



**Center for Artificial Intelligence  
and Quantum Computing in System  
Brain Research**

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## **Deliverable 2.2**

Title: Gender Equality Plan



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<b>Author(s)</b>	Vít Dočkal, supported by Kastner&Pies
<b>Internal reviewers</b>	<b>Zuzana Hochelová, Jolana Jelínková Koupá</b>
<b>Final approval</b>	

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## Confidentiality

Does this report contain confidential information?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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## Executive Summary

Equal opportunities are one of the priorities of a democratic society, a long-term priority of the EU and a declared priority of the Government of the Czech Republic.

INDRC and CLARA follows the goals of the European Union in terms of equality between women and men for the years 2025-2030.

INDRC and CLARA is aware that diverse and inclusive workplace is strategic for fostering fueling growth, innovation, and ensuring a resilient, high-performing workforce. INDRC and CLARA are committed to fostering culture of diversity, equity, equality and inclusion.

INDRC and CLARA strives to be a model of responsible behavior and thus positively influence society and the world around us. INDRC seeks to cultivate an inclusive and fair environment that values and embraces differences, while granting the right to equal treatment.

The tasks and activities planned in this GEP are also in line with the INDRC long-term vision as INDRC perceives the promotion of equal opportunities as part of its social responsibilities and declares support for team diversity, teamwork and inclusion, based on mutual respect and openness.

This GEP applies to all INDRC Personnel. This GEP applies also to the INDRC Personnel involved with the project Center for Artificial Intelligence and Quantum Computing in System Brain Research (CLARA) and other branches, unites or projects created under the INDRC, or project which are under the supervision of INDRC. Objectives specified herein shall be assessed for each branch, unit or project separately, unless specifies otherwise. In case of project which are not organized under the responsibility of, or within the structure of, INDRC and on which INDRC cooperates with other organizations such projects and partnerships will emphasize the principles of equality and diversity and that collaborations will be aligned with the objectives of the GEP.

This GEP sets the minimum standard that must be complied with. In cases where legal regulations or contractual obligations set higher standards, these higher standards must prevail.

This GEP supersedes Gender Equality plan for 2024 – 2026 previously adopted by INDRC.

## 1. Definitions

For the purpose of this GEP:

**CLARA** means project Center for Artificial Intelligence and Quantum Computing in System Brain Research.

**CLARA Director** means a person who was appointed a CLARA director.

**Director** means INDRC Director or CLARA Director or a director of any other branch, unit or project created under the INDRC. Each Director shall exercise the rights and responsibilities of a Director under this GEP with respect to the specific branch, unit, or project they oversee. When this GEP instructs INDRC Personnel to contact “the Director,” it shall be understood to mean the Director of the branch, unit, or project to which the INDRC Personnel are assigned.

**GEP** means this Gender Equality Plan.

**INDRC** means International Neurodegenerative Disorders Research Center, zapsaný ústav and other branches, unites or projects created under the INDRC, or project which are under the supervision of INDRC, including CLARA, or project on which INDRC cooperates with other organizations.



**INDRC Director** means a person who was appointed an executive director of INDRC.

**INDRC Personnel** means any employee, or member of any governing, supervisory or advisory body of INDRC. For the purposes of this definition, individuals providing expert services to INDRC, in relation to the scope of the INDRC activities shall also be considered INDRC Personnel.

**CLARA Personnel** means any employee, or member of any governing, supervisory or advisory body of CLARA. For the purposes of this definition, individuals providing expert services to CLARA, in relation to the scope of the CLARA activities shall also be considered CLARA Personnel.

## Responsibilities

The INDRC Director in cooperation with a team created for GEP holds responsibility for implementation of this GEP within INDRC, whereas the CLARA Director in cooperation with a team created for GEP holds responsibility for implementation of this GEP within CLARA. The implementation process will be monitored according to the time schedule and individual activities.

All INDRC and CLARA Personnel are to conduct themselves in an exemplary manner and to comply with the provisions herein fully.

## 2. Analysis of the current state and starting point of the GEP

Since INDRC is a start-up research organization, a gender audit has not yet been performed, however, during 2022-2024, the gender inclusiveness among INDRC Personnel was targeted and reached. The first INDRC GEP was adopted and published in 2024. The CLARA GAP follows the baseline outlined in the document and significantly updates and revises its action plan to address the standards of CLARA partners and CLARA's ambitions.

