



WARSAW 2022

# GENDER EQUALITY PLAN FOR THE BUILDING RESEARCH INSTITUTE

for 2022-2027

ATTACHMENT TO THE DIRECTOR  
OF THE BUILDING RESEARCH INSTITUTE  
(INSTYTUT TECHNIKI BUDOWLANEJ)  
ORDER NO. 23 OF JULY 7, 2022



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# INTRODUCTION

The Gender Equality Plan for the Building Research Institute (abbreviated as “Plan” or “GEP”) for 2022-2027 is a strategic document developed for the employees of the Institute.

Through the goals and aspirations included in this Plan, we aim to strengthen the pillars of the organisational culture of the Building Research Institute (hereinafter “ITB”) and include the areas of equality and diversity into the process of continuous improvement. Our priority is to strive for the Institute to be a fair workplace, free from gender bias and differences in the treatment of women and men in the field of scientific research and innovation, as well as a place free from any discrimination, enabling all employees to develop freely.

The steps proposed under the Gender Equality Plan have been defined in such a way as to correlate with the objectives and areas of activities already implemented at the Building Research Institute thanks to: Anti-Mobbing Policy, Code of Ethics, Corporate Social Responsibility Policy and Human Resources Development Policy, as well as in accordance with the Guidelines for implementing the principle of equal opportunities and non-discrimination, including accessibility for people with

disabilities and the principle of equal opportunities for women and men in the framework of European Union funds for 2014-2020.

The Gender Equality Plan for the Building Research Institute aligns with the provisions of the regulation establishing the Horizon Europe Framework Programme for 2021-2027, which supports measures contributing to gender equality and sets the principles for integrating the gender dimension into the content of scientific research and innovation. It also highlights the need to conduct a gender-oriented analysis in project proposals. GEP also meets the requirements of the European Commission's Directorate-General for Research and Innovation stipulating possession of a set of measures aimed at promoting gender equality. This obligation applies to all public entities, scientific units and higher education institutions applying for access to financial resources from the Horizon Europe program budget. The adoption of the Gender Equality Plan for the Building Research Institute is in line with the European Commission's Strategy for Gender Equality for 2020-2025, in which the priority is to ensure equal opportunities in the work environment ([\*Equality Strategy: Striving for a Union of\*](#)

[Equality 2020-2025](#)), and is also aligned with the UN Sustainable Development Goal No. 5 (SDG no. 5) – *Gender Equality and Women Empowerment*.

The Gender Equality Plan for the Building Research Institute was developed by the Committee for the preparation of the Gender Equality Plan, appointed by Decision No. 2 of the Director of the Building Research Institute of November 3, 2021, composed of: Aldona Kalinowska, MA - chairperson, members: Dorota Cebo, MA, Tomasz Kamiński, MA, Dorota Lewnau-Kober, MSc, Eng., Michał Piasecki, PhD, Eng., professor of the institute, Artur Piekarczyk PhD Eng., professor of the institute, Danuta Sobiecka, MA, Sebastian Wall PhD Eng.

### THE GENDER EQUALITY PLAN FOR ITB INCLUDES:

#### PART I.

Diagnosis, i.e. data analysis and its results,

#### PART II.

Determination of objectives, including metrics, indicators, target groups and the order of actions.

Thematic areas which are covered by GEP:

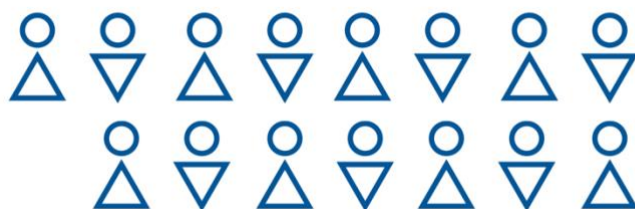
- organisational culture and work-life balance,
- gender balance at the managerial and decision-making level,
- gender equality in the recruitment and career development process,
- inclusion of the gender dimension into research and educational content,

- prevention of gender-based violence, including sexual harassment.

Objectives identified during the development of the GEP for the Building Research Institute:

- spreading the idea of equality and diversity and supporting the work-life balance of employees,
- sustainable equal gender representation in decision-making bodies,
- optimising recruitment processes and career development,
- broadening the social significance of research, greater understanding of the diverse human needs; strengthening scientific excellence and gender balance in research project teams,
- increasing awareness of gender equality, gender bias and creating anti-discrimination mechanisms.

The above-mentioned objectives will be achieved through the following action Plan, and their implementation and effectiveness will be monitored using specific indicators.



<p><b>OBJECTIVE</b></p> <p><b>AREA</b></p>	<p>Organisational culture and work-life balance</p>	<p>Gender balance at the managerial and decision-making levels</p>	<p>Gender balance in the recruitment and professional career development</p>	<p>Integrating the gender dimension into research and educational content</p>	<p>Prevention of gender-based violence, including sexual harassment</p>
<p>Spreading the idea of equality and diversity and supporting the work-life balance of employees</p>	<p>X</p>	<p>X</p>	<p>X</p>		
<p>Sustainable equal gender representation in decision-making bodies</p>		<p>X</p>	<p>X</p>		
<p>Optimisation of recruitment processes and career of development</p>	<p>X</p>	<p>X</p>			
<p>Expanding the social relevance of research, greater understanding of the people's diverse needs; strengthening scientific excellence and gender balance in research project teams</p>				<p>X</p>	
<p>Increasing awareness of gender equality, gender bias and creating anti-discrimination mechanisms</p>			<p>X</p>		<p>X</p>

Table 1.

