



Institute of Molecular Genetics of the Czech Academy of Sciences

Equal Opportunities Plan 2021-2025

Version No. 1 – December 2021

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Introduction

The Institute of Molecular Genetics of the Czech Academy of Sciences (IMG) is a public research institution, part of the Czech Academy of Sciences, involved in research in the fields of molecular, structural and cell biology, immunology, functional genomics and bioinformatics. The main priority of the Institute is to conduct basic research. Scientific research in 2020 was conducted in 26 research groups [20 in Krč, five in Vestec within the BIOCEV project and one in Dejvice], two research-service groups and four large national infrastructures [three in Krč (Czech-Biolmaging, CZ-OPENSCREEN and ELIXIR CZ) and one in Vestec (Czech Centre for Phenogenomics)].

We are aware that for successful scientific as well as service and administrative work, it is necessary to provide a quality and friendly working environment and to take into account the diverse range of circumstances that affect our employees. We strive, among other things, to continuously improve conditions for the work-life balance of our employees, regardless of their gender, nationality, ethnic origin, or health limitations. At IMG, we place great emphasis on facilitating the return of male and female scientists to work after parental leave, on combining family and work, children and career. The main employee benefits include flexible working hours, part-time work, and occasional home office, which was mainly used in 2020 and 2021 due to the pandemic situation. IMG also allows its male and female employees to enrol their children to the Institute kindergarten, which is located on the premises of IMG in Krč and is operated through a professional operator with whom the IOM has concluded a contractual relationship.

1 Procedure of preparation of the Equal Opportunities Plan and its evaluation

The Equal Opportunities Plan [hereinafter referred to as the Plan] is based on data obtained from the Economy Department. These data have been further compiled into tables and graphs to enable clearer comparison of the various indicators. All supporting documents are available in **Annex No. 1** of this document.

Based on the observed male-female ratios, differences between male and female employees according to selected characteristics and the overall result of quantitative comparison of the data, particular objectives and activities have emerged. They form the main part of this Plan.

In 2022, a questionnaire survey will be carried out among male and female employees at IMG to identify the shortcomings, needs and requirements in the area of equal opportunities. The topics of the questionnaire survey will be: socio-demographic area, working conditions, stereotypes, organizational culture and climate, interpersonal behaviour.

Every year, IMG will publish a Final Report presenting figures for the previous period. This report will evaluate the short-term objectives that have been achieved. Some parameters from the Final Report will also be reflected in the Annual Report of the institution.

The plan will be evaluated every five years. Concerning long-term objectives, the responsible groups will start working on them during the first period [2021-2025], with subsequent specification, assessment, and possible modification or transfer to new short-term objectives.

All indicators and values will also be monitored by IMG over the following years.

2 Gender perspective

The following chapter presents the goals and plans for gender balance between men and women based on seven key areas: managerial and decision-making positions; gender in recruitment, motivation and career development; work-life balance; gender in science and research; gender bias and stereotypes; sexual harassment; and collection, access to and processing of gender-sensitive data. The key area of sexual harassment will be further addressed under the area of gender bias and stereotypes.

A separate Gender tab will be created at the internal network [intranet] and on the img.cas.cz website to provide up-to-date information on gender and equal opportunities. The intranet will offer IMG employees presentations, webinars and important documents to educate them on gender issues. For more information on the materials, see Chapter 4 – Resources.

Several key activities will be assigned to each objective, which will carry their own indicators, and the plan will also identify the departments responsible for them.

2.1 Male/female employees in managerial and decision-making positions

Women hold a very low percentage of senior managerial and decision-making positions. In 2021, one out of 12 members of the IMG Council [of whom four are external] was a woman. The Supervisory Board of IMG also has one female member out of a total of five members [of whom four are external]. On the other hand, both boards include the position of Secretary, which is held by women.

The representatives of IMG in the Academy Assembly of the Czech Academy of Sciences for 2018-2022 are only men [6 in total].

In the autumn of 2021, there were regular elections for the IMG Council. For the first time ever, eligible persons also voted online to elect its 10 members. In this way, IMG accommodated male/female employees who are currently on parental leave, have to be at home to care for children at the time of the election, are placed in quarantine, etc.

SHORT-TERM OBJECTIVE

I. Analyse the positions of male and female managers

Activities

Identify and keep a record of the number of women and men in managerial positions at each department. These numbers will be analysed as part of the regular annual report.

In 2022, an open competition will be launched for new managerial positions. In the advertisements announcing this competition, women's participation will be encouraged, for

example by mentioning benefits [use of the institutional kindergarten, allowance for children's recreation - camps, uniform end of meetings by 4 pm and flexible working hours]. It will also be mentioned that the position is suitable for women.

SHORT-TERM OBJECTIVE

II. Support the gender-balanced environment

Activities

Address the male and female managers and ask them to be gender sensitive during the processes at IMG. Access to the information on this topic will be ensured by online leaflets and presentations available on the IMG intranet.

From the moment the Plan comes into force, use of gender-neutral language in communication both within IMG and externally and gender-neutral images in official Institute documents will be recommended.

A general e-mail address, gender@img.cas.cz, will be set up for enquiries from IMG employees, which will be accessed by the Equal Opportunities Plan team and in the future by the Science Gender Officer [see more in the Gender in Science and Research chapter]. The e-mail will be monitored regularly and requests from the employees will be dealt with as soon as possible. If an expert is needed to address certain issues/questions, this will be provided.

LONG-TERM OBJECTIVE

III. Maximize impact

Activities

The members of the Equal Opportunities Plan working group and the IMG management will hold regular meetings at least once every six months to fully exploit the potential and maximize the impact of the introduced measures.

Table 2.1 - Gender in managerial positions - Indicators and responsible departments

| Indicator | Responsible department |
|---|------------------------|
| Gender-neutral language in communication | All employees |
| Educational activities on gender equality | Plan working group |
| Statistics of occupancy of managerial positions by men/women | Economy Department |
| Quantitative and qualitative data | Economy Department |
| Establishment of gender@img.cas.cz | IT department |

2.2 Gender in recruitment, motivation and career development of male/female employees

The goal of IMG is to adapt the recruitment, motivation and career development process to the actual needs of male and female employees or job applicants. Advertisements should specifically inform the less numerous group on the suitability of the position for them as well.

SHORT-TERM OBJECTIVE

IV. Data monitoring

Activities

Maintain a digital and anonymized list of male/female applicants for job positions at IMG. The monitored data should include gender, type of position preferred and success rate. These data would also be used to determine the format of individual advertisements.

Monitor the gender pay gap for both scientific and non-scientific positions.

LONG-TERM OBJECTIVE

V. Gender-neutral advertisements

Activities

According to the data collected on applicants in open competitions at IMG, define how to target advertisements in a more apparent gender-sensitive way [e.g., “Women are welcome”, “The job is also suitable for men.”].

Offer and promote courses focused on career and professional advancement. Inform not only applicants in open competitions, but also the existing employees on the opportunities.

LONG-TERM OBJECTIVE

VI. Transparent promotion and remuneration system

Activities

In the long-term time horizon, criteria for promotion will be reviewed. They will be redefined to be gender neutral, making the whole promotion system more transparent. This will be communicated to the male and female staff.

Table 2.2 - Gender in recruitment and development - Indicators and responsible departments

| Indicator | Responsible department |
|--|-----------------------------------|
| Adapted design of job advertisements | HR Department |
| Monitoring of the trend in the number of male/female applicants for different positions at IMG | HR Department |
| List of seminars, courses, lectures and other training opportunities | Plan working group |
| Monitoring of differences in remuneration between male and female employees | Economy Department |
| Qualitative and quantitative data on male/female applicants | HR Department, Plan working group |

2.3 Work-life balance

IMG accommodates its employees within the working day by means of flexible working hours, possibility of working from home office, or taking unpaid leave. Especially during the COVID-19 pandemic, the flexibility with which IMG was able to respond to the current needs was demonstrated. Employees who were able to do so worked from home on a home-office basis, used the flexible working hours and, if they needed to work physically in the laboratory or office, took turns with their colleagues to reduce the risk of infection. In terms of adapting to the current epidemiological conditions, the institution was able to adapt very quickly.

One of the main benefits for reconciling personal and professional life is the possibility to enrol children in the institutional Atomik Kindergarten. It is located directly on the premises of the Academy of Sciences and accepts children from 2 to 7 years of age. The opening hours are every weekday from 7:30 am to 5:30 pm. The kindergarten has a capacity of 20 children and offers a playground, an outdoor play area, and its own garden in addition to an indoor programme.

The target group is represented by men/women working or studying at IMG.

SHORT-TERM OBJECTIVE

VII. Increased care for male/female employees with children

Activities

All-Institute recommendation for a consistent end time for meetings – 4:00 pm, so that parents can pick up their children from preschools/schools/after school care.

Equipment of selected toilets at UMG with hanging and tilting baby changing counters for convenient handling of children. See Chapter 4 for more information on funding for this equipment.

LONG-TERM OBJECTIVE

VIII. Parental leave

Activities

Motivate male employees to take parental leave.

Through regular seminars and awareness-raising, work to eliminate prejudices and stereotypes associated with the parental leave and return to work.

Motivate men/women to fast returning to work after the parental leave. To facilitate the return, they can take advantage of the institutional kindergarten, allowances for summer camps for children and flexible working hours.

Table 2.3 - Work-life balance - Indicators and responsible departments

| Indicator | Responsible department |
|--|--|
| Established end of meetings by 4 pm | Heads of groups [recommendation] |
| Equipment of selected toilets at IMG with baby changing counters | Plan working group, Building Maintenance |
| Elimination of prejudices and stereotypes about the parental leave | Plan working group |

2.4 Gender in science and research

The planned objectives include spreading awareness of gender and its application in the daily work of male/female scientists. First of all, it is necessary to define the attitude and awareness of current male and female employees towards gender issues in science and then to draw them to the topic according to their interest.

LONG-TERM OBJECTIVE

IX. Science Gender Officer

Activities

Establish the position of a gender representative for science – Science Gender Officer. This will be a person who is already employed at IMG and will manage the agenda of the gender

in science part-time. The Science Gender Officer will also have access to the general e-mail gender@img.cas.cz.

LONG-TERM OBJECTIVE

X. Dissemination of idea

Activities

Through special seminars, workshops and promotional materials, spread awareness of gender in science. Lecture recordings and support materials will be posted on the intranet.

