



Łukasiewicz

Instytut Inżynierii Materiałów
Polimerowych i Barwników



**Gender Equality Plan at Łukasiewicz – Instytut
Inżynierii Materiałów Polimerowych i Barwników for
2022-2026**

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Foreword

We are presenting you with the „Gender Equality Plan at Łukasiewicz – Instytut Inżynierii Materiałów Polimerowych i Barwników for 2022-2026” developed for all employees of the Institute.

The main goal of the „Gender Equality Plan” is to make Łukasiewicz - IMPiB a safe place for everyone, operating with respect for equality and diversity, free from discrimination, and giving all employees their freedom to pursue scientific and personal development. The aim of the Plan is to work towards making Łukasiewicz – IMPiB a workplace where gender stereotypes are counteracted. We are committed to creating an organizational culture free from prejudice and discrimination, with an atmosphere that provides freedom to have scientific and professional development. Gender equality plans aim to improve recruitment and staffing policies to enable all staff and doctoral students to develop their academic and personal skills free from any obstacles. They are also intended to make it easier for employees to combine work and family life.

The Gender Equality Plan (GEP) is a document whose primary goal is to ensure that all employees, regardless of gender, have equal access to career development that is compatible with family life. The solutions prepared are intended to raise awareness of equality, improve gender balance among employees participating in research projects, and increase knowledge about mobbing and discrimination. The established procedure will enable to implement a gender equality monitoring system and introduce anti-discrimination measures. Initiatives undertaken under the Gender Equality Plan will be periodically monitored and conclusions published from 2023 onwards.

The introduction of the Gender Equality Plan at Łukasiewicz – IMPiB aims at ensuring equal opportunities in the work environment in which everyone, regardless of gender, can develop their professional career taking into account their social role. Its task is also to better integrate the gender dimension in scientific projects in order to improve the quality of research as well as its relevance for a society based on knowledge, technology and innovation, in line with the European Commission's strategy for gender equality for 2020-2025.

The aim of introducing GEP is to ensure access to resources and activities so that each person has **equal opportunities** for professional and scientific development and achievement.

The plan to achieve gender equality and eliminate the causes of gender imbalance covers the following areas:

1. Balance between private/family life and work and the organizational culture of the Institute,
2. Gender balance in the management staff and decision-making groups
3. Gender equality during the recruitment process and career progression,
4. Incorporating a gender perspective into the research and innovation process,
5. Combating gender-based violence, including sexual harassment and mobbing.

Every day we are guided by values such as: respect, equality and tolerance, therefore, we express our disagreement with the existence of any form of discrimination, unequal treatment or exclusion.

1. Work methodology

The scope of activities aimed at developing the Gender Equality Plan included:

1. Carrying out an analysis of the current situation based on the employment status (at the end of 2020) and results of a survey conducted at Łukasiewicz – IMPiB in order to identify cases of discrimination and prejudice related to gender, mobbing, combining professional work with family life, and developing an assessment.
2. Conversations with employees about the atmosphere and working conditions at Łukasiewicz – IMPiB.
3. Identifying significant discrimination issues and developing an action plan to minimize/eliminate inappropriate behavior.
4. Establishing goals and monitoring methods to obtain measurable results in achieving these goals in terms of striving for gender equality at Łukasiewicz - IMPiB.

The work was carried out by a designated team of employees who analyzed the survey results and conducted a series of interviews with Łukasiewicz - IMPiB employees.

2. Findings

The Gender Equality Plan was created based on an analysis of the percentage of gender among the employed staff, taking into account the division into professional groups and gender, managerial positions, and on the basis of conclusions from the analysis of data obtained from surveys and interviews conducted with Łukasiewicz – IMPiB employees.

In 2020, the average number of people employed at Łukasiewicz – IMPiB was 136, including 71 women (52%).

The analysis of the gender percentage among workforce, taking into account the division into professional groups, gender and position, is presented in the tables below. A breakdown of employees by age is also presented.

