



NATIONAL
INFORMATION
PROCESSING
INSTITUTE

EQUALITY PLAN

OF
THE NATIONAL INFORMATION PROCESSING INSTITUTE

GENDER EQUALITY ACTION PLAN
2022 – 2025



Warsaw, December 2022

The Equality Plan of the National Information Processing Institute. Gender Equality Action Plan 2022–2025 has been prepared by the gender equality plan committee, which comprises:

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- **dr Anna Knapieńska**: assistant professor at the Laboratory of Databases and Business Analytics; plan content manager
- **Joanna Mirosław**: senior research specialist at the Laboratory of Statistical Analysis
- **Magdalena Saternus**: trade union representative; senior budget and analysis specialist in the Department of Integrated Budgeting and Analyses

oraz

- **dr hab. Cezary Biele**: assistant professor; head of the Laboratory of Interactive Technologies
- **Iwona Dmochowska**: legal counsel
- **dr Marek Kozłowski**: assistant professor; head of the Natural Language Processing Laboratory
- **Marek Michajłowicz**: deputy head of the National Information Processing Institute responsible for Software Development
- **Grażyna Murawska-Adamek**: deputy head of the Laboratory of Applied Artificial Intelligence
- **Anna Pira**: head of the Social Communication department
- **Sławomir Rybka**: senior information and promotion specialist in the Social Communication department
- **dr Piotr Sobecki**: senior research and technology specialist; head of the Laboratory of Applied Artificial Intelligence



FOREWORD

Dear readers,

The National Information Processing Institute (OPI PIB) has a longstanding commitment to implementing European funds in support of research, development, and innovation. We create advanced systems and monitor the research and development sector in Poland. We analyse the impact of new media on societies and businesses, and the development of artificial intelligence. We are aware of the necessity of technologies aligning with ethical principles and delivering benefit to the public.

To maximise the benefit derived from the efforts of male and female scientists and innovators, it is vital that we establish working conditions under which equality principles are respected. Only through this approach can we guarantee equal opportunities for sustainable and harmonious professional and personal development. We are delighted to present our equality plan, which is designed to benefit the community of OPI PIB. Its principal objective is to emphasise the significance of a diverse, unbiased, and nondiscriminatory work and research environment.

We strongly believe that an environment of equality and diversity fosters efficiency and delivers superior results in a congenial atmosphere. We trust that this equality plan will prove beneficial to all employees of OPI PIB. Introducing essential institutional changes is part of our commitment to raising awareness and extending our knowledge. Our goal is to eliminate all forms of bias and inappropriate behaviour. We are confident that our approach will nourish Polish science, which stands as the chief objective of OPI PIB.



Dr Jarosław Protasiewicz

Head of the National Information Processing Institute



INTRODUCTION

The National Information Processing Institute (OPI PIB) is a leader in the processing of information on Polish science. Our primary goal is to facilitate quick access to up-to-date and comprehensive information on Polish science. Gathering, analysing, and compiling information on the research and development sector enables OPI PIB to influence the shape of Polish scientific policy. The institute develops intelligent information systems, both for the public sector and commercial use.

OPI PIB's research is driven by interdisciplinarity. Research is conducted at seven laboratories, which employ specialists in a variety of fields. OPI PIB's team of IT experts is supported by economists, sociologists, lawyers, statisticians, and psychologists. This convergence of approaches is conducive to in-depth analysis of research issues and serves as a driving force for innovation. **The key areas of research** at OPI PIB include: machine learning algorithms, natural language processing algorithms, sentiment analysis, neural networks, the discovery of knowledge from text data, human-computer trust, computer-assisted decision-making systems, and artificial intelligence.

Research and innovation play direct roles in driving economic growth and improving the living standards of countries' citizens. This is particularly important for the IT sector, in which OPI PIB operates. In Poland, women constitute a modest 16% of all IT students, which has created gender disparity in the job market, diminished the potential of enterprises, and posed challenges to the socioeconomic development of the country. The European Commission underscores the importance of ensuring equal opportunities for both male and female scientists to advance their careers and engage in high-quality research within the European Research Area (ERA), which is founded on the free movement of knowledge and technology.

This equality plan aligns with OPI PIB's 2021–2025 strategy, which identifies *research and implementation excellence as a strategically crucial aspect of the institute's operations; one that should be manifested in relations with the environment, measures, and institutional solutions.*

This equality plan has been developed by a committee that comprises male and female employees of OPI PIB. To portray the diversity among the institute's employees accurately, the committee members bring diverse skills and experience, represent various fields of science and professional domains, and occupy different positions in the organisation. During the concluding stage of consultations, all other employees of OPI PIB were welcome to share their comments and suggestions regarding the plan.

The agreed-upon actions and tools are based on national and EU recommendations regarding equality measures, and on best practices derived from the results of scientific research and strategic documents provided by other institutions, including those that represent the scientific community. The plan adheres to the following legal documents:

1. The Constitution of the Republic of Poland (Polish Journal of Laws, Dz. U., of 1997, No. 78, item 483, as amended)
2. Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (OJ L2006.204.23)
3. The Polish Family and Guardianship Code (Polish Journal of Laws, Dz. U., of 2020, item 1359, as amended)
4. The Polish Civil Code (Polish Journal of Laws, Dz. U., of 2020, item 1740, as amended)
5. The Polish Labour Code (Polish Journal of Laws, Dz. U., of 2020, item 1320, as amended)
6. The Polish Penal Code (Polish Journal of Laws, Dz. U., of 2020, item 1444, as amended)

OPI PIB commits to allocate funds for the implementation of actions outlined in this equality plan, contingent upon the financial condition of the institute. The plan will be considered during the planning of OPI PIB's budget.

The primary goals of the plan are to:

- identify potential concerns through the evaluation of working and safety conditions, the assessment of equal treatment, and the analysis of qualitative and quantitative institute data
- define objectives and develop actions that must be implemented sustainably at specific points in time
- ensure the necessary human and financial resources essential for the implementation of the actions
- establish indicators that enable the monitoring of the plan's implementation and future progress.



According to the recommendations of the European Commission, the equality plan relates to five thematic areas: 1) organisational culture and work–life balance; 2) gender balance in decision making; 3) gender balance in career advancement; 4) integration of the gender dimension into research and didactic content; and 5) combating gender-based violence.

This plan consists of five objectives.

Objective 1 is to extend employees' knowledge on the concept of equality, develop and strengthen positive attitudes towards diversity, challenge gender-based stereotypes, and foster healthy relations between male and female co-workers. This objective also intends to counter gender-based violence, including sexual harassment, by sensitising all employees to the various forms of sexual violence and enabling them to report their concerns, as well as providing support to victims of violence.

Objective 2 strives to achieve balanced representation of women and men in management and decision-making roles, and seeks to more accurately reflect the gender proportions among the employees of OPI PIB. Efforts will be made to ensure balanced representation of women and men in the bodies that shape the internal policies of OPI PIB, as well as at scientific events.

Objective 3 aims to ensure equal treatment in recruitment processes and equal access to career development, and to help overcome the gender pay gap. Male and female job applicants should be evaluated solely based on their education, experience, and skills.

Objective 4 focuses on furthering the development of institutional solutions that aim to achieve work–life balance.

Objective 5 centres on the gender dimension, prioritising the integration of the gender perspective in the planning and conduct of scientific research and innovative work. Recognising the needs, attitudes, and behaviours of diverse groups contributes positively to the accomplishment of scientific, business, and social objectives.

The OPI PIB equality plan comprises two parts. The diagnostic part (p. 6) discusses the actions and mechanisms that have already been implemented to support gender equality. The planning part (p. 14) examines the goals that OPI PIB intends to achieve, and outlines relevant actions and associated indicators. Both parts are presented from two perspectives: that of OPI PIB as an employer and that of OPI PIB as a research institute, a provider of data on the science and higher education sector, and a system and software developer.



OPI PIB AS AN EMPLOYER: DIAGNOSIS

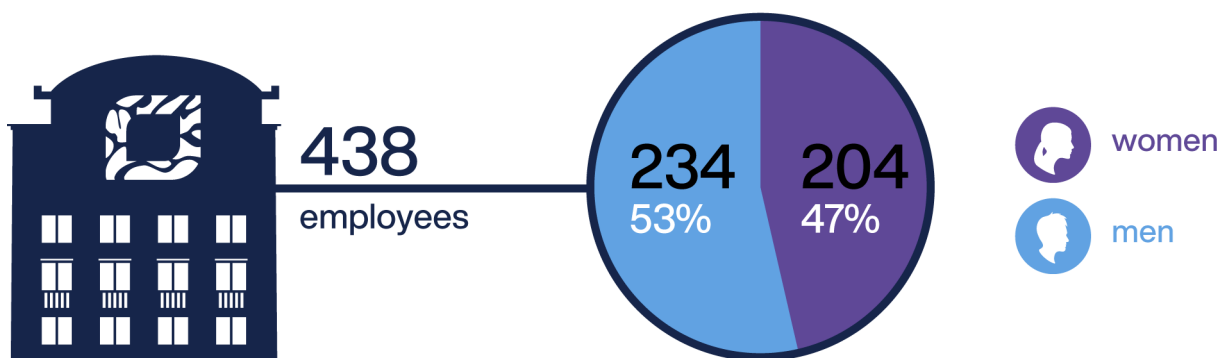
As an employer, OPI PIB adheres to the principle of equality throughout the recruitment of job applicants, in its human resources policy, and in the context of remunerating male and female employees. OPI PIB protects its employees from discrimination, unequal treatment, and bullying by implementing a procedure for the prevention and handling of incidents of bullying and discrimination, including harassment and sexual harassment (OPI PIB Ordinance No. 38/2020).