The following key areas are subject to continuous monitoring regarding gender equality to comply with the principles of equality and equal opportunities and responsibly and openly promotes equal treatment, non-discriminatory access and support of reconciling work and family/personal life:

- HR policy & strategy (supporting inclusive INDRC Personnel structure, recruitment system, non-discriminatory selection procedure, fair hiring, on-boarding, education and career growth, age management, off-boarding), subject of D4.1.
- Fair evaluation and remuneration, benefits (focus on fairness of the system of evaluation and motivation, remuneration and the structure and equal access to benefits), subject of D4.2.
- Reconciliation of work and family/personal life (focus on flexible forms of work, activities facilitating the reconciliation of work and family life, management of maternity/parental leave).
- Organizational culture (focus on access to equal opportunities, communication, gender-inclusive language, work environment, zero tolerance for discrimination and sexual harassment).

INDRC prioritizes unbiased and equal treatment for all individuals throughout their employment or engagement processes. INDRC recognizes that each individual is unique and supports INDRC Personnel in pursuing their dreams so that they can contribute their unique talent. INDRC strives to remove barriers that could create obstacles to achieving equal opportunities for all INDRC Personnel members.

### 3. System of planning measures and activities in GEP

The GEP outlines the key priorities in the area of equal opportunities and gender-related issues. It is designed to support the development of a high-quality human resources policy and to promote a fair and inclusive working environment for INDRC Personnel.

The GEP is structured around six priority areas:

1. Non-discriminatory organizational culture
2. Gender inclusiveness in management and decision making
3. Gender non-discrimination in recruitment and career advancement
4. Reconciling work and family/personal life
5. Integrating the gender equality dimension into the content of research and education
6. Measures against gender-based violence including sexual harassment

INDRC has been pursuing its priority areas and supporting equal opportunities. In this ongoing process, each priority area shall be assessed following the same structure:

- WHY is the given priority important
- WHAT INDRC has already implemented in this area
- Records of activities which have already been implemented within the given priority area (support and development of existing measures)
- Plan of new measures and activities

### 4. GEP implementation, evaluation, and ongoing monitoring

The GEP was prepared according to the best practice of INDRC stakeholders. The individual priority areas will always describe measures, activities, indicator/output, target group, responsibility, resources, and deadline for implementation.

GEP is conceptually planned for 2025-2030, with clear short term goals till 2027. Advances in the fulfilment of individual activities will be monitored and inspected by authorized persons responsible for the implementation of the GEP in cooperation with the persons responsible for the fulfilment of individual objectives.

The evaluation system and continuous monitoring will be set up on a regular annual basis while monitoring of the ongoing implementation of the plan for the previous calendar year will always take place at the beginning of the new calendar year and will take the form of an annual GEP Implementation Report. Failure to implement any activities or failure to implement them in a timely manner must be duly justified.

The general key identifiers needed to fulfill the GEP include:

- Issuance of new regulations/standards or their amendment and update
- Implementation of specific educational activities for individual target groups
- Provision and implementation of specific events (or competitions)
- Implementation of monitoring (online questionnaire survey)

## 5. Action plan for 2025-2027

### 5.1 Non-discriminatory organizational culture

#### **Why is this priority area important?**

Organizational culture means identifying social attitudes, values, ideas, and norms shared in INDRC. Organizational culture is the basis for approach of INDRC Personnel members to each other, to their superiors, and subordinates. Within this priority area, the quality of communication and relations, transparency and comprehensibility are important. The commitment to support equal opportunities is equally important, both in key internal documents and on the INDRC website.

#### **Key Areas:**

Creating and maintaining an open and non-discriminatory organizational culture based on mutual respect, trust, equality, and transparency.

#### **Objective for the Area:**

To ensure an inclusive work environment that promotes equal opportunities, diversity, and a non-discriminatory approach in all internal and external relations.

