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### ЗАТВЕРДЖЕНО

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Віктор ЄВДОКИМОВ



## GENDER EQUALITY PLAN OF ZHYTOMYR POLYTECHNIC STATE UNIVERSITY 2022-2025

- Контрольний примірник
- Врахований примірник

Погоджено Вченою радою Державного університету  
«Житомирська політехніка»  
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## STRATEGY FOR EQUAL OPPORTUNITIES FOR ALL EMPLOYEES OF ZHYTOMYR POLYTECHNIC STATE UNIVERSITY

It is based on Ukrainian and European legislation and activities. It follows the principles of the European Research Area (ERA) advocating gender equality in research teams and teaching content, gender balance in leadership and decision-making and evaluation and integration of the gender dimension into the content of research and innovation. It claims gender equality and realize it through trainings as well, and, as the University has ISO 9001:2015 always under data collection, monitoring and control within commitment of Human Resources and gender expertise.

It is oriented on keeping gender leadership throughout Ukrainian universities, and the Zhytomyr Polytechnic State University is the only one who achieved “A”-level Certificate of gender equality (the highest level).

It is based on position that the Zhytomyr Polytechnic State University recognizes the human right to be free from discrimination and unequal treatment, which is enshrined in international documents such as ICERD, ICCPR, ICESCR, CEDAW, CAT, CRC, CRPD and the legislation of Ukraine. The principle of equality, acceptance of diversity and inclusion applies to all aspects of the University’s activity – from internal communications to program activities. The University opposes and makes efforts in its activities to eradicate discrimination based on age, sex, sexual orientation, gender, gender identity or way of self-expression, race, ethnic or national, origin, religion or belief, partnership status, refugee status, pregnancy or parental status, disability, health condition, or any other personal status.

It also created with special attention on HRS4R Action Plan (“The Human Resources Strategy for Researchers”) requirements, which reflects the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers of the European Commission and intends to systematically promote equal opportunities for women and men in higher education, research, development, management and human resources development.

### THE MAIN OBJECTIVE OF THE GENDER EQUALITY PLAN OF ZHYTOMYR POLYTECHNIC STATE UNIVERSITY:

Systematically, on a long-term and open basis, strengthen and promote:

- gender equality in work-life balance for employees and organisational culture;
- gender balance in leadership and decision-making processes;
- gender equality in recruitment and career development;
- integration of the gender dimension into research, innovation creation, teaching and training process;
- preventive measures against non-discrimination and gender-based violence.

The general purpose is to promote equal opportunities and eliminate discrimination, harassment and victimization of all participants in the educational process and staff of the University in all aspects of university life, including admission, recruitment, employment, teaching, research, students' support services and life at the University in general, creating a safe and supportive environment that allows all people, regardless of their background, gender, and ability, to develop academically, professionally, and personally.

The principles are:

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- 1) ensuring equality of rights and freedoms of individuals and/or groups of persons;
- 2) ensuring equality before the law of persons and/or groups of persons;
- 3) respect for the dignity of every human;
- 4) ensuring equal opportunities for individuals and/or groups of persons.

It is for members of the University community, including students, academic and non-academic staff, contractors, visitors, and any other persons involved in the University's activities, regardless of their race, color, ethnic origin, national origin, religion, sex, gender identity, sexual orientation, disability, age, marital status, or any other characteristic protected by Ukrainian law.

#### **Planes of change:**

In the organisational culture of the University:

- mission, vision, ethical aspects, values, standards (according to the strategy of the University, which should be renew in 2023);
- communication and language used, including wording of recruitment advertisements, sensitive language (especially in period of aggression of russian federation against Ukraine), visibility of women's achievements, etc.;
- influencing attitudes and perceptions of gender equality.

Institutional:

- setting rules, conditions, processes;
- systemic evaluation of gender-disaggregated data and information;
- career advancement rules and management transparency;
- conditions for career breaks for parenthood;
- conditions for reconciling work and person's life, with special attention on war-times conditions.

Interpersonal:

- division of roles and teamwork, in publications, presenting scientific research results, teaching, training, mentoring;
- interpersonal communication, sensitive in war times.

Individual:

- trainings, webinars, workshops, courses and programs for all genders, popularisation and education on gender equality.

