



# **Gender Equality Plan**

Gender Equality Plan

## **University Hospital Ostrava**

for 2023 - 2025

## INTRODUCTION

The management of the University Hospital in Ostrava (hereinafter referred to as UHO) follows the European Union's objectives in the field of gender equality for the years 2020 - 2025 (Equality Union: Strategy for Gender Equality 2020 - 2025, see: [Gender Equality Strategy | European Commission \(europa.eu\)](#) and the new Czech Government Gender Equality Strategy for 2021-2030. The promotion of gender equality is a natural part of national and international legislation by which the Czech Republic is bound, e.g. Constitutional Act No. 2/1993 Coll., the Charter of Fundamental Rights and Freedoms, Act No. 198/2009 Coll. on Equal Treatment and Legal Means of Protection against Discrimination and on Amendments to Certain Acts (Anti-Discrimination Act), as amended.

UHO will implement a variety of measures to promote gender equality as part of the hospital's strategic commitment to the principles of transparency, equality and accountability, and at the same time having regard to the balancing of the work and personal lives of all its employees. All will be done in accordance with the University Hospital in Ostrava Gender Equality Plan – hereinafter referred to as “GEP”) for 2023 – 2025.

## STRATEGIC CONTEXT

UHO acknowledges that people are its most valuable asset and that achieving its mission depends on the performance, attitude, motivation, dedication, professionalism and skills of its employees. UHO has achieved a lot in creating a fair, flexible and gender-balanced working environment, but will continue to develop an organisational culture where employees have equal opportunities in all areas. UHO will focus on raising awareness of equality and gender issues and on eliminating any barriers that may stand as obstacles to achieving equal opportunities for men and women.

## PREMISES TO THE GENDER EQUALITY PLAN

The basic premise was to carry out a thorough self-assessment in the areas concerned, which will be targeted by the process to help create an environment for equal opportunities. The GEP measures have been designed in line with the general principles of gender policy and cover the following areas:

1. culture of the organisation;
2. gender balance in leadership and decision-making;
3. balancing work and family life;
4. personnel and pay policy;
5. integrating the gender dimension into the content of research and innovation;
6. allocation of human and financial resources to address gender equality issues;
7. monitoring and evaluation;

GEP meets the minimum requirements set by the European Commission ([Gender Equality Plans | NKC \(National Contact Centre\) - Gender & Science \(genderaveda.cz\)](#)):

1. publishing of GEP;
2. allocation of human resources and expertise to implement the GEP;
3. data collection and evaluation;
4. gender equality training for employees.

## **IMPLEMENTATION AND RESPONSIBILITY**

On the level of the UHO management, a gender equality sponsor has been appointed who will cooperate with members of the UHO management and especially UHO sites in the implementation of GEP activities. The sponsor is the Deputy Director for Personnel Management in cooperation with the Director of UHO, the Deputy Directors for Medical Care and the Deputy Director for Nursing Care. The sponsor will regularly inform the UHO management about her activities and the results achieved in fulfilling the GEP by including a paragraph in the UHO Annual Report.

## **GEP AREAS**

### **1. CULTURE OF THE ORGANISATION**

Culture of the organisation is the basis for how employees relate to each other. Within this area, the quality of communication and relationships, transparency and clarity are important. Across all sites, UHO will promote an organizational culture and work environment that fully embraces the organisation's vision and goals, gender equality, and gender-balanced promotion and marketing. It will work with gender-balanced language in the development of internal regulations or communication systems and promote a healthy working environment free of socially negative phenomena (discrimination, sexual harassment, mobbing, bossing, etc.).

### **2. GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING**

Gender balance in leadership and decision-making is important so that decision-making processes include the views and experiences of women as well as men. The UHO management always seeks members of the board based on actual qualities, experience and expertise. UHO will always support improved opportunities for gender balance in leadership and decision-making.

### **3. BALANCING WORK AND FAMILY LIFE**

UHO will facilitate and further support flexible forms of work, the management of maternity and parental leave, as well as the creation of conditions for the provision of care for children and family members that enable employees to harmonise work and family responsibilities.

### **4. PERSONNEL AND PAY POLICY**

UHO will carry out an open and transparent recruitment and selection of applicants based on their qualities and competences. The function will strive to develop and maintain gender-diverse work teams by creating a system of career support and mentoring, especially for the starting female staff. UHO has been monitoring overall employee turnover and the its reasons for a long time. It will also modify and improve the process related to the issue of the staff leaving. UHO will continue to provide significant support for the training of its male/female employees. It will carry out regular assessment of the male/female employees with emphasis on setting professional goals, communication methods, providing two-way feedback, adherence to the hospital's corporate culture and Code of Conduct. In the area of remuneration, UHO has and will continue to act in a non-discriminatory manner, without applying gender stereotypes. Furthermore, UHO will focus on the continuous optimization of benefits for its employees - their offer and composition in accordance with current legislation, taking into account the current needs of employees.