Research Division

| Position | Ł-IMPiB | including women | women in % |
|-------------------|------------|-----------------|------------|
| | 31-12-2020 | | |
| Area Leader | 7 | 3 | 43 |
| Chief Specialist | 16 | 7 | 44 |
| Senior Specialist | 8 | 6 | 75 |
| Specialist | 5 | 2 | 40 |
| Junior Specialist | 5 | 3 | 60 |
| TOTAL | 41 | 21 | 51 |

Table 1. Number of employees and percentage of women employed in the research division

Support Division

| Employment in numbers of people | Ł-IMPiB | including women | women in % |
|---------------------------------|------------|-----------------|------------|
| | 31-12-2020 | | |
| Director/Deputy Director | 2 | 2 | 100 |
| Area Leader | 1 | 1 | 100 |
| Chief Accountant | 1 | 1 | 100 |
| Chief Specialist | 12 | 7 | 58 |
| Senior Specialist | 7 | 6 | 85 |
| Specialist | 34 | 20 | 59 |
| Junior Specialist | 5 | 3 | 60 |
| Technical Worker | 18 | 2 | 11 |
| Service Worker | 9 | 7 | 78 |
| Senior Engineer | 1 | 0 | 0 |
| Engineer | 1 | 1 | 100 |
| Technical Specialist | 2 | 0 | 0 |
| Patent Attorney | 1 | 0 | 0 |
| Driver | 1 | 0 | 0 |
| TOTAL | 95 | 50 | 53 |

Table 2. Number of employees and percentage of women employed in the support division.

Managerial functions in organizational units versus gender At Łukasiewicz - IMPiB

| Managerial functions versus gender | Ł-IMPiB | including women | women in % |
|------------------------------------|------------|-----------------|------------|
| | 31-12-2020 | | |
| TOTAL | 18 | 13 | 72 |

Table 3. The number of all persons holding managerial positions and the share of women in them

Managerial functions at Łukasiewicz - IMPiB versus gender

| Managerial functions | Ł-IMPiB | including women | women in % |
|--|------------|-----------------|------------|
| | 31-12-2020 | | |
| Director of the Institute | 1 | 1 | 100 |
| Deputy Director | 1 | 1 | 100 |
| Director of the Branch/Center/Department | 1 | 1 | 100 |
| Chief Accountant | 1 | 1 | 100 |
| Research Group Leader | 0 | 0 | 0 |
| Head of Department | 14 | 9 | 64 |

Table 4. Managerial functions at Łukasiewicz - IMPiB in the leadership hierarchy versus gender

Division of employees at Łukasiewicz – IMPiB by age

| Age groups | 31-12-2020 | | |
|---------------------|------------|----------------------|-----|
| | In total | Managerial positions | |
| | | women | men |
| up to the age of 24 | 4 | 0 | 0 |
| 25-34 | 25 | 0 | 2 |
| 35-44 | 25 | 4 | 2 |
| 45-54 | 35 | 6 | 2 |
| 55-64 | 32 | 0 | 1 |
| 65 and more | 15 | 1 | 0 |
| TOTAL | 136 | 10 | 8 |

Table 5. AGE GROUPS by number of people

Analysis of survey results

The first stage of research was the participation of Łukasiewicz – IMPiB employees, in the period from 27 August to 17 September 2021, in the Łukasiewicz Center survey made available to all Łukasiewicz employees on the intranet. Unfortunately, due to insufficient activity of Łukasiewicz – IMPiB employees, the survey did not provide sufficient data for analysis.

Again, using the above-mentioned survey format, an anonymous survey was conducted for employees of Łukasiewicz – IMPiB.

Participation in the survey was voluntary and anonymous. The survey results were the primary source of information to assess the current situation regarding gender balance at Łukasiewicz - IMPiB and to identify areas that need to be improved so that all Łukasiewicz - IMPiB staff are treated as equally and fairly as possible.

The aim of the survey was to determine the needs of employees so that the Gender Equality Plan adopted at Łukasiewicz – IMPiB would optimally meet their needs.

Below is the analysis of results of Łukasiewicz – IMPiB employee survey.

Characteristics of respondents

Approximately 42% of Łukasiewicz – IMPiB employees took part in the survey, of which 60% were women and 40% were men.

Due to the fact that the survey was available to all Łukasiewicz - IMPiB employees and participation was voluntary, the survey results should be considered representative.

Answers to the questions were voluntary, therefore not all of them were answered by the respondents. In each analysis where the sum of percentages is not equal to 100%, it should be assumed that the remaining part of the respondents did not provide any answer.

