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INSTITUTE OF PHYSICS

ACTION PLAN FOR THE PROMOTION AND ESTABLISHMENT OF
GENDER EQUALITY
2022-2026

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INTRODUCTION

This Action Plan for the Promotion and Establishment of Gender Equality (hereinafter: Plan) promotes equality between women and men in order to achieve full equality at the Institute of Physics (hereinafter: Institute)

This Action Plan has been prepared in accordance with the guidelines of the European Commission from the Gender Equality Strategy 2022-2026, as well as the Gender Equality Act (Official Gazette no. 82/2008, 125/2011, 20/2012, 138/2012, 69/2017).

The plan is adopted for a period of four years based on an analysis in which data was collected on relevant legal and general acts that the Institute applies in its daily work in the field of gender equality, analysis of employees of the Institute by gender and their participation in supervisory and management bodies. The Institute of Physics also conducted a special analysis of research and scientific staff by gender in order to integrate the gender dimension into the content of the research.

In order to present the institutional activities, the following is an overview of the relevant laws of the Republic of Croatia and the existing acts of the Institute relating to gender equality and non-discrimination, which are applied by the Institute in its daily activities.

Civil Obligations Act (Official Gazette no. 35/05, 41/08, 125/11, 29/18)

Every natural and legal person has the right to the protection of his/her/its personality rights under the preconditions established by law. Within the meaning of the Civil Obligations Act, personality rights are the rights to life, physical and mental health, reputation, honor, dignity, name, privacy of personal and family life, freedom, etc.

Anti-Discrimination Act (Official Gazette no. 85/08, 112/12)

Sexual harassment is any verbal, non-verbal or physical unwanted conduct of a sexual nature that has the purpose or actually constitutes a violation of the dignity of a person, causes fear, an uncomfortable, hostile, degrading or offensive environment. The provisions of the Anti-Discrimination Act relating to discrimination apply appropriately to harassment and sexual harassment.

Gender Equality Act (Official Gazette no. 82/08, 125/11, 20/12, 138/12, 69/17)

Gender equality under the Gender Equality Act means that men and women are equally present in all areas of public and private life, have equal status, have equal opportunities to exercise all rights, and have equal benefit from the results achieved.

Discrimination on the grounds of gender (hereinafter: discrimination) means any distinction, exclusion or restriction made on the basis of gender which has as a consequence or purpose the endangerment or prevention of the recognition, enjoyment or realization of human rights and fundamental freedoms in political, economic, social, educational, cultural, civic or other field on the basis of equality of men and women.

The Gender Equality Act prohibits discrimination based on marital or family status. Less favorable treatment of women on the basis of pregnancy and motherhood is considered discrimination. Discrimination based on sexual orientation is prohibited.

Discrimination in relation to the possibilities of obtaining and procuring goods as well as discrimination in the provision and access to services is prohibited.

The Gender Equality Act distinguishes between harassment and sexual harassment. Harassment is any unwanted behavior conditioned by the gender of a person, which is aimed at or which actually constitutes a violation of personal dignity and which creates an uncomfortable, hostile, degrading or offensive environment.

Sexual harassment is any unwanted verbal, non-verbal or physical conduct of a sexual nature, that has the purpose or constitutes a violation of personal dignity and creates an uncomfortable, hostile, degrading or offensive environment.

Harassment and sexual harassment constitute discrimination.

Labor Act (Official Gazette no. 93/04, 127/17, 98/19)

The Labor Act stipulates that the employer shall take measures to prevent harassment or sexual harassment. If the measures it has taken are manifestly inappropriate, the employee who has been harassed or sexually harassed has the right to suspend work and seek protection before a competent court.

Code of Ethics of the Institute of Physics

The Code of Ethics of the Institute contains moral principles and principles of professional ethics to be adhered to by all scientific, professional, administrative and all other employees of the Institute in their professional and public activities. According to the basic principles and rules of the Code of Ethics, every employee of the Institute has to behave in accordance with the principle of equality and fairness in a way that excludes any discrimination, abuse, harassment or exploitation (*principle of equality and fairness*).