### **5. INTEGRATING THE GENDER DIMENSION INTO THE CONTENT OF RESEARCH AND INNOVATION**

UHO will take efforts to promote and integrate the gender dimension in research and innovation and education by supporting gender-balanced research teams.

### **6. ALLOCATION OF HUMAN AND FINANCIAL RESOURCES TO ADDRESS GENDER EQUALITY ISSUES**

UHO will generate adequate resources within its annual budgets to implement the proposed measures to promote gender equality in all GEP areas.

## **7. MONITORING AND EVALUATION**

Systematic monitoring of the GEP implementation process strengthens the accountability of the organization. Ongoing monitoring of GEP implementation forms the basis for systematic process management and will be monitored by the UHO management. Key actions will be regularly updated and supplemented, their implementation will be monitored and progress will be reported in accordance with the GEP schedule.

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## UHO Gender Equality Plan for 2023–2025 – Measures and Activities

### 1. Culture of the Organization

GEP sponsor, UHO management, senior employees

Objective	Measures / description of the action	Target group	Deadline / period	Indicators	Responsibility
To introduce the "UHO Gender Equality Policy"	<p>Creation and publication of the "UHO Gender Equality Plan (GEP) for 2023-2025" as a formal document</p> <p>Publication of the Annual Report on the achievement of GEP objectives according to the identified indicators</p>	Employees / Public	<p>7/2023</p> <p>Annually</p>	<p>Publishing of GEP</p> <p>Publishing of the annual report on the fulfilment of GEP objectives for the year as part of the UHO Annual Report</p>	GEP sponsor.
Incorporate provisions reflecting GEP in the internal governing act	Inclusion of the gender dimension in relevant UHO internal standards, as well as directives, orders and measures in their development and updates	Employees / Public	On an ongoing basis, whenever new internal standards are created	Relevant UHO internal regulations and other institutional standards reflect the principles of gender equality	Head of Quality Management, heads of departments and divisions issuing/guaranteeing internal standards
Raise awareness and understanding of gender equality issues. Focus on preventing sexual harassment and conflict in the workplace	<p>Supplementing the existing educational e-learning activities to raise awareness of gender issues, gender-based violence and generational or inter-cultural differences</p> <p>Creating an e-learning seminar</p>	Employees Senior employees	Starting from 7/2024	<p>Number of e-learning participants</p> <p>e-learning</p>	Head of the Human Resources Development Department, Head of the Internal Security and Crisis Management Department

Improve the complaints awareness process	Increase employee awareness of the existing grievance procedures, including issues of bullying, sexual harassment in the workplace, etc.	Employees	Starting from 1/2024	Updating relevant sources of information	Head of Human Resources Development Department, Head of Quality Management Department
Provide support to employees in dealing with difficult work and life situations	Increase awareness of the possibility to use occupational psychological counselling for all UHO employees	Male/female employees	Starting from 12/2023	Psychological counselling available to all employees, publication of dedicated counselling hours, evaluation of number of supports	Head of the Human Resources Development Department

## 2. Gender balance in leadership and decision-making

GEP sponsor, UHO management, senior employees

Objective	Measures / description of the action	Target group	Deadline / Period	Indicators	Accountability
Optimising conditions for better gender balance in leadership positions and advisory bodies	Promoting women's/men's share in leadership positions.	Male/female employees	Starting from 7/2023	<p>Monitor and evaluate the proportion of women/men in leadership and decision-making positions and advisory bodies</p> <p>Recommendations forwarded to the organisers of the UHO bodies and commissions</p>	GEP sponsor, UHO management.

### 3. Balancing work and family life

GEP sponsor, UHO management, senior employees

Objective	Measures / description of the action	Target group	Deadline / period	Indicators	Accountability
Optimising management of maternity/parental leave and support for balancing of work and family	Defining all measures to support balancing of work and family offered by UHO in one internal document (including the creating of conditions to support the provision of care for children and family members - e.g. accommodating and adjusting working hours, etc.)	Employees leaving for maternity and parental leave, during and returning from it, employees in difficult life - family situations	Starting from 01/2024, annual review and update	Creating a document on work and parenting support options and support during difficult life situations	Head of the Human Resources Development Department
Optimising maternity/parental leave management	Elaborate information on the issue "Maternity leave, post-natal paternity care and parental leave" in the UHO conditions	UHO male/female employees, male/female job applicants	Starting from 12/2023, annual review and update	Information for employees	Head of the Personnel and Payroll Department
Take into account the needs of staff caring for a close person in accordance with the operational needs of UHO	Make use of all legal possibilities within the framework of the Working Regulations to enable employees caring for a close person to balance work and family (personal) responsibilities in relation to the operational needs of UHO	Male/female employees caring for a close person	Starting from 9/2023, annual review and update	Number/proportion of employees using the provisions of the Working Regulations regulating working conditions in relation to the care of a close person	Head of the Human Resources Development Department



