

Instytut Budownictwa Wodnego  
Polskiej Akademii Nauk  
Założony w 1953



Institute of Hydro-Engineering  
of the Polish Academy of Sciences  
Established 1953

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# GENDER EQUALITY PLAN

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for

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**Institute of Hydro-Engineering  
of the Polish Academy of  
Sciences**

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**2023 -2025**

# Introduction

The Institute of Hydro-Engineering of the Polish Academy of Sciences in Gdańsk (IBW PAN) presents the Gender Equality Plan for the years 2023-2025 (GEP for IBW PAN), whose main goal is to maintain IBW PAN as a safe place for everyone, operating in accordance with the principle of adherence to equality and respecting diversity, as well as aiming to support all members of the community regardless of gender.

IBW PAN is a place of equal opportunities and openness, free from prejudice and discrimination, ensuring the safety of those working and collaborating, where respect for others, equal treatment, and acceptance of diversity are fundamental values. IBW PAN collaborates with scientists from many countries around the world, with cooperation being established regardless of gender, race, or nationality. Regardless of gender, race, or nationality, IBW PAN supports the scientific and educational careers of its employees and collaborators.

The key assumption of the GEP for IBW PAN is adherence to the principle of equality and respect for diversity as values, creating fair and comfortable working conditions and research. This goal is achieved by ensuring equal access to knowledge and skill acquisition for all eligible individuals.

We are aware that respecting diversity and adhering to the principle of equal treatment at IBW PAN affects the well-being and sense of security of all people and applies not only to the lives of individuals but also to the development of IBW PAN as a whole. These values are of great importance for scientific work, which must remain free from any discrimination and conflicts arising from prejudices. Diversity and equal treatment provide access to different perspectives and points of view, enhance creativity and innovation, enable the development of talents, and pave the way for new ways of solving problems, which is especially important in the context of dynamic economic, technological, and social changes.

The implementation of the GEP for IBW PAN will contribute to the creation of transparent procedures that will maintain a working environment capable of attracting and retaining high-quality science specialists. The proposed actions aim to eliminate barriers in professional and private life, ensure balance, contribute to preventing career slowdowns for both women and men, and enable the support of engagement and the development of the potential of all employees (regardless of gender).

In preparing the Gender Equality Plan, the guidelines of the European Commission for creating a Gender Equality Plan (GEP) were primarily followed. Recommendations from national academic institutions and public organizations were also taken into account.

In accordance with the guidelines of the European Commission for creating a Gender Equality Plan (GEP), the document developed for the needs of IBW PAN focuses on actions aimed at:

1. Building an appropriate organizational culture by supporting a balance between professional and personal life, raising awareness of equal treatment and non-discrimination, and understanding the causes and consequences of potential gender inequalities.
2. Maintaining gender balance at the managerial level in decision-making bodies and incorporating diversity and gender balance into decision-making processes.
3. Promoting equal access to academic careers, job positions at various levels of administration in the recruitment processes for both male and female employees.
4. Ensuring safe working conditions and combating gender-based discrimination, violence, and other undesirable behaviors.

The GEP for IBW PAN is the result of research, analysis, and internal consultations conducted with selected male and female employees of IBW PAN. The analyses are based on the legal regulations applicable at IBW PAN, data obtained from various organizational units of IBW PAN, and the results of surveys conducted among administrative and scientific staff at IBW PAN.

The plan to counteract potential elements of gender discrimination is scheduled to be implemented from September 2023 to the end of 2025. A detailed schedule is provided in the section describing the adopted goals and actions planned for this period.

The idea behind the GEP for IBW PAN is also to actively engage the IBW PAN community in promoting equality and equal opportunities for the development of all its members.

The GEP for IBW PAN includes:

1. Diagnosis consisting of three elements:
  - Analysis of the existing legal framework.
  - Analysis of the employment structure.
  - Presentation of the findings from the "Gender Equality Monitoring" study conducted among IBW PAN employees in September 2023 (findings will be presented after the study is completed).
2. Description of the four main goals of the GEP, along with the determination of specific actions to be taken to achieve them, presentation of planned indicators for their implementation, as well as the planned dates for their achievement and the organizational units responsible for their implementation.

# Diagnosis

## Analysis of legal regulations

The basis for creating the Gender Equality Plan (GEP) for IBW PAN is the analysis of existing legal provisions and internal regulations of IBW PAN.