According to the Code of Ethics, discrimination is any form of direct and indirect discrimination based on religion, ethnicity and nationality, race, gender, sexual orientation, lifestyle, property status, origin, family and marital status, pregnancy, family obligations, age, disability, physical appearance, political affiliation and health status.

The Code of Ethics prohibits any kind of harassment. Sexual harassment is unacceptable.

Rules of Operation of the Institute of Physics

Rules of Operation of the Institute contain provisions on the protection of employees' dignity from direct or indirect discrimination in the field of work and working conditions, including selection criteria and conditions of employment, promotion, professional guidance, professional training and retraining, in accordance with special laws.

According to the Rules of Operation, harassment is any unwanted behavior based on any of the following grounds: race or ethnicity or skin color, gender, language, religion, political or other beliefs, national or social origin, property status, trade union membership, education, social status, marital or family status, age, health condition, disability, genetic inheritance, expression or sexual orientation, which has the purpose or actually constitutes a violation of a person's dignity, and which causes fear, hostile, degrading or offensive environment.

Sexual harassment is any verbal, non-verbal or physical unwanted conduct of a sexual nature that has the purpose or actually constitutes a violation of the dignity of a person, causes fear, an uncomfortable, hostile, degrading or offensive behavior.

Rules of Operation of the Institute protect the rights of pregnant women, parents and adoptive parents in connection with the use of these rights during pregnancy, use of maternity, parental, adoption leave, part-time work, part-time work due to increased child care, leave of a pregnant woman or a woman who is breastfeeding, and leave or part-time work due to care for a developing child.

It should be emphasized here that under the provisions of the Gender Equality Act, special measures to ensure real equality between men and women, as well as measures aimed at protecting women, especially in relation to pregnancy and maternity, are not considered discrimination.

FIELD OF EMPLOYMENT AND WORK

Human resources of the Institute of Physics

This Action Plan for the Promotion of Gender Equality is based on analyzes conducted by the Department of Legal, Personnel and General Affairs of the Institute of Physics. The collected and analyzed data was disaggregated by gender in order to define clear measures for the implementation of activities and greater awareness in the field of gender equality based on the results of the analysis of those data in the planning phase. The conducted analyzes have shown that the share of women in the total number of employees is 35%, while the share of women in the total number of employees in scientific and associate job positions is 21%. The Institute of Physics also conducted an analysis of the share of women in administrative job positions, which include legal, personnel and general affairs, work on projects, finance and public procurement, as well as the maintenance work on the Institute. The share of women in the total number of employees in these job positions is 64%.

