

# GENDER EQUALITY PLAN

for the Plant Breeding and Acclimatization Institute  
- National Research Institute  
for the years 2022-2025

introduced by the Director's Ordinance No. 18/D/2022  
of 12<sup>th</sup> September 2022





## **Gender Equality Plan**

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for the years 2022-2025**

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# 1. INTRODUCTION

The Gender Equality Plan (GEP) for the Plant Breeding and Acclimatization Institute - National Research Institute (PBAI-NRI) is based in particular on the following legal acts:

- *Constitution of the Republic of Poland from 2nd April 1997, (1997 Journal of Laws, No 78, pos. 483)*
- *Directive 2006/54/EC of the European Parliament and of the Council from 5th July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (Official Journal of the EU L 2006. 204. 23)*
- *Bill from 26th June 1974, Employment Code (2020 Journal of Laws, pos. 1320 with amendments)*
- *Directive 75/117/EEC on the application of the principle of equal pay for men and women*
- *EU Strategy for Gender Equality 2020–2025*
- *European Charter for Researchers*

The Gender Equality Plan is a response to the one of the cross-cutting priorities of Horizon Europe (HE) framework program for the years 2021-2027, i.e. actions for gender equality in research and innovation.

The Gender Equality Plan for PBAI-NRI outlines the current situation, defines goals to which the Institute is striving for and identifies ways to achieve full equality. All employees of PBAI-NRI will benefit from the Plan, because discrimination can affect both women and men, and chauvinistic cultural patterns are harmful to everyone, regardless of gender.

The main goal of the Gender Equality Plan is to create comfortable conditions for work and development, free from all forms of discrimination. The creation of such conditions will enable all employees of PBAI-NRI personal and professional development according to equal principles, regardless of gender.

PBAI-NRI, as a research and development institution, gives priority to offering for all employees a path of professional development, free from prejudices and stereotypes, appreciating their individuality and originality.

The internal regulations in the field of counteracting all forms of discrimination and mobbing were introduced in PBAI-NRI by Director's Ordinance No. 17/D/2019 including the procedure for counteracting mobbing and appointed the Trust Officer. Moreover, the management staff is trained in anti-mobbing procedures. There is also an Disciplinary Officer in PBAI-NRI who cooperates with the Disciplinary Committee.

The Gender Equality Plan is a tool designed to encourage the further building of an honest and communicative scientific and working environment in which employees are treated equally, in a community shared by trust, a sense of belonging and shared goals. The correct implementation of the Plan will enable the sustainable development of the entire institution. Planning and designing activities in this document are aimed both, at ensuring continuity and coherence of policies already implemented by IHAR-PIB and identifying goals and actions necessary to overcome remaining obstacles to gender equality.

The European Commission has defined key areas for achieving gender equality in research and innovation that should included in the Gender Equality Plan:

- Work/life balance and organizational culture of the institution.
- Gender balance in management and decision-making bodies.
- Gender equality in recruitment and career development.
- Integration of gender issues in research and teaching content.
- Measures against gender-based violence, including sexual harassment.

All above elements are included in the Gender Equality Plan and it also takes into account good practices used in other GEP documents in the EU countries.

The developed Gender Equality Plan is a strategic action for the years 2022-2025. It is a dynamic plan, which will still develop as a result of the conducted analyzes and ratings.

## 2. ANALYSIS OF THE CURRENT STATE

The current state analysis was prepared for all organizational units of PBAI-NRI. The starting point for the creation and development of the Gender Equality Plan for PBAI-NRI was the analysis of the percentage of gender among employees, divided for professional groups, employment structure and managerial positions in organizational units and management staff. Since January 1<sup>st</sup>, 2022 a new organizational structure has been introduced at PBAI-NRI, therefore the diagnosis covers the year 2021 and the first half of 2022 (as of June 30<sup>th</sup>, 2022).

In 2021, the number of employees at PBAI-NRI and Experimental Stations of PBAI-NRI was 396, including 230 women, which accounted for 58% of the total number of employees, while in 2022 there was a decrease in employment by 4 people. As of June 30<sup>th</sup>, 2022, the number of employees is 392, including 227 women and 165 men. Gender percentage has not changed and it is still 58% of women and 42% of men.

