

Equality Plan

of

Deutsches-Rheumaforschungszentrums Berlin – Ein Leibniz Institut

Version from 10th of August 2022

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0. Foreword

The Equal Opportunity Plan (GSP) of the German Rheumatism Research Centre Berlin - A Leibniz Institute (DRFZ) constitutes essential principles, measures and objectives for the promotion of equal opportunities of all employees and, until professional equality is achieved, deals in particular with the promotion of professional participation of female employees. The central goal is the equal practice of all professional activities that encompass the field of activity of the DRFZ. This explicitly includes increasing the representation of women in management positions as well as qualification-oriented, parity-based staffing at all employment levels; the avoidance of gender-based discrimination; and the improvement of the compatibility of career and family at the DRFZ.

In addition to an status report (December 2021, as part of the Leibniz survey), the Equal Opportunity Plan includes concrete measures and benchmarks for the implementation of an equal opportunity research environment at the DRFZ.

According to legal requirements, the scope of the Equal Opportunity Plan primarily includes equal opportunities for women and men. In addition, active measures are taken against any unequal treatment in the context of the DRFZ research landscape with regard to gender identification, non-German ethnicities, religious affiliation, physical or mental impairment, and sexual orientation.

The Equal Opportunity Plan is available to all DRFZ employees on the intranet and to external parties on the DRFZ website in German (and an English version for information accessibility).

0.1 Scope

The scope of the DRFZ GSP includes all persons who are engaged in professional employment or training on the premises of the DRFZ (even for a short period only) and who are contractually bound to the DRFZ. The type of contract and the duration of the contract are irrelevant. This broad version of the scope results from the complex administrative structure of the DRFZ with regard to the cooperation with other universities in Berlin (Technische Universität Berlin, Humboldt Universität zu Berlin, Freie Universität Berlin) and the Charité Universitätsmedizin in the form of liaison groups. The DRFZ GSP also applies to these employees. The DRFZ GSP also applies to other visiting researchers, e.g. alumni, short-term guest researchers, interns or students writing their final thesis (Bachelor, Master).

0.2 Legal basis

The German Basic Law, Article 3, Paragraph 2, is decisive for the implementation of equality at the DRFZ:

“Men and women have equal rights. The state promotes the actual implementation of equal rights for women and men and works towards the elimination of existing disadvantages”. GG, Art.3 Abs.2

Based on this, the provisions of the Federal Equal Opportunities Act (BGleIG, current version April 24, 2015) apply. The provisions are adapted and specified to the structures and circumstances of the DRFZ in the following subsections. The DRFZ is committed to implementing the goals of the BGleIG by means of the GSP:

“1. to realize equality between women and men,

2. to eliminate existing discrimination on the basis of gender, in particular discrimination against women, and to prevent future discrimination; and

3. improve family-friendliness and the compatibility of family, care and work for employees“

BGleIG,§1

1. Status report

1.1 Human Resource data

The chart records the professional status of female employees of the DRFZ within all remuneration groups and professional positions in the science supporting and scientific sector, as well as the professional security of the positions. The data are compiled annually by the Human Resources Department as part of the Leibniz data request and refer to December 31 of the previous year.

General gender distribution at the DRFZ

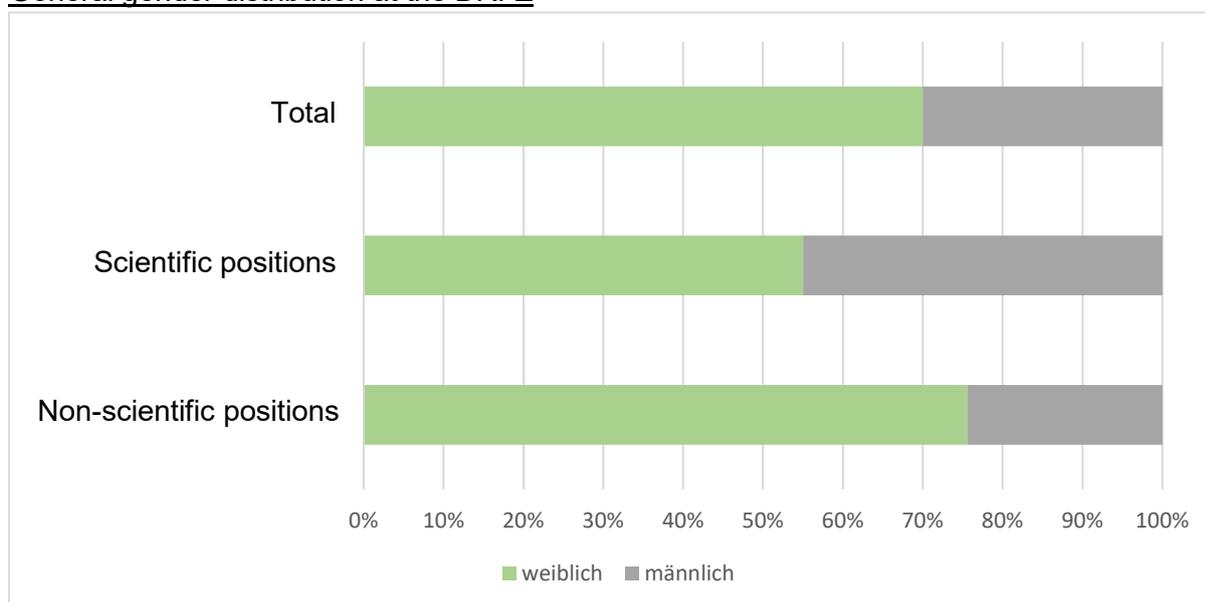


Figure 1| Gender distribution at DRFZ (total and by sector).