#### **Measures to Achieve the Objective:**

1. **Revision of Internal Documents** (corporate cross-compliance) – Integrate principles of equality and inclusion into all key internal documents and documents with external providers and partners (code of conduct, work regulations, INDRC values).
2. **Visible Commitment on the Website and in External Communication** – Publish a public commitment to equal opportunities on the INDRC's website and in relevant external outputs.
3. **Employee Training** – Provide regular training for all employees, experts, scientists and management on non-discrimination, unconscious bias, diversity, and inclusion.
4. **Establish Communication Standards** – Define rules for fair and respectful internal communication, set up an internal point of contact for reporting.
5. **Implement a Confidential Complaint Mechanism** – Set up a transparent system for reporting and addressing discrimination, bullying, or unequal treatment.
6. **Monitoring and Evaluation** – Regularly assess the INDRC culture and perception of equality through anonymous employee and management surveys.

#### **Indicator:**

- Number of internal documents revised to include equality and inclusion principles.
- Public declaration of equal opportunity commitment available on the INDRC's website.
- Percentage of staff trained in equality, discrimination and diversity topics.
- Results of anonymous surveys on workplace culture and equality perception.
- Number of discrimination-related complaints and resolution outcomes.

#### **Responsibility for Implementation:**

- INDRC/CLARA Management
  - Ethics Officer
  - Dedicated member(s) of the INDRC Executive Board

#### **Timeline:**

- **Q3–Q4 2025:** Revision of internal documents, publication of commitment online.
- **Q1–Q2 2026:** Staff training, implementation of the complaints mechanism.
- **Q2–Q3 2026:** First internal survey on organizational culture.



- **From 2H 2026 onwards:** Regular repetition of training and evaluations (at least once per 2years).

**Source of Funding:**

- Internal budget.
- Possible use of funding programs supporting equality and diversity (e.g. EU funds, Ministry of Labor and Social Affairs grants).

## 5.2 Gender inclusiveness in management and decision making

**Why is this priority area important?**

Contemporary human resources management focuses on terms of inclusion, especially regarding gender/age non-bias, equal representation of diverse cultures, backgrounds and viewpoints and helping foster inclusive environments. Organizations that promote diversity can engage INDRC Personnel members to the best of their abilities which leads to more innovative and successful outcomes. Gender inclusive management and board of decision-makers are better equipped to identify emerging trends and new opportunities and to develop innovative solutions that meet the needs of a changing world. If the management of the organization is diverse, it works in a modern way, without prejudices and looks for team members based on real qualities and expertise. Gender diversity in management has repeatedly been shown to benefit the overall internal culture of an organization, increase diversity in decision-making, contribute to efficiency, and stimulate innovation and creativity.

INDRC strives to maintain a diverse leadership and key personnel. INDRC will further support the improvement of opportunities for gender inclusiveness in management and decision-making at all levels of management and will thus further develop and strengthen the principles of an inclusive approach to the representation of all genders in management and decision-making positions.

**Key Area:**

Promotion of inclusive gender representation at all levels of management and in decision-making bodies.

**Objective for the Area:**

To increase gender diversity and balance in leadership and decision-making positions, ensuring inclusive, innovative, and equitable governance throughout the organization.

**Measures to Achieve the Objective:**

1. **Monitoring Gender Representation** – Regularly track the gender composition of management and decision-making bodies.
2. **Set Gender Balance Targets** – Establish realistic and transparent targets or goals for improving gender balance in leadership roles.
3. **Support Talent Development Programs** – Create mentorship and leadership development programs tailored to support underrepresented genders in preparing for management roles.
4. **Review Recruitment and Promotion Processes** – Audit and update HR processes to ensure unbiased criteria for hiring and internal promotion, especially in leadership positions.
5. **Leadership Commitment** – Encourage public statements and ongoing support from top leadership affirming the organization's commitment to gender inclusiveness.
6. **Flexible Work Culture** – Promote working conditions that allow diverse individuals to take on leadership positions, including flexible hours and parental support measures.

**Responsibility for Implementation:**

- INDRC/CLARA Management
- Ethics Officer
- Dedicated member(s) of the INDRC Executive Board

**Timeline:**

- **Q2 – Q3 2026** Gender representation analysis, formulation of gender balance targets, audit of recruitment processes.
- **Q3 2026:** Publication of progress report.
- **From Q3 2026 onwards:** Continuous implementation and monitoring, annual progress evaluation.