## 2.1. PBAI-NRI EMPLOYEES BY JOB POSITIONS

**Table 1.**  
**Number of employees and percentage of men and women employed**  
**in individual positions in the years 2021-2022**

Position	Employees		Women		Men	
	2021	First half of 2022	2021	First half of 2022	2021	First half of 2022
Professor	9	9	2 (22%)	3 (33%)	7 (78%)	6 (67%)
Associate Professor	9	9	5 (56%)	6 (67%)	4 (44%)	3 (33%)
Assistant Professor	62	53	38 (61%)	34 (64%)	24 (39%)	19 (36%)
Assistant	24	24	19 (79%)	17 (71%)	5 (21%)	7 (29%)
Engineering and technical staff	110	110	86 (78%)	82 (75%)	24 (22%)	28 (25%)
Administrative and economic staff	71	75	54 (76%)	59 (79%)	17 (24%)	16 (21%)
Support staff	111	112	26 (23%)	26 (23%)	85 (77%)	86 (77%)
<b>Total</b>	<b>396</b>	<b>392</b>	<b>230 (58%)</b>	<b>227 (58%)</b>	<b>166 (42%)</b>	<b>165 (42%)</b>

The above data indicate a significant predominance of women employed in scientific positions, from assistant to professor of the Institute, in the range of 56-79%. The exception is the position of a professor where the share of women was respectively 22% and 33%. Among non-scientific employees, there is also a predominance of women, in particular in engineering and technical positions as well as administrative and economic positions - the share of women is at the level of 75-79%. The clear predominance of men (77%) occurs among service workers.

## 2.2. PBAI-NRI EMPLOYEES AT THE RESEARCH DIVISIONS AND THE HEADQUARTERS IN RADZIKÓW

**Table 2.**  
**Number of employees and percentage of men and women employed at the Research Divisions and in the Headquarters of PBAI-NRI**

Name	Employees	Women	Men
Headquarters Radzików	120	87 (72%)	33 (28%)
Research Division Bonin	23	15 (65%)	8 (35%)
Research Division Bydgoszcz	16	10 (62%)	6 (38%)
Research Division Jadwisin	12	8 (67%)	4 (33%)
Research Division Młochów	34	28 (82%)	6 (18%)
Research Division Poznań	27	19 (70%)	8 (30%)
<b>Total</b>	<b>232</b>	<b>167 (72%)</b>	<b>65 (28%)</b>

Among the employees of PBAI-NRI Research Divisions, the share of employed women significantly exceeds the share of men. The highest percentage of women at a level of 82% is in the Młochów Division, while the lowest – 62% in the Bydgoszcz Division.



## 2.3. EMPLOYEES AT THE RESEARCH DEPARTMENTS OF PBAI-NRI HEADQUARTERS IN RADZIKÓW

**Table 3.**  
**Number of employees and percentage of men and women employed  
 at the Research Departments in the Headquarters of PBAI-NRI**

Name	Employees	Women	Men
Department of Bioenergetics, Quality Analysis and Seed Science	18	15 (83%)	3 (17%)
Department of Biochemistry and Biotechnology	20	15 (75%)	5 (25%)
Department of Functional Genomics	14	8 (57%)	6 (43%)
Department of Applied Biology	27	18 (67%)	9 (33%)
National Centre for Plant Genetic Resources	30	23 (77%)	7 (23%)
Genetically Modified Organisms Controlling Laboratory	11	8 (73%)	3 (27%)
<b>Total</b>	<b>120</b>	<b>87 (72%)</b>	<b>33 (28%)</b>

Due to the largest number and number of sub-units, the Research Departments of PBAI-NRI located at the Headquarters in Radzików has been presented in a separate table. Among the employees of these units, women constitute 72% and men 28%. The most equal structure in terms of gender is in the Department of Functional Genomics, in the proportion of 57% women and 43% men .

## 2.4. EMPLOYEES IN THE ADMINISTRATIVE DEPARTMENTS AND ON INDEPENDENT POSITIONS AT PBAI-NRI HEADQUARTERS IN RADZIKÓW

**Table 4.**  
**Number of employees and percentage of men and women employed at the Administrative Departments and on independent positions at the PBAI-NRI Headquarters in Radzików**

Name	Employees	Women	Men
Project Support and Promotion Department	3	3 (100%)	0 (0%)
Human Resources Department	5	5 (100%)	0 (0%)
Finance and Accounting Department	8	8 (100%)	0 (0%)
Administration Department	14	7 (50%)	7 (50%)
Research Department	4	4 (100%)	0 (0%)
Technical, Field Service and Transport Department	12	1 (8%)	11 (92%)
Organizational and Legal Department	2	2 (100%)	0 (0%)
Independent positions	3	0 (0%)	3 (100%)
<b>Total</b>	<b>51</b>	<b>30 (59%)</b>	<b>21 (41%)</b>

Among the employees of the Administrative Departments of PBAI-NRI women consist almost 60%, and in 5 of these Departments the share of women is 100%. The largest number of employed men – 92% occurs in the Department of Technical, Field Service and Transport.

