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FOR THE AUDIT TEAM

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# GENDER AUDIT REPORT FACULTY OF INFORMATICS MASARYK UNIVERSITY

GENDER INFORMATION CENTRE NORA, O. P. S.

2024

I am for equality.

# Nora

## Contents of the gender audit report

A. INTRODUCTORY INFORMATION .....	3
Audit team.....	3
Methodology used .....	3
Brief information about the organization conducting the gender audit.....	3
Brief information about the audited organization .....	3
B. SUMMARY OF THE GENDER AUDIT PROCESS .....	5
Description of data collection and analysis methods used.....	5
List of areas covered by the gender audit.....	6
C. KEY FINDINGS OF THE GENDER AUDIT (SUMMARY OF FINDINGS).....	7
D. ANALYTICAL REPORT (non-public part of the document) .....	8
E. SUMMARY OF RECOMMENDATIONS .....	9
TRANSFORMATION OF ORGANIZATIONAL CULTURE .....	9
COMBINING WORK AND PARENTHOOD/PERSONAL LIFE .....	10
RECRUITMENT AND SELECTION AND FUNCTIONAL PROCEDURE .....	10
EQUAL REPRESENTATION OF WOMEN AND MEN IN MANAGEMENT POSITIONS .....	11
MEASURES AGAINST SEXUAL HARASSMENT AND OTHER FORMS OF GENDER-BASED VIOLENCE.....	11
GENDER DIMENSION IN RESEARCH .....	12
STUDIES AND STUDENT POPULATION.....	12
F. ATTACHMENTS .....	13
Attachement 1: Characteristics and structure of the sample .....	13
Description of the questionnaire survey sample.....	13
Description of the group discussion sample.....	13
Description of the sample of individual interviews.....	14
Attachement 2: Description of analyzed materials.....	15
List of analyzed materials and web portals .....	15
Attachement 3: Further supporting literature and internet resources .....	18
List of supporting materials and web portals .....	18
G. EXAMPLES OF GOOD PRACTICE .....	19

## A. INTRODUCTORY INFORMATION

### Audit team

The audit team was led by MgA. Bc. Eva Lukešová, director and gender expert at the Gender Information Center NORA (hereinafter GIC NORA). As head of the audit team, Eva Lukešová was responsible for the quality of the audit process, for communicating its progress to the audited organization, and for coordinating the activities of the audit team. The gender audit (i.e., data collection and analysis and the preparation of the final report) at the Faculty of Informatics, Masaryk University, was also carried out by PhDr. Arnošt Svoboda, Ph.D., Mgr. Dagmar Matulíková, Mgr. Tomáš Paul, Ph.D., and Mgr. et Mgr. Tamara Jačisko Nasri.

### Methodology used

The Office of the Government of the Czech Republic, Gender Audit STANDARDS, 2016

### Brief information about the organization conducting the gender audit

GIC NORA has been in existence since 2004. The original impetus for the center's creation was the desire of its founders (teachers and students from the Faculty of Social Studies at Masaryk University) to bring gender issues to the attention of the wider public and to move beyond the limited space of academia.

In addition to cooperating with employers, particularly in the form of conducting gender audits, the organization is dedicated to empowering various groups of women, whether they are single mothers, Roma women, homeless women, or women in the media. As part of these activities, GIC NORA publishes methodological guides for working with vulnerable groups of women.

Recently, through its project activities, the organization has focused at the national and international levels on the prevention of gender-based violence, primarily at academic and public research institutions, and on the development of gender-sensitive education. In the past, GIC NORA, together with the Office of the Public Defender of Rights, participated in a nationwide awareness campaign on equal pay for women and men.

### Brief information about the audited organization

The Faculty of Informatics (hereinafter referred to as "FI") is part of Masaryk University (hereinafter referred to as "the University" or "MU"). The Faculty of

Informatics was founded in 1994 as the first faculty of informatics in the Czech Republic. Today, with ever-growing interest in studying, it provides computer science education at all levels of university study to two thousand students in Czech and English. In addition to high-quality teaching, cutting-edge research is conducted in nearly twenty laboratories, often in collaboration with the faculty's industrial partners or companies based in the science and technology park located directly on the FI campus.

