Gender Equality Plan v1.0
2022-2026

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Institute of
Science and
Technology
Austria

Contents

1 Preamble

At ISTA, equity, diversity and inclusion (EDI) are core values that we see as essential for creating and disseminating new knowledge and for taking science into new directions.

It is our shared understanding and awareness that, especially in STEM fields, it is a long journey to achieve a truly diverse and inclusive community. Also at ISTA, we encounter the phenomenon of the leaking pipeline observed worldwide, whereby the number of men increase the higher up the career level. The gender ratios in administrative fields mirror similar trends elsewhere in society, with more women in administrative positions and working part time, compared to men.

Obtaining a gender-balanced environment where each member of the organization feels valued and supported in unfolding their potential requires honest, steadfast commitment. The ISTA Gender Equality Plan (GEP) reflects our commitment to monitor and track progress towards achieving this goal.

2 Development of the Gender Equality Plan

The process of creating the Plan was led by Human Resources. Starting point were the data from the annual diversity monitoring available since 2017.

After GEP Information sessions for all employees, an administrative as well as a scientific working group of volunteers were established. The two working groups provided input and ideas, which were discussed with the EDI working group. The latter consists of the ISTA President, three (assistant) professors representing each of the currently three research areas at ISTA, the Head of Human Resources (HR) and the Good Practice Officer. Together with additional members of the administrative management, the EDI working group fine-tuned aims and actions, and complemented them with additional measures engaging administrative as well as scientific supervisors.

Because of this participatory process with both a bottom-up as well as a top-down component, and being rooted in our regular monitoring, we believe that the current edition of the GEP is tailored to our institution and to respective groups within the organization.

We are confident that the resulting GEP will close EDI gaps at the Institute, which arose partly due to the rapid growth of the Institute. For example, the GEP development process showed an incomplete picture in our knowledge and understanding of how EDI is being perceived at ISTA, resulting in aim 1. In addition, women postdocs voiced requests for a structured mentoring program which includes peer mentoring in order to receive more support with the particular challenges they face in academia (aim 3). A last but not less important example: we want to make a conscious effort to implement measures that go beyond the binary gender model (aim 5).

In summary, with the ISTA Gender Plan, ISTA has set its sights on seven key aims:

- A1 – Identify areas that require an improvement of organizational culture concerning EDI, psychological & physical safety
- A2 – Increase the number of women faculty in research areas where women are currently strongly underrepresented
- A3 – Wherever possible, ensure gender balance in decision-making among faculty
- A4 – Provide career support to young women scientists and dual career information to young scientists
- A5 – Provide possibilities to improve work-life balance
- A6 – Establish an all-gender inclusive organization
- A7 – Ensure that employees are aware of where to find support in conflict situations

3 ISTA Gender Equality Plan

3.1 Overview of the ISTA gender equality plan

In this section we list all aims and sub aims ("A") as well as the corresponding measures ("M") ISTA commits to implement between 2022 and 2026.

A1 – Identify areas that require an improvement of organizational culture concerning EDI, psychological & physical safety

    A1.1 Assess how ISTA employees perceive the organizational culture

        <u>M1.1</u> Conduct a survey with the support of external experts on the topic of organizational culture, taking into account different diversity dimensions (including follow-up)

    A1.2 Collect feedback from young scientists who leave ISTA regarding their time at the Institute

        <u>M1.2</u> Collect feedback from scientists via a standardized feedback form and provide the opportunity for scientists to have a confidential talk (up to 6 months after leaving ISTA) about their experiences at ISTA in order to collect and be able to address issues structurally – if needed

    A1.3 Obtain a fair workload distribution among professors (i.e. contributions to the Graduate School as well as administrative duties)

        <u>M1.3</u> Monitor the workload in administrative duties of (assistant) professors, according to different diversity dimensions such as gender, parental status and seniority (including follow-up)

    A1.4 Assure gender-sensitive teaching at ISTA

        <u>M1.4</u> Include the option for employees to provide feedback on the gender dimension to teachers

A2 – Increase the number of women faculty in research areas where women are currently strongly underrepresented

    A2.1 Identify potential women faculty candidates

        <u>M2.1</u> Establish a system that allows PhDs and postdocs to recommend external women scientists for (assistant) professor positions at ISTA

A3 – Wherever possible, ensure gender balance in decision-making among faculty

    A3.1 Ensure as much women representation on as many decision-making bodies as possible

M3.2 Establish recommended gender ratios for each respective faculty committee

A4 – Provide career support to young women scientists and dual career information to young scientists