Firstly, Article 32 of the Constitution of the Republic of Poland guarantees that all individuals are equal before the law and that no one can be discriminated against in political, social, or economic life for any reason. This principle, expressed in the mentioned article of the Constitution of Poland, forms the basis for all other regulations in force in Poland.

Furthermore, in the territory of the Republic of Poland, the Act of December 3, 2010, on the implementation of certain European Union provisions on equal treatment is in force. This law implements the directives of the European Council and the European Parliament, thus providing significant clarification regarding the European Union's principle of equal treatment. "The Act specifies areas and ways to counteract violations of the principle of equal treatment based on gender, race, ethnic origin, nationality, religion, belief, worldview, disability, age, or sexual orientation, and the authorities responsible in this regard" (Article 1, paragraph 1). Moreover, the law designates the Commissioner for Human Rights and the Government Plenipotentiary for Equal Treatment as competent authorities for addressing violations of the principle of equal treatment.

The regulations contained in this law are of significant importance for the implementation of the principle of equal treatment and non-discrimination for employees of IBW PAN based on civil law. Some provisions of the law (Chapters 1 and 2) do not apply to employees employed under employment contracts in the scope regulated by the Labor Code.

The Labor Code, dated June 26, 1974, states that "Employees have equal rights due to the equal fulfillment of the same duties; this applies in particular to the equal treatment of men and women in employment" (Article 112 of the Labor Code). Furthermore, "Any discrimination in employment, direct or indirect, especially based on gender, age, disability, race, religion, nationality, political beliefs, union membership, ethnic origin, religion, sexual orientation, employment for a fixed or indefinite period, full-time or part-time employment, is inadmissible" (Article 113 of the Labor Code). The legislator has detailed the way to implement the principle of equal treatment in Chapter IIa of the Labor Code, "Equal Treatment in Employment" (Articles 183a to 183e of the Labor Code). Furthermore, the employer has been assigned duties related to non-discrimination of employees (Article 94, paragraph 2b of the Labor Code).

Moreover, IBW PAN is governed by the Work Regulations, introduced in 2011, which impose on the employer the duty to counteract discrimination in employment based on any factor (Chapter III, Section 5, paragraph 3 of the Regulations). Issues of equal treatment and non-

discrimination, as well as the need to ensure suitable working conditions allowing for the full development of potential and the maintenance of a good quality of life, are therefore detailed in the IBW PAN Work Regulations.

The IBW PAN Work Regulations aim, among other things, to respect the principles of freedom in scientific research, development work, and work in general. They also emphasize the support for activities based on multicultural heritage, human rights, and pluralism of thought and speech.

By introducing relevant regulations regarding working hours in the Work Regulations of IBW PAN, it was ensured that workloads and the possibility of using leisure time after work are balanced (Chapter IV of the Regulations) and allow all employees to reconcile their professional and family responsibilities.

Taking into account the regulations in force at IBW PAN, it was found that their provisions are in line with the principle of equal opportunities and non-discrimination. However, it is essential to inform employees regularly about their rights and the workplace procedures and safety rules that apply.

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*Basis in law – in particular:*

1. *The Constitution of the Republic of Poland of April 2, 1997 (Journal of Laws of 1997, No. 78, item 483);*
  2. *Directive 2006/54/EC of the European Parliament and of the Council of July 5, 2006, on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (Official Journal of the European Union L 2006, 204, 23);*
  3. *Act of February 25, 1964 - Family and Guardianship Code (Journal of Laws of 2020, item 1359, as amended);*
  4. *Act of April 23, 1964 - Civil Code (Journal of Laws of 2020, item 1740, as amended);*
  5. *Act of June 26, 1974 - Labour Code (Journal of Laws of 2020, item 1320, as amended);*
  6. *Act of June 6, 1997 - Criminal Code (Journal of Laws of 2021, item 2345, as amended).*
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## Analysis of the employment structure at IBW PAN

The employment structure at IBW PAN is built upon a horizontal model, with transparent optimization and rationalization of hierarchical relationships, favoring the development of horizontal relationships. In such a structure, it is easier to achieve equality and social responsibility goals.

The starting point for diagnosing the actual situation regarding gender equality at IBW PAN is the analysis of the gender ratio among employees, broken down by occupational groups and managerial positions.

As of January 1, 2023, the number of individuals employed under employment contracts at IBW PAN was 49, including 18 women (36.7%). Among scientific staff, women employed under employment contracts accounted for 29.6% (Table 1), and based on civil-law contracts - 30% (Table 2).