The analysis of the gender distribution at the DRFZ shows a high proportion of female employees in both sectors (scientific and science supporting).

In order to evaluate equal opportunities at the DRFZ, the security of employment and the participation of both genders in the existing salary grades and professional positions are shown below.

Working time models female employees

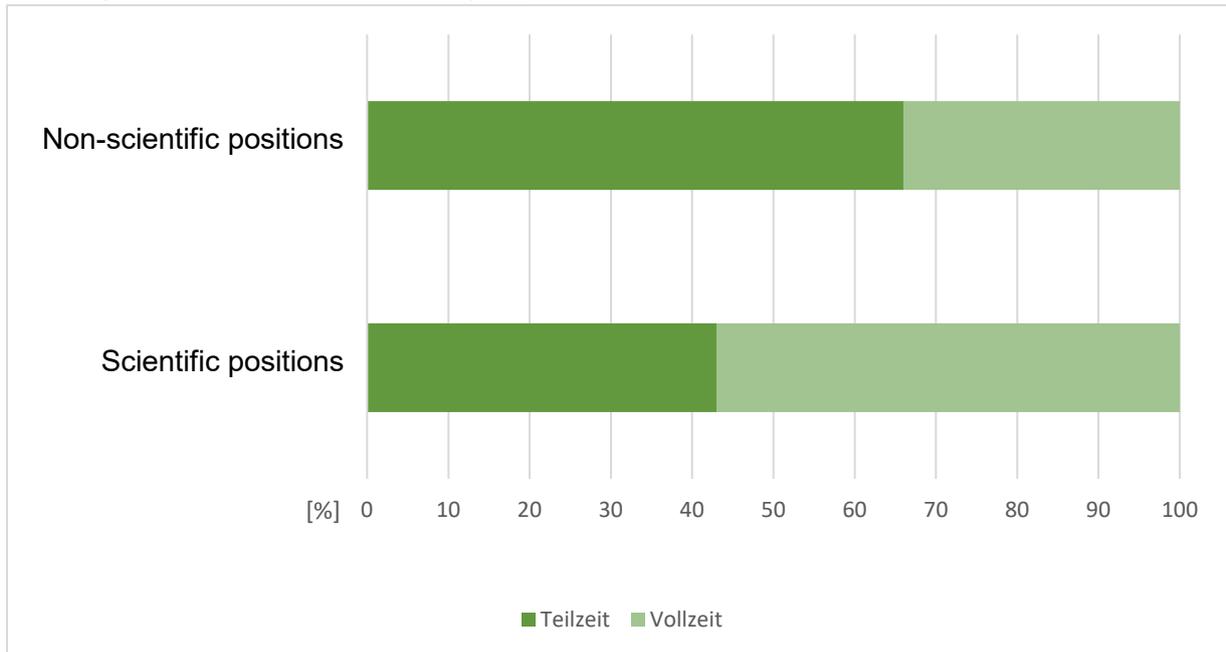


Figure 2 | Working time models by sector for female employees at the DRFZ

The part-time model supports employees in balancing their professional and private lives, such as family life. A large proportion of female employees at the DRFZ make use of this working model. It is noticeable that more women in the science-support sector use the part-time model.