A4.1 Provide support to women postdocs with challenges in academia

M4.1 Establish a time-limited structured mentoring program for women postdocs

A4.2 Support women scientists with moving to Austria to join ISTA

M4.2 Make information regarding dual career available and accessible to young scientists

A4.3 Bring promising young women scientists in computer science in the spotlight

M4.3 Organize a Rising Stars event (or equivalent) for advanced women PhD students and postdocs in Europe within Computer Science

A5 – Provide possibilities to improve work-life balance

A5.1 Broaden leadership models to accommodate work-life balance

M5.1 Evaluate new leadership models in administration

A5.2 Ensure that the current flextime agreement accommodates work-life balance

M5.2 Evaluate the current flex-time agreement

A5.3 Ensure a smooth transition to work after (parental) leave

M5.3 Establish an onboarding program for people returning to work after a (parental) leave

A5.4 Support fathers with childcare responsibilities

M5.4 Actively reach out to employees who will become a father

A5.5 Create a culture where fathers can take their share in parental leave

M5.5 Include a chapter for fathers in the ISTA parent guide

A6 – Establish an all-gender inclusive organization

A6.1 Ensure ISTA is an organization attractive for all genders to apply to

M6.1 Establish an inclusive HR career site

A6.2 Render recruitment processes as fair as possible

M6.2 Audit all ISTA recruiting processes

A6.3 Create an inclusive environment for all genders

M6.3a Provide the option to assign the third gender in ISTA databases

M6.3b Ensure gender-neutral language in all ISTA communications

M6.3c Provide at least one gender-neutral bathroom per building

A6.4 Assure gender-sensitive teaching

M6.4 Provide a handout regarding inclusive language for teaching

A6.5 Ensure the gender dimension is considered in research proposals and projects

M6.5a Provide information on the relevance of the gender/diversity dimension in research, including examples

M6.5b Provide a module on Good Research Practices for young scientists. This module will include Research Ethics & Integrity (currently already part of the curriculum), as a well as relevance of the gender/diversity dimension in research

A7 – Ensure that ISTA employees are aware of where to find support in conflict situations

M7.1 Establish a website with an overview of support for different types of conflicts (including sexual harassment)

3.2 Measures of the gender equality plan

EU content areas:

1. Work-life balance and organizational culture
2. Gender balance in leadership and decision-making
3. Gender equality in recruitment and career progression
4. Integrating the gender dimensions into research and teaching content
5. Measures against gender-based violence, including sexual harassment

3.2.1 Aim 1 – Identify areas that require an improvement of organizational culture concerning EDI, psychological & physical safety

Sub aim A1.1	Assess how ISTA employees perceive the organizational culture
Measure M1.1	Conduct a survey with the support of external experts on the topic of organizational culture, taking into account different diversity dimensions (including follow-up)
Target group	All employees
Project responsible	Human Resources
Implementation period	2025
EU content area	1

Sub aim A1.2	Collect feedback from young scientists who leave ISTA regarding their time at the Institute
Measure M1.2	Collect feedback from scientists via a standardized feedback form and provide the opportunity for scientists to have a confidential talk (up to 6 months after leaving ISTA) about their experiences at ISTA in order to collect and be able to address issues structurally – if needed
Target group	All scientists (already available for administrative employees)
Project responsible	Human Resources
Outcome	Annual anonymized report, presented to the ISTA management
Implementation period	2024
EU content area	1

Sub aim A1.3	Obtain a fair workload distribution among professors (i.e. contributions to the Graduate School as well as administrative duties)
Measure M1.3	Monitor the workload in administrative duties of (assistant) professors, according to different diversity dimensions such as gender, parental status and seniority (including follow-up)
Target group	Assistant professors and professors
Project responsible	Management Office of the president
Implementation period	2023
EU content area	1

Sub aim A1.4	Assure gender-sensitive teaching at ISTA
Measure M1.4	Include the option for employees to provide feedback on the gender dimension to teachers
Target group	All employees
Outcome	Feedback will be provided to all teachers and trainers either on one-to-one base or via the teaching handout (see measure A5.6)

Project responsible	Human Resources Academic Affairs
Implementation period	2025
EU content area	4

3.2.2 Aim 2 – Increase the number of women faculty in research areas where women are currently strongly underrepresented

Sub aim A2.1	**Identify potential women faculty candidates**
Measure M2.1	Establish a system that allows PhDs and postdocs to recommend external women scientists for (assistant) professor positions at ISTA
Target group	Future women assistant professors and professors
Project responsible	Academic Affairs
Implementation period	2023
EU content area	2, 3