## 2.5. EMPLOYEES IN EXPERIMENTAL STATIONS OF PBAI-NRI

**Table 5.**  
**Number of employees and percentage of men and women employed at the Experimental Stations of the PBAI-NRI**

Name	Employees	Women	Men
Experimental Station Bartązek	4	1 (25%)	3 (75%)
Experimental Station Bonin	12	5 (42%)	7 (58%)
Experimental Station Grodkowice	11	6 (55%)	5 (45%)
Experimental Station Niezychowice	32	5 (16%)	27 (84%)
Experimental Station Oleśnica Mała	12	3 (25%)	9 (75%)
Experimental Station Radzików	36	9 (25%)	27 (75%)
<b>Total</b>	<b>107</b>	<b>29 (27%)</b>	<b>78 (73%)</b>

Most of the employees of PBAI-NRI Experimental Stations are men, ranging from 58% to 84%. The only exception is the Grodkowice Experimental Station, where women consist 55%.

## 2.6. MANAGERIAL FUNCTIONS IN THE ORGANIZATIONAL UNITS OF PBAI-NRI

**Table 6.**  
Percentage of women and men in managerial positions in the organizational units of PBAI-NRI

Name	Employees	Women	Men
Research Departments	5	1 (20%)	4 (80%)
Research Departments in Headquarter	6	0 (0%)	6 (100%)
Administrative Departments in Headquarters	7	5 (71%)	2 (29%)
Experimental Stations of PBAI-NRI	6	1 (17%)	5 (83%)
<b>Total</b>	<b>24</b>	<b>7 (29%)</b>	<b>17 (71%)</b>

The above table shows that 71% of the management functions performed in PBAI-NRI goes to men. The highest percentage of women in managerial positions is in the Administrative Departments of the Institute.

## 2.7. TOP MANAGEMENT POSITIONS AT PBAI-NRI

**Table 7.**  
**Percentage of men and women holding managerial positions at PBAI-NRI according to the leadership hierarchy**

Name	Employees	Women	Men
Director of the Institute	1	0 (0%)	1 (100%)
Deputy Director of the Institute	1	1(100%)	0 (0%)
Chief Accountant	1	1(100%)	0 (0%)
Scientific Secretary	1	0 (0%)	1(100%)
<b>Total</b>	<b>4</b>	<b>2 (50%)</b>	<b>2 (50%)</b>

The highest managerial positions in PBAI-NRI are performed by men and women in an equal share.

## 2.8. SCIENTIFIC COUNCIL OF PBAI-NRI

**Table 8.**  
**Percentage of women and men in the Scientific Council of PBAI-NRI**  
**in the 20th term for the years 2021-2025**

	Total	Women	Men
Scientific Council of the PBAI-NRI	32	8 (25%)	24 (75%)
<i>Including:</i>			
– members employed by PBAI-NRI	16	5 (31%)	11 (69%)
– members appointed by the Minister of Agriculture and Rural Development	15	3 (20%)	12 (80%)
– members appointed by the Minister of Education and Science	1	0 (0%)	1 (100%)
<i>Structures and Standing Committees of the Council:</i>			
– Chairman	1	0 (0%)	1 (100%)
– Vice-chairmans	4	2 (50%)	2 (50%)
– Scientific Affairs Committee	3	1 (33%)	2 (66%)
– Scientific Staff Development Committee	4	1 (25%)	3 (75%)
– Economic and Organizational Commission	3	0 (0%)	3 (100%)
– Returning Committee	3	1 (33%)	2 (66%)

The composition of the Scientific Council in 50% is the result of elections made by employees of the Institute, while in accordance with the Act on Research Institutes, the remaining 50% of the Council's composition are persons who are not employees of the Institute appointed by the Minister of Agriculture and Rural Development and the Minister of Education and Science. Individual Council Committees are chosen from its members. The management of the Institute has no influence on the composition of the Scientific Council and consequently the maintenance of gender balance.