The basic organizational units of the faculty responsible for organizing teaching and providing facilities for other faculty activities are the departments:

- Department of Computer Science
- Department of Computer Systems and Communications
- Department of Visual Computing
- Department of Machine Learning and Data Processing.

The total number of employees at the Faculty of Informatics is 325 as of May 10, 2024.

The total number of students as of the same date is 1,948.

## **B. SUMMARY OF THE GENDER AUDIT PROCESS**

### Description of data collection and analysis methods used

Four methods of data collection and analysis were used in conducting the audit:

- Analysis of internal and public documents
  - Internal documents and statistical data were handed over on April 9, 2024. Publicly available information on websites and social networks was also subjected to content analysis. The list of analyzed materials is included in Appendix No. 2.
- Questionnaire survey
  - An online questionnaire was prepared in cooperation with a representative of the faculty. Quantitative data was collected at the institution from April 22, 2024, to May 5, 2024.
- Group discussions
  - A total of four group discussions were held. The first group discussion took place on May 21, 2024, at 9:30 a.m. and consisted of seven respondents representing persons caring for a child or other close person (five women, two men). The second group discussion took place on May 29, 2024, at 9:00 a.m. and consisted of nine respondents representing administrative staff and technical and support staff (seven women and two men). The third group discussion took place on the same day at 1:00 p.m. and consisted of 6 respondents representing heads of academic and non-academic departments (4 men, 2 women). The fourth group discussion took place on June 12, 2024, at 12:30 p.m. in English and consisted of 5 respondents representing foreign employees (2 men, 3 women). The group discussions were held in person, ethical principles were observed during their implementation, and the anonymity of the participants was guaranteed.
- Individual interviews
  - Individual interviews were conducted both online and in person. A total of 8 individual interviews (5 women, 3 men) were conducted in May and June 2024, 3 of which were conducted online. Ethical principles were also

observed during the individual interviews, and the anonymity of the participants was guaranteed.

The aim of the qualitative part of the gender audit was to obtain more in-depth information on key thematic areas of the gender audit. Semi-structured scenarios were created in advance for the individual interviews and group discussions.

#### List of areas covered by the gender audit

- Organizational goals and institutional safeguards for gender equality policy
- Human resources policy
- Wage policy
- Work-life balance
- Organizational culture and workplace relations
- Gender dimension in research
- Wellbeing

### **C. KEY FINDINGS OF THE GENDER AUDIT (SUMMARY OF FINDINGS)**

In this section of the report, we present the key findings that best characterize the audited organization, i.e., the Faculty of Informatics at Masaryk University, and which are necessary for the formulation of specific recommendations.

- FI MU systematically works on the issue of gender equality. However, this issue is not included in the visions and goals of FI's long-term plan for 2024 and beyond.
- With regard to the principles of equal treatment and non-discrimination, it is important to note that FI refers to them in several key documents at the university level: Masaryk University's Gender Equality Plan for 2022–2024, Masaryk University's Strategic Plan for 2021–2028, the MU Code of Ethics, the Rules of Procedure of the MU Ethics Committee, Masaryk University Directive No. 1/2023 Protection of Rights, the MU Work Rules, and from strategic documents at the faculty level: the Long-Term Plan of the Faculty of Informatics, Masaryk University, until 2020, and the Code of Ethics for Teaching Assistants at the Faculty of Informatics, MU.
- Integrating the gender dimension into research is a priority of the MU Gender Equality Plan 2022–2024. Although there are activities supporting women in science, research needs to focus more on gender aspects.
- The Faculty of Informatics is a large employer, which in 2024 employed 325 people, of whom 36% were women and 64% were men. The institution is facing a decline in the number of women across the faculty's hierarchical structure.
- FI offers a wide range of support for employees who are caregivers, helping them to balance their work and personal lives. These options are formalized and utilized. Improvements are possible, particularly in raising awareness of the options available and increasing the number of days that non-academic staff can work from home.
- MU has internal wage regulations, but due to the perceived lack of transparency among the employee population, we recommend increasing awareness at the FI level about the criteria and methods for awarding and proposing bonuses, which are contained in MU's Internal Wage Regulations.
- It is necessary to increase awareness of anti-discrimination law when filling positions in project teams.
- FI does not yet have a Career Plan, but its introduction is planned.

