

**ABOUT ICFO's GENDER EQUALITY PLAN**

# 1. INSTITUTIONAL STATEMENT

ICFO is a research center devoted to photonics and its numerous and ubiquitous applications to many areas of science and technology. It has a triple mission: conducting frontier research, training a share of the next generation of world-leading scientists, and transferring knowledge and technology to industry and to society at large. Over 400 researchers in 26 research groups are dedicated to both fundamental and applied research programs that address standing issues in health, renewable energies, information technologies, quantum technologies, new materials, sensors, and industrial processes, among others.

One of ICFO's core and key strengths since its creation is the diversity of perspectives and contributions from all. ICFO was created diverse and with the aim of being as inclusive as possible from the first day. The teams and units across the board aim at offering suitable conditions for diversity and inclusion to be central to all the programs and activities within the institution.

As for gender equality, we are fully committed to promoting and ensuring an environment where all individuals are treated with respect, equality and courtesy. The institute does not accept nor tolerate any type of conduct or behavior considered harassment or bullying. At the same time, we are committed to continuously improving in everything that we do –particularly on this topic.

The appended document is an executive summary of the methodology, strategic objectives and action lines, as compiled by the Chair of our Diversity & Inclusion Committee.

Signed:



ICFO Director

## 2. METHODOLOGY

The Gender Equality Plan has been based on an internal self-assessment. A formal Diversity&Inclusion Committee has been established at ICFO with the mandate of gathering feedback from all relevant stakeholders from the ICFO community; discussing, assessing and evaluating actions and programs; and setting action-plans and following their implementation in its area of influence. This is a transversal committee that addresses issues where diversity and inclusion, including gender-related ones, may be relevant (recruitment, labor conditions, benefits, ethics, code of conduct, etc.). It involves all ICFO personnel and all institutional programs.

Several committees have been established at ICFO to address different areas of expertise and to consolidate these groups as an efficient mechanism to gather feedback from the community in order to implement actions plans. Such structure allows an in-depth internal analysis and feedback, increasing the participation and consultation of all stakeholders, and ensuring that topics can be addressed by the relevant committee with corresponding responsibilities and expertise. All committees are formed with employees from different professional positions within the Institute to ensure diversity of perspectives. Committee members in general are required to participate actively in the Committee and contribute in the decision making for the betterment of ICFO as a whole. All members are required to have an appropriate conduct and degree of formality established by the Committee. Periodical meetings are key in the operation of the Committees and ad-hoc meetings can be requested, when necessary, by any of the committee members. Finally, clear guidelines regarding responsibilities, team composition and mode of operation are in place and all ICFO newcomers are informed of existing committees whose description and members are also posted in our intranet.

The definition of our Gender Equality Plan has been based on the mechanisms for participation, implemented in the scope of existing committees, who helped in the gathering and compiling of valuable information and feedback. Feedback mechanisms involved dedicated internal meetings with the committee, as well as questionnaires and input gathered from our stakeholders at different times. Relevant data and information has been compiled and is regularly evaluated. A summary of the data and actions accomplished can be consulted at <https://www.icfo.eu/lang/about-icfo/general-information> and information about our Diversity and Gender Equality Strategy can be consulted at <https://www.icfo.eu/lang/about-icfo/gender-equality>.

Programs and actions proposed by the corresponding ICFO committees are implemented by the relevant ICFO Units. In this area, dedicated staff members have been appointed at the Human Resources and Education Unit with explicit responsibilities of implementing programs and actions within the area of diversity as a whole and in the area of gender equality in particular. Also, staff members from other units at ICFO, such as Corporate Communications, KTT (Outreach), Occupational Safety and Biosafety and Academic Affairs, have also been assigned specific responsibilities within the field. Those participating in the committees and in the implementing units have the adequate background and, in addition, have also received specific training on gender equality. Thus, mechanisms are in place at ICFO to properly train staff with recruiting and team-management responsibilities to avoid unconscious bias.

The periodic assessment of actions falls under the responsibility of the committee. Feedback mechanisms are constantly being implemented, self-audit undertaken and proper data constantly compiled and evaluated, comparing the key aspects initially targeted with the existing situation and status of implementation, which allows the committees to identify actions that are completed, altered, omitted or added, in order to define actions to be targeted in the following time periods.

Hence, in the following pages we include a summary of our Gender Equality Plan that has been prepared with the methodology described above, has been ratified by our committee and has been approved by the top management.



### 3. STRATEGIC OBJECTIVES

We hereby include the Strategic Objectives that were identified in the initial GAP analysis with the aim of streamlining improvements in key areas.

- Continuous enhancement of the **Recruiting & Hiring Life-Cycle**, aiming at avoiding barriers that limit application from diverse applications and ensuring equal opportunities during the selection process.
- Continuous enhancement of the **Career Development Plan**, with the aim of empowering women and providing them with useful skills and resources ensuring that they have access to these opportunities without limitation towards other collectives.
- Continuous enhancement of the **Research Environment** with the aim of providing the most healthy, safe, supportive, respectful, equitable and inclusive environment.
- Continuous enhancement of the **Communication and Outreach activities** with the aim of raising awareness of the gender equality topic, transmitting unbiased image, give visibility to the achievements of women and promote female role models.

### 4. ACTION LINES

**WP1: Continuous enhancement of the Recruiting & Hiring Life-Cycle, aiming at avoiding barriers that limit application from diverse applications and ensuring equal opportunities during the selection process**

**Action 1. Consolidate the OTM-R principles with particular attention in avoiding gender bias.**

**Action 2. Ensure adequate gender balance in selection committees.**

**Action 3. Ensure publication of inclusive advertisements that do not discourage any particular group.**

**WP2: Continuous enhancement of the Career Development Plan, with the aim of empowering women and providing them with useful skills and resources ensuring that they have access to these opportunities without limitation towards other collectives**

**Action 1. Consolidate the Career Development Program with particular attention to ensuring access to opportunities for all, without limitation towards any collectives.**

**Action 2. Implement specific training actions aiming at providing women with useful skills and resources.**

**WP3: Continuous enhancement of the Research Environment with the aim of providing the most healthy, safe, supportive, respectful, equitable and inclusive environment**

**Action 1. Ensure adequate gender balance in all ICFO Committees.**

**Action 2. Maintain current high standards in ICFO Health & Safety with proper attention to pregnant women and women in periods of breastfeeding.**

**Action 3. Implement specific actions to raise awareness of Gender Equality Topic at ICFO.**

**Action 4. Update and publish protocols in the event of pregnancy and in the event of sexual harassment.**

**Action 5. Implement training actions on how to avoid unconscious bias addressed to all ICFO staff with responsibilities in recruiting and/or team management.**

**Action 6. Provide information and extensive support to all ICFO personnel with family charges.**

**WP4: Continuous enhancement of the Communication and Outreach activities with the aim of raising awareness of the gender equality topic, transmitting unbiased image, give visibility to the achievements of women and promote female role models**

**Action 1. Implement non-sexist principles in all internal and external communication actions carried out by ICFO.**

**Action 2. Define and implement specific actions to give visibility to the achievements of female scientists and to promote female role models in our Outreach activities.**

**Action 3. Define and implement Inclusive language guidelines.**

Signed:



Chair ICFO's Diversity & Inclusion Committee