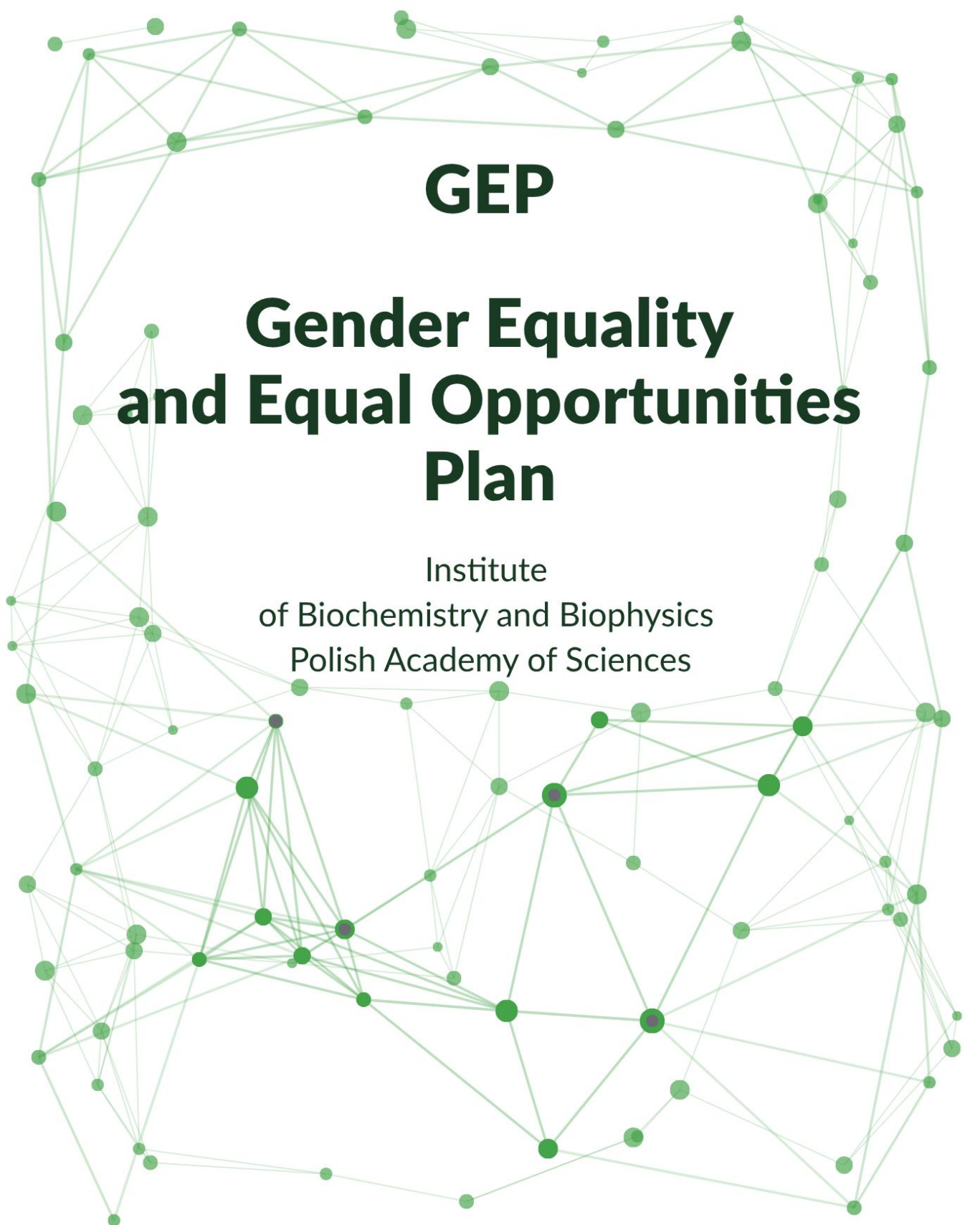




GEP

Gender Equality and Equal Opportunities Plan

Institute
of Biochemistry and Biophysics
Polish Academy of Sciences

Warszawa, 2026

Gender Equality and Equal Opportunities Plan of the Institute of Biochemistry and Biophysics PAS 2026–2030

Introduction

The **Gender Equality and Equal Opportunities Plan** of the Institute of Biochemistry and Biophysics, Polish Academy of Sciences (IBB PAS) for **2026–2030** builds upon the **Gender Equality Plan 2022–2024** and incorporates the experience and monitoring results obtained during the period **2023–2025**. The analyses conducted demonstrated that the Institute has maintained a high level of gender balance in employment, career development, recruitment processes, and governing bodies. At the same time, the monitoring identified areas requiring continued attention, particularly the representation of women as principal investigators of research projects.