Contract security

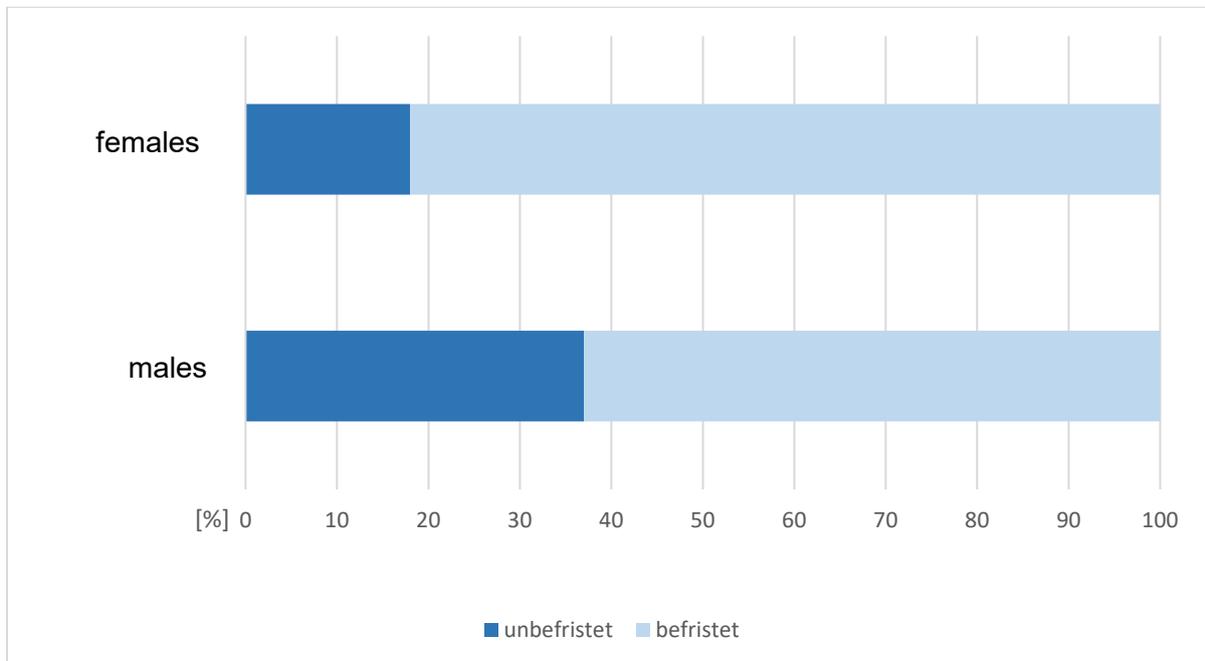


Figure 3 | Temporary employment of female and male scientists

The analysis of the contractual relationships according to gender shows that more female than male scientists are employed on a fixed-term contract. Since the majority of employees at the DRFZ are female, the number of female employees in fixed-term contracts is significantly higher than the number of male employees in fixed-term contracts. A fixed-term contract represents a large factor of insecurity, which is unequally distributed at this point. Contract security is only partly in responsibility of the DRFZ, since a large part of the jobs at the institute are financed by third-party funds. 20% of the women in temporary positions are directly financed by DRFZ. The DRFZ can therefore mainly compensate for this inequality through passive measures.

Distribution of employees by pay group in the scientific sector **A and the science-supporting sector **B****

A

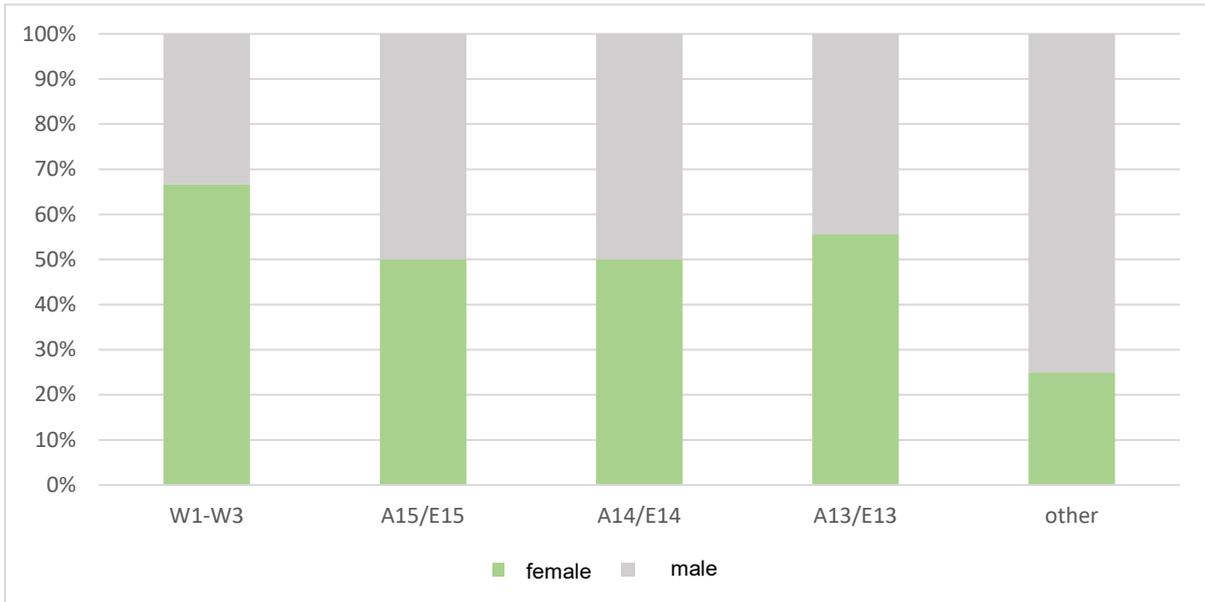


Figure 4 | Breakdown of gender distribution by pay groups in the scientific sector (pay groups according to TVöD)

The distribution of employees by salary group follows the trend of the general gender distribution at the DRFZ and shows a pronounced participation of female scientists in the professional spectrum of the DRFZ.