- FI employs foreign employees, and there is room for improvement in ensuring that all relevant communication is always provided in English.
- FI MU actively promotes gender equality and diversity, particularly through the "Women in IT" website and its External Relations and Marketing Concept. However, the faculty's visual and textual materials still underrepresent women, especially in the category of prominent figures, and often use generic masculine forms. It is recommended to increase the representation of women in visual materials and to use gender-sensitive language in textual materials.
- Masaryk University has introduced specific measures to protect against sexual harassment, which complement the general Code of Ethics, including Directive No. 1/2023 Protection of Rights and Methodology for Handling Such Cases. These steps provide a structured framework for handling complaints and supporting victims, including the option of filing a complaint anonymously. However, there are frequent cases where people turn to the ombudswoman with problems that should be addressed by other bodies or at lower levels. We therefore recommend clearly informing employees and students about other bodies and responsible authorities that are designated to address specific or different types of problems.
- At the FI level, there is a Code of Ethics for Teaching Assistants, which, however, does not include the point from the MU Code of Ethics that directly describes situations of romantic and/or sexual relationships between students and teachers. We recommend implementing this point to clearly express the faculty's position on this issue.

#### **D. ANALYTICAL REPORT (non-public part of the document)**

## E. SUMMARY OF RECOMMENDATIONS

### TRANSFORMATION OF ORGANIZATIONAL CULTURE

- Include explicit statements reflecting the vision and goals of gender equality in the long-term plan for 2024 and beyond.
- Add a description of the function and procedure for submitting complaints to the Ethics and Rights Protection subpage.
- Conduct regular gender re-audits.
- At the FI level, create criteria and methods for awarding personal evaluations and proposing rewards, which will include a more detailed description, including a financial scale.
- Add information to marketing materials on how to appropriately address girls so as not to reproduce gender stereotypes.
- Revise the Concept of External Relations and Marketing of FI MU with the aim of adding the target group "women."
- Train the PR and marketing department on gender equality in written and visual communication.
- Increase the representation of women/girls in the visual and linguistic components of FI MU promotional materials to increase their visibility and representation.
- Ensure that all email communication relevant to foreign employees is always provided in English.
- Create a support program for employees approaching retirement age.
- Revise existing FI internal documents with regard to the use of gender-sensitive language.
- Raise awareness of the existence and function of the Equal Opportunities Panel.
- Raise awareness of anti-discrimination law when filling positions on the project team.
- Collect gender-segregated data on remuneration and evaluate it regularly. As part of the gender audit, it is important to focus on the adjusted gender pay gap (GPG), which is the difference in pay between men and women after excluding the effects of other variables such as the number and type of jobs, individual bonuses, length of service, education, age, academic achievements, and other factors. Inspiration on how to create such a matrix and how to

perform multidimensional linear regression analysis can be found in the manual for the freely available LOGIB tool, which can be found at [logib.admin.ch](http://logib.admin.ch) or [rovnaodmena.cz](http://rovnaodmena.cz).

- Publish average wages in relation to gender and job categories in which people performing the same or equivalent work are classified.
- Raise awareness of how the remuneration system works for foreign employees or job applicants.
- Raise awareness of the benefits offered.
- Consider changing the benefits offered and pay attention to their usability for groups of employees in different stages of life.
- Create a conceptual approach to the evaluation of technical and economic employees and those in management positions.

#### COMBINING WORK AND PARENTHOOD/PERSONAL LIFE

- Raise awareness of the support available to employees who are caregivers, including, for example, return-to-work grants.
- Consider increasing the number of days available for working from home, especially for non-academic staff.
- Focus on recognizing work overload, its symptoms, and tools to prevent it, including burnout prevention.
- Introduce a return-to-work plan for employees after maternity/parental leave.

#### RECRUITMENT AND SELECTION AND FUNCTIONAL PROCEDURE

- Consider periodic refresher training, for example every three years, to ensure that selection committee members are always informed about the latest procedures and rules.
- Create a Career Plan at FI that includes technical, economic, and academic staff.
- Consider formalizing a set of questions for interviews with departing employees.
- Expand educational opportunities for non-academic staff, include soft skills courses, and increase their frequency.