#### 4. Personnel policy

##### GEP sponsor, UHO management, senior employees

Objective	Measures / description of the action	Target group	Deadline / Period	Indicators	Accountability
Develop a gender-fair recruitment and selection process	Compliance with the principles of OTM - R (Open - Transparent - Merit Based Recruitment, i.e. open and transparent recruitment and selection based on quality and competence). Recommendations for gender fair practices during recruitment and selection in this internal and related UHO standards.	Male/female employees involved in recruitment and selection	Starting from 12/2023	Revision of the Rules and Procedures for the conduct of selection procedures.	Office of the Deputy Director for Personnel Management, Head of Human Resources Development, senior employees
Promote balanced career development and advancement for women and men	Update of the Rules of Professional Advancement in UHO - Career Regulations	Male/female employees	Starting from 9/2023	Rules of Professional Advancement	Office of the Deputy Director for Personnel Management, Head of Human Resources Development, senior employees
Outcomes of employee motivation assessment	Updating the existing employee incentive assessment	Male/female employees	Implemented, annual update	Motivation assessment of the UHO employees	Office of the Deputy Director for Personnel Management, Head of Human Resources Development, senior employees

<p>Enhancing and developing the age management</p>	<p>Focus on UHO graduate programmes - standardisation of the onboarding of graduates of both medical and paramedical disciplines, optimisation of recruitment, selection, initiation of specialisation training and ensuring their subsequent professional and vocational development, further education in accordance with the current legislation and the needs of UHO.</p>	<p>Male/female employees</p>	<p>Starting from 12/2023</p>		<p>GEP sponsor, Head of the Human Resources Development Department, Deputy Director for Medical Care, Deputy Director for Nursing Care.</p>
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## 5. Integrating the gender dimension into the content of research and innovation

Objective	Measures / description of the action	Target group	Deadline / Period	Indicators	Accountability
Supporting the integration of gender dimension in research and innovation	Adding a gender dimension to existing activities and other actions to prevent gender-blind research	Male/female employees	Starting from 1/2024	Number of implemented events Number/structure of trained persons, update of internal document	Deputy Director for Science and Research
Ensuring equal conditions for representation of women and men in the evaluation of science and research projects	Gender balance in the evaluation committees of internal projects, taking into account the possibilities and maintaining the main criterion of expertise	Male/female employees	Starting from 12/2023	Analysis of the composition of evaluation committees and research teams and their continuous evaluation	Deputy Director for Science and Research

## 6. Allocation of human and financial resources to address gender equality issues

### UHO GEP sponsor, UHO management, senior employees

Objective	Measures / description of the action	Target group	Deadline / Period	Indicators	Accountability
Institutional support for the gender equality agenda	At the UHO management level, a gender equality sponsor has been identified who will collaborate with other members of management, departments and representatives of relevant departments in the implementation of GEP activities, and sufficient capacity will be created to support this new agenda	Male/female employees / Public	Starting from 7/2023	UHO has a gender equality agenda sponsor	GEP sponsor, UHO Director.
Create resources for GEP implementation	Secure financial resources for the implementation of measures in GEP areas	Male/female employees	Budget for 2024 and beyond	Secured budget for financing GEP activities for 2023 - 2025	GEP sponsor, UHO director, deputy director for economics and finance

## 5. Integrating the gender dimension into the content of research and innovation

Follow up on appropriate calls at national or European level and submit a project focusing on GEP implementation, gender audit, etc.	Securing and allocating funds for the full implementation of the gender equality policy also from sources other than the UHO budget		Continuously	Monitoring of calls, number of applications submitted	GEP sponsor, UHO Director, Deputy Director for Economics and Finance Deputy Director for Science and Research
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## 7. Monitoring and evaluation

UHO GEP sponsor, UHO management, senior employees

Objective	Measures / description of the action	Target group	Deadline / Period	Indicators	Accountability
Monitoring and control of the GEP implementation process	Systematic monitoring of the GEP implementation process and continuous control of its implementation, including regular updating of key actions and their completion in accordance with the GEP schedule	Employees, Public	Continuously	Gradual implementation of the GEP in accordance with the schedule	GEP sponsor.
Keeping gender statistics by individual areas	Keeping gender statistics on leadership positions, science and research, and other areas	Employees, Public	Once a year	Internal monitoring	GEP sponsor, analyst.