Only 61% of respondents provided their age. In this group, 9% were employees under 25 years of age, and they were only men, which constitutes 13% of the men participating in the survey. The largest group among those who provided their age, over 77%, were employees aged 25-54, including 33% of women and 14% of men among all respondents. Just over 14% constituted the group of employees over 55 years of age, which included nearly 4% of surveyed men and 5% women.

Combining work and family life

Survey research has shown that over 44% of Łukasiewicz – IMPiB employees surveyed have their own and/or adopted children, while less than 56% of respondents do not have any.

3% of all respondents confirm that they **usually** stay at work after hours. This applies to 4% of all men surveyed and 3% of women surveyed. Almost 9% of respondents work over the required working hours **once or twice a month**, 12% of women and 4% of men. 23% of respondents stay at work after hours **from several to a dozen or so times a month**, which is declared by 20% of surveyed women and 26% of men. 54% of respondents stay at work occasionally, 50% of surveyed women and 60% of men. The remaining respondents have not answered this question.

89% of respondents do not feel employer pressure to stay at work after hours, which is declared by both women and men. 9% of all respondents (men only) claim that their employer has expressed such an expectation. The remaining respondents have not answered this question.

40% of employees declared that they cared for elderly or sick family members, and this situation applied to both women and men.

63% of respondents do not believe that responsibilities related to children or sick/elderly family members hinder their professional career. However, the remaining 37% of survey participants believe that caring for family members was an obstacle to their professional career, 23 percentage points of which were women.

40% of survey participants were on maternity leave/parental break, 58% from among all women. 23% of women surveyed said that such paternal leave had a negative impact on their career.

When asked about the need for support from family members in connection with work duties, respondents gave answers as follows: 17% never needed support, 7% rarely, 17% sometimes, 21% often. As many as 21% declare that they always need such support while the rest did not answer this question.

42% of respondents experienced reproaches from family members in connection with their duties but most of them (36 percentage points from this group) experienced them to a minor extent (rarely and sometimes).

59% of respondents said they felt they were neglecting their family because of their work responsibilities. The majority are women, 38% of all respondents. The rest do not feel this way.

31% of all respondents said they sometimes felt guilty about working at the expense of time spent with their family. The majority were women - 21% of all respondents.

Employee Recruitment

Research has shown that 39% of all respondents in formal job or scholarship/internship interviews were asked about family plans and/or children. In this group, 32% of people experienced this situation once, 55% experienced it several times, and 13% experienced such questions many times. The problem mainly concerned women. This group comprises nearly 25% of women compared to 14% of men among those surveyed. One person surveyed did not provide any answer.

When asked whether respondents had encountered any other form of gender discrimination during the recruitment process at their current employer, 98% of respondents answered "no".

Career Advancement

This section focuses on the opportunities of advancement and possible problems related to gender discrimination.

In the first question, respondents answered the question whether they had ever encountered gender discrimination in the process of building a career. 91% of persons responded that they had not encountered such behavior. The remaining 9% are mainly women (4-5 persons), none of them gave an example.

At this point, the survey focuses mainly on the development of research department employees. The first question that arises is whether the respondents have ever applied for grants from external funds. The affirmative answer was chosen by 26% of people, including equal number of women and men. This question did not apply to the remaining people.

The respondents further answered the question about the reasons they were guided by in their decision to submit an application for a grant; the majority of answers, i.e. 14% of all respondents believed that it enabled them to develop and/or continue their research, helped them solve an interesting research problem and allowed them to advance their scientific career.

When asked about administrative support in the parent unit, the answers were as follows: 30% of those who responded believed that they did not need support (the majority were men, 78%, 22% of this group were women). 33% of respondents answering this question assessed the support as medium or high, the majority of this group were women – 60%. The rest of employees had no opinion or did not answer this question.

The next question concerned substantive support within the research team in external competitions. Here too, the majority of persons had no opinion or did not declare the need for support (30% and 26% respectively). Another 32% (16% of women and men) of all respondents describe the level of substantive support as medium and high. The remaining 12% did not answer this question.

Less than 9% of all respondents declared that they had encountered difficulties or discouragement in submitting a grant application, the majority of these people were women (7% of all respondents). The rest did not have such experiences or this question did not apply to them.

None of the respondents encountered any problems with obtaining consent from their superiors or unit to submit a project application without providing a clear reason.

