

# Gender Equality Plan

12/2021

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# IGB

Leibniz Institute of Freshwater Ecology  
and Inland Fisheries

## Table of contents

Preamble .....	3
Position of the equal opportunities officer and her deputy.....	4
Resource allocation to promoting female scientists and family friendly working conditions.....	5
Current situation .....	6
1. Structure of the governing and supervisory bodies .....	6
2. Gender segregated employment structure 2021.....	6
Objectives and measures.....	8
1. Improve gender balance of researchers in all career stages at IGB.....	8
1.1. Maintaining gender balance on IGB’s Scientific Advisory Board.....	8
1.2. Increasing the proportion of female scientists at IGB, especially in leading positions .....	8
2. Stimulate career development of female scientists at IGB.....	9
2.1 Mentoring for female scientists .....	9
2.2 Training opportunities for female scientists .....	10
2.3 Scientific Awards .....	10
2.4 Gender-sensitive allocation of IGB fellowships.....	11
3. Further enhancement of a women- and gender diversity-friendly atmosphere and working conditions at IGB.....	11
3.1 Gender-equal participation and involvement .....	11
3.2 Invitation of female colloquium speakers .....	11
3.3 Gender awareness events .....	12
3.4 Gender-sensitive language .....	12
3.5 Measures against gender or gender-specific discrimination and harassment .....	12
3.6 Measures against sexual harassment.....	13
3.7 Diversity and Inclusion Group .....	13
4. Promote family-friendly working conditions at IGB.....	13
4.1 Family-related changes to core working hours and flexitime .....	13
4.2 Remedy for care shortages.....	14
4.3 Re-entry and part-time work.....	14
4.4 Family friendly events .....	15
5. Alter societal perception of women and non-binary persons in science.....	15

## Preamble

With this Gender Equality Plan (GEP), IGB supports and promotes the statutory rights to equal opportunities for women and men in science in accordance with the "Agreement on the Promotion of Equal Opportunities in Implementation of the Execution Agreement on Equality (AVGlei) of 27 October 2008, amended by the decision of the Joint Science Conference of 22 April 2016 between the Forschungsverbund Berlin e.V. (FVB) and the federal state of Berlin" (2020), and implements the "DFG's Research- Oriented Equal Opportunities Standards" (2018), the "Framework Recommendation on Gender Equality in the Institutes of the Leibniz Association" (2016), and the "Guidelines of the Leibniz Association Equal Opportunities Working Group" (02/2012), as well as the "Recommendations on Standards for the Work of Equal Opportunities Officers in Leibniz Institutions" of the Leibniz Equal Opportunities Working Group (Arbeitskreis Chancengleichheit).

The IGB's GEP covers the central principles, objectives and measures to promote equal opportunities for all genders and regulates the role of the equal opportunities officer. Gender equality at IGB refers to all genders and explicitly considers intersectionality. The aim of IGB's GEP is to enable persons of all genders to participate equally in everyday working life at IGB and to achieve equal career development. To this end, five areas of action are taken:

1. Improve gender balance of researchers in all career stages at IGB through active screening and a balanced recruitment process.
2. Stimulate career development of female scientists at IGB.
3. Further enhancement of a women- and gender diversity friendly atmosphere and working conditions at IGB.
4. Promote family-friendly working conditions at IGB.
5. Alter societal perception of women and non-binary persons in science.

Promoting gender equality and preventing gender-based discrimination and harassment is an important task for all IGB members. The director is responsible for the implementation of measures to reach these aims and is supported in this by the equal opportunities officer and her deputy. This GEP serves the four purposes the European Union demands of Horizon Europe grantees:

- It publicly documents IGB's aims and measures to improve gender equality and family friendliness at IGB and confirms the director's dedication and support.
- It defines the resources IGB allocates to gender equality.
- It defines the regular collection and presentation of gender segregated data as a basis to plan and evaluate measures to increase gender equality.
- It defines training and awareness rising activities to diminish gender-based biases, both for specific groups as well as the entire IGB staff.

In 2015, IGB has obtained and since maintained the logo "HR Excellence in Research" of the European Commission for its exemplary personnel development strategy. The Action Plan III (2021-2024) includes various measures for equal opportunities and family friendliness.