# PART I. DIAGNOSIS

The starting point for the diagnosis was the collection of data on the employment structure, analysing gender proportions in various units of the Institute and the distribution of functions performed by employees. Gender ratios in research project teams and recruitment

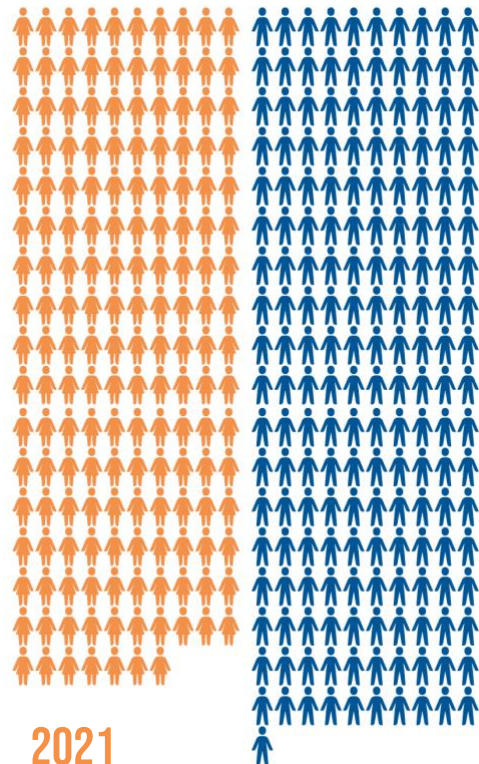
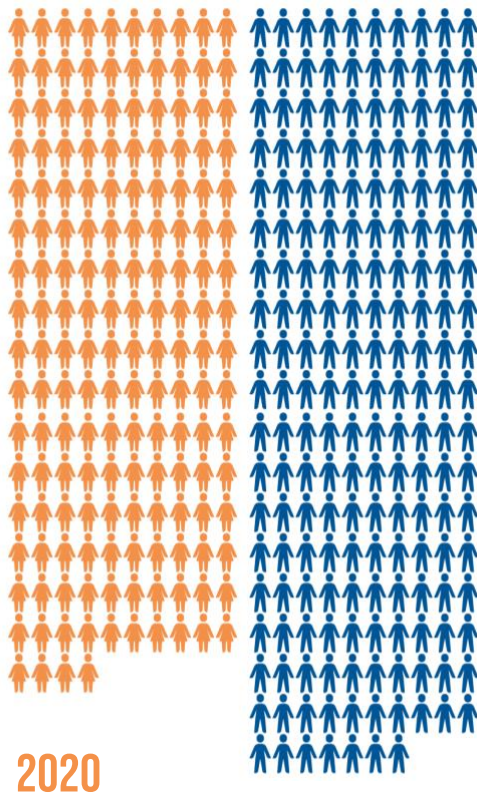
teams were also examined. The path of scientific advancement and academic degrees obtained by the employees of the Building Research Institute were also taken into account. The data pertains to the years 2020-2021.

## EMPLOYMENT

Gender ratio analysis:

2020					2021				
W <sup>1</sup>	M <sup>2</sup>	Σ	W%	M%	W	M	Σ	W%	M%
164	187	351	46.72	53.28	167	181	348	47.99	52.01

Table 2. Total employment at ITB – state as at 31 December.

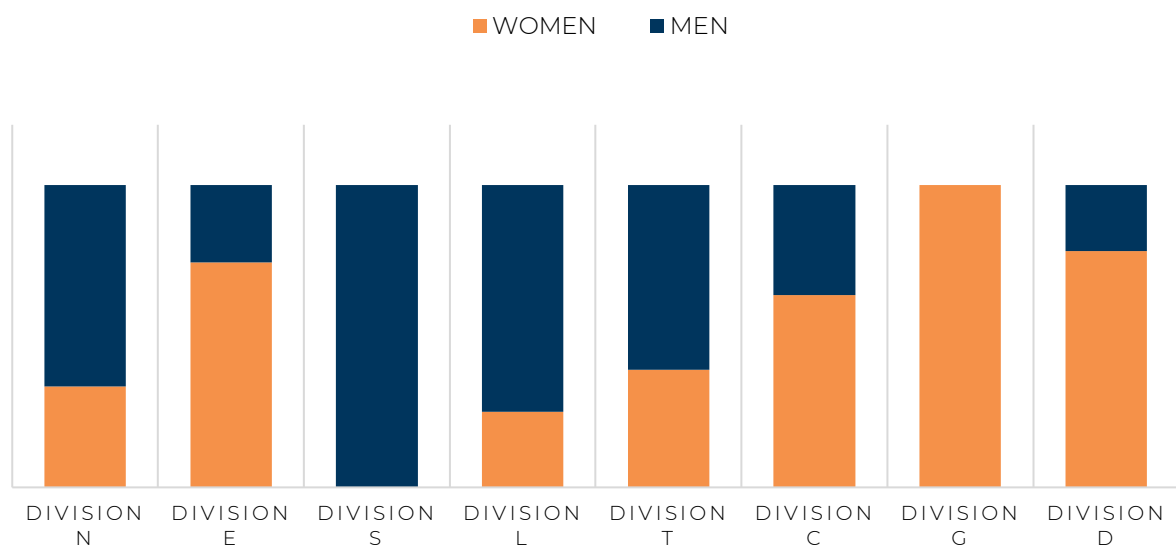


<sup>1</sup> W - Women  
<sup>2</sup> M - Men

DIVISION	W	M	Σ	W%	M%
Division N	54	108	162	33.33	66.67
Division E	32	11	43	74.42	25.58
Division S*	0	1	1	0.00	100.00
Division L	2	6	8	25.00	75.00
Division T	28	44	72	38.89	61.11
Division C	7	4	11	63.64	36.36
Division G	19	0	19	100.00	0.00
Division D	25	7	32	78.13	21.87

Table 3. Total employment broken down by divisions – state as at 31 December 2021.