Collaborate with volunteers from individual departments who will be interested in improving the gender area in their research.

Table 2.4 - Gender in science - Indicators and responsible departments

| Indicator | Responsible department |
|---|--|
| Establishment of the post of Science Gender Officer | HR Department |
| Recordings of lectures, seminars and workshops posted on the intranet | Plan working group |
| Dissemination of the idea of gender in science | Plan working group, Science Gender Officer |

2.5 Gender bias and stereotypes

In academia, there is a noticeable gender imbalance between male and female speakers at conferences, seminars and similar events, between male and female grant investigators, and also between group leaders. The long-term vision of the Plan is to try to redress this situation, to increase the representation of women and to overcome the prejudice that science is predominantly done by men.

It is also important to create a functional mechanism to address issues related to sexual harassment and to build a sense of safe space in female employees where they need not be afraid to come forward with their concerns.

SHORT-TERM OBJECTIVE

XI. Trust box

Activities

The idea to build a trust box stems from the desire to provide an opportunity to communicate a problem or suggest a solution. Within the working group overseeing the Plan, it was determined that the box would be collected twice a week. Information on messages received will be recorded, and only members of the Plan Working Group will have access to them. At the same time, contact persons, Meritxell Alberich Jordà and Petr Svoboda, have been assigned at IMG as the persons to be contacted in the event of sexual harassment-related issues.

Each suggestion/complaint will be assessed individually by the working group and, if necessary, will be addressed at the level of IMG management. Possible legal implications arising from the labour-law relationship will be discussed with an employment lawyer and a psychologist. If the particular case requires it, other experts in the field [e.g., a discrimination expert, a gender specialist, etc.] will be contacted as well.

In addition to the physical box, an electronic version of the trust box will be created at IMG. The costs are specified in Chapter 4.

LONG-TERM OBJECTIVE

XII. Monitoring of messages

Activities

Monitor messages from both physical and electronic trust box and annually evaluate their quantity, resolution, and describe their benefits.

LONG-TERM OBJECTIVE

XIII. Awareness raising

Activities

Publish information on the IMG website and intranet, share recordings of lectures and seminars, and post flyers on the topic of gender bias and stereotypes. The aim is also to raise awareness of the problem of sexual harassment and its manifestations.

Heads of departments should be able to identify signs of sexual harassment at their workplace and report them to the working group or to the trust box.

Table 2.5 - Gender bias - Indicators and responsible departments

| Indicator | Responsible department |
|--|------------------------|
| Physical trust box | Plan working group |
| Electronic version of the trust box | Outsourced service |
| Confidential recording of information obtained through the trust boxes | Plan working group |
| Monitoring of messages from the trust box | Plan working group |
| Posting of lectures, seminars and flyers on the intranet | IT Department |
| Raising awareness of the problem of sexual harassment | Plan working group |

2.6 Collection, access to and processing of gender-sensitive data

Until 2020, the Economy Department of IMG collected detailed data only on male/female employees of research groups. The group of male/female employees defined as "Other employees" was not monitored, and the data are not available for including to the Plan. Therefore, this Plan sets as its main objective for the period 2022-2023 to try to ensure monitoring of data on the other employees. This will be achieved by extending the Magion system (a complete integration solution for economic and personnel issues). These data will be appropriately archived and only authorised persons will have access to them.

During this period, efforts will be made to ensure monitoring of the category of other employees in the following indicators:

- distribution of male/female employees within other occupations,
- distribution of male/female employees in other occupations by age,
- average wage of other occupations by grade [six categories].

In addition to the overall figures for the category of other employees, data for men and women will also be monitored separately. If the Magion system is successfully extended, these data will be included annually in the Final Report and after 2025 will be presented as part of the full evaluation of the Plan.

The extension of the Magion system by the new data set is dependent on financial allocation; more on this issue is discussed in Chapter 4. In case the objective of providing complete data cannot be achieved at the moment, this information will be presented within the framework of the Plan evaluation.

SHORT-TERM OBJECTIVE

XIV. Provision of relevant quantitative data

Activities

The internal Magion system will be set up so that the data sets yield high-quality and comprehensive information on all employees according to the required criteria. The category of other employees will now be monitored in the same way as the category of scientists.

SHORT-TERM OBJECTIVE

XV. Procedure for processing sensitive data from the questionnaire survey

Activities

The procedure for processing and storage of sensitive data will be consulted with the Data Protection Officer.

The questionnaire survey will be analysed and the information will be stored securely according to the suggestions of the Data Protection Officer.

LONG-TERM OBJECTIVE

XVI. Evaluation of the questionnaire survey

Activities

The results of the questionnaire survey will be compiled into a special report, which will be placed on the IMG website and also on the intranet.

The overall evaluation of the questionnaire survey will be recorded in the Evaluation Report 2021-2025. Only data not complying with the GDPR protection will be published.

Table 2.6 - Gender-sensitive data - Indicators and responsible departments

| Indicator | Responsible department |
|---|-------------------------|
| Quantitative data | Economy Department |
| Procedure for administration and storage of gender-sensitive data | Data Protection Officer |
| Evaluation report for 2021-2025 | Plan working group |

3 Nationality perspective

In addition to the key areas focused on gender, the Plan will also address the national perspective. Given the large number of foreign male/female employees at IMG, it is important to support and assist them to integrate and work at the Institute.

3.1 Support of foreign employees

Support at enrolment

IMG provides comprehensive assistance in the enrolment process, from sending the necessary documents for obtaining an entry visa to the arrival in the Czech Republic. In case

of any uncertainties or difficulties with the embassy in their home country, professional support is provided to the foreigners.

A member of the Building Management department helps with the initial adaptation to IMG. In cooperation with EURAXESS Czech Republic, she arranges interviews at the Ministry of the Interior and checks all the documents that the employee must take with him/her to the interview.

A representative of the research group to which the foreign will belong will then take over and help him/her to be introduced to the operation and functioning of the laboratory. Adaptation to the work team is also an important point.

An International Employee Handbook is available to the new employees. The document can be found on the IMG intranet.

Accommodation

IMG has available three guesthouses located directly on the campus. They primarily serve for foreign employees and PhD students; priority is given to persons coming from the third countries. Available are fully equipped units, with a washing machine and dryer in the common areas.

The occupancy of the apartments is decided by the IMG Accommodation Committee. The accommodation contract is issued for one year with the possibility of renewal if capacity allows. A member of the Building Maintenance department goes over the contract in English with the new residents, explains the terms of accommodation and termination of the contract, what the handover of the apartment will look like, and explains the wage payment process – when they will receive their first salary and how it will be used to pay for accommodation.

The accommodation contract is a very important document for the Ministry of the Interior. It is used to prove a secured stay in the Czech Republic.

Leisure activities

Foreign employees have at their disposal a fitness centre, a squash court and two relaxation areas by the lakes, where they can have barbecues and informal meetings. Every second Wednesday, regular seminars in English are held at IMG, which serve as an opportunity for male and female scientists to learn about the progress and research of their colleagues.

Every year in the autumn, a PhD Boot Camp [“Welcome Weekend”] is held – a special event for new PhD students, which is also attended by representatives of the Institute PhD Committee. The event is used to provide information about the running of the Institute, writing and reviewing scientific articles and grants, a number of adaptation activities and introductions among new students. The aim is to create a positive working environment and to pass on as much useful information as possible for effective adaptation to the new environment.

In addition to the Boot Camp, a PhD conference is held every autumn and is organised by PhD students. Beside presentations by the students, who get the opportunity to present their work at a professional level, there are also special guests from the practice. The best presenting student will receive a financial award and valuable gifts from the event sponsors [e.g., vouchers for purchases].

Students also organize informal PhD meetings.

Courses

Every year in October, Czech language courses for foreigners start directly at the Institute.

3.2 Multicultural project Atomik Kindergarten

IMG employees are allowed to enrol their children in the campus kindergarten. Since 2018, the kindergarten has been participating in an international project aimed to train teachers. As part of the programme, they have gone on internships abroad to Sweden, Spain and Poland, where they have expanded their expertise and experience not only in the field of integration of children with a different mother tongue.

The Atomik Kindergarten also has a school assistant for children with a different mother tongue. This person provides methodological support to the teachers and helps integrate the children into the team. The kindergarten also had thematic expert meetings and cooperation with parents, where teachers and experts shared experience and good practice with them. Last but not least, the activities of the Community Awareness Meeting of teachers with parents, children and experts are also very popular – Multicultural Culinary Festival or Box of Stories [creative workshop for children and parents focusing on one foreign country and its culture].

SHORT-TERM OBJECTIVE

XVII. Adaptation-integration courses

Activities

In cooperation with the Integration Centre Prague and the Ministry of the Interior, IMG plans to prepare a special course for new employees from abroad. During four hours, they will get an overview of the rights and obligations arising from their residence permit. In addition to their obligations to the Ministry of the Interior, they will be introduced to the area of health insurance, conditions for entry of family members into the country, Czech culture, and important contacts [emergency calls] to arrange medical care, etc.

LONG-TERM OBJECTIVE

XVIII. Integration courses on education of children in the Czech Republic

Activities

Deepen the information provided in the integration courses. New employees could also receive information on the compulsory education of children in the Czech Republic and an explanation of the functioning of the school system.

Table 3.2 - Nationality perspective – Indicators and responsible departments

| Indicator | Responsible department |
|---|-------------------------------|
| Adaptation-integration courses | Building Maintenance |
| Deepening of knowledge from the courses | Building Maintenance |

4 Resources

As an integral part, the Plan includes presentation of the resources for its conception, implementation and evaluation.

4.1 Staff allocations

Members of the Equal Opportunities Plan working group:

Věra Chvojková, MSc, MBA

- Consultation on the design and evaluation of the Plan, presentation of the Plan to the IMG management
- Allocation: work on the Plan is part of the agenda of IMG Secretary

Lenka Fryčová

- Consultation on the design and evaluation of the Plan, provision of quantitative data and graphs from the Economy Department
- Allocation: 0.1 FTE

Šárka Sikorová, MSc

- Consultation on the design and evaluation of the Plan, drafting the Plan and annual Final Report
- Allocation: 0.1 FTE

Meritxell Alberich Jordà, PhD

- contact person for resolving problems related to sexual harassment

Prof. Petr Svoboda, PhD

- contact person for resolving problems related to sexual harassment

4.2 Financial allocations - objectives

Electronic version of the trust box

In addition to the physical trust box, its electronic version will be established at IMG. The annual running costs are estimated at around CZK 1500 including VAT and in addition to the running costs, the amount includes installation assistance and 24-hour online support.