## Development and evaluation of the Gender Equality Plan

The targets and measures set in this GEP are developed through a discussion by the director, the equal opportunities officer and her deputy. The success of the measures must be evaluated every 2 years or, for specific measures, after a more suitable period, and discussed by the director and the equal opportunities officer within two months after the equal opportunities officer election. If a new equal opportunities officer was elected, both the former and the new equal opportunities officers should be involved and the evaluation should be prepared by the previous equal opportunities officer and the director. Based on these findings, the statistics in the GEP must be updated. Measures also need to be updated if the evaluation shows this is necessary. Interested staff members shall also get the opportunity to discuss these findings and possible measures. The director and the equal opportunities officer can suggest changes in the GEP at any other time.

## Position of the equal opportunities officer and her deputy

The equal opportunities officer and her deputy are elected every two years (since 2005). Their activity is an official task and not bound to professional instructions. The equal opportunities officers are involved in matters related to the social, personal and organisational concerns of the institute's staff. They alone decide which of these matters are relevant to equal opportunities and therefore require their involvement. In order to fulfil their duties, they are granted a general right to information, combined with the right to inspect files in compliance with data protection laws and to participate in committee meetings with the right to submit requests and to speak. The equal opportunities officers are involved in job advertisements, selection and tenure procedures, and appointment committees. They have the right to take part in all job interviews and to inspect all application documents.

Equal opportunities work is a demanding, crosscutting task, for which the equal opportunities officers are released from their other official duties to the extent necessary for the proper performance of this task. For this purpose, part-time employment may be increased; in the case of full-time employment, tasks shall be delegated to an appropriate extent. The necessary personnel and equipment will be provided.

The equal opportunities officer is represented by her deputy in the event of absence, in case of a conflict of interest, or, by mutual agreement, also in the event of time constraints, and is advised by her on strategic matters. The deputy is also to be released from her other duties accordingly.

The equal opportunities officers are given the opportunity for training and participation in conferences, meetings and workshops. They can also take part in networking activities with other equal opportunities officers of Leibniz institutes or other research facilities.

The equal opportunities officers monitor the development of gender ratios in all staff categories. The personnel office and the head of local administration provide the relevant numbers annually as well as on request, and assist in interpretation. These numbers are used to evaluate the success of the implemented measures and to (re)design future actions for gender equality. The equal opportunities officers annually report on the GEP, on gender ratios and gender-equality promoting measures in a general staff meeting. This information will be provided also in the IGB intranet.

## Resource allocation to promoting female scientists and family friendly working conditions

IGB invests 50,000 € annually in its equal opportunity fund to support *female doctoral and postdoctoral researchers*. Financial support can be requested for re-entry after maternity leave, worktime compensation due to care obligations, career-building measures such as training or lab rotations, and work time to develop their own research project.

IGB annually provides funding on demand for several training and educational activities related to equal opportunities. IGB invests into training, coaching and mentoring activities for *all female group leaders*, partially as part of external mentoring programmes, partially as in-house trainings. In addition to covering the fees, IGB's equal opportunities officers strongly support the planning and application processes. IGB also enables *all staff members* to attend trainings and conferences on equal opportunities. In addition, IGB provides annual funds for internal seminars and workshops to raise awareness on gender equality, diversity and inclusion, and family friendliness for *all staff members*.

IGB increases the worktime of equal opportunities officers by up to 15% in case of part time positions. It further enables the equal opportunities officer and her deputy to perform all tasks they consider necessary during their work time, also beyond the additional 15%. The equal opportunities officers receive full compensation for training and networking events. In addition, IGB contributes to the financing of a 50% position and an annual budget of 10,000€ for the central equal opportunities officer of the Forschungsverbund Berlin e.V., the legal entity for IGB and 6 other research institutes. The head of local administration and her administrative staff invest some work time to support the efforts of the equal opportunities officers (e.g. providing gender segregated staff statistics, managing the funds, assisting in the organisation of events).

IGB provides a specially equipped room designated to parents who need to bring their child to work in emergency situations.

## Current situation

### 1. Structure of the governing and supervisory bodies

The highest hierarchical level of IGB is gender balanced, i.e. the scientific director Luc De Meester and the newly appointed managing director of the FVB Nicole Münnich. The governing structure also includes the supervisory scientific advisory board, to which renowned international scientists from other institutions are appointed (<https://www.igb-berlin.de/en/structure>). The current scientific advisory board consists of 8 members and is gender balanced. The board of trustees of the FVB must be and is composed of equal numbers of men and women.

