

Annexe 1 to the Collegium Civitas Rector's Order No. 63/2022 dated October 24, 2022

! Collegium Civitas

# GENDER EQUALITY PLAN FOR COLLEGIUM CIVITAS FOR 2022-2024

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## INTRODUCTION

We present the Gender Equality Plan for Collegium Civitas 2022-2024 (GEP for CC), the main objective of which is to make our University a safe place for all, operating with respect for equality and diversity and supporting all members of the community regardless of gender.

Following its Mission and Vision, Collegium Civitas is a place of equal opportunities and openness, free from prejudice and discrimination, providing security for those working and studying, where respect for others, equal treatment and respect for diversity are the core values. The University welcomes students from dozens of countries worldwide who are admitted in a recruitment process regardless of gender, race or nationality. The same applies to hiring academic staff and developing teaching and research career paths.

The key assumption of the GEP for CC is to respect equality and diversity as values that contribute to the creation of fair and comfortable working conditions and the development of teaching and scientific research. This objective is achieved through providing access to knowledge and skill acquisition to all those who are eligible.

We recognise that respecting and fostering diversity and equal treatment in higher education institutions affects the well-being and sense of security of all people and concerns not only the lives of individuals but also the development of the University as a whole. These values are of great importance for the educational process and scientific work, which must remain free from any discrimination and conflicts arising from prejudice. Diversity and equal treatment in organisations provide access to different perspectives of thought and viewpoints, enhance creativity and innovation, allow for the development of talents and open the organisation to new solutions to problems, which is particularly important in the context of dynamic economic, technological and social changes.

According to many available studies and expert opinions, there are still biases and institutional obstacles in higher education institutions that make it difficult for all members of the academic community to benefit from unfettered professional development (Gill 2009; Młodożeniec, Knapińska 2013).

Implementing the GEP for CC will contribute to creating transparent procedures, which will create a better working environment capable of attracting and retaining high-class professionals in science, teaching and administration. The proposed measures are designed to eliminate barriers to work-life balance, prevent career slowdowns for both men and women, and support the commitment and fulfilment of the potential of all male and female employees.

The preparation of the Plan was steered primarily by the European Commission's guidelines for the creation of the Gender Equality Plan (GEP), recommendations from national academic institutions and public organisations, and benefited from good practices and materials developed by domestic and foreign universities (see sources).

Following the European Commission's guidelines for creating a GEP, the Gender Equality Plan for Collegium Civitas focuses on activities aimed at:

1. Building an appropriate organisational culture by supporting work-life balance, raising awareness of equal treatment and non-discrimination, and understanding of the causes, effects and manifestations of gender inequality.
2. Nurturing gender balance at the leadership level and in decision-making bodies and integrating categories of diversity and gender balance into decision-making processes.
3. Promoting equal access to scientific careers, jobs at various levels of administration and in the recruitment processes of male and female employees.
4. Incorporating equality and non-discrimination issues into teaching content.
5. Ensuring safe conditions for education and professional work and countering gender-based violence and other undesirable behaviour.

The GEP for CC is the result of research, analyses and internal consultation conducted with selected CC male and female employees. The basis for the analyses made are legal regulations in force at Collegium Civitas, data obtained from various departments of the University, the results of surveys conducted among administrative and academic employees of Collegium Civitas in 2018-2022, and the opinions of experts from the University's academic community.

This strategy is planned for implementation from October 2022 to the end of 2024. A detailed schedule is included in the section describing the adopted goals and activities mapped out for that period. The idea of the GEP for CC is also to actively engage the University community in promoting equality and equal development opportunities for all its members.

The Gender Equality Plan for Collegium Civitas includes:

1. A diagnosis consisting of 3 elements: an analysis of binding legislation, an analysis of the employment structure, and a presentation of the conclusions of the "Gender Equality Monitoring" survey conducted among employees of Collegium Civitas in May/June 2022.
2. The five main goals of the Plan, along with the identification of the specific measures to be taken, the indicators for their implementation, as well as the planned deadlines and the organisational units responsible for carrying them out.