B

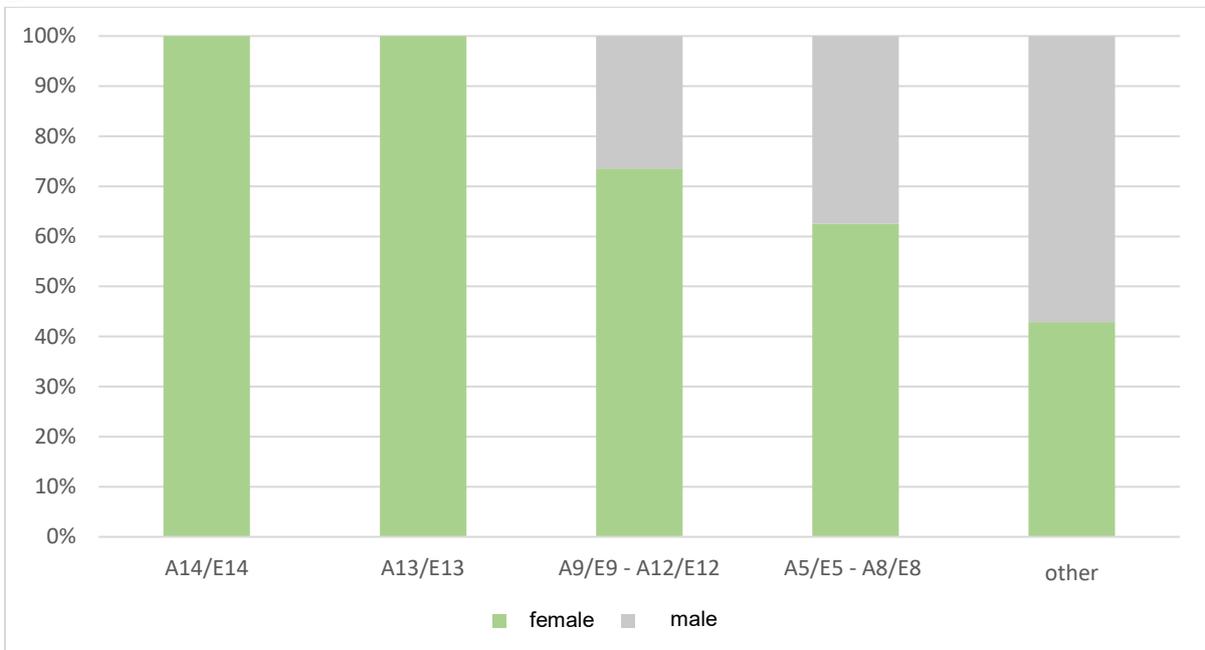


Figure 5 | Breakdown of gender distribution by pay group in the science support sector (pay scale groups according to TVöD)

The science-support sector also shows a pronounced, equitable participation of women in the DRFZ professional environment.

Gender distribution for positions with management duties and personnel responsibility

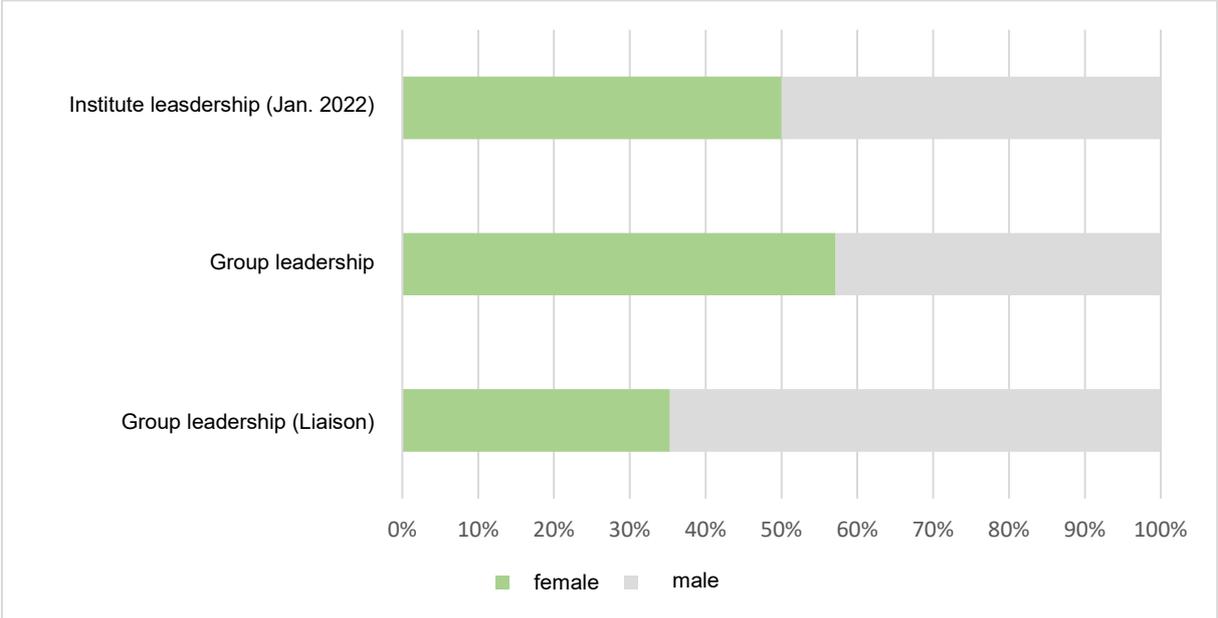


Figure 6 | Gender distribution in executive positions with personnel responsibility.

The institute management of the DRFZ is staffed with equal numbers of women and the subsequent management level of the group leaders at the DRFZ also shows a pronounced participation of women in this professional group. The occupation of management positions (group leaders) at liaison groups of the DRFZ shows a reduction of female participation to one third. Liaison groups shape the image of the DRFZ, just as DRFZ groups do internally and externally. The imbalance in leadership positions shown here represents a non-DRFZ-specific inequality of opportunity for women to occupy leadership positions in scientific and clinical institutes.