### 2. Gender segregated employment structure 2021

All numbers refer to the reporting date 30.06.2021

Overall, the gender ratio of employees subject to social security contributions at IGB is roughly balanced (126 women, 140 men), although the figures vary greatly between the various employment groups. For example, the overall proportion of women among the non-scientific staff was over 60% on 30.06.2021, while the proportion of women among the scientific staff was 40% (36% of full-time equivalents).

Status group	number	proportion of females
<b>doctoral candidates</b>		
<b>Total</b>	48	64.6%
<b>employed at the IGB</b>	33	66.7%
<b>employed externally</b>	2	50.0%
<b>with scholarship</b>	5	60.0%
<b>supervisory agreements</b>	8	62.5%
<b>Postdocs</b>		
<b>total</b>	<b>78</b>	30.8%
<b>employed at the IGB</b>	46	30.4%
<b>employed externally</b>	26	30.8%
<b>with scholarship</b>	6	33.3%
<b>Group leaders (w/o departm. heads)</b>		
<b>total</b>	33	27.3%
<b>permanent, base funded</b>	27	14.8%
<b>Tenure track, base funded</b>	5	100.0%
<b>temporary, third-party funded</b>	1	0.0%
<b>department heads</b>		
<b>total</b>	6	16.7%

**Table 1:** Number and proportion of women in selected scientific employment groups at IGB; status as of 30.06.2021. Department heads: interim situation, departments are being restructured (see text).

Among the scientific staff (including scholarship holders and externally employed, see Table 1), the gender ratio in the group of doctoral candidates is slightly dominated by females: of the 48 doctoral candidates working at IGB, 31 (65%) are female. However, the proportion of female scientists continues to decline as their careers progress. The proportion of women in post-doctoral positions is 31%, and only 15% in base-financed group leaders with permanent positions. However, the recent efforts to recruit female group leaders is reflected in the fact that all 5 base financed group leaders on tenure track are female. If all are successful this will cause a rise to 29% females in the permanent base funded group leaders.

Since 2020, two new department heads were internally recruited, one female and one male, replacing one female and one male retired department head. Currently, departments are being restructured. As of 01.01.2022 there will be a second female department head again and, since two departments are merged, two out of five departments (40%) will be headed by females.

Three new group leaders were appointed tenure track positions since 2020, all female. This positive development was spurred by the dedication of the new director towards gender equality and realised through our strategy to scout for and stimulate excellent female candidates to apply. It also reflects the growing number of excellent female scientists pursuing careers in academia.

The staff numbers in the various employment groups and the respective proportions of women are presented annually in the programme budget, the public annual report, and in a general staff meeting. The cascade model's quotas, which are to be monitored annually, are used as the basis for human resource planning. These are made available to the institute management and the equal opportunities officers by the personnel department.

## Objectives and measures

Within the framework of the personnel development plan to be determined by the institute management, the equal opportunities officer will be involved in the planning with the aim to increase the proportion of women in recruitment, qualification, upgrading and participation in decision-making. IGB welcomes non-binary persons. Despite not having any data on this group, IGB is working on breaking stereotypes and biases to make the institute a more open and inclusive work place. IGB is open to input and ideas on such measures. In order to realise equal opportunities at IGB, IGB sets itself the following goals and implements the measures described below to achieve them.

### 1. Improve gender balance of researchers in all career stages at IGB

#### 1.1. Maintaining gender balance on IGB's Scientific Advisory Board

After reaching gender balance in IGB's Scientific Advisory Board (SAB) for the first time in 2020, IGB is committed to maintain it when changes are needed.

#### 1.2. Increasing the proportion of female scientists at IGB, especially in leading positions

Together with the institute's management and the works council, [guidelines for the recruitment of all staff](#) have been developed taking into account the "[European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#)" and complying with the principles of the "Open, Transparent and Merit-based Recruitment of Researchers" (OTM-R). Furthermore, a [guideline for tenure track procedures](#) was drawn up. Both processes include measures for gender-equitable recruitment, explicit consideration of family-related breaks and obligations in the performance evaluation of candidates, and representation of women and men on the recruitment and mentoring committees. The recruitment guidelines state that in employment groups where women are underrepresented, women with equivalent qualifications and aptitude will be preferentially employed. A respective note encouraging female scientists to apply is included in every job advertisement. This will be further optimized within the next two years so that it more strongly encourages women to apply. This must be coordinated with the FVB.

