GENDER EQUALITY PLAN

POLIS UNIVERSITY

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This Gender Equality Plan (GEP), has been prepared by a working team, appointed by the Rector's Office in compliance with the Horizon Europe Guidance on Gender Equality Plans

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LIST OF ACRONYMS

- GEP - Gender Equality Plan
- GB – Gender Balance
- WG - Working Group
- RI - Research & Innovation
- STC - Scientific Technical Committee
- GDS - Gender Data System
- PMES - Performance Measurement and Evaluation System
- HTC - Higher Training Courses
- EU - European Union
- EC – European Commission
- STC - Scientific Technical Committee
- IPA- Integrated Plan of Activities

Introduction

The Gender Equality Plan (GEP) of POLIS University is one of the institution's strategic documents which aims to enhance the full participation of all people within the institution's community, promoting the culture of respect, the fight against gender discrimination and the promotion of effective gender equality through a series of actions that are coherent internally and pursued over the time span of the five-year period 2022-2026.

The process of drafting the document started from an analysis of the data during the period 2020- 2021 and has been approved by the Academic Senate. The initial phase of the working process was based internally and consisted in the formal and informal feedback of the internal stakeholders (faculty and administration, the student community and the alumni). These insights were later validated / completed by the feedback of the external stakeholders (partners The draft of the Gender Equality Plan prepared by the team was proposed for evaluations and additions, since in the preliminary phase, to a series of statutory bodies such as the Heads of Departments, the University Evaluation Unit and all the other staff involved in the preparation of the Plan. The GEP was finally approved by the Academic Senate of the University.

The GEP of POLIS University was formulated with a twofold objective: firstly, to give continuity and coherence to the policies for gender equity already undertaken by our university; secondly, to place the plan in a specific and local context that could be defined as "the ecosystem of POLIS".

With regard to the first objective, it should be noted that the University has already in place a number of safeguards for gender equality and non-discriminative practices, as fundamental values shared by the entire Polis community. This document intends to serve as an integrated and unified document so that these practices become known, transparent and accessible to all relevant stakeholders.

It is worth mentioning that approx. 55% of the academic staff at Polis University is composed by women, it's almost always the case that the majority of employees doing administrative work are women and when it comes to the leading positions, women also play a significant role by covering positions such as; vice rectors, vice deans, heads of departments, program coordinators etc.

For some time now, the university has also given extensive consideration to training its community on topics related to gender issues (for example, seminars, events celebrating symbolic dates, such as that of November 25 against violence of women or that of May 17 on the fight against homo-bi-transphobia). POLIS University also pays attention to the issue of the protection of parenthood, through, for example, the establishment of different courses or summer camps for the children of employees.

With regard to the second objective, recognizing the numerous obstacles still separate the institution from gender equality, as confirmed by the analytical data contained in the internal documents for gender balance in 2021, POLIS University considers the Gender Equality Plan as a tool to not only reduce existing prejudice and stereotypes, but also capable of placing individual value at the center and facilitating the optimal expression of one's abilities, thus contributing to the improvement of research and teaching performance.

For these reasons, objectives and actions have been defined aimed at breaking down the obstacles that still separate the institution from gender equality and the enhancement of diversity and at promoting the growth of a culture of respect. These are priorities to be pursued systemically, consistently and continuously. However, it is good to specify that the tools identified in the GEP have been designed to integrate measures that have existed for some time that the university has identified and initiated to pursue correct gender policies internally. Gender Equality Plan is therefore a tool designed to foster cultural change, with the desire to build an open and inclusive learning, research and work environment, in which equity of treatment and absence of discrimination is perceived, and which transmits to the POLIS University community a sense of belonging, sharing of objectives and the possibility of growth. A tool to which such importance is attributed must necessarily be included within the overall strategy of the University's programs.

