

# Olomouc University Hospital Gender Equality Plan 2022-2024



# Olomouc University Hospital Gender Equality Plan 2022-2024

## PREAMBLE

The management of the Olomouc University Hospital (hereinafter referred to as OUH) follows the European Union's objectives in the field of gender equality for 2020-2025 (Equality Union: Strategy for Gender Equality 2020-2025 [Strategy for the Equality of Women and Men | European Commission \(europa.eu\)](https://european-council.europa.eu/media/e0000000-1200-11eb-8000-000143080000/attachment_data/data/eu_strategy_for_gender_equality_2020-2025_en.pdf)) and the new Government Strategy of the Czech Republic for the Equality of Women and Men 2021-2030. Promoting gender equality is an inherent part of national and international legislation to which the Czech Republic is bound, e.g. Constitutional Act No. 2/1993 Sb, 198/2009 Sb., on equal treatment and legal means of protection against discrimination and on amendments to certain acts (Anti-discrimination Act), as amended, the UN Convention on the Elimination of All Forms of Discrimination against Women, the European Convention on Human Rights, the Charter of Fundamental Rights of the European Union, the European Social Charter, and at the same time requirements for the practical promotion and support of equal opportunities for men and women in research and development, e.g. Horizon Europe([Publication detail - Publications Office of the EU \(europa.eu\)](https://ec.europa.eu/info/strategy/communication-education-culture-and-research/horizon-europe_en)).

The OUH will implement effective measures to promote gender equality as part of the hospital's strategic commitment to the principles of transparency, equality and accountability, while also balancing the work and personal lives of all its employees. The hospital will fulfil this commitment at the level of its departments and through the activities of the hospital as a whole. Everything will be carried out in accordance with the OUH Gender Equality Plan (GEP OUH) for the period 2022-2024. The plan provides a framework for the development and implementation of effective measures to achieve the objectives in the priority areas of gender equality in OUH.

## STRATEGIC CONTEXT

OUH perceives that its most valuable asset is its people and the achievement of its mission depends on the performance, attitude, motivation, dedication, professionalism and skills of its employees. OUH has achieved much to date in creating a fair, flexible and gender-balanced working environment, but will continue to develop an organisational culture in which employees have equal opportunities in all areas. To achieve this strategic objective, the hospital will create adequate institutional tools, implement and financially support the activities outlined in this GEP OUH for 2022-2024. During the set period, OUH will focus on raising awareness of the topic of equal treatment, gender issues and on removing areas and barriers that could act as obstacles to achieving equal opportunities for men and women.

## FOUNDATION OF THE GENDER EQUALITY PLAN

As a first step towards continuous improvement, a thorough self-assessment was carried out in the areas concerned, which will be targeted by the process to help create an environment for equal opportunities, i.e. human resources management, recruitment, career progression, organisational culture, working conditions and science and research.

OUH takes a responsible and proactive approach to equal opportunities and therefore the OUH GEP measures are designed in accordance with the general principles of the gender policy and cover the following areas:

1. the culture of the organisation (approach to an equal opportunities policy, communication system, working environment/atmosphere),
2. equal opportunities for women and men in leadership positions,
3. reconciling work and family life (flexible working arrangements, maternity and parental leave management),
4. a human resources policy (recruitment and selection, promotion), age diversity (age management, training, evaluation and remuneration),
5. incorporating a gender dimension into research and innovation.

## **IMPLEMENTATION AND LIABILITY**

At the OUH management level, a Gender Equality Guarantor has been appointed who will cooperate with members of the OUH management and especially OUH departments in the implementation of the OUH GEP activities. The guarantor is the Deputy Personnel Officer, in cooperation mainly with the OUH Director, the Deputy of Medical Care and the Deputy of Non-Medical Fields. The Guarantor will regularly inform the OUH management about their activities and the results achieved in the implementation of the GEP OUH, principally in the form of an annual report in this area, including proposals for measures for the next period to meet the objectives and activities of the GEP OUH. The annual report will also be available to the management of individual OUH departments and to all employees.