**Source of Funding:**

- Internal budget.
- Possible use of funding programs supporting equality and diversity (e.g. EU funds, Ministry of Labour and Social Affairs grants).

## 5.3 Gender non-discrimination in recruitment and career advancement

**Why is this priority area important?**

Selection and recruitment of INDRC Personnel should be transparent and gender-inclusive in the context of equal opportunities. As such, these processes should be properly documented and archived. The process of reaching out to the potential new INDRC Personnel member is the “starting point” in the recruitment process adhering to the principles of equal opportunities where a gender-inclusive approach to potential new INDRC Personnel is important. INDRC strives to ensure that its hiring processes are free from gender bias and discrimination. Job adverts should be formulated in the spirit of gender-inclusive language, with attention being paid to words and phrases used in order to eliminate implicit gender, age or other bias. The people responsible for recruitment should be trained in equal opportunities and then use this knowledge in practice in contact with the candidates. The system of the Adaptation Process and Training is also important, as it is an important and useful activity for the smooth integration of a new colleague into the team and work environment. This priority area also encompasses an important career advancement system.

In the area of recruitment, INDRC will continue in a transparent and non-discriminatory approach for all applicants as it has publicly subscribed to the principles of *the European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*. In the area of career advancement, INDRC will continue to follow the *Career System*, which anchors INDRC Personnel members’ way to advance in their professional development.

**Key Area:**

Ensuring transparent, inclusive, and gender-unbiased recruitment and career progression practices.

**Objective for the Area:**

To eliminate gender-based discrimination in recruitment, hiring, onboarding, and career advancement processes and to promote equal opportunities for all individuals throughout their professional development within the organization.

**Measures to Achieve the Objective:**

1. **Gender-Inclusive Job Advertisements** – Ensure all job postings use gender-neutral and inclusive language to avoid implicit bias and attract a diverse range of applicants.
2. **Standardized and Documented Recruitment Procedures** – Maintain clear, written procedures for each stage of the hiring process, emphasizing objectivity and fairness.
3. **Training for Hiring Personnel** – Provide mandatory training for all recruiters and managers involved in hiring, focused on unconscious bias, equal opportunity principles, and gender sensitivity.
4. **Transparent Evaluation Criteria** – Define and publish clear, competence-based criteria for candidate selection and performance evaluations to prevent subjective or biased decision-making.
5. **Structured Onboarding and Adaptation Process** – Develop and implement a comprehensive onboarding system that ensures inclusive and supportive integration of new hires into teams.
6. **Career System Implementation** – Continue developing and applying the career system to ensure transparent and equitable professional development paths and promotion opportunities.

7. **Monitoring and Reporting** – Collect and analyze gender-disaggregated data in recruitment and promotions and publish regular summaries to ensure accountability and continual improvement.

**Indicator:**

- Percentage of job postings reviewed for inclusive language.
- Gender distribution of applicants, shortlisted candidates, and successful hires.
- Feedback from new hires on inclusivity and fairness of onboarding process.

**Responsibility for Implementation:**

- Hiring Managers and Officers

**Timeline:**

- **Q4 2025:** Review and update recruitment templates and guidelines;
- **Q1–Q2 2026:** Roll-out of the inclusive onboarding process; implementation of regular monitoring of recruitment and advancement outcomes.
- **From Q3 2026 onwards:** Annual updates and continuous improvement based on collected data and feedback.

**Source of Funding:**

- Internal HR and training budget.
- Supplementary funding from European or national programs promoting gender equality in science and research (e.g., Horizon Europe, OP JAK, or other frameworks).

## 5.4 Reconciling work and family/personal life

**Why is this priority area important?**

Activities that support the reconciliation of work and family/personal life are often perceived by individuals as a key benefit and a strong motivating factor. For employers who are already actively involved in supporting of reconciling work and family, this topic can be considered a part of the organizational culture. The reconciliation of work and family/personal life is a key area for INDRC which aims to increase the well-being for all genders. The support for enhancing the culture of work-life balance includes flexible forms of work, work-life balance benefits, as well as the way the organization responds to maternity or parental leave processes, how it maintains communication with INDRC Personnel members on maternity or parental leave, and how a subsequent return to the work process takes place.