\* one-person division

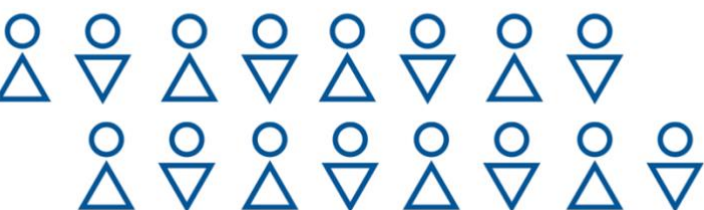




	2020					2021				
	W	M	Σ	W%	M%	W	M	Σ	W%	M%
<b>Division N</b>	52	106	158	32.91	67.09	54	108	162	33.33	66.67
<b>Division E</b>	33	12	45	73.33	26.67	32	11	43	74.42	25.58
<b>Division L</b>	1	6	7	14.29	85.71	2	6	8	25.00	75.00
<b>Division S*</b>	0	1	1	0.00	100.00	0	1	1	0.00	100.00
<b>Division D</b>	1	0	1	100.00	0.00	1	0	1	100.00	0.00
	<b>87</b>	<b>125</b>	<b>212</b>	<b>41.04</b>	<b>58.96</b>	<b>89</b>	<b>126</b>	<b>215</b>	<b>41.40</b>	<b>58.60</b>

Table 4. Analysis of gender ratios in scientific-research units divided into divisions – as of 31 December.

\* one-person division





Analysis of gender ratio in scientific-research Departments

a) division N – Deputy Director for Research and Innovation

	2020					2021				
	W	M	Σ	W%	M%	W	M	Σ	W%	M%
<b>NZE</b>	5	16	21	23.81	76.19	5	17	22	22.73	77.27
<b>NZF</b>	16	14	30	53.33	46.67	17	13	30	56.67	43.33
<b>NZK</b>	12	36	48	25.00	75.00	13	36	49	26.53	73.47
<b>NZM</b>	13	9	22	59.09	40.91	13	9	22	59.09	40.91
<b>NZP</b>	6	30	36	16.67	83.33	6	32	38	15.79	84.21
	<b>52</b>	<b>105</b>	<b>157</b>	<b>33.12</b>	<b>66.88</b>	<b>54</b>	<b>107</b>	<b>161</b>	<b>33.54</b>	<b>66.46</b>

Table 5.

b) division E – Deputy Director for Technical Assessment and European Harmonisation

	2020					2021				
	W	M	Σ	W%	M%	W	M	Σ	W%	M%
<b>EC</b>	14	11	25	56.00	44.00	14	10	24	58.33	41.67
<b>EJ</b>	17	1	18	94.44	5.56	16	1	17	94.12	5.88
<b>EQ</b>	1	0	1	100.00	0.00	1	0	1	100.00	0.00
	<b>32</b>	<b>12</b>	<b>44</b>	<b>72.73</b>	<b>27.27</b>	<b>31</b>	<b>11</b>	<b>42</b>	<b>73.81</b>	<b>26.19</b>

Table 6.

c) division L – Head of Laboratory Team

	2020					2021				
	W	M	Σ	W%	M%	W	M	Σ	W%	M%
<b>LN</b>	0	1	1	0.00	100.00	0	1	1	0.00	100.00
<b>LPO</b>	0	5	5	0.00	100.00	1	5	6	16.67	83.33
	<b>0</b>	<b>6</b>	<b>6</b>	<b>0.00</b>	<b>100.00</b>	<b>1</b>	<b>6</b>	<b>7</b>	<b>14.29</b>	<b>85.71</b>

Table 7.

In the case of the analysis of total human resources, regarding the number of women and men working at ITB in 2020-2021, there is a slight advantage of a few percentage points, i.e. in 2020: 6.56%, and in 2021: 4.02% in favour of men (Table 2 and 3). The disproportion is not significant, however, in the analysis of gender ratios in organisational divisions indicated in Tables 2, 3, 4, 6, a noticeable male advantage is observed in scientific-research departments, while women dominate in administration.

In the scientific-research departments of the Deputy Director for Research and Innovation (N) in 2020, there were 105 men and 52 women employed, accounting for 66.88% and 33.12% respectively; and in 2021 – 107 men and 54 women, representing 66.46% and 33.54% respectively (Table 5).

In the departments under the Head of the Laboratories Department (L), the disproportion is even greater: in 2020, 6 men were employed, only in 2021 did 1 woman join the group of the L division (Table 7). These differences may stem from the specific nature of the field of civil engineering and transportation and the character of the construction industry.