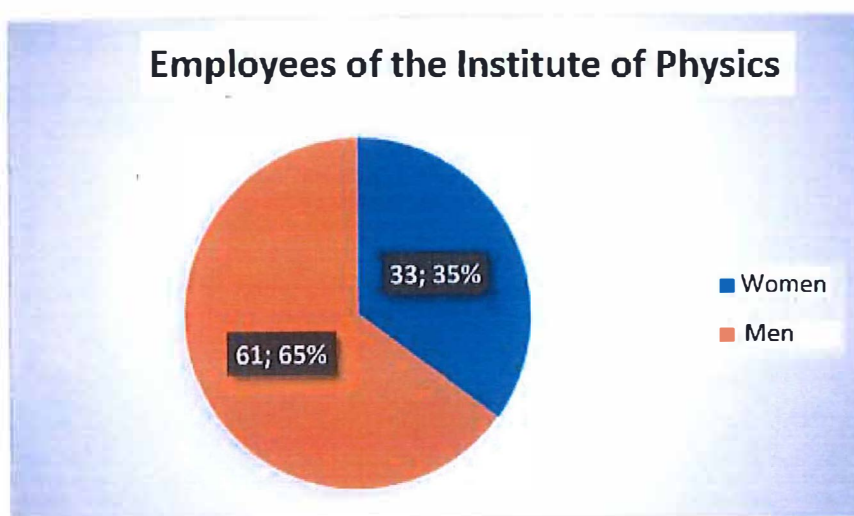


Figure 1

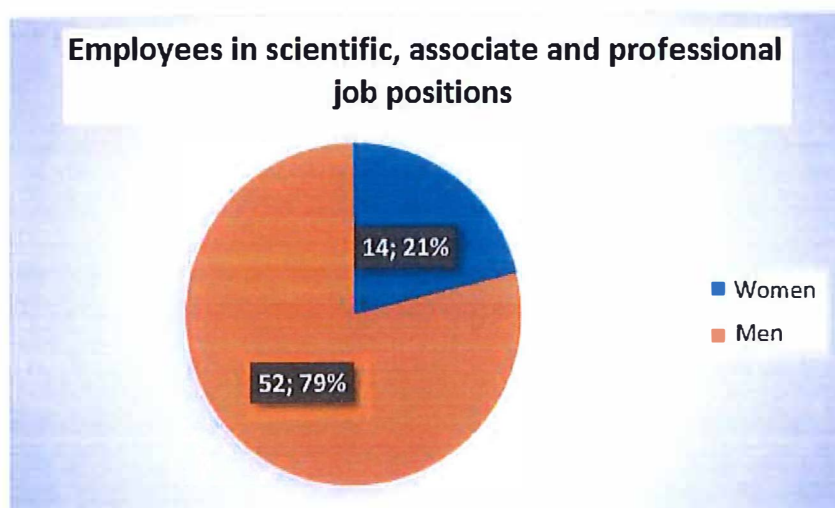


Figure 2

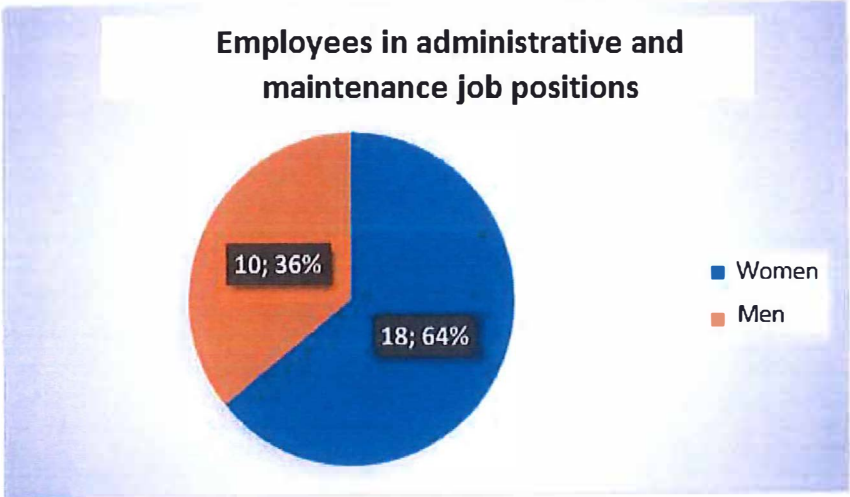


Figure 3

EMPLOYMENT AT THE INSTITUTE OF PHYSICS 2018-2022

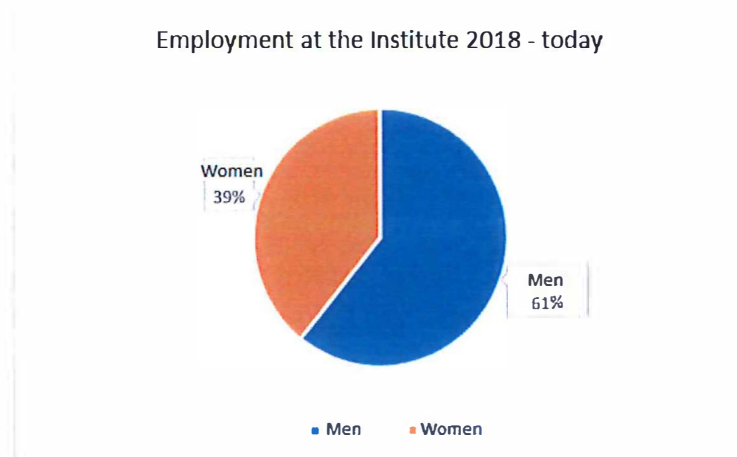


Figure 3

EMPLOYMENT AT THE INSTITUTE FROM 2018 TO 2022 BY TYPE OF JOB POSITION AND GENDER

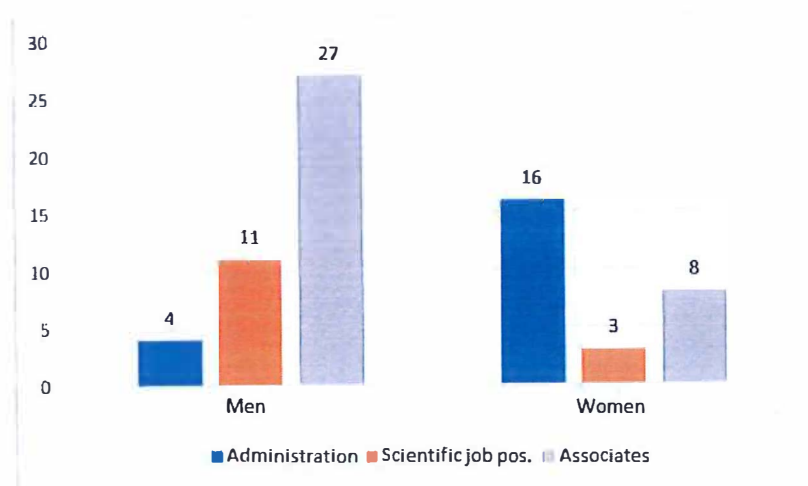


Figure 4

EMPLOYMENT BY YEAR AND GENDER

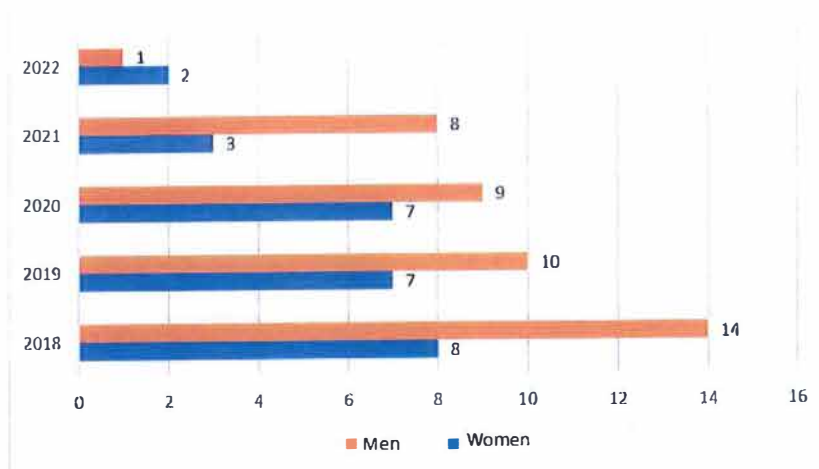


Figure 5

EMPLOYMENT BY YEAR AND TYPE OF JOB POSITION

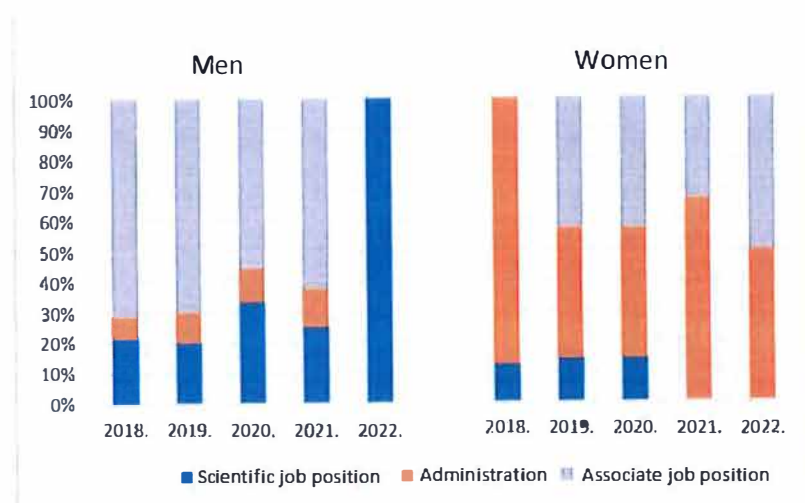


Figure 6

The Statute of the Institute of Physics and the Rulebook on the manner and work of the Institute define the bodies that make decisions on regular operations and organization of work at the Institute of Physics. Those are the Executive Board, the Director, the Office of the Director, which consists of the Director and two assistants from the ranks of scientific job positions, and the Scientific Council. The Statute of the Institute of Physics defines the organizational units of the Institute, which consist of departments and groups managed by the departments and group heads. In addition to departments and groups, two administrative departments have been established at the Institute, managed by heads.

