

## Appendix 2 – GEP Action Plan – 2024 Update

ORGANISATIONAL CULTURE AND WORK-LIFE BALANCE					
Area	Objectives	Measures/actions	Responsibility	Deadline	Indicators
Organisational culture	Institutional support for the gender equality agenda.	Appointment of a gender equality officer and their integration into the organisational structure.	Human Resources Department / Institution Management	12/2022 – Completed	The person has been appointed and included in the organisational structure.
		Establishment of a working group tasked with monitoring and evaluating the implementation of the GEP action plan.	Human Resources Department / Institution Management	01/2023 – Completed	The working group has been established.
	Monitoring and promoting equal opportunities within the CDV.	Conduct a gender audit to assess equal opportunities and identify any shortcomings that the existing internal analysis has not revealed.	Human Resources Department	12/2025	Final report of the gender audit.
	Guidelines for the use of gender-sensitive language and gender-sensitive communication both within and outside the institution.	Update the institution's internal documents (use gender-neutral language, or where appropriate, highlight the neutral meaning of the commonly used generic masculine forms).	Human Resources Department	12/2023 – completed	Publication of updated documents on the intranet.
	Raising awareness of the importance of gender equality among employees.	Regular training for employees and decision-makers on gender equality issues and on unconscious biases and stereotypes.	Human Resources Department	06/2024+	Training sessions are being delivered.
Flexible working hours and working from home	Standardisation of conditions to enable working from home for all employees whose job description allows for this type of work.	Incorporation of working from home into the institution's Staff Regulations following legislative changes (amendment to the Labour Code) – procedure for requesting working from home, conditions for working, its scope and possible frequency.	Human Resources Department	06/2023 <sup>2</sup> - Completed	Publication of the updated Work Regulations on the intranet.

<sup>2</sup> The deadline will be updated depending on when the amendment to the Labour Code comes into force.

<b>Ongoing support for work-life balance</b>	<b>Regularly assess the needs of employees caring for children and dependants.</b>	Organising a questionnaire survey or interviews (group discussions, individual interviews) to identify the needs of employees caring for children and dependants.	Human Resources Department	06/2023+ (once a year)	The survey is carried out and the results analysed.
	<b>Institutional support for carers.</b>	Based on a needs analysis, and measures for carers are implemented.	Human Resources Department	06/2023+ (once a year)	Scope of measures for carers.
	<b>Creating a welcoming working environment for working parents.</b>	Creation of a baby-friendly workspace (equipped with children's essentials, toys, etc.).	Human Resources Department / Marketing Department	12/2024	A space for a baby-friendly workplace has been set aside and furnished.
		Support for events for families with children, in particular the organisation of a summer day camp (setting the dates, securing a provider and the actual running of the camp)	Human Resources Department	03/2023+	The dates for the summer camp have been announced.
		07-08/2023+		The summer camp has taken place.	
<b>Maternity and parental leave management</b>	<b>Maintaining contact with parents on maternity/parental leave.</b>	Creation of a database of female employees and staff on maternity/parental leave, including contact details, and keeping it up to date.	HR Department / Finance Department	03/2023 - Completed	The database has been created.
				2023+ ongoing	The database is updated.
		A regular newsletter summarising news at CDV, sent to employees on maternity or parental leave.	Human Resources Department / Marketing Department	2023+ Ongoing	The newsletter is sent out regularly at set intervals.
		Informing women and men on maternity/parental leave about the possibility of part-time work under a DPP or DPČ contract, encouraging interest in working with us.	HR Department / Marketing Department	2023+ Ongoing	The notification is sent / is included in the newsletter.
	Events for employees on maternity/parental leave – invitation to participate in the employer's social events, etc.	HR Department / Marketing Department	2023+ Ongoing	Invitations to events are also sent to parents on maternity/parental leave.	

	<b>Streamlining the induction process upon return from maternity/parental leave.</b>	Timely contact with the employee, employee, clarification of the start date, pre-start induction, gradual familiarisation with current regulations and the employer's internal information system prior to starting work to facilitate adaptation.	HR Department / Heads of Divisions / Departments	12/2024	The induction process is set out in an internal document.
			Human Resources Department	12/2024	A handbook has been produced for employees returning from maternity/parental leave.

