

GENDER EQUALITY PLAN



Table of Contents

I	Preamble	1
1	Process	1
2	Organizational Integration	1
2.1	Gender Representatives	1
2.2	Gender Inbox	2
3	Data Analysis	2
3.1	Recruiting	2
3.2	Career Development	3
3.3	Work-Life Balance	3
3.4	Further Training Courses	3
3.5	Organizational Culture & Work-Life Balance	4
3.6	Gender Balance in Leadership and Management	4
4	Resources and Budget	4
5	Measures of the Equality Plan	5

Research Center Pharmaceutical Engineering GmbH
Inffeldgasse 13 / 8010 Graz, Austria

I Preamble

At RCPE we live diversity. Based on the principle that equal opportunities must exist regardless of gender, sexual orientation, age and religion, RCPE takes proactive measures to balance the gender ratio of its staff. Since a low percentage (about 20%) of female students in engineering is a reality in Austria, specialized recruitment strategies are particularly important. In recent years, RCPE has actively pursued to hire female researchers and has implemented programs, such as flexible working hours, part-time employment, telecommuting, daycare and flexible daycare to support its employees, especially women in their professional development.

RCPE enforces the use of gender-neutral language in company presentations, profiles, job postings or information materials. Through the recruitment and integration of female junior staff, especially in the R&D area, RCPE has 43% of female scientists (FTE, as per Dec 31, 2021), which demonstrates the success of its policy.

RCPE´s Gender Equality Plan addresses gender equality issues and consolidates our position on this important societal target.

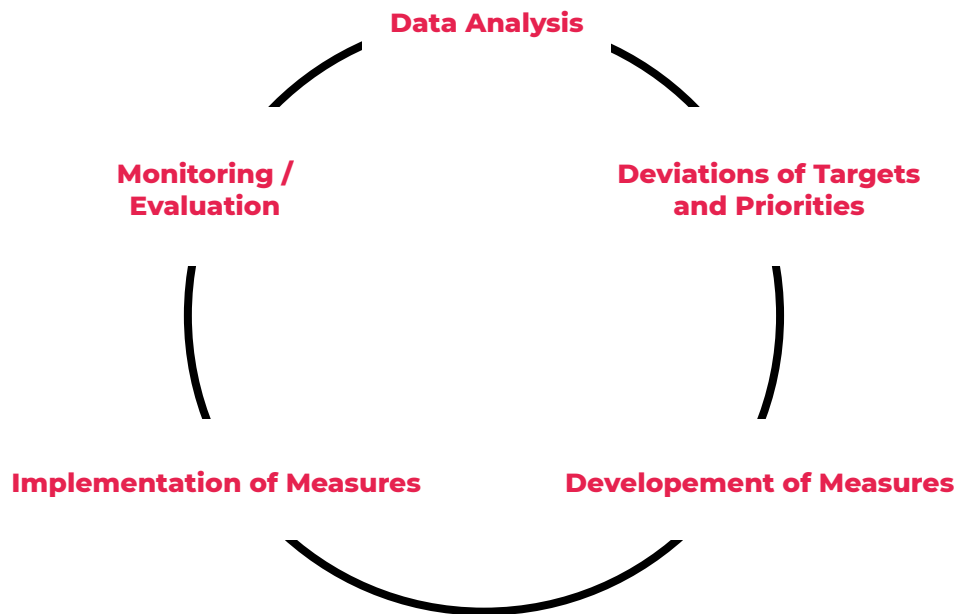
The Gender Equality Plan (GEP) aims to:

- > Conduct an impact assessment of procedures and practices to identify gender bias issues
- > Identify and implement innovative strategies to address any biases that may exist
- > Establish goals and monitor progress against indicators

Inspiration and guidance for the development of this GEP was taken from the European Commission “Horizon Europe Guidance on Gender Equality Plans”.

1 Process

An iterative process has been established to implement RCPE's gender equality strategy and policies.



This process ensures that:

- > RCPEs gender strategy is based on quantitative and qualitative analyses,
- > Equality-oriented goals are formulated in a participatory process,
- > Measures and instruments derived from them are implemented,
- > The efficiency of the instruments and the degree to which the goals are achieved are regularly evaluated,
- > Deviation and cause-analyses are developed and
- > Results of this evaluation are communicated transparently to the organisation and its employees.