- Introduce a position or job to support the adaptation of foreign employees.
- Translate all internal guidelines, systems, and regulations into English.

## EQUAL REPRESENTATION OF WOMEN AND MEN IN MANAGEMENT POSITIONS

- Actively identify and encourage qualified women to run for the academic senate. Provide them with the information and support they need to run successfully.
- Create mentoring programs that support women's career growth.
- Set goals (key performance indicators) for increasing the number of women in leadership positions.

## MEASURES AGAINST SEXUAL HARASSMENT AND OTHER FORMS OF GENDER-BASED VIOLENCE

- Include a clear point from the MU Code of Ethics that directly describes the situation of romantic and/or sexual relationships between students and teachers in the Code of Ethics for FI instructors.
- Revise the Ethics and Rights Protection website so that information on sexual harassment and gender-based violence is more visible and easier to find.
- Regularly train FI MU employees on topics related to communication, gender-based violence, and gender-sensitive language.
- Monitor complaints directed at FI MU. Statistical information should include the category of sex/gender, the position of those involved, the type of behavior involved in each case (mobbing, bossing, sexual harassment, etc.), and, last but not least, the outcome of the complaint.
- Inform employees and students about the specific bodies they can turn to in different situations. Everyone should be familiar with which bodies and departments are responsible for individual types of complaints and for resolving specific problems at the appropriate level.

## GENDER DIMENSION IN RESEARCH

- Train relevant employees on the topic of "Gender dimensions in research topics," e.g., in cooperation with the National Contact Center – Gender and Science.

## STUDIES AND STUDENT POPULATION

- When concluding cooperation agreements with external companies, FI will include a clause declaring the rejection of negative working practices on the part of the company and clearly state the consequences in the event that this point is not complied with.

## **F. ATTACHMENTS**

### **Attachement 1: Characteristics and structure of the sample**

#### **Description of the questionnaire survey sample**

The number of respondents whose data was included in the analysis is 120. Of this number, 51% were men and 49% were women.

In terms of age, the sample was fairly evenly distributed between the 18 to 30 (20%) and 31 to 40 (23%) age groups. The largest group was the 41 to 50 age group (39%). The age categories 51 to 64 and 65 and over were relatively less numerous (15% and 3% respectively).

With regard to the length of service at FI, the sample of employees consists of four groups; the largest group is those with the longest service, i.e., 16 years and more (33%). This is followed by employees with 6 to 15 years of experience at FI (25%) and 1 to 5 years (31%). The smallest group is new employees with less than 1 year of experience (10%). Most of the people in the research sample are employed for an indefinite period (71%) compared to 29% employed for a fixed term. 16% of all respondents perform some kind of management function.

The vast majority of respondents have some form of higher education (85%). A small proportion (14%) have secondary education with a high school diploma, and 1% (one respondent) have graduated from a higher vocational school.

In terms of the type of position at FI, administrative, IT, and technical professions are the most represented (55%). Significantly fewer respondents were academics (35%). The smallest group consists of non-academic researchers (10%).

#### **Description of the group discussion sample**

A total of four group discussions were held. The first group discussion took place on May 21, 2024, at 9:30 a.m. and consisted of seven respondents representing persons caring for a child or other close person (five women, two men).

The second group discussion took place on May 29, 2024, at 9:00 a.m. and consisted of nine respondents representing administrative staff and technical and support staff (seven women and two men).

The third group discussion took place on the same day at 1:00 p.m. and consisted of 6 respondents representing heads of academic and non-academic departments (4 men, 2 women).

The fourth group discussion took place on June 12, 2024, at 12:30 p.m. in English and consisted of five respondents representing foreign employees (two men, three women). The group discussions were held in person, ethical principles were observed during their implementation, and the anonymity of the participants was guaranteed.

### Description of the sample of individual interviews

During May and June 2024, a total of eight individual interviews were conducted (five women, three men), three of which took place online. Ethical principles were also observed during the individual interviews, and anonymity was guaranteed to the participants.