Science Gender Officer

The aim of the Plan is to create the position of Science Gender Officer. This will be a scientist who will dedicate 0.1 – 0.2 FTE to addressing gender issues in research and development. His/her major task will also be to answer science-related questions on the general e-mail gender@img.cas.cz.

Hanging and tilting changing counters

Hanging and tilting changing counters will be installed to selected toilets at IMG to facilitate handling of babies. The purchase of the changing counters is dependent on obtaining a grant from the Jan Amos Komenský Operational Programme (OP JAK) for the period 2021-2027. Specifically, this concerns Priority 1 – Research and Development, SC 1.1 Development and Strengthening of Research and Innovation Capacities and Introduction of Advanced Technologies. The aim is to promote the work-life balance and to try to maximally adapt the IMG environment to families with children.

Data set for other employees in economic system Magion

One of the IMG short-term objectives is to implement a data set to monitor quantitative data for male and female employees in the category of other professions. This service can be ordered from the current provider of the economic system. The implementation is dependent on available funding allocation.

4.3 Seminars, lectures and available sources of information

For the general awareness of IMG employees, videos, presentations and documents on gender, sexual harassment or gender in science and research will be made available on the intranet. Another source of information will be the portal of the Technology Centre of the CAS, which is dedicated to the Horizon Europe programme.

In particular, background material for the following topics will be published:

- Sexual harassment and mobbing in the working environment,
- Sexual harassment in an institution,
- Gender in the content of research, development and innovations,
- Gender bias.

Once a year, the Plan working group will organize a lecture on basic gender issues according to the background of presentations and documents provided by the NCC – Gender and Science. These lectures will be held with personal attendance and online, so that all male and female staff can attend.

Conclusion

The Equal Opportunities Plan for the period 2021-2025 was prepared using the current quantitative data on IMG employees.

As part of the implementation of the Plan, a Final Report will be produced in the first half of every year to assess the past year in both baseline quantitative data and achievement of its short-term objectives. The Plan itself will be evaluated at the end of each five-year period,

and the next version will be valid again for another five years. This evaluation will mainly assess the long-term objectives and present new challenges.

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List of Annexes

Příloha č. 1 – Výchozí stav

Prague, December 28, 2021



Petr Dráber, DSc.

Director of the Institute



Institute of Molecular Genetics of the Czech Academy of Sciences

Equal Opportunities Plan 2021-2025

Version No. 1 – December 2021

Annex No. 1 – Initial State

Annex No. 1 contains characteristics of IMG employees

Current gender situation

In the period 2018-2020, 62 % of IMG employees were women and 38 % were men. On average, in one year, 151 men and 185 women worked in scientific positions and 70 men and 172 women worked in other professions. Women are therefore much more abundantly represented in other professions.

Most men work in the V2 [PhD student] and V5 [scientist] position. Most women work in the V2 [PhD student] and V1 [research assistant] position. Women held group leader positions at an average rate of two per year [2018-2020], while as for men, the number averaged around 24. In general, therefore, far fewer women are working in senior positions, although it is noticeable that the number of female PhD students who could rise higher in the future exceeds the number of male PhD students.

IMG employees mostly opt for full-time positions. Women are more likely to work part-time than men, with the most common part-time option being between 0.5 and 0.9.

Differences are also evident in wages. The average salary of male workers exceeds that of female workers in all categories except the PhD category.

Given the generally higher number of female staff, there is also a higher turnover rate than for men.

In terms of grants, male scientists are much more active than female scientists. Out of a total of 188 grants in 2021, 151 men were investigators or co-investigators, and women investigators or co-investigators were in charge of 34 projects. This is also due to the number of male/female senior scientists, with men outnumbering women in this category [24 men compared to 2 women].

Male and female staff

As of 31 December 2020, IMG had a total of 618 male and female employees [540 full-time equivalent], with 395 working in Krč, 203 in Vestec within the BIOCEV Centre, a small part at

the detached sites in Dejvice [11 employees] and at the Koleč farm [9 employees]. The Institute employs 362 male and female researchers [311 FTE], including 114 PhD students [103 FTE]. In 2020, the Institute included 244 employees in other professions.

Employees are divided into two main groups: researchers and other staff. Within the group of researchers, IMG distinguishes six grades according to the Internal Wage Regulations of the Institute of Molecular Genetics of the CAS:

- V1 [Research Assistant] – completed university studies, professional practice,
- V2 [PhD Student] – completed university studies, participant of doctoral study,
- V3 [Postdoctoral Fellow] – completed PhD study; up to five years after PhD defence; working under supervision of experienced scientists,
- V4 [Associate Scientist] – more than five years after obtaining the PhD degree and not investigator of own grants,
- V5 [Scientist] – more than five years after obtaining the PhD degree, independent investigator of research projects,
- V6 [Senior Scientist] – head of a research team and leading scientific personality.

The category of other employees according to the Internal Wage Regulations also includes six grades:

- O1 – simple working tasks and primary education,
- O2 – simple professional tasks with general instructions and primary or secondary specialized education,
- O3 – various, generally defined professional tasks with increased mental load and secondary education,
- O4 – professional tasks requiring a complex creative approach and secondary education,
- O5 – systemically specialized tasks with a high degree of responsibility and secondary school or college,
- O6 – definition of strategies for focusing the assigned agenda and responsibility for its results, university and long-term professional experience.

Distribution by gender

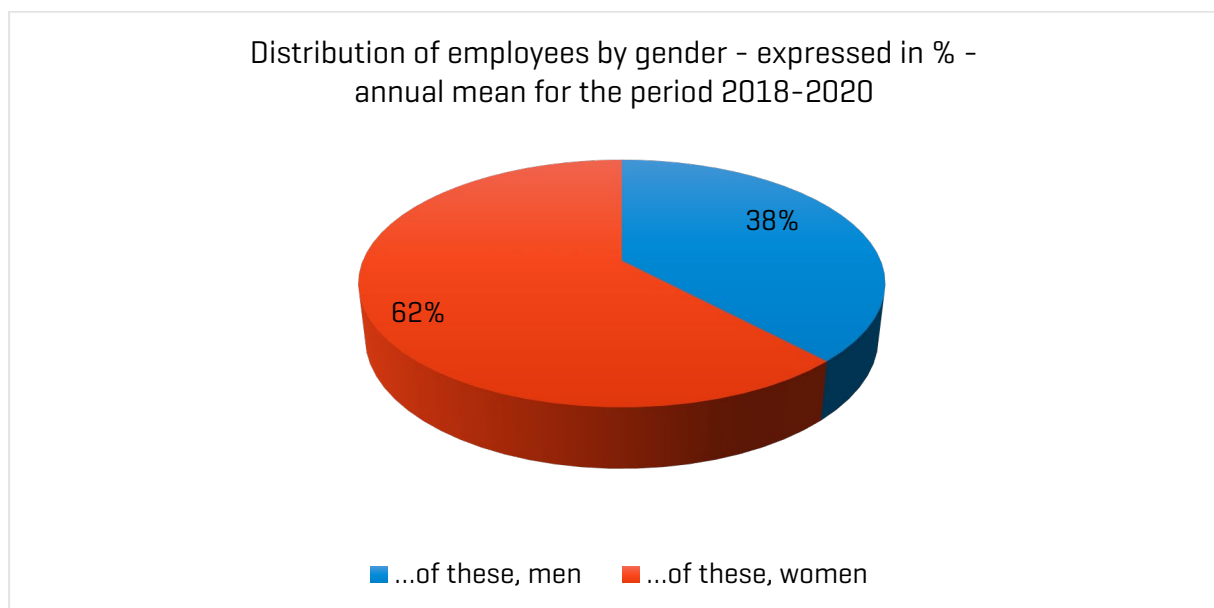
In general, more women than men worked at IMG in 2018-2020. On average, women accounted for 62 % and men for 38 % of the 578 male/female employees over this period. Changes between female and male employees were roughly the same [ranging in the order of units of male/female employees]. The total number of employees increased over the period under review.

The data in Table 1.1 and Chart 1.1 describe the numbers of active persons in employment [not including persons on parental leave, unpaid leave, study leave, and the like].

Table 1.1 - Distribution of employees by gender

| | 2018 | 2019 | 2020 | Mean |
|---------------------------|------|------|------|------|
| Total number of employees | 576 | 578 | 579 | 578 |
| ...of these, men | 217 | 223 | 223 | 221 |
| ...of these, women | 359 | 355 | 356 | 357 |

Chart 1.1 - Distribution of employees by gender in % for years 2018-2020



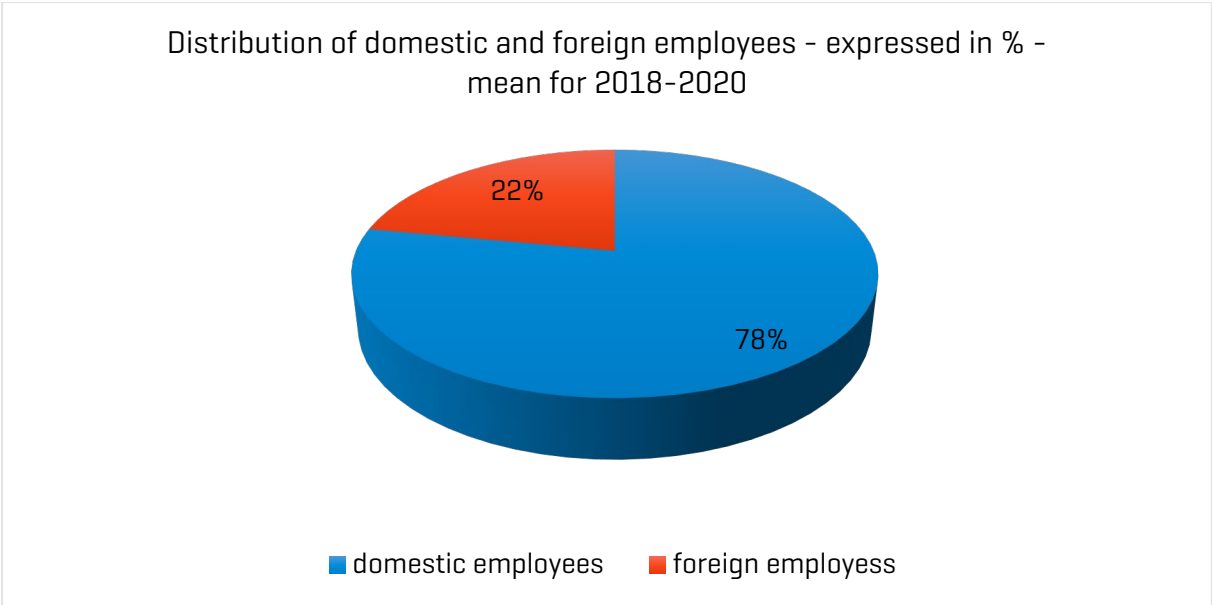
Distribution by nationality

In the period 2018-2020, 78 % of all male and female employees were Czech. The remaining 22 % are foreign employees [from Albania, Australia, Belgium, Brazil, Bulgaria, Canada, China, Croatia, Egypt, Germany, Greece, India, Islamic Republic of Iran, Italy, Japan, Republic of Kosovo, Lebanon, Mexico, Nepal, Pakistan, Peru, Poland, Portugal, Romania, Russian Federation, Slovakia, Spain, Sweden, Serbia, Thailand, Turkey, Ukraine, United Kingdom, United States].