In addition, binding rules must be developed for IGB within the next two years on how family-related interruptions and obligations are considered in performance evaluations. It is suggested that for care-taking the corresponding time period is taken into consideration, whereas for pregnancy and care of newborns 2 years are granted per child. This is applied both when recruiting new people and in evaluating people for tenure tracks and competitive calls.

According to the cascade model, advertised positions at each career level should be filled with female scientists at least to the percentage of females at the career level directly below. We view this as our minimum target. If this percentage cannot be realized due to external circumstances (e.g. no suitable female candidates who applied, even though screening was broad and intense), the aim is to at least maintain the proportion of women (see Table 2). IGB will strive, however, to hire at all levels lacking gender balance at least 50% of women so that we enhance our development towards gender balance at all levels. Together with the responsible persons, the institute management develops suitable measures for the active recruitment of excellent female scientists at each career level. While the cascade model is used as a guideline, IGB in essence strives to a 50% proportion of females at all levels. This implies that if



higher percentages of women are achieved at a given level, then IGB will strive to maintain this level and further increase it towards the target of 50%.

Career level	% recruitment of women (minimum, cascade)
Department heads	33 %
Group leaders	36 %
Postdoctoral researchers	50 %
Doctoral students	50%

**Table 2:** Minimum proportion of women in newly filled positions to be achieved in line with the cascade model. These are minimum targets; in practice IGB will aim to recruit >50% women for all positions until gender balance is reached.

### 1.2.1. Female early career researchers

In order to actively promote the recruitment of highly qualified (early career) female scientists, all scientists with leadership responsibilities will participate in a training course on adequate recruitment processes within the next two years, focusing on gender equality, unconscious gender bias and active promotion of women. The institute management will ensure full participation. Such training should help to avoid (unconscious) discrimination against women and thus contribute to increasing the proportion of women. Third party funded temporary positions are allocated by a selection committee chaired by the project leaders. Thus, participation in dedicated training programs can contribute to increasing the proportion of women at the level of post-doctoral students and help maintaining gender parity at the level of doctoral students.

### 1.2.2. Group leaders and department heads

The director is responsible for recruiting group leaders and department heads, through a procedure that involves a recruitment committee. Among group leaders there currently is still a considerable underrepresentation of women. Therefore, all persons involved make considerable efforts to actively recruit women, e.g. by a targeted search for suitable applicants, direct invitations to apply, and by using appropriate networks. Most group leaders are appointed through tenure track procedures. All group leaders are advised and supported with regard to their career development by their mentoring and evaluation committee during the tenure track period, and for female group leaders this also involves coaching by female role models. Furthermore, it is the task of all department heads and colleagues to provide special support to female group leaders in departments with an unbalanced gender ratio, to involve them in all relevant processes and decisions, and to ensure a constructive and tolerant atmosphere. This should help to ensure that female scientists can work successfully, become involved, and that senior female scientists are prevented from moving to other institutes.

## 2. Stimulate career development of female scientists at IGB

### 2.1 Mentoring for female scientists

Since 2012, the Leibniz Association has been running a mentoring programme for highly qualified young female researchers from Leibniz institutions. For one year, they receive support in shaping their career path through a comprehensive range of seminars and a mentoring partnership. Every year, IGB advises and supports at least one female scientist in her application and participation in the [Leibniz Mentoring](#)

[Programme](#). In addition, the Berlin universities offer the [ProFiL programme](#) for women on their way to professorship.

Since the start of 2020, there has been an internal IGB mentoring series for young female scientists, the so-called *Women's mentoring lunch*, at which female group leaders and department heads give lectures on topics relevant to female scientists, share personal experiences and provide the opportunity for discussion. This lowers the inhibition threshold for young female scientists to ask more experienced female colleagues for advice.

Furthermore, IGB recommends and finances the participation of group leaders in mentoring or coaching programmes specifically designed for women. The group leaders individually select offers suitable to them. On request, internal coaching for all group leaders can be organised at IGB.

## 2.2 Training opportunities for female scientists

In order to achieve the goal of equal opportunities in scientific and leadership positions, female scientists at all career stages are specifically given the opportunity for further training.

