

Appendix 2 – GEP Action Plan – 2025 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 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+ – completed	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) – the procedure for requesting working from home, the conditions for working, its scope and possible frequency.	Human Resources Department	06/2023 ² - Completed	Publication of the updated Staff Regulations on the intranet.

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

Ongoing support for work-life balance	Regularly assess the needs of employees caring for children and dependants.	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.
	Institutional support for carers.	Based on the needs analysis, working conditions are adjusted and measures for carers are implemented.	Human Resources Department	06/2023+ (once a year)	Scope of measures for carers.
	Creating a welcoming working environment for working parents.	Creation of a baby-friendly workspace (equipped with children's essentials, toys, etc.).	Human Resources Department / Finance Department	06/2025 – already underway	A dedicated area 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+ - completed 07-08/2023+	The dates for the summer camp have been announced. The summer camp has taken place.
Maternity and parental leave management	Maintaining contact with parents on maternity/parental leave.	Creating a database of employees on maternity/parental leave, including contact details, and keeping it up to date.	HR Department / Finance Department	03/2023 - Completed 2023+ ongoing	The database has been created. The database is updated.
		A regular newsletter summarising news at CDV, sent to employees on maternity or parental leave.	HR Department / Marketing Department	2023+ Ongoing	The newsletter is sent out regularly at set intervals.
		Informing women and men on maternity or parental leave about the possibility of part-time work under a contract for work or a contract for services, encouraging interest in working with us.	Human Resources Department / Marketing Department	2023+ Ongoing	The notification is sent / is included in the newsletter.
		Events for employees on maternity/parental leave – offer 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.

	Streamlining the induction process upon return from maternity/parental leave.	Timely contact with the employee, clarification of the start date, pre-start induction, and 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	12/2025	The induction process is set out in an internal document.
			HR Department	12/2025	A handbook has been produced for employees returning from maternity/paternity 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	Increasing women's interest in leadership and decision-making positions.	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.
	Creating conditions for greater gender balance in leadership and decision-making roles and advisory bodies.	Encouraging 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 application procedures, candidacy and selection of members from the perspective of supporting women's interest in participating in these roles.	Human Resources Department / Management	06/2023+	Formal procedures are monitored.
		The dates and timeframes for regular meetings of individual bodies are clearly set, in advance and during normal working hours.	Human Resources Department / Management / Board of the Institution / Supervisory Board	06/2023+	Recommendations regarding the timeframe are 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, a supportive working environment, and work-life balance.	HR Department / Marketing Department	06/2025	The 'Careers' section on the CDV website has been updated.
	Improving the quality of recruitment processes from a gender perspective.	Ensuring that candidates from all gender groups (provided this does not compromise qualifications) ³ – recording information on recruitment processes and their participants.	Human Resources Department	03/2024 – completed	A template record of the selection process has been created.
			HR Department / Area Managers, Department	03/2024+ Ongoing	Recruitment 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 topic within the institution.	Human Resources Department / Finance Department	September 2025	Final report of the analysis.
				12/2025	Measures to address pay inequalities are proposed and implemented.

³ 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 Completed	The training has completed.
		Development of a methodology for integrating the gender dimension into science and research, describing its necessity for research purposes.	Human Resources Department / VYK	03/2025	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 addressing undesirable behaviour in the workplace.	Human Resources Department	12/2022 – completed 06/2025 – add further details on the 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 cases of undesirable behaviour, to whom victims or witnesses of such behaviour could and who would ensure the situation is resolved in accordance with the principles of the Code of Ethics.	Human Resources Department Director of the institution	June 2025	The authorised person has been appointed and included in the organisational structure.