## DIAGNOSIS

### ANALYSIS OF LEGAL AND FORMAL REGULATIONS

The basis for creating the Gender Equality Plan for Collegium Civitas is an analysis of the binding common law and internal regulations governing the University.

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#### CONSTITUTION OF THE REPUBLIC OF POLAND OF APRIL 2, 1997

In Article 32, the Polish Constitution guarantees that everyone is equal before the law and no one can be discriminated against in political, social and economic life for any reason. This principle is the foundation for all other regulations in force in Poland.

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#### THE ACT OF DECEMBER 3, 2010, ON THE IMPLEMENTATION OF CERTAIN PROVISIONS OF THE EUROPEAN UNION ON EQUAL TREATMENT

The aforementioned law implements the directives of the European Council and the European Parliament within the scope of its regulation and therefore constitutes an essential clarification in implementing the EU principle of equal treatment. "The law defines areas and ways to counteract violations of the principle of equal treatment based on gender, race, ethnicity, nationality, religion, denomination, world-view, disability, age or sexual orientation" (Article 1, paragraph 1). In addition, the law designates the Ombudsman and the Government Plenipotentiary for Equal Treatment as the bodies competent to address violations of the principle of equal treatment.

The regulations contained in this law are significant for implementing the principle of equal treatment and non-discrimination concerning persons employed at Collegium Civitas based on civil law contracts and for students.

Parts of the law's provisions (chap. 1 and 2) do not apply to employees under employment contracts to the extent regulated by the Labour Code.

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#### ACT OF JUNE 26, 1974 LABOUR CODE

The Labour Code stipulates that "employees have equal rights for the equal performance of the same duties; this applies, in particular, to equal treatment of men and women in employment" (Article 11<sup>2</sup>). In addition, "any discrimination in employment, direct or indirect, in particular, based on sex, age, disability, race, religion, nationality, political opinion, union membership, ethnic origin, religion, sexual orientation, employment for a definite or indefinite period, full-time or part-time employment - is unacceptable" (Article 11<sup>3</sup>).

The legislator has specified in detail how to implement the equal treatment principle in Chapter IIa of the Labour Code, "Equal Treatment in Employment" (Article 18<sup>3a-e</sup>). In addition, anti-discrimination obligations have been imposed on the employer (Article 94(2b)).

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## LAW OF JULY 20, 2018, ON HIGHER EDUCATION

Although the law itself does not explicitly address the issue of equal treatment and non-discrimination, the path to disciplinary liability before Disciplinary Commissions and Commissioners is defined (Chapter II). Thus, it can be concluded that the provisions of this law provide the basis for the appointment of entities to assess possible violations in the area of equal treatment in terms of disciplinary liability “for violations of regulations in force at the university and for acts that offend the dignity of the student” (Article 307), as well as “for disciplinary misconduct that constitutes an act that offends the duties of an academic teacher or the dignity of the academic teaching profession” (Article 275).

Based on current legislation, Collegium Civitas also plans its activities following the guidelines in the area of equal treatment and non-discrimination contained in:

1. Letter from the General Council for Science and Higher Education (GCSHE) of September 9, 2015,
2. The National Science Centre's position on equal access to research funding for women and men, of February 14, 2019,
3. European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, issued in 2005 as a recommendation by the European Commission.

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## INTERNAL REGULATIONS OF COLLEGIUM CIVITAS

The emblem of Collegium Civitas enshrines the maxim “*Gradu diverso, via una*” – “Different steps, one path.” **The Mission and Vision of Collegium Civitas** are based on this message. As a strategic document, it indicates the values from which all activities undertaken at the University stem: freedom of the individual and the community, pluralism of thought and speech in the search for truth, and, above all, respect for others, independent of time and culture.

**The Statute of Collegium Civitas**, introduced by a resolution of the CC Senate on June 24, 2019, does not explicitly address issues in the scope of equal treatment and non-discrimination. However, it includes a reference to the principle of freedom of teaching, scientific research, development work and artistic creativity (par. 3(1)), and also emphasises support for activities based on multicultural heritage, human rights and pluralism of thought and speech (par. 7(2)). Furthermore, issues of disciplinary responsibility of academic staff (par. 30-32) and students (par. 43) are also addressed.