## **AREAS OF THE GENDER EQUALITY PLAN**

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

Organisational culture is the basis for how employees relate to each other. Within this area, the quality of communication and relationships, transparency and clarity are important. OUH will promote an organisational culture and work environment across all workplaces that includes the following areas: organisational vision and goals and gender equality, gender-balanced promotion and marketing, internal rule-making, gender-balanced communication system, healthy work environment free of socially negative phenomena (discrimination, sexual harassment, bullying, 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 OUH management operates in a modern way without prejudice and always seeks members of the management on the basis of real qualities and expertise. OUH will always support the improvement of opportunities for gender balance in leadership and decision-making.

### **3. RECONCILING THE WORK LIFE BALANCE**

OUH will facilitate and further support flexible forms of work, maternity and parental leave management, as well as the creation of conditions to support childcare and family care provision, enabling employees to balance work and family responsibilities.



#### **4. HUMAN RESOURCES POLICY**

The OUH will implement recruitment and selection without gender bias based on the principles of OTM - R (Open - Transparent - Merit Based - Recruitment, i.e. open and transparent recruitment and selection based on the qualities and competences of the candidates). As part of the tenure process, it will strive to develop and maintain gender diverse work teams by establishing a system of professional support and mentoring, especially for entry-level staff. OUH has been monitoring the overall turnover and its causes for it for a long time. It will also adjust and improve the process related to the issue of staff departures. Another topic is age diversity and age management - where we will focus on targeted work and programmes relating to both younger and older employees. OUH will continue to provide significant support for the education of its employees. OUH will conduct regular employee evaluations with an emphasis on setting professional goals, communication, providing two-way feedback, and adherence to the corporate culture and the organisation's code of ethics. In the area of remuneration, OUH has and will continue to act in a non-discriminatory manner, without applying gender stereotypes. Furthermore, OUH will focus on continuous optimisation of benefits for its employees - their offer and composition in accordance with the current legislation, taking into account the current needs of employees.

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

The OUH will strive to promote and integrate the gender dimension in research and innovation and teaching by supporting gender-balanced research teams; they will promote research results achieved by women and gender-responsive research. Taking the gender dimension into account is both a question of the quality of research and of maximising the use of its results and their social benefits.

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

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

#### **7. MONITORING AND EVALUATION**

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

Processed by: Mgr. Vladimíra Odehnalová, Mgr. Libuše Puchingerová, Mgr. Eva Spáčilová, Mgr. Jaroslav Lhořan, 11 July 2022, PEU OUH

Discussed and approved by the OUH Management Meeting on:

## OUH Gender Equality Plan for 2022-2024 - Measures and Activities

### 1. Culture of the Organisation

#### GEP OUH Guarantor, OUH management, senior staff

Objective	Measure / description of activity	Target group	Date / period	Indicators	Liability
Introduce the "OUH Gender Equality Policy" (GEP OUH)	Creation and publication of the "OUH Gender Equality Plan" (GEP OUH) for 2022-2024 in the form of a formal document  Annual publication of a report on the fulfilment of the GEP OUH objectives according to defined indicators	Employees Community	9/2022  Annually	Published GEP OUH  Published report on the fulfilment of GEP OUH objectives for the given year	GEP OUH Guarantor
Develop provisions reflecting the OUH GEP in the internal regulations and institutional standards of the OUH	Inclusion of the gender dimension in the re-relevant internal standards of the OUH, as well as directives, orders and measures in their development and updates	Employees Community	2022-2024 Continuously, whenever new internal standards arise	Relevant OUH internal regulations and other institutional norms reflect the principles of gender equality	GEP OUH Guarantor, head of PRAV, head of OK, heads of departments and divisions issuing/guaranteeing internal standards.
Increase awareness and understanding of gender equality issues	Appropriate supplementation of existing e-learning activities for staff development and training with gender topics aimed at raising awareness of this issue  Creation of an e-learning seminar	Employees senior staff	As of 01/2023	Number of participants in e-learning training with a focus on GEP OUH  e-learning	GEP OUH Guarantor, head of OVLZ.

