

Gender Equality Plan
in the Białystok Science and Technology Park
for the years 2022-2026

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Introduction

The Gender Equality Plan (hereinafter referred to as the Plan) has been developed and implemented with the aim to make the BPN-T a safe workplace for all people, which respects the rules of equality, diversity and non-discrimination as well as ensures the liberty to develop both on the professional and personal levels. The purpose of the Plan is, moreover, to constantly strive to improve the quality and efficiency of work by promoting cooperation at all levels of the organization. Employees must not be treated differently on the basis of gender, nationality, sexual orientation, religion or political beliefs. Employee engagement should be assessed solely on the basis of their competencies and achievements.

Undoubtedly, the Plan has a positive effect on creating an organizational culture that will attract and retain skilled specialists, eliminating barriers that hinder work-life balance, preventing a slowdown in development and supporting a full use of employees' potential and their involvement. Equality and diversity are important values that contribute to the development of the BPN-T.

The Gender Equality Plan in the Białystok Science and Technology Park is based on best practices and the following legal acts:

- a) Constitution of the Republic of Poland of 2 April 1997 (Journal of Laws 1997, No. 78, item 483, as amended).;
- b) Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation OJ L 204, 26.7.2006, p. 23);
- c) Family and Guardianship Code of February 25, 1964 (Journal of Laws of 2020, item 1359, as amended);
- d) Civil code (Journal of Laws of 2020, item 1740, as amended);
- e) Labour Code (Journal of Laws of 2020, item 1320, as amended);
- f) Criminal Code (Journal of Laws of 2020, item 1444, as amended).

The European Commission has defined five key areas for achieving gender equality in research and innovation that should be covered by the Gender Equality Plan.

These include:

1. A balance between private/family and professional life and the institution's organizational culture.
2. Gender balance in management and decision-making groups.
3. Gender equality in recruitment and career development processes.
4. Integrating gender into research and educational content.
5. Measures against gender-based violence, including sexual harassment.

According to the Labour Code, Article 112, employees shall have equal rights for the performance of the same duties. In particular, it concerns the equal treatment of men and women in employment, i. a. in terms of the right to equal remuneration for the same work or for work of an identical value. Work of an identical value means work that demands from employees not only comparable professional qualifications, certified by documents provided for in separate provisions or by practice and professional experience but also comparable responsibility and effort (Article 183c (3) of the Labour Code).

Striving to eliminate gender bias and gender gaps, improve work-life balance and promote equality between women and men in research and innovation, including the principle of equal pay without gender discrimination is supported by both European and Polish regulations.

The Plan includes the following:

- 1) assessment/analysis of existing practices and procedures in order to identify gender bias (diagnosis of the current situation);
- 2) identifying and implementing actions aimed at eliminating all prejudices;
- 3) setting goals and monitoring progress in promoting gender equality with the use of relevant indicators.

1. Diagnosis of the current situation

In 2021, the average annual number of people employed in the Białystok Science and Technology Park was 47, including 28 women, which constitutes 59.57% of all employees.

The development of the Gender Equality Plan began with an analysis of the percentage of employees by gender employed in two types of positions: clerical and auxiliary, and at individual positions in the Institution.

Tables 1-3 below present the number of employees and the percentage of women broken down by the type of position (clerical and auxiliary) and by specific positions held.

Position type	Annual average number of employees	of which women	of which women %
clerical	38	23	60,52%
auxiliary	9	5	55,55%
Total	47	28	59,57%

Table 1. The number and percentage of employees by gender, broken down by position types. Data for 2021

According to the analysis of the personnel status as of December 31, 2021, there were 47 employees employed in the BPN-T. The above data indicate that women dominate in both clerical and auxiliary positions (60.52% and 55.55%, respectively). The predominance of women in clerical positions is clear. In the case of auxiliary positions, in absolute numbers, the gender disproportion may be considered insignificant (5 women and 4 men).

Position	Annual average number of employees	of which women	of which: women in per cent
BPN-T Senior Management (Director, Deputy Director and Chief Accountant)	3	2	66,66%
Head of an organizational unit	6	0	0,00%
Chief specialist	1	0	0,00%
Senior specialist	1	0	0,00%
Specialist	7	6	85,71%
Senior Inspector	1	1	100%
Inspector/Inspector for education	8	6	75%
Education clerk	7	4	57,14%
Cashier	4	4	100%
Total	38	23	60,52%

Table 2. Number and percentage of employees by gender for individual clerical positions.

A total of 38 people occupy clerical positions, including 23 women and 15 men. There are 7 men and 2 women among the BPN-T senior and middle management staff. What is important, women occupy the highest positions in the BPN-T: the Director and Chief Accountant. Among the persons employed in the positions of inspector and senior inspector, there are 7 women and 2 men. On the other hand, 9 men and 6 women work in the positions of chief/senior specialist or specialist. 4 women and 3 men work as a clerk. The four cashier positions are occupied solely by women.

The above data indicate that in general, among the clerical positions, women constitute the majority of employees (60.52%), however, the female gender is clearly underrepresented in managerial positions.

