

Gender Equality Plan

2023-2027

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Institute of Molecular Biology (IMB) gGmbH
Ackermannweg 4
55128 Mainz



Prof Dr René Ketting
Scientific and Executive Director



Prof Dr Roland Euler
Business Director

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1. Preamble

The Institute of Molecular Biology gGmbH Mainz (IMB) firmly expresses its commitment to creating an organisational culture that is rooted in the principles of gender equality. All employees of and everyone working in association with IMB should have the opportunity to reach their full potential without facing implicit or explicit obstacles that depend on their gender, as a principle and value in itself. IMB's Equality Plan is a contribution to the implementation of Art. 3 para. 2 GG and §11 Federal Equality Act (BGleIG).

IMB's mission of scientific excellence recognises the value and benefit of diverse experiences and perspectives, and embraces, nurtures and empowers contributions from all individuals. Diversity of lived experiences represented in decision making at all levels of the organisation is an instrumental objective in pursuit of this mission. We therefore commit to ongoing work, efforts and monitoring, reflected in decision-making and policy at all levels, to create and maintain a work environment free from discrimination and harassment, which implicitly and explicitly welcomes and respects all who join us in carrying out our mission.

IMB continually adapts its ways of working to accommodate changing societal expectations and modern ways of working and living, as well as diverse gender roles and identities in order to actively dismantle discriminatory structures. IMB acknowledges that women, men and diverse people find different living conditions and opportunities in society due to their social and cultural gender roles and are affected differently by social processes and their effects. It is our responsibility to sustainably embed the gender dimension in all areas of our institution, and question all decision-making processes and measures of the institution with regard to possible gender-specific effects or possible disadvantages for underrepresented genders. This responsibility applies to every employee and weighs especially strong on those with managerial and leadership functions.

Below, we describe the current situation and goals for gender equality as well as measures to reach these goals and to improve the compatibility of work and family life.

2. Analysis of the current situation

As a data basis, the equality plan describes the situation of female and male employees at IMB as of 30 June 2023. IMB employs 285 people in research and administration. The category “diverse” is not yet consistently recorded by the personnel department.

