

**National Academy of Agrarian Science of Ukraine
Plant Breeding and Genetics Institute – National Center
of Seed and Cultivar Investigation**

APPROVED

Director of the Plant Breeding and
Genetics Institute – National Center
of Seed and Cultivar Investigation


Vlacheslav SOKOLOV
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POSITION

**on gender equality policy in the
Plant Breeding and Genetics Institute – National Center
of Seed and Cultivar Investigation**

Adopted by the decision
of the scientific council of the PBGI – NCSCI,
protocol No. 9 dated September 6, 2024

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1. BASIC PROVISIONS

The regulations on the policy of gender equality in the Plant Breeding and Genetic Institute – National Center of Seed and Cultivar Investigation (PBGI – NCSCI) were developed taking into account the following principles:

- Constitution of Ukraine 254k/96-VR dated 28.06.1996, current version dated 01.01.2020, basis – 27-IX;
- Law of Ukraine "On ensuring equal rights and opportunities of women and men" dated September 8, 2005 No. 2866-IV, current edition dated August 3, 2023, basis - 3022-IX;
- Decree of the Cabinet of Ministers of Ukraine "On approval of the plan of measures to implement the obligations of the Government of Ukraine, taken within the framework of the international initiative "Partnerstvo Biarritz" to establish gender equality" dated December 16, 2020 No. 1578;
- Decree of the Cabinet of Ministers of Ukraine "On the approval of the Strategy for the implementation of gender equality in the field of education until 2030 and the approval of the operational plan of measures for its implementation in 2022-2024" dated 12.20.2022 No. 1163-r;
- UN Convention "On the Elimination of All Forms of Discrimination against Women" dated 10.6.1999;
- Decision of the Council of Europe "On the protection of human rights and fundamental freedoms in the field of education";
- Directives of the European Union;
- the Code of Ethics of the PBGI – NCSCI;
- Provisions on the settlement of conflict situations in the PBGI – NCSCI.

The policy of gender equality in PBGI – NCSCI is based on the principles of equal opportunities and rights for all employees and postgraduate students of the institute, regardless of gender and gender identity.

The policy of gender equality of PBGI – NCSCI defines the main principles, target groups, strategic goals and tasks for the implementation of state policy to ensure equal rights and opportunities for women and men in science and education.

The goal of the implementation of the Gender Equality Policy in the PBGI – NCSCI is to promote and guarantee gender balance both at the organizational level and at the level of scientific and educational activities. The principles of gender equality are crucial both in the implementation of the mission of PBGI – NCSCI and in building a fair and sustainable future for the academic, social, and cultural spheres, as well as for achieving the goals of sustainable development of Ukraine as a European state.

2. TERMINOLOGY

- An employee is a person who works under an employment contract.
- Applicant (postgraduate student) – persons who obtain the degree of Doctor of Philosophy in the structural units of the PBGI – NCSCI through postgraduate training.

- Gender equality is the concept of achieving equal human rights between men and women in legal relations (labor, family, etc.), equalizing the role in society in general, overcoming sexism, and other types of discrimination.

- Gender discrimination (sexism) – actions or inaction, decisions aimed at restrictions or privileges in relation to a person and/or a group of persons based on gender, if they make it impossible to recognize and realize on an equal basis the rights and freedoms of a person and a citizen.

- Harassment is unwanted behavior aimed at degrading human dignity on the basis of gender, sexual orientation, race, nationality, citizenship, language, origin, social status, religion, beliefs, age, disability, ethnicity, religion, which leads to the creation of an unfavorable working environment.

- Sexual harassment – actions of a sexual nature, expressed verbally (threats, intimidation, obscene remarks) or physically (touching, patting), which humiliate or insult persons who are in labor, service, material or other subordinate relationships.

- Gender-based harassment – biased treatment of people because of their belonging to a certain gender, harassment based on gender. The definition of "gender harassment" is broader than sexual harassment, because the emphasis is not on actions of a sexual nature (as in sexual harassment), but generally on actions that humiliate a person of the other sex who is in a certain employment relationship with the offender.

- Gender stereotype – persistent, repeated, generally accepted ideas (opinions) about the place and roles performed by one or another gender in society, as well as about the personality of people of one or another gender identity.

3. FUNDAMENTAL PRINCIPLES OF THE GENDER POLICY OF PBGI – NCSCI

3.1. The main principles and objectives of the Gender Equality Policy are:

- creation of a safe and receptive environment for work and study, which would meet the needs of all employees of PBGI – NCSCI, degree applicant;

- provision of equal opportunities and rights of all employees of PBGI – NCSCI, degree applicants, regardless of their gender, gender identity, nationality, age, physical capabilities, social status, etc.;

- respect for human dignity, making impossible any manifestations of discrimination in scientific and research activities, the educational process;

- ensuring equal representation of women in scientific, administrative and management positions;

- carrying out informational and educational work on gender equality among all participants of the scientific and educational process of the PBGI – NCSCI;

- provision of equal opportunities for women and men in terms of access to scientific research, training programs, other development opportunities in the PBGI – NCSCI, aimed at revealing the potential of each individual;

- preventing any form of discrimination based on gender and promoting the development of gender equality in the academic community;

- creation of mechanisms for monitoring and analysis of statistical data on gender equality in order to identify problematic issues and develop effective solutions for solving them and improving gender equality policy in the future.

4. WAYS OF IMPLEMENTATION OF EQUALITY POLICY

4.1. The policy of equality must be implemented in four main areas of activity of the PBGI – NCSCI, which are important for achieving strategic and sustainable changes in the institute and society:

- balanced gender representation in the management bodies of the PBGI – NCSCI, personnel selection, career growth;
- corporate culture and balancing work and personal life;
- integration of gender in scientific and educational content, educational activities;
- fight against gender harassment.

5. SUCCESS INDICATORS OF THE IMPLEMENTATION OF THE GENDER EQUALITY POLICY IN PBGI – NCSCI

5.1. Indicators of the success of the implementation of the Gender Equality Policy are:

- inclusion of the goals of gender equality in the planning and strategy of the SHI - National Center for Social Security;
- annual survey of employees of the institute, graduate students regarding compliance with gender equality in the workplace with a satisfaction rating of at least 8 points (according to a 10-point system);
- implementation of a family-oriented corporate culture, promoting the balance between work and personal life;
- more balanced gender representation in senior management, staff recruitment, promotion (without prejudice);
- balanced gender representation at events organized by the PBGI – NCSCI;
- annual analysis of the contingent of entrants to the institute's postgraduate studies;
- annual analysis of the contingent recruited to the scientific units of the PBGI – NCSCI;
- encouraging women to academic mobility.

5.2. Prevention of cases of sexual and gender-based harassment should be carried out by systematically doing:

- training of employees of the PBGI – NCSCI to recognize various forms of bias and mastering strategies for combating sexual and gender harassment;
- work to prevent prejudices and stereotypes.

6. COMMISSION FOR THE SETTLEMENT OF CONFLICT SITUATIONS RELATED TO VIOLATIONS OF THE PRINCIPLES OF GENDER EQUALITY

6.1. In order to resolve issues related to the resolution of conflict situations related to sexual and/or gender harassment, discrimination based on sexual characteristics, and other illegal actions, the Commission for the Resolution of Conflict Situations (hereinafter, the Commission) operates in the PBGI – NCSCI.

6.2. The commission is a permanent working body of the PBGI – NCSCI, which is responsible for disseminating information about the Policy and procedures for resolving conflict situations in the PBGI – NCSCI, conducts training for the workforce and graduate students on the prevention of conflict situations (including those related to sexual and gender harassment, discrimination and bullying), provides informational and advisory support to the heads of structural subdivisions regarding the prevention of conflict situations, receives and considers complaints in cases of conflict situations in the PBGI – NCSCI.

6.3. The Commission consists of the deputy director for scientific work, the head of the personnel and legal work department (authorized person on gender equality), a lawyer, heads of structural units, the head of the Council of Young Scientists, the head of the trade union organization. The composition of the Commission for the settlement of conflict situations is approved by the order of the director of the PBGI – NCSCI once every three years.

6.4. The composition of the Commission for the resolution of a specific conflict situation is formed by the order of the deputy director for scientific work and consists of members of the Commission for the resolution of conflict situations in the number of at least three persons approved for its composition.

6.5. The commission for the settlement of conflict situations is obliged to observe the principles of respect for private life and protection of personal data of participants in a conflict situation.

6.6. The meeting of the Commission for settlement of conflict situations is conducted by its chairman or, on his behalf, by the deputy chairman.

6.7. Issues discussed during the meetings are formalized in protocols signed by the chairman and secretary of the Commission for the settlement of conflict situations.

7. PROCEDURES FOR THE SETTLEMENT OF CONFLICT SITUATIONS RELATED TO VIOLATIONS OF THE PRINCIPLES OF GENDER EQUALITY

7.1. Two ways of responding to the occurrence of conflict situations are provided for in the PBGI – NCSCI – formal and informal. If possible, the parties involved in this case are encouraged to resolve the situation informally.

7.2. If an employee or a graduate student of the PBGI – NCSCI believes that their rights have been violated in relation to them in the PBGI – NCSCI, he or she can file a complaint with the Commission for the Resolution of Conflict Situations. Also, in order to respect their own rights, a person who believes that sexual and/or gender harassment, other illegal actions are taking place against him, is recommended to directly and immediately inform the person who commits the relevant actions about the need to stop them immediately.

7.3. The complaint is submitted to the Commission in writing (in electronic or paper form) and must contain a description of the violation of a person's right, an indication of the moment (time) when the violation occurred, facts and possible evidence supporting the complaint. A complaint can be filed within 30 days from the day the act was committed or from the day it became known about its commission.

7.4. The complaint can be sent to the e-mail box of the deputy director for scientific work or the inspector of the personnel department. There are boxes for submitting written complaints in the director's reception room and the personnel department. The specified units immediately (during the working day) transfer received complaints to the Commission.

7.5. After receiving a complaint by the Commission and consulting with a representative of the Commission, the complainant may choose the following ways of resolving the conflict situation:

- informal procedure;
- a formal procedure.

7.5.1 Informal procedure: after registering a complaint (statement about a conflict situation), the commission (representative of the commission) receives, if necessary, in writing from the complainant/complainant clarifying and additional details related to the conflict situation, in particular date, place, time, persons involved in the situation, witnesses, etc. and appoints a date for a joint meeting with the parties to the conflict, which cannot exceed 10 calendar days from the moment of receiving the complaint. On the specified date, the Commission holds a meeting with the complainant, defendant (potential violator). The commission examines the complaint, provides consultations to both parties, offers ways to resolve the situation that arose in connection with the conflict situation (which do not involve the adoption of administrative/disciplinary decisions by the management of the PBGI – NCSCI. If a joint decision is reached, the informal procedure ends. At the request of the parties to the conflict, a joint decision is drawn up in writing. A copy of such a joint decision must be kept by the Commission for five years.

7.5.2 A formal procedure for responding to a conflict situation is carried out in the event of:

- if the complainant has chosen a formal procedure;
- refusal of the defendant (potential violator) from the informal procedure;
- if a joint decision was not reached through an informal procedure. As part of the formal procedure, after receiving and registering a complaint, the Commission necessarily informs the management of the PBGI – NCSCI. Commission and, if necessary, it receives in writing from the parties to the conflict clarifying and additional details related to the conflict situation, in particular the date, place, time, persons involved to the situation, the witness, etc. The Commission appoints the date(s) of the meeting(s) with the participation of the parties to the conflict, which cannot exceed 30 calendar days from the date of receipt of the complaint.

7.6. Within 30 calendar days from the date of receipt of the complaint, the Commission holds a meeting to which the complainant, defendant (potential violator), witnesses and other persons who can provide the necessary information are invited. The review period can be extended by no more than 30 days, with the adoption of the appropriate decision of the Commission. The review period can be extended by no more than 30 days, with the adoption of the appropriate decision of the Commission. If necessary, the Commission may request additional information, as well as seek advice and/or information from the employees of the SGI - NSNS, who are disinterested persons in the situation under consideration. The director of the PBGI – NCSCI must be informed about the conduct of the formal procedure.

7.7. Based on the results of the formal procedure, a decision is made in writing, which is signed by all members of the Commission and parties to the conflict, each of whom receives a copy of the decision.

7.8. On the basis of the Commission's decision, the management of the PBGI – NCSCI adopts appropriate decisions provided for and permitted by law, in particular, reprimanding or dismissing an employee, expelling a graduate student, etc. A copy of the decision and materials of the formal procedure must be kept by the Commission for five years.

8. FINAL PROVISIONS

8.1 The Regulation on the Policy of Gender Equality in the PBGI – NCSCI enters into force from the moment of its approval by the Academic Council of the PBGI – NCSCI and publication on the official website of the PBGI – NCSCI.

8.2 Amendments and additions to the Regulations may be made by decision of the Scientific Council of the PBGI – NCSCI.

8.3 Employees, applicants must be familiarized with this Regulation when hiring and enrolling in studies.

8.4 Scientific and other employees of the PBGI – NCSCI and students of education must know and adhere to the norms of this Regulation. Ignorance of these norms is not a reason for not fulfilling them.

8.5 The responsibility for updating the Regulation and control over the fulfillment of its requirements is borne by the officials of the PBGI – NCSCI.