



**INSTITUTE FOR
ANTHROPOLOGICAL
RESEARCH**

uz 20210835

Institute for Anthropological Research

Gender Equality Plan 2021 – 2023

Zagreb, April 20th 2021

According to the Gender Equality Act of the Republic of Croatia (Official Gazette 82/08, 69/17), gender equality means that *women and men are equally present in all segments of public and private life, that they have an equal status, equal access to all rights and equal benefits from achieved results* (article 5.)

Furthermore (articles 6 and 7):

Discrimination on the grounds of sex (hereinafter referred to as “discrimination”) refers to any difference, exclusion or restriction made on the grounds of sex with the effect or purpose to jeopardise or frustrate recognising, benefiting from or exercising human rights and fundamental freedoms in the political, economic, social, educational, cultural, civil or other area on the grounds of equality between men and women. There shall be no discrimination on the grounds of marital or family status. Less favourable treatment of women for reasons of pregnancy and maternity shall be deemed to be discrimination. There shall be no discrimination based on sexual orientation. There shall be no discrimination with regard to access to and supply of goods and services. An instruction to discriminate, if it is done intentionally, shall be deemed to be discrimination within the meaning of this Act.

Direct discrimination is any treatment where, on the grounds of sex, one person is treated or has been treated or might be treated less favourably than another in a comparable situation. Indirect discrimination occurs where a neutral legal provision, criterion or practice puts persons of one sex at a disadvantage compared to persons of the other sex, unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary.



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The Committee for creation, implementation and monitoring the Gender Equality Plan of the Institute for Anthropological Research (in further text, the Institute) was established in April 2021 (in further text, the Committee). The Committee analysed the existing status of the Institute in order to identify gaps and establish the Action Plan. The Committee defined several work directions which will help the Institute achieve its gender equality goals and improve its work culture:

1. Incorporation of the principle of equal opportunities in all areas of the Institute's activities.
2. Promoting a culture of gender equality among the employees of the Institute.
3. Guarantee equal opportunities in the access, training and development of the professional career.
4. Empowerment of women scientists for more active participation in leadership positions.
5. Rising awareness to gender related topics such as gender bias and society constructs of gender-roles and stereotypes.
6. Work towards a management of work time that favours the reconciliation of personal, family and work life for everyone, especially for parents (mothers and fathers).
7. Fighting sexism and sexual harassment at the work place by rising awareness and providing support and advice to victims of sexual harassment.
8. Integration of gender issues in research, if applicable.

In order to achieve these goals, several actions are foreseen to take place in 2021-2023:

A. Seminars/workshops with all employees of the Institute, including the Management of the Institute, all researchers and administrative staff:

- A.1. To tackle topics related to career development and visibility of female scientists.
- A.2. Gender awareness and gender equality seminar/workshop.
- A.3. On work-life balance topics; difficulties and issues in maintaining a fruitful work-life balance.
- A.4. On sexual and other forms of harassment and rights and possibilities for the victims of harassment.

B. Accessibility of information - informational packages that are available on Institute's intranet:

- B.1. Information on rights to victims of sexual harassment.
- B.2. Information about rights on parental leave.
- B.3. Information on research funding and training opportunities.



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C. Formulation of the documents:

- C.1. Code of Conduct with aim of prevention of discrimination and harassment. The document will state the commitment of the Institute to equal opportunities for all employees with no discrimination based on gender, race, ethnicity, religion or disability. All individuals engaged in the Institute's activities will be asked to sign the document, as a statement.
- C.2. Establishing a protocol and advice for pregnant women regarding laboratory work and safety measures. The protocol will be drafted with the Institute's Safety officer.
- C.3. Policy and procedure associated with sexual harassment.

D. Tasks of the Committee:

- D.1. Continued intra-organisational gender equality assessment of policy and practice.
- D.2. Continued monitoring of all aspects related to job-advertising, hiring and promotions to foment gender-equal practices and to prevent discrimination.
- D.3. Continued monitoring of integration of gender issues in research (if applicable) and inclusion of both male and female scientists in projects' teams.



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ACTION PLAN

<i>Action</i>	<i>Associated goal(s)</i>	<i>Responsible unit / execution</i>	<i>Target</i>	<i>Timing</i>
A. SEMINARS/WORKSHOPS				
A.1. On topics related to career development and visibility of female scientists	2, 4, 5	The Committee / External speaker	Female scientists	Once in three years
A.2. On gender awareness and equality	2, 5	The Committee / External speaker	All employees	Once in three years
A.3. On work-life balance topics - discuss difficulties and issues in maintaining a fruitful work-life balance	6	The Committee / External speaker	All employees	Once in three years
A.4. On sexual and other forms of harassment and rights and possibilities for the victims of harassment	7	The Committee / External speaker	All employees	Once in three years

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B. ACCESSIBILITY OF INFORMATION				
B.1. Information on rights and possibilities for the victims of sexual harassment	7	The Committee, Legal and HR Department with input of external professional	All employees	September 2021
B.2. Information about rights on parental leave	6	Legal and HR Department	All employees	October 2021, continuous updating on changes
B.3. Information on research funding and training opportunities	1, 3	Assistant Director for International Collaboration	All research staff	April 2021, continuous updating
C. DOCUMENTS				
C.1. Code of Conduct – Prevention of Discrimination and Harassment	1, 2, 5, 7	The Committee, Management, Legal and HR Department / All employees	All employees	September 2021 for existing employees; upon entry for new employees, volunteers etc.