The formulation of this equality plan commenced with an analysis of the gender distribution among OPI PIB employees. The methodology encompassed diverse positions, an examination of the institute's operational organisation, and a review of the institute's study results that pertain to working conditions, safety, and equal treatment.

EMPLOYEES BY SEX

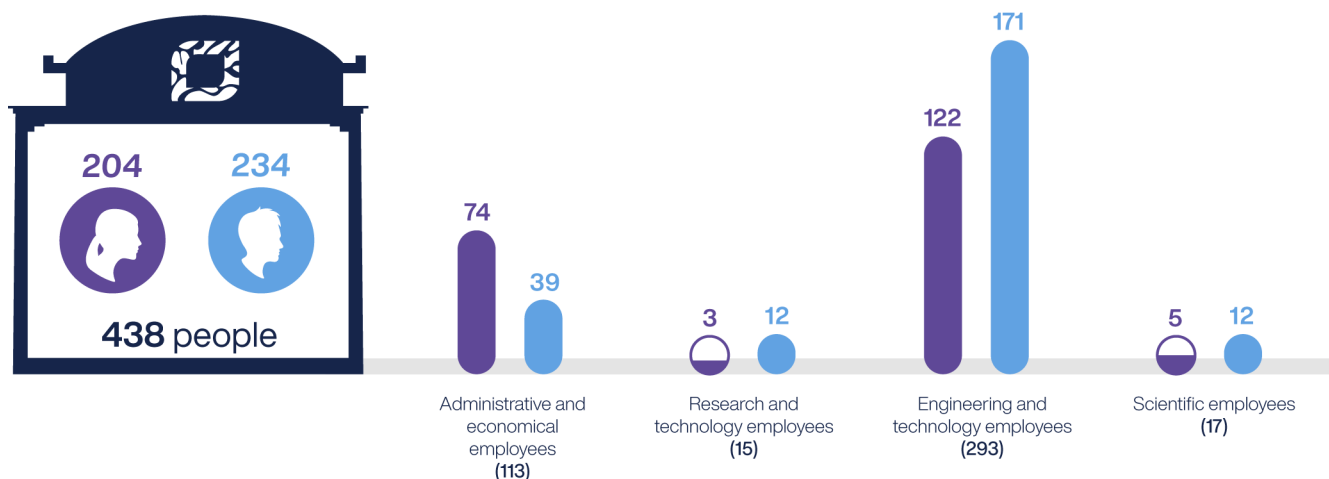
In October 2022, OPI PIB employed a total of 438 people: 204 women and 234 men. The proportions are well balanced.

EMPLOYEES AT OPI PIB BY SEX



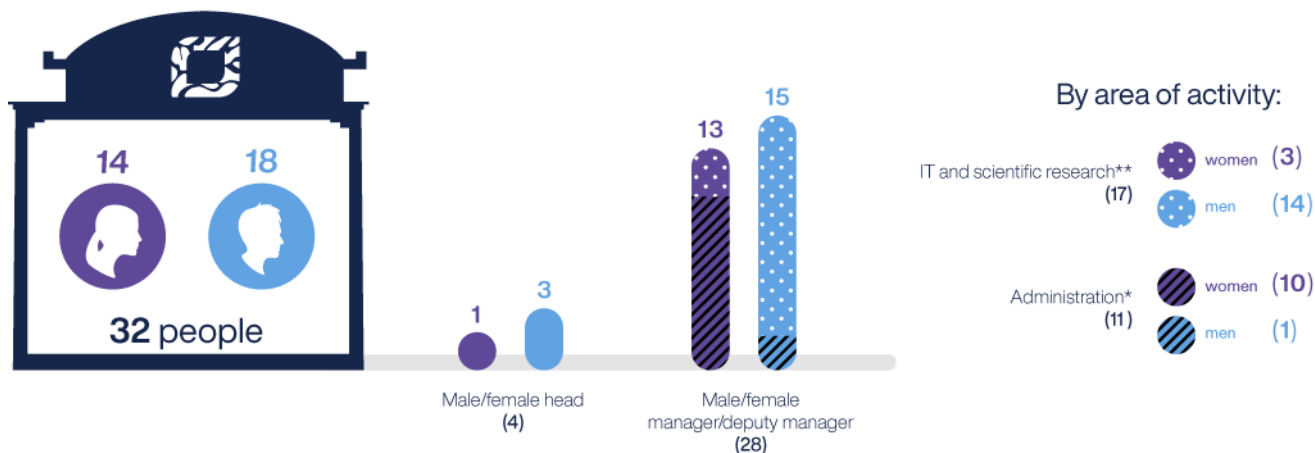
Gender disproportions become more noticeable in the context of particular groups of roles. Men significantly outnumber women in scientific, research, and technology positions—although it is crucial to highlight the overall low number of staff employed in such roles. Conversely, women constitute the majority in administrative positions. Considering that OPI PIB specialises in research and development in IT, it is noteworthy that the proportion of men and women in engineering and technology roles is roughly balanced (53% vs 47%, respectively). According to Eurostat, in 2021, the total number of IT specialists in Poland was approximately 586,000, including 91,000 women, who constituted 15.5% of the total (below the EU average of 19%). In comparison to that data, the percentage of IT specialists at OPI PIB who are female is notably higher.

EMPLOYEES AT OPI PIB BY SEX AND BY POST



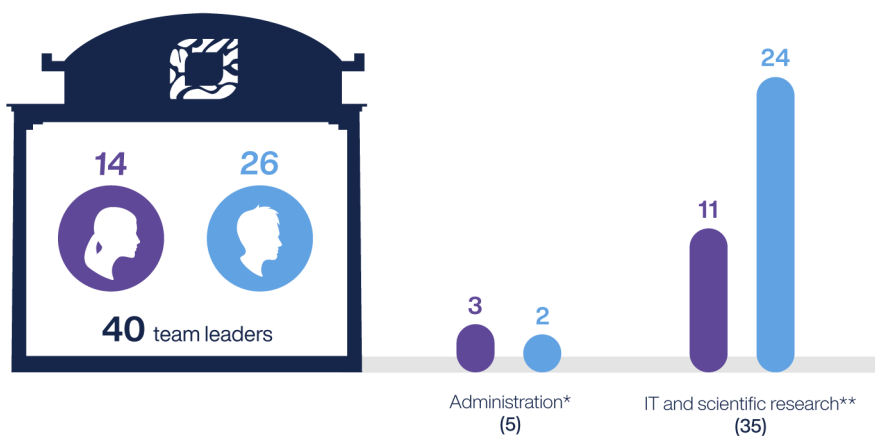
Gender disproportions in IT are more pronounced among managerial roles. In IT and scientific research, three women and fourteen men serve as department heads or deputy heads; in administration, only one male and ten females lead departments.

MANAGERIAL ROLES AT OPI PIB BY SEX



As for team leaders, gender disparities are noticeable both generally and when categorised into administrative tasks and IT and research tasks.

TEAM LEADERS AT OPI PIB BY SEX



* **Administration:** Infrastructure and Administration Department (the ,administrative' section); Social Communication Department; IW POIR Technical Support Department; POIR Investment Project Implementation Department; Project and Process Support Department; Public Procurement Department; Human Resources Department; Integrated Budgeting and Analysis Department.