INDRC is very proactive in supporting the reconciliation of work and family/personal life, especially by offering flexible working hours, part-time work, or work from home (subject to agreement with the Director in specific cases).

**Key Area:**

Supporting the reconciliation of professional responsibilities with family and personal life as a core component of organizational well-being and inclusive culture.

**Objective for the Area:**

To promote a supportive and flexible work environment that enables all employees, regardless of gender or life circumstances, to balance their work obligations with personal and family needs.

**Measures to Achieve the Objective:**

1. **Flexible Work Arrangements** – Offer options such as part-time work, flexible working hours, and remote work (based on agreement with management).

2. **Support for Parental Leave** – Establish clear procedures for managing maternity, paternity, and parental leave, including pre-leave planning and post-leave reintegration.
3. **Maintaining Contact During Leave** – Keep regular, voluntary communication with employees on maternity or parental leave to support their connection with the workplace, allow participation in internal workshop and activities during parental leave.
4. **Reintegration Support** – Implement tailored reintegration plans to ease the return of employees after extended leave (e.g., gradual return, mentoring, role adaptation).
5. **Work-Life Balance Benefits** – Promote non-financial benefits that contribute to work-life balance, such as wellbeing programs, family-friendly events, or counseling services.
6. **Awareness and Training** – Educate managers on work-life balance policies and foster a culture that normalizes and supports flexible work models without stigma.
7. **Monitoring Work-Life Culture** – Periodically evaluate employee satisfaction and perceptions of work-life reconciliation through anonymous surveys or feedback tools.

**Indicator:**

- Number/percentage of employees using flexible work options.
- Usage statistics for maternity/parental leave and reintegration support programs.
- Results from employee satisfaction surveys on work-life balance.
- Feedback from returnees on reintegration experience.
- Uptake of family-friendly benefits and support services.

**Responsibility for Implementation:**

- INDRC/CLARA Management
- Ethics Officer

**Timeline:**

- **Q3 - Q4 2025:** Formalize and communicate guidelines for flexible work and parental leave support.
- **Q1–Q2 2026:** Launch reintegration support tools; begin employee satisfaction monitoring.
- **Q3 2026:** Analyze collected data; adjust or expand offerings based on feedback.
- **From Q4 2026 onwards:** Regular evaluation and adaptation of work-life balance measures.

**Source of Funding:**

- Internal personnel and well-being budget.
- External grants for family-friendly workplace development (e.g., national labor ministry programs or EU-funded equality initiatives).

## 5.5 Integrating the gender equality dimension into the content of research and education

**Why is this priority area important?**

Promoting incorporating the gender equality in research is part of the European Commission's strategy for gender equality in research and innovation and is one of the six priorities of the European Research Area. Assessing the relevance of the sex- and gender-related dimensions is a standard part of Horizon Europe project proposals. The gender dimension should be considered in the research content whenever the subject of the research is a human being, when human data or biological material is being processed, or when the result of the research is to be used by humans or have any impact on them. Reflections on possible physical differences (sex) or possible differences in the experiences, perspectives, and needs of women and men (gender) are to be considered whenever people are objects of research or users of research or innovations or if the results have an impact on



their lives. Taking the gender dimension into account is both a question of the quality of research and of maximizing the use of its results and their social benefits.

INDRC intends to integrate the gender dimension into the content of research and innovation. It will seek to promote and integrate the gender dimension through research teams. INDRC will support and develop awareness of the gender dimension in research and teaching and will popularize research results achieved by both women and men and will support research that considers gender issues.

**Key Area:**

Incorporating sex and gender perspectives into research content, innovation processes, and educational curricula to enhance scientific excellence, societal relevance, and equity.

**Objective for the Area:**

To systematically integrate the gender dimension into the design, implementation, and evaluation of research and teaching activities, thereby improving the quality, relevance, and impact of academic outputs.

