weights
		Entities responsible: Management Board, Project Leaders
		Target group: entire FFP community
		Implementation period: 2023-2027 (the entire validity period of the document)
		<b>Action 6. Organising awareness-raising and training actions on gender equality.</b>
		Measure: Organising obligatory training on unconscious gender biases aimed at staff and decision-makers as an annual event.
		Entities responsible: Management Board
		Target group: entire FFP community
		Implementation period: 2023-2027 (the entire validity period of the document)



<b>4</b>	<b>EDU</b>	<b>Objective 4: Integrating the gender aspects into research &amp; teaching content</b>
		<b>Action 7. Setting out the organisation's commitment</b>
	Measure:	Incorporating gender equality in FFP priorities, with particular emphasis on R & I activities (adaptation of the Statut); fulfilling the following assessment criteria:
		EDU01: set out the organisation's commitment
	Entities responsible:	Management Board
	Target group:	entire FFP community
	Implementation period:	2023–2027 (the entire validity period of the document)
<b>5</b>	<b>VIH</b>	<b>Objective 5: Taking against gender-based violence incl.harassment</b>
		<b>Action 8. Establishing harassment code of conduct and reporting policy.</b>
	Measure:	Establishing a code of conduct clarifies whether relationships are (or are not) considered harassment. Creating reporting policy which outlines how all members of the organisation can report incidents of sexual harassment; fulfilling the following assessment criteria:
		VIH01: code of conduct
		VIH02: reporting policy
	Entities responsible:	Management Board
	Target group:	entire FFP community
	Implementation period:	2023–2027 (the entire validity period of the document)
		<b>Action 9. Provision of support for individuals experiencing gender discrimination.</b>
	Measure:	Development and implementation of support for gender balance, including an Anti-Discrimination Procedure
		VIH03: investigation policy
		VIH04: Victim support measures
	Entities responsible:	Management Board
	Target group:	entire FFP community
	Implementation period:	2023–2027 (the entire validity period of the document)

## 4. SOURCES

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