The reverse proportion is noticeable in the scientific-research departments of the division managed by Deputy Director for Technical Assessment and European Harmonisation (E), where, in 2020, women constituted 72.73% and men 27.27% of the personnel; the situation did not change much in 2021, when the ratio was 73.81% to 26.19% (Table 6).



## MANAGERIAL POSITIONS AT ITB

Management of the Institute

Organisational bodies and units		W	M	Σ	W%	M%	
Bodies	Director	0	1	1	0.00	100.00	
	Scientific Council	7	32	39	17.95	82.05	
Organisational units	Independent positions in the Institute's management	Deputy Director	2	1	3	66.67	33.33
		Scientific Secretary	0	1	1	0.00	100.00
		Plenipotentiary	0	1	1	0.00	100.00
		Chief Accountant	1	0	1	100.00	0.00
		Head of the Laboratory Team	1	0	1	100.00	0.00
		<b>11</b>	<b>36</b>	<b>47</b>	<b>23.40</b>	<b>76.60</b>	

Table 8. – state as at December 31, 2021.



Managerial functions and gender ratios in scientific-research units

	2020					2021				
Managers	W	M	Σ	W%	M%	W	M	Σ	W%	M%
Division N	3	2	5	60.00	40.00	3	2	5	60.00	40.00
Division E	2	0	2	100.00	0.00	2	0	2	100.00	0.00
Division L	1	0	1	100.00	0.00	1	0	1	100.00	0.00
	<b>6</b>	<b>2</b>	<b>8</b>	<b>75.00</b>	<b>25.00</b>	<b>6</b>	<b>2</b>	<b>8</b>	<b>75.00</b>	<b>25.00</b>

Table 9.

2020, 2021 – MANAGERS – SCIENTIFIC-RESEARCH UNITS



	2020					2021				
Managerial positions	W	M	Σ	W%	M%	W	M	Σ	W%	M%
Division N	10	16	26	38.46	61.54	8	15	23	34.78	65.22
Division E	6	3	9	66.67	33.33	6	3	9	66.67	33.33
Division L	1	2	3	33.33	66.67	1	2	3	33.33	66.67
	<b>17</b>	<b>21</b>	<b>38</b>	<b>44.74</b>	<b>55.26</b>	<b>15</b>	<b>20</b>	<b>35</b>	<b>42.86</b>	<b>57.14</b>

Table 10.

2020 – MANAGERIAL POSITIONS

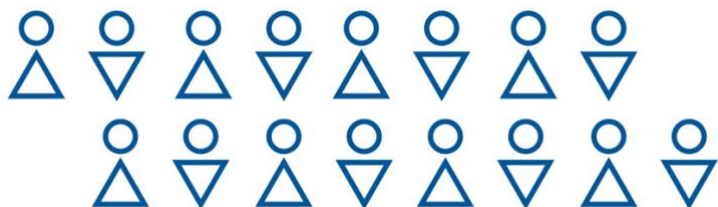


2021 – MANAGERIAL POSITIONS



In the scientific-research departments, the role of the department manager was predominantly held by women in the years 2020-2021, with a ratio of 75% to 25% (Table 9), while other managerial functions (heads of departments, laboratories, teams) were distributed in 2020 in the following proportions: 44.74% women to 55.26% men, and in 2021, 42.86% were women and 57.14% men (Table 10).

In the management structure of the Institute (Table 8) in 2021, there was a significant predominance of men (76.60% with 23.40% participation of women). It is worth noting, however, that the director and their deputies are appointed – in accordance with the Act on Research Institutes (Journal of Laws No. 96, item 618 of 30.04.2010) – by the supervising minister. They are also authorised to appoint the Scientific Council of the Building Research Institute.





## POSITIONS, ACADEMIC RANKS AND CAREER DEVELOPMENT PATH AT ITB

Academic staff of the Institute: assistant, assistant professor, professor of the Institute, professor, post-doc (postdoctoral position)

	2020					2021				
Position	W	M	Σ	W%	M%	W	M	Σ	W%	M%
Assistant	3	6	9	33.33	66.67	2	4	6	33.33	66.67
Assistant Professor	8	16	24	33.33	66.67	9	16	25	36.00	64.00
Professor of the institute	2	7	9	22.22	77.78	2	8	10	20.00	80.00
Professor	1	3	4	25.00	75.00	1	3	4	25.00	75.00
Post-doc	--	--	--	--	--	1	0	1	100.00	--
	<b>14</b>	<b>32</b>	<b>46</b>	<b>30.43</b>	<b>69.57</b>	<b>15</b>	<b>31</b>	<b>46</b>	<b>32.61</b>	<b>67.39</b>

Table 11.

Academic ranks

	2020					2021				
Academic rank	W	M	Σ	W%	M%	W	M	Σ	W%	M%
Doctor of economic sciences/technical sciences/engineering and technical sciences	14	33	47	29.79	70.21	15	31	46	32.61	67.39
Associate professor	3	10	13	23.08	76.92	3	10	13	23.08	76.92
	<b>17</b>	<b>43</b>	<b>60</b>	<b>28.33</b>	<b>71.67</b>	<b>18</b>	<b>41</b>	<b>59</b>	<b>30.51</b>	<b>69.49</b>

Table 12.