**Measures to Achieve the Objective:**

1. **Research Design Guidelines** – Provide clear guidance and methodological support for incorporating gender dimension into research content where relevant.
2. **Project Proposal Support** – Ensure internal support & review mechanisms for research proposals (especially Horizon Europe or similar programs) include gender dimension assessment where applicable.
3. **Incentivizing Gender-Inclusive Research** – Support and highlight projects that effectively integrate sex and gender perspectives, including through internal recognition or funding preference.
4. **Gender-Balanced Representation** – Promote equal visibility of all gender researchers in educational content, expert panels, and dissemination materials.

**Indicator:**

- Number of research proposals reviewed or revised to include gender dimension considerations.
- Number of publications or projects addressing gender-specific findings or implications.
- Representation of women and men in teaching, research promotion, and scientific dissemination activities.

**Responsibility for Implementation:**

- INDRC/CLARA Management
- Ethics Officer

**Timeline:**

- **Q3–Q4 2025:** Begin pilot reviews of project proposals for gender relevance;
- **Q3 2026:** Evaluate progress, adjust support tools.
- **From Q4 2026 onwards:** Embed into standard academic and research development processes; update annually.

**Source of Funding:**

- Institutional research development budget.
- External funding from EU programs (e.g., Horizon Europe, ERA Gender Equality initiatives) and national research councils promoting gender-sensitive research.

## 5.6 Measures against gender-based violence including sexual harassment

### ***Why is this priority area important?***

It is crucial to maintain a culture of dignity and respect for the INDRC Personnel, which contributes to the creation of an inclusive environment in which there is no room for bullying or discriminatory behavior. According to the Labor Code, employers are obliged to ensure equal treatment of all employees regarding their working conditions, and any discrimination in employment relations is prohibited. It is appropriate to adopt anti-discrimination measures i.e., internal policies addressing discriminatory behavior and implementing process of reporting and handling incidents and sanctions for unacceptable behavior. It is also appropriate to appoint a responsible person to whom employees and INDRC Personnel in general can turn with concerns and reports regarding issues such as discriminatory behavior or sexual harassment. Regular trainings of INDRC Personnel will be held. Directors should be educated on how to prevent, identify and report harassment and discrimination so that the zero-tolerance of harassment and bullying becomes a part of their managerial approach. Directors shall be able to recognize even more subtle forms of discrimination (so-called micro-discrimination).

INDRC openly declares support for equal treatment and opposes discrimination. It publicly presents its values which also include respect and openness.

### ***Key Area:***

Ensuring a safe, respectful, and dignified working environment through the prevention, detection, and effective handling of gender-based violence, including sexual harassment.

### ***Objective for the Area:***

To eliminate all forms of gender-based violence and harassment in the workplace by implementing a comprehensive zero-tolerance approach, supported by preventive, procedural, and educational measures.

### ***Measures to Achieve the Objective:***

1. **Set Up a Reporting and Response Mechanism** – Create a confidential and accessible process for reporting incidents, including the option of anonymous submissions, with defined steps for resolution and protection of all parties.
2. **Educate Leadership** – Train directors and managers to recognize, prevent, and appropriately address all forms of harassment, including subtle and indirect forms (micro-discrimination).
3. **Communication of Zero-Tolerance Approach** – Promote the organization's zero-tolerance policy publicly and internally as a key aspect of its values and culture.
4. **Monitoring and Evaluation** – Regularly evaluate the effectiveness of the implemented procedures and update them based on feedback and changing legal standards.

### ***Indicator:***

- Number of employees trained in anti-harassment and respectful workplace behavior.
- Number and types of reported incidents and resolutions (anonymized and monitored for trends).
- Inclusion of zero-tolerance language in official documents and onboarding materials.
- Level of awareness and trust in the reporting mechanism (measured via anonymous staff surveys).

### ***Responsibility for Implementation:***

- INDRC/CLARA Management
- Ethics Officer

### ***Timeline:***

- **Q2-Q3 2026:** Review and assess the process effectiveness; conduct a baseline awareness survey.
- **From Q3 2026 onwards:** Annual updates of training content; ongoing monitoring and improvement.

**Source of Funding:**

- Internal HR and legal compliance budget.
- Possible external support through equality-related grants (e.g., national anti-discrimination funds, EU Justice Programme).