The Plan is aligned with the Institute's development strategy and fulfils the European Commission's requirements for Gender Equality Plans (GEPs). It includes measures to monitor gender equality, ensure equal opportunities in recruitment and career development, support work–life balance, foster a safe and inclusive working environment, and integrate the gender dimension into research and innovation where appropriate to the nature of the research conducted.

The Plan was approved by the Director of the Institute of Biochemistry and Biophysics, Polish Academy of Sciences (Director's Order No. 32/2026 dated 31 July 2026) and applies to all organizational units of the Institute.

Strategic Objective

To establish and sustain a working and learning environment founded on equal opportunities, diversity, inclusion, respect for dignity, transparency, and high ethical standards, fostering the professional development, well-being, and work–life balance of all members of the Institute's community.

This objective is pursued through measures aimed at monitoring gender equality, ensuring equal opportunities for career development, maintaining transparent recruitment processes, promoting a safe and inclusive working environment, and strengthening an organizational culture that values diversity and inclusion.

Specific Objective 1. Monitoring Gender Equality and Equal Opportunities

Objective: To ensure the systematic monitoring and evaluation of gender equality and equal opportunities across the Institute.

Action	Indicator	Unit responsible for implementation and monitoring	Deadline
Monitoring gender representation at successive career stages	Annual report	Equality and Diversity Coordinator, supported by: • Human Resources Office • Finance Office • Research Management Unit • Doctoral School Office	01/03/2026
Monitor the remuneration of women and men using aggregated data	Annual report		01/03/2027
Monitoring staff and doctoral recruitment processes, including the number of applicants and recruited candidates, disaggregated by gender and position	Annual report		01/03/2028
Monitor the representation of women and men as leaders of research projects	Annual report		01/03/2029
Monitoring gender representation in governing and advisory bodies	Annual report		01/03/2030
Analyze the data collected through the above monitoring activities	Annual report		01/03/2031
Monitor the uptake of work–life balance measures	Uptake of parental leave and carers' leave by women and men		(based on data as of 31 December of the preceding year)
Analyze trends over the monitoring period (2021–2030) and prepare recommendations for the next Gender Equality and Equal Opportunities Plan (2031–2035)	Final report		01/03/2031

Expected outcomes:

- implementation of a systematic and transparent framework for collecting, analyzing, and reporting data on gender equality and equal opportunities across the Institute;
- comprehensive monitoring of the representation of women and men at all stages of scientific and professional careers;
- identification of areas where inequalities, barriers, or risks of gender-based discrimination may exist;
- increased availability of reliable data to support evidence-based decision-making and policy development;
- regular monitoring of changes in gender representation across research, leadership, and decision-making positions;
- identification of potential gender pay gaps and implementation of corrective measures where inequalities are identified;
- increased representation of the underrepresented gender at successive career stages and within the Institute's governing and advisory bodies;
- regular monitoring of gender representation among principal investigators and in the acquisition of research funding;
- preparation of annual Gender Equality Plan implementation reports, together with recommendations for further actions to promote gender equality and equal opportunities.

Specific Objective 2. Equal Opportunities for Career Development

Objective: To ensure equal opportunities for all employees and doctoral candidates to access professional and scientific development opportunities.