Promotions

a) scientific positions

	2020		2021	
Promotion to the position	W	M	W	M
assistant professor → professor of the institute	0	2	0	1
assistant → assistant professor	-	-	1	2
specialist Eng.-technical → assistant	0	1	-	-
	<b>0</b>	<b>3</b>	<b>1</b>	<b>3</b>

Table 13.

b) other positions

	2020		2021	
Promotion to the position	W	M	W	M
specialist Eng.-technical → senior specialist Eng.-technical	2	2	4	12
specialist in → senior specialist in	2	1	9	2
senior specialist Eng.-technical chief → specialist Eng.-technical	2	0	6	12
senior specialist in → chief specialist in	6	0	3	2
technician → senior technician	0	1	-	-
senior technician → specialist Eng.-technical	-	-	0	2
	<b>12</b>	<b>4</b>	<b>22</b>	<b>30</b>

Table 14.

In 2020-2021, the majority of promotions to scientific positions (Table 13) at the Institute were granted to men (6 men, 1 woman). In 2020, the ITB Scientific Council awarded a doctoral degree in engineering and technical sciences in the field of civil engineering and transport to one woman and one man.

In 2021, the academic degree of doctor was awarded to 6 employees of the Institute, all of whom were men.

Analysing promotions to other positions in the years 2020-2021 (Table 14), we observe an equal proportion of 34 men and 34 women.

## PARTICIPATION IN NATIONAL AND INTERNATIONAL RESEARCH PROJECTS

Participation in domestic and foreign R&D projects				
	2020		2021	
	W	M	W	M
CAV	1	3	1	3
LIFE Ceplafib	7	3	3	1
SRKB	2	1	2	1
OPUS 19	-	-	1	2
Metabuilding Labs	-	-	2	6
	<b>10</b>	<b>7</b>	<b>9</b>	<b>13</b>

Table 15.

R&D Project Managers				
	2020		2021	
	W	M	W	M
CAV	1	-	1	
LIFE Ceplafib	1	-	1	
SRKB	1	-	1	
OPUS 19	-	-		1
Metabuilding Labs	-	-		1
	<b>3</b>	<b>0</b>	<b>3</b>	<b>2</b>

Table 16.

The ratios of women and men participation in national and international R&D projects were as follows: in 2020, approx. 60% of women and approx. 40% of men, while 2021 reversed these proportions, i.e. approx. 60% of men and approx. 40% of women (Table 15).

In 2020, the positions of project managers were exclusively held by women, while in 2021 the proportion was 60% women and 40% men (Table 16).



## COMPOSITIONS OF RECRUITMENT TEAMS

	2020				
composition of the committee	W	M	Σ	W%	M%
recruitment for					
DP	2	2	4	50.00	50.00
LPO	2	2	4	50.00	50.00
NZE	4	1	5	80.00	20.00
NZF	3	1	4	75.00	25.00
NZK	2	1	3	66.67	33.33
NZM	2	0	2	100.00	0.00
NZM	3	0	3	100.00	0.00
NZP	2	2	4	50.00	50.00
OMT	2	1	3	66.67	33.33
OWT	1	1	2	50.00	50.00
TA	1	2	3	33.33	66.67
TA	2	1	3	66.67	33.33
TA	4	1	5	80.00	20.00
	<b>30</b>	<b>15</b>	<b>45</b>	<b>66.66</b>	<b>33.33</b>

Table 17.

	2021				
composition of the committee	W	M	Σ	W%	M%
recruitment for					
BHP	3	0	3	100.00	0.00
BHP	2	0	2	100.00	0.00
CM	2	1	3	66.67	33.33
LPO	2	1	3	66.67	33.33
NZE	5	1	6	83.33	16.67
NZK	1	1	2	50.00	50.00
NZP	1	2	3	33.33	66.67
OM	3	2	5	60.00	40.00
TA	2	1	3	66.67	33.33
	<b>21</b>	<b>9</b>	<b>30</b>	<b>70.00</b>	<b>30.00</b>

Table 18.

The gender ratios in the composition of recruitment committees in 2020 were at the level of 66.66% to 33.33%, and in 2021 – 70% to 30% in favour of women and remain relatively stable (Table

17 and 18). This tendency may be due to the customary predominance of women in support departments, including the

Human Resource Management  
Department.

## TEAMS PERFORMING ADVISORY, OPINION-FORMING AND COORDINATING FUNCTIONS

2021					
Body	W	M	Σ	W%	M%
Information Security Committee	4	3	7	57.14	42.86
Collegium	7	10	17	41.18	58.82
Disciplinary Committee	1	6	7	14.29	85.71
Impartiality Committee	4	4	8	50.00	50.00
	<b>16</b>	<b>23</b>	<b>39</b>	<b>41.03</b>	<b>58.97</b>

Table 19. – state as at December 31, 2021.

In 2021, 58.97% of functions in advisory, opinion-forming and coordinating teams were assigned to men and 41.03% to women (Table 19).



# PART II. OBJECTIVES, ACTIONS AND INDICATORS

## AREAS OF ACTIVITY:

### 1. ORGANISATIONAL CULTURE AND WORK-LIFE BALANCE

**Objective:** Spreading the idea of equality and diversity and supporting the work-life balance of employees

**Action 1.1:** Periodic surveys on the perception of the working environment climate. Data collection and analysis

Metrics	Indicators	Target groups	Order of action	Division of responsibilities
Number of questionnaires surveys carried out	Preparing, conducting and processing the results of at least two surveys per year	ITB Employees	Questionnaire preparation	Human Resource Management Department  Gender Equality Team / position tasked with counteracting discrimination
Number of employees with a chance to comment on the working environment	Completion of questionnaires by at least 90% of employees		Conducting the survey	
	Annual publication of research results		Data analysis	
			Publication of conclusions resulting from the survey	

Table 20.