The Executive Board of the Institute is the body that manages the Institute, directs financial and business policy and decides on the disposal of higher value assets. Three members of the Executive Board are appointed by the relevant ministry, while two members are employees of the Institute. A person who meets the general legal requirements and the condition that he/she is a prominent

scientist elected to the title of senior associate scientist or higher, with international reputation and experience in managing scientific projects and experience in human resources management, may be appointed as director of the Institute. The director of the Institute is elected on the basis of a public call to which all persons, regardless of gender, can apply.

The Office of the Director is an organizational unit of the Institute consisting of the Director and two assistants appointed by the Director from among the scientists of the Institute.

The Scientific Council of the Institute is an expert council consisting of scientists of the Institute and two representatives of employees in associate job positions. All employees elected to scientific job positions are members of the Scientific Council, and actively participate in the decision-making of the Scientific Council as well as in the commissions appointed by the Council.

The following is the data collected for analysis purposes:

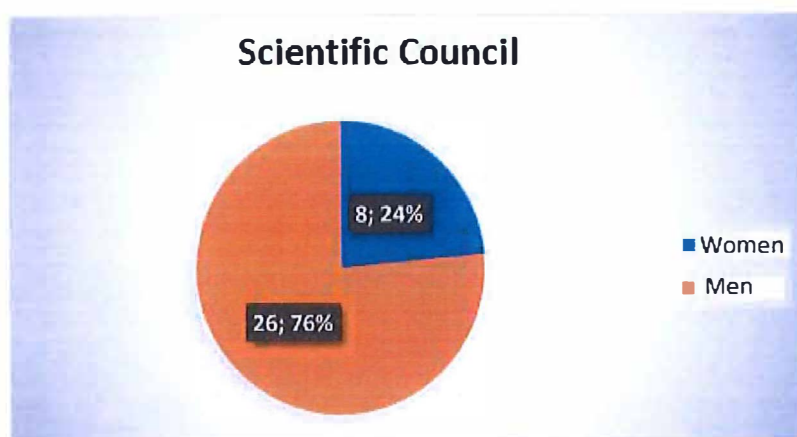


Figure 7

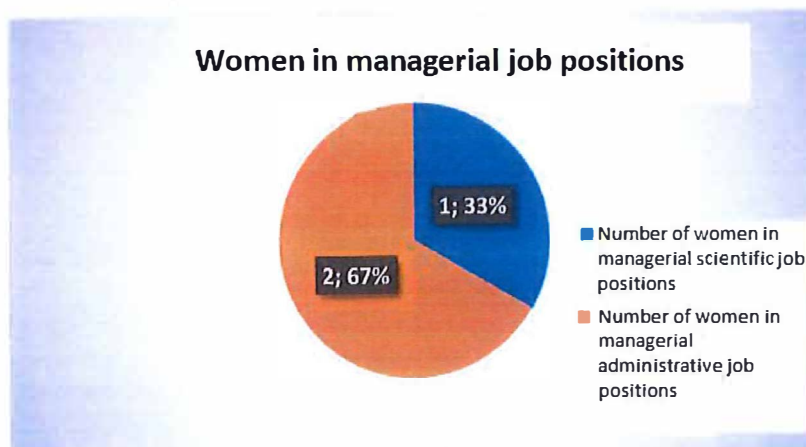


Figure 8

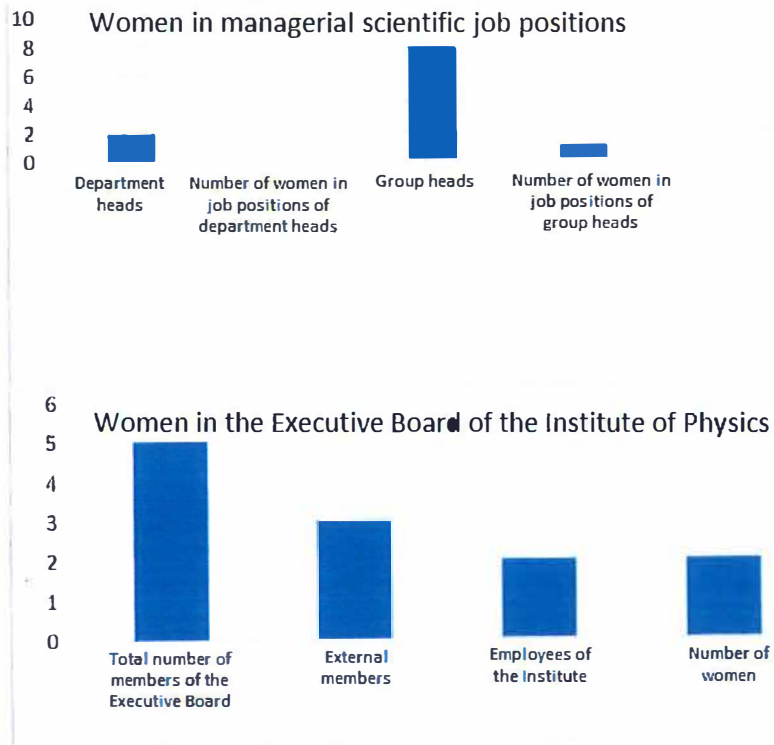


Figure 9

Employment policy

The Scientific Council of the Institute, together with the Department of Legal, Personnel and General Affairs, is actively implementing the employment policy. The Scientific Council of the Institute conducts election and re-election procedures for scientific job positions and election procedures for associate job positions. The conditions and procedure for election and re-election to scientific and associate job positions are defined by the Statute of the Institute. The Scientific Council of the Institute also conducts the election of candidates for professional titles and job positions according to clear and transparently defined conditions for election. Employment to administrative positions is carried out in accordance with the provisions of the Labor Act and collective agreements.