Action	Indicator	Value	Unit responsible for implementation and monitoring	Deadline
Disseminate information on professional development opportunities, research funding, mobility programs, and career development, while supporting the development of leadership and management skills	Number of information activities on research funding, mobility opportunities, and career development	≥4 per year	Research Management Unit; Office of the Representative for International Relations	As information becomes available (e.g. grant calls, training opportunities, mobility programs)
	Gender representation proportionate to the Institute's employment structure	proportionate to the employment structure		Following each training activity; consolidated annual report
Develop mentoring and career support activities	Percentage of employees and doctoral candidates participating in mentoring or career guidance programs	≥25%	Heads of Organizational Units (Collegium of Heads and the Chair of the Collegium)	31/12/2030
Monitor staff and doctoral candidate satisfaction through surveys	Level of satisfaction with the professional development opportunities available at the Institute	≥80% positive responses	Equality and Diversity Coordinator	Annually (December)

Expected outcomes:

- ensuring equal access to professional and research development opportunities, irrespective of career stage, employment status, gender, or caring responsibilities;
- increasing the transparency and accessibility of information on training opportunities, mobility programs, grant schemes, and career advancement opportunities;
- increasing the participation of members of underrepresented groups in leadership development and management training programs;
- fostering an organizational culture that supports career planning and the long-term professional development of employees and doctoral candidates;
- increasing the number of employees and doctoral candidates participating in mentoring programs and career guidance activities;
- reducing structural barriers and stereotypes that may affect scientific and professional career progression;
- increasing the participation of women in applying for competitive research grants and serving as principal investigators or leaders of research projects;
- strengthening staff competencies in leadership, team management, research funding acquisition, and career planning;
- reducing the impact of caregiving responsibilities on the career development.

Specific Objective 3. Equality and Transparency in Recruitment Processes

Objective: To ensure open, transparent, and non-discriminatory recruitment in accordance with the principles of OTM-R (Open, Transparent and Merit-based Recruitment).

Action	Indicator	Value	Unit responsible for implementation and monitoring	Deadline
Provide periodic training for recruitment committee members on OTM-R, equal opportunities, unconscious bias, gender equality, and diversity management	Percentage of recruitment committee members trained in OTM-R and unconscious bias	100%	quality and Diversity Coordinator, Human Resources Office, and the Chairs and Members of Recruitment Committees	31/12/2028
	Number of training sessions	≥1per year		According to the needs of the recruitment committees
Publish recruitment advertisements and competition results in accordance with the Institute's recruitment procedures	Percentage of recruitment advertisements including information on the Institute's equality and non-discrimination policy	100%		from 31/12/2026
	Percentage of recruitment procedures for which competition results are published in accordance with the applicable procedures	100%		from 31/12/2026
Apply the principles of OTM-R to all recruitment procedures	Percentage of recruitment procedures conducted in accordance with the principles of OTM-R	100%		from 31/12/2027
Review recruitment advertisements and application forms to ensure gender-neutral and inclusive language	Percentage of recruitment advertisements reviewed	100%		from 01/01/2027
Monitor applicants' satisfaction with the transparency of the recruitment process	Applicants' satisfaction with the transparency of the recruitment process	≥80% positive responses		Reported following each recruitment procedure

Expected outcomes:

- ensuring transparent, open, and non-discriminatory recruitment processes in line with the principles of OTM-R;
- increasing the awareness of recruitment committee members regarding equal opportunities, diversity, and the prevention of unconscious bias;
- reducing the risk of stereotypes and unconscious biases influencing recruitment decisions;
- harmonizing candidate evaluation criteria and ensuring their consistent application across all recruitment procedures;
- enhancing the transparency of recruitment procedures and improving the accessibility of information for applicants;
- increasing trust in recruitment processes among employees, doctoral candidates, and external applicants;
- promoting greater diversity among newly recruited staff and admitted doctoral candidates while maintaining the principle of selection based exclusively on merit, qualifications, and achievements;
- ensuring that recruitment processes comply with national and European standards on equality, equal opportunities, and non-discrimination..

Specific Objective 4. A safe, supportive, and inclusive working environment that promotes work–life balance

Objective: To foster a working environment based on mutual respect and free from discrimination, bullying, and harassment.