## GENDER EQUALITY PLAN FOR THE BUILDING RESEARCH INSTITUTE FOR 2022-2027

**Action 1.2:** Communication activities: posting information on GEP and equality issues on the internal ITB website, creation of a repository on the website containing training materials; descriptions and promotion of good practices.

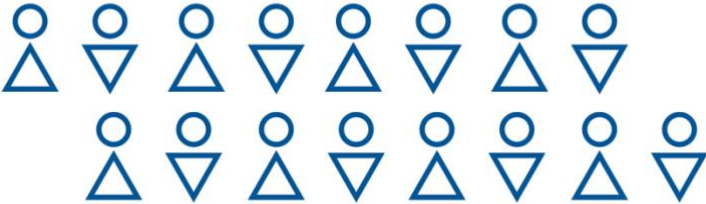
Metrics	Indicators	Target groups	Order of action	Division of responsibilities
<p>Number of communication channels</p> <p>Number of employees familiar with equality and anti-discrimination content</p> <p>Number of materials uploaded into the repository</p>	<p>Creation of a minimum of two communication channels, including the creation of a repository for internal website (intranet) called Portal Wewnętrzny (PW) in 2022</p> <p>Verification of the validity of the information contained in the repository - every six months</p> <p>Issuance of a notice with new or reminder information on equality issues – at least once a year</p> <p>Monitoring the number of views/publications through bulletin boards on the internal website</p>	<p>ITB Employees</p>	<p>Preparation of a communication strategy associated with GEP</p> <p>Gathering materials related to good practices</p> <p>Publishing of training and information materials from the EC and/or MEiN (Ministry of Education and Science) on the internal website</p> <p>Development of materials promoting the principles of equality and diversity</p>	<p>Human Resource Management Department</p> <p>Gender Equality Team / position tasked with counteracting discrimination</p>

Table 21.

**Action 1.3:** Opportunity to set individual working time, remote work, task-based working time, etc.

Metrics	Indicators	Target groups	Order of action	Division of responsibilities
Number of people using employment forms which facilitate combining work and home responsibilities	Annual information on the number of requests submitted by employees for individual working time, remote work, task-based working time, etc.	ITB Employees	Ongoing processing of employees' applications for individual working time, remote work, task-based working time, etc.	members of ITB management  Human Resource Management Department

Table 22.



**2. GENDER BALANCE AT MANAGERIAL AND DECISION-MAKING LEVEL**

**Objective:** Sustainable equal gender representation in decision-making bodies

**Action 2.1:** Development of recommendations on gender equality in decision-making bodies and teams.

Metrics	Indicators	Target groups	Order of action	Division of responsibilities
Development of recommendations on gender equality in decision-making bodies and teams.	Implementation of the recommendation by the end of 2022	ITB Employees	Development of recommendations by the Gender Equality Team	Gender Equality Team

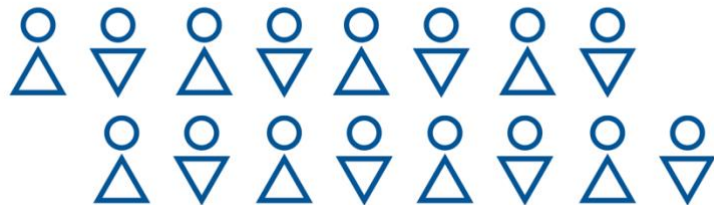
Table 23.



**Action 2.2:** Formulation and implementation of recommendations for entrusting the position of project manager or deputy project manager.

Metrics	Indicators	Target groups	Order of action	Division of responsibilities
Number of project managers/deputy project managers vs. number of women with the position of project manager/deputy project manager  Number of project managers /deputy project managers vs. number of men with the position of project manager/ deputy project manager	At least 40% of women  At least 40% of men	ITB researchers	Development of recommendations  Implementation into the PsG-01-02/A process  Monitoring once a year	Gender Equality Team  Research Works Financing Department

Table 24.



3. GENDER EQUALITY IN RECRUITMENT AND PROFESSIONAL CAREER DEVELOPMENT

**Objective:** Optimisation of recruitment processes and career development

**Action 3.1:** Optimisation of recruitment processes (internal and external recruitment) through clear and legible criteria, *onboarding* and development path.

Metrics	Indicators	Target groups	Order of action	Division of responsibilities
<p>Size of the gender employment gap</p> <p>Analysis of the composition of recruitment committees in terms of gender equality</p>	<p>Maintaining a balance of &gt;40÷50% employment of women and men</p> <p>Selection of members of recruitment committees in terms of experience and qualifications – while (if possible) maintaining gender equality</p> <p>This indicator focuses on the process, not the result. It illustrates the situation of the labour market in a given sector (industry)</p>	<p>Applicants</p> <p>Newly hired employees</p> <p>ITB Employees</p>	<p>Preparation of clear candidate profiles and announcements with a message – employer of equal opportunities</p> <p>At each stage (i.e. developing candidate evaluations and committee reports of all kinds of analyses, verifications and implementation), the method of non-discrimination, giving equal chances and opportunities is used</p> <p>Ongoing monitoring</p>	<p>Human Resource Management Department</p>

Table 25.