Special attention is paid to female group leaders when participating in the FVB's executive training programme, by enabling as many women as men to participate. In each round, two scientists from each institute of FVB can participate.

In 2011, IGB has set up an equal opportunity fund to support women in the critical career phase during and after their doctorate. Since 2020, this fund is equipped with 50,000 € per year. In addition to re-entry measures (see above), very good young female researchers can receive further training, financial support for visiting fellowships, as well as employment to develop their own application. In the long term, this contributes to increasing the proportion of women in science. A gender balanced IGB commission, chaired by the equal opportunities officer, decides on the approval of applications. The commission reports annually to IGB Council (LGI). The criteria and deadlines for the submission of applications are set out in writing and are regularly adapted to the actual needs (Intranet: [Organisation](#)> [Commissions](#)> [Equal Opportunities Commission](#)> [Files](#)).

Since 2010, the FVB has annually held special workshops for female doctoral candidates to promote leadership skills, protect themselves from (gender based) discrimination and harassment, deal with stress, and resolve conflicts with supervisors. We actively encourage our female doctoral candidates to participate.

## 2.3 Scientific Awards

Receiving scientific awards is very beneficial for the career development of scientists. We therefore provide information on relevant calls for proposals and actively identify suitable (young) scientists and support them and their superiors in their applications. Every year, the institute management suggests a candidate for the Marthe-Vogt Award for excellent female junior researchers of the FVB. In the case of proposals for other renowned awards, for which only one proposal per institute is permitted, gender is an important selection criterion subsequent to scientific excellence.

## 2.4 Gender-sensitive allocation of IGB fellowships

Since 2009, the IGB has been awarding its own "Frontiers in Freshwater Science" fellowships to outstanding scientists in different career stages for a guest stay at IGB of up to 24 months. These fellowships enable excellent researchers to develop and implement new research ideas in cooperation with scientists at the IGB and contribute to the creation of sustainable global networks.

IGB has recently converted these fellowships to full employments to avoid problems associated with the low salaries of the fellowships and missing social security. In the newly developed programme for IGB postdoc fellows to be implemented as of 2022, it is explicitly stated that IGB strives for 66% of these positions to be given to support excellent female early career researchers judged over a period of five years. Senior fellows receive compensation for additional costs during their stay, on top of the salaries they receive from their regular positions elsewhere.

Since scientific excellence, complementarity of expertise and added value are the most important criteria, no target quota is defined for senior fellows. Solutions to family-related obstacles faced by excellent female applicants will be actively sought on a case-by-case basis. The equal opportunities officers will be involved in the discussions on potential actions.

## 3. Further enhancement of a women- and gender diversity-friendly atmosphere and working conditions at IGB

### 3.1 Gender-equal participation and involvement

In some commissions and functions at IGB, participation of women and men or even a gender-balanced composition is explicitly required (e.g. equal opportunities commission, recruitment commission, HRS committee). It is important to ensure that gender-specific perspectives are taken into account and women can also gain the respective experiences. Yet, female group leaders and department heads should not be over-proportionally burdened with these activities. This would lead to a systematic reduction of their scientific achievements compared to their male colleagues. For this reason, it will be carefully examined in which committees / commissions / boards gender-specific perspectives are particularly relevant and whether either gender parity or merely the participation of both sexes makes sense. If necessary, the guidelines must be amended accordingly.

In addition, the discussion style and decision making processes will be evaluated for inclusiveness and participation and improved if needed.

### 3.2 Invitation of female colloquium speakers

The scientists suggested to be invited to IGB research colloquia financed by central IGB funds will be screened by the IGB management. Next to excellence of the research done and the uniqueness of the speaker's expertise or approach, also the potential as a role model will be considered in the final selection. The latter criterion will stimulate female scientists of different career stages being invited. In 2019, the last pre-CoViD year with weekly in person colloquia, only 29% of the invited external colloquium speakers were female. While this reflects the lower proportion of females in science, it underperforms in terms of offering female role models. Thus, IGB aims to attract more female colloquium speakers.

### 3.3 Gender awareness events

The equal opportunities officers will provide an annual overview in a general staff meeting on the current gender ratios at different career levels and working functions at IGB and further interesting gender-equality related statistics as well as information on past and planned activities regarding gender-equality and family friendly workspace. These data will also be made available to all in the intranet.