Action	Indicator	Value	Unit responsible for implementation and monitoring	Deadline
Maintain and continuously improve procedures for reporting breaches of the principles of equal treatment	Percentage of employees and doctoral candidates informed about the procedures for reporting breaches of the principles of equal treatment	100%	Equality and Diversity Coordinator, Human Resources Office, Doctoral School Office, Institute Directorate	01/01/2027
	Availability of confidential reporting channels	Channels operational and accessible		31/12/2027
Provide information on the principles of equal treatment to new employees and doctoral candidates	Percentage of new employees and doctoral candidates participating in information sessions on equal treatment	100%		01/01/2027
Deliver training on equal treatment, prevention of bullying, gender-based violence, and organizational culture	Number of training sessions on equal treatment, prevention of bullying, sexual harassment, and gender-based violence	≥1 per year		
	Percentage of employees and doctoral candidates participating in training	≥60%		
Conduct periodic surveys on staff and doctoral candidate well-being, organizational climate, and sense of belonging	Number of organizational climate surveys conducted	annually		
	Self-assessed well-being of staff and doctoral candidates	≥60%		
Prevent all forms of gender-based violence, sexual harassment, psychological violence, and ensure effective reporting and support mechanisms	Percentage of reported cases handled in accordance with the applicable procedures and within the prescribed time limits	100%		Annually
	Number of corrective actions implemented following organizational climate survey results	As required		Following each survey
Take into account the needs of employees with caregiving responsibilities when planning Institute training sessions and events	Caregiving responsibilities considered in the organization of Institute events	Systematically applied		from 2027
Monitor employees' needs regarding work–life balance	Inclusion of work–life balance questions in the organizational climate survey	Implemented		Annually

Expected outcomes:

- establishing and maintaining a working and learning environment based on mutual respect, trust, equality, and inclusion;

- increasing awareness of equal treatment and the prevention of discrimination, bullying, harassment, and violence;
- ensuring that all members of the Institute's community have access to safe, confidential, and effective mechanisms for reporting violations of the principles of equal treatment;
- strengthening psychological safety and confidence in the Institute's policies and procedures;
- reducing the risk of discrimination, sexual harassment, gender-based violence, and other forms of inappropriate behavior;
- fostering a stronger sense of integration and belonging among employees and doctoral candidates;
- enhancing the capacity of managers and supervisors to recognize and respond appropriately to breaches of the principles of equal treatment;
- ensuring appropriate support for individuals experiencing discrimination, harassment, or violence;
- systematically monitoring the organizational climate and identifying areas requiring corrective actions;
- strengthening an organizational culture that promotes diversity, mutual respect, inclusion, and social responsibility;
- increasing managers' awareness of their role in supporting work–life balance.

Specific Objective 5. Promoting a Culture of Equality, Diversity, and Inclusion

Objective: To raise awareness among the Institute's community of the principles of equality, diversity, and inclusion (EDI), and to promote a culture of mutual respect and inclusion.

Action	Indicator	Value	Unit responsible for implementation and monitoring	Deadline
Publish information on the Institute's equality policy on the website and intranet	Publication and regular updating of information on the equality policy on the Institute's website and intranet	Information publicly available	Human Resources Office and Welcome Center	From 2027, updated annually
Provide information on the principles of equal treatment during the onboarding of new employees and doctoral candidates	Percentage of new employees and doctoral candidates introduced to the Institute's equal treatment principles during onboarding	100%		31/12/2027
Organize awareness-raising activities, training sessions, or events promoting equality, diversity, and a culture of mutual respect	Number of awareness-raising activities, training sessions, or events promoting equality and diversity	≥1 per year		annually
	Percentage of employees and doctoral candidates participating in activities promoting equality, diversity, and inclusion	≥60%		31/12/2030
Integrate the principles of equality, diversity, and inclusion into the Institute's communication activities	Number of communication materials incorporating the principles of equality, diversity, and inclusive language	Systematic implementation		from 01/01/2028
	Number of communications, publications, or awareness campaigns on equality and diversity	≥4 per year		annually
Monitor awareness of equality, diversity, and inclusion among the Institute's	Level of awareness of the Institute's equality policy	≥80% positive responses		31/12/2030
	Sense of belonging and inclusion within the Institute's community	≥80% positive responses		31/12/2030

Expected outcomes:

- increasing employees' and doctoral candidates' awareness of the principles of Equality, Diversity and Inclusion (EDI);
- promoting knowledge of the Institute's equality policy and its principles of equal treatment;
- fostering greater acceptance of diversity and promoting attitudes based on mutual respect, openness, and inclusion;
- strengthening an organisational culture that supports integration, collaboration, and the prevention of stereotypes and prejudice;
- increasing employees' and doctoral candidates' identification with the Institute's values of equality, diversity, and inclusion;
- ensuring broad access to information on the Institute's equality policy and related initiatives;
- integrating the principles of equality, diversity, and inclusion into the Institute's internal and external communication;
- enhancing the visibility of the Institute's actions promoting gender equality, diversity, inclusion, and non-discrimination;
- fostering a working and learning environment that strengthens the sense of belonging, inclusion, and psychological safety of all members of the Institute's community.