### GENDER BALANCE IN MANAGEMENT AND DECISION-MAKING

Area	Objectives	Measures/actions	Responsibility	Deadline	Indicators
Support for women in management, advisory and decision-making bodies	<b>Increasing women's interest in leadership and decision-making positions.</b>	Actively and continuously identifying female candidates for leadership roles and supporting them (e.g. by offering suitable training – soft skills, managerial skills).	HR Department / Area/Department Managers	2023+ Ongoing	Female candidates for leadership positions are trained.
	<b>Creating conditions for greater gender balance in leadership and decision-making roles and advisory bodies.</b>	Encourage women to stand for election to leadership and decision-making roles and advisory bodies (including the institution's board, etc.).	Human Resources Department / Institution Management	06/2023+	Information email offering the position is sent to suitable candidates.
		Monitor formal procedures for applications, nominations and the selection of members with a view to encouraging women to apply for these positions.	Human Resources Department / Institution Management	06/2023+	Formal procedures are monitored.
		The dates and timeframes for regular meetings of individual bodies are set clearly, in advance and during normal working hours.	Human Resources Department / Management / Board of the Institution / Supervisory Board	06/2023+	A recommendation regarding the timeframe is provided to the organisers of body meetings.

**GENDER EQUALITY IN RECRUITMENT AND CAREER PROGRESSION**

Area	Objectives	Measures/actions	Responsibility	Deadline	Indicators
Gender equality in recruitment	Increasing interest in positions (including research roles) regardless of gender.	Use of gender-balanced terminology / correctness in job advertisement texts.	Human Resources Department	2023+ Ongoing	Job advertisements are gender-neutral.
		Promotion of job vacancies with regard to gender equality and a supportive working environment, Work-life balance.	HR Department / Marketing Department	12/2024	The 'Careers' section on the CDV website has been updated.
	Improving the recruitment process from a gender perspective.	Ensure that candidates from all gender groups are invited to participate in the recruitment process (provided this does not compromise qualifications) <sup>3</sup> – recording information on recruitment processes and their participants.	Human Resources Department	03/2024	A template record of the selection process has been created.
			HR Department / Heads of Divisions, Departments	03/2024+ Ongoing	Recruitment process records are stored and recorded.
	Ensure a gender-balanced composition of selection panels.	HR Department / Heads of Divisions, Departments	03/2024+ Ongoing	Committee members are listed in the minutes of the selection process.	
Equal pay and monitoring	Analysis of the equal pay system and elimination of gender inequalities in pay.	Preparation of an equal pay analysis (e.g. using the LOGIB tool), including any proposals for measures leading to equal pay, and communication of this issue within the institution.	Human Resources Department / Finance Department	12/2024	Final report of the analysis.
				06/2025	Measures to address pay inequalities have been proposed and implemented.

<sup>3</sup> The grounds for permissible differential treatment are set out in Sections 6 and 7 of Act No. 198/2009 Coll., the Anti-Discrimination Act.

### INTEGRATING THE GENDER DIMENSION INTO RESEARCH AND EDUCATION

Area	Objectives	Measures/actions	Responsibility	Deadline	Indicators
Supporting the integration of the gender dimension into science and research	Raising awareness among researchers of the importance, purpose and methods of integrating the gender dimension into research and education.	Training on the integration of the gender dimension into research content for senior staff, and subsequently directly for researchers.	Human Resources Department	06/2024 – Head 12/2024 – Others	The training has taken place.
		Development of a methodology for integrating the gender dimension into science and research, outlining its purpose and necessity for research purposes.	Human Resources Department / Research coordinators	06/2024	The methodology is published on the intranet.

### MEASURES AGAINST GENDER-BASED VIOLENCE, INCLUDING SEXUAL HARASSMENT

Area	Objectives	Measures/actions	Responsibility	Deadline	Indicators
Measures against gender-based violence and harassment	Incorporation of the issue of gender-based violence into the institution's internal document.	Updating the Code of Ethics – taking a stand against gender-based violence and sexual harassment, defining procedures for dealing with undesirable behaviour in the workplace.	Human Resources Department	12/2022 – completed 06/2024 – to be specified Procedure	The updated Code of Ethics has been approved and published on the intranet.
	Active management of undesirable behaviour in the workplace.	Appoint a person to monitor instances of undesirable behaviour, to whom victims or witnesses of such behaviour can turn, and who will ensure that the situation is resolved in accordance with the principles of the Code of Ethics.	Human Resources Department / Director of the institution	06/2024	The designated person has been appointed and included in the organisational chart.