## 6. Applicability

Provisions and commitments in this GEP are mandatory for INDRC as the CLARA coordinator. Other CLARA partners may retain their own gender-equality policies and procedures, provided these offer protection comparable to the core gender-equality principles outlined in this Plan. Partners with comparable policies will be considered aligned with this Plan unless specific evidence of inadequate protection is identified. Partners are not required to adopt provisions that conflict with their established frameworks and practices, but may voluntarily adopt additional measures from this Plan that strengthen their existing standards. All provisions remain subject to applicable legal regulations, which take precedence in the event of conflict.

## 7. Specific Provisions

- Reconciliation of work and family/personal life:
  - The Employee may, upon agreement with the Employer, perform work remotely under the conditions stipulated in a separate agreement and in an internal regulation of the Employer. Such provision will be integrated in the employment contract. Employees must complete special training pertaining to the remote work (Home Office). The bozp-system.cz will be used both in the Czech and English version.
  - Staff members who are caring for minors (below age of 6) may request accommodation to allow minors to stay with the staff member when they are sent on official travel.
- CLARA KPI: Aspiration to have gender balanced CLARA team throughout the project implementation. All parties will strive for a gender balanced working environment and will implement respective activities and measures according to their Gender Equality Plan.
- INDRC Leadership must complete special training pertaining to the Gender non-discrimination and Equal Opportunities. The bozp-system.cz will be used both in the Czech and English version.
- Gender Equality Audit. In the second half of the Gender Equality Plan implementation period, INDRC will engage qualified external experts in gender mainstreaming to conduct a structured evaluation of the measures taken. This will include a Gender Equality Audit carried out by a experienced organization. The audit will assess the effectiveness of the implemented actions, identify gaps and risks, and provide tailored recommendations for further improvements. Findings from the audit will be used to update the internal policies and reinforce the institution's commitment to equality, diversity, and inclusion.



## Annex: Plan of measures and activities towards INDRC Personnel (annually)

Current measures	Activity/task description	Indicator/output
Management of statistics of gender inclusiveness of INDRC Personnel	Continue in surveying and management of statistics of gender equality.	Information in the INDRC Annual Report/Internal Monitoring
Monitoring of satisfaction and needs of INDRC Personnel	Implement regular satisfaction and needs survey.	Online questionnaire Presentation of the questionnaire findings to INDRC Personnel.
Surveying gender (in)equality in remuneration praxis	Carry out remuneration analysis (for internal needs)	Internally available report on gender pay analysis.
Support for the dissemination of knowledge in the areas of equal opportunities, gender, and diversity, measuring satisfaction	Implementation of a regular training on "Equal opportunities, Gender, GEP, examples of good practice, INDRC Personnel satisfaction measurement (socio-rating)"	Workshop, containing examples of good practice, and providing a presentation, video recording.
Promoting a transparent selection and recruitment process and committing to equal and non-discriminatory approach.	Continue to adhere to the principles of the European Charter for Researchers and the Code of Conduct.	Public commitment to support transparent recruiting process on the INDRC website.
Motivate underrepresented gender groups to hold senior positions in all workplaces.	Awareness of the benefits of diversity and the support of underrepresented gender groups in senior positions.	Inclusion-motivating approach to selection/recruitment interviews.
Implementation of the promotion of equal treatment and gender-inclusivity in the field of recruitment to promote gender diversity.	Unify the advertising of all advertised vacancies in all workplaces (visual style and content). Adjust the templates. Use gender-inclusive language in all advertised positions.	Template changes. Published vacancies will be advertised in a gender-inclusive language.
Active use of Maternity and Parental Leave Management in order to support parents on and returning from M/P leave, to maintain contact with them during M/P leave and to facilitate their return to work or to combine Parental Leave with a part-time appointment.	Summarize all information concerning communication with INDRC Personnel on M/P leave: possibilities of involvement in the work process during M/P leave.	Information disclosed to INDRC Personnel in such a situation.
Monitoring of the INDRC environment with the aim to continuously survey the work environment and obtain feedback from INDRC Personnel.	Monitoring surveys of INDRC Personnel Satisfaction and Needs and include questions about possible encounters with discrimination and/or sexual harassment.	Implementation of monitoring which would be repeated annually as an online questionnaire.