Implementation of the Plan: Roles and Responsibilities of the Institute's Organizational Units

Person or organizational unit	Roles and responsibilities
Directorate of the Institute of Biochemistry and Biophysics, PAS (IBB PAS)	Ensures adequate financial, organizational, and human resources for the implementation of the Plan, including funding for training, monitoring, awareness-raising activities, and expert support.
Equality and Diversity Coordinator, appointed by the Director from among the Institute's employees	• Develops the annual training plan in consultation with the Directorate and the Academic Ombudsperson. • Prepares information and awareness-raising materials. • Periodically reviews the accessibility of information materials, procedures, and reporting channels. • Plans and coordinates monitoring activities in consultation with the Directorate and the Administrative Ombudsperson. • Collects, analyses, and aggregates monitoring data and prepares annual implementation reports. • Analyses organizational climate survey results, including work–life balance indicators.
Human Resources Office	• Develops and updates onboarding materials for newly recruited staff. • Reviews and updates HR documentation available on the Institute's intranet. • Develops recruitment advertisement templates and monitor their compliance with the principles of OTM-R. • Publishes job advertisements in accordance with OTM-R principles on appropriate platforms (including e-Recruiter, EURAXESS, the IBB PAS website, and funding agencies' websites) and publishes recruitment results. • Develops recruitment procedures aligned with the Institute's OTM-R policy. • Provides recruitment committee members with OTM-R guidance materials prepared by the Equality and Diversity Coordinator (or information on where they can be accessed). • Maintains and archives recruitment documentation. • Prepares employment and recruitment statistics for monitoring, reporting, and analyses (including GEP and HRS4R). • Organizes planned training activities in cooperation with the Administrative and Technical Office. • Monitors the implementation of the GEP and prepares proposals for updates where monitoring results indicate the need for revision.
Welcome Center	Organizes information activities, training sessions, and events promoting equality, diversity, inclusion, and a culture of mutual respect.
Head of the Doctoral School / Doctoral School Office	• Prepares data and statistics concerning doctoral candidates and doctoral recruitment for monitoring, reporting, and analyses (including GEP and HRS4R).
Research Management Unit	• Monitors data relating to research projects and grants, including the gender of principal investigators, and prepares reports and analyses.
Finance Office	• Prepares aggregated remuneration data disaggregated by gender and other financial information required for monitoring and reporting on the implementation of the Gender Equality Plan..
Heads of organizational units (Collegium of Heads	• Develop and implement the Institute's mentoring and career development program for employees and doctoral candidates at different career stages.

and the Chair of the Collegium)	
Committees and bodies responsible for ethics, prevention of bullying and discrimination, and disciplinary matters	• Perform tasks within their respective mandates. • Develop and regularly update their regulations and operating procedures. • Contribute to the continuous improvement of procedures for reporting and addressing breaches of
Academic Ombudsperson	• Cooperates with the Equality and Diversity Coordinator in planning monitoring, awareness-raising, and training activities. • Participates in reviewing the accessibility of information materials, procedures, and reporting channels. • Prepares anonymized statistical data on the number and types of reports concerning breaches of the principles of equal treatment, while ensuring confidentiality and compliance with personal data protection regulations.

Monitoring and Review

The Plan shall be monitored annually and updated where necessary if the findings of the annual monitoring reports indicate that revisions are required. Responsibility for coordinating the monitoring process and proposing updates rests with the Human Resources Office, in consultation with the Institute's Directorate.

The monitoring process shall include, in particular:

- the Institute's employment structure;
- career development and progression;
- gender representation in leadership positions;
- the distribution of remuneration expenditure by gender, based on aggregated data;
- gender representation among principal investigators of research projects;
- the composition of the Scientific Council and other collegiate bodies;
- staff and doctoral candidate recruitment processes;
- reports concerning breaches of the principles of equal treatment;
- the implementation of the measures set out in this Gender Equality and Equal Opportunities Plan.

Contributors:

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