3.2.3 Aim 3 – Wherever possible, ensure gender balance in decision-making among faculty

Sub aim A3.1	Ensure as much women representation on as many decision-making bodies as possible
Measure M3.1	Establish recommended gender ratios for each respective faculty committee
Target group	Assistant professors and professors
Project responsible	Management Office of the president
Implementation period	2023
EU content area	2

3.2.4 Aim 4 – Provide career support to young women scientists and dual career information to young scientists

Sub aim A4.1	**Provide support to women postdocs with challenges in academia**
Measure M4.1	Establish a time-limited structured mentoring program for women postdocs
Target group	Women postdocs
Project responsible	Academic Affairs
Implementation period	2024
EU content area	3

Sub aim A4.2	Support women scientists with moving to Austria to join ISTA
Measure M4.2	Make information regarding dual career available and accessible to young scientists
Target group	Mainly young women scientists (already available for assistant professors and professors; can also benefit women in administration)
Project responsible	Human Resources
Implementation period	2024
EU content area	3

Sub aim A4.3	Bring promising young women scientists in computer science in the spotlight
Measure M4.3	Organize a Rising Stars event (or equivalent) for advanced women PhD students and postdocs in Europe within Computer Science
Target group	External women PhD students and postdocs
Project responsible	Assistant professors and professors
Implementation period	2025
EU content area	3

3.2.5 Aim 5 – Provide possibilities to improve work-life balance

Sub aim A5.1	Broaden leadership models to accommodate work-life balance
Measure M5.1	Evaluate new leadership models in administration
Target group	Administrative supervisors
Project responsible	Human Resources
Implementation period	2026
EU content area	1, 2

Sub aim A5.2	Ensure that the current flextime agreement accommodates work-life balance
Measure M5.2	Evaluate the current flex-time agreement
Target group	Administrative employees
Project responsible	Human Resources
Implementation period	2024
EU content area	1

Sub aim A5.3	Ensure a smooth transition to work after (parental) leave
Measure M5.3	Establish an onboarding program for people returning to work after a (parental) leave
Target group	Administrative employees

Project responsible	Human Resources
Implementation period	2023
EU content area	1, 3

Sub aim A5.4	**Support fathers with childcare responsibilities**
Measure M5.4	Actively reach out to employees who will become a father
Target group	Employees who will become father
Project responsible	Human Resources
Implementation period	2023
EU content area	1

Sub aim A5.5	**Create a culture where fathers can take their share in parental leave**
Measure M5.5	Include a chapter for fathers in the ISTA parent guide
Target group	Employees who will become father or are father
Project responsible	Human Resources
Implementation period	2023
EU content area	1

3.2.6 Aim 6 – Establish an all-gender inclusive organization

Sub aim A6.1	**Ensure ISTA is an organization attractive for all genders to apply to**
Measure M6.1	Establish an inclusive HR career site
Target group	Future employees
Project responsible	Human Resources (Admin/SSU applications) Academic Resources (scientist applications)
Implementation period	2024
EU content area	1, 3

Sub aim A6.2	**Render recruitment processes as fair as possible**
Measure M6.2	Audit all ISTA recruiting processes
Target group	Future employees
Project responsible	Human Resources Academic Affairs
Implementation period	2025
EU content area	3

Sub aim A6.3	**Create an inclusive environment for all genders**
Measure M6.3a	Provide the option to assign the third gender in ISTA databases
Target group	All employees
Project responsible	Human Resources

	Academic Affairs
Implementation period	2024
EU content area	3

Sub aim A6.3	**Create an inclusive environment for all genders**
Measure M6.3b	Ensure gender-neutral language in all ISTA communications
Target group	All employees
Project responsible	Human Resources (HR communications) Communications (ISTA communications)
Implementation period	2026
EU content area	1, 3

Sub aim A6.3	**Create an inclusive environment for all genders**
Measure M6.3c	Provide at least one gender-neutral bathroom per building
Target group	All employees
Project responsible	Construction & Maintenance
Implementation period	2023
EU content area	1

Sub aim A6.4	**Assure gender-sensitive teaching**
Measure M6.4	Provide a handout regarding inclusive language for teaching
Target group	All employees
Project responsible	Human Resources
Implementation period	2024
EU content area	4