Improve the information process on complaints	Increase employee awareness of existing grievance procedures, including issues of bullying, sexual harassment in the workplace, etc.  Update relevant sources of information for OUH employees	Employees	As of 12/2022	Nationwide information campaign  Updated relevant sources of information for OUH employees	GEP OUH Guarantor, head of OVLZ, head of PRAV.
Preventive awareness-raising campaign focusing on the topics of sexual harassment and gender-based violence	Education in the form of e-learning  Creation of an e-learning seminar	Employees	As of 1/2023	Number of participants in e-learning training on sexual harassment and gender-based violence  e-learning	GEP OUH Guarantor, head of OVLZ.
Provide support to employees in dealing with difficult work situations	Support the possibility of using occupational psychological counselling for all OUH employees, make use of the flexible possibilities and capacities of the occupational psychological counselling internally and externally	Employees	As of 12/2022	Psychological counselling is available to all employees, the establishment and publication of a reserved time for the provision of counselling to the extent required	GEP OUH Guarantor, head of OVLZ.
Avoiding (reducing the frequency of) conflicts in the workplace	Training of employees on the topic of generational or inter-cultural differences <u>in the form of e-learning</u>  Creation of an e-learning seminar	Employees	As of 1/2023	Number of participants in e-learning training focused on generational or inter-cultural differences  e-learning	GEP OUH Guarantor, head of OVLZ.

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

### GEP OUH Guarantor, OUH management, senior staff

Objective	Measure / description of activity	Target group	Date/ Period	Indicators	Liability
Optimising the conditions for greater gender balance in leadership positions and post-board bodies	Promoting women's/men's interest in participating in leadership positions. Clear dates and time frames for regular meetings of the OUH bodies and committees during working hours	Employees	As of 6/2023	Monitor the share of women/men in leadership and decision-making positions and advisory bodies and its evaluation  Recommendation forwarded to the organisers of the meetings of the bodies and committees in OUH	GEP OUH Guarantor, OUH management.
Supporting managers in the field of equal opportunities with the aim of improving management skills in leading people	Implementation of an e-learning seminar on the topic: Leadership in the context of equal treatment	All senior staff	As of 1/2024	Implemented e-learning seminar	GEP OUH Guarantor, head of OVLZ.

### 3. Reconciling work life balance

#### GEP OUH Guarantor, OUH management, senior staff

Objective	Measure / description of activity	Target group	Date / period	Indicators	Liability
Optimising the management of maternity/parental leave and support for reconciliation of work and family	Defining all measures to support reconciliation of work and family offered by the OUH in one internal document (including the creation of conditions to support the provision of care for children and family members - e.g. obligingness and opportunities to adjust working hours, home office, etc.)	OUH employees in cases of going on maternity and parental leave, during and when returning from maternity and parental leave, employees in difficult life - family situations	As of 12/2022, annual review and update	Creation of a document on options for work and parental support and during difficult life situations	GEP OUH Guarantor, head of OPMČ, head of OVLZ.
Optimisation of maternity / parental leave management	Process information on the issue of "Maternity leave, paternal post-natal care and parental leave" in OUH	OUH employees, job applicants	As of 12/2022, annual review and update	Information for employees	GEP OUH Guarantor, head of OPMČ.
Take into account the possibilities of working from home to improve the work life balance	Use all legal options within the OUH Work Regulations and existing legislation regulating the conditions of working from home, which will allow employees to reconcile work and family (personal) obligations in line with the operational needs of OUH	OUH employees, job applicants	Annual review and update from /2023	Number/percentage of employees using the provisions of the OUH Working Regulations governing the sub-rules of working from home	GEP OUH Guarantor, head of OPMČ, head of OVLZ.
Consider the needs of employees caring for dependants in accordance with the operational needs of OUH	Use all legal possibilities within the OUH Working Regulations governing the conditions of working from home etc., which enable employees caring for dependants to balance work and family (personal) responsibilities in relation to the operational needs of the OUH	OUH Employees caring for dependants	As of 6/2023 annual review and update	Number/share of employees using the provisions of the OUH Working Regulations regulating the sub-rules of working from home in relation to the care of dependants	GEP OUH Guarantor, head of OPMČ, head of OVLZ.