The issues of equal treatment and non-discrimination, as well as the need to ensure appropriate working conditions for the full development of potential and maintenance of a good quality of life, are addressed explicitly in **the Work Regulations of Collegium Civitas**, introduced by the Rector's Order No. 37/2019 of September 16, 2019.

In Chapter II of the Work Regulations on the employer's duties, Paragraph 4(1) states that the employer is obligated to “treat employees equally” (item 18) and “prevent mobbing and discrimination in work relations” (item 20). In addition, the obligation to ensure that the workload and use of work-

ing time are as even as possible is indicated (item 6), which is the basis for maintaining a work-life balance. It is also imperative to inform employees of their due rights and the workplace procedures and safety rules in place (items 3, 4, 8, 21).

The employer is also obliged to promptly resolve conflicts arising between employees based on a thorough investigation of the nature and causes of the conflict after hearing the rationale of both parties (paragraph 4(2)).

**The organisational regulations of Collegium Civitas**, introduced by the Rector's Order No. 18/2020 of March 30, 2020, include a description of the University's organisational culture (Section V, par. 51), the overarching goal of which is to create conditions for efficient communication based on the University's three core values: community building, respect for diversity and quality.

**ANALYSIS OF THE EMPLOYMENT STRUCTURE AT COLLEGIUM CIVITAS**

The employment structure at Collegium Civitas is constructed according to a horizontal model, with a transparent optimisation and rationalisation of hierarchical relationships in favour of developing horizontal relationships. In this type of structure, it is easier to realise the goals of equality and university social responsibility.

The starting point for diagnosing the actual situation prevailing at Collegium Civitas in the area of gender equality is an analysis of the percentage of genders among employees, with a breakdown by professional groups and managerial positions.

As of June 30, 2022, the number of people employed under employment contracts at Collegium Civitas was **153**, of which there were **98** women (63%), and **187** under civil law contracts, of which there were **70** women (37.4%).

1. Teaching staff at CC employed on a contract basis

	Women	Men	TOTAL	% W	% M	TOTAL %
Teaching staff	24	26	50	48	52	100

2. Research and teaching staff at CC employed on a contract basis

	Women	Men	TOTAL	% W	% M	TOTAL %
Research -teaching staff	15	17	32	47	53	100

### 3. CC lecturers employed under civil law contracts

	<b>Women</b>	<b>Men</b>	<b>TOTAL</b>	<b>% W</b>	<b>% M</b>	<b>TOTAL %</b>
Lecturers	<b>62</b>	<b>110</b>	<b>172</b>	<b>36</b>	<b>64</b>	<b>100</b>

### 4. Non-teaching and non-research-teaching staff at CC employed under a contract of employment

	<b>Women</b>	<b>Men</b>	<b>TOTAL</b>	<b>% W</b>	<b>% M</b>	<b>TOTAL %</b>
Administrative employees	<b>59</b>	<b>12</b>	<b>71</b>	<b>83</b>	<b>17</b>	<b>100</b>

### 5. Non-teaching and non-research-teaching staff at CC employed under civil law contracts

	<b>W</b>	<b>M</b>	<b>TOTAL</b>
<b>Administration - civil law contracts</b>	<b>8</b>	<b>7</b>	<b>15</b>

### 6. CC management positions contracted under employment contracts

	<b>W</b>	<b>M</b>	<b>TOTAL</b>
<b>President</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Rector's Team</b>	<b>4</b>	<b>3</b>	<b>7</b>
<b>Male/female managers of administrative departments</b>	<b>15</b>	<b>2</b>	<b>17</b>
<b>Male/female chair heads and deputies</b>	<b>6</b>	<b>3</b>	<b>9</b>
<b>Male/female heads of institutes and deputies</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>TOTAL</b>	<b>29</b>	<b>8</b>	<b>37</b>

The above data indicates a relative balance in the employment of men and women among teaching and research and teaching staff. However, there is a clear imbalance in the employment structure of the administrative staff, where women are by far the dominant group (83%). In contrast, most lecturers employed under civil law contracts (64%) are men.