15% of respondents decided not to apply for projects, giving as reasons the lack of time to prepare the application due to other professional duties, lack of a good project idea, lack of sufficient knowledge about foreign competitions, and concerns about their own scientific achievements.

When asked about their preferred role in research projects, respondents answered that they preferred to be performers (38% of all respondents), while 19%

preferred to play managerial roles (here with a predominance of men - 12% of all respondents). The remaining respondents have not answered this question.

The next question was about how they felt their earnings compared to those of the other sex in the same or similar positions. 63% of respondents were unable to determine this. 21% believe that salaries are at the same level. 12% believe that their earnings are lower than those of the other gender (equally men and women), 4% of people believe that their earnings are higher than those of their work colleagues, and this group includes only women.

52% of persons are unable to answer whether, in their opinion, the number of tasks they receive is greater or lower compared to representatives of the other sex in the same position. 26% of people believe that the number of tasks is the same. The rest have not answered this question.

When asked about professional independence in relation to the stage of scientific development, the majority (54%) is unable to determine it. 16% of persons assess their independence as rather high (with a predominance of men 6 to 3 persons). And 12% as rather low (with a predominance of women, 5 to 2). The remaining respondents have not answered the question asked.

28% of respondents believe that sometimes, and 17% often, they feel that they should take on additional tasks to prove their professional value. The majority were women, 31% of all surveyed.

12% of people declare that they have encountered several times, and 3% once, that the competition reviews they received contained arguments that did not concern the professional level and scientific quality achieved. In this group, the gender share is equal.

23% of respondents felt excluded in the work environment, including 15% of all respondents who were women.

The next survey question concerned the need for support from the unit at work related to the family situation. 17% of all respondents declared that they needed such help, mostly women (12% of all respondents). The remaining respondents did not need such help or did not answer this question.

32% of all respondents declare (yes, rather yes) that they receive such support from their unit. 5% of respondents say they do not receive such support. 12% of all respondents did not ask for support even though they needed it. 21% of all respondents say they rather or definitely receive support. The rest have not answered this question.

59% of respondents answer that there are systemic support arrangements in their institution that take into account the family obligations of scientists, while 14% believe that there is no such arrangement (equally women and men). 12% believe that specific improvements should be introduced, giving examples: remote work, task-based work, company nursery/kindergarten. The rest had no opinion.

42% of the respondents managed their own work/research team, the share of women and men is as follows: 22% men, 20% women of all respondents.

19% of respondents experienced violations of gender equality principles, 64% of whom were women, but the only person who declared that they often encountered such behavior was a man.

And 3 men, i.e. 5% of all respondents, in their opinion were treated inappropriately in a professional environment due to their gender and responded that such situations occurred once or several times.

Summary

Family and work

Over 44% of respondents who reported having children of their own and/or adopted children, and 40% of employees who care for elderly or sick family members, combine work and family life. These phenomena, identified in the survey, affect both women and men but greater burden is on women who are more likely to shoulder family caregiving responsibilities. And 17% of respondents indicated the need for support from their employer to help them find a work-life balance.

As a result of the survey and consultations with employees, the following problems were identified:

- the phenomenon of working "after hours" - this is declared by the majority of respondents but it results more from the need to ensure continuity of work rather than from the "atmosphere" of coercion from the superior,
- in some areas, there is a lack of employees prepared to replace a co-worker who is on leave due to providing care,
- lack of clear and binding rules for remote work (of course, when possible).

Employee Recruitment

In recruitment processes for jobs or internships, 38% of all respondents were asked about family plans. This was the case for 42% of women who responded and 25% of men who gave answers.

Financing and professional advancement

At Łukasiewicz - IMPiB most women work in the so-called support department. People employed there earn less than scientists, have shorter vacation leave, and often hear that "scientists work for them" and that their education and qualifications, as well as the work they do, are not appreciated. There is a visible sense of unequal treatment between employees of the support and research departments.

Men also feel discriminated against, believing that Łukasiewicz - IMPiB favors women who hold a number of managerial positions.

Young people with little or medium experience are most vulnerable to discrimination.

The subject of the survey was the assessment of the possibilities of creating one's own scientific career within the framework of the activities of Łukasiewicz – IMPiB and its structures, the organization of work with reference to applying for funding and implementing projects, as well as opinions on the identified barriers to scientific development. The database of responses also makes it possible to determine whether building a professional career encounters gender-related difficulties.