Gender distribution for positions without personnel responsibility

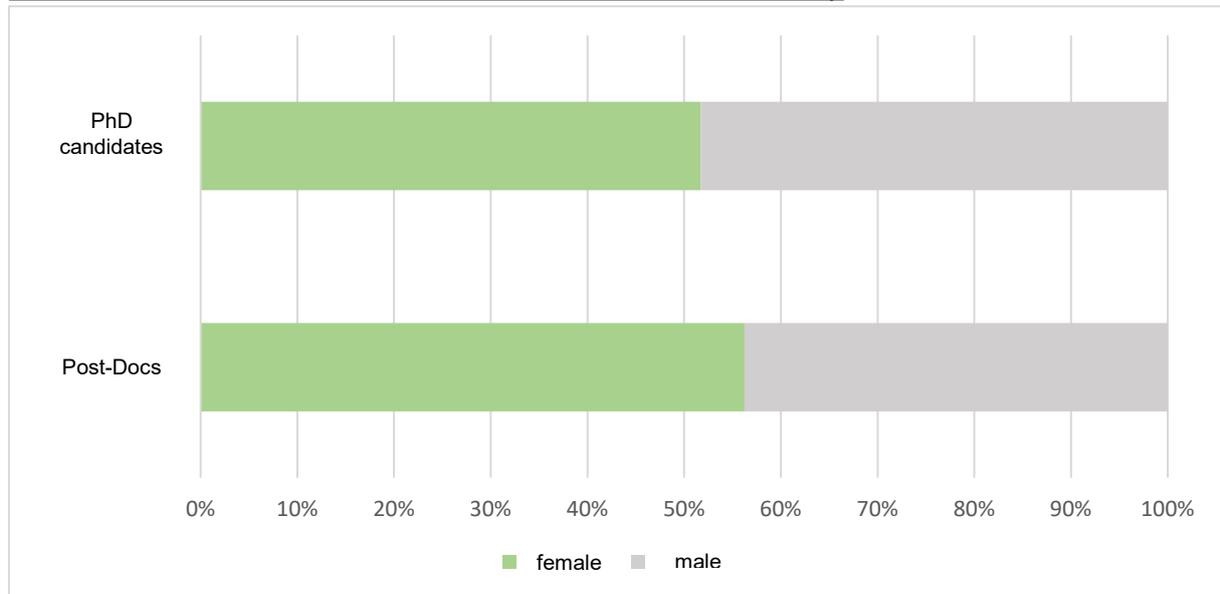


Figure 6 | Gender distribution in scientific positions without personnel responsibility at the DRFZ

The implementation of an equal gender distribution at the DRFZ is also evident in the scientific professional groups without management tasks and personnel responsibility.

In summary, there is a balanced participation of women in professional positions at the DRFZ. The personnel data do not indicate any gender-related disadvantages with regard to equal opportunities in terms of professional positions and promotion opportunities.

Temporary employment affects career security and the compatibility of a person's professional career with family life or non-work commitments. A larger proportion of female employees at the DRFZ are in fixed-term employment and thus regularly face the expiration of the employment relationship. In addition, a reduced number of female employees in part-time employment is evident, particularly in the scientific sector. Job security and flexibility in terms of hours are essential for women, who are increasingly involved in caregiving. Thus, both factors limit the equal opportunities of female employees due to, among other things, the current financing concepts in the science sector. The resulting disadvantages must be eliminated in the long term through targeted measures.

1.2 Structural implementation of equality

The DRFZ is a member of the Leibniz Association (Section C), which has stipulated the promotion of diversity and thus professional equality of opportunity in its statutes. The Leibniz Association defines the legal framework with the Implementation Agreements on Equality (AVGlei, current version 22.04.2016) of the Joint Science Conference of the Federal Government and the Länder (GWK) and was also "the first non-university research

organization to adopt the 'Research-oriented Equality Standards' of the DFG and to supplement these in 2016 with its own Leibniz Equality Standards" (Leibniz Association website, Equal Opportunities and Equality). The DRFZ has not yet reached an individual agreement with the Leibniz Association or the GWK regarding the AVGLEI.

From 2010 to 2016, the DRFZ successfully applied for and received the EQuality award for equal opportunities (duration: 3 years). Since 2019, a renewed application for this certificate has not been successful. The main reason for the rejection was the lack of an Equal Opportunity Plan and binding legal regulations such as the AVGLEI.

2. Objective

It is the goal of the GSP to create structures and principles that equalize opportunities for all employees at the DRFZ to participate in all professional positions and pay grades based on qualifications.

This guideline should be considered in the case of new recruitments and appointments. In addition, factors that affect equal opportunity for employees should be identified and addressed through targeted actions.

The Equal Opportunity Plan identifies specific key topics in the context of equal opportunity and measures to improve it at the DRFZ. These measures not only cover areas of responsibility at management level, but also generally aim at an inclusive, gender-equitable working environment at the DRFZ.

Specific objectives are:

- Actively shaping equal professional opportunities for women and men
- Active design of vocationally relevant training for all employees
- Active design and implementation of an integrative, inclusive working atmosphere
- Active promotion of the underrepresented gender, especially in management positions
- Measures to ensure the compatibility of family and work, care and careers
- Provision and promotion of gender equality programs and structures

3. Areas of action and measures

3.1 Organizational culture

The DRFZ is committed to a culture of constructive cooperation through transparent structures, fair procedures and promoted equal opportunities, combined with an open, respectful communication culture. It strives to create an environment that actively promotes career advancement, continuing education, career development, and the compatibility of work and family/ care responsibilities for all employees.

3.2 Raising awareness among managers

Managers and group leaders at the DRFZ, including liaison groups, should continuously give high priority to the topics of equal opportunities as well as the professional advancement of their employees. Active shaping of equal opportunities by the management level includes support for participation in training or measures for the development of equal opportunity competencies and personal development in the area of unconscious gender biases or behaviors for all DRFZ staff.