The employment structure in managerial positions is non-standard, as more women than men hold managerial positions at Collegium Civitas. However, in the case of the Rector's Team and the heads of the teaching divisions, the difference to the disadvantage of men is relatively small; in administrative departments and scientific institutes, it is primarily women who hold managerial positions. It should be noted, of course, that in the case of administrative departments, this is in some sense a reflection of the employment structure, where women account for more than 80% of employees.



## CONCLUSIONS OF THE STUDY “MONITORING OF GENDER EQUALITY”

The following diagnosis is based on a survey of male and female teaching, research and teaching and administrative staff in May/June 2022. The survey questionnaire was based on the *Gender Equality Audit and Monitoring* (GEAM) tool created as part of the *Act on Gender* project, funded by the European Commission under the Horizon 2020 programme.

The survey aimed to find out the opinions and experiences of people working at Collegium Civitas in the area of gender equality and to set them in the broader context of working conditions, professional development, work-life balance, or the incidence of discrimination and other undesirable behaviours, such as mobbing or sexual harassment. Thus the analysis of the employment structure has been completed by the insight into subjective perceptions of employee relations and organisational culture at the University. .

The first conclusion that emerges after analysing the responses is very positive. The vast majority of people working at Collegium Civitas do not experience gender discrimination and do not believe there is gender inequality at the University.

While the majority of respondents believed that women and men are treated equally at Collegium Civitas, when asked if they knew whom to speak to at the University to raise issues of gender inequality, most people answered: “no” (“rather not” or “definitely not”). Such responses indicate the lack of a clearly defined procedure for acting in the above cases and the lack of information about existing solutions.

The lack of a defined procedure or knowledge in that respect has also proven problematic when reporting undesirable behaviours, such as mobbing or sexual harassment.

Another area requiring action on the part of the University is the promotion of work-life balance for male and female employees. It should be noted that problems in this area were reported by both research and teaching and administrative staff, so their occurrence should not be blamed on the specifics of the academic profession. Such a stereotype, moreover, cannot be an excuse for maintaining a permanent state of work-life imbalance. The issue pertains to both the workload (e.g. too many students in classes) and the fulfilment of professional responsibilities at the expense of private life and leisure time. A workload that prevents full involvement in family life or frequent exceeding of legal working hours negatively affects the health and well-being of working people, generating stress and physical exhaustion, which, in turn, can lead to professional burnout or resignation.

In this context, the respondents' answers indicating their lack of knowledge about the organisation and working time arrangements in place at Collegium Civitas take on added significance. Therefore, it seems reasonable to conduct further consultations with male and female employees to gather more detailed information about their needs in this area.

The conclusions of the diagnosis helped us outline three primary needs which the Gender Equality Plan for Collegium Civitas should address:

1. Introduce appropriate procedures in gender equality and non-discrimination, and clarify existing regulations to effectively reduce the occurrence of cases of undesirable behaviour (especially mobbing).
2. Support harmonious work-life balance.
3. Increase sensitivity to equality and diversity issues and educate persons working and studying at Collegium Civitas' in the area of existing procedures and regulations.

Surveys of opinions and experiences in gender equality and related issues will also be conducted among students and lecturers who are not full-time employees, which is included in the GEP action plan for CC. On the other hand, the diagnosis conducted using the "Monitoring of gender equality" tool will be a cyclical activity (once a year) that will help verify the effectiveness of the Plan's implementation.

## OBJECTIVES OF THE GENDER EQUALITY PLAN

The implementation of the Gender Equality Plan for Collegium Civitas will be overseen by the Rector, who will appoint the Representative for Equal Treatment immediately after the adoption of the GEP for CC, to monitor and evaluate the implementation of the goals enshrined in the Plan.

The task of the Rector's Representative will be to supervise the implementation of Collegium Civitas' equality policy included in the Gender Equality Plan and other documents of the University, as well as to systematically report (at least once a year) on the progress of its implementation.

