

Equal Opportunity Plan

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Equal Opportunity Plan

Preamble

The equal opportunity plan is an essential instrument for personnel planning, especially personnel development, and for equal treatment of women, men and intersex people. Its implementation is a special responsibility of the board.

In order to achieve and sustainably secure the goal of equal treatment of women, men and intersex people, measures and equality standards are agreed for the employees of the IOM.

Therefore, to implement the agreement on execution of equal treatment (AV Gleit of October 27, 2008), the agreement within the framework of the "berufundfamilie" initiative, the framework recommendation on equal treatment of women and men in the institutes of the Leibniz Association and the "research-oriented equality standards of the DFG", the following equal opportunity plan for all employees including the third-party funded will be enacted.

The Personal Status Act (Personenstandsgesetz; PStG) was adapted at the end of 2018 so that intersex people have the opportunity to enter themselves in the birth register with the indication "diverse". So far, the IOM has only recorded the gender categories "female" and "male". The IOM is examining whether and how a conversion of the official statistics to a more differentiated system (the inclusion of "diverse" in the statistics) could be implemented.

1. Situation of female employees

The administration draws up an appraisal and analysis of the employment structure every four years (as of December 31), which provides information on the implementation and abundance of the equality treatment measures. As of December 31 2020, the following distribution for different qualification levels is obtained:

- the proportion of women overall at IOM is 32%,
- in the chemical department 33%,
- in the physics department 30%,
- in the administration 50% and
- in the workshop 33%.

60.4% of the female employees are in fixed-term employment contracts (cf. 63.0% of male employees).

The following observations arise for different employment profiles:

1.1. Board and professors

Out of four professorships at the IOM none is taken by a woman.

1.2. Employees (including doctoral candidates)

Among employees in pay groups EG12 - 15, the proportion of women was 28.6% on December 31, 2020 (cf. 28.9% in 2016). 19.2% of these women have permanent contracts (cf. 18.2% in 2016).

The proportion of women in pay groups EG 9-11 was 40.7% (cf. 46.4% in 2016). 81.8% of these women are employed on a permanent basis (cf. 69.2% in 2016). 55.5% of the employees in pay groups EG5 - 8 are female (cf. 84.6% in 2016). The proportion of permanent jobs lies at 100% (cf. 90.9% in 2016).

35.3% of employees in the simple service (EG1-4, trainees, others) are women (cf. 26.7% in 2016). 0% of these positions are permanent (cf. 25% in 2016).

1.3. Foreign employees

On December 31, 2020, 21 foreign persons were employed at the IOM, of which 12 were men and 9 women (42.9%). 71.4% of these employees are employed on a temporary basis.

1.4. Employee's share according to length of working hours

58.3% (cf. 52.0% on December 31, 2016) of female employees at the IOM work part-time, while the proportion of male employees is 31.0% (cf. 35.0% on December 31, 2016).

1.5. Reclassification / change of employment relationship

In the last four years, 5 employees of the IOM could be classified higher, 2 of them were women. 40% of the temporary employment contracts involve a woman.

1.6. Recruitment

Out of 98 recruitments in the time frame from 2017 to 2020 were 37 women. This corresponds to a women employment ratio of 41.6%.

The following general problems for gender equality work at the IOM can be identified:

- 1) The proportion of women among IOM employees decreases with increasing qualifications.
- 2) 2 of 17 group leader positions are held by women.

2. Gender equality measures / goals

The essential element of the equality measures of the IOM are

- to promote equality, i.e. equal opportunities for women, men and intersex people at work
- to reduce the under-representation of women in the areas
- to improve the work-life balance for women, men and intersex people

The board aims to give vacant positions in the future to female applicants with the same qualification if underrepresented (within the respective salary group and / or executive level). In view of the double burden of work / family and children, the possibility of part-time employment should be examined. Scientists are increasingly being entrusted with managerial tasks. These efforts have been quantified for the scientific staff since December 19, 2012 by flexible target quotas according to the cascade model, with which the IOM takes into account the GWK decision of November 7, 2011. The specified target rates are listed in the following table:

Level	Number of employees 31.12.2020	Thereof women	Women`s quota in%	Average fluctuation in number of persons ¹	New positions to be filled until 2024	Target quota ²
E12 / E13	70	23	33%	14.25	57	31%
E14	19	3	16%	1.75	2	22%
E15	2	0	0%	0	0	/

¹E12/13/14: Average fluctuation = $\frac{1}{n} \sum_{i=1}^n \text{Persons leaving per year}_i$ from 2017-2020

¹E15: The probable end (e.g. retirement) was taken as the basis.