Tab. 1 Scientific staff at IBW PAN employed on the basis of an employment contract

Scientific staff	Women	Men	Total	Percentage of women	Percentage of men
	8	19	27	29,6	70,4

Tab. 2 Scientific staff at IBW PAN collaborating based on civil-law contracts

Scientific staff	Women	Men	Total	Percentage of women	Percentage of men
	3	7	10	30%	70%

Among non-scientific staff, women employed under employment contracts accounted for 45.5% (Table 3), and based on civil-law contracts - 37.5% (Table 4).

Tab. 3 Non-scientific staff of IBW PAN employed under an employment contract

Non-scientific staff	Women	Men	Total	Percentage of women	Percentage of men
	10	12	22	45,5%	55,5%

Tab. 4 Non-scientific staff of IBW PAN collaborating based on civil-law contracts

Non-scientific staff	Women	Men	Total	Percentage of women	Percentage of men
	3	5	8	37,5%	62,5%

The above data indicate an imbalance in the employment of women and men among all IBW PAN employees (36.7% of employed individuals are women).

The imbalance in the employment structure is evident among scientific staff (29.6% women and 70.4% men) - Table 1. Regarding non-scientific staff, these disparities are smaller (45.5% women and 55.5% men) - Table 3.

Tab. 5 Managerial staff at IBW PAN employed under an employment contract

Managerial staff	Women	Men	Total	Percentage of women	Percentage of men
	4	5	9	44,4%	55,6%

The employment structure in managerial positions (Table 5) is more balanced, as there are only slightly more men employed (55.6%) than women (44.4%).

Tab. 6 Employment at IBW PAN categorized by department and gender

Employment at IBW PAN categorized by department and gender	January 2023 / persons	January 2023 / %
<b>Department of Coastal Engineering and Dynamics</b>	<b>19</b>	
Women	5	26,3
Men	14	73,7
<b>Department of Wave Mechanics and Structural Dynamics</b>	<b>11</b>	
Women	3	27,3
Men	8	72,7
<b>Department of Geomechanics</b>	<b>10</b>	
Women	5	50,0
Men	5	50,0
<b>Support staff</b>	<b>9</b>	
Women	6	66,7
Men	3	33,3

Tab. 7 Scientific staff employment at IBW PAN categorized by department and gender

Scientific staff employment at IBW PAN categorized by department and gender	January 2023 / persons	January 2023 / %
<b>Department of Coastal Engineering and Dynamics</b>	<b>13</b>	
Women	2	15,4
Men	11	84,6
<b>Department of Wave Mechanics and Structural Dynamics</b>	<b>5</b>	
Women	1	20,0
Men	4	80,0
<b>Department of Geomechanics</b>	<b>9</b>	
Women	5	55,6
Men	4	44,4

Tab. 8 Employment at IBW PAN by the level of education and gender

Employment at IBW PAN by the level of education and gender (total of employees: 49 persons)	January 2023 / persons	January 2023 / %
<b>higher education</b>	<b>42</b>	
Women	17	40,5
Men	25	59,5
<b>secondary education (vocational and general education)</b>	<b>6</b>	
Women	2	33,3
Men	4	66,7
<b>post-secondary education</b>	<b>1</b>	
Women	0	0,0
Men	1	100,0

The most significant disparities exist in employment among the scientific staff categorized by department (Table 7). In the Department of Coastal Engineering and Dynamics, women constitute 15.4% of scientific positions, in the Department of Wave Mechanics and Structural Dynamics - 20% of women, while only in the Department of Geomechanics is the situation different, with women making up 55.6%. Regarding the overall employment in this Department (Table 6), the situation is balanced (50/50%).

Taking into account the level of education (Table 8), there is a predominance of men at all educational levels. However, an overrepresentation of women occurs in the group of support



staff (women - 66.7%), which results from the specific structure of employment in administrative departments (Table 6).

### Analysis of salary structure at IBW PAN

The collected data indicate that the actual average basic salary of men is slightly lower than that of women by 2% (Table 9). The presented information pertains to all employed staff, including those on part-time contracts. The average salary, when converted to a full-time equivalent, is higher for men by 5.5% (Table 9). Additionally, the employer examined gender-based differences in average earnings broken down by functional units and support staff.