In the course of his/her duties, the Rector's Representative for Equal Treatment will work closely with the CC Rector's Team, the University's Commissioner for Employee Rights and Academic Values, the Anti-Mobbing Commission, the Collegium Civitas Group for University Social Responsibility (Group for USR), and the Disciplinary Commissioner for Academic Teachers and the Disciplinary Commissioner for Students at Collegium Civitas.

### OBJECTIVE 1: CONSIDER GENDER BALANCE IN COLLEGIUM CIVITAS' RECRUITMENT FOR JOBS, APPOINTMENTS TO MANAGERIAL POSITIONS AND IN THE DECISION-MAKING PROCESSES, AND SUPPORT THE PROFESSIONAL DEVELOPMENT OF BOTH FEMALE AND MALE EMPLOYEES TO SUSTAIN THIS BALANCE

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MEASURE 1: Develop new procedures for creating learning and working conditions so that the principles of gender equality and non-discrimination can be better implemented.

Indicator: Adopting procedures via the Rector's order.

Implementation deadline: H1 2023.

The CC Rector's Team, with the support of the Group for USR, will be responsible for implementing the measure.

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MEASURE 2: Gather information on good practices of supporting career development with gender equality applied in higher education institutions and promote them among female and male employees of Collegium Civitas.

Indicator: Annual publication of "Recommendation of good practices," that is, a collective compilation of proposals for activities for the University strengthening gender equality.

Implementation deadline: the GEP period (end of 2024).

The Representative for Equal Treatment will be responsible for implementing the measure.

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**MEASURE 3: Develop and implement guidelines for appointing competition committees with gender-balanced representation.**

Indicator: Publishing guidelines for the appointment of committees composed of female and male representatives by the end of June 2023.

Implementation deadline: H1 2023.

The HR Department will be responsible for implementing the measure with the support of the Representative for Equal Treatment.

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**MEASURE 4: Drawing up mechanisms of development and strategy at Collegium Civitas to achieve a level of competence for assuming key positions with gender balance perspective.**

Indicator: Including measures to implement gender equality policies in the professional development of male and female employees in the Collegium Civitas Strategy.

Implementation deadline: end of 2023.

The CC Rector's Team, with the support of the Representative for Equal Treatment and the Group for USR, will be responsible for implementing the measure.

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**MEASURE 5: Conducting activities based on soft instruments to encourage candidates of the underrepresented sex to participate in recruitment/competitions for positions at Collegium Civitas, including, in particular, formulating recruitment announcements to include transparent and clear criteria and guidelines for evaluating competencies and achievements.**

Indicator: The number of candidates of the underrepresented sex for the given job.

Implementation deadline: the GEP period (end of 2024).

The HR Department, with the support of the HR and Payroll Department, will be responsible for implementing the measure.

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**MEASURE 6: Develop transparent procedures for recruitment and competition proceedings, including the introduction of a recommendation that if candidates of different genders have the same qualifications, the position should be filled by a person from the underrepresented gender/group.**

Indicator: Taking into account both the qualification requirements and the principles of gender-equivalent representation for the position in evaluating job candidates and recording this fact in the recruitment process.

Implementation deadline: the GEP period (end of 2024).

The CC Rector's Team and the HR Department will be responsible for implementing the measure.

## OBJECTIVE 2: FACILITATE WORK-LIFE BALANCE

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MEASURE 1: Diagnose factors hampering life-work balance for male and female employees and their expectations regarding support from the University.

Indicator: Examining the needs of people working in CC regarding work-life balance, consulting on possible solutions and preparing a report with guidelines for implementation.

Deadline: H1 2023.

The HR Department, with the support of the Group for USR, will be responsible for carrying out the task.

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MEASURE 2: Create working conditions (including flexible working hours and place of work) that enabling work-life balance.

Indicator: Introducing solutions developed in the consultation process for maintaining work-life balance into the regulations and procedures in force at Collegium Civitas.

Deadline: H2 2023.

The HR and Payroll Departments will be responsible for carrying out the task.

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MEASURE 3: Introduce a module in onboarding training on work-life balance, as well as follow-up training for other male and female employees, to raise their awareness of fundamental labour rights and the regulations in force at Collegium Civitas.