The results of the survey indicate that Łukasiewicz – IMPiB has created optimal conditions for conducting research, applying for funding and implementing projects. For over 26% of respondents, regardless of the applicant's gender, the main motivation for applying for funding for a research project is the desire for scientific advancement, solving identified research problems, and developing their own competences and those of the research team. Administrative support in the application preparation process is rated at a fairly high level. Most respondents decide not to apply for financing and implement the project due to being burdened with other professional duties - implementation of other projects, administrative and organizational work.

The survey shows that most employees are unable to determine how their earnings compare to others (63%), while nearly one-fourth of respondents believe they earn a similar level. And a small proportion of women (4% of all respondents) believe that they earn more than men.

The following problems were identified:

- difficulties in establishing a "mentoring" relationship with an experienced employee, which hinders knowledge transfer,
- underestimating the scientific and professional competences of younger employees, treating them in a patronizing manner,
- unequal participation of women and men in managerial positions

Prohibited behavior/mobbing

At Łukasiewicz – IMPiB no direct sexual harassment behavior was found.

Age discrimination 20/55+

At Łukasiewicz – IMPiB employed is 4% of people aged 25 or less. These are most often persons who have recently graduated and are starting their professional careers. At Łukasiewicz - IMPiB the percentage of men employed in this group may be related to fact that the employment of men is higher in technical positions.

The survey did not include any direct questions related to discrimination against 20/55+ and did not describe any situations directly indicating a difference in the treatment of employees based on age.

For the analysis of age discrimination, selected were questions related to exclusion in the work environment and leading in the research team, which made it possible to determine whether age is important for the quality of work performed and the scope of duties performed.

People aged 55 and over constitute almost 30% of the workforce. The vast majority of this group are women.

Summary

The employment analysis (as of 31 December 2020) shows that managerial positions are not held by people under 25 years of age, regardless of gender. They are most often held by women between 35 and 54 years of age (55% of managerial positions). People over 55 years of age hold managerial positions, accounting for 12%. There are no noticeable differences between women and men. The lack of managerial positions at a young age is most often due to a lack of required experience and should not be treated as a form of discrimination. A greater number of people in managerial positions among employees aged between 35 and 54 may be related to the fact that this is the largest group of employees.

It is important to pay attention to the quite detailed questions provided in the survey format prepared by the Łukasiewicz Center and used by Łukasiewicz-IMPiB. There was a noticeable concern that employees would be identified by, inter alia, their year of birth and number of children.

Conclusions from the analysis of the current state of equality at Łukasiewicz – IMPiB:

1. The organization strives to achieve parity between women and men among management and decision-making staff – predominance of women.
2. There are obstacles to the effect that not everyone manages to take advantage of the opportunities for scientific advancement to the same extent. The problem most often affects women and is related to, among other things, their responsibilities resulting from having children or caring for elderly family members.
3. Not all the situations described can be defined as discrimination, which indicates the need for training and information campaigns for employees on the subject of discrimination and mobbing.
4. The vast majority of discrimination occurs against women.

5. Employees expressed the need to introduce solutions that would enable them to combine work with family life, including hybrid work, flexible working hours, etc.

Based on the results of the survey and our own experience, the Gender Equality Plan was created for Łukasiewicz – IMPiB, based on four goals. Each of the Plan's objectives has been specified by defining activities, indicators measuring activities and organizational units responsible for implementation.

3. Gender Equality Plan goals for Łukasiewicz - IMPiB

1. **Supporting the development of women's and men's professional careers, with particular emphasis on scientific careers and reducing the disproportion between women's and men's participation in research work.**

Result: Introducing working conditions that enable both women and men to pursue their professional plans, including scientific ones.

Goal achievement measure: Preparation of proposals for mechanisms supporting the professional advancement of employees.

2. **Making it easier to combine work with private/family life**

Result: Developing a range of activities related to combining professional work with private/family life.

Goal achievement measure: Preparation of proposals for mechanisms supporting the creation of a favorable working environment.

3. **Taking gender into account in leadership and decision-making, introducing equality principles in the context of remuneration processes.**

Result: Introducing equality principles in management, remuneration and decision-making will improve dialogue, relationship and cooperation by accepting diversity and building a sense of community.