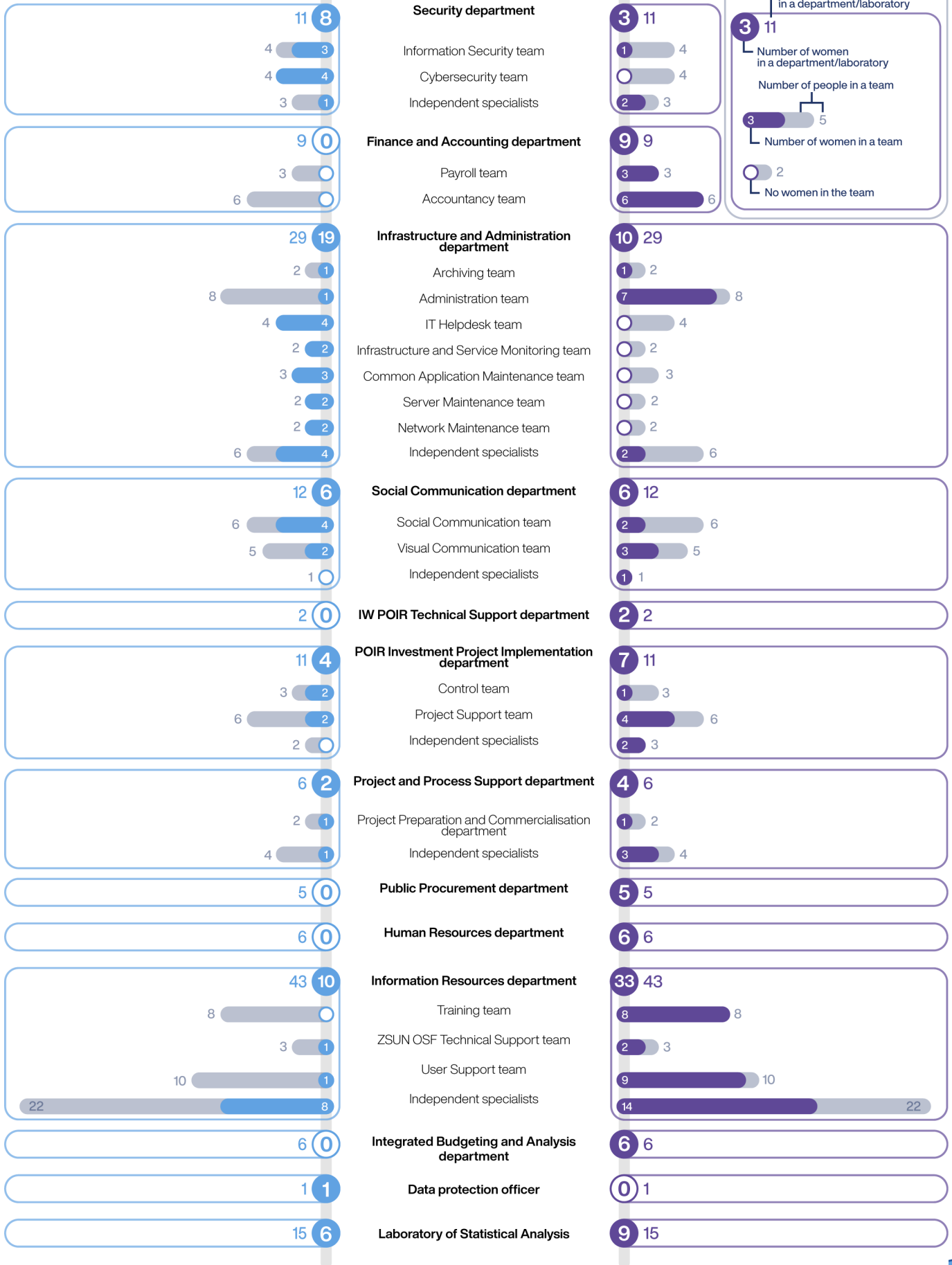
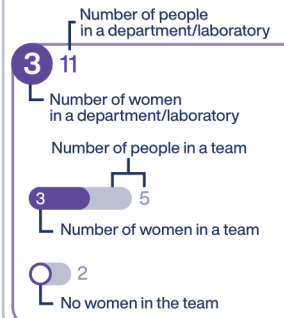
** **IT and scientific research:** Security Department; Infrastructure and Administration Department (the ,infrastructure' section); Information Resources Department; Laboratory of Statistical Analysis; Laboratory of Databases and Business Analytics; Laboratory of Interactive Technologies; Laboratory of Intelligent Information Systems; Natural Language Processing Laboratory; Laboratory of Applied Artificial Intelligence; Laboratory of Business Systems.

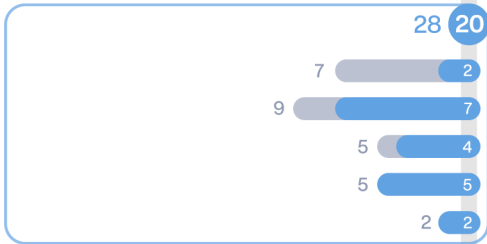
The gender structure of OPI PIB employees by department and team (as of October 2022) is presented on pages 8 and 9 of this report.

EMPLOYEES AT OPI PIB BY SEX AND BY DEPARTMENT AND TEAM



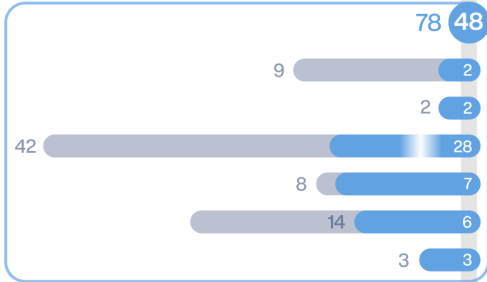
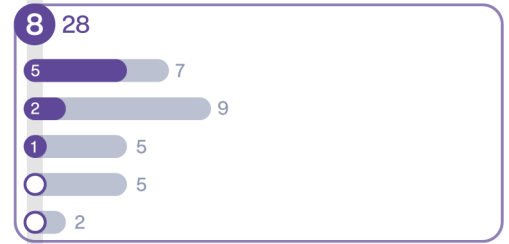
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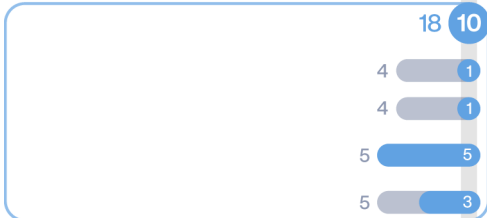
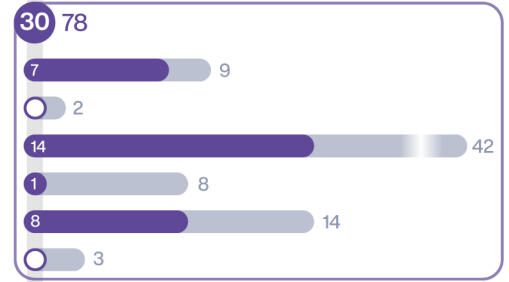
Laboratory of Databases and Business Analytics

- Data Science team
- Reporting and Analysis team
- Software Development team
- Database and Application Maintenance team
- Independent specialists



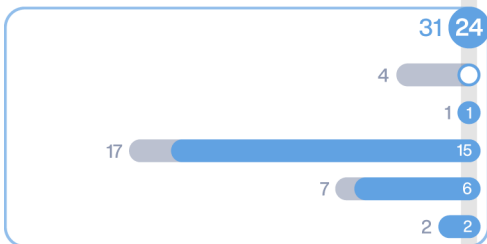
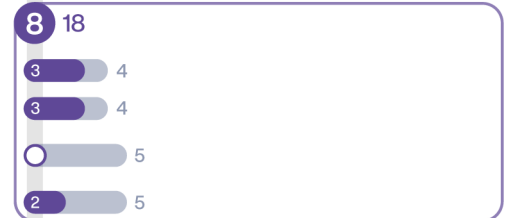
Laboratory of Intelligent Information Systems

- Analytics and Development team
- Research team
- Developer team
- Information Development team
- Testing team
- Independent specialists



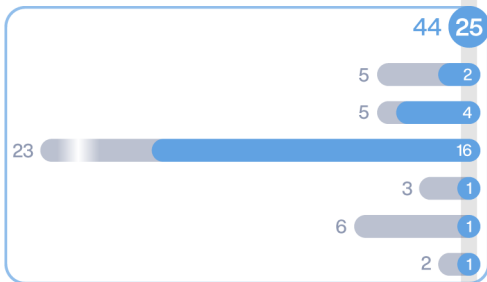
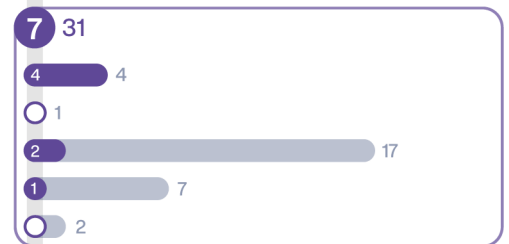
Laboratory of Interactive Technologies

- Usability Testing team
- Digital Research team
- Virtual Reality Research team
- Independent specialists



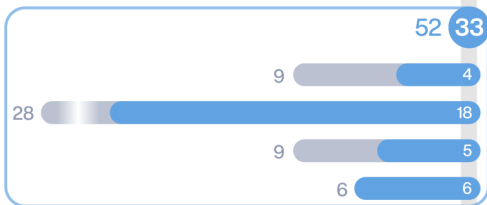
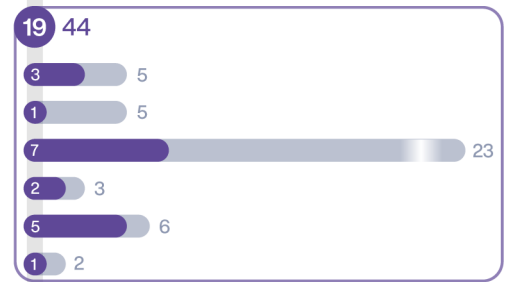
Natural Language Processing Laboratory

- Analytics team
- DevOps team
- Developer team
- Testing team
- Independent specialists



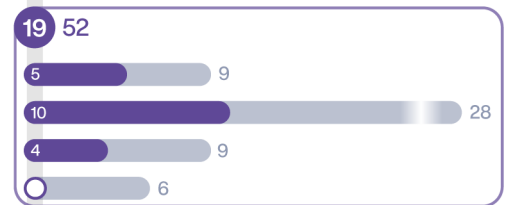
Laboratory of Applied Artificial Intelligence

- Analysis team
- Research team
- Developer team
- Testing Developer team
- Testing team
- Independent specialists



Laboratory of Business Systems

- Analytics and Development team
- Developer team
- Software Testing team
- Independent specialists