The GSP establishes a leadership policy at the DRFZ that specifically regulates situations in which one side is dependent on the other as well as positions of power and provides a set of measures to prevent power abuse and discrimination of any kind. Furthermore, the management level of the DRFZ provides a role model for the approach and atmosphere regarding equality and anti-discrimination by actively and representatively advocating the measures outlined in the GSP and consistently implementing them.

3.3 Equality structures - equality commissioning

In accordance with the BGlEiG, the DRFZ appoints an Equal Opportunities Officer and a deputy by means of a secret ballot of female employees.

The elected representatives are responsible for equal opportunities at the DRFZ. Their range of tasks, duties and rights includes

- Supporting the DRFZ in implementing the measures and principles set out in the GSP
- Advancing the implementation of legally and socially required measures for equality
- Monitoring recruitment and appointment procedures
- Monitoring HR decisions, such as dismissal procedures, warning and further training of employees (BGlEiG §27)
- Access to of personnel files
- Confidentiality

- Review and approval of job advertisements for positions at the DRFZ
- Monitoring conflict discussions involving female employees/DRFZ liaison groups, especially when there is a power imbalance between the conflicting parties
- Documentation of incidents of sexual or gender-based discrimination
- Reporting to the institute management (and subsequently to authorities, if necessary) and support in clarifying incidents of sexual or gender-based discrimination
- Support of female employees in solving problems, e.g. communication problems with colleagues/group management, enforcement of further training measures, etc., and in equal opportunity projects.
- Contact person for female employees
- Communication of promotion opportunities for women
- Presence in DRFZ internal committees (group management meeting, meetings with gender equality issues, etc.)
- Evaluation of the gender equality plan (every 2 years) and reporting on gender equality issues (annually)
- Further training in the area of gender equality

The office of the Equal Opportunities Officer is not remunerated and is performed on a voluntary basis. The BGleiG stipulates that the DRFZ provides financial support within the scope of its possibilities, e.g. in the context of business trips, for programs and events on equality and equal opportunities. Likewise, funds for the implementation of equality measures, such as the provision of a family-friendly office. Specifically, a mobile children's room and the installation of a changing table are to take place in 2022 (see 3.5.11.3). In addition, the equal opportunity officers can acquire their own funding. The DRFZ assures financial support for the equal opportunity commissioners; the budget for 2022 is 5000 euros.

In addition to financial resources, the BGleiG calls for the equal opportunity commissioners and their deputies to be relieved of workload to enable the execution of the equality officer's role. The equal opportunity commissioners should be able to record their working hours for equal opportunity issues and claim them either through compensatory working time or through a contractual extension. Only these measures ensure that the equal opportunity officer can implement equal opportunity issues.

Furthermore, the Equal Opportunity Officer must be provided with premises if required, e.g. to conduct confidential discussions or to view sensitive data. For the implementation of equal opportunities and diversity in the DRFZ, the Equal Opportunities Officer is supported by a

working group which represents a cross-section of DRFZ employees and persons from liaison working groups and which, in principle, can be visited by any interested party.

The Equal Opportunities Officer is an important contact point for DRFZ employees and persons from liaison working groups, for this reason the respective Equal Opportunities Officers are introduced by name, with e-mail address and telephone number on the DRFZ website, on the intranet and during the induction of new employees by means of the "Laufzettel" (routing slip).

The "Laufzettel (routing slip)" for new employees contains the following item:

- Introduction and contact of the Equal Opportunities Officer

3.4 Integration of the gender dimension in research and teaching content

In addition to its responsibility for equal personnel opportunities at the DRFZ, the DRFZ also pays attention to the representation of both genders in experimental and study approaches, and supports gender-based evaluations.

3.5 Use of gender-appropriate inclusive language

The DRFZ uses gender-sensitive language, as the DRFZ attaches importance to addressing persons of all genders equally and to making women linguistically visible as a matter of principle. Gender-equitable language is used in publications by the DRFZ, e.g. on the website, social media, press releases, announcements or reports, but also in DRFZ-internal documents. These documents should also, if possible and necessary, be written bilingually in German and English to ensure the participation of international employees.

Measures:

- In official correspondence, official communications as well as in official documents of the DRFZ, either gender-neutral terms, explicitly the feminine and masculine form or suitable gender-equitable terms are used if not only one gender is meant. (German language specific)
- Employees are made aware of gender-appropriate language through an internal institute guideline, with recommendations and examples.

3.6 Data management and reporting

Gender-specific data on staff are collected once a year and presented to the institute's management, e.g. as part of the senior staff meeting. In particular, gender imbalances in various professional categories and management positions are to be reported. In addition, the

Equal Opportunity Officer reports on current developments. The results of the measures taken will be analyzed and adjustments made if necessary.

Measures:

- The DRFZ collects gender-disaggregated data on employee structure as reported in the annual Leibniz reporting.
- Preparation of data on DRFZ personnel, which is published (e.g. website) or used in applications.
- The DRFZ documents the proportion of women at each stage of the recruitment process and for each advertised position. The documentation for the scientific positions at management level is part of the annual reporting.
 - For this purpose, applicant numbers should be tabulated and anonymously recorded by the personnel department or the responsible appointment committee.

3.7 Equal career opportunities

This paragraph deals with active measures as well as principles implemented under the General Equal Treatment Act:

"The aim of the Act is to prevent or eliminate discrimination on the grounds of racial or ethnic origin, gender, religion or belief, disability, age or sexual identity." AGG, §1

3.7.1 Counteracting sexual harassment, bullying and discrimination

The DRFZ disapproves of any kind of sexual harassment, bullying and discrimination and takes active action against it. Contact points for reporting are published on the DRFZ website/intranet page.

It is part of the DRFZ's duty of care to protect all employees and DRFZ associates in the workplace from psychological and physical as well as sexualized violence and to install structures for reporting corresponding incidents. The priority for actively counteracting this is a contact point for reporting violent incidents (see above). The GSP considers incidents to be violent if there is a power imbalance between the parties, if there is no appropriate form of communication (e.g. ignorance, shouting, use of swear words) or if there is unwanted physical contact. The Equal Opportunity Officer and the Ombudspersons will develop a concept to assist victims of workplace violence in reporting and, if necessary, reporting the incident. They are also the point of contact for sexual harassment, mobbing or discrimination (AGG § 1) and

are obligated to report it, whereby personal information on this is to be kept confidential or communicated in consultation with the affected person. For this activity, further training measures are to be supported and financed.

3.7.2 Visibility of female employees

As stated in 1.1, the DRFZ has a largely gender-equal staff structure and actively represents this in internal communication and public relations. The DRFZ thus acts as a role model and will continue to pay attention to the representation of minorities at the institute in the future.

3.7.2.1 Visibility of female researchers

The DRFZ actively promotes the career planning and implementation of female scientists, for example, female group leaders are supported in habilitation, nominated for participation in leadership trainings and for excellence databases and award announcements; in addition, female DRFZ scientists are frequently represented in seminar series and congresses - as speakers and also as chairs.

Essentially, the DRFZ is guided by the following points when supporting female scientists:

- For DRFZ conferences, seminar series and courses, a minimum of 40% women speakers among keynote speakers will be targeted (in line with EMBO conference guidelines). Using databases (e.g. "EMBO woman in science", Academia.net, EFIS Women in immunology), female speakers and presenters can be identified.
- For DRFZ conferences and seminar series, there are, if possible, as many female as male chairs of talks and discussion panels.
- For DRFZ conferences and seminar series, participation of women in discussion and question rounds is explicitly considered.
- DRFZ female scientists are nominated for databases on outstanding female scientists (e.g. AcademiaNet <http://www.academia-net.de>).
- Consideration of DRFZ women scientists in nominations for science awards.
- Representative portrayals of the DRFZ, such as on the website, should show women scientists in equal numbers.
- Science communications that target women or girls in particular are supported and represented, such as Women in Science Day, SoapBoxScience.

3.7.3 Funding opportunities

Various foundations and institutions award scholarships to talented young female scientists with or without children, or offer funding programs to promote their scientific careers. The DRFZ supports the participation of female scientists in funding programs and provides the infrastructure for information about such programs.

- An overview of funding opportunities specifically for women is provided on the Equal Opportunities Officer's intranet page (e.g. Gender Equality Fund of the UNESCO L'Oréal Program and Christiane Nüsslein Volhard Foundation, Rahel Hirsch Fellowships of the Charité, Caroline von Humboldt Fellowships of the HU Berlin, Gender Equality Fund of the Berlin Institute of Health, Mentoring Charité and Leibniz Association) or are regularly communicated by the Equal Opportunities Officer to the relevant target groups via email.
- The equal opportunities measures of the Leibniz Association and DFG are increasingly advertised and linked on the intranet.
- The Equal Opportunities Officer or other offices of the DRFZ with relevant contacts and information can actively inform female scientists about the possibility of female career supports, grants or fellowships.

3.7.4 Job Advertisements

DRFZ job advertisements are released by the equal opportunity officers. In doing so, the Equal Opportunity Officers ensure compliance with equal opportunities. Advertisers must provide sufficient time for the release, at least 5 working days, in order to allow adequate time for the Equal Opportunity Officers to carry out this task alongside their regular work, which takes priority.

Templates and guidelines for job advertisements are prepared by the Equal Opportunity Officer.

3.7.5 Active recruitment and personnel selection

The DRFZ pursues an active recruitment strategy for filling senior positions in particular. Qualified women should be specifically made aware of the advertised position at an international level and motivated to apply. This measure will expand the pool of female applicants and thus promote the filling of senior positions with qualified women.

The DRFZ aims to consider at least 2, and at best 50%, female applicants when inviting them to interview for management positions.

At the DRFZ, the active recruitment strategy applies to all groups in order to make the working environment of the DRFZ international and diverse, and thus attractive, and thus to recruit the best qualified employees to the DRFZ.

3.7.6 Appointment procedures and commissions

The DRFZ is involved in joint appointment procedures with the Berlin universities and the Universitätsmedizin Charité. The respective institution is responsible for compliance with equality standards in the context of these procedures. Regardless of the circumstances of the respective appointment, the DRFZ strives to influence the appointment procedures with regard to equal opportunities.

As far as possible, appointment committees should be staffed with equal numbers of female representatives on the part of the DRFZ, but with at least 2 women in voting positions on the appointment committee.