Table F.1 Description of the sample of individual interviews

	Online interview		Interview in person	
	men	women	men	women
Employees	1	2	2	3

## Attachement 2: Description of analyzed materials

### List of analyzed materials and web portals

#### University regulations

- MUNI Strategic Plan for 2021-2028. Available from: <https://sustain.muni.cz/en/about-us/strategies-and-goals/muni-2021-strategy>
- Masaryk University Internal Wage Regulations. Available from: [MU internal wage regulations | Masaryk University](#)
- Masaryk University Annual Activity Report 2023. Available from: [Masaryk University: Annual Activity Report 2023](#)
- Masaryk University Annual Activity Report 2022. Available from: [Masarykova univerzita: Annual Activity Report 2022](#)
- Masaryk University Code of Ethics. Available from: <https://www.muni.cz/en/about-us/official-notice-board/mu-code-of-ethics>
- MU Employment Code. Available from: <https://www.muni.cz/en/about-us/official-notice-board/masaryk-university-employment-code>
- Masaryk University Selection Procedures Regulations. Available from: [Regulations on Competitive Selection Procedures | Masaryk University](#)
- MU Instruction No. 1/2016 Rules of Procedure of the Equal Opportunities Panel. Available only in Czech from: [https://is.muni.cz/do/fsp/osr/hr\\_award\\_prilohy/14 - Pokyn MU 1 2016 - Jednaci rad panelu pro rovne prilezitosti MU.pdf](https://is.muni.cz/do/fsp/osr/hr_award_prilohy/14_-_Pokyn_MU_1_2016_-_Jednaci_rad_panelu_pro_rovne_prilezitosti_MU.pdf)
- MU Instruction No. 8/2015. Masaryk University Ethics Board Rules of Procedure. Available from: [https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Pokyny\\_MU/PO08-15/Pokyn\\_MU\\_c.8\\_2015 - Jednaci rad Eticke komise Masarykovy univerzity ucinny od 1.1.2024 .pdf?info=1](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Pokyny_MU/PO08-15/Pokyn_MU_c.8_2015_-_Jednaci_rad_Eticke_komise_Masarykovy_univerzity_ucinny_od_1.1.2024_.pdf?info=1)
- Guidelines for resolving sexual harassment incidents at Masaryk University. Available from: [https://www.muni.cz/media/3639171/guidelines-for-resolving-sexual-harassment-incidents-at-mu\\_2132024.pdf](https://www.muni.cz/media/3639171/guidelines-for-resolving-sexual-harassment-incidents-at-mu_2132024.pdf)
- Masaryk University Directive No. 8/2014 Ensuring Accessibility to Masaryk University for Persons with Disabilities. Available from: [https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Smernice\\_MU/SM08-14/?lang=en;setlang=en](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/SM08-14/?lang=en;setlang=en)
- Masaryk University Directive No. 11/2013. Working Hours Organization. Available from: [https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita)

[a/Smernice MU/SM11-13/Smernice MU c.11 2013 - Organizace pracovni doby ucinna od 8.12.2023 .pdf?lang=en;info=1](#)

- Masaryk University Directive No. 1/2023. Protection of rights. Available from:  
[https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Smernice\\_MU/SM01-23/181558710/?lang=cs;setlang=cs;info=undefined](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/SM01-23/181558710/?lang=cs;setlang=cs;info=undefined)