Goal achievement measure: striving to eliminate the difference in remuneration levels between women and men performing the same functions.

4. **Updating procedures to counteract all forms of discrimination**

Result: Taking into account equality principles in existing procedures (anti-mobbing) and processes (health and safety, recruitment) will contribute to the creation of a favorable working environment and the creation of mechanisms to counteract any bad practices and irregularities.

Goal achievement measure: Review and supplementation of current anti-mobbing and recruitment policies and procedures, development of tools that will facilitate reporting of irregularities.

4. Action plan

1. Supporting the development of women's and men's professional careers, with particular emphasis on scientific careers and reducing the disproportion between women's and men's participation in research work.

Implementing activities to encourage employees to be active in areas where there is a need to eliminate gender imbalance. Support in career development in areas where a given gender is a minority - neutral principles of employee selection and task assignment, without discrimination based on gender. Establishing clear rules in this area and their acceptance by the managers of individual Centers.

Implementation: by 31.12.2022. Conducting activities encouraging employment in the research department at Łukasiewicz – IMPiB through promotional campaigns called “open doors” for students and graduates of both sexes at universities, using various information opportunities to provide information about research positions at Łukasiewicz – IMPiB for both sexes by creating a Career Office.

Responsible: Human Resources and Payroll Department, Marketing and Communication Department

2. Making it easier to combine work with private/family life

a) Co-financing of private employee healthcare and offering attractive membership conditions for the employee's immediate family members. Informing employees about private healthcare facilities and upgrades. Co-financing of sports membership cards. Posting information on notice boards and sending it via email.

Implementation: throughout the duration of this Plan.

Responsible: Human Resources and Payroll Department

b) Creating the possibility of remote working, introducing individual working hours and other forms of flexible working hours allowing to combine work with family life.

Implementation: throughout the duration of this Plan.

Responsible: Human Resources and Payroll Department / Managers of organizational units

3. Taking gender into account in leadership and decision-making, introducing equality principles in the context of remuneration processes.

a) Developing mechanisms for career advancement in order to achieve a level of competence that will enable employees to seek promotion. Creating clear

rules according to the key - in the case of two candidates of different genders with the same qualifications - the preferred choice is the candidate of the underrepresented gender.

Implementation: 31.12.2023

Responsible: Human Resources and Payroll Department

b) Monitoring the remuneration levels and statistics regarding existing managerial positions, taking into account the criteria of gender and remuneration. Periodic preparation of reports on pay differences between women and men.

Implementation: throughout the duration of this Plan. Report submitted to the Director of the Institute once a year.

Responsible: Human Resources and Payroll Department.

4. Updating procedures to counteract all forms of discrimination

a) Employee training to build up knowledge of the following phenomena: discrimination, bias violence, gender-based violence and harassment. Training to improve skills related to recognizing and responding to these phenomena.

Implementation: Updating the anti-mobbing procedure, workshops on anti-mobbing procedure guidelines - 01/01/2022 - 31/12/2022

Responsible: Human Resources and Payroll Department.

b) Taking equality issues into account in recruitment procedures: defining the rules for selecting candidates while maintaining a balanced gender representation. Appropriate wording of recruitment advertisements, without any indication of gender preference. Ensuring representation of both genders in the recruitment committee. Reviewing and updating recruitment processes to identify the need to introduce equality provisions. Ensuring the use of all available information channels to reach the widest possible group of candidates for the position. Incorporating a rule into recruitment procedures that, in the event of two candidates of different genders with the same qualifications for the same position, preference shall be given to selecting the underrepresented gender.

Implementation: Recruitment procedure update 01/01/2022 - 31/12/2022

Responsible: Human Resources and Payroll Department.

5. Management, monitoring and evaluation of GEP activities

The management of Łukasiewicz - Instytut Inżynierii Materiałów Polimerowych i Barwników declares their implementation of level playing fields mechanisms and

a team management culture based on respect for personal life, creating an environment open to initiatives and diversity, and counteracting stereotypes and discrimination.

Activities under the Gender Equality Plan are planned for 2022-2026. The evaluation of actions taken is planned to be held regularly every year starting in 2023.

Additionally, more frequent monitoring may be required in those areas of equality where preventive or corrective actions have been indicated as a result of identified irregularities.