#### **GENDER EQUALITY PLAN OF ZHYTOMYR POLYTECHNIC STATE UNIVERSITY IMPLEMENTATION CONDITIONS:**

- adoption of the formal GEP document and its publication on the University's website;
- responsibility for data collection, promoting and monitoring the implementation of gender equality at the University and its units (human resources, gender expertise);
- coordination and implementation of the individual tasks of the GEP at faculties and at university level;

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- regular collection and evaluation and publication of gender segregated data,
- educational activities to raise awareness of gender-balanced attitudes, behavior and culture at the University (trainings, workshops, webinars).

To implement, monitor and revise it, the University may invite and cooperate with the third parties – experts on gender equality, inclusion and non-discrimination.

The GEP will be continuously evaluated and updated according to the needs and development of gender issues in general and at Zhytomyr Polytechnic State University.

#### **SOURCE DOCUMENTS FOR GENDER EQUALITY PLAN OF ZHYTOMYR POLYTECHNIC STATE UNIVERSITY DRAFT:**

- documents on gender issues adopted by Ukraine and the European Union;
- recommendations of research of professional institutions, which are specializes on gender equality;
- analysis of data collected by the University in the area of HR and employment;
- Zhytomyr Polytechnic State University strategy.

#### **FINANCIAL RESOURCES FOR THE IMPLEMENTATION OF SYSTEMIC MEASURES**

**within the framework of the implementation of the Gender Equality Plan of Zhytomyr Polytechnic State University 2022-2025:**

- external grants, state strategies and regional programs;
- sources of Zhytomyr Polytechnic State University.

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## GENDER EQUALITY PLAN OF ZHYTOMYR POLYTECHNIC STATE UNIVERSITY ACTIVITIES WILL BE DEVELOPED IN 5 PRIORITY AREAS:

Planned activities	Indicator/Output	Period	Responsibility
<b>GOAL 1: Gender equality in work-life balance for employees and organisational culture</b>			
<p><b>1. Enabling flexible forms of work</b> Flexible use of part-time work according to the possibilities of the workplace, the performance of the work and the needs of the employees. Support for career stabilisation through permanent contracts.</p> <p>The possibility and conditions for arranging the home/off-site office (especially in in war-times) as a full form of off-site work.</p>	<p>Monitoring and evaluation of gender segregated data (for university and faculties)</p> <ul style="list-style-type: none"> <li>- Number of full-time and part-time jobs (full-time and part-time, depending on the scope)</li> <li>- Percentage of fixed-term/indefinite contracts</li> <li>- Number/proportion of contracts concluded for home/off-site office work</li> </ul> <p>Adaptation of the ZPSU legislation guidelines on home</p>	Regularly, once a year	First Vice-Rector, Faculties, Non-Academic Departments
<p><b>2. Employee care</b> Providing consultations (career, personal) and expanding the services and capacities of the the internal departments of the ZPSU (Professional Career Development Centre, Legal Clinics, PsyCenter) for the employed, not only for students.</p>	<p>Number of implemented aids for the employed Implementation of information events on the services of the employment (internal portal of the ZPSU: <a href="https://portal.ztu.edu.ua/events/schedule">https://portal.ztu.edu.ua/events/schedule</a>)</p>	Regularly, until 2Q/2023	First Vice-Rector, Vice-Rector for educational-training work, heads of the Departments (PCDC, LC, PC)
<p><b>3. Support for motherhood and parenthood</b> Systematic and active support given to caregivers (women and men) by the organisation (university and faculty) and senior staff, especially in war-times.</p>	<p>Monitoring and evaluation of gender-segregated data (number of people on maternity or parental leave, amount of full-time and part-time employment)</p>	Regularly	First Vice-Rector, Vice-Rector for educational-training work, heads of the Non-Academic Departments
<p><b>4. Providing information about career development</b> and training in approaches to career.</p>	<p>Disclosure/provision of information of trainings of senior staff, existence of space on the university or online (trough university server)</p>	Until 3Q/2023	Vice-Rector for educational-training work, heads of the Non-Academic Departments
<p><b>5. Ensuring awareness and promotion of gender issues, support, services and activities of the University</b> Raising awareness of gender equality in general, equal opportunities, services and support at the University, opportunities for involvement within ML/PL, behaviour and unconscious biases or stereotypes.  Adaptation processes for recruits – ex-combatants.</p>	<p>Number of information events, seminars, workshops on the issue Number of participants in such events  Number of persons trained/mentored</p>	Regularly, from 4Q/2022	Vice-Rector for educational-training work, Faculties, Departments
<p><b>6. Systematic monitoring of equal opportunities.</b> Systematic and long-term collection of gender-segregated data and regular assessment of equal opportunities at the University.  Person in charge of promoting and monitoring the implementation of gender equality and equal opportunities at ZPSU.</p>	<p>Generating gender statistics for subsequent decision-making processes Publication of gender analyses conducted  Existence of an authorised person</p>	Regularly, from 3Q/2023	Faculties Vice-Rector for educational-training work, Faculties, Departments