The difference in salary by gender within the breakdown of functional units and support staff is also evident (Table 10). The average basic salary for women is nearly 1715 PLN higher than for men (functional units). Similarly, when converted to a full-time equivalent, the average salary for women is higher by 1240 PLN (functional units). In support units, these differences are smaller but still in favor of women.

The aforementioned disparities primarily result from the fact that a significant group of men is employed on a part-time basis (6 men), and furthermore, women employed as assistant professors participate in an NCN project (2 women) and receive higher remuneration as a result.

Tab. 9 Average salary by gender at IBW PAN in January 2023

Average salary by gender at IBW PAN in January 2023	Average basic salary / PLN	Average basic salary converted to a full-time equivalent/ PLN
<b>Women</b>	4.759,28	5.039,24
<b>Men</b>	4.667,59	5.334,39

Tab. 10 Average salary by gender at IBW PAN in January 2023, broken to functional and support units

Average salary by gender at IBW PAN in January 2023, broken to functional and support units	Average basic salary / PLN	Average basic salary converted to a full-time equivalent/ PLN
<b>Functional units</b>		
<b>Women</b>	5.752,90	5.752,90
<b>Men</b>	4.037,53	4.512,53
<b>Support units</b>		
<b>Women</b>	3.517,25	4.019,71
<b>Men</b>	3.092,62	3.654,91

## Conclusions from the Gender Equality Monitoring Study

The diagnosis will be based on the examination of both male and female scientific and non-scientific staff as well as collaborators and will be conducted in September 2023 due to the limited availability of staff during the holiday period. The survey questionnaire will be based on the Gender Equality Audit and Monitoring (GEAM) created as part of the Act on Gender project, funded by the European Commission under the Horizon 2020 program.

The study aims to understand the opinions and experiences of individuals working at IBW PAN regarding gender equality and place them in the broader context of working conditions, professional development, work-life balance, as well as the occurrence of discrimination and other undesirable behaviors such as bullying or sexual harassment.

It is planned that the diagnosis conducted through the "Gender Equality Monitoring" will be a cyclical tool, conducted once a year, which will allow for the verification of the effectiveness of GEP implementation.

# Goals of the Gender Equality Plan (GEP for IBW PAN)

The supervision of the implementation of the GEP for IBW PAN for gender equality in IBW PAN will be carried out by the Director of IBW PAN, who will appoint a Commissioner for Equal Treatment in IBW PAN immediately after the adoption of the GEP to monitor and evaluate the implementation of the goals outlined in the Plan.

The Commissioner's task will be to oversee the implementation of the gender equality policy in IBW PAN as outlined in the GEP and other documents applicable in IBW PAN, and to submit regular reports on its implementation (at least once a year).

## Goal 1: Gender Balance in Recruitment for All Positions in IBW PAN, Including Appointments to Managerial Positions, and Decision-Making Regarding Processes and Support for Career Development for Both Women and Men to Maintain Balance.

**Action 1:** Development of new procedures regarding working conditions, with particular emphasis on gender equality and non-discrimination, which will better realize Goal 1 in IBW PAN.

- **Plan:** Adoption of procedures by the Director of IBW PAN or through amendments to the Work Regulations.
- **Implementation Deadline:** Second half of 2023.

**Action 2:** Gathering information on best practices for career development with gender equality consideration employed in scientific institutes and promoting them among IBW PAN employees and staff.

- **Plan:** Publication of "Recommendations of Best Practices," a compilation of proposals for actions in IBW PAN that strengthen gender equality.
- **Implementation Deadline:** GEP period (end of 2025).

**Action 3:** Development of transparent recruitment procedures and competition proceedings, including the recommendation that in the case of candidates of different genders with the same qualifications, the position should be filled by a person from the underrepresented group.

- **Plan:** Inclusion of qualification requirements for a given position in the assessment of candidates for work and noting this fact in the recruitment process.
- **Implementation Deadline:** GEP period (end of 2025).

## Goal 2: Facilitating the Balance between Private and Professional Life

**Action 1:** Diagnosis of factors hindering the work-life balance of IBW PAN employees and their expectations for support from IBW PAN.

- **Plan:** Study of the needs of IBW PAN employees and collaborators in terms of work-life balance, consultations on possible solutions, and the preparation of a report with guidelines for implementation.
- **Implementation Deadline:** First half of 2024.

**Action 2:** Creating working conditions (including flexible working hours and places of work) that allow for a balance between professional and private life.