Legal counsels



Office of the Head of OPI PIB



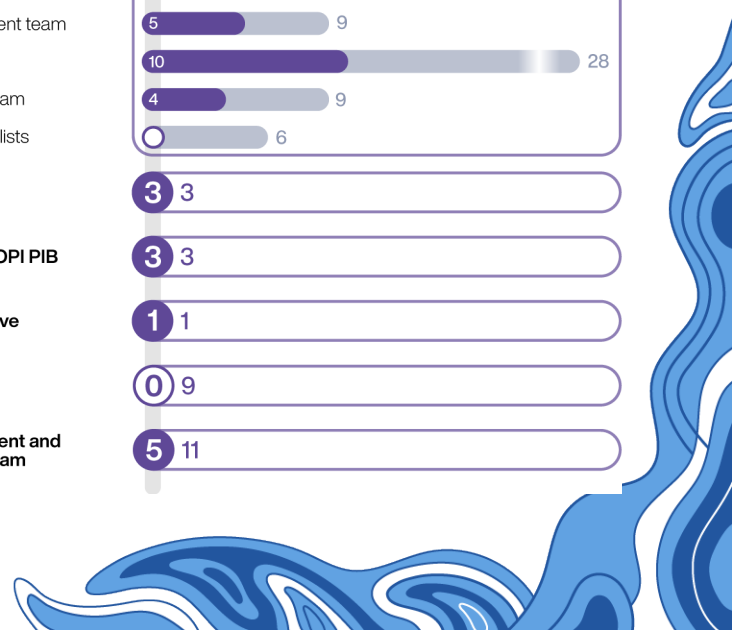
OHS representative



DevOps team



Application Development and Implementation team

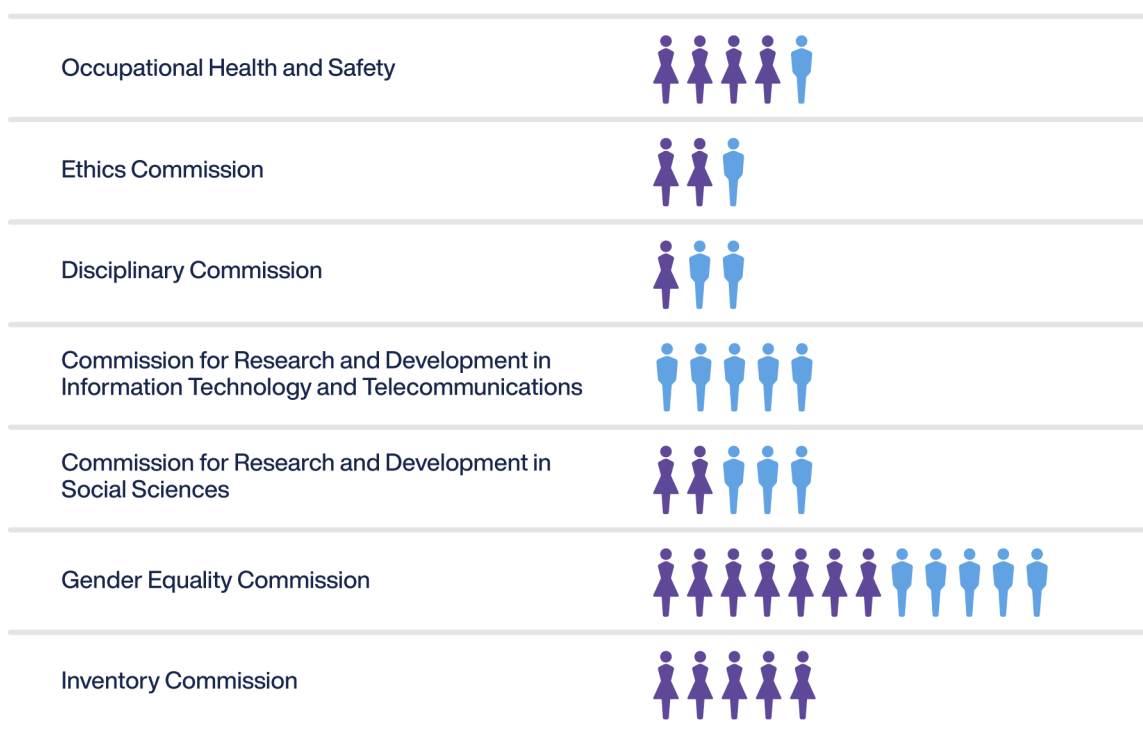


Some OPI PIB employees combine their professional roles with scientific pursuits.



As part of our examination of the gender distribution of OPI PIB employees, we also investigated the shares of men and women in the commissions and councils of the institute. We are committed to monitoring this aspect continuously.

OPI PIB COMMITTEES AND THEIR MEMBERS BY SEX



WORK ORGANISATION

Employees of OPI PIB can work remotely. The number of remote work days is agreed upon with heads of departments. The rules pertaining to remote work are stipulated in the OPI PIB remote work regulations, which were enacted by the head of OPI PIB under Ordinance No. 15/2021. Employees can submit written requests for personalised working hours—currently, seventy-six staff members use this option.

WORKING, SAFETY, AND EQUAL TREATMENT CONDITIONS

The working, safety, and equal treatment conditions at OPI PIB were evaluated in October 2020. Employees' opinions were gathered using the Gender Equality Audit and Monitoring (GEAM, <https://geam.act-on-gender.eu>) tool, whose key purpose is to audit and monitor gender equality in organisations. The study, conducted by Anna Knapirńska and Adam Müller of the Laboratory of Databases and Business Analytics, was part of the Communities of Practice for Accelerating Gender Equality and Institutional Change in Research and Innovation across Europe (ACT) project, which was funded under the Horizon 2020 programme. The key objectives of the project were to deepen understanding of gender equality, and to implement and improve gender equality plans at research institutions.

One hundred and fifty-two employees at OPI PIB participated in the survey using the LimeSurvey platform, with 63 completing the entire questionnaire; 47% of respondents identified as men, 45% as women, and 8% either identified with other genders or refused to

answer the question about their gender identity. Respondents included IT specialists (59%), administrative specialists (27%), and scientists (14%), of whom 46 specialised in technology, 15 in social sciences, and 35 in other fields; 15% of the respondents occupied managerial positions.

The survey's results suggest that OPI PIB is widely regarded to be a good employer, with 70% of respondents **perceiving their work environment as friendly**. Of those surveyed, 76% indicated that the **opportunity for work–life balance** influenced their decision to work at OPI PIB; 59% highlighted **the support from supervisors** and 47% acknowledged the accessibility to senior staff.

Employees appreciated the support of their employer during the COVID–19 pandemic. The majority found no difficulty in transitioning to remote work; 95% stated that they were still working from home; 64% benefited from flexible working hours (note that the survey was conducted during the COVID–19 pandemic). It must be emphasised that 77% of respondents mentioned **that they sometimes worked over ten hours** a day: 90% of women and 63% men—a statistically significant difference.

Concerns were raised by responses to **whether workload was assigned fairly and transparently**. Although 41% of respondents agreed that it was, noticeable differences were observed between women and men. 54% of men and only 13% of women asserted that tasks were assigned fairly and transparently—a statistically significant difference. Of the respondents, 38% of women and 19% of men agreed with the statement, **'if you don't know how to stand up to somebody, you're gonna get smashed'**. This might suggest that OPI PIB's culture values 'toughness', which makes women, and some men, uncomfortable (quote: 'At OPI PIB, assertiveness is often misconstrued as aggression. I've experienced OPI PIB encouraging people to become uncompromising and authoritative because it is believed that if people fear you, they will be more obedient. We forget that respect should be earned and not coerced by instilling fear').

Of the 63 respondents, eight admitted that in the previous year they had experienced **bullying, harassment, or sexual harassment** at OPI PIB. Incidents of microaggression, characterised by negative or humiliating remarks directed towards individuals or marginalised groups, were uncommon. Of the respondents, 24% stated that they regularly or occasionally felt that their opinions mattered to their colleagues, and 23% felt that their work contributions had gone unnoticed or lacked appreciation. Nearly 80% of the respondents declared **their readiness to report incidents of bullying or harassment to their superiors**; 64% of them would report such incidents to the dedicated equality commission, and 55% to representatives of the trade union.

Men, in a significantly higher proportion than women, concurred with the statement that **there were no disparities in the promotion of women compared to men** (76% vs 43%, respectively). Of male respondents, 20% (and none of the female respondents) believed that women had an easier path to promotion; conversely, 57% of women thought that men had better chances of promotion.

Women, in a significantly higher proportion than men, believed that men had better access to important resources at OPI PIB:

- holding senior positions (65% of women vs 6% of men)
- roles of project managers (25% of women vs 6% of men)
- ambitious tasks and roles (46% of women vs 6% of men)
- access to informal circles of influence (38% of women vs 9% of men).

Of the respondents, 22% of men and 61% of women **did not know to whom to turn to voice their gender equality concerns**—another statistically significant difference. It can be asserted that the female employees of OPI PIB who participated in the survey had experienced unequal treatment (quote: 'Someone implied recently that since I have no engineering background, I cannot think logically'). Men firmly believed that both genders were treated equally, although a few opinions asserted that women were privileged (quote: 'An employer will choose a woman over a man to avoid accusations of discrimination—just like in the USA').