3.7.7 Hiring process

In the case of application procedures and interviews of new employees below management level without a specified hiring/appointing procedure, the DRFZ ensures that the applicants undergo a neutral and transparent procedure. If the DRFZ is unable to set up a diverse recruitment team, the Equal Opportunity Officer can take part in the interviews.

3.7.8 Personnel development and career advancement

Through its close cooperation with scientific societies (DGRh, DGfI, DGfZ, ISAC, EULAR, EFIS) and its membership in the Leibniz Association, the DRFZ has numerous subject-related training, education and mentoring opportunities at its disposal and actively promotes the participation of DRFZ employees in these events. These include mentoring programs such as the Leibniz Association's Post-Doc Mentoring Program.

Training events on leadership skills issues, within the framework of the Institute, the Leibniz Association, but also other, external providers are facilitated and actively promoted. Implementation is reported on in the annual review of the equality plan.

3.7.9 Compatibility of career and family

It remains difficult for parents and especially young scientists to combine family and career. This is due to the following issues:

- Time off during maternity and parental leave.
- Disadvantages for family-friendly time management.
- Discrimination in application procedures.

- Delay in completion of career stages

The DRFZ strives to promote the compatibility of career, work and family through appropriate measures.

3.7.9.1 Flexible working hour models

This section covers the essential requirements of BGlEiG Section 4 §15-18 with specific reference to the DRFZ.

In principle, the DRFZ enables mobile working for computer-based work. The DRFZ makes lectures and seminars, as well as instructions at the institute digitally accessible, as far as this is technically possible and compatible with the purpose of the event.

A request for a time-limited change within the employment relationship from full-time to part-time to ensure the compatibility of family or care must be granted. The procedure for this is described in the TzBfG and BGlEiG. For the economic security of the respective employee, a temporary amendment to the employment contract is suggested in this case, not a permanent change. Rejections require a written justification with regard to BGlEiG §16 paragraph 1 and 2. The same applies to an application for leave of absence by caregiving employees. In this context, part-time models are to be considered for newly advertised positions, if possible.

When applying for vacation leave, care must be taken to ensure that parents are given preference for vacation periods during official school vacations, or that they are granted or given the option of mobile working during these periods.

3.7.9.2 Support for replacement positions and contract terms

Employees who work on their own projects during maternity or parental leave, which are essential for their respective career completion, are supported by the DRFZ and the respective group leader in finding temporary personnel solutions for their absence. This is intended to make it possible not to lose a project that has been started due to family planning and to reduce the burden on (expectant) parents.

For the economic and professional protection of parents during maternity leave and parental leave, the DRFZ aims at a contract adjustment in the form of a corresponding contract extension. The DRFZ can work out solutions in individual cases to implement this measure independently of external funding in order to prevent the professional disadvantage of parents.

3.7.9.3 Childcare

The DRFZ has 2 kindergarten places which are made available to employees in a transparent procedure, in each case for a maximum of the time required to care for the child and the term of the current contractual relationship.

In order to meet shortages, absences or emergency situations of parents, the DRFZ is setting up a mobile kindergarten. This provides the option of short-term childcare in an office space under the supervision of a parent. The mobile kindergarten is available to all employees without registration and is stored in a permanently accessible location. In this context, a changing table will be installed in the rooms of the MPI and the DRFZ.

For employees of the DRFZ who participate in training events, the DRFZ supports short-term childcare by external persons following an application procedure (notification of need/application for business trip). A maximum amount of €150 per day can be applied for and a limited budget is available.

3.8.11.4 Family friendly scheduling

In order to support the participation of parents, scientific events at the DRFZ are scheduled during the core hours of possible kindergarten care (9 a.m. - 3 p.m.) whenever possible. If possible, these events will be made available digitally by those responsible for the respective event in order to enable parents who work on the move or who have to travel long distances to participate.

In-house seminars and seminar series can be suspended during the summer holidays of Berlin/Brandenburg in consultation with the organizers and lecturers.

The DRFZ currently does not have animal care on weekends and holidays. This activity is taken over by scientific employees whose research work is based on animal experiments. In this context, this regulation exclusively concerns scientific employees at the doctoral or post-doctoral level. Employees at this career level are generally expected to have a high degree of flexibility and exceptional time management. In order not to place an additional burden on parents with children under 12 years of age and, if applicable, on employees who are caring for them, and in order to protect statutory rest days and public holidays in the interests of the family, these employees will be released from the animal service on request.

3.8.11.5 Compatibility of work and care

Studies show that female employees more often have additional family responsibilities, such as caring for sick or impaired family members. This social contribution should not result in any

disadvantage for DRFZ employees. The same mechanisms apply as for parents regarding flexible working time models and bridging support for scientific projects.

4. Continuous adaptation of the Equal Opportunity Plan

The measures and principles for an equal working and career environment at the DRFZ listed in this version of the Equal Opportunity Plan will be evaluated every two years. The evaluation may be carried out solely by the Equal Opportunity Officers or through employee surveys. Adaptation and further development of the Equal Opportunity Plan will be sought. Innovations and the evaluation should be recorded in the Equal Opportunity Plan between 01.12. of the existing year and 31.01. of the following year as well as in a report to the institute management.

The implementation of the GSP as well as developments regarding equal opportunities at the DRFZ, e.g. establishment of a mobile children's room, are communicated to the employees. Suitable frameworks for this are the meetings of the group leaders, staff meetings or a digital newsletter. The Board of Trustees will also be informed about the GSP, its implementation and adjustments.