- **Plan:** Introduction of solutions for maintaining a balance between professional and private life into the regulations and procedures applicable in IBW PAN, developed through consultations.
- **Implementation Deadline:** Second half of 2024.

**Action 3:** Introduction of an initial training module (before starting work) on work-life balance, as well as additional training for other male and female employees to raise awareness of basic workers' rights and regulations applicable in IBW PAN.

- **Plan:** Training of all newly employed IBW PAN employees in 2024-2025 and 100% of men and women already employed in IBW PAN.
- **Implementation Deadline:** GEP period (end of 2025).

**Action 4:** Diagnosis of the needs of employees returning to work after parental or caregiver leave and support them in returning to professional duties.

- **Plan:** Conducting needs assessment and preparing a report with guidelines for implementation in this area.
- **Implementation Deadline:** Diagnosis process - 2023-2024. Report preparation - second half of 2024.

**Action 5:** Diagnosis of the needs of disabled employees, as well as employees caring for disabled or elderly individuals, regarding the organization of workplace and working hours.

- **Plan:** Conducting a needs assessment and preparing a report with guidelines for implementation in the context of the gender equality plan for the coming years.
- **Implementation Deadline:** Diagnosis process - 2023-2024. Report preparation - second half of 2024.

## Goal 3: Combating Gender Discrimination, Violence Based on Gender, and Other Undesirable Behaviors in the Workplace

**Action 1:** Development of anti-discrimination and anti-bullying policies to reduce the risk of conflict in the workplace.

- **Plan:** Integration of elements related to anti-discrimination policy and guidelines for its implementation into the regulations applicable in IBW PAN.
- **Implementation Deadline:** First half of 2024.

**Action 2:** Introduction of appropriate internal regulations enabling prompt and comprehensive action in cases of bullying, sexual harassment, and other undesirable behaviors.

- **Plan:** Appointment of individuals responsible for the anti-discrimination and anti-bullying policy in IBW PAN, including receiving and registering reports and conducting related proceedings.
- **Implementation Deadline:** Fourth quarter of 2023.

**Action 3:** Conducting training and information campaigns on basic workers' rights, regulations applicable in IBW PAN, and anti-discrimination and anti-bullying procedures.

- **Plan:** Raising awareness of employees regarding applicable regulations and procedures.
- **Implementation Deadline:** GEP period (end of 2025).

**Action 4:** Establishing a contact point for anonymous requests or information from IBW PAN employees and collaborators regarding gender inequality, discrimination, and other undesirable phenomena and behaviors.

- **Plan:** Reviewing and explaining each reported undesirable action.
- **Implementation Deadline:** From September 2023 to December 2025.

## Goal 4: Raising Awareness of the Importance of Gender Equality and Strengthening Positive Attitudes towards Diversity among Employees and Collaborators at IBW PAN.

**Action 1:** Analysis of existing practices related to gender-neutral language used in IBW PAN documents and communication, as well as the development of guidelines for its use at IBW PAN.

**Plan:** Preparation of a guide with recommendations for the use of gender-neutral language in communication and official documents for IBW PAN employees.

**Scheduled for:** First half of 2024.

**Action 2:** Periodic survey of opinions and experiences regarding gender equality, discrimination, and related issues among employees at IBW PAN.

**Plan:** Annual reports on surveys conducted at the end of each calendar year.

**Scheduled for:** GEP period (by the end of 2025).

# Summary

The conducted diagnosis revealed that the only identified manifestation of gender inequality at IBW PAN is the lack of gender balance in the employment of male and female employees. The actions carried out so far have been based on existing legal regulations and best practices. In order to formalize and improve these activities, the implementation plan for GEP will be launched. This document, in accordance with EU requirements, was prepared in view of identified areas of potential threats. The relevant plan, along with the diagnosis of the existing state, will be updated and detailed after conducting the survey among IBW PAN employees.

GEP for IBW PAN will help integrate the process of building a safe atmosphere of equality in the workplace and prevent potential discrimination through effective early response procedures. It will also better prepare the recruitment and career development processes for employees and collaborators of IBW PAN, which will undoubtedly benefit IBW PAN and its development directions.

The goals and actions outlined in GEP for IBW PAN focus on two dimensions: raising awareness of best practices in the workplace environment and creating institutional and formal foundations for them.

The gradual development and implementation of new procedures and an emphasis on effective communication of adopted solutions will strengthen existing best practices to meet the need for non-discrimination and equal treatment, not only based on gender.