GENERAL OBJECTIVES	ACTIONS	TIMELINE	WHO IS IN CHARGE	CONNECTION WITH SDG AGENDA 2030
Private work-life balance, organizational culture and the fight against stereotypes	Systematic processing of data in disaggreated form by gender and/or gender sensitive through the creation of a Gender Data System (GDS); Revision of the POLIS University regulations in it's previous internal procedures on gender balance Preparation of an Integrated Plan of Activities and internal regulations on smart working and teleworking; Administration and analysis of a new questionnaire on organizational well-being.	2022-2023	Rector, Deans, Administrator & HR	SDG 5 Gender equality & SDG 10 Reduce inequalities
Gender balance in top positions	Set-up of a continuously updated database relating to the composition of the University governing bodies and structures and it's use for the analysis of statistical indicators relating to the presence of any gender im-balances; Revision of the regulations on the constitution and functioning of the University Commissions. Revision of the regulations on the election of the elected members of the bodies.	2022-2023	Vice Rectors, Dean, Administrator, HR, Heads of Departments	SDG 4 Quality education SDG 5 Gender equality & SDG 10 Reduce inequalities
Gender equality in recruitment	Transformative mentoring and reverse mentoring operations for the development of soft skills of young scholars, with specific reference to sectors with greater gender disparity; Introduction of a guideline for gender balance in conferences, panels and in all public events of the University; Introduction of guidelines for the establishment of competition commisions that take into account gender balance.	2022-2025	Vice Rectors, Deans, Vice Deans, HR, Heads of Departments	SDG 4 Quality education SDG 5 Gender equality & SDG 10 Reduce inequalities

Encouragement of research groups balanced by gender and encouragement of the participation of the less represented gender in research networks	Incentives for research groups balanced by gender and incentives to encourage the participation of the less represented gender in research networks; Conducing dedicated trainings related to gender aspects in research and gender and ethics policies within the institution; Assigning an individual or team to pursue gender issues in the institution. This person/team should produce an annual report on the progress of the plan and help the university human resources to meet with the staff and discuss gender related concerns; Dividing more funds for gender-related research and drafting a dedicated budget for individuals/team who would provide periodic updates/reports on gender issues.	2022-2026	Vice Rectors, Deans, Vice Deans, Administrator, HR, Heads of Departments	SDG 5 Gender equality & SDG 10 Reduce inequalities
Prevention of harassment and gender-based violence	Organization of events and initiatives, such as an annual university conference against harassment and gender-based violence; Planning and administration of surveys on gender discrimination.	2023-2024	Deans, Vice Deans, Heads of Departments & HR	SDG 3 Health and well-being, SDG 5 Gender equality & SDG 16 Peace, justice and strong insitutions

General objectives

POLIS University 's Gender Equality Plan (GEP) aims to achieve at least 5 general objectives in the five-year period 2022-2026 through the implementation of several strategic actions as integral part of each objective of intervention.

Objective 1. Private life-work life balance, organizational culture and the fight against stereotypes

Objective 2: Gender balance in top positions

Objective 3: Gender equality in recruitment

Objective 4: Encouragement of research groups balanced by gender and encouragement the participation of the less represented gender in research networks.

Objective 5: Prevention of harassment and gender-based violence

Objective 1. Private work - life balance, organizational culture and the fight against stereotypes

With the first objective, POLIS University aims to facilitate the achievement of an adequate balance between private and working life, by acting on the culture of the organization and the fight against stereotypes. It is therefore a question of offering a contribution to promote a correct gender sensitivity in the culture of the organization, also to facilitate the construction of an inclusive work environment based on sharing and good coexistence. POLIS University intends to lay the organizational foundations for the effective implementation of the gender policies planned by the University in all areas identified as relevant. It is therefore proposed to promote an organizational culture based on respect and appreciation of differences and support for the reconciliation of the working and parenting dimension, the construction of an inclusive work environment, and the enhancement of organizational profiles that can facilitate the achievement of these objectives. On this regard, different actions will be carried out;

1. Systematic processing of data in disaggregated form by gender and/or gender sensitive through the creation of a Gender Data System (GDS);
2. Revision of the POLIS University regulations in its previous internal procedures on gender balance
3. Preparation of an Integrated Plan of Activities and internal regulations on smart working and teleworking;
4. Administration and analysis of a new questionnaire on organizational well-being;

Objective 2: Gender balance in top positions

Within the second objective, POLIS University intends to act in the direction of gender balance in top positions and in decision-making bodies. In particular, two different sub- objectives are proposed: mapping gender imbalances in top positions and in decision-making bodies and promoting participation in decision-making bodies of the less represented gender. To achieve them, POLIS University will carry out the following strategic actions:

1. Set-up of a continuously updated database relating to the composition of the University governing bodies and structures and its use for the analysis of statistical indicators relating to the presence of any gender imbalances;
2. Revision of the regulations on the constitution and functioning of the University Commissions.
3. Revision of the regulations on the election of the elected members of the bodies.