Every 1-2 years, the equal opportunities officers will organise an Equality Awareness Day together with the members of the Diversity and Inclusion Group. Here, lectures by external speakers and workshops will focus attention on unconscious stereotypes and behavioural patterns and their effects on our research, our interaction and our career development, and discuss how we can eliminate them in our everyday work. Here we explicitly also want to address the situation of non-binary persons in academia, show role models and create awareness that gender does not have only two groups just because this is what we can show in our data. Another focal point is to think on how to integrate the gender dimension onto our research and teaching. Participation in these events counts as working time for all IGB employees. The department heads explicitly encourage participation. All IGB members in leading positions are required to make a severe effort to attend these event to act as role models and highlight the importance of this topic.

### 3.4 Gender-sensitive language

The way we speak and write reflects not only our reality, but also our views. By now it is unacceptable to use male terms with the statement "this refers to everyone ", as this shapes male images and appeals less to women and non-binary persons. Nevertheless, gender-neutral language is often unfamiliar to use and seems less readable. Our communications unit currently develops recommendations for gender-sensitive language at IGB. We strive for an inclusive language at IGB, thus, internal and public communication and documents will be revised accordingly and continuously adjusted.

### 3.5 Measures against gender or gender-specific discrimination and harassment

Discrimination of any kind, explicitly including gender or gender-specific discrimination, is not tolerated at IGB. To ensure that inclusiveness is practised at all levels and in all IGB activities and actions, continuous alertness is necessary. Where necessary, a change in culture needs to be achieved. This begins with an exchange of views on behaviour that is perceived as discriminatory or degrading, and ultimately leads to behavioural changes. If necessary this cultural change can be enforced by sanctions. In order to initiate this important process, the director is advised by the Diversity and Inclusion Group and the equal opportunities officers. The aim is to establish a clear statement and binding actions against any discrimination and harassment. To this end, a Diversity action plan is currently being developed to become active during the course of 2022.

All employees, but especially group leaders, must be sensitised to gender-specific discrimination in order to be able to act preventively.

A next step that is currently being developed is to create a better structure and task sharing of all persons responsible for handling complaints and mediating conflicts at IGB and to provide easily accessible information on discrimination and inclusiveness to all staff members. Multiple contact persons, clear rules on confidentiality as well as transparent procedures will be developed. Persons tasked with conflict

resolution and complaints will receive adequate training and will provide anonymised statistics that can serve to identify the need for systemic changes. The complaint office dealing with discrimination required under the AGG (General Equal Treatment Act) will be realised in this general structure. This transparency will lower the inhibition threshold for complaints and facilitate a quick, fair and comprehensible solution of the problem in each individual case. IGB strives to develop this new structure by the end of 2022. A survey on various kinds of discrimination at work in academia in general as well as at IGB specifically will be carried out within the next 2 years. Complaint and mediation structures and procedures will be addressed during onboarding, and all staff members will be reminded on these at regular intervals.

### 3.6 Measures against sexual harassment

Sexual harassment is not tolerated at IGB. For this reason, the equal opportunities officers and the director of IGB have developed an IGB guideline against sexual harassment at work that defines multiple possible actions for preventing and stopping sexual harassment. It provides procedures and structures for conflict management that allow for a quick, fair, comprehensible and effective response to each individual harassment case. It clearly identifies the responsibility of persons in leading position and also determines the set-up of a respective complaints office with members receiving a special training. In addition to the provisions of the AGG, this guideline aims to prevent or identify and pursue cases of sexual harassment at work. Those affected are encouraged to formally make a complaint with the dedicated complaint officers against sexual harassment who received specific trainings. Offenders are shown clear limits and the possible consequences of their behaviour.

The central equal opportunities officer of FVB provided training on how to set boundaries and say no to sexist behaviour for female doctoral and postdoctoral researchers. She also offers a public viewing of the film “picture a scientist” addressing gender-based discrimination and sexual harassment in academia in 2022 followed by a joined discussion.

### 3.7 Diversity and Inclusion Group

The Diversity and Inclusion group of IGB, which emerged from a grassroots initiative, meets monthly. It considers diversity not only in terms of gender, but also in terms of internationality and other diversity factors. It can develop suggestions for improvement and implement them in consultation with the equal opportunities officers or the institute’s management. The diversity group is given the opportunity to contribute to the development of the personnel development strategy and to diversity initiatives of the Leibniz Association. They are making major contributions to the development of a diversity strategy of FVB, which will be finalised in 2022.