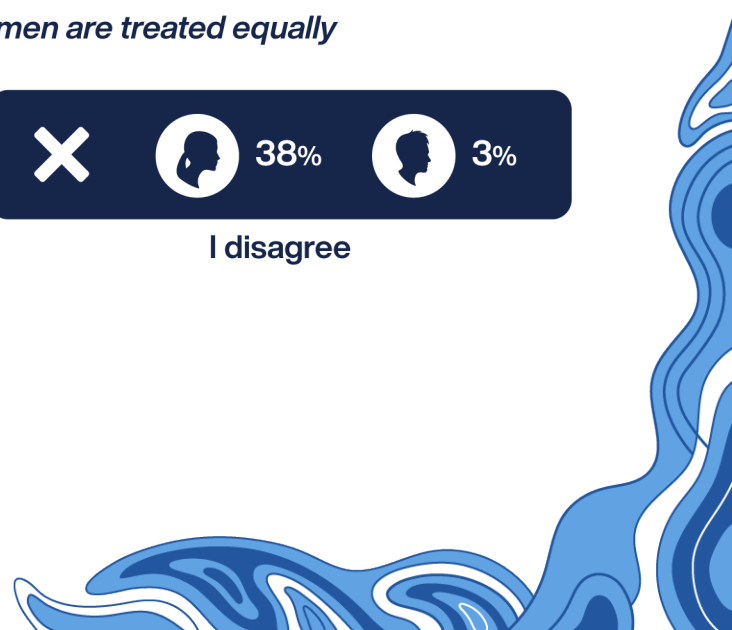
At my organisation, men and women are treated equally
















I agree



I disagree



STATISTICALLY SIGNIFICANT DIFFERENCES BETWEEN MEN AND WOMEN

There are no differences in promoting women and men	 43%	 76%
It is easier for women to be promoted	 0%	 20%
Men hold senior positions	 65%	 6%
Men serve as project managers	 25%	 6%
Men are offered ambitious tasks and roles	 46%	 6%
Men have access to informal circles of influence	 38%	 9%
At my organisation, men and women are treated equally	 32%	 67%
At my organisation, men and women are not treated equally	 38%	 3%
I don't know to whom to turn to voice my gender equality concerns	 61%	 22%
Workload is assigned fairly and transparently	 13%	 54%
If you don't stand up to somebody, you're gonna get smashed	 38%	 19%
I sometimes work over ten hours a day	 90%	 63%
I sometimes work on Saturdays	 74%	 31%

BENEFITS FOR PARENTS

Opinions on benefits for parents and caregivers were gathered as part of the working conditions, safety, and equal treatment monitoring analysis conducted at OPI PIB (see the GEAM study above), and as part of the work of the gender equality plan commission (a questionnaire for employees who had returned to work after maternity, parental, or carer's leave).

Most respondents concurred that OPI PIB supported parents in combining their professional commitments with raising children (quote: 'In my opinion, my employer stands out positively in that regard when compared to other employers'). After returning to work, the majority of employees could use their annual leave when they saw fit (for example, during school holidays). Respondents whose answer was 'yes, but not always' could not fully enjoy their benefits because they had too much work or could not find anyone to cover their responsibilities.









The majority of employees who were on maternity, parental, or carer's leave remained in contact with their colleagues, usually with

their teams and with the Human Resources department. They highlighted, however, that they lacked information regarding the ongoing affairs of OPI PIB; they expressed their willingness to be informed on changes at the institute, new benefits, etc.

The fact that only one employee returning from leave underwent re-onboarding training suggests that this solution has not been embraced widely at OPI PIB. The positive feedback from the only participant, along with the 19 others who expressed regret at not having participated in such an event, serves as evidence of the initiative's practicality.

Many employees appreciated working from home, flexible working hours, working part time, and access to a lactation room that facilitated their return to work. During their leave, employees valued the benefits offered by OPI PIB and the opportunity to access the institute's tools and e-learning platforms.

LEAVE PERTAINING TO CHILDBIRTH OR CHILDCARE GRANTED SINCE 2012

maternity leave	 54	including 16 women who used it more than once
two-week paternity leave	 65	including 15 men who used it more than once
one-week paternity leave	 3	
six-week maternity leave yielded to a father	 1	
parental leave	 33	
leave to care for a child	 16	 1
parental leave combined with work	 2	

OPI PIB AS A DATA PROVIDER

OPI PIB develops IT systems and software that offers up-to-date and comprehensive data on the Polish science and higher education sector. OPI PIB's systems, including the POL-on Integrated Network of Information on Science and Higher Education, the OSF Funding Stream Support System, and the ELA Polish Graduate Tracking System, collect data that can be divided by sex. Such data serves as the basis for aggregate information on Poland as part of the She Figures reports on the circumstances of women in research and development, which are prepared periodically by the European Commission in collaboration with national statistical correspondents.

The integration of gender perspectives in OPI PIB's systems contributes to the formulation of an evidence-based scientific policy. This pertains, in particular, to the collection and storage data divided by sex. RAD-on: Reports – Analyses – Data is a portal that is available to the public at <https://radon.nauka.gov.pl/>. It offers interactive reports on the science and higher education systems in Poland, as well as expert analyses that focus on women in science (*Women at technical higher education*) institutions or relate to that subject (*Science in Poland; Higher education in Poland; Development of Artificial Intelligence in the science sector in Poland*).

THE OBJECTIVES OF THE OPI PIB EQUALITY PLAN

1

EXPAND EMPLOYEES' KNOWLEDGE ON EQUALITY AND GENDER-BASED VIOLENCE; DEVELOP AND STRENGTHEN POSITIVE ATTITUDES TOWARDS DIVERSITY

2

STRIVE TO ACHIEVE BALANCED REPRESENTATION OF WOMEN AND MEN IN MANAGEMENT AND DECISION-MAKING ROLES, AND IN REPRESENTING OPI PIB

3

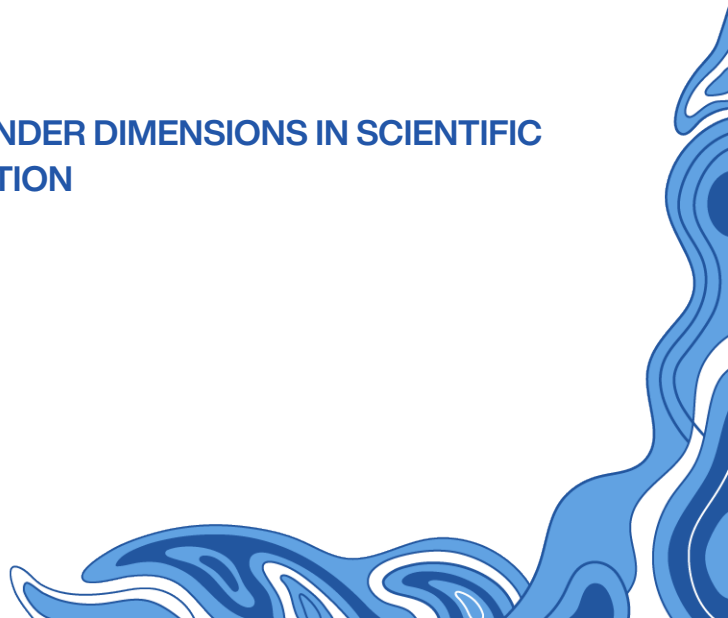
ENSURE GENDER EQUALITY IN RECRUITMENT PROCESSES, STAFF DEVELOPMENT (INCLUDING OF SCIENTIFIC STAFF), AND REMUNERATION

4

PROMOTE WORK-LIFE BALANCE

5

INTEGRATE SEX AND GENDER DIMENSIONS IN SCIENTIFIC RESEARCH AND INNOVATION



1

OBJECTIVE

EXPAND EMPLOYEES' KNOWLEDGE ON GENDER EQUALITY AND GENDER-BASED VIOLENCE; DEVELOP AND STRENGTHEN POSITIVE ATTITUDES TOWARDS DIVERSITY



1. What we want to achieve?

Employee diversity fosters a more welcoming work environment and ensures that all employees have equal opportunities to progress in their careers. Diversity also contributes to achieving more ambitious business goals. OPI PIB is committed to taking steps that contribute to a more diverse composition of its employees. In its creation of an inclusive organisational culture, OPI PIB strives to eliminate discrimination related to age, sex, religious belief, race, social background, ethnicity, or gender and sexual identity.

The effectiveness of these endeavours relies on the articulation of OPI PIB's values to its employees, enabling them to better comprehend and embrace these principles. It is crucial that the message of treating everyone equally, facilitating equal opportunities, and increasing awareness of potential threats among employees be conveyed continuously.

2. What we are going to do?

To strengthen positive employee relationships and ensure comprehensive understanding of diversity and workplace inclusivity, OPI PIB will appoint **an equality representative**. This will enable continuous monitoring of the actions taken to counter gender-based discrimination. The equality representative will examine internal documents to ensure that they align with diversity measures, compile reports, and organise training sessions for employees of OPI PIB. The representative will also be responsible for collecting feedback from the staff, handling their requests, and monitoring recruitment processes..

In an effort to enhance diversity awareness, OPI PIB will develop **equality guidelines**, which will be used in the onboarding of new employees. The guidelines must contain comprehensive information on equality at OPI PIB (unconscious bias, stereotypes, discrimination, gender-based violence, microaggressions, and bias-free language). They must also provide explicit instructions for employees who face or witness discrimination (to whom incidents should be reported and what to expect). This initiative will raise equality awareness and contribute to combating bias and discriminatory attitudes.

Studies suggest that using appropriate language to formulate internal and external messages is crucial in overcoming the gender

gap. Of particular importance is the use of the Polish language's feminine forms in describing women's jobs and roles¹. To create a more inclusive work environment, OPI PIB will employ **inclusive language in external documents**, such as promotional materials and email signature blocks.

Another initiative to counter gender-based inequalities will involve **antidiscriminatory training sessions** (including unconscious bias training sessions and workshops) **for senior staff**. They will play a crucial role in expanding knowledge on discrimination (including discriminatory language) and violence (including bias-based and gender-based violence), with particular emphasis on the issues that arise from the hierarchy in the workplace. Training sessions and workshops will also contribute to shaping positive attitudes, and enable participants to identify and react to potential incidents of discrimination. In the future, **antidiscriminatory training sessions and workshops will be held for all employees at OPI PIB**. To maximise the impact of our initiatives, OPI PIB also plans to **organise training sessions and workshops dedicated to countering gender-based harassment and violence**.

To increase awareness of equality and combat gender-based disparities effectively, it is crucial that OPI PIB also:

- **disseminate equality materials** so that they are easily accessible to all employees of the institute
- **ensure that OPI PIB employees are acquainted with methods of countering discrimination and violence, and report any concerns**
- **create channels for reporting concerns** regarding unequal treatment and gender-based violence, and actively encourage employees to report their needs and offer feedback on matters of equality
- **monitor equality actions** continuously
- **conduct regular surveys among OPI PIB staff, focusing on their views on working conditions and equal treatment**, particularly in relation to professional careers and work–life balance.