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### GOAL 2: Gender balance in leadership and decision-making processes

<b>1. Strengthening equal representation of women and men in the University's structures for leadership and decision-making processes.</b> Systematic monitoring the gender equality in leadership and decision-making processes	Monitoring at the level of University's Board, extended University's Board and Faculties Boards	Regularly, from 4Q/2022	First Vice-Rector, Faculties, Non-Academic Departments
<b>2. Evaluation</b> of the representation of women and men in leadership and decision-making positions, in University's structures and at various levels of management, in professional advisory bodies, etc.	Regular evaluation of data, status and trends for subsequent decision-making processes (especially in the context of the preparation of reports on the ZPSU Strategy)	Regularly, from 4Q/2022	Vice-Rectors, Faculties, Non-Academic Departments

### GOAL 3: Gender equality in recruitment and career development

<b>1. Ensuring equal opportunity and systematic and sustained compliance with University policies</b> Reflect in the University policies procedures for selection and recruitment (in particular in the ZPSU there are stated Rules of Selection Procedure).  Ensure gender balance in the departments, councils.  Consider the qualifications, experience, knowledge and skills, and moral character of female and male applicants, not gender, age, ethnicity or other discriminatory factors, when assessing them.	Existence of a gender dimension in ZPSU  Existence of regular approach implementation.  Monitoring of gender balance	Regularly, from 4Q/2022	Vice-Rectors, Faculties, Non-Academic Departments
<b>2. Supporting employees in their career development.</b> Strengthen the financial evaluation of employees by gradually increasing the wage level and introducing motivational tools in relation to the results achieved. Eliminate possible gender inequalities in remuneration.  Create opportunities for interchangeability so that a career break (due to burnout, caring for loved ones incl. ML/PL, etc.) does not lead to a career restart, but appropriate continuity is maintained. Seeking and using funding and grant schemes to support the involvement of careers and scientists with parental responsibilities in research teams, projects and mobilities, especially abroad.	Monitoring and evaluation of gender pay  Evaluation of publications, participation in scientific teams and projects, participation in patents, etc. using gender-segregated data Gender assessment of career growth (number of new PhD, Assoc., Prof., etc.)  Number of trips/mobilities (proportion of women/men)	Regularly, once a year	Vice-Rectors, Faculties, Non-Academic Departments

### GOAL 4: Integration of the gender dimension into research, innovation creation, teaching and training process

<b>1. Inclusion of the gender dimension of research in the strategic and development documents</b> of the University and the faculties in the field of R&D&I – as a space for innovation and development of priority, profile and unique fields of study of departments of the University.	Implementation into the ZPSU Strategy	Regularly, while developing Strategy	Vice-Rectors, Faculties
<b>2. Support the implementation of research containing gender themes/ data/dimensions</b> Ensuring awareness of the gender dimension in research and education through seminars and training.  Implementation of gender themes/data/dimensions in the content of final student theses and research projects.	Organisation of a seminars/webinars on gender dimensions in teaching and research  Number of student papers / research projects / publications containing gender themes and dimensions	Regularly	Vice-Rectors, Faculties, Academic Departments
<b>3. Popularisation researches (gender context)</b> Presentation of researches results (internet, social networks and in the media)	Information and promotional activities on the University's website, social media pages, etc.	Regularly	Faculties, Non- and Academic Departments

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#### GOAL 5: Preventive measures against non-discrimination and gender-based violence

1. <b>Inclusion of non-discrimination, measures and practices against gender-based violence in the University's core documents.</b> Updating existing University standards.	Existence of a documents / procedures Updating documents	Regularly, from 4Q/2022	Vice-Rectors, Faculties, Academic Departments
2. <b>Internal communication of ethically problematic areas,</b> awareness of support and systemic solutions to crisis situations and negative phenomena in the workplace. Awareness of gender-based violence.	Information events, sseminars and discussions on the topic	Regularly	Vice-Rectors, Faculties, Departments

Abbreviations:

GEP – Gender Equality Plan

ZPSU – Zhytomyr Polytechnic State University

ML/PL – maternity/parental leave

R&D&I – Research & Development & Innovation









