

Gender Equality Plan (GEP) Version 1.5, Date: 16<sup>th</sup> August 2022

Sächsisches Textilforschungsinstitut e.V. (Saxon Textile Research Institute),

Annaberger Straße 240, 09125 Chemnitz, Deutschland,

Phone: +49 371 5274 0 Mail: [stfi@stfi.de](mailto:stfi@stfi.de) WEB: [www.stfi.de](http://www.stfi.de)

## **CONTENT**

### **PREAMBLE**

### **1 SAXON TEXTILE RESEARCH INSTITUTE - STRATEGIES AND OBJECTIVES**

### **2 SCOPE/PROCESS**

### **3 RESPONSIBILITIES**

3.1 Working group

3.2 Communication channels

### **4 DATA COLLECTION AND MONITORING**

4.1 Recruiting

4.2 Career development

4.3 Level of employment

4.4 Gender Pay Gap

### **5 SEXUAL HARASSMENT**

5.1 Existence

5.2 Remedies and measures

5.3 Prevention

### **6 RESOURCES AND BUDGET**

### **7 ACTION PLAN – MEASURES IMPLEMENTED**

7.1 Work-life balance

7.2 Job advertisements and recruiting

7.3 Career development

### **8 ACTION PLAN – MEASURES PLANNED**

8.1 Gender training

8.2 Sustainable anchoring of gender equality in the company

### **9 ENTRY INTO FORCE**

## **PREAMBLE**

The employees of a company are an important component and contribute significantly to its success. Saxon Textile Research Institute, Chemnitz (DE), has therefore set itself the goal of preventing social discrimination against people, regardless of their gender, with or without disabilities and/or chronic illness, and improving equal opportunities and the compatibility of work, study, and family obligations. In addition, sensitisation for equality-related issues is to take place and the implementation of the equality plan is to be seen as a joint task of all employees in order to achieve an appreciative culture of interaction in the long term. Employees shall refrain from any behaviour that constitutes discrimination based on gender, ethnicity, religion and belief, age or sexual orientation, as well as bullying, sexual harassment and violence, and shall contribute to the prevention of such behaviour.

## **1 SAXON TEXTILE RESEARCH INSTITUTE - STRATEGIES AND OBJECTIVES**

With its gender strategy, the Saxon Textile Research Institute aims to achieve a balanced proportion of female and male employees in all organisational units and at all hierarchical levels as well as in all functions and activities. It is essential to establish fairness across all genders in careers, to sensitise the public to this socially highly relevant topic and to further improve the professional situation of women, men and diversely oriented people in everyday scientific life.

The following goals are envisaged with the gender strategy:

- Contribute to ensuring equal opportunities for all employees and all applicants,
- Preventing disadvantage and discrimination on the grounds of gender, ethnicity, religion or belief, age or sexual orientation,
- Promoting communication on the topic of equality, diversity and work-life balance
- Strengthening problem-solving skills through diversity,
- Contributing to the creation of an open and appreciative organisational and communication culture,
- Ensuring a liveable work environment with consideration for work-life balance.

## 2 SCOPE/PROCESS

The equality plan applies to all employees as well as to applicants. The process is divided into the following areas:

- **Analysis:** Determination of the need for action,
- **Strategy:** Elaboration/comparison with objectives,
- **Planning:** Implementing measures derived from this,
- **Monitoring:** Regularly evaluating the efficiency of the implemented measures and the level of target achievement and thereby:
  - Develop deviation and cause analyses,
  - Communicate the results of this evaluation transparently to the organisation and its staff.

## 3 RESPONSIBILITIES

In order to ensure an effective and continuous implementation of gender equality measures, the different hierarchical levels and employee groups are involved in the development of gender activities.

### 3.1 Working group

The working group is composed of the equal opportunities' representatives of the works council, the management of Saxon Textile Research Institute as well as each manager.

In regular coordination meetings of a cross-departmental core team, the defined measures of the equality plan and its operative implementation as well as the ongoing monitoring within the framework of the works council's work are discussed and resulting needs for action are derived.

### 3.2 Communication channels

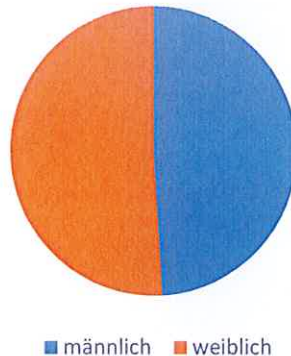
All employees should have a simple and easily accessible way of expressing their views on gender issues. The following communication channel can be used for this purpose:

Gender e-mail box: [gender@stfi.de](mailto:gender@stfi.de)

#### 4 DATA COLLECTION AND MONITORING

An essential component of a functioning gender-conscious personnel policy is to continuously collect data and to ensure continuous monitoring on the basis of these key figures. In order to measure and make visible the progress in the field of gender equality in the company both quantitatively and qualitatively, a survey of the status involving the gender equality representatives is necessary. The analysis of the gender equality status shows the managers to what extent they have achieved further development in the field of gender equality.

##### Active staff - State 31<sup>st</sup> Dec 2021



The required key figures are collected from the following aspects:

##### 4.1 Recruiting

The ratio of female applicants to male applicants per advertisement can be measured. This indicator can also be collected in the area of interns.

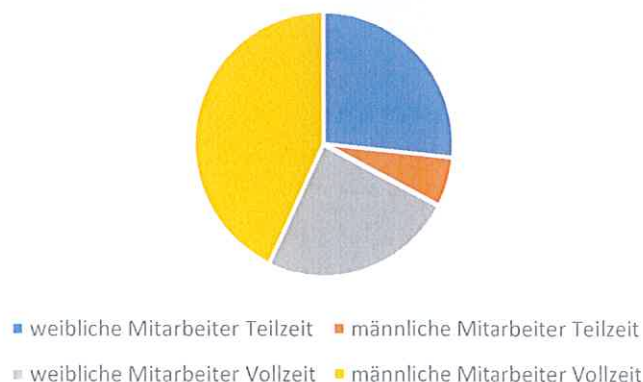
##### 4.2 Carrier development

This includes a survey of the proportion of women by occupational level (scientist, technical employee, technician, manager, trainee, student...).

##### 4.3 Level of employment

Reconciliation of work and private life through are shown via measurable indicators of the extent of employment.

##### Full time and part-time employees 12/21



#### 4.4 Gender Pay Gap

A difference between the gross salaries of men and women per full-time equivalent at the various hierarchical levels and training levels is not existing at Saxon Textile Research Institute because, irrespective of gender, the wage scale tables of the "Civil Service" are used and only training and professional experience counts therefore.

### 5 SEXUAL HARASSMENT

Sexual harassment is a form of discrimination based on gender and prohibited under the Equal Treatment Act. "Didn't mean it?" - harassers often claim that they "didn't mean it". Sexual harassment is not based on fault. This means that it is irrelevant whether the harasser actually intended to sexually harass.

#### 5.1 Existence

Sexual harassment according to section 6 of the Equal Treatment Act occurs in the case of:

**Behaviour from the sexual sphere:** This includes physical assaults, such as kissing, hugging, "accidental" touching, as well as persistent staring at certain parts of the body and sexualised gestures and also words and images, i.e. sexual remarks about appearance or pornographic images.

**Violation of dignity:** The event must be viewed objectively, i.e. if the behaviour appears degrading and disrespectful when viewed from the outside, it constitutes a violation of dignity.

**Undesirability:** This is a subjective criterion and must be respected depending on individual feelings.

**Adverse effect on the working environment:** The conduct creates or is intended to create a "hostile, intimidating or humiliating" work environment. This means that it has negative consequences for the person concerned in the workplace.

#### 5.2 Remedies and Measures

As soon as the manager/employer learns of harassment, the Saxon Textile Research Institute is obliged to take immediate remedial action.

This will be done in the following ways:

**Follow up the report of harassment:** The person of trust should immediately seek to talk to the person concerned (draw up a protocol, secure evidence).

**First remedy:** Protect the person concerned from further assaults, e.g. by separating them locally.

**Clarify the facts:** Talking to the other person and asking him/her for a statement. Get a complete picture with all the evidence.

**Adjusting the remedial treatment:** After careful clarification, the remedial measures must be adapted (admonition, transfer, etc.). The principle of proportionality has to be applied.

**Follow-up:** After remedial treatment, the persons involved should continue to be accompanied to ensure that the remedial action was and remains effective.

### **5.3 Prevention**

Through the clear attitude of the management and the openness towards the topic, the Saxon Textile Research Institute communicates to its employees that sexual harassment is not tolerated in the company. Any violation is punishable by law and will result in consequences. The works council, the equal opportunities representatives and/or the respective manager are available at all times as points of contact.

## **6 RESOURCES AND BUDGET**

The Saxon Textile Research Institute provides the gender equality representatives with the necessary budget, based on the developed action plan, as well as the required resources (personnel resources, space and material expenses). The working group is also enabled to participate in the associated meetings and activities (e.g. training courses, information events).

## **7 ACTION PLAN – MEASURES IMPLEMENTED**

The measures of the Gender Equality Plan explained here include existing actions as well as tasks to be implemented in the future.

### **7.1 Work life balance**

In order to establish itself as an attractive employer on the market, the Saxon Textile Research Institute has been focusing on a work-life balance for years.

Individual needs are addressed depending on the phase of life and career that a person is in. Possible measures include part-time parental leave for men and women as well as generally flexible working time models and teleworking options (e.g. to care for relatives).

### **7.2 Job advertisements and recruiting**

The corporate strategy also refers to the corresponding measures for equal rights and promotion of all genders at the Saxon Textile Research Institute. Accordingly, job advertisements are already explicitly addressed to women, men and diverse in the spirit of gender equality. The Saxon Textile Research Institute attaches great importance to gender-mixed teams.

Training and internship advertisements are also written in a gender-sensitive way and are aimed equally at male as well as female and diverse candidates.

All applicants who meet the admission requirements and correspond to the requirements of the advertisement text are invited for interviews.

No discriminatory questions will be asked in admission interviews or hearings. When assessing the suitability of applicants, no selection or evaluation criteria will be used that are discriminatory.

Career delays due to caring for children or relatives in need of care are considered in the selection process in order not to disadvantage applicants.

### **7.3 Career development**

The career model of Saxon Textile Research Institute is regularly reviewed and adapted and is intended to give women, men and others alike an overview of possible areas of personnel development.

In the course of the employee appraisal, a confidential discussion is held with each employee, in which the development wishes and goals are discussed in detail with the respective manager.

Access to all training measures is independent of gender and level of training. This means that women, men and others can invest the same amount of time and budget in training and further education.

## 8 ACTION PLAN – MEASURES PLANNED

### 8.1 Gender training

In order to promote a gender-sensitive working culture, further training on the topic of equality and gender should be offered to managers and employees in the future. The focus should be on the implementation of gender issues in practice, the legal framework and self-reflection on one's own role.

### 8.2 Sustainable anchoring of Gender Equality in the company

To further raise awareness and the importance of gender equality, key figures are implemented and recorded at the company level.

## 9 ENTRY INTO FORCE

The Gender Equality Plan of the Saxon Textile Research Institute shall enter into force upon its publication.

Chemnitz, 16<sup>th</sup> August 2022



Dr. Heike Illing-Günther

Managing Director



Pierre Weigandt



Simone Schneider

Equal opportunities representatives of  
the works council