

## RSA FG's Gender Equality Plan

### Version July 2022

The RSA FG is committed to the advancement of women and to active equality of all genders, to equality and equity of persons with disabilities and/or chronic illnesses, as well as to respectful treatment of trans, intersex and non-binary persons. It rejects any discrimination as well as any disadvantage in connection with care duties.

The RSA FG aims to increase the proportion of female employees in all organizational units, at all hierarchical levels and in all functions and activities in the RSA FG in which women are underrepresented to 50% in the medium term.

The bodies and members of the RSA FG are committed to the principle of equality and equity and are dedicated to diversity. The guiding principles result from the provisions of the Federal Equal Treatment Act in its current version, hereinafter referred to as B-GlBG, in particular from the general requirement for the advancement of women according to § 11 para. 1 B-GlBG, as well as from the analogous application of § 11b B-GlBG, § 11c B-GlBG, § 11d B-GlBG and from the plan for the advancement of women within the sphere of influence of the Federal Ministry of Science and Research (BGBl. II No. 97/2008).

RSA FG members shall refrain from any conduct that constitutes discrimination on the grounds of gender, ethnicity, religion and belief, age or sexual orientation, as well as bullying, sexual harassment and violence, and shall contribute to the prevention of such conduct.

The competent bodies of the RSA FG have to continuously develop the achieved standard of anti-discrimination and gender equality. They contribute to raising awareness and support persons affected by discrimination in asserting their rights.

It is noted that the diversity dimensions listed are not an exhaustive list. The manifestations of discrimination may vary depending on the context and are subject to change over time. The RSA FG promotes a flexible approach that remains open to protection against other forms of discrimination. In addition, care is taken to consider the different dimensions not only in isolation, but also intersectionally, by taking into account the mutual influence of several forms of discrimination and the own experiences of discrimination that arise as a result. In the same way, the RSA FG is concerned about diversity among its members.

Gender mainstreaming and measures for the advancement of women in human resources planning and development are used to eliminate the under-representation of women in all areas, to ensure equal working conditions, equal opportunities for advancement and equal pay for work of equal value for all persons, to guarantee all members equal access to all means and opportunities in the area of infrastructure, financial resources, remuneration, etc., and to promote women in research projects and further academic qualification.

Through equality and anti-discrimination measures, the RSA FG promotes

- equal opportunities for all individuals in all areas of research,
- a working and research environment free of discrimination for all members of the RSA FG,
- dignified research and working atmosphere not affected by sexual harassment,
- information and communication on issues of gender equality, anti-discrimination and the advancement of women.

The RSA FG strives for

- appropriate framework conditions to promote the compatibility of family and work
- in particular measures in the areas of: childcare, promotion of a family-friendly corporate culture, family-friendly working conditions and career opportunities, infrastructure, advisory services and provision of information.

#### Application Area

The Women's Advancement and Equality Plan applies to all members of the RSA FG as well as to applicants for employment in the RSA FG.

#### Use of Non-Discriminatory and Gender-Sensitive Language

All members of the RSA FG staff use non-discriminatory and gender-equitable language in mailings, forms, protocols, speeches and other communications addressed to the public as well as on the Internet. In German, the gender asterisk is used. For more detailed guidelines on gender-equitable language and behavior, the internal guidelines of the RSA FG are used.

#### Prohibition of Disadvantages

Employment contracts and company agreements must not contain any provisions that may lead to discrimination on grounds of gender, ethnicity, religion or belief, age or sexual orientation.

In connection with an employment contract, no one may be discriminated against directly or indirectly on the grounds of gender, ethnicity, religion or belief, age or sexual orientation. This applies in particular to the determination of remuneration and other benefits in kind (allowances, contributions) and classifications. The same applies to promises of resources in the context of appointment negotiations.

Staff may not be discriminated against on the grounds of gender, ethnicity, religion or belief, age or sexual orientation in access to resources or infrastructure and the allocation of rooms, etc.

#### Promotion of Diversity

All instruments provided for the advancement of women shall, as far as possible, also be applied in the sense of an anti-discriminatory, diversity-promoting and equality-promoting company policy.

#### Career Planning, Education and Training

Research work and family commitments are to be considered when determining working hours, in particular also when determining travel and meetings.



Employees shall be informed about the legal or contractual options for reducing weekly working hours or part-time employment, for organizing flexible working hours, for taking special leave and parental leave for family reasons and for nursing leave. The possibility to exercise these rights shall be ensured by organizational measures. If weekly working hours are reduced to half or in the case of part-time work, the areas of responsibility shall be reduced accordingly. Flexibility of working hours shall be discussed in development and staff appraisal interviews.

The use of part-time employment and parental leave options, in particular to fulfil family obligations, must not lead to direct or indirect discrimination of employees in connection with their employment.

#### Mentoring

The immediate superiors are obliged to ensure that new employees are introduced to their areas of responsibility in a manner appropriate to their needs. Supervisors must act as mentors; they can be supported in this task by experienced employees. Appropriate training of mentors must be ensured.

#### Budget Issues

When drawing up and allocating budgets within the framework of target agreements, the imperatives of equality and the advancement of women are to be taken into account as aspects relevant to planning and distribution.

#### Gender Budgeting

Gender budgeting includes the gender-responsive allocation of funds. This also includes regular monitoring of remuneration and successive expansion of monitoring to new areas.

#### Survey, Evaluation and Reporting Obligations

The management regularly collects the data necessary for the implementation of the plan for the advancement of women. The women's quotas are to be collected and documented annually, at the beginning of the economic year on April 1st, whereby particular attention is to be paid to the proportion of women among the employees, the career development and the working environment.

This data shall be used as a basis for decision-making in personnel matters with the aim of implementing measures to increase the proportion of women.

#### Reconciliation of Family and Career

The RSA FG promotes equal child and family care models (e.g. paternity leave) and the compatibility of family and work.

Employees on parental leave must not suffer any unfair disadvantages as a result. They must be given the best possible support when returning to work.

Employees have the right to receive information concerning their field of activity and to be involved in all decision-making processes concerning them and their immediate working environment within the framework of the legal provisions.

Childcare should be offered as needed during staff development measures. Employees on parental leave shall be admitted to staff development measures.

Organizational measures shall be taken to make it easier for employees to make use of the legal or contractual options for taking family hospice leave/part-time leave, care leave/part-time leave and nursing leave. When allocating work tasks and determining working hours, care responsibilities must be taken into account.

### Prohibition of Discrimination

Any form of discrimination based on gender, ethnicity, religion and belief, age and sexual orientation constitutes a violation of the obligations arising from the training or employment relationship and is to be sanctioned in accordance with the (service or labor) law provisions.

### Sexual Harassment, Bullying and Discrimination

All members of the RSA FG have the right to be treated with respect for their dignity, in particular to be protected from harassment, sexual harassment, bullying, discrimination on the grounds of gender, ethnicity, religion and belief, age and sexual orientation.

All members of the RSA FG, especially those in management positions, are responsible in their area of work for ensuring that sexually harassing and discriminatory behavior in any form as well as bullying does not occur.

Regular training on how to deal with incidents of sexual harassment, discrimination on the grounds of gender, ethnicity, religion and belief, age or sexual orientation and bullying will be offered to staff involved in personnel matters and attendance will be recommended. The topic will be a regular part of further training events, especially for supervisors.

### Measures to Prevent Sexual Harassment, Discrimination, Bullying and Violence

All supervisors shall exercise their authority to prevent sexual harassment, discrimination, bullying and violence within their sphere of influence. Supervisors shall investigate alleged incidents of sexual harassment.

### Trans, Intersex and Non-Binary Persons

The RSA FG respects and supports people who change or have changed their gender identity, as well as people whose gender identity deviates from the model that society defines as a woman or a man.

### Women's Advancement Plan

Women are considered underrepresented if their share among employees on a hierarchical level or within a personnel law category in an organizational unit is less than 50%. The aim is to eliminate underrepresentation in all areas.

### Human Resource and Organizational Development

All company employees and in particular management bodies are obliged within their sphere of activity to also align their activities with the goals of anti-discrimination, equality, equity and the advancement of women.

They shall:

1. work towards the elimination of existing under-representations of women in the total number of employees in permanent employment and in functions; and
2. eliminate existing discrimination against women in connection with the employment relationship,
3. to maintain, as far as possible, an already achieved 50% quota of women within the framework of personnel structure planning,
4. to take into account the objectives of this plan for the advancement of women in all other measures which directly or indirectly influence the quota of women.

### Recruitment

All positions to be filled in the RSA FG shall be advertised in an appropriate manner.

In the case of vacancies that have not been advertised, the selection procedures shall be designed in such a way that the selection is made on the basis of objective criteria and that there is no discrimination on the grounds of gender, ethnicity, religion or belief, age or sexual orientation.

### Job Advertisement

Job advertisements shall be written in such a way that they serve as an objective basis for decision-making in the admission procedure. In addition to all admission requirements, they must contain a comprehensive profile of requirements (in particular the relevant and desired qualifications). Advertisement texts must not discriminate on the basis of gender, ethnicity, religion or belief, age or sexual orientation.

### Job Interviews

All applicants who fulfil the legal appointment requirements or the admission requirements and who meet the requirements of the advertisement shall be invited to admission or selection interviews.

Discriminatory questions may not be asked in admission interviews, hearings and the like. When assessing the suitability of applicants, no selection and evaluation criteria may be used which are based on a discriminatory, uncritical, role-stereotyped understanding of gender or which discriminate for other reasons.



Career delays due to caring for children or relatives in need of care must be taken into account in the selection process in order not to disadvantage applicants.

Proven competences in the advancement of women, gender mainstreaming and/or women's and gender studies as well as anti-discrimination are to be positively considered in the selection.

Applicants who are equally suitable as the most suitable male candidates shall be given priority in the appointment proposal.

#### Career Planning Support

Employees shall be enabled to participate in career-promoting events of an academic or professional nature in accordance with the requirements of the service. Within the framework of the requirements of the service, leave of absence shall also be granted for this purpose in justified cases. The decision of the superior shall be taken within a reasonable period of time.

If changes in duty or working hours are necessary in order to participate in training and further education events, these shall be granted by the superiors, unless compelling corporate interest conflict with this.

#### Professional Advancement and Career Planning

The RSA FG promotes the careers of women by:

- Development, implementation and accompanying monitoring of gender-sensitive career models for research and administrative staff.
- Development of basic and advanced training measures (qualification programmes) in the research-specific administrative area (personnel development)
- Targeted promotion of women's participation in these measures (consideration of family situation, etc.)
- Consideration of the special work needs of women also among general staff (family, pregnancy, re-entry, etc.) through appropriate working time models, alternative working methods, if possible, and re-entry programmes for women.

#### Gender Balance in Management Functions

When entrusting management functions, attention shall be paid to achieving a gender balance. In the event of under-representation, priority shall be given to applicants who are equally suitable for the higher-ranking position (function) or promotion sought as the best-suited male candidate.

#### Further Training Opportunities

Employees on statutory or contractual leave of absence and part-time employees are offered the same training opportunities as full-time employees.

#### Training Measures for Female Junior Managers

Women are to be included in training measures for managers and future managers (high potentials) in such a way that the RSA FG has a sufficient number of women to fill management positions.



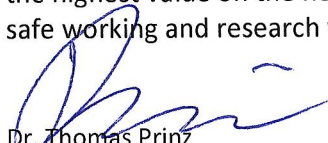
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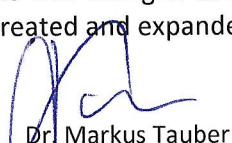
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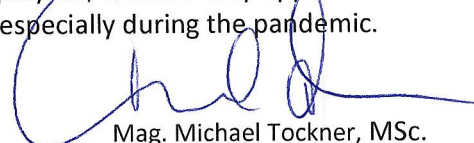


### Covid-19

In the context of the Covid 19 pandemic, special emphasis is placed on accommodating and relieving affected employees to the best of our ability. This mainly concerns the home office area, but also issues such as care leave for parents and absences due to pregnancies. The RSA FG places the highest value on the health and well-being of its employees, which is why opportunities for safe working and research were created and expanded, especially during the pandemic.

  
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