## GENDER EQUALITY PLAN FOR THE BUILDING RESEARCH INSTITUTE FOR 2022-2027

**Action 3.2:** Analysis of staff turnover in terms of gender.

Metrics	Indicators	Target groups	Order of action	Division of responsibilities
<p>Staff turnover in terms of gender and its causes</p> <p>New employee turnover (already at the <i>onboarding</i>* stage) and the reasons for this phenomenon</p>	<p>Turnover higher than 10% alerts of low job satisfaction and the lack of employee commitment</p>	<p>ITB Employees</p> <p>Newly employed persons</p>	<p>Ongoing analysis of employee movement inside or outside the organisation's structures</p> <p>Elucidation of the causes of staff turnover and possible preventive actions</p> <p>Global and sectoral labour market monitoring</p>	<p>Human Resource Management Department</p>

Table 26.

\**onboarding* - a series of activities aimed at the introduction of a newly employed person.



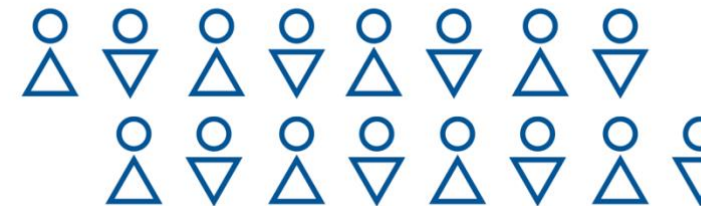


## GENDER EQUALITY PLAN FOR THE BUILDING RESEARCH INSTITUTE FOR 2022-2027

**Action 3.3:** Diagnosis of the needs of people returning to scientific work after parental leave on the part of the Institute.

Metrics	Indicators	Target groups	Order of action	Division of responsibilities
Number of respondents	100% of the target group	ITB employees – people returning to work from parental leave	Development of questions related to the needs of people returning from parental leave Feedback analysis Development of conclusions and indications for further proceedings Inclusion of results in the next version of GEP	Human Resource Management Department

Table 27.



**4. INTEGRATING THE GENDER DIMENSION INTO RESEARCH AND EDUCATIONAL CONTENT**

**Objective:** Expanding the social relevance of research, greater understanding of people's diverse needs; strengthening scientific excellence and gender balance in research project teams

Taking the gender perspective (dimension, gender aspect) into account when determining the scope and purpose of research, in decisions regarding the educational content, selection of the composition of research teams, target groups and research samples. Gender mainstreaming. Raising questions about who the research benefits and whether it will benefit women and men equally.

**Action 4.1:** Promotion of gender-equal teams carrying out scientific works and publications.

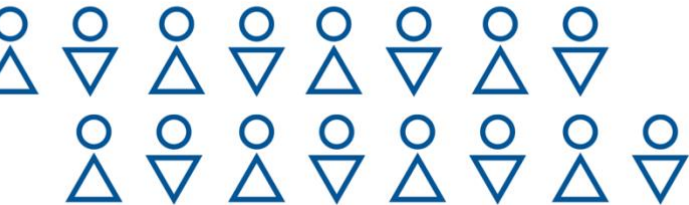
Metrics	Indicators	Target groups	Order of action	Division of responsibilities
Number of papers and scientific research publications carried out by gender-equal teams (involving women and men)	≥50% of research work ≥50% of scientific publications carried out by equal teams of researchers	ITB researchers	Development of recommendations for researchers  Publication of recommendations  Monitoring once a year	Gender Equality Team  ITB Scientific Secretary

Table 28.

**Action 4.2:** Formulation and implementation of recommendations for determining the composition of research project teams.

Metrics	Indicators	Target groups	Order of action	Division of responsibilities
Total number of team members /women in the team	At least 40% of women	ITB academic staff	Development of recommendations	Gender Equality Team
Total number of team members /men in the team	At least 40% of men		Implementation into the PsG-01-02/A process	Research Works Financing Department
			Monitoring once a year	

Table 29.



**5. PREVENTION OF GENDER-BASED VIOLENCE, INCLUDING SEXUAL HARASSMENT**

**Objective:** Increasing awareness of gender equality, gender bias and creating anti-discrimination mechanisms

**Action 5.1:** Conducting an information campaign and trainings, workshops and meetings related to disseminating knowledge about the forms of discrimination and ways to counteract them.

- a) raising awareness of stereotypes and eliminating prejudices,
- b) transferring knowledge about the principle of gender equality, sensitivity to areas and forms of discrimination,
- c) transfer of good practices and examples of effective implementation of the principles of equal opportunities,
- d) promoting a culture of *inclusion* at the Institute.

Metrics	Indicators	Target groups	Order of action	Division of responsibilities
Number of employees using information materials/total number of employees	>80% of employees	ITB Employees	Creating a space on the internal website where information and training materials will be collected - a repository	position tasked with counteracting discrimination
Number of employees attending trainings, workshops and meetings/total number of employees	Information campaign - twice a year		Informational actions	Human Resource Management Department
	At least one course/workshop/meeting per year on anti-discrimination for different groups of employees		Conducting trainings, workshops and meetings	

Table 30.