Position	Annual average number of employees	of which women	of which: women in per cent
Senior Foreman	1	0	0%
Technical support	4	2	50%
Administrative assistance	3	3	100%
Machine maintenance worker	1	0	0%
Total	9	5	55,55%

Table 3. Number and percentage of employees by gender for individual auxiliary positions

A total of 9 employees work in auxiliary positions, including 5 women and 4 men. Gender disproportion is not noticeable in this group.

All policies, procedures and processes implemented in the BPN-T so far, including the recruitment process, work regulations, remuneration regulations and contracts, are non-discriminatory and guarantee all employees equal rights. The Institution has appointed a Plenipotentiary for Accessibility, whose tasks will additionally be extended to cover issues related to monitoring the situation in the field of gender equality.

2. Gender Equality Action Plan

The Białystok Science and Technology Park plans to maintain and deepen the effects of the equality measures undertaken so far in order to provide employees with equal opportunities so that they feel motivated to develop their potential. The Plan contains clearly defined goals, e.g. to support career development and to facilitate the combination of work and family life.

The Gender Equality Plan in the Białystok Science and Technology Park sets forth the following goals and activities to achieve specific indicators:

Goal	Actions and units responsible for their implementation	Indicator
Raising awareness of the importance of equality issues and strengthening positive attitudes towards diversity.	<p>Conducting training sessions on anti-discrimination measures for management and employees /Director/.</p> <p>Cyclical distribution of information materials /Promotion Unit/.</p>	<p>Number of internal trainings - 1 training per year.</p> <p>Number of participants of internal trainings - 100% of the BPN-T employees.</p> <p>Number of training and information materials sent to employees – (1 package every six months).</p>
Ensuring equality in recruitment processes.	Including the language of equality in published job vacancies /Director + HR Specialist/.	Number of vacancy notices written in equality language – 100%.
Support for male and female employees in improving qualifications and developing their skills.	<p>Implementation of training courses for male and female employees in accordance with the training plan prepared annually by each organizational unit /heads of units/.</p> <p>Disseminating good practices related to supporting career development /Plenipotentiary for Accessibility/.</p> <p>Monitoring the participation of women and men in training and projects /HR Specialist/.</p>	<p>Analysis of the needs in the field of supporting professional career development – every year until the end of January.</p> <p>Cyclical internal mailing with good practices in supporting career development – 2 mailings per year.</p> <p>Monitoring the participation of women and men in projects – by the end of 2026.</p>
Promoting equal participation in decision-making processes of both women and men.	Implementation of courses/trainings increasing leadership competencies among women /Director/.	Number of completed training courses increasing leadership competencies among women – 2 training courses until 2026.

<p>Facilitating the combination of work and family life.</p>	<p>Ongoing diagnosis of the needs of people returning to work after parental leave /Director + heads of units/.</p> <p>Making the system of work more flexible, within the limits of the applicable law, allowing for combining professional work with care responsibilities /Director + HR Specialist/.</p>	<p>Ensuring 100% of male and female employees returning after parental leave undergo a diagnosis of needs.</p>
<p>Counteracting gender-based discrimination and violence (including sexual harassment) as well as protecting and supporting its victims.</p>	<p>Review and supplementation of internal procedures with aspects relating to counteracting discrimination on grounds of sex /Director + Plenipotentiary for Accessibility/.</p> <p>Disseminating the procedure of counteracting discriminatory behavior based on sex among the BPN-T male and female employees /Plenipotentiary for Accessibility/.</p>	<p>Verified and completed procedure - 1 procedure by the end of 2022.</p> <p>Number of female and male employees informed about the procedure – 100%.</p>

3. Conclusions

ASSUMPTIONS OF THE GENDER EQUALITY PLAN

The main goals of implementing the Gender Equality Action Plan are:

- Raising awareness of the importance of equality issues and strengthening positive attitudes towards diversity,
- Ensuring equality in recruitment processes,
- Support for male and female employees in improving qualifications and developing their skills,
- Promoting equal participation in decision-making processes of both women and men,
- Facilitating the combination of work and family life,
- Counteracting gender-based discrimination and violence (including sexual harassment) as well as protecting and supporting its victims.

WAYS TO IMPLEMENT THE GENDER EQUALITY PLAN

The implementation of the GEP Plan will be carried out using the following activities tailored to the needs of all male and female employees of the BPN-T:

- The implementation of the GEP Plan will be carried out using the following activities tailored to the needs of all male and female employees of the BPN-T:
- Training of female and male employees,
- Disseminating good practices related to supporting the career development of female and male employees,
- Making the system of work more flexible, within the limits of the applicable law, allowing for combining professional work with care responsibilities.
- Monitoring the participation of female and male employees in projects and trainings
- Developing procedures for reporting and supporting people who have experienced gender-based violence.

This Plan was developed on the basis of the current data on the situation of women and men employed in the Białystok Science and Technology Park. After its development and implementation, ongoing monitoring of those equality areas in which actions have been declared will be carried out.