²Target quota: Addition (1) of the proportion of women of the personnel share which will not fluctuate until 2024 in the group or level and (2) the proportion of women in the fluctuating staff proportion of the respective level, which corresponds to the proportion of women in the lower salary group or management level. For E12 / E13, the proportion of women graduating with master's degree in chemistry (38%) and physics (23%) in Germany in 2019 (from statistics of chemistry degree courses 2019 GDCh, Physics Journal 18 (2019) No. 8/9) was used and averaged (31%).

General regulations as well as written and digital publications by the institutions must be formulated in a gender-neutral manner.

2.1. Recruiting

2.1.1. Job advertisement

For job advertisements, gender-neutral terms or, where not otherwise possible, the feminine and masculine form are to be used. The job advertisements must be written in such a way that the underrepresented gender (within the respective salary group and / or management level) is specifically asked to apply.

In principle, the works council agreement for internal job advertisements applies. In addition, taking into account the performance principle and the necessary qualifications, the person of the underrepresented gender should be considered when hiring, upgrading, converting into permanent contracts and contracting apprentice positions, insofar as an underrepresentation in the respective area (within the respective salary group and / or management level) is given. This also applies to filling management positions. The job advertisement should also be made public if this goal cannot be achieved with an internal job advertisement. If personnel management measures are planned that block or eliminate positions, the proportion of the underrepresented gender in the affected areas should be (within the respective salary group and / or management level) retained taking the performance principle into account.

2.1.2. Staffing

When assessing the quality and quantity of the professional performance or when completing individual qualifications, delays caused by looking after children or relatives in need of care are not considered to the detriment of the applying person. The determination of the qualification is determined exclusively according to the requirements of the job to be filled, in particular according to the training requirements and professional experience.

When filling jobs in areas (within the respective salary group and / or management level) in which one gender is underrepresented, at least as many women as men who have the qualifications and suitability specified in the advertisement are to be invited to interviews or special selection procedures, provided that there are sufficient applications of the underrepresented gender.

The selection committee must be made up of at least 40% female employees. The selection committee includes the equal opportunity commissioner or her deputy.

2.2. Improvement of working conditions

Particular attention is paid to working conditions and family support with the participation of the equal opportunity commissioner, the safety engineer, the company doctor and the works council. The continuous improvement of the working conditions for employees with family and care responsibilities is aimed at by means of the voluntary certification “Audit Beruf und Familie” (audit work and family). The implementation of the measures defined therein is checked in annual reports and regular re-certification. In an institute survey, the satisfaction of the employees is queried every 2 years and suggestions for further measures are taken.

2.2.1. Working hours / leave of absence / childcare

Requests to reduce working hours (part-time) or changed working hours are supported. Within the framework of the legal and collectively agreed regulations, individual wishes regarding the number of hours and work on certain days of the week should be met when designing part-time work. The employees of the institute can apply for flexible working hours, also deviating from the regulations of the BV on flexible working hours.

Leave of absence or part-time employment must not lead to a disadvantage, e.g. automatic progression, qualification and further training of those affected.

Employees on leave will be sent job advertisements and internal employee information on request.

In order to be able to better coordinate professional and family duties, facilities are offered for working parents:

- Breastfeeding- and diaper changing breaks can be taken during working hours. Therefore, a parent-child room is also available, which can be booked on inquiry.
- Granting of part-time work on request. Mutual agreement of start and end time of work.
- Preferred granting of leave mainly during the holiday season for parents, whose children are in care facilities, that have holiday closing times, and for parents with school-age children.