Sub aim A6.5	**Ensure the gender dimension is considered in research proposals and projects**
Measure M6.5a	Provide information on the relevance of the gender/diversity dimension in research, including examples
Target group	All scientists
Project responsible	Academic Affairs
Implementation period	2023
EU content area	4

Sub aim A6.5	**Ensure the gender dimension is considered in research proposals and projects**
Measure M6.5b	Provide a module on Good Research Practices for young scientists. This module will include Research Ethics & Integrity (currently already part of the curriculum), as a well as relevance of the gender/diversity dimension in research
Target group	PhD students and postdocs
Project responsible	Academic Affairs
Implementation period	2023

EU content area | 4

3.2.7 Aim 7 – Ensure that ISTA employees are aware of where to find support in conflict situations

Measure M7.1	Establish a website with an overview of support for different types of conflicts (including sexual harassment)
Target group	All employees
Project responsible	Human Resources
Implementation period	2024
EU content area	1, 5

3.3 EDI Trainings

ISTA will see to a consistent training of all its employees on the topics of Equity, Diversity and Inclusion. The focus will be on:

(1) the legal framework (includes sexual harassment - definitions and punishability);

(2) awareness and understanding of different gender perspectives;

(3) promoting a gender-inclusive work culture;

(4) self-reflection when it comes to one's own biases and to dealing with them.

These points are being and will be brought via different formats such as interactive workshops, expert talks, e-learnings, and short inputs/reminders on regular institute events such as various retreats.

The concrete EDI training portfolio is being reviewed and adapted regularly. The newest training offers include:

- Mandatory Implicit Bias, Basic Diversity as well as Intercultural Competence training for all incoming administrative staff and young scientists. To tailor this to the ISTA community, we are currently co-designing specific e-learnings with an external provider, which will be offered from 2022 Q3 onwards;

- Information and discussion session on gender-inclusivity. The first cohorts to participate in this training will be administrative supervisors, as well as ISTA faculty.

- „Mental" first-aid training offered to selected permanent staff to raise awareness and provide support for mental health issues and crisis.

4 Continuous monitoring

ISTA compiles an annual diversity monitoring along various diversity dimensions - including the gender dimension - since 2017. The report has been published on the intranet, where it is accessible to all employees.

With the development of the Gender Equality Plan, ISTA has decided to extend its monitoring and to make the data listed below publicly available. Wherever data are available, correlation with other diversity dimensions such as age and nationality will be included. During the implementation of the Gender Equality Plan, it is foreseeable to collect additional data currently not available yet due to software/Data Protection issues, which could result in a more extensive reporting.

1) <u>Current staff at ISTA</u>

- Share of women and men by employee groups in science
- Share of women and men by job families & groups in administration

2) <u>Decision-making</u>

- Share of women and men in leadership positions
- Share of women and men in decision-making bodies such as recruitment or promotion boards

3) <u>Recruiting of scientists</u>

- Share of women and men applying for positions, receiving a position offer and accepting an offer

4) <u>Work-life balance</u>

- Share of women and men taking care leaves
- Share of women and men working part-time vs full-time

5) <u>Career development</u>

- Share of women and men taking educational leave
- Share of women and men taking scientific leave
- Share of women and men participating in career development trainings

6) <u>Fluctuation report</u>

- Share of women and men leaving the organization

5 Resources and budget

For the implementation of the Gender Equality Plan, the ISTA management commits to adequate resources and budget. Resources entail personnel - including the support to enable participating in training courses, information events, networking events - space and materials.

Personnel resources in 2022 Q1 consist of one FTE. An evaluation of resources and budget is scheduled for 2022 Q2 with the possibility of an increase as of 2023 Q1.

6 Commitment of the ISTA management

The aims and actions formulized in the ISTA Gender Equality Plan reflect our vision of a gender-balanced environment where each member of the organization feels valued and supported in unfolding their potential. We want to achieve gender equity awareness among all ISTA employees. We strive for equal opportunities and inclusivity in all ISTA processes, decisions and communications, as well as in actual research.

These statements are fully supported and endorsed by ISTA's management who concretely commit to the following:

- We commit to implement the measures described in the Gender Equality Plan, making resources and budget available to achieve this. We hold ourselves accountable for delivering on what we have committed to;

- We commit to communicate the Gender Equality Plan to all stakeholders in the organization;

- We will ensure to measure and report on our progress annually;

- We consider the ISTA Gender Equality Plan a living document, a work in progress. In order to ensure that it fulfills the needs of the organization, we will review our Plan on an annual base, and allow for revisions if needed (reflected in the version number of this document).

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