## 3. TARGETS AND ACTION

### 3.1. TARGET 1: RAISING AWARENESS OF THE MEANING OF EQUALITY AND ACTIONS TO IMPROVE THE CULTURE OF THE ORGANIZATION IN THIS FIELD

#### **Beneficiaries:**

- PBAI-NRI Staff.

#### **Actions:**

- Promoting positive behavior of employees and combating inappropriate and any undesirable actions.
- Education aimed at increasing employee awareness of gender equality.

#### **Indicators:**

- Number of educational activities carried out.
- Development of a document on good practices and work culture.

#### **Responsible units:**

- Management of PBAI-NRI;
- Equality Officer of PBAI-NRI;
- Heads of organizational units of PBAI-NRI;
- Disciplinary Officer of PBAI-NRI;
- Trust Officer of PBAI-NRI.

### 3.2. TARGET 2: ACTIONS IMPROVING GENDER EQUALITY IN THE RECRUITMENT PROCESS AND CAREER DEVELOPMENT

#### **Beneficiaries:**

- People applying to work at PBAI-NRI;
- PBAI-NRI Staff.

#### **Actions:**

- Reviewing and updating of the internal procedures for the recruitment of new employees and trainees.
- Preparation of guidelines for committees conducting recruitment and promotion procedures.

#### **Indicators:**

- Statistical report on the participation of women and men in the recruitment process and promotion procedures.
- A document containing guidelines for recruitment committees in promotion procedures.

#### **Responsible units:**

- HR Department;
- Equality Officer of PBAI-NRI;
- Chairman of the Scientific Council Committee of PBAI-NRI for the Development of Scientific Staff.



### 3.3. TARGET 3: FACILITATING THE WORK-LIFE BALANCE

#### **Beneficiaries:**

- PBAI-NRI Staff.

#### **Actions:**

- Identification of the scope of activities related to combining work and family life and areas of PBAI-NRI activity in this respect, such as: co-financing for group insurance, holidays and other benefits; interest-free and low-interest loans for employees, financial assistance in the form of allowances and other social benefits.
- Creating flexible working hours for employees and the possibility of performing some of the duties in the form of remote work or teleworking, in accordance with the internal regulations of PBAI-NRI.
- Considering gender equality, marital status and family situation with regard to the organization of employees' working time (business trips, overtime work).
- Diagnosing the needs of people returning from parental and childcare leave – in the scope of support from PBAI-NRI and supporting those people.
- Encouraging employees to work flexibly, combining work and personal life in order to balance work and life priorities.

#### **Indicators:**

- Number of employees benefiting from support activities.
- Report on the activities carried out in the above-mentioned scope.

#### **Responsible units:**

- HR Department;
- Finance and Accounting Department;
- Equality Officer of PBAI-NRI;
- Heads of organizational units of PBAI-NRI.

### 3.4. TARGET 4: EMPOWERING BALANCED GENDER REPRESENTATION IN THE MANAGEMENT AND DECISION-MAKING BODIES

#### **Beneficiaries:**

- PBAI-NRI Staff.

#### **Actions:**

- Reviewing, updating and developing internal procedures for gender balance in management and decision-making bodies.
- Creation of development mechanisms to achieve a level of competence for key positions, taking into account gender balance.

#### **Indicators:**

- Preparation of an internal document containing the used procedures.

#### **Responsible units:**

- Management of PBAI-NRI;
- HR Department.

### 3.5. TARGET 5: ACTIONS AGAINST GENDER-DEDICATED VIOLENCE, INCLUDING SEXUAL HARASSMENT, AND CREATING MECHANISMS TO COUNTER ANY BAD PRACTICE

#### **Beneficiaries:**

- PBAI-NRI Staff.

#### **Actions:**

- Appointment of a Gender Equality Officer.
- Provision of information for employees.
- Reviewing and updating of anti-discrimination procedures applicable at PBAI-NRI.
- Maintenance of the notifications register.
- Provision of procedures and tools to protect whistleblowers.
- Introducing equality language in the internal legal acts of PBAI-NRI.

#### **Indicators:**

- Report on the number of reports to the Equality Officer.
- Preparation of internal procedures.

#### **Responsible units:**

- Management of PBAI-NRI;
- HR Department;
- Equality Officer of PBAI-NRI;
- Trust Officer of PBAI-NRI.

**Radzików, 2022**