Table 1.2 - Distribution of domestic and foreign employees for 2018-2020

| | 2018 | 2019 | 2020 | Mean |
|--------------------|------|------|------|------|
| Domestic employees | 458 | 451 | 442 | 450 |
| Foreign employees | 118 | 127 | 137 | 127 |

Chart 1.2 - Ratio of domestic vs foreign employees



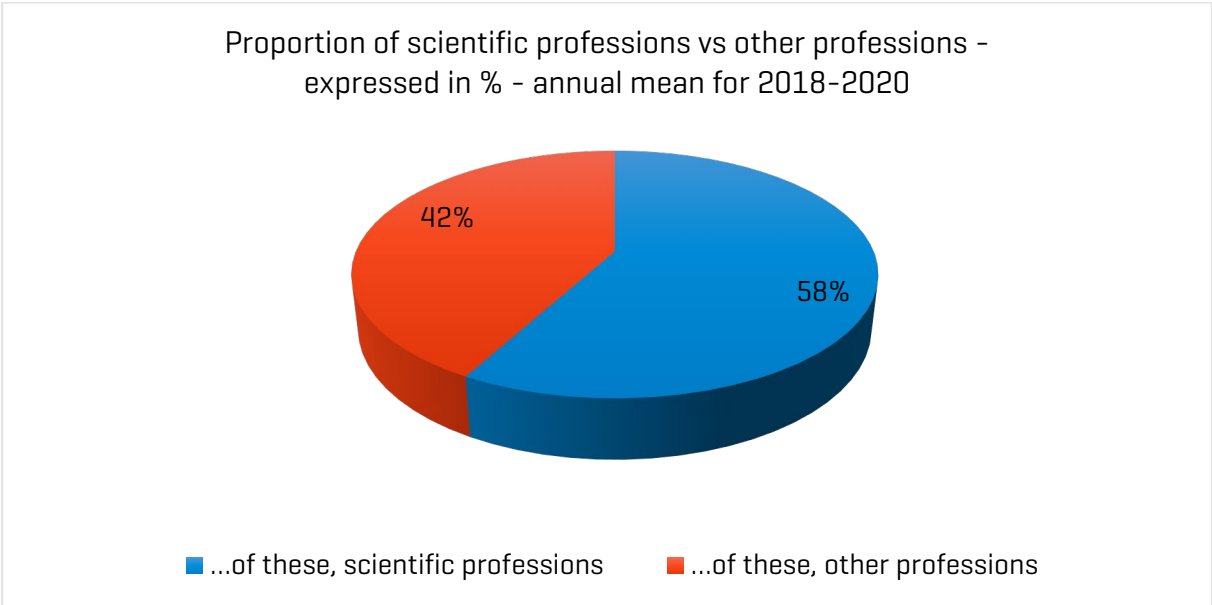
Distribution by profession

More IMG employees work in the scientific profession (58 %) than in the category of other professions (42 %). The highest number of male and female scientists was employed in 2019, they counted 341. As for other professions, here IMG saw a decrease to 237 in 2019, while the number held steady at 244 male/female employees in subsequent years.

Table 1.3 - Distribution of employees by scientific and other professions

| | 2018 | 2019 | 2020 | Mean |
|-------------------------------------|------|------|------|------|
| Total number of employees | 576 | 578 | 579 | 578 |
| ...of these, scientific professions | 332 | 341 | 335 | 336 |
| ...of these, other professions | 244 | 237 | 244 | 242 |

Chart 1.3 - Distribution of employees by profession for 2018-2020

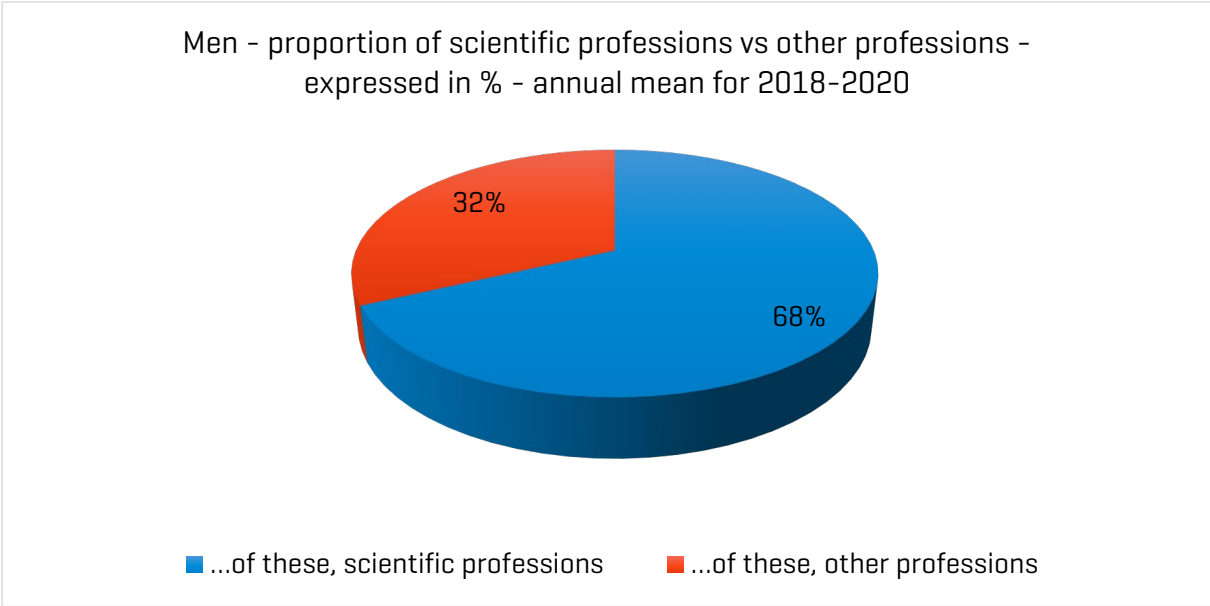


Male employees at IMG execute 68 % of scientific professions and 32 % of other professions. The number of male scientists employed in 2018-2020 increased from 145 in 2018 to 223 in 2020. The number of other male employees decreased from 72 in 2018 to 68 in 2020.

Table 1.4 - Distribution of male employees in scientific and other professions

| | 2018 | 2019 | 2020 | Mean |
|-------------------------------------|------|------|------|------|
| Total number of male employees | 217 | 223 | 223 | 221 |
| ...of these, scientific professions | 145 | 154 | 155 | 151 |
| ...of these, other professions | 72 | 69 | 68 | 70 |

Chart 1.4 - Distribution of male employees in scientific and other professions for 2018-2020



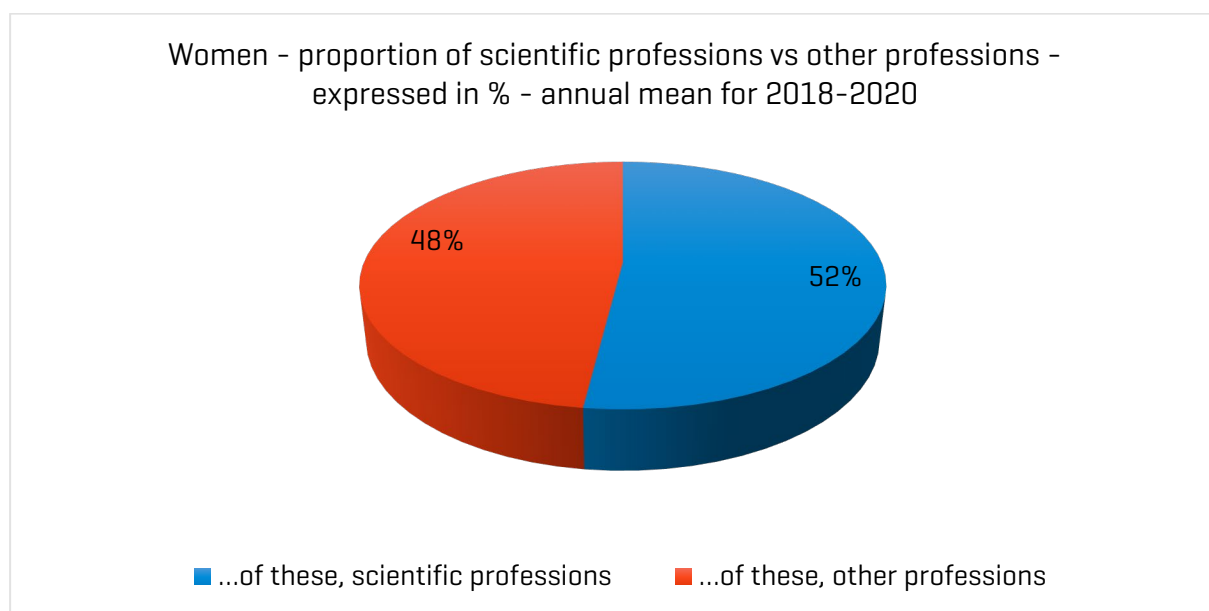
The total number of IMG female employees has varied only slightly, in the order of units. Female employees more often occupy scientific [52 %] than other professions [48 %]. The number of women in scientific positions fell from 187 in 2019 to 180 in 2020, while the number of women in other professions rose from 168 in 2019 to 176 in 2020.