2.1. Women’s quotas in scientific vs. non-scientific

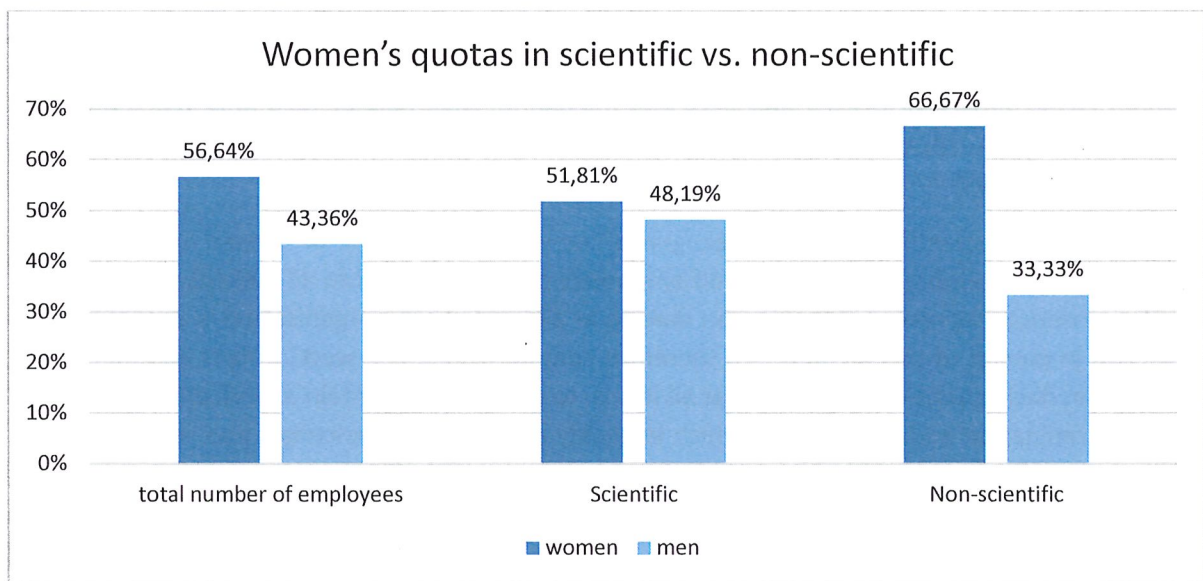


Figure 1: Women’s quotas in staff categories

The proportion of women at IMB is approx. 13 percentage points higher than the proportion of male staff when looking at the total number of employees. If we look at the number of employees in the scientific area, the proportion of women and men is almost balanced, with women outweighing men by 3.62 percentage points. In the non-scientific sector, the proportion of women is about twice as high as that of men.

2.2. Women's quotas in positions

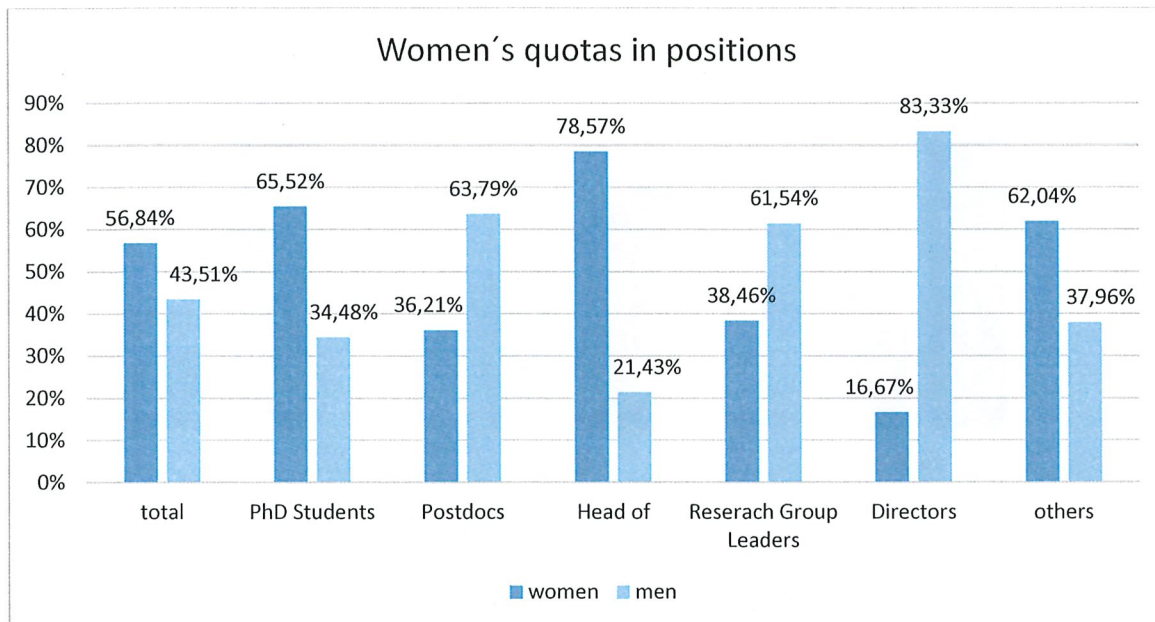


Figure 2: Women's quotas in positions; "others" corresponds to further positions in administration, scientific management, Lab Technicians, Bachelor and Master Students as well as Student Assistants and Research Assistants etc.

When looking at the figure, it can be seen that the proportion of women among doctoral students, as well as among the employees in the category "others" (e.g. administration, scientific management, lab technicians, Bachelor and Master Students as well as student assistants and research assistants), is higher than the proportion of men. However, this is reversed in the positions of postdocs, persons leading a research group and in the directorate of the institute. Here, the proportion of men is higher than the proportion of women.

IMB explicitly encourages PhD students, irrespective of gender, to apply for positions outside IMB to develop further, both scientific and non-scientific. Beside this the aim is to attract more women to lead research groups and to retain women in the field of research as Postdoc or to strengthen their employment by improving the framework conditions for women in leadership positions and for women in general. Corresponding measures are discussed in more detail in point 4.

2.3 Temporary contracts and permanent positions

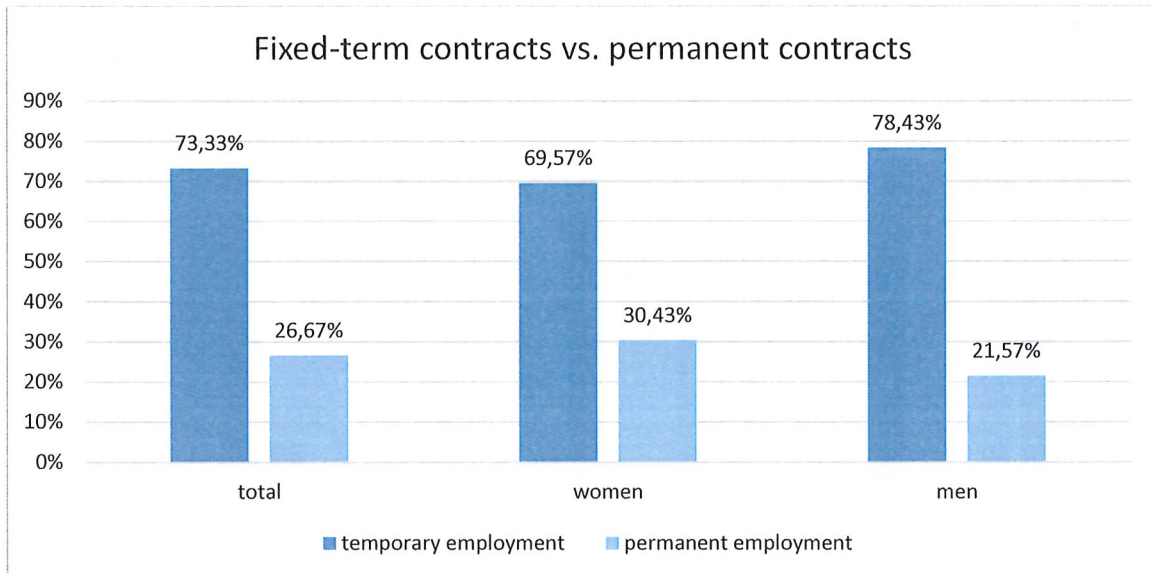


Figure 3: Temporary contracts vs. permanent contracts

An important issue in the context of reconciling family and career is job security. Overall, and also when looking at the distribution of men and women, the proportion of fixed-term contracts is considerably higher than the proportion of permanent contracts, for all genders.

2.4 Part-time and full-time employment

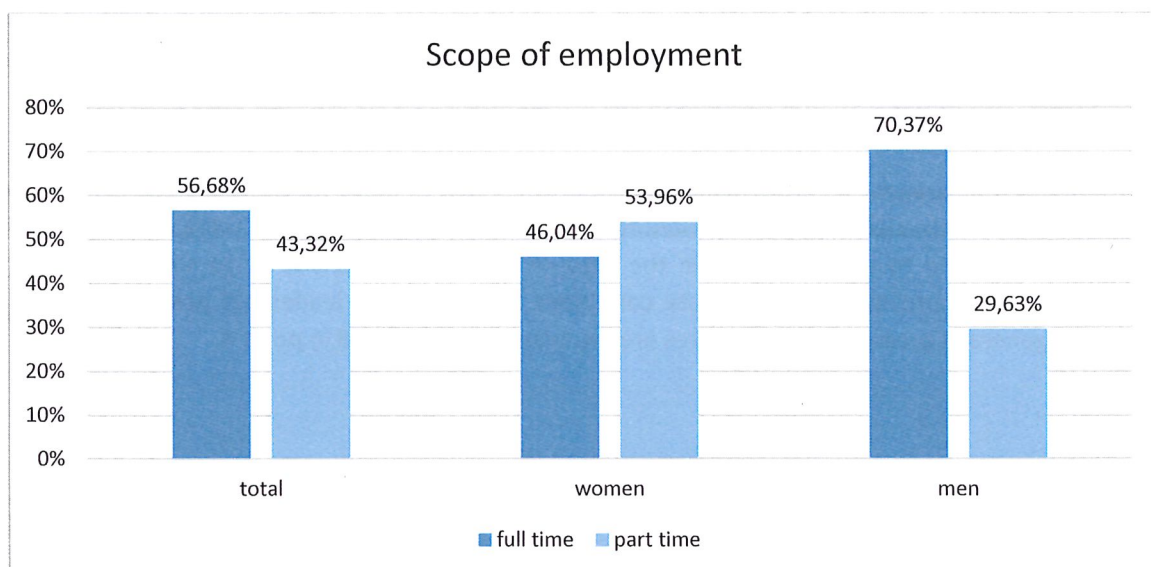


Figure 4: Scope of employment

The proportion of women working part-time is currently about twice as high as the proportion of men working part-time. The proportion of men working full-time is about 24 percentage points higher than the proportion of women working full-time. In relative terms, more women than men work part-time.

2.5 Parental leave

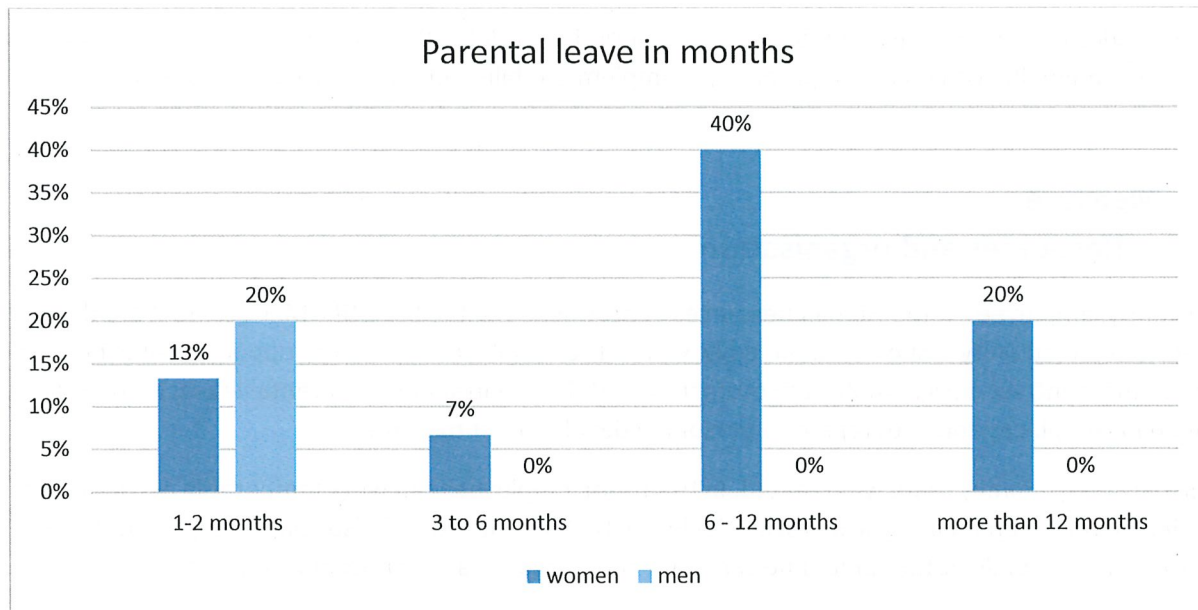


Figure 5: Parental leave in months

At IMB, both men and women take parental leave to care for their children. However, the proportion of time men take as parental leave is significantly lower than that of women. While men take parental leave for a maximum of 2 months, 40% of women are absent for more than 6 months due to parental leave.

3. Goals

With this equality plan IMB wants to continually improve the structures within the organisation to ensure that all genders are represented equally at all levels, including governing and decision-making bodies. IMB aims to educate and inform its employees on the topics of gender equality, thus creating an organisational culture of support, in which everyone can develop to their full potential.

In the spring of 2022, a Diversity Committee was established at IMB, which has set itself the task of contributing to the implementation of §1 of the General Equal Treatment Act (AGG). "The aim of the law is to prevent or eliminate discrimination on the grounds of race or ethnic origin, gender, religion or belief, disability, age or sexual identity." (§1 AGG). Equality issues are also dealt with in this committee.

The goal of the Gender Equality Plan is not only to create awareness of gender equality in research but also in leadership positions. In addition, the GEP intends to increase the proportion of women in underrepresented areas such as postdocs, research group leaders, and the directorate. In order to achieve this, one measure is to establish a position for gender equality at IMB which deals with all issues of gender equality. Corresponding measures are presented in Chapter 4 of the Gender Equality Plan.

The Gender Equality Plan (GEP) is valid for the period from July 2023 to June 2027. The GEP is to be reviewed annually with regard to progress, its implementability and necessary adjustments.

4. Measures

4.1. Resources and organisation

Currently, employees in the Human Resources department and the Scientific Management are dealing with gender equality issues in their daily work. The employees provide support in questions of recruiting, contract design, maternity protection and the organisation of parental leave, in the search for childcare places and with regard to personnel development measures.

Furthermore, a family room was created. In this room, employees can work temporarily and look after their children when their childcare facility is closed. Mobile “KidsBoxes” also enable employees to work at the institute while at the same time caring for their children at their usual workplace.

IMB generally enables its employees to work remotely and flexibly organise their working hours provided that the tasks allow it if need be, i.e. during the illness of children.

The creation of a position for equal opportunities, amounting to at least 50%, is intended to develop a comprehensive, viable concept on gender equality by bundling, expanding, communicating and reviewing these measures. Alternatively establish a gender equality commission which comes together twice per year at a minimum.

4.2. Recruitment and social activities

In job advertisements, IMB explicitly refers to equality. Furthermore, benefits such as flexible working hours, working remotely and further training opportunities in the context of gender equality are listed which demonstrate that IMB is an attractive employer for all genders. During the interview process, PhD students are thoroughly informed about gender equality measures at IMB in an introductory presentation.

Further measures can be found in the action plan in the appendix.

In order to arouse the interest of young people in the field of research, IMB participates in Girls' and Boys' Days and similar outreach events.

4.3. Personnel development programmes

IMB offers workshops, trainings and seminars on gender equality topics for scientific employees within the framework of different programs (e.g. its doctoral programme, postdoc programme and third-party-funded programmes). These range from raising awareness of gender issues to training for female scientists. An overview of the corresponding measures can be found in the appendix.

Employees can also take part in continuing education programmes offered by the Johannes Gutenberg University Mainz. For example, the university offers workshops on the topic of "Women in Leadership". The employees of IMB are encouraged to participate in internal and external training courses.

4.4. Parental leave

Beyond the regulations of the Part-Time and Fixed-Term Employment Act (TzBfG), IMB offers research group leaders with fixed-term contracts a contract extension to compensate for periods in which they were unable to work or were able to only work on a reduced schedule due to parental leave or part-time employment during parental leave. Further, it will allow research group leaders to carry forward the unused Core Budget and Core Facility Budget during this period into the next accounting period.

In addition, research group leaders have the option of postponing their evaluation by the full-time equivalent of the reduction in their working hours during parental leave.

The goal in the coming 4-year period is to agree on individual arrangements for other scientific and non-scientific staff.

4.5. Dealing with discrimination and sexualized violence

There are various points of contact for dealing with discrimination and sexualized violence at IMB, including supervisors, ombudspersons, a mediator, employees in the HR department, and other persons of trust. A policy on dealing with sexual discrimination, harassment and violence came into force in December 2022 and has been communicated internally.

4.6. Gender-inclusive language

A further measure is the development, communication and establishment of gender-appropriate language at IMB. The aim is to highlight the various aspects of non-discriminatory language and its different levels of application. Furthermore, the own language practice is to be reflected and encouragement is to be given for the application of low-discriminatory language in daily use. Measures are mentioned in the attached action plan.

4.7. Improving work-life balance within the organisation

During the corona crisis working remotely has been established at IMB. The possibility of working remotely will continue to be made possible after consultation with the supervisor and as far as the

work permits. The number of remote working days varies depending on the area of work and the employee's wishes. The options for working remotely are set out in an individual agreement.

In addition, supervisors are encouraged to consider the interests of employees with school-age children when planning vacations.

4.8 Childcare and family service

IMB assists in the search for childcare places and provides information on the various childcare options - childminder, crèche, kindergarten, etc.

In addition, it holds childcare places at 2 daycare centers of the *Studierendenwerk* on the campus of Johannes Gutenberg University Mainz and thus in the immediate vicinity of IMB.

In order to balance work and childcare outside of childcare hours, IMB offers employees and conference participants, childcare during conferences or meetings, as needed.

Furthermore, in the event of short-term childcare shortfalls, employees can turn to an external service provider who can provide quality childcare outside of IMB. IMB covers the childcare costs for 3 days per calendar year.

Furthermore, a family room has been set up where employees can work and look after their children at the same time. The room is equipped with all necessary utensils such as toys, sleeping facilities and diaper-changing facilities.

Additional childcare costs caused by business trips can be claimed in the travel expense statement, as far as funds are earmarked in a third-party funded project (see 4.9).

4.9 Third party funding

IMB provides comprehensive support in raising extramural funds for IMB's scientists, so that scientists can focus on their research.

In terms of equal opportunities, this support includes providing (female) researchers with tailored information on competitive funding possibilities for female researchers, encouraging researchers to apply for funds for equality measures and helping with the text work for applications using the concept developed (see 4.1), and informing on/handling administrative aspects regarding rules set up by funding bodies for the use of gender equality funds/measures provided by them.

Furthermore, IMB strives to apply for institutional support for equal opportunity measures in order to implement additional support/internal programmes in the future.

Appendix:

Action Plan 2023 to 2027

Version:	1.0
Date of version:	03.07.2023
Participating departments and committees:	Karolin Eifler-Olivi (Head of Professional Development Office) Daniela Happel (SFB 1361 Coordinator) Kerstin Kiel (Head of Human Resources; Member of the Diversity Committee) Mary Montemayor (Head of Communications and Events ; Member of the Diversity Committee), Katharina Zeller (Grants Manager)
Approved by:	Scientific and Executive Director Business Director
Published	IMB website Intranet by email
Date of publication	

Area	Measure	Aim	Date	Responsibility
4.1. Resources and Organisation	Establish an IMB gender equality commission, which meets at least twice per year.	To develop a comprehensive concept on gender equality by reviewing, expanding and communicating the below measures.	2024	Scientific Management HR
	Communicate IMB's remote work policy.	To inform staff at IMB of their options to work remotely.	2023	HR
4.2. Recruitment and Social Activities	Use of gender-neutral language and reference to equal treatment in job ads.	To encourage female persons to apply to IMB.	Implemented	HR Professional Development Office
	Explicitly encourage women to apply for group leader positions.	To encourage more female candidates to apply to IMB.	Implemented	Scientific Management HR
	Rethinking the remuneration models for PhD students.	To reconciling family and career.	2024	Management
	Participation in Girl's and Boy's days.	To arouse the interest of young people in the field of research.	Implemented	Events Office
	Support for group leaders regarding onboarding of new staff. Information on how to deal with maternity and parental leave.		Implemented	HR
	Mentoring female staff and students regarding career development in scientific and non-scientific fields.		Until 2027	Scientific Management Professional Development Office HR
4.3. Personnel Development Programmes	Training on how to lead staff and how to deal with biases in the recruitment process.		Implemented, but to be expanded until 2025	Scientific Management HR

Sensitisation for Gender Issues	Workshops and seminars on different topics, for example: Gender and diversity sensitive communication in science; Movie Screening and Workshop "Picture a Scientists", Fair Recruitment Training.		Implemented, but to be expanded until 2025	Scientific Management
Training for female students and scientists	Training and workshops, on for example: Career crafting for female scientists, Empowerment and career planning for female PhD students, Voice training.		Implemented	Scientific Management
Training for female scientists	Encouraging and supporting female students and scientists to attend networking events and conferences focussing on "equal opportunities".		Implemented	Scientific Management
4.4. Parental leave/Support	Contract extensions for the time with reduced working time due to parental leave (for Group Leaders)	Compatibility of family and career.	Implemented	HR
	Carry-over of unspent core budgets into the next accounting period, for the time with reduced working time during parental leave (for group leaders)	Implementation also for all scientific and non scientific staff at IMB.	Implemented	Finance Department
	Postponing the group leader evaluation by the full-time equivalent of the reduction in their working hours during parental leave.		Implemented	Scientific Management

4.5. Dealing with discrimination and sexual violence	Policy on dealing with sexual discrimination, harassment and violence was established und communicated.	Clear statement of IMB regarding discrimination and violence of any kind and how it is dealt with at IMB.	December 2022	Scientific Management
	Various points of contact for a wide range of issues, e.g. supervisors, ombudspersons (internal and external), mediator, employees of the HR department, company doctor and other persons of trust	Creating a working environment characterised by trust so that students and staff at IMB know and trust that they can turn to an appropriate person when facing a problem. People and their concerns are noticed and taken seriously.	Implemented	Scientific Management Group leaders Directors HR
4.6. Language	Develop, communicate and establish a gender-appropriate language at IMB.	Create awareness of the use of gender-equitable language.	2023-2027	All departments
4.7. Work-life balance	Remote work	Individual agreements for people who want to work remotely on certain days permanently.	Since 2022	HR Supervisors
	Flexible working time	Compatibility of family and career.	Implemented	HR Supervisors
	Encourage supervisors to consider the interest of employees with school-age children when planning vacations.	Compatibility of family and career.	Since 2023	HR
4.8. Childcare	Assisting with the search for childcare places and providing information regarding childcare.		Implemented	HR
	Provision of child care places in the vicinity of IMB.		Implemented	HR
	Family room and KidsBoxes at IMB	Allow bringing kids to work if kindergarden or school are closed.	Implemented	Scientific Management HR

	Providing childcare during events.	Allows IMB students and scientists to participate in conferences, meetings or seminars outside of normal childcare hours.	If required	Events Office HR
	Providing external child care services.	Covering short-term shortfalls in childcare.	If required	HR
4.9. Fundraising	Provide tailored information on funding opportunities for female researchers.	Increase third party funding obtained by female researchers	Implemented	Grants Office
	Informing on/handling administrative aspects regarding rules by funding bodies.	Releases scientists from administrative work, esp. those with young children; attracts additional funding to research groups.	Implemented	Grants Office
	Encourage applications for funds for equality measures and helping with the drafting of such applications (see 4.1)	Helps making use of instruments for gender equality provided by funding bodies.	Implemented	Grants Office
	Apply for funds for dedicated programmes to support female researchers.	Increases support for female researchers	Implemented	Grants Office