## Faculty regulations

- Statute of the Faculty of Informatics of Masaryk University. Available from:  
[https://is.muni.cz/auth/do/fi/uredni\\_deska/predpisy/vnitri\\_predpisy/statut/Statut\\_FI\\_2024.docx?lang=en;info=1](https://is.muni.cz/auth/do/fi/uredni_deska/predpisy/vnitri_predpisy/statut/Statut_FI_2024.docx?lang=en;info=1)
- Code of Ethics for Tutors at the Faculty of Informatics MU. Available from:  
<https://www.fi.muni.cz/about/teaching-lab/code-of-ethics-for-tutors.html>
- Long-term plan of the Faculty of Informatics, Masaryk University, until 2020. Available only in Czech from:  
[https://www.muni.cz/media/24925/dz\\_fakulta\\_informatiky\\_2020.pdf](https://www.muni.cz/media/24925/dz_fakulta_informatiky_2020.pdf)
- Measure of the Faculty of Informatics of Masaryk University No. 6/2024. Evaluation of academic and research staff in 2024. Available from:  
[https://is.muni.cz/auth/do/fi/uredni\\_deska/predpisy/opatreni/158641071/FI\\_Measure\\_06\\_2024\\_Evaluation\\_of\\_Academic\\_and\\_Research\\_Staff\\_2024.pdf?lang=cs;info=undefined](https://is.muni.cz/auth/do/fi/uredni_deska/predpisy/opatreni/158641071/FI_Measure_06_2024_Evaluation_of_Academic_and_Research_Staff_2024.pdf?lang=cs;info=undefined)
- Measure of the Dean of the Faculty of Informatics of Masaryk University No. 10/2023. Onboarding and adaptation process. Available from:  
[https://is.muni.cz/auth/do/fi/uredni\\_deska/predpisy/opatreni/opatreni\\_dekana\\_c\\_10\\_2023\\_proces\\_nastupu\\_a\\_adaptace/?lang=en;setlang=en](https://is.muni.cz/auth/do/fi/uredni_deska/predpisy/opatreni/opatreni_dekana_c_10_2023_proces_nastupu_a_adaptace/?lang=en;setlang=en)
- Measure of the Dean of the Faculty of Informatics of Masaryk University No. 3/2023. Regulations on competitive Selection Procedures at the Faculty of Informatics of Masaryk University. Available from:  
[https://is.muni.cz/auth/do/fi/uredni\\_deska/predpisy/opatreni/Opatreni\\_dekana\\_03\\_2023\\_RVR\\_FI.pdf?info=1](https://is.muni.cz/auth/do/fi/uredni_deska/predpisy/opatreni/Opatreni_dekana_03_2023_RVR_FI.pdf?info=1)
- Measure of the Dean of the Faculty of Informatics of Masaryk University No. 2/2023. Work schedule and records at the Faculty of Informatics, Masaryk University. Available from:  
[https://is.muni.cz/auth/do/fi/uredni\\_deska/predpisy/smernice/Smernice\\_dekana\\_2\\_2023\\_Rozvrzeni\\_a\\_evidence\\_pracovni\\_doby.pdf?lang=cs;info=1](https://is.muni.cz/auth/do/fi/uredni_deska/predpisy/smernice/Smernice_dekana_2_2023_Rozvrzeni_a_evidence_pracovni_doby.pdf?lang=cs;info=1)  
[https://is.muni.cz/auth/do/fi/uredni\\_deska/predpisy/smernice/Smernice\\_dekana\\_2\\_2023\\_Rozvrzeni\\_a\\_evidence\\_pracovni\\_doby.pdf?info=1](https://is.muni.cz/auth/do/fi/uredni_deska/predpisy/smernice/Smernice_dekana_2_2023_Rozvrzeni_a_evidence_pracovni_doby.pdf?info=1)
- Summary Report from the Gender Audit at the Faculty of Informatics 2021. Available from: <https://www.fi.muni.cz/files/pers/genderaudit2021.pdf>

## University webpages

- Masaryk University Gender Equality Plan 2022-2024. Available from: [https://www.muni.cz/media/3371580/gender\\_equality\\_plan\\_mu\\_gep\\_mu\\_en.pdf](https://www.muni.cz/media/3371580/gender_equality_plan_mu_gep_mu_en.pdf)
- Equal Opportunity Panel of the Masaryk University. Available from: <https://www.muni.cz/en/about-us/organizational-structure/boards-and-committees/equal-opportunity-panel>
- MUNI Helps. Available from: <https://munipomaha.cz/en>
- #MUNIsaves. Available from: <https://sustain.muni.cz/en/news/munisaves>