OPI PIB also intends to **collaborate with other organisations in the science, higher education, and business sectors** to champion equality and diversity, which will allow the institute to share its knowledge and experience.

3. To whom our actions are addressed?

- All employees of OPI PIB
- Management and senior staff of OPI PIB

¹ The opinion of the Polish Language Council at the Presidium of the Polish Academy of Sciences (PAN) https://rjp.pan.pl/index.php?option=com_content&view=article&id=1861:stanowisko-rjp-w-sprawie-zenskich-form-nazw-zawodow-i-tytulow



OBJECTIVE 1

EXPAND EMPLOYEES' KNOWLEDGE ON GENDER EQUALITY AND GENDER-BASED VIOLENCE; DEVELOP AND STRENGTHEN POSITIVE ATTITUDES TOWARDS DIVERSITY

ACTION

1

Appointment of the equality representative

INDICATOR

Appointment of the equality representative



By the end of Q1 2023



MAIN RESPONSIBLE UNITS

- Head of the Human Resources department (DZKL)
- Management at OPI PIB

REPRESENTATIVE'S TASKS:

- organise training sessions
- analyse internal data on men and women
- prepare periodic reports
- serve as the first point of contact for the reporting of discrepancies
- monitor regulations and internal documents
- collect observations and requests submitted by employees
- monitor recruitment processes
- notify employees on equality policy principles, recent changes, etc. regularly
- implement and monitor the gender equality plan and prepare future actions
- prepare content for equality documents
- supervise actions that pertain to the procedure for the prevention and handling of incidents of bullying and discrimination, including harassment and sexual harassment (OPI PIB Ordinance No. 38/2020)

ACTION

2

Use bias-free language in all internal documents

INDICATOR

All new internal documents prepared by OPI PIB must use bias-free language and be copyedited to ensure consistency in this respect



On an ongoing basis, as of the equality plan implementation date



MAIN RESPONSIBLE UNITS

- Equality representative
- Head of the Social Communication department (DKS)
- Office of the Head of OPI PIB



OTHER RESPONSIBLE UNITS

All organisational units

ACTION

3

Prepare and implement equality guidelines. Include the equality guidelines in the package for new employees. Make the equality guidelines available to other employees

INDICATOR

100% of employees have received a copy of Equality Guidelines



By the end of 2023



MAIN RESPONSIBLE UNITS

- Equality representative
- Head of DZKL



OTHER RESPONSIBLE UNITS

Head of DKS

ACTION

4

Conduct training sessions and workshops (including unconscious bias training sessions and workshops) for managerial staff

INDICATOR

At least two training sessions for managerial staff (including one in the workshop format) have been organised. 100% of managerial staff have been trained



By the end of 2025



MAIN RESPONSIBLE UNITS

Equality representative

ACTION

5

Conduct antidiscrimination training sessions and workshops (including unconscious bias training sessions and workshops) for employees

INDICATOR

Two training sessions for employees (including one in the workshop format) have been organised. At least 70% of OPI PIB employees have been trained



By the end of 2025



MAIN RESPONSIBLE UNITS

Equality representative

ACTION

6

Conduct training sessions and workshops on countering harassment and gender-based violence

INDICATOR

Two training sessions for employees (including one in the workshop format) have been organised. At least 70% of OPI PIB employees have been trained



By the end of 2025



MAIN RESPONSIBLE UNITS

Equality representative

ACTION

7

Disseminate equality promotion materials

INDICATOR

A dedicated internet space has been created
A Confluence page has been created
A dedicated tab at the OPI PIB website has been created



By the end of 2023



MAIN RESPONSIBLE UNITS

- Equality representative
- Head of DKS

ACTION

8

Expand OPI PIB employees' knowledge on mechanisms aimed at countering discrimination

INDICATOR

Knowledge on mechanisms aimed at countering discrimination has been shared with 100% of OPI PIB employees



By the end of 2023



MAIN RESPONSIBLE UNITS

- Equality representative
- Head of DZKL



OTHER RESPONSIBLE UNITS

Head of DKS

ACTION

9

Create channels for reporting concerns regarding unequal treatment, bullying, discrimination, and gender-based violence

INDICATOR

A reporting channel and 'virtual box' have been created



By the end of 2023



MAIN RESPONSIBLE UNITS

Equality representative



OTHER RESPONSIBLE UNITS

- Management at OPI PIB
- A relevant IT team

ACTION

10

Collaborate with other organisations in the science, higher education, and business sectors to champion equality and diversity

INDICATOR

An annual report on actions taken



Annually, by the end of March each year



MAIN RESPONSIBLE UNITS

Equality representative



OTHER RESPONSIBLE UNITS

Employees responsible for ensuring collaboration

ADDITIONAL INFORMATION

OPI PIB is a member of the Gender Equality Network to Develop ERA Communities to Coordinate Inclusive and sustainable policy implementation (GENDERACTIONplus) project consortium as part of the Horizon Europe programme; the GENDERACTIONplus project is the successor of the GENDERACTION project, which was funded under the Horizon 2020 programme in which OPI PIB participated. OPI PIB is also a member of the Community of Practice for Gender Equality in Central and Eastern Europe (<https://geincee.act-on-gender.eu>), which unites practitioners who engage in promoting gender equality at higher education institutions and scientific and research institutes in the region.

ACTION

11

Monitor equality actions

INDICATOR

An annual report on actions taken



Annually, by the end of March each year



MAIN RESPONSIBLE UNITS

- Equality representative
- Head of DZKL



OTHER RESPONSIBLE UNITS

Head of DKS

ACTION

12

Conduct a study on working conditions and equal treatment among employees at OPI PIB

INDICATOR

A study report



A study should be conducted every 2-3 years. The next study is scheduled for the autumn of 2023



MAIN RESPONSIBLE UNITS

Equality representative



OTHER RESPONSIBLE UNITS

Relevant experts (researchers, analysts)

ADDITIONAL INFORMATION

The study is conducted using the Gender Equality and Monitoring tool (<https://geam.act-on-gender.eu>) on the LimeSurvey platform. The study could be enriched by the incorporation of qualitative aspects, such as focus groups and in-depth interviews.

OBJECTIVE

2

STRIVE TO ACHIEVE
BALANCED
REPRESENTATION OF
WOMEN AND MEN IN
MANAGEMENT AND
DECISION-MAKING ROLES,
AND IN REPRESENTING OPI
PIB



1. What we want to achieve?

The aim of the equality approach is to counter gender stereotypes related to both women and men, and to oppose any form of gender-based inequality. Diversity in the workforce should extend to include managerial positions. Both men and women should be actively involved in making decisions. The consideration of both genders' perspectives influences the identification of needs and the planning of actions profoundly. The integration of equality principles into management, decision making, and representation will enhance dialogue, relationships, collaboration, and the acceptance of diversity, thereby fostering a sense of community.

2. What we are going to do?

To promote gender balance in managerial roles, **detailed guidelines will be formulated to ensure equal representation of women and men among senior staff and decision-making bodies**, such as commissions, councils, and advisory groups. Such comprehensive guidelines will pertain to research and development (project teams and calls for proposals) and to events organised by OPI PIB (conferences, fairs, and discussion panels). According to the guidelines, it is crucial that OPI PIB prioritises gender balance in the composition of project teams, contingent upon the availability of human resources. The agreed document will provide support for the initiatives taken by the managerial staff and the equality representative at OPI PIB.

It is vital that diversity knowledge be expanded continuously by incorporation of the latest guidelines established by the EU and other expert organisations. With this purpose in mind, OPI PIB plans to **organise courses and training sessions to enhance the leadership skills** of its employees. Particular emphasis will be placed on training sessions dedicated to increasing the representation of members of underrepresented groups.

In addition, **rotation in the positions of team leaders, heads of departments, senior specialists, experts, and project leaders will be analysed and monitored continuously**. The equality representative will prepare relevant reports that pertain to the period monitored. The reports are designed to serve as sources of information for the implementation of potential corrective actions.

3. To whom our actions are addressed?

- All employees of OPI PIB
- Management and senior staff of OPI PIB

OBJECTIVE 2

STRIVE TO ACHIEVE BALANCED REPRESENTATION OF WOMEN AND MEN IN MANAGEMENT AND DECISION-MAKING ROLES, AND IN REPRESENTING OPI PIB

ACTION

1

Prepare guidelines on the equal representation of men and women in managerial staff, decision-making bodies, and events organised by OPI PIB

INDICATOR

The guidelines have been published and are binding as of



By the end of 2023



MAIN RESPONSIBLE UNITS

Equality representative



OTHER RESPONSIBLE UNITS

- Management at OPI PIB
- Head of DZKL
- Head of the Project and Process Support

ACTION

2

Organise courses and training sessions to enhance the leadership skills of OPI PIB employees, with particular emphasis on members of underrepresented groups

INDICATOR

Training sessions must be organised at least once every two years



By the end of 2025



MAIN RESPONSIBLE UNITS

Equality representative

ACTION

3

Periodically review and analyse the positions of team leaders, heads of departments, senior specialists, experts, and project leaders in the context of Objective 2

INDICATOR

An annual report



Annually, by the end of March



MAIN RESPONSIBLE UNITS

- Equality representative
- Head of DZKL



OTHER RESPONSIBLE UNITS

Head of DKS

3

OBJECTIVE

ENSURE GENDER EQUALITY IN RECRUITMENT PROCESSES, STAFF DEVELOPMENT (INCLUDING OF SCIENTIFIC STAFF), AND REMUNERATION



1. What we want to achieve?

The Polish Labour Code implemented Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation. OPI PIB is committed to ensuring that the recruitment process for job applicants aligns with the principles of fairness and equal treatment. It is also vital that all employees of OPI PIB have equal opportunities for career progression and the pursuit of professional interests. Of particular importance is overcoming the gender pay gap, which, according to Eurostat, is wider in the research and development sector in most European countries than the average gender pay gap in other sectors. In 2014, these disparities in Poland reached 17% and 8%, respectively, in favour of men. Finally, OPI PIB wants its employees to realise the significance of gender diversity at the institute. Every year, OPI PIB will publish a report that describes actions the institute has implemented and changes it has introduced.