## 4. Promote family-friendly working conditions at IGB

### 4.1 Family-related changes to core working hours and flexitime

In the flexitime regulation of 01.05.2006, the institute's management established the principle of granting flexible working hours to women and men with family responsibilities. This also applies to workplaces with managerial duties: "For employees with underage children and/or relatives in need of care, core working hours and flexitime can be determined individually by a written agreement with the department head" (Intranet: [Organisation>Representation and Representatives>Works Council>Works agreements](#)).

#### 4.2 Remedy for care shortages

There is also a general works agreement on working from home, which allows employees with temporary obligations for childcare or care of close relatives to apply for temporary homeworking (Intranet: [Organization> Representation and appointees> Works Council> Works agreements](#)). An IGB-laptop can be borrowed for this purpose.

The institute's management enables staff members to bring their children to the institute in case of shortages in child care (e.g. closing day of the day care centre or similar). For this purpose, a parent-child room is available in the Müggelseedamm 310 garden house, which also serves as a room for breastfeeding/milk pumping or as a resting room for pregnant women. It is also the consultation room for the equal opportunities officer and the company doctor. It is not possible to occupy this room with a permanent workplace. The rules for the stay of external persons in the institute building MSD310, including children, are laid down in the user regulations (Intranet: [Service and Administration> Workplace Safety> Files: house rules MSD310 EN](#)).

IGB enables the settlement of childcare costs for periods of business and training trips. It must be proven that no relative can take care of the child free of charge and what actual additional costs have been incurred. As a rule, these costs are to be covered by the funds of the respective project, working group or department, but it is being discussed that IGB should contribute 50% from the core budget. An information sheet and application form can be found on the intranet ([Service and Administration> Human Resources> Family Friendly> Childcare](#)).

In certain exceptional situations, even greater work restrictions apply to employees with care or childcare obligations. Since these obligations are assumed more by women than by men, such situations increase the inequality of opportunities. The director takes appropriate measures (contract extensions, student helper funding) to support the most affected employees. In one example, in 2020 IGB extended contracts for researchers with care obligations during the COVID-19 pandemic. 50% of these extensions came from core funds; the other 50% was contributed by the research group or department.

#### 4.3 Re-entry and part-time work

The equal opportunities fund (see above), which was created in 2011 and currently has an annual endowment of 50,000 €, supports young female researchers in their return to work after parental leave and compensates for family-related absences. If female doctoral or post-doctoral researchers lose project time due to maternal leave that is not covered by the project, the funding of these periods is carried out by the equal opportunities fund after evaluation of the project as successful.

The institute's management promotes part-time employment for persons of all genders with family responsibilities and preserves their right to the same career opportunities as full-time employees by adjusting the IGB performance criteria to working hours. A corresponding notice will be prepared and included in every job advertisement.

Statistics on parental leave of IGB members clearly show that generally fathers take much shorter parental leave than mothers. This pattern holds for all career levels of scientists as well as in the science support personnel. The parental leave of fathers rarely exceeds 3 months. Within the next two years, we will

create the opportunity to reflect on these patterns and to determine what parents would need, also from their employer, to distribute care more equally.

#### 4.4 Family friendly events

Colloquia and other meetings and events are held in a family-friendly manner, i.e. during core working hours and, if possible, outside holiday periods. In the future, participation via video will be increasingly made possible, so that employees working from home or on parental leave can also take part without complications if they are interested. Full-day or multi-day events will be announced well in advance so that care of family members can be organised.

All members of the institute are asked about difficulties in reconciling work and family life and about corresponding suggestions for improvement. The results of this survey will be used to develop improving actions.

#### 5. Alter societal perception of women and non-binary persons in science

Stereotypes depict researchers as white, middle-aged to old men. In order to show society and especially pupils and students that scientific research is an interesting and promising profession for women and non-binary persons and people of all ethnics, the colleagues of PR and knowledge transfer as well as IGB scientists actively support the Girls' Day and Soapbox Science Berlin. These actions are oriented towards society and students and are less directly linked to the position of women at IGB.

This signature confirms that the director fully supports this GEP and will see to its compliance.

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Signature of the scientific director of IGB

Berlin, 17.12.2021