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C.2. Protocol and advice for pregnant women	1, 4, 6	Safety officer, Management, Legal and HR Department / Pregnant women	Female employees	June 2021
C.3. Policy and procedure associated with sexual harassment	5, 7	The Committee, Management, Legal and HR Department	All employees	October 2021
D. TASKS OF THE COMMITTEE				
D.1. Intra-organisational gender equality assessment of policy and practice	1, 2, 3, 4, 5, 6, 7	The Committee	All employees Management	Continuous
D.2. Monitoring of all aspects related to job-advertising, hiring and promotions to foment gender-equal practices and to prevent discrimination	1, 2, 3, 4, 5, 6, 7	The Committee	All employees Management	Continuous
D.3. Monitoring of inclusion of gender issues in research (if applicable), and both male and female scientists in projects' teams	1, 2, 3, 4, 5, 6, 7, 8	The Committee	All employees Project leaders	Continuous



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The Committee will meet once a year to fulfil its tasks of monitoring and assessment and will submit a report to the Management of the Institute.

The Gender Equality Plan is posted on the Institute's website.

The Gender Equality Plan was written in Croatian and English, and Croatian version is considered original.

The Committee:

Luka Bočkor, PhD, scientific associate

Eva Anđela Delale, PhD, scientific associate

Morana Jarec, PhD, senior professional associate

The Director:



Saša Missoni, PhD



Annex 1.

The Committee will make an internal analysis according to the following indicators:

1. Employees
 - a. Number and share of all employees by gender
 - b. Number and share of employees by type of contract by gender
 - i. Number and share of permanent employees by gender
 - ii. Number and share of employees with fixed-term contract by gender
 - c. Number and share of employees by job title by gender
 - i. Director
 - ii. Assistant directors
 - iii. Scientific advisers, permanent title
 - iv. Scientific advisors
 - v. Senior research associates
 - vi. Scientific associates
 - vii. Professional advisors
 - viii. Senior professional associates
 - ix. Professional associates
 - x. Postdoctoral fellows
 - xi. Assistants
 - xii. Head of the Centre for Applied Bioanthropology (BIOANT)
 - xiii. Senior heads of sub departments (Sub department for Legal, Human Resources and General Affairs and Sub department for Finance and Accounting)
 - xiv. Heads of department (Sub department for Finance and Accounting)
 - xv. Professional associates in the director's office
 - xvi. Senior librarians
 - xvii. Librarians
 - xviii. Cleaning staff
 - d. Number and share of employees by type of workplace by gender
 - i. Management
 - ii. Scientific positions
 - iii. Collaborative positions (assistants and post-docs)
 - iv. Professional positions
 - v. Administrative and support staff
 - e. Number and share of employees appointed to management positions by gender
 - i. head of the Laboratory for Molecular Anthropology
 - ii. head of the Laboratory for Evolutionary Anthropology and Bioarchaeology



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- iii. head of the Laboratory for Chemical Analytics
 - iv. head of the Laboratory for Microbial Ecology
 - f. Number and share of employees appointed to specific functions by gender
 - i. officer, authorized by the Director, for receiving and resolving complaints related to the protection of workers' dignity
 - ii. officer for occupational health and safety
 - iii. officer, authorized by the Director, for occupational safety at the BIOANT Centre
 - iv. personal data protection officer
 - v. administrator of the BIOANT Centre
 - g. Number and share of employees elected to specific functions by gender
 - i. President of the Scientific Council
 - ii. President of the Ethics Committee
 - iii. Representative of assistants and postdoctoral fellows in the Scientific Council
 - iv. Employee representative in the Governing Board
 - v. Representative of the Scientific Council in the Governing Board
 - vi. Union representative
2. Salaries
- a. Number and share of employees according to the coefficient by gender
 - i. Coefficient of 3 or more
 - ii. Coefficient from 2 to 3
 - iii. Coefficient from 1.5 to 2
 - iv. Coefficient from 1 to 1.5
 - v. Coefficient less than 1
 - b. The amount and share of the paid annual salary by gender in the last closed financial year
 - i. Total number of employed men in a year
 - ii. Total salary paid to men in a year
 - iii. Average annual salary of a man in a year
 - iv. Total number of employed women in a year
 - v. Total salary paid to women in a year
 - vi. Average annual salary of a woman in a year
3. Dynamics of recruitment*
- a. Number and share of employees by gender who take maternity/parental leave (in a certain period)



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- b. The number and share of applicants to job vacancies adds at the Institute by gender (in a certain period)
 - c. The number and share of women and men who were accepted to new positions at the Institute (in a certain period)
 - d. Number and share of women and men who were promoted at the Institute (in a certain period)
4. Projects
- a. Number and share of employees of the Institute's project leaders by gender (current situation)
 - b. Number and share of employees-members of the Institute's project teams by gender (current situation)
 - c. Number and share of published papers that integrate gender issues in research (if applicable) (in a certain period)*

*Since the internal analysis from April 2021 was the first of its kind at the Institute, the period from 1 January 2019 to the actual situation was taken in the consideration for this group of questions. In the next internal analysis which will be done at the beginning of 2023, the entire year of 2022 will be taken into account, but also the greater part of 2021 which was not covered by the first internal analysis. In each subsequent internal analysis, only the past year will be considered.