2. Co będziemy robić?

In the recruitment of **new employees**, OPI PIB will develop and implement a set of guidelines and best practices for equal treatment. These tools will simplify the decision-making process for members of the Human Resources department and other employees engaged in the recruitment process, helping them to make well-informed decisions. Job advertisements that are uploaded to the OPI PIB website and external platforms will employ inclusive language, presenting job openings in a manner that avoids the implications of preferences for candidates of specific genders. OPI PIB will review existing job interview questionnaires for gender equality and strive to achieve the most equitable gender balance both among interviewees and recruiters. OPI PIB will pay special consideration to the creation of a work environment that is welcoming to every individual, and is devoid of bias and discrimination.

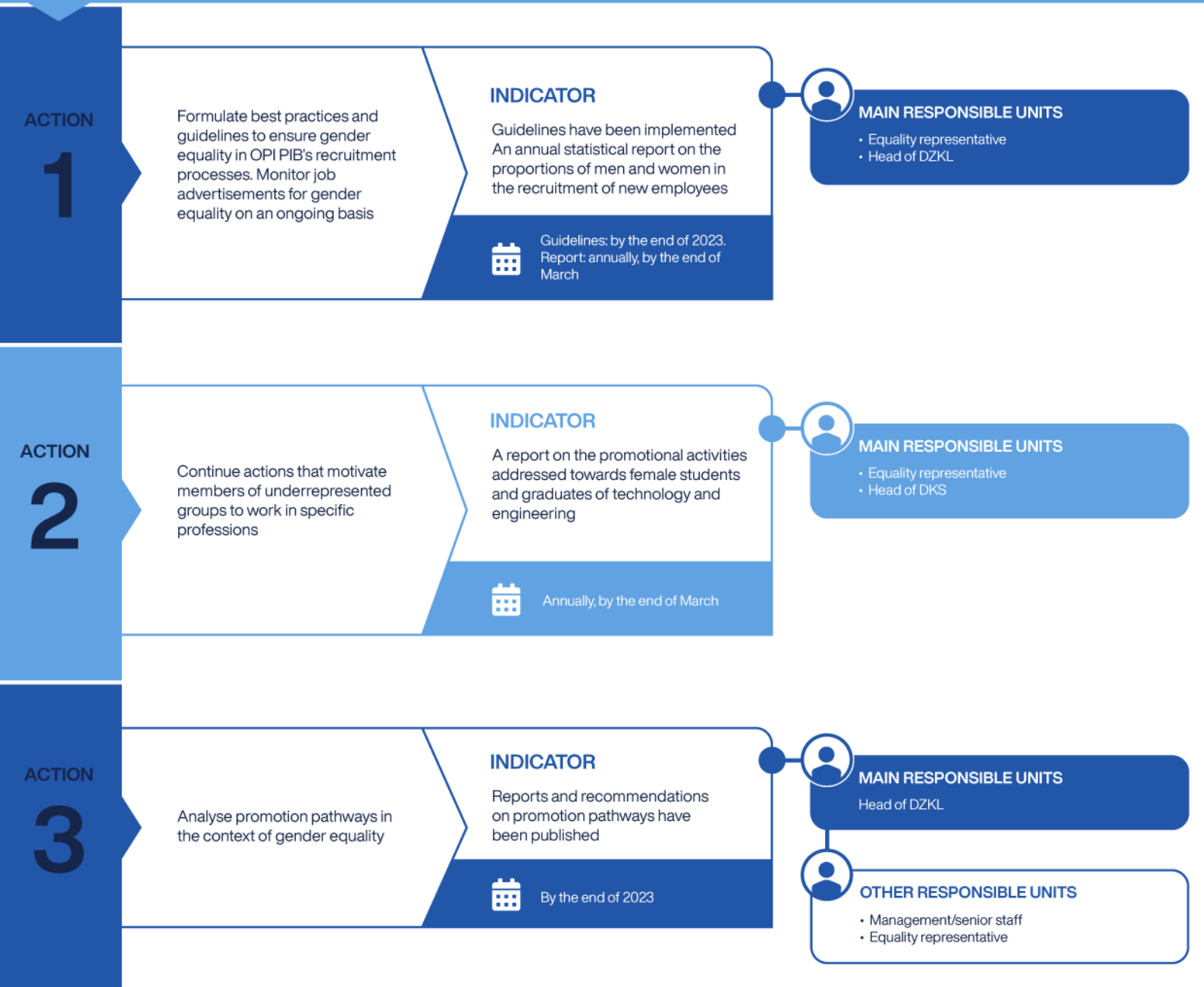
As for the professional development of OPI PIB employees, the institute will formulate and refine guidelines on the enhancement of skills and promotion criteria. OPI PIB will collect and analyse internal data on the careers of the women and men who are employed in various departments and hold various positions, including scientific roles (work experience, promotion pace, and longer leave vs promotions). The institute's comprehensive analysis will also explore the salaries of male and female employees, considering the diverse

factors that influence remuneration, such as education, work experience, and the completion of relevant courses. The report developed for the OPI PIB management will establish whether gender pay gaps exist and, if so, will identify the departments and positions in which such disparities occur. If the analysis of salaries at OPI PIB reveals significant differences in the earnings of women and men who occupy the same positions, perform the same duties, possess the same qualifications and skills, and demonstrate equal commitment, the management will implement appropriate measures to eliminate such differences.

3. To whom our actions are addressed?

- Applicants who seek employment at OPI PIB
- All employees of OPI PIB
- The management of OPI PIB, aligning with the approach to shape data-driven internal policy

OBJECTIVE 3 ENSURE GENDER EQUALITY IN RECRUITMENT PROCESSES, STAFF DEVELOPMENT (INCLUDING SCIENTIFIC STAFF), AND REMUNERATION



ACTION

4

Gather data on career development pathways (including those of scientific employees) for both sexes (pace of promotion and completion of scientific degrees) on an ongoing basis

INDICATOR

An annual report on the proportions of men and women in competitions/promotions



Annually, by the end of March



MAIN RESPONSIBLE UNITS

Equality representative



OTHER RESPONSIBLE UNITS

Head of DZKL

ACTION

5

Gather data on the employment of men and women, including information on specific departments and roles, on an ongoing basis

INDICATOR

An annual report



Annually, by the end of March



MAIN RESPONSIBLE UNITS

- Head of DZKL
- Equality representative

ACTION

6

Prepare a comprehensive analysis on the salaries of men and women to be provided to the OPI PIB

INDICATOR

An annual report



Annually, by the end of March



MAIN RESPONSIBLE UNITS

Head of DZKL



OTHER RESPONSIBLE UNITS

- OPI PIB management
- Equality representative

ACTION

7

If significant differences in the salaries of men and women are found, eliminate such differences and all factors that might influence such circumstances

INDICATOR

A report on actions implemented has been prepared



By the end of March 2023



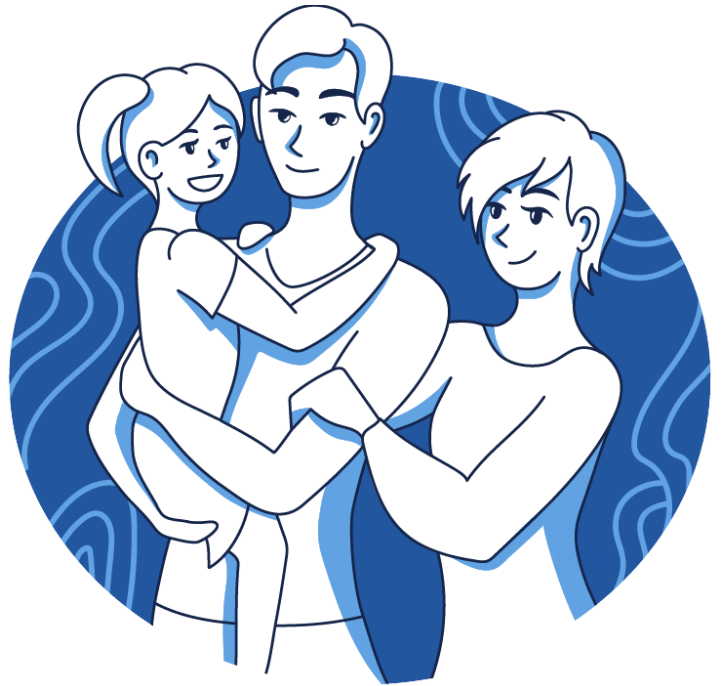
MAIN RESPONSIBLE UNITS

- OPI PIB management
- Head of DZKL

4

OBJECTIVE

PROMOTE WORK-LIFE BALANCE



1. What we want to achieve?

Work-life balance is an inherent element of this gender equality plan. It focuses on supporting employees in reconciling their professional responsibilities and family lives, as well as promoting equal opportunities. Ensuring that employees maintain a work-life balance correlates with greater wellbeing and increased effectiveness at work. Work-life balance solutions are also essential for retaining talent at OPI PIB.