Indicator: Training of all newcomers to Collegium Civitas in 2023-2024, as well as 50% of male and female employees already employed.

Implementation deadline: the GEP period (end of 2024).

The HR and Payroll Departments will be responsible for carrying out the task.

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**MEASURE 4: Diagnose the needs of male and female employees returning to work after parental or childcare leave and support them in returning to professional duties.**

Indicator: Conducting a survey of needs and preparing a report with guidelines for implementation in the Gender Equality Plan for the coming years.

Implementation deadline: Diagnosis process - 2023-2024. Report preparation - H2 2024.

The HR Department, with the support of the Group for USR, will be responsible for carrying out the task.

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**MEASURE 5: Diagnose the needs of employees with disabilities and employees caring for the disabled or the elderly concerning the organisation of the workplace and working hours.**

Indicator: Conducting a needs survey and preparing a report with guidelines for implementation in the Gender Equality Plan for the coming years.

Implementation deadline: Diagnosis process - 2023-2024. Report preparation - H2 2024.

The HR Department, with the support of the Group for USR, will be responsible for carrying out the task.

**OBJECTIVE 3: PREVENT DISCRIMINATION, GENDER-BASED VIOLENCE AND OTHER UNDESIRABLE BEHAVIOURS IN EMPLOYEE RELATIONS, IN RELATIONS BETWEEN COLLEGIUM CIVITAS EMPLOYEES AND STUDENTS AND IN STUDENT RELATIONS**

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**MEASURE 1: Develop anti-discrimination and anti-mobbing policies to reduce the risk of conflict in the workplace.**

Indicator: Supplementing the rules and regulations in force at Collegium Civitas with elements relating to the anti-discrimination policy and guidelines for its implementation.

Implementation deadline: Q4 2022.

With the support of the HR Department and the Group for USR, the Rector and Chancellor of CC will be responsible for implementing the measure.

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**MEASURE 2: Introduce appropriate internal regulations to enable prompt and comprehensive action in the event of mobbing or sexual harassment, and other undesirable behaviour.**

Indicator: Designating persons responsible for implementing the anti-discrimination and anti-mobbing procedure at Collegium Civitas, including, in particular, receipt and registration of reports and follow-up.

Implementation deadline: Q4 2022.

The CC Rector and Chancellor, with the support of the HR Department and the Group for USR, will be responsible for implementing the measure regarding the CC employees. The Vice Rector for Student Affairs, with the support of the Student Affairs Department, Welcome Point and the Group for USR, will be responsible for implementing the measure concerning CC students and course participants.

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**MEASURE 3: Conduct training and information campaigns on fundamental employee rights, Collegium Civitas' work regulations, and the anti-discrimination and anti-mobbing procedure.**

Indicator: Raising awareness of male and female employees on current regulations and procedures - a passing score on the test obtained by the training participants.

Implementation deadline: the GEP period (end of 2024).

The HR Department, with the support of the Group for USR, will be responsible for implementing the measure.

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**MEASURE 4: Provide a box for anonymous requests/information from people working at Collegium Civitas regarding gender inequality, discrimination and other undesirable behaviours.**

Indicator: Number of reported undesirable activities.

Implementation deadline: from December 2022 to December 2024.

The Commissioner for Employee Rights and Academic Values will be responsible for implementing the measure.

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**MEASURE 5: Prepare and implement procedures/tools to protect whistle-blowers.**

Indicator: Increased number of reports to the Commissioner for Employee Rights and Academic Values regarding the occurrence of undesirable behaviour at the University.

Implementation deadline: H1 2023

The CC Chancellor, with the support of the HR Department and the Commissioner for Employee Rights and Academic Values, will be responsible for implementing the measure.

**OBJECTIVE 4: ENSURE EDUCATION IN ACCORDANCE WITH THE PRINCIPLE OF EQUALITY AND IMPLEMENT NON-DISCRIMINATION AND EQUAL TREATMENT ISSUES IN TEACHING PROGRAMMES**

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**MEASURE 1:** Analyse the existing teaching programmes at Collegium Civitas in terms of equality and anti-discrimination issues (with particular emphasis on teaching programs in management) and their expansion to include missing content.