2 Organizational Integration

The following measures are undertaken for effective and continuous implementation of gender equality policy.

2.1 Gender Representative

The gender representative is a management level employee appointed by the management. (CEOs, Executive Board). The function of the gender representative includes the following tasks:

- > Developing RCPE´s gender strategy with goals and measures within the framework of the gender equality plan together with departments involved and the leadership team, and finalizing it with RCPE´s CEOs
- > Quantitative and qualitative analysis of gender disaggregated data and gender equality indicators
- > Organisation of internal and external trainings and workshops on gender equality
- > Participation in events and representation of RCPE in gender issues
- > Communicating gender issues in close coordination with the Head of Marketing & PR

2.2 Gender Inbox

All employees should have a simple and easily accessible way to express their views on gender-related issues. Two structures have been established for this purpose:

- > Gender email inbox: Maintained by the gender representative
- > "Mailbox" for anonymous suggestions/complaints via in-house mail to the gender representatives

3 Data Analysis

Unless otherwise stated, the analysis is based on the period from January 1 to December 31 2021, or as of December 31, 2021.

Because legal assignment of a non-binary gender („diverse“) requires a lengthy process and is not actually available to all people who identify as non-binary, as well as the fact that non-binary individuals may not identify as „diverse“, employee self-assignment would be desirable. The first step is to collect personnel data offering three options: „men“, „women“ and „other“, beginning in 2022. To this end, a survey of staff will be conducted to indicate their preferred category.

As of December 31, 2021, RCPE employed **136** staff (head count) / **100.94** FTEs, of which **49%** are female. The ratio women/men have remained relatively stable in recent years.

3.1 Recruiting

Number of candidates applying for job positions between July 1st 2021 and Dec. 31st, 2021:

Female: **21**

Male: **54**

	Recruited	Success Rate*
Female	2	9.52%
Male	1	1.85%

**Ratio of applications to recruitment*

Number of candidates recruited for PhD positions between July 1st 2021 and Dec. 31st, 2021:

Female: **1**

Male: **0**

3.2 Career Development

Occupational Level	Female (Headcount)	Male (Headcount)
Management	3	5
Area Leader	3	5
Key Researcher	4	0
Principal Scientists	1	6
Senior Scientist	13	18
Junior Scientist	17	15
Technician	5	10
Student Employee	7	3
Administration	14	7

Age	Female (%)	Male (%)
≤ 25	6.62	2.21
26 - 35	21.32	31.62
36 - 45	13.97	9.56
46 - 55	5.88	6.62
≥ 55	1.47	0.73

3.3 Work-Life Balance

Number of staff who took parental leave in 2021:

Female: **4**

Male: **5**

3.4 Further Training Courses

For the period Jan 01 2021 until Dec 31, 2021, **€43,223** were paid for further training measures, of which **39.39%** for further training measures were requested by women.

Number of trainings attended by Dec 31, 2021:

Female: **13**

Male: **20**

3.5 Organization Culture & Work-Life Balance

In recent years, RCPE has continuously adapted its internal structures, not for economic reasons, but to offer better work-life balance to its employees and to respond to demographic changes in the workforce. A key approach to ensuring such a work-life balance is to offer various forms of flexible working hours at RCPE. Employees are offered a flextime model where they have the possibility to adjust their working hours to their personal needs, with different reasons (childcare, other care obligations, education, or even personal preferences, health reasons or others) applying equally.

Currently more than **53.68%** of RCPE´s employees work part-time and only **46.32%** full-time. The average weekly working hours are **26.27** for female employees and **33** for male employees.

The average age of RCPE´s employees is **35.14** years, with **35.51** years for females and **34.78** years for males.

As far as the extent of working hours is concerned, official figures show that around 79% of all part-time employees in Austria were female in 2021. In the same year, almost 50% of women were employed part-time. At RCPE, **64%** of part-time employees were female in the same year (less than the Austrian average), but **70%** of women were employed part-time. Of the male employees, **38%** worked part-time. Due to the gender-specific division of labor and the unequal division of reproductive work, full-time employment is not equally possible for all employees in terms of their care responsibilities.