Objective 3: Gender equality in recruitment

The third objective of work concerns gender balance in recruitment and career progression. In this case, POLIS University aims to achieve the goal of gender equality in recruitment, diversity and people's rights to encourage the approach of less represented genders to all disciplines and that of reducing horizontal segregation. The current panorama indicates that males are slightly less represented (approx. 45% of the staff are men) within the institution and POLIS has some work to do in order to get as close to 'the ideal gender balance' as possible. To pursue this objective, five specific actions have been proposed:

1. Transformative mentoring and reverse mentoring operations for the development of soft skills of young scholars, with specific reference to sectors with greater gender disparity;
2. Introduction of a guideline for gender balance in conferences, panels and in all public events of the University;
3. Introduction of guidelines for the establishment of competition commissions that take into account gender balance;

Objective 4: Encouragement of research groups balanced by gender and encouragement of the participation of the less represented gender in research networks.

The fourth objective aims to promote the integration of the gender dimension in research, teaching programs and training. In this case POLIS University again pursues two different sub-objectives:

- achieving equal access to research resources
- enhancing gender issues in training courses

The Actions through which these objectives will be pursued are as follows:

1. Incentives for research groups balanced by gender and incentives to encourage the participation of the less represented gender in research networks;
2. Conducing dedicated trainings related to gender aspects in research and gender and ethics policies within the institution;
3. Assigning an individual or team to pursue gender issues in the institution. This person / team should produce an annual report on the progress of the plan and help the university's human resources to meet with staff and discuss gender related concerns;
4. Dividing more funds for gender-related research and drafting a dedicated budget for individuals/team who would provide periodic updates/reports on gender issues.

Objective 5: Prevention of harassment and gender-based violence

The fifth objective of work of the GEP of POLIS University, aims at combating gender-based violence and moral and sexual harassment. In this regard, the University has drafted two other sub-objectives: the prevention of harassment and gender-based violence and the evaluation of stereotypes or attitudes at the basis of harassment and gender-based violence. The above-mentioned will be pursued through the actions listed below:

1. Organization of events and initiatives, such as an annual university conference, against harassment and gender-based violence;
2. Planning and administration of surveys on gender discrimination.

1.2 Support for the reconciliation of the working and parenting dimension. Building an inclusive work environment.

The action consists in the revision of the regulations, with the aim of improving or eliminating some critical issues reported by current employees The opportunity/feasibility of extending the regulations, or some parts of it, to teaching and technical and administrative staff will also be assessed. Training will also be carried out for personnel assigned to the application of the regulation and monitoring of its correct implementation, also from an IT point of view through the Gender Data System.

- The abovementioned objective will be implemented under the supervision of General Management, Directors of Departments, Faculty Deans, Data Processing and Statistical Office
- The main categories who will benefit from the proper implementation of this objective are Academic staff, technical and administrative staff and all categories of students
- Expected results under this objective are focused on availability of information disaggregated by gender, complete and updated for the purposes of any possible processing
- Specific indicators for the measurement of the abovementioned objective include: Establishment of a working group for Gender Data System and for the classification, analysis and periodic publication of information disaggregated by gender. Availability of information which will be subject of an automatically updating process (starting from 2023)
- Link of this objective with SDG Agenda 2030 comes specifically with SDG 5 Gender equality & SDG 10 Reduce inequalities

Objective 2: Gender balance in top positions

POLIS University intends to review the internal regulations governing the appointment and composition of the University Commissions (e.g. Ethics Commission, Disciplinary Committee, Didactic Commission, Research and Innovation Commission, etc.), to verify and possibly insert provisions that favor the participation of the less represented gender.