## 4. Human resources policy

### GEP OUH Guarantor, OUH management, senior staff

Objective	Measure / description of activity	Target group	Date / Period	Indicators	Liability
Develop a gender fair recruitment and selection process	Supplementation of the Principles for selection procedures in OUH 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 a gender-correct procedures during recruitment and selection in this internal and related OUH standards.	Staff members involved in recruitment and selection	As of 12/2022	Update of the Principles for selection procedures in OUH and related internal norms.	GEP OUH Guarantor, head of OVLZ, senior staff.
Strive for a gender-balanced composition of selection committees	In the Principles for selection procedures in OUH, set an explicit requirement for a balanced composition of selection committees corresponding to the field and nature of the departments	Staff members involved in recruitment and selection	As of 12/2022	Principles for selection procedures in OUH - update Link to website	GEP OUH Guarantor, head of OVLZ.
Promote balanced professional growth and advancement of women and men	Establish and implement rules of professional conduct in OUH	Employees	As of 9/2023	Rules of professional conduct	GEP OUH Guarantor, head of OVLZ, senior staff.
Update the process and outputs of the employee motivation evaluation	Update the existing motivational evaluation of employees	Employees	As of 12/2022	Revision and update of the motivation evaluation of OUH employees  Sophisticated on-line tools	GEP OUH Guarantor, head of OVLZ.

Deepening and developing age management	Focus on graduate programmes of OUH - standardisation of the entry of graduates of both medical and non-medical disciplines, optimisation of recruitment, selection, initiation of specialisation training and ensuring their subsequent professional and professional development, further education in accordance with the applicable legislation and the needs of the OUH.	Employees	As of 12/2022		GEP OUH Guarantor, head of OVLZ, LP deputy, NO deputy.
---	---	-----------	---------------	--	--

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

### GEP OUH Guarantor, OUH management, senior staff

Objective	Measure / description of activity	Target group	Date/ Period	Indicators	Liability
Promoting the integration of the gender dimension into educational activities	Adding a gender dimension to existing activities, e-learning, training and other events	Employees	As of 9/2022	Number of implemented events Number and structure of e-learning participants, number and structure of trained persons	GEP OUH Guarantor, head of OVaV, head of OPP:
Ensuring equal gender representation 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	Employees	As of 1/2023	Analysis of the composition of evaluation committees and research teams and their continuous evaluation	GEP OUH Guarantor head of OVaV, Head of OPP.

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

### GEP OUH Guarantor, OUH management, senior staff

Objective	Measure / description of activity	Target group	Date/ Period	Indicators	Liability
-----------	-----------------------------------	--------------	--------------	------------	-----------

Institutional arrangements for the gender equality agenda	A Gender Equality Guarantor has been identified at the OUH management level who will work with other members of the OUH management, OUH departments and representatives of relevant departments to implement the OUH GEP activities, and sufficient capacity will be created to support this new agenda	Employees Community	As of 9/2022	The OUH has a gender equality agenda guarantor	GEP OUH Guarantor, OUH Director.
Create resources for the implementation of GEP OUH	Secure financial resources for the implementation of measures in the GEP areas of OUH	Employees Community	Budget for 2022 and beyond	Secured budget for funding GEP OUH activities for 2022-2024	GEP OUH Guarantor, OUH Director, Economic Deputy.

## 7. Monitoring and evaluation

### GEP OUH Guarantor, OUH management, senior staff

Objective	Measure / description of activity	Target group	Date/ Period	Indicators	Liability
Monitoring and control of the OUH GEP implementation process	Systematic monitoring of the OUH GEP implementation process and continuous control of its implementation, including regular updates of key actions and their completion in accordance with the OUH GEP schedule.	Employees Community	Continuously	Gradual implementation of the GEP OUH in accordance with the schedule	GEP OUH Guarantor
Maintaining gender statistics by individual area	Keeping gender statistics at senior level, in the field of science and research	Employees, the public	Annually	Internal monitoring	GEP OUH Guarantor, head of OMPČ, head of OVLZ.