## GENDER EQUALITY PLAN FOR THE BUILDING RESEARCH INSTITUTE FOR 2022-2027

**Action 5.2:** Establishment of the Gender Equality Team at the Building Research Institute.

Metrics	Indicators	Target groups	Order of action	Division of responsibilities
<p>Established Gender Equality Team</p> <p>Implementation of actions assigned to the team</p>	<p>Established and functioning Gender Equality Team</p> <p>Annual progress report</p>	<p>ITB Employees</p>	<p>Establishment of the Gender Equality Team</p> <p>Defining the team's responsibilities</p> <p>Annual publication of the report</p>	<p>Director of ITB</p> <p>Human Resource Management Department</p> <p>Gender Equality Team</p>

Table 31.



## GENDER EQUALITY PLAN FOR THE BUILDING RESEARCH INSTITUTE FOR 2022-2027

**Action 5.3:** Establishment of a position tasked with counteracting discrimination and preparation of channels for reporting cases of sexual harassment and discriminatory practices.

Metrics	Indicators	Target groups	Order of action	Division of responsibilities
<p>Establishment of a position tasked with counteracting discrimination**</p> <p>Number of people familiar with the activities of the position tasked with counteracting discrimination</p>	<p>Creating a safe channel for reports on discrimination</p> <p>At least 80% of employees aware of the activities a position tasked with counteracting discrimination</p>	<p>ITB Employees</p>	<p>Establishing the position tasked with counteracting discrimination</p> <p>Creating a secure reporting channel</p> <p>Keeping a register of reports</p> <p>Undertaking improvement activities</p>	<p>Director of ITB</p> <p>Human Resource Management Department</p> <p>position tasked with counteracting discrimination</p>

Table 32.

\*\* the position tasked with counteracting discrimination at the ITB (in the structure of the HR Department), among others, handles all issues related to the implementation and monitoring of equality problems, prevention of discrimination and support for victims. It promotes and disseminates the issues of equal treatment and anti-discrimination standards, collects data on unequal and unfair treatment, prepares systemic solutions (strategies) and methods for preventing such situations in the future. It is responsible for the informational campaign. It receives cases and complaints about discrimination. It conducts investigations and issues opinions on reported cases of discrimination. It presents the results of its activities on the management review, monitors the implementation of the adopted indicators, requests possible changes in the GEP.



**Action 5.4:** Development of an “Anti-discrimination Guidebook” to mitigate the risks of conflicts in the workplace, together with a description of the procedure to be followed by victims of discrimination.

Metrics	Indicators	Target groups	Order of action	Division of responsibilities
Development of the “Anti-discrimination Guidebook”	Publication of the guidebook on the internal website	ITB Employees	Development of the guidebook Publication of the guidebook	position tasked with counteracting discrimination

Table 33.



# SUMMARY

The Gender Equality Plan for the Building Research Institute was developed by the Gender Equality Plan Preparation Committee in accordance with four mandatory requirements, which are:

1. dissemination among the employees and publication – on the Institute's website at [www.itb.pl](http://www.itb.pl) – of the Gender Equality Plan approved and signed by the Director for the Building Research Institute,
2. appointing a Gender Equality Team and a position tasked with counteracting discrimination (dedicated human resources),
3. implementation of information collection and analysis system by the established structures; preparation of internal acts; promotion and dissemination of equality and anti-discrimination issues and development of strategies,
4. planning training cycles – equality events that will contribute to building the Institute's potential. Awareness-raising activities will include courses in the promotion of equality, as well as raising awareness of sexual harassment and other forms of gender discrimination.

Equality and diversity are values that contribute to the quantitative and qualitative improvement of scientific research, strengthening the condition of scientific units and supporting scientific excellence. They enable one respect individual beliefs, rights and ambitions of all employees of the Institute. They are an inalienable element of a safe and friendly working environment.

It is with this conviction that this Gender Equality Plan has been prepared for the Building Research Institute.

This document will be evaluated and modified accordingly in 2025.



# SOURCES

## DOCUMENTS OF THE EUROPEAN COMMISSION:

- Statement from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions of 5.03.2020: [Equality Strategy: Striving for a Union Equality 2020 – 2025](#) ;
- [Regulation \(EU\) 2021/695 of European Parliament and the Council of 28. 04.2021 establishing Horizon Europe – the Framework Programme for Research and Innovation](#);
- [Gender Equality, A Strengthened Commitment in Horizon Europe, June 2021](#);
- [Annotated Model Grant Agreement Horizon Europe – July 2021](#);
- [Horizon Europe, Programme Guide, version 1.1, 19 July 2021](#);
- [Horizon Europe Guidance on Gender Equality Plans \(GEPs\), wrzesień 2021](#);
- [A new ERA \(European Research Area\) for Research & Innovation](#);
- [She Figures 2021](#);

## MEiN (MINISTRY OF EDUCATION AND SCIENCE) DOCUMENTS:

- [Gender equality plans in Horizon Europe – a guidebook for Polish scientific institutions, MEiN and the Information Processing Centre of the National Research Institute](#)

## ITB DOCUMENTS:

- Anti-Mobbing Policy of the Building Research Institute:
  - Order No. 44 of the Director of ITB dated 17.11.2015 on the implementation of the Anti-Mobbing Policy at ITB;
  - Circular letter No. 1/2020 of the ITB Director of 27.01.2020 on counteracting mobbing in the workplace;
- Code of Ethics of the Building Research Institute;
- Social Responsibility Policy of the Building Research Institute;
- Human Resources Development Policy of the Building Research Institute;
- Guidelines defining the scope of the implementation of the Human Resources Development Policy at ITB.