The abovementioned objective will be implemented under the supervision of Vice Rector/s in close collaboration with General Management, female student representatives and with Marketing & Communication Office

The main categories who will benefit from the proper implementation of this objective are students (specifically female students), academic and administrative staff.

Expected results under this objective are focused on the proper implementation of orientation programs in those faculties where gender issues are noted

Specific indicators for the measurement of the abovementioned objective include: Number of schools, classes, female students / students and academic staff involved in guidance programs.

Link of this objective with SDG Agenda 2030 comes specifically with SDG 4 Quality education, SDG 5 Gender equality & SDG 10 Reduce inequalities.

2.1 Map gender imbalances in top positions and decision-making bodies

POLIS University is considering building a specific database, continuously updated, relating to the composition of the University's governing bodies and structures and its use for the analysis of statistical indicators relating to the presence of any gender imbalances.

Objective 3: Gender equality in recruitment

The main focus under this objective is to develop skills related to gender equality, diversity and people's rights in order to encourage the approach of less represented genders to all disciplines. The action will start from the analysis and from the systematization of the projects on the contrast to gender stereotypes already carried out by different departments within the university. The implementation of further guidance for emphasizing gender stereotypes will also use videos or other promotional materials produced by students of POLIS University.

- The abovementioned objective will be implemented under the supervision of Vice Rector/s in close collaboration with General Management, student (female students) representatives and with Press and Communication Office
- The main categories who will benefit from the proper implementation of this objective are students (specifically female students) and academic staff
- Expected results under this objective are focused on Implementation of orientation programs in recruitment gender issues aiming a greater gender imbalance.
- Specific indicators for the measurement of the abovementioned objective include: Number of schools, classes, female students / students and teachers involved in guidance programs.
- Link of this objective with SDG Agenda 2030 comes specifically SDG 4 Quality education, SDG 5 Gender equality & SDG 10 Reduce inequalities

Objective 4; Encouragement of research groups balanced by gender and encouragement of the participation of the less represented gender in research networks.

The objective of this action is to rebalance, in areas where there is a clear gender imbalance, the participation in research and third mission calls of the University of gender-balanced research groups. The University will also launch interventions on the allocation of budget percentages, on the dissemination and publication of research results to encourage projects that include researchers of the less represented gender in research networks (inter, trans-disciplinary).

The abovementioned objective will be implemented under the supervision of Vice Rector/s together with General Management, female student representatives, Marketing and Communication Office.

- The main categories who will benefit from the proper implementation of this objective are research and teaching staff.

Expected results under this objective are focused on greater gender balance in funding in research groups and in the number of participants in projects implemented by the University.

Link of this objective with SDG Agenda 2030 comes specifically with SDG 5 Gender equality and SDG 10 Reduce inequalities

Continuous update of data on gender percentages for members of research groups and;

- 5% increase per year in the presence women in research projects
- 5% increase per year of research groups with balanced gender composition

Objective 5: Prevention of harassment and gender-based violence

POLIS University intends to integrate internal procedures by inserting a specific article that favors the direct connection between the students and the representatives of ethics committee in order to facilitate the reporting to the latter of any episodes of harassment and the adoption of the practices established in the POLIS University Code of Conduct. For the same purpose, POLIS University proposes to carry out periodic public meetings of the ethics committee with female students at the various Faculties by including, where appropriate, the academic and administrative staff.

The abovementioned objective will be implemented under the supervision of the ethics committee and representatives of female students together with University Didactic Commission, Department Directors, Faculty Deans and Vice Rector office.

Expected results under this objective are focused on greater awareness and agility of the methods of reporting by the student component to the ethics committee. Better connection of the work between the ethics committee and representatives of students (female students). Increase in the number of meetings of the ethics committee with female students and all students at each of the faculties within POLIS University.

Specific indicators for the measurement of the abovementioned objective include: Number of contacts between students and ethics committee and number of public meetings of the ethics committee at the faculties. A specific target has been set as at least two meetings per year with the ethics committee in each faculty

Link of this objective with SDG Agenda 2030 comes specifically with SDG 3 Health and well-being, SDG 5 Gender equality & SDG 16 Peace, justice and strong institutions.

Conclusions

POLIS' GEP consists of a series of specific measures placed within the intervention areas typically included in the document:

1. balance between life and work times, and in the organizational culture;

2. gender balance in leadership and decision-making processes;

3. gender equality in hiring and career progression;

4. integration of the gender dimension in research and educational content;

5. measures against gender-based violence, including sexual harassment.

The detailed illustration of these measures, must not however be interpreted as a collection of interventions that are disconnected and belonging to different themes, but rather as the accurate description of the pieces that are composed in the direction of a complete framework, consistent with the strategic objectives of the University. For this reason, it is useful in conclusion to trace the lines of some objectives of the university. There are five general objectives, which act on four different levels: strategic, cultural, communicative and organizational.

The first objective is to place different areas of intervention in the context of an overall vision which seeks to understand the determinants of gender diversity and consequently identify the factors on which to investigate and intervene. In other words, it is necessary to adopt a dynamic approach that allows us to interpret the flows and transitions that occur in the dimensions that concern gender equity.

Achieving this objective requires defining a general monitoring plan for the actions carried out during the whole process. For this reason and in order to collect data disaggregated by gender, POLIS University considers it necessary to have a specific structure dedicated to Gender Data System (GDS). This structure will allow, to an increasing extent and quality, the timely collection and constant updating of data disaggregated by sex/gender on staff and student body, and the production of annual reports based on indicators.

The GDS will also contribute to the development and analysis of the data of the various surveys that the university intends to carry out in order to not only have a measure of the gender gap as an outcome to be countered, but also of the mediation processes, typically linked to culture, perceptions and individual stereotypes and collectives, from which this outcome derives.

The second objective requires acting on a cultural level, reviewing the entire organizational culture of POLIS University in the light of issues related to gender, equal opportunities and policies for inclusion. This objective will be pursued, on the one hand, through a series of activities that raise awareness and form on the concepts and practices of gender equality and equity, and on the awareness of unconscious bias related to gender. The actions that transversely fall under this objective refer to the mentoring, orientation and tutoring proposals described within the specific actions and aimed at different targets. On the other hand, cultural change will also be facilitated through checks on internal regulations, the production of guidelines for good practices, specific research funding and third mission, and communication initiatives.

We thus wish to systematize and testify to POLIS University's renewed attention to research, teaching and third mission activities linked to gender issues. At the same time, we want to affirm a perspective of gender balance in all disciplines, in research activities, in teaching, in career progression and in participation in the decision-making processes within the institution. POLIS University is well aware that this objective requires a strong connection with the local structures and the regional reception and protection system for victims of harassment or abuse.

The third objective is to act on a communicative level, so that the proposed actions can become the shared heritage of the POLIS University community. For this reason, in addition to the specific initiatives already described in the various areas of intervention, the University considers it appropriate: (i) to set up an annual University conference in which to represent the initiatives carried out and (ii) to create a specific area of the University site connected to the gender issues, placed on the website of the university, where the actions connected with the GEP can be systematically highlighted.

Finally, the fourth and fifth objectives require to act on an organizational level, through the construction of a control room that can coordinate all the different actions envisaged, avoiding the risk of overlapping between the various University bodies or, worse, of failure to specifically assign any of their work.

This coordination also aims to facilitate the transmission of the actions implemented to the outside world and the comparison with the main stakeholders.

For this reason, the monitoring data and the actions implemented during this five-year period will be monitored by the GEP team in meetings which would be hold every three months. The results of this monitoring will feed into an annual report that will be discussed with an advisory board also composed of external parties, in line with the accountability perspective described in the introduction of this GEP, and submitted to the attention of the university bodies.

All the actions related to the attempt to offer all members of our community the opportunity for a full and balanced fulfillment in private life and work fit into this context.

The GEP is therefore an instrument of sharing and coexistence among all people working and living at POLIS University. At the same time, it aims at further improving POLIS organizational culture, which has been based on respect, dignity and promotion of values.

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This document constitutes the approved GENDER EQUALITY PLAN by the main decision bodies of POLIS UNIVERSITY. It is produced in English language and is subject of a periodic update.