- Work-related meetings, advanced training, seminars, colloquia or similar shall be offered if possible, in core working hours and outside the school holiday times.
- Work-related meetings, training courses, seminars, colloquia, etc. if possible and if necessary, shall also be digitally broadcasted (Teams etc.).

2.2.2. Re-entry

If qualification measures (master training, doctorate, habilitation, etc.) have to be interrupted due to parental leave, part-time work, leave of absence or a longer illness, the institute must, upon request, check whether funds can be made available to continue the position for up to two years. In the context of the resource allocation, the cases of the Wissenschaftszeitvertragsgesetz (science time contract act, leave of absence, parental leave, etc. in the context of a research project without counting the employee time), which may lead to a right to extended employment, must also be taken into account.

2.3. Continuing education and training

Those on leave of absence or part-time leave can participate in seminars, conferences and further training events of the IOM. Further training measures (e.g. foreign language courses, vocational qualification measures, etc.) that facilitate professional advancement, especially from the lower tariff groups, as well as re-entry for employees on leave of absence, are supported by the institute within the scope of the existing possibilities.

2.4. Promotion of young talent

The board of the IOM always endeavors to nominate qualified young female scientists for participation in suitable funding and mentoring programs and events.

3. Legal status, duties, participation and right of objection of the equal opportunity commissioner and her deputy

At the suggestion and election of female employees, the IOM board appoints an equal opportunity commissioner and her deputy. The appointment is made for a period of 4 years. A renewed election or appointment is possible.

The equal opportunity commissioner is not bound by instructions in her activities. The equal opportunities commissioner is released from other official duties for 8 hours a week and will be proportionately (8 h / week) financed by the IOM budget.

3.1. Tasks and participation

The equal opportunity commissioner shall be involved in all measures in accordance with item 16 of the appendix to the AV-Glei when the measure is still capable of being shaped. The equal opportunity commissioner has the right of initiative in all matters subject to her involvement. In the case of recruitment procedures, the participation of the equal opportunity commissioner in the IOM is regulated as follows:

- The equal opportunity commissioner must be informed of job advertisements before they are published.
- All application documents can be viewed by the equal opportunity commissioner together with a list of persons selected for the interviews.
- The equal opportunity commissioner attends the interviews.
- The equal opportunity commissioner signs all recruitment notes with exception of extension of positions for compulsory internships, bachelor, master, and diploma studies (cf. §5 company agreement on internal job advertisement and simplified information for individual personnel measures). The employment notes contain all the important information for the employment contract to be issued.

3.2. Right of objection

In the event of violations of the equal opportunity plan, regulations of the AV-Glei including its appendix, or the framework recommendation on gender equality in the institutes of the Leibniz Association as well as "Research-Oriented Equal Opportunity Standards of the DFG", the equal opportunity commissioner has the right of objection with suspensive effect against the board of the IOM.

If the board considers the objection to be unfounded, it must explain this in writing to the equal opportunity commissioner.

4. Control of the measures for the implementation of the equal opportunity plan

The Board is responsible for the implementation of the measures for equality. In order to carry out her duties, the equal opportunity commissioner is to be informed and supported by the board on matters relevant to equal opportunity in the IOM.

Violations of the equal treatment of women and men, in particular of the equal opportunity plan, are to be objected to in writing by the equal opportunity commissioner to the board (cf. 3.2. Right of objection).

The results of the four-year stocktaking shall be evaluated by the board together with the equal opportunity commissioner. If gender equality deficits are identified, concrete guidelines are to be developed and adopted.

The equal opportunity plan shall be published on the IOM intranet for its entire duration.

At the request of the board of trustees, the board, with the assistance of the equal opportunity commissioner, is required to prepare a report on the fulfillment of the equal opportunity plan.

5. Entry into force, duration

The equal opportunity plan shall enter into force upon signing.

Leipzig, the *22. 01. 2021*



Prof. Dr. André Anders

Director



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Equal opportunity commissioner