Table 1.5 - Distribution of female employees in scientific and other professions

| | 2018 | 2019 | 2020 | Mean |
|-------------------------------------|------|------|------|------|
| Total number of female employees | 359 | 355 | 356 | 357 |
| ...of these, scientific professions | 187 | 187 | 180 | 185 |
| ...of these, other professions | 172 | 168 | 176 | 172 |

However, the difference between female employees in scientific occupations compared to those in other occupations is not as marked as for men. In the case of male employees, it makes more than 30 %.

Chart 1.5 - Distribution of female employees in scientific and other professions, mean for 2018-2020



Distribution of employees by categories of scientific professions

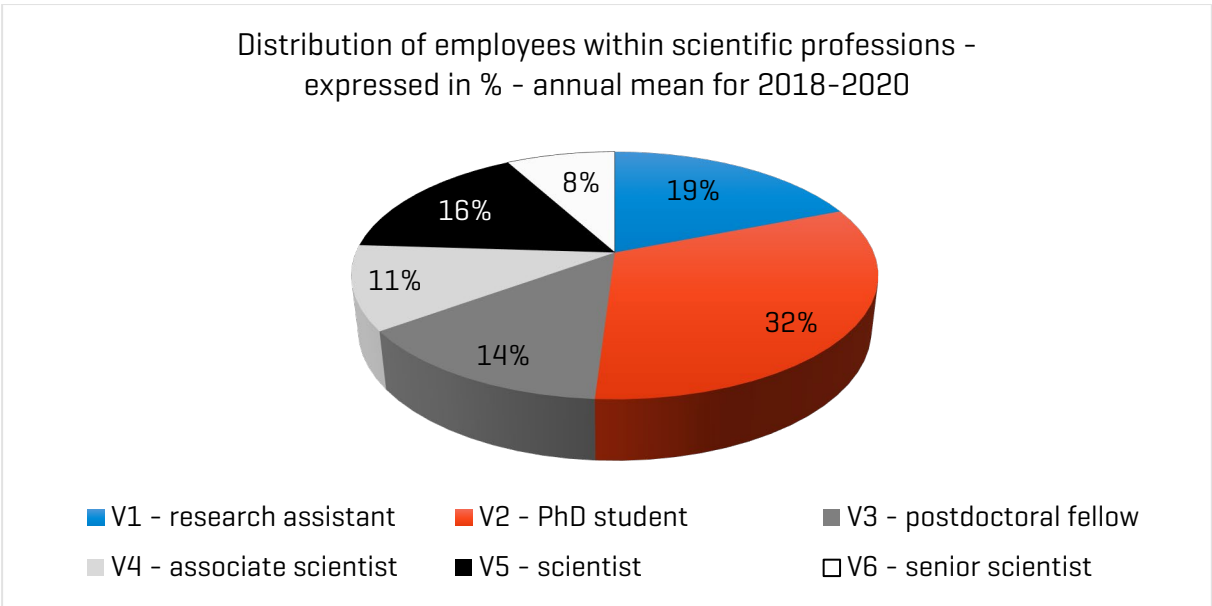
The largest group of scientific professions are PhD students [V2]. On average, for the period 2018-2020, they accounted for 109 of the total 336 researchers. Greater changes in occupancy are evident within the category of postdoctoral fellows [V3], with the number of

postdocs falling from 50 in 2019 to 39 in 2020. The least numerous group are senior scientists [8 %] and the category of associate scientists [11 %].

Table 1.6 - Distribution of employees within scientific professions

| | 2018 | 2019 | 2020 | Mean |
|--------------------------|------|------|------|------|
| V1 - research assistant | 68 | 65 | 63 | 65 |
| V2 - PhD student | 107 | 112 | 107 | 109 |
| V3 - postdoctoral fellow | 47 | 50 | 39 | 45 |
| V4 - associate scientist | 34 | 38 | 38 | 37 |
| V5 - scientist | 52 | 51 | 59 | 54 |
| V6 - senior scientist | 24 | 25 | 29 | 26 |

Chart 1.6 - Distribution of employees within scientific professions, mean of 2018-2020

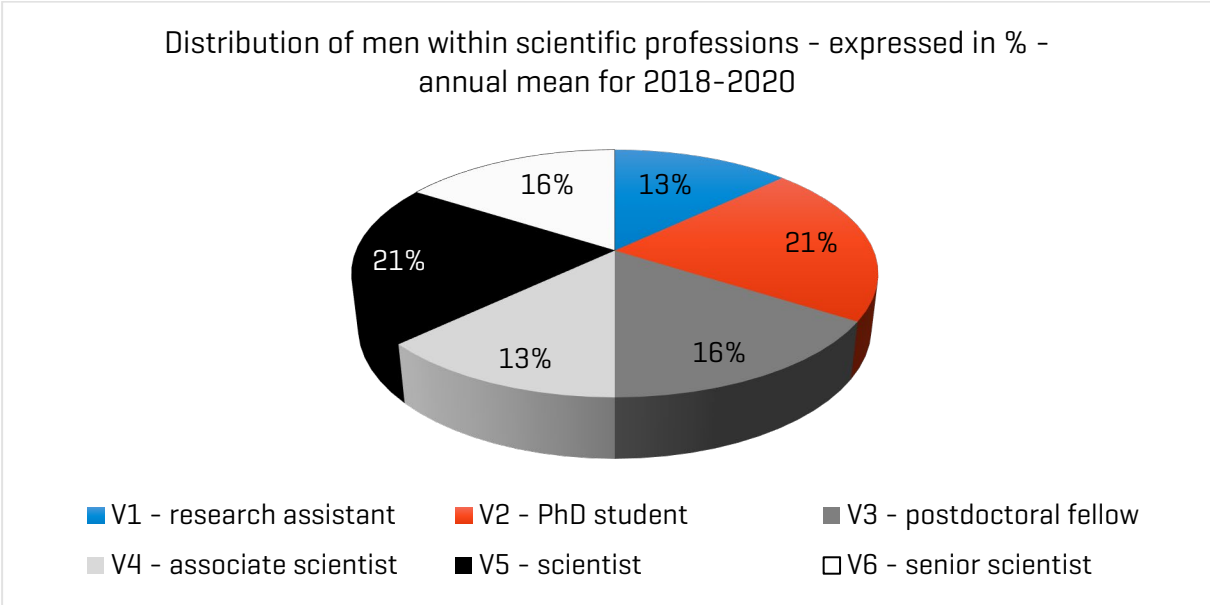


Concerning male researchers, the largest group are scientists [V5] and PhD students [V2]. On the other hand, the least numerous group are research assistants [V1].

Table 1.7 - Representation of men within individual scientific professions

| | 2018 | 2019 | 2020 | Mean |
|--------------------------|------|------|------|------|
| V1 - research assistant | 19 | 21 | 17 | 19 |
| V2 - PhD student | 30 | 33 | 34 | 32 |
| V3 - postdoctoral fellow | 23 | 27 | 22 | 24 |
| V4 - associate scientist | 20 | 20 | 20 | 20 |
| V5 - scientist | 31 | 30 | 36 | 32 |
| V6 - senior scientist | 22 | 23 | 26 | 24 |

Chart 1.7 - Representation of men within individual scientific professions



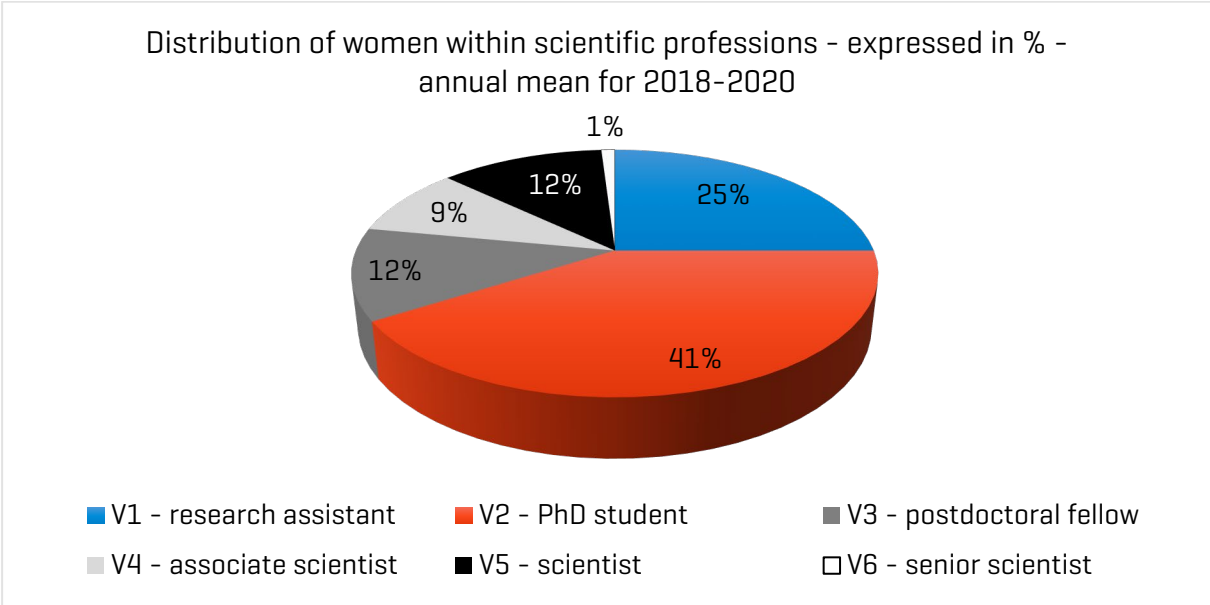
The distribution of female researchers is not as even as for male researchers. Women hold noticeably more positions in V1 and V2 categories, while very few women are in the position of senior scientist – two on average for 2018-2020 compared to 24 for men. There is great potential in the high number of female PhD students, which totals 76 women/year on average for 2018-2020.

Table 1.8 - Representation of women within individual scientific professions

| | 2018 | 2019 | 2020 | Mean |
|--------------------------|------|------|------|------|
| V1 - research assistant | 49 | 44 | 46 | 46 |
| V2 - PhD student | 77 | 79 | 73 | 76 |
| V3 - postdoctoral fellow | 24 | 23 | 17 | 21 |
| V4 - associate scientist | 14 | 18 | 18 | 17 |
| V5 - scientist | 21 | 21 | 23 | 22 |
| V6 - senior scientist | 2 | 2 | 3 | 2 |

The most represented groups are female PhD students [41 %] and research assistants [25 %]. Only 1 % of the employed women hold the position of senior scientist.

Chart 1.8 - Representation of women within individual scientific professions



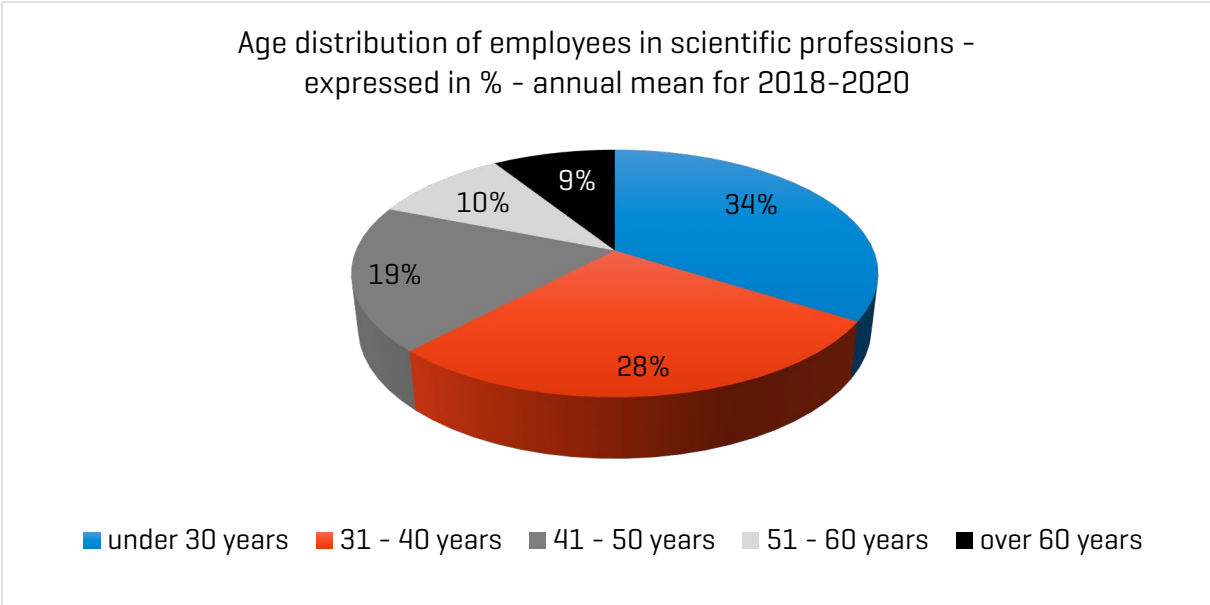
Distribution by age

The largest group consists of employees under 30 years of age. On the other hand, the lowest number of employees at IMG is over 60 years of age.

Table 1.9 - Distribution of employees in scientific professions by age

| | 2018 | 2019 | 2020 | Mean |
|----------------|------|------|------|------|
| under 30 years | 113 | 120 | 110 | 114 |
| 31 - 40 years | 101 | 93 | 93 | 96 |
| 41 - 50 years | 60 | 66 | 68 | 65 |
| 51 - 60 years | 29 | 32 | 36 | 32 |
| over 60 years | 29 | 30 | 28 | 29 |

Chart 1.9 - Distribution of employees in scientific professions by age

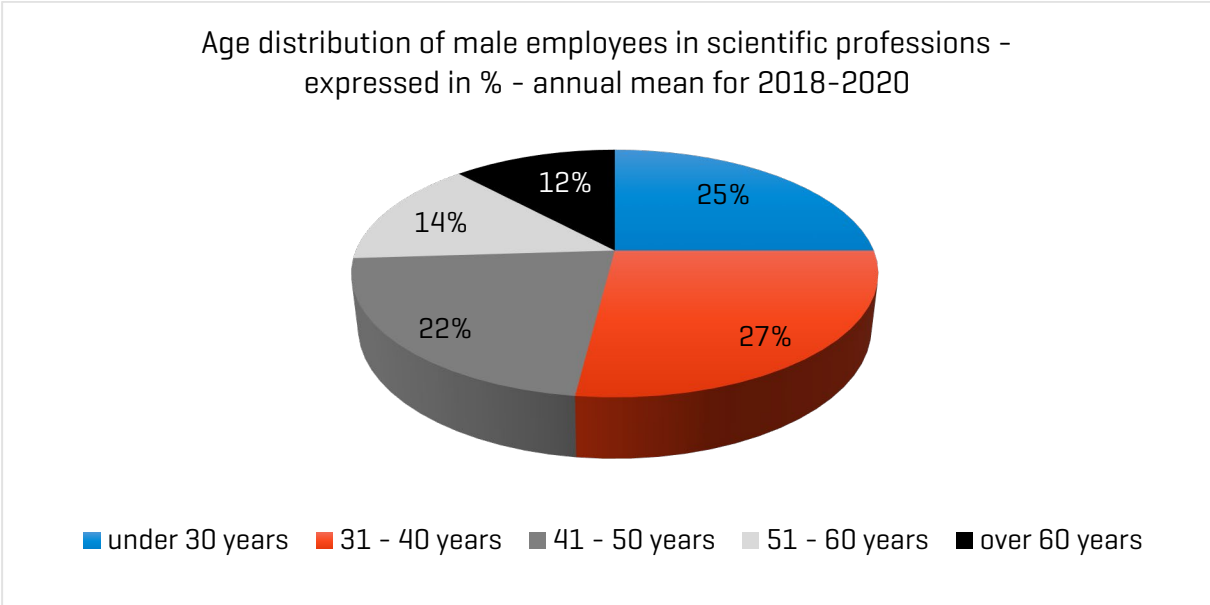


Male employees were evenly represented in all age categories at IMG. On average, the largest group between 2018 and 2020 comprised men aged 31-40, making up 27 % of staff. The second largest group, employees under the age of 30, made up 25 % of staff. The least represented age group of employees at IMG comprised men over 60, who represented 12 % of staff.

Table 1.10 - Distribution of male employees in scientific professions by age

| | 2018 | 2019 | 2020 | Mean |
|----------------|------|------|------|------|
| under 30 years | 36 | 41 | 37 | 38 |
| 31 - 40 years | 39 | 40 | 41 | 40 |
| 41 - 50 years | 31 | 32 | 37 | 33 |
| 51 - 60 years | 20 | 22 | 23 | 22 |
| over 60 years | 19 | 19 | 17 | 18 |

Chart 1.10 - Distribution of male employees in scientific professions by age



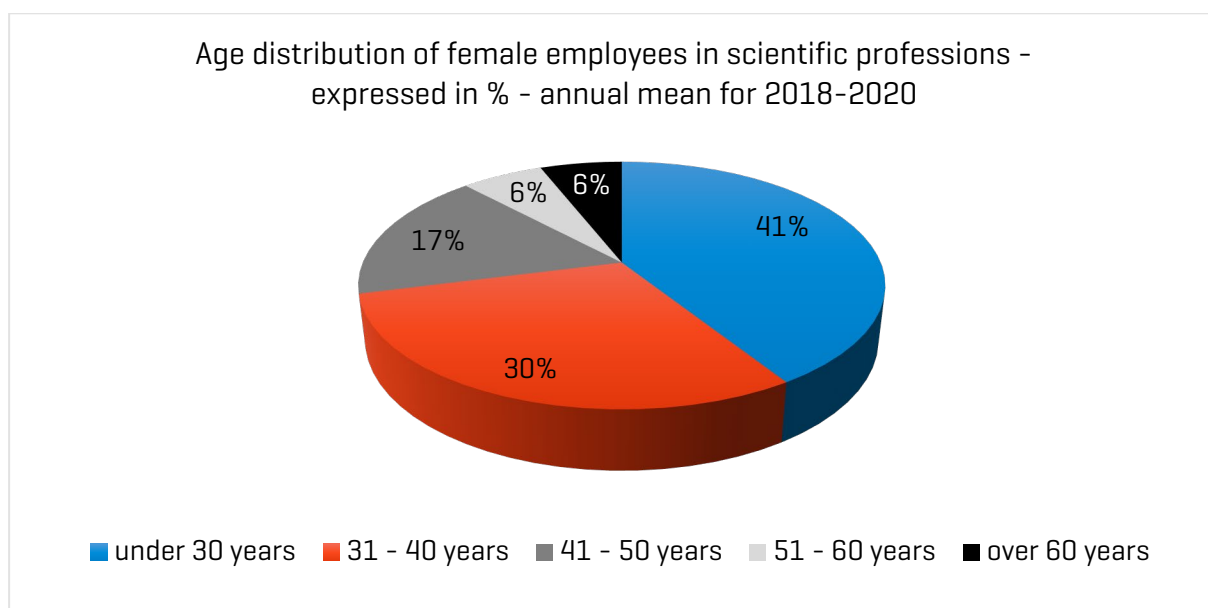
On average, the largest number of female scientists at IMG in the reported period was in the category under 30 years, where they accounted for an average 41 % of all female employees in 2018-2020. Significantly fewer women aged 51-60 and over 60 worked at IMG, accounting for 6 % in each category.

Table 1.11 - Distribution of female employees in scientific professions by age

| | 2018 | 2019 | 2020 | Mean |
|----------------|------|------|------|------|
| under 30 years | 77 | 79 | 73 | 76 |

| | 2018 | 2019 | 2020 | Mean |
|---------------|------|------|------|------|
| 31 - 40 years | 62 | 53 | 52 | 56 |
| 41 - 50 years | 29 | 34 | 31 | 31 |
| 51 - 60 years | 9 | 10 | 13 | 11 |
| over 60 years | 10 | 11 | 11 | 11 |

Chart 1.11 - Distribution of female employees in scientific professions by age



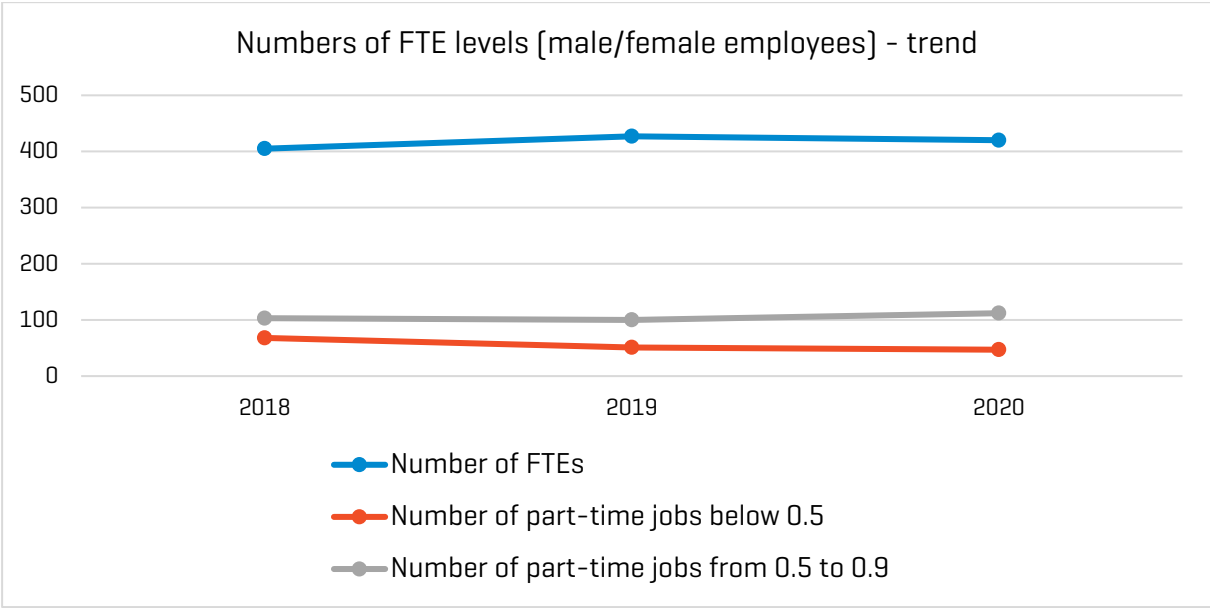
Distribution by the FTE level

Recognising the importance of reconciling work and private life, IMG allows its male and female employees to work part-time. This option is mainly used by parents of young children, carers and students. During the period under review, the number of employees working with FTE between 0.5 and 0.9 increased [from 103 in 2018 to 112 in 2020]. The number of full-time positions still significantly exceeds part-time positions. There has been an increase in FTE over 2018-2020 at the expense of 0.5 FTE and below. In 2018, FTE lower than 0.5 was used by 68 male/female employees and in 2020, by only 47.

Table 1.12 - Trend in employees' distribution by FTE

| | 2018 | 2019 | 2020 |
|--|------|------|------|
| Number of FTEs | 405 | 427 | 420 |
| Number of part-time jobs below 0.5 | 68 | 51 | 47 |
| Number of part-time jobs from 0.5 to 0.9 | 103 | 100 | 112 |

Chart 1.12 - Trend in employees' distribution by FTE

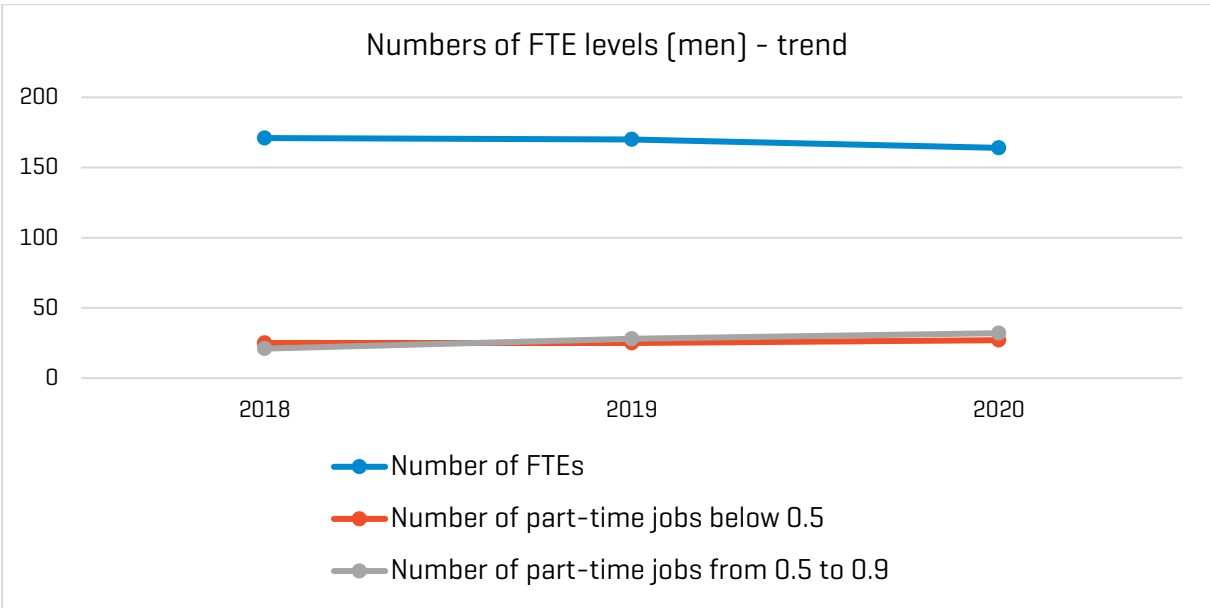


Full-time jobs are clearly predominant among men. The number of part-time jobs increased over 2018-2020, while full-time jobs slightly decreased.

Table 1.13 - Trend in male employees' distribution by FTE

| | 2018 | 2019 | 2020 |
|--|------|------|------|
| Number of FTEs | 171 | 170 | 164 |
| Number of part-time jobs below 0.5 | 25 | 25 | 27 |
| Number of part-time jobs from 0.5 to 0.9 | 21 | 28 | 32 |

Chart 1.13 - Trend in male employees' distribution by FTE

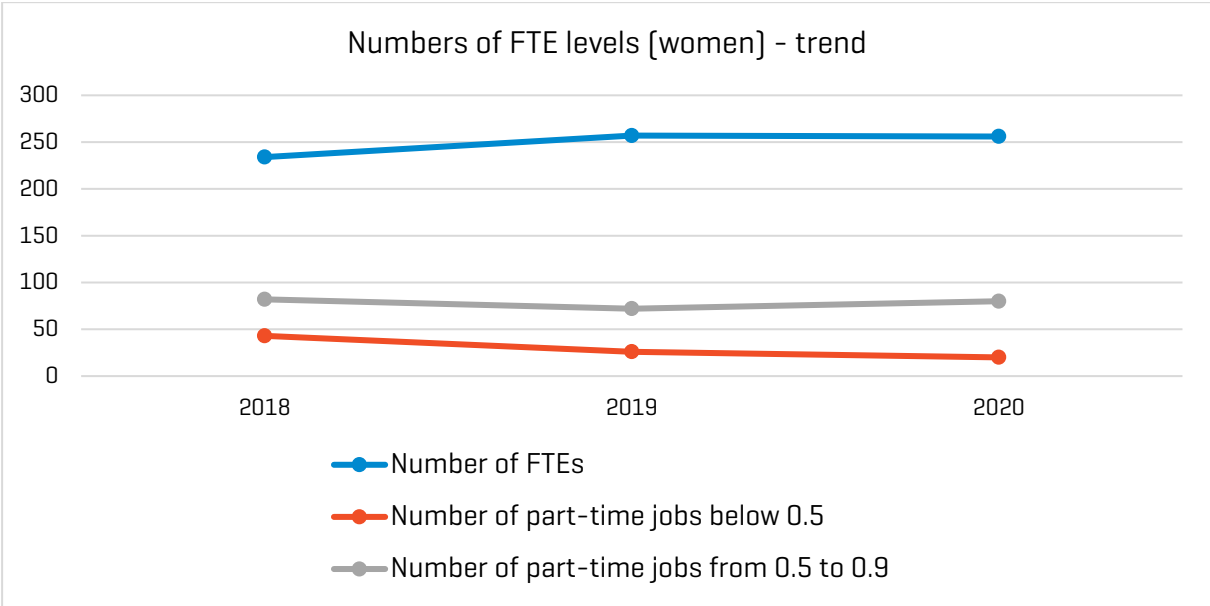


Female employees used part-time jobs more than male employees. For example, in 2020, 31.25 % of female employees worked between 0.5 and 0.9 hours. The amount of part-time work up to 0.5 decreased from 43 women in 2018 to 20 women in 2020. Full-time work remains the most common type of employment.

Table 1.14 - Trend in female employees' distribution by FTE

| | 2018 | 2019 | 2020 |
|--|------|------|------|
| Number of FTEs | 234 | 257 | 256 |
| Number of part-time jobs below 0.5 | 43 | 26 | 20 |
| Number of part-time jobs from 0.5 to 0.9 | 82 | 72 | 80 |

Chart 1.14 - Trend in female employees' distribution by FTE



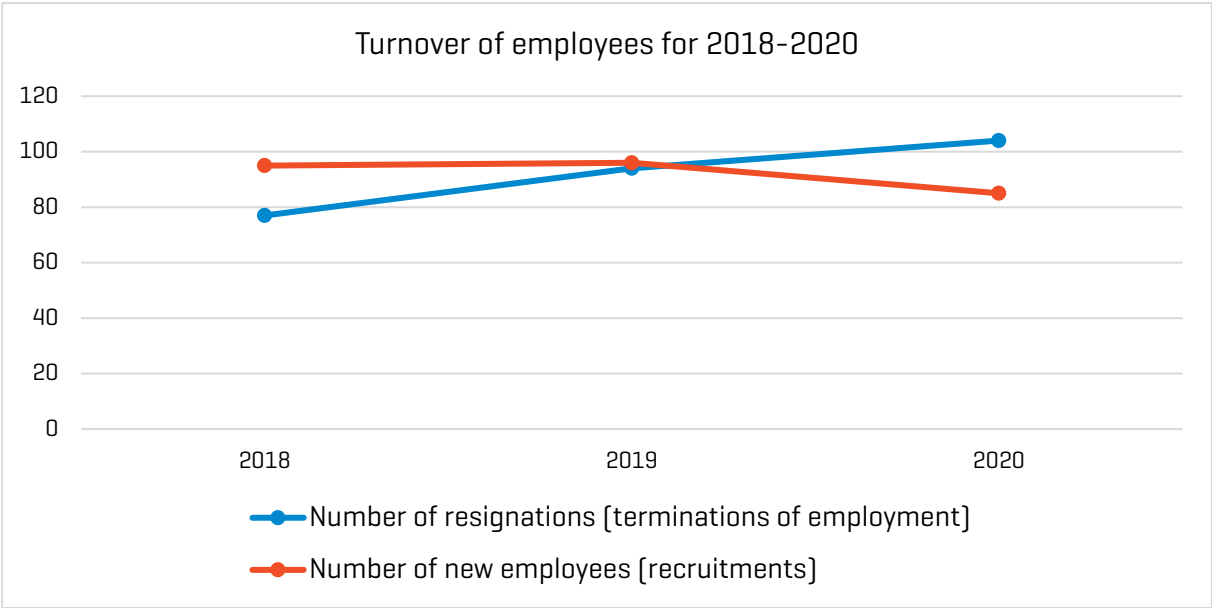
Turnover of IMG employees

The number of terminated employment relationships has been increasing over the years [from 77 in 2018 to 104 in 2020]. In contrast, the number of newly hired employees has decreased slightly, from 96 male/female employees in 2019 to 85 in 2020.

Table 1.15 - Turnover of employees for 2018-2020

| | 2018 | 2019 | 2020 |
|---|------|------|------|
| Number of resignations [terminations of employment] | 77 | 94 | 104 |
| Number of new employees [recruitments] | 95 | 96 | 85 |

Chart 1.15 - Turnover of employees for 2018-2020

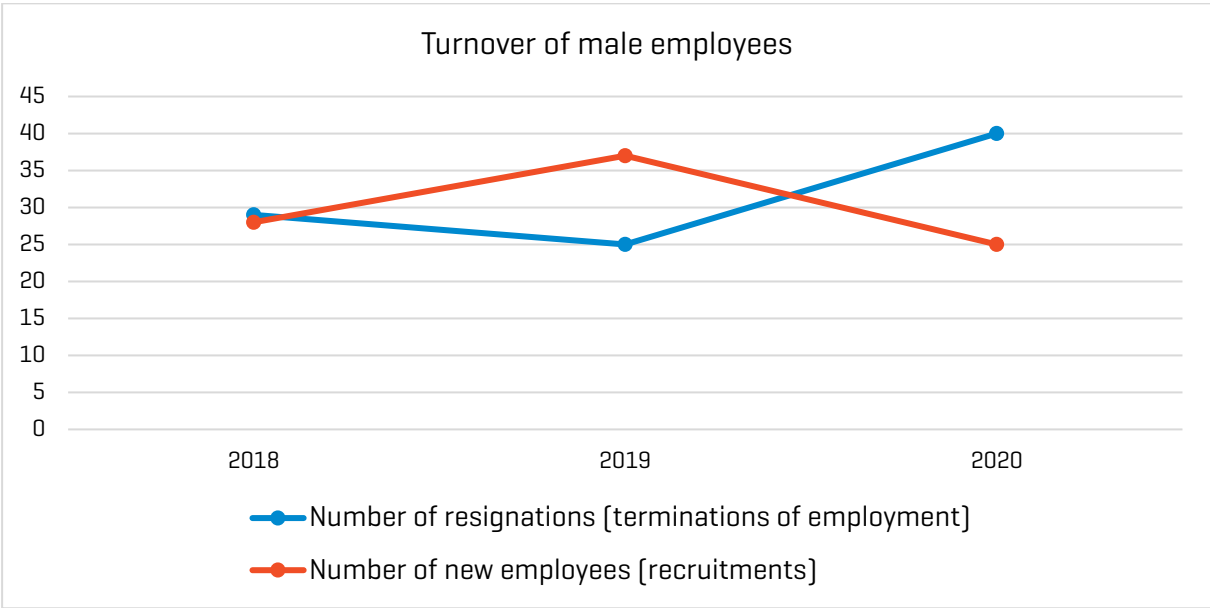


The male employee category also experienced a similar trend. The number of departures was highest in 2020 [40 employees], with the lowest number of hires in this year over the period under review – 25.

Table 1.16 - Turnover of male employees for 2018-2020

| | 2018 | 2019 | 2020 |
|---|------|------|------|
| Number of resignations [terminations of employment] | 29 | 25 | 40 |
| Number of new male employees [recruitments] | 28 | 37 | 25 |

Chart 1.16 - Turnover of male employees for 2018-2020

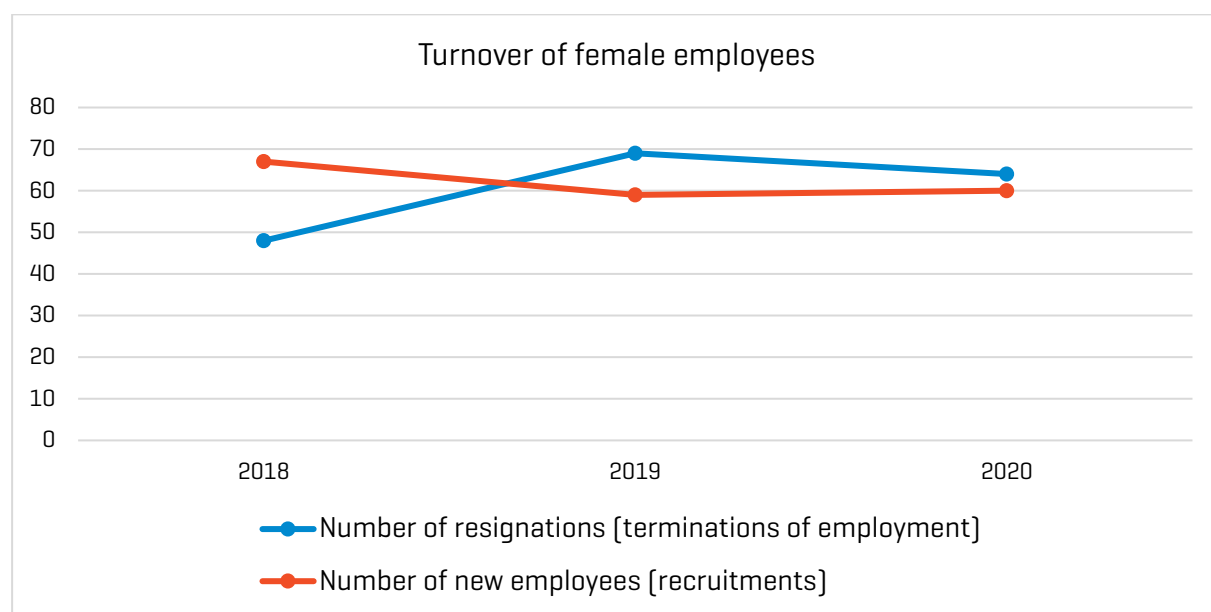


For female employees, the number of departures from employment exceeded the number of new hires in 2019 and 2020. The reverse was true in 2018, when the number of new hires [67] exceeded the number of terminations [48].

Table 1.17 - Turnover of female employees for 2018-2020

| | 2018 | 2019 | 2020 |
|---|------|------|------|
| Number of resignations [terminations of employment] | 48 | 69 | 64 |
| Number of new female employees [recruitments] | 67 | 59 | 60 |

Chart 1.17 - Turnover of female employees for 2018-2020



Grant agenda

In 2021, a total of 188 grants were implemented at IMG, of which 125 involved male and female employees as investigators and 63 as co-investigators. Currently, 18 grants have women as principal investigators or co-investigators and 96 grants have men as principal investigators or co-investigators. For the next calls, 16 female researchers and 55 male researchers have applied.

Table 1.18 - Gender representation in grants in 2021

| Gender | Project status | IMG investigator | IMG co-investigator | Total | Sum of categories | % of total |
|--------|------------------------|------------------|---------------------|-------|-------------------|------------|
| Women | Currently investigated | 11 | 7 | 18 | 114 | 15.79 |
| | Applications | 12 | 4 | 16 | 71 | 22.54 |
| | Not awarded | 0 | 0 | 0 | 3 | 0.00 |
| Men | Currently investigated | 67 | 29 | 96 | | 84.21 |
| | Applications | 32 | 23 | 55 | | 77.46 |
| | Not awarded | 3 | 0 | 3 | | 100.00 |
| Total | | 125 | 63 | 188 | | |

Benefits

The last very important area that the Plan will introduce are benefits and their use by the IMG employees. Some of the most important ones that facilitate reconciliation of the family and work life include institutional kindergarten, housing support, language courses, child recreation allowance, interest-free social loan, non-repayable social assistance, and housing loan [provision of housing and equipment].

The total number of employees using the services of the institutional kindergarten did not change significantly during 2018-2020, remaining along the lines of 12-13 male/female employees. The difference is in the number of males, who show a decrease in their interest in the kindergarten during the period under review, while an increase in the use of the service by females is visible.

Table 1.19 - Number of employees using the Institute kindergarten

| | 2018 | 2019 | 2020 |
|--|------|------|------|
| Total number of employees | 12 | 13 | 12 |
| ... of these, number of scientific professions | 9 | 8 | 8 |
| ... of these, number of other professions | 3 | 5 | 4 |
| ... of these, number of men | 7 | 4 | 5 |
| ... of these, number of women | 5 | 9 | 7 |

A consistent 34 persons from scientific professions used supported housing in 2018-2020. Between 2019 and 2020, the number of women using it decreased rapidly, while the number of men increased.

Table 1.20 - Number of employees using supported housing

| | 2018 | 2019 | 2020 |
|--|------|------|------|
| Total number of employees | 34 | 34 | 34 |
| ... of these, number of scientific professions | 34 | 34 | 34 |
| ... of these, number of other professions | 0 | 0 | 0 |
| ... of these, number of men | 12 | 14 | 20 |
| ... of these, number of women | 22 | 20 | 14 |

Of the language courses, English is the most widely used. In 2020, 70 employees enrolled in this course, of whom 54 were women and 16 were men. The Czech language course was used by five scientific employees in 2020.

Table 1.21 - Number of employees using language courses

| | 2018 | 2019 | 2020 |
|---|------|------|------|
| Total number of employees using courses of Czech for foreigners | - | - | 5 |
| ... of these, number of scientific professions | - | - | 5 |
| ... of these, number of other professions | - | - | 0 |
| ... of these, number of men | - | - | 3 |
| ... of these, number of women | - | - | 2 |
| Total number of employees using courses of English | - | - | 70 |
| ... of these, number of scientific professions | - | - | 32 |
| ... of these, number of other professions | - | - | 38 |
| ... of these, number of men | - | - | 16 |
| ... of these, number of women | - | - | 54 |

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