Indicator: Introduction of missing issues in the scope of equal treatment and non-discrimination a. o. based on gender into the curricula of classes or modules within the framework of the courses conducted.

Implementation deadline: Analyse the programs implemented in the 2022/2023 academic year. Supplement the curricula with missing elements from the 2023/2024 academic year.

With the support of the Didactic Department, the Group for USR and the Representative for Equal Treatment, the Chairs of Collegium Civitas will be responsible for carrying out the task.

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**MEASURE 2:** Training academic teachers at Collegium Civitas on how to introduce equality content into existing specialised subjects (where possible) and how to implement it in the teaching process.

Indicator: Equality aspects and non-discrimination topics will be included in at least five syllabuses of specialised subjects.

Implementation deadline: January-September 2023.

With the support of the Didactic Department and the Group for USR, the Chairs of Collegium Civitas will be responsible for carrying out the task.



**OBJECTIVE 5: RAISE AWARENESS OF THE IMPORTANCE OF EQUALITY ISSUES AND STRENGTHEN POSITIVE ATTITUDES TOWARD DIVERSITY AMONG THOSE WORKING AND STUDYING AT COLLEGIUM CIVITAS.**

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**MEASURE 1: Conduct anti-discrimination training for people working at Collegium Civitas**

Indicator: Training of at least 50% of male and female employees of Collegium Civitas.

Implementation deadline: the GEP period (end of 2024).

The HR Department and the Representative for Equal Treatment, with the support of the Group for USR, will be responsible for carrying out the task.

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**MEASURE 2: Conduct training on equality and non-discrimination attitudes among students interested in these issues.**

Indicator: Training of a minimum 50 Collegium Civitas students.

Implementation deadline: The academic year 2022/2023.

The Representative for Equal Treatment and Welcome Point, with the support of the Group for USR, will be responsible for the task.

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**MEASURE 3: Conducting an information campaign among students and course participants on the applicable laws in the area of equal treatment and non-discrimination, as well as remedial actions in the event of undesirable behaviours at the University.**

Indicator: Distribution of messages with relevant information to all students of Collegium Civitas and preparing a tab on the CC Virtual University portal with pertinent information.

Implementation deadline: October/November 2023.

The Student Affairs Department, Lifelong Learning Department and IT Department, with the support of the Group for USR, will be responsible for carrying out the task.

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**MEASURE 4: Analyse the existing practices regarding equality language used in university documents and communications and develop guidelines for its use at Collegium Civitas.**

Indicator: Preparation of a guide with recommendations for those working at Collegium Civitas to use equality language in communication activities and official documents.

Deadline: January-September 2024.

The Rector's Representative for Promotion, Marketing and Recruitment and the Rector's Office, with the support of the Group for USR, will be responsible for carrying out the task.

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MEASURE 5: Cyclical survey of opinions and experiences in gender equality and non-discrimination and related issues among people working and studying at Collegium Civitas.

Indicator: Annual survey reports after the end of the academic year.

Implementation deadline: the GEP period (until the end of 2024).

The Group for USR will be responsible for carrying out the task, with the support of the Centre for Analysis of Collegium Civitas.

## SUMMARY

The diagnosis made it possible to identify several measures already taken by the University for gender equality and non-discrimination. However, some shortcomings and deficiencies in the existing communication procedures and strategies are also apparent, as there are areas of potential threats to the effective implementation of equality policies. The Gender Equality Plan dedicated to Collegium Civitas will help integrate the process of building a safe atmosphere of equality in the workplace with the prevention of discrimination through effective early response procedures. In addition, it will allow to prepare recruitment processes better and develop the careers of employees for the benefit of the implementation of the development strategy of Collegium Civitas.

The goals and activities identified in the GEP for CC focus on two dimensions: **building awareness of good practices in the academic community** and **creating an institutional and formal basis for their implementation**. The participatory creation of new procedures and an emphasis on effective communication about the solutions adopted will help change existing practices to meet the need to implement the principles of non-discrimination and equal treatment better, not only based on gender.

## SOURCES

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