The introduction of work-life balance actions follows the implementation of the Directive of the European Parliament and of the Council on work-life balance for parents and carers by the EU member states. The directive promotes a proper balance between family and professional commitments, and the flexibility of employers and employees. It also provides for more equal opportunities for men and women at home and at work.

OPI PIB believes that its actions will help to reconcile work and private life, and combine working for OPI PIB with the pursuit of scientific careers. OPI PIB's initiatives also cater to the needs of those who are returning to work after extended absences.

2. What we are going to do?

In the context of **diagnosing the needs and expectations of employees**, OPI PIB will analyse the support needs of those returning to work after maternity, parental, carer's, or long-term illness leave. The results of the analysis will help OPI PIB to identify suitable solutions (which will be described in a publicly accessible guidebook) and to plan relevant training sessions.

In terms of **the organisation of work and work time**, OPI PIB maintains an ongoing commitment to offer flexible working hours and remote work options, adapted to the needs and preferences of its employees. The institute's approach enables both men and women to reconcile their work and family lives, and facilitates the pursuit of their professional and scientific aspirations. It may also contribute to increased productivity and commitment.

In the effort to **promote work-life balance solutions to OPI PIB employees**, the institute plans to conduct promotional initiatives to demonstrate the significance of work-life balance, paternity leave, and physical and mental wellbeing. Materials on the reconciliation of work and private life will be promoted via various internal communication channels. OPI PIB has already implemented solutions designed to aid employees in managing the balance between their professional and family responsibilities, including remote work and flexible

working hours; the institute's current goal is to make them more prominent and easily noticeable to its employees.

OPI PIB will take measures to incorporate external circumstances that affect scientific productivity, such as parental leave, illness, and family care into the evaluation of scientific, research, and technology employees.

3. To whom our actions are addressed?

- Applicants who seek employment at OPI PIB
- All employees of OPI PIB
- The management of OPI PIB



ACTION

1

Analyse and identify the support needs of those returning to work after extended breaks

INDICATOR

An electronic version of a guidebook that states all rights of parents and guardians has been prepared



By the end of 2023



MAIN RESPONSIBLE UNITS

- Equality representative
- Head of DZKL



OTHER RESPONSIBLE UNITS

Head of DKS

ACTION

2

Prepare re-onboarding training sessions for employees returning to work after extended breaks

INDICATOR

100% of affected employees have participated in re-onboarding training sessions



On a regular basis



MAIN RESPONSIBLE UNITS

- Equality representative
- Head of DZKL



OTHER RESPONSIBLE UNITS

Head of DKS

ACTION

3

Extend the catalogue of work formats (flexible working hours, task-based work time, individual work time schedule, weekend work system, shortened weekday work system, interrupted work time, remote work, etc.)

INDICATOR

Changes to the OPI PIB rules and regulations have been introduced



Following the enforcement of relevant national regulations, but not later than the end of June



MAIN RESPONSIBLE UNITS

- Head of DZKL
- Management at OPI PIB



OTHER RESPONSIBLE UNITS

Equality representative

ACTION

4

Incorporate external circumstances that affect scientific productivity—such as parental leave, illness, and family care—into the evaluation of scientific, research and technology employees

INDICATOR

An amendment to the evaluation rules—the addition of an 'Other necessary information that affects careers and scientific productivity' field—has been proposed to the OPI PIB Scientific Council



Before the next scheduled evaluation of scientific, research and technology employees (not later than the end of 2023)



MAIN RESPONSIBLE UNITS

- Equality representative
- Secretary of the OPI PIB Scientific Council



OTHER RESPONSIBLE UNITS

- Management at OPI PIB
- OPI PIB Scientific Council

ACTION

5

Conduct initiatives that promote work-life balance

INDICATOR

An annual report regarding actions taken



Annually, by the end of March



MAIN RESPONSIBLE UNITS

Equality representative



OTHER RESPONSIBLE UNITS

- Head of DZKL
- Head of DKS

OBJECTIVE

5

INTEGRATING THE SEX AND GENDER DIMENSIONS IN SCIENTIFIC RESEARCH AND INNOVATION



1. What we want to achieve ?

The promotion of gender equality in research and innovation is part of the European Commission's gender equality strategy for 2020–2025. In the Horizon Europe programmes, the gender dimension stands as an integral part of research and is a requirement in the methodological criterion of excellence. Gender analysis in the context of scientific research and innovation improves the quality of output knowledge and technology in both scientific and social dimensions. By incorporating the gender dimension into research and innovation, goods and services are better suited to their users. Most importantly, this approach contributes to deeper understanding of the needs, behaviours, and attitudes of individuals.

OPI PIB wants the experts who are responsible for research and innovation at the institute to consider the gender dimension in the definition of concepts; the formulation of research questions; the development of methodologies; the gathering and analysis of data; the reporting of research results; and the creation of products, services, and innovations. It is also essential that OPI PIB reflect on equality in the deployment of artificial intelligence (AI) systems, including the development of algorithms that avoid perpetuating stereotypes. As a leader in Polish AI research, OPI PIB will monitor whether these issues are relevant to the algorithms and systems developed at the institute continuously.

A key function of OPI PIB is the provision of information on the science and higher education sector. OPI PIB intends to continue developing existing and potential new systems to address gender issues, which contributes to evidence-based scientific policy.

2. What we are going to do ?

As far as **publication of data by gender** is concerned, OPI PIB will continue to include this variable in the collection, storage, and sharing of data on students, PhD candidates, and scientific staff. All reports published in RAD-on can be searched by sex. RAD-on also presents analyses on the science and higher education system, in which the participation of women constitutes a significant component.

In terms of **integrating the gender dimension into the content of scientific and innovative research**, OPI PIB wants sex and gender analysis to be an optional element in the description of applications approved by OPI PIB commissions. Internal commissions appointed to evaluate applications will check, as is the case in the Horizon Europe programme, whether and how the gender dimension has been considered in planned research and innovation projects, and whether there are reasonable grounds for not including it if gender analysis is inapplicable to particular projects.

OPI PIB intends to incorporate gender analysis into educational activities, such as the OPI PIB Academy, the OPI PIB Security Academy, and internal training sessions, as well as in the research priorities outlined in the institute's development strategy.

In terms of **raising awareness and enhancing skills in the gender dimension**, OPI PIB plans to encourage researchers to enhance their qualifications in integrating gender-related issues into research conducted at OPI PIB, by promoting relevant content on the institute's intranet and offering relevant training sessions.

3. To whom our actions are addressed ?

- Scientific, research, and technology employees at OPI PIB
- OPI PIB employees engaged in the acquisition and implementation of innovative research and development projects as part of calls for proposals that are funded by EU and national agendas.



OBJECTIVE 5

INTEGRATING THE SEX AND GENDER DIMENSIONS IN SCIENTIFIC RESEARCH AND INNOVATION

ACTION

1

Integrate sex and gender-related aspects into research and innovation

INDICATOR

A relevant field ('Does the planned research/innovation include the gender dimension and, if so, in what way?') has been added in relevant project applications



By the end of 2023



MAIN RESPONSIBLE UNITS

- Equality representative
- Head of the Project and Process Support



OTHER RESPONSIBLE UNITS

- Management at OPI PIB
- Research and development commissions

ACTION

2

Integrate sex and gender-related aspects into educational content that is disseminated internally and externally

INDICATOR

New educational content published by OPI PIB includes, if applicable and/or possible, the gender dimension



On a regular basis, as of the publication date of the equality



MAIN RESPONSIBLE UNITS

- Equality representative
- Head of DKS



OTHER RESPONSIBLE UNITS

- Management of OPI PIB
- Research and development commissions
- Heads of the departments responsible for publishing educational content

ACTION

3

Continue gathering and storing data by sex and other gender and sex-related data in the systems that are administered by OPI PIB, such as POL-on, OSF, and ELA

INDICATOR

Systems that are administered by OPI PIB contain data divided by sex/gender, if possible



On a regular basis



MAIN RESPONSIBLE UNITS

OPI PIB management



OTHER RESPONSIBLE UNITS

Heads of departments responsible for the administration of the system

ACTION

4

Continue RAD-on's open access to data that pertains to the science and higher education system in Poland (students, PhD students, and academic teachers), and present it divided by sex

INDICATOR

Data presented in RAD-on reports can be filtered by sex



On a regular basis



MAIN RESPONSIBLE UNITS

Head of the Laboratory of Databases and Business



OTHER RESPONSIBLE UNITS

Equality representative

ACTION

5

Provide information on the presence of women in science, including in engineering and technology, and share relevant knowledge

INDICATOR

An annual report on promotional activities



Annually, by the end of March



MAIN RESPONSIBLE UNITS

Heads of the departments responsible for the provision of information and preparation of reports



OTHER RESPONSIBLE UNITS

Head of DKS

MONITORING MECHANISM FOR THE GENDER EQUALITY PLAN

This gender equality plan will be monitored annually by the equality representative. The monitoring of the equality plan's implementation supports equal treatment, as well as providing reliable information on the effectiveness of the actions taken and the extent to which the targets have been met. A report on the actions implemented and targets attained, supplemented with the recommended changes and adaptations, will be published annually by the end of March. The key purpose of the report is to evaluate periodically whether OPI PIB is making progress towards the fulfilment of its established objectives. If an indicator falls short, an investigation into the reasons will be conducted. Following the identification of problems or unforeseen events, corrective actions will be taken and adjustments to the plan may be implemented, with the corrections communicated to the public. Upon the conclusion of the plan's validity period in 2025, a comprehensive report that summarises all actions and the results they have achieved will be published.



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