Of the currently **136** employees, **15** have been with RCPE for **more than ten years**, or **11%** of all employees. This is a clear sign that the work culture in the company favors the individual work-life balance of the employees.

3.6 Gender Balance in Leadership and Management

As an SME with 136 employees, RCPE has a rather flat hierarchy. Divided into four research areas, the respective leaders of the areas together with the scientific and managing director, two key researchers, the director of public funding, and the head of human resources /diversity constitute the leadership team, the main decision-making body of the organisation. Currently, the leadership team consists of **9 males and 5 females**. 2 of the 13 members of the leadership team are parents with caregiving responsibilities.

In the leadership team, decisions and measures affecting all employees are always considered from the perspective of work-life balance and gender equality, considering the different realities of employees' lives, not only in terms of gender, but also in terms of age, health, and care responsibilities.

4 Resources and Budget

The organisation provides the gender representative with an annual budget based on the action plan as well as the necessary resources (personnel, space and material costs). In addition, employees are enabled to participate in gender training and other gender activities.

5 Measures of the Equality Plan

The impact of the following measures will be evaluated in Q4/2023. Planning for the subsequent two-year planning and implementation phase for 2024 and 2025 will be based on the results of this evaluation.

The measures of the equality plan can be viewed on RCPE´s intranet and, in addition to details on the individual measures, contains in particular information on the departments and/or groups of persons responsible for implementation. This form of presentation creates clarity about responsibilities and gives employees the opportunity to actively demand implementation from those responsible.

Objective 1 - Organizational Culture

Goal: Anchoring gender equality in corporate culture and raising awareness

Measure: Communication of Gender Equality Plan to all employees

Responsible: Head of Human Resources, Gender Representative

Implementation Period: Q1 2022

Objective 2 - Work-Life Balance

Goal: Support for paternity leave and part-time leave for fathers

Measure: Marginal employment as well as the possibility of returning from part-time to full-time employment

Responsible: Head of Human Resources, Gender Representative

Implementation Period: Q2 2022

Objective 3.1 - Gender Balance in Leadership and Management

Goal: Provide decision-makers with targeted gender training

Measure: Conceptualization of a training on the topic of equality, gender & diversity for the leadership team

Responsible: Head of Human Resources, Gender Representative

Implementation Period: Q3 2022 - Q2 2023

Objective 3.2 - Gender Balance in Leadership and Management

Goal: Increasing the proportion of women in middle and senior project management

Measure: Inclusion of equality-related KPIs in the management target agreement

Responsible: CEOs, Leadership Team, Head of Human Resources, and Gender Representative

Implementation Period: Q2 2022 - ongoing

Objective 4.1 - Recruiting and Employer Branding

Goal: Ensure gender equality during hiring process
Measure: Establish recruitment code of conducts
Responsible: Head of Human Resources, Gender Representative
Implementation Period: Q3 - Q4 2022

Objective 4.2 - Recruiting and Employer Branding

Goal: Communication Focus "Women in Science"
Measure: External and internal public relations work to present the top achievements and fields of work in RCPE's female scientists
Responsible: Head of Marketing, Gender Representative
Implementation Period: Q1 - Q2 2023

Objective 5 - Integration of Gender Dimensions in Research

Goal: Integration of gender dimensions in the conceptualization, execution and results of research projects
Measure: The integration of gender dimensions is now an obligatory part of European and national research funding schemes. The inclusion of gender dimensions in research and innovations content promotes the development of new ideas, continuously eliminates gender bias and increasingly integrates societal needs.
Responsible: Scientific Leaders, Scientific Project leaders
Implementation Period: Q1 2022 - ongoing

Objective 6 - Measures against Gender-Based Violence

Goal: Raising awareness of different forms of violence
Measure: Establishing clear rules for dealing with sexual harassment as well as bullying, bossing and staffing in the workplace and in business relationships
Responsible: Gender Representative
Implementation Period: Q3 - Q4 2024

Graz, January 2, 2022



Dr. Thomas Klein
CEO & Business Leader



Prof. Dr. Johannes Khinast
CEO & Scientific Leader