## Faculty webpages and social networks

- Human Resources Strategy for Researchers (HRS4R)/HR Award. Available from: <https://www.fi.muni.cz/staff/career/hrs4r-hr-award/index.html.en>
- Career development. Available from: <https://www.fi.muni.cz/staff/career/career-development/>
- Women in IT – inspiring women in FI. Available from: <https://www.fi.muni.cz/staff/career/gender-equality/women-in-it/>
- Promoting gender equality. Available from: <https://www.fi.muni.cz/staff/career/gender-equality/support-of-gender-equality/>
- Ethics and protection of rights. Available from: <https://www.fi.muni.cz/staff/career/ethics/>
- Vacancies at the Faculty of Informatics MU. Available from: <https://www.fi.muni.cz/staff/career/vacancies/>
- Guide to the selection procedure. Available from: <https://www.fi.muni.cz/staff/career/selection-procedure/>
- Employee benefits. Available from: <https://www.fi.muni.cz/staff/career/fi-as-employer/index.html.en>
- Faculty of Informatics, Statistics. Available from: <https://www.muni.cz/en/about-us/organizational-structure/faculty-of-informatics/statistics>
- Faculty of Informatics, Masaryk University. Facebook. Available in Czech from: <https://www.facebook.com/FI.MUNI.cz>

## Attachement 3: Further supporting literature and internet resources

### List of supporting materials and web portals

- Analysis of barriers and strategies for promoting gender equality in science and research. Available in Czech from: <https://www.soc.cas.cz/projekt/analyza-barier-strategie-podpory-genderove-rovnosti>.
- Act No. 198/2009 Coll., on Equal Treatment and on Legal Means of Protection against Discrimination and on Amendment to Certain Acts (the Anti-Discrimination Act).
- Gendered Innovations in Science, Health & Medicine, Engineering, and Environment. Available from: <https://genderedinnovations.stanford.edu/>.
- Gender equality in science. Available in Czech from: <https://www.evropskyvyzkum.cz/cs/o-era/temata-era/odpovedny-vyzkum-a-inovace-rri/gender-mainstreaming-ve-vav>
- The position of women in Czech science and activities to support them. Available in Czech from: <https://genderaveda.cz/wp-content/uploads/2017/09/MZ-2008.pdf>
- Council of Europe (CoE) Recommendation CM/Rec(2019)1 on preventing and combating sexism. Available from: <https://rm.coe.int/cm-rec-2019-1-on-preventing-and-combating-sexism/168094d894>
- Gender Equality Strategy for 2021 - 2030. Available from: <https://vlada.gov.cz/assets/ppov/gcfge/Gender-Equality-Strategy-2021-2030.pdf>
- VALDROVÁ, Jana. Representation of Femininity from the Perspective of Linguistics of Gender and Sexual Identities. Prague: Sociological Publishing House (SLON), 2018.
- Research by the Public Defender of Rights – manifestations of discrimination in job advertisements. Available in Czech from: [https://www.ochrance.cz/fileadmin/user\\_upload/DISKRIMINACE/Doporuceni/Doporuceni-Inzerce.pdf](https://www.ochrance.cz/fileadmin/user_upload/DISKRIMINACE/Doporuceni/Doporuceni-Inzerce.pdf)

## **G. EXAMPLES OF GOOD PRACTICE**

### Sexual harassment and bullying

#### **1. Introduction of an official document/declaration rejecting unacceptable behavior**

To eliminate sexual harassment, it is advisable to introduce an official document that defines the concept of sexual harassment, describes unacceptable and risky behavior, procedures for filing complaints, procedures for resolving cases, proposed penalties, and, where appropriate, the obligation for students, teachers, and other university staff to undergo training on sexual harassment. The document often takes the form of a measure issued by the rector or dean, or another document with university-wide reach, or it takes the form of a section of the code of ethics. Foreign universities usually have both documents, with the code of ethics being more general in nature and declaring the rejection of sexual harassment or bullying, followed by measures that specify in detail the specific mechanisms and procedures.

Inspiration can be found at:

- Oxford University, whose policy covers the issue of bullying and sexual harassment: <https://edu.admin.ox.ac.uk/harassment-advice#/>
- Harvard University: <https://www.fas.harvard.edu/sexual-and-gender-based-harassment-policy>

#### **2. Introduction of a school policy on romantic/sexual relationships between teachers and students**

A suitable strategy appears to be the approach taken by schools, which require the removal of any potential conflict of interest in existing romantic or sexual relationships between teachers and students (teaching, assessing, or supervising the academic work of one's partner is prohibited).

Inspiration can be found at:

- University of Iowa: <https://opsmanual.uiowa.edu/community-policies/consensual-relationships-involving-students>

#### **3. Regular training on sexual and gender-based harassment and how to deal with it**

For students, it has proven effective to introduce a compulsory course in the first year. For other members of the academic community, it has proven effective to create a training schedule during the academic year with dates and frequency of training for individual groups of people.

Freely accessible training packages prepared by the **NORA Gender Information Center** can also be used, which contain ten explainer videos supplemented by an introductory questionnaire, ten verification questionnaires, and a final evaluation questionnaire. These training packages were developed as part of the project "Prevention of gender-based violence in the working environment of public research institutions and universities in the Czech Republic" and were piloted by more than 115 people who worked at the J. Heyrovský Institute of Physical Chemistry of the Czech Academy of Sciences and at Jan Evangelista Purkyně University in Ústí nad Labem between December 2023 and March 2024. Heyrovský Institute of Physical Chemistry of the Czech Academy of Sciences and at Jan Evangelista Purkyně University in Ústí nad Labem. The main aim of the tool is to train employees and new recruits on the topic of gender-based violence in order to prevent this negative behavior in scientific and research work environments.

Methodological guidelines for implementing training packages and Evaluation of the success of training packages available in Czech:

- [Methodological guidelines for implementing training packages](#)
- [Evaluation of the success of training packages](#)

Series of English version of training videos is available in playlist: <https://youtu.be/zrSlEhoRYqs?si=8UhKALibgwt3LoZ0>

#### **4. Introduction of informal solutions to sexual harassment or bullying**

Practice shows that people prefer to deal with sexual harassment informally. It is therefore advisable to introduce a mechanism for written communication addressed to the person committing the harassment. An authorized and trained person (e.g., ombudsman/woman, investigator) informs the victim of the appropriate structure of the letter. The authorized person will then arrange for the letter to be delivered electronically or in person so that there is a record of its delivery, and will keep a copy of the letter in case of subsequent official resolution. This mechanism is also suitable for dealing with workplace bullying.

#### **5. Archiving and publishing cases of sexual harassment or bullying**

Practice shows that publishing cases resolved through formal channels is an effective preventive measure. This builds trust among victims in the institution and its ability to resolve cases. The record should include the gender, position of those involved, and type of behavior involved in each case (mobbing, bossing, sexual harassment, etc.). At the same time, however, it is

necessary to maintain the anonymity of both parties.

### Balancing personal and professional life

#### **1. Return of female scientists after maternity/parental leave**

Practice shows that a suitable step to promote equal opportunities for women and men in academia and science is return grants, which focus on supporting women and men after a career break due to caregiving (either for children, i.e., after maternity or parental leave, or for other persons). These grants support their smooth return and facilitate their reintegration into the work environment in various ways, supporting them in their career development and in balancing their personal and professional lives.

The following can serve as inspiration:

- MENDELU return grant for women and men returning after at least a year's break from maternity or parental leave: [https://optc.mendelu.cz/wcd/w-rek-ovav/gagjm/gagjm/sr\\_2-20\\_gagjm\\_8410\\_2020-953\\_public-doplneni.pdf](https://optc.mendelu.cz/wcd/w-rek-ovav/gagjm/gagjm/sr_2-20_gagjm_8410_2020-953_public-doplneni.pdf)
- Marie Skłodowska-Curie Actions Career Restart Panel return grant, which is not limited to people who have interrupted their careers for caregiving reasons; the reason for the career interruption may also be conflict in the workplace; the only condition is a one-year career interruption: [https://knowledge4policy.ec.europa.eu/projects-activities/car-msca-career-restart-car-panel-marie-sk%C5%82odowska-curie-actions-msca\\_en](https://knowledge4policy.ec.europa.eu/projects-activities/car-msca-career-restart-car-panel-marie-sk%C5%82odowska-curie-actions-msca_en)
- Return scholarships at Leipzig University (Universität Leipzig): <https://www.uni-leipzig.de/en/equality/administration-teaching-and-research/professional-and-family-responsibilities>

Further inspiring examples of good practice can be found in the publication [\*Sexual Harassment at Universities: Why It Occurs, How It Manifests Itself, What Can Be Done About It\*](#). A handbook for university management and teaching staff, which served as the source for the above examples. The handbook was created as part of a project by the Faculty of Humanities at Charles University in Prague.