The Department of Legal, Personnel and General Affairs of the Institute of Physics, which is in charge of implementing human resources policy, actively applies the principles of transparency, equality and non-discrimination. Recruitment notices are published in the Official Gazette of the Republic of Croatia, daily newspapers, national and European employment portals, as well as on the Institute's website. All conditions for employment are defined by general acts of the Institute which are publicly published and thus visible to all potential candidates regardless of gender. In addition, the Institute of Physics especially emphasizes the vacancy notice provisions related to discriminatory elements, and persons of both genders can apply to vacancy notices published by the Institute of Physics. Also, when publishing, it does not use expressions that cause or could cause discrimination based on gender, marital and family status and orientation.

Employment rights and working conditions

Labor relations at the Institute are regulated by labor rules governing salaries, work organization, procedures for and measures of protection of the dignity of employees, measures to protect against discrimination, and important issues important to employees of the Institute. The Institute of Physics implements the provisions of collective agreements. In the procedures of adopting general acts of the Institute which regulate issues that are important for the position of all employees, the Institute regularly consults with the works council, which enables transparent action in the field of employment rights and working conditions for all employees equally.

In relation to the rights of parents, adoptive parents and temporarily incapable employees, the Institute, regardless of gender, applies the measures prescribed by law and general acts of the Institute. All employees within these categories use the measures equally, regardless of gender.

All prescribed protection measures are published on the Institute's website and intranet, and are available to all employees. In addition, the employees of the Institute in charge of the implementation of measures advise all employees on a daily basis on the possibilities of exercising material and other rights defined by collective agreements and legal regulations.

The principle of application of equal pay in public services is defined by law and applies to all employees of the Institute.

PROCEDURE IN CASES OF SEXUAL HARASSMENT

The procedure and measures for the protection of the dignity of employees from harassment and sexual harassment are defined by law and general acts of the Institute. The Institute of Physics has appointed a person authorized to receive and resolve complaints regarding the protection of dignity. The appointed person is the responsible person of the Institute who, according to labor law provisions, is authorized to receive, examine, and resolve employee complaints, and to handle the data obtained in the procedure as classified data and with special care. In addition, the appointed person is obliged to act as soon as possible in a manner that seeks to fully protect the victim as soon as possible and to assist the victim by applying measures to prevent harassment. The Code of Ethics of the Institute, as quoted in the introduction, defines discrimination and harassment as unacceptable behavior. According to the Code of Ethics, protection against harassment and sexual harassment is also provided

by the responsible person of the Institute who is appointed to resolve complaints related to the protection of dignity.

ACTION PLAN FOR THE PROMOTION OF GENDER AND ALL OTHER TYPES OF EQUALITY

Based on the analysis presented above, the Institute of Physics will implement the following measures in the field of human resources:

MEASURES PLAN

1. Appointment of the Commission for Monitoring and Implementation of Gender and All Other Types of Equality at the Institute

Objectives of the measure:

- Raising staff awareness of the importance of gender and all other types of equality at the Institute
- Strengthening the culture of non-discrimination and equality at the Institute

Time frame for the measure implementation:

- Appointment of the Commission in 2022
- Activities of the Commission in the period from 2022 to 2025
- Report of the Commission to the Scientific Council on the implemented activities in 2025

Responsible bodies at the Institute:

- Office of the Director
- Scientific Council

Planned measures:

- The establishment of a body that will continuously monitor the implementation of gender and all other types of equality at the Institute of Physics
- Submission of the Report on implemented activities

Indicators of the Institute of Physics:

- The establishment of a body that will regularly monitor the situation in the field of gender and all other types of equality at the Institute, and regularly report thereof to the responsible bodies of the Institute. The Commission will monitor the implementation of the envisaged measures and propose other activities in order to strengthen the culture of non-discrimination and equality at the Institute
- Submission of the Report on the implemented actions to the Scientific Council of the Institute in 2025

2. Strengthening visibility and ensuring access to information for all employees in the field of measures to ensure employment rights, conditions of occupational health and safety, employment, and promotion

Objectives of the measure:

- Bringing information related to employment rights and working conditions closer to all employees in order to reconcile private and work life
- Ensuring equal rights for all employees
- Communication with employees
- Enabling employees to access all data in the field of work, occupational health and safety and employment in a simple way at any time

Time frame for the measure implementation:

- 2022 to 2025

Planned activities:

- 2022 - workshop on gender and all other types of equality and the importance of non-discriminatory provisions under Horizon Europe
- 2022 - review of existing data on the Institute's website and intranet, and technical preparation for publication of data
- 2023 - implementation of all data necessary to strengthen visibility and ensure access to information in the field of employment rights, conditions of occupational health and safety, employment, and promotion

Responsible bodies:

- Office of the Director
- Project Activities and Finance Department
- Department of Legal, Personnel and General Affairs
- Technical services

Indicators of the Institute of Physics:

- Workshop where employees will be introduced to issues of gender and all other types of equality according to non-discriminatory principles under Horizon Europe
- Development of a platform for the publication of data that will enable all employees to be acquainted at all times with the rights they exercise in the field of work, occupational health and safety, and employment, in order to more easily reconcile private and work life
- Enabling employees to access all data in the field of work, occupational health and safety and employment in a simple way at any time

3. Attracting female scientists and researchers to the Institute of Physics

Objectives of the measure:

- Set basic principles for attracting female scientists and female young researchers to the Institute of Physics
- Long-term measure for attracting female scientists and female young researchers to work at the Institute of Physics
- A larger share of female scientists and female researchers in the field of research and development

Time frame:

- 2022-2025

Planned activities:

- 2022 - conducting a survey among female scientists and female researchers the aim of which will be to analyze the situation at the Institute in relation to discrimination and gender equality in the field of working conditions, promotion, employment, as well as proposals for better working conditions
- 2023 - preparation of the Strategy for attracting female scientists and female young researchers to the Institute of Physics
- 2024-2025 - monitoring the implementation of the Strategy for attracting female scientists and female young researchers to the Institute of Physics

Responsible bodies:

- Scientific Council
- Director

Indicators of the Institute of Physics:

Preparation of the Strategy for attracting female scientists and female young researchers to the Institute of Physics

4. Strengthening the position of female scientists and researchers in governing bodies

Objectives of the measure:

- Encouraging female scientists and female young researchers to work in governing bodies
- Professional development of female scientists and female researchers in the field of management
- Strengthening the position of female researchers in research and development
- Providing support to young female researchers and female scientists in their professional advancement

Time frame:

- 2022 -2025

Planned activities:

- 2022 - appointment of the Commission for the strengthening of female scientists and female researchers in governing bodies
- 2023 - preparation of the Strategy for strengthening female scientists and female researchers in governing bodies
- 2024 - monitoring the implementation of the Strategy for strengthening female scientists and female researchers in governing bodies
- 2025 - submitting the Report to the Scientific Council, the Director, and the Executive Board on the implemented activities

Responsible bodies:

- Scientific Council
- Commission for the strengthening of female scientists and female researchers in governing bodies
- Director

Indicators of the Institute of Physics:

- Workshops to be held by female members of the appointed committee and mentors
- Report to the Scientific Council, the Director, and the Executive Board of the Institute

5. Gender neutrality in the documents of the Institute of Physics

Objectives of the measure:

- Equality of men and women in legal and other documents of the Institute

Time frame:

- 2022-2024

Planned activities:

- Revision of existing documents and preparation of proposals to amend texts in order to achieve gender neutrality
- Inclusion of provisions on gender neutrality in all documents of the Institute

Responsible body:

- Department of Legal, Personnel and General Affairs
- Director

Indicators of the Institute of Physics:

- Modification of existing and adoption of new documents of the Institute with the aim of introducing gender-neutral provisions
- Publication on websites and intranets

6. Violation of dignity (harassment, sexual harassment, mobbing, ...)

Objectives of the measure:

- Prevention and familiarization of employees with harassment, discrimination, sexual harassment and other forms of dignity violations
- Introducing employees to forms of legal protection against harassment and sexual harassment
- Activities of the officer for the protection of the dignity of employees at the Institute

Time frame:

- 2022 -2024

Planned activities:

- 2022 - workshop on prevention and introduction of employees to the concept of harassment, discrimination, sexual harassment and other forms of violation of dignity
- 2023 - workshop on legal protection against harassment and sexual harassment
- 2024 - workshop on the officer for the protection of the dignity of employees

Responsible bodies:

- Department of Legal, Personnel and General Affairs
Director

Indicators:

- Holding planned workshops

Zagreb, 25 April 2022

President of the Executive Board:
Assoc. Prof. Matko Glunčić, PhD
/Signature illegible/

This Action Plan for the Promotion and Establishment of Gender Equality was published on the notice board of the Institute on 26 April 2022, and shall enter into force on 4 May 2022.

The Office for Gender Equality of the Government of the Republic of Croatia has issued an approval for this Action Plan for the Promotion and Establishment of Gender Equality on 7 June 2022.

I, OZANA VALENT, court interpreter for the English and Swedish language, appointed by Decree No. 4 Su-612/2021 of 12 July 2021 by the President of the County Court in Zagreb, do hereby certify that the above translation is a faithful and complete translation of the original document written in the Croatian language.
Zagreb, June 30th, 2022
Cert. No.: 712/2022





INSTITUT ZA FIZIKU

PLAN DJELOVANJA ZA PROMICANJE I USPOSTAVLJANJE
RAVNOPRAVNOSTI SPOLOVA
2022-2026

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UVOD

Ovim Planom djelovanja za promicanje i uspostavljanje ravnopravnosti spolova (dalje u tekstu: Plan) promiče se ravnopravnost žena i muškaraca u cilju postizanja pune ravnopravnosti na Institutu za fiziku. (dalje u tekstu: Institut)

Ovaj Plan djelovanja sastavljen je sukladno smjernicama Europske komisije iz Strategije za rodnu ravnopravnost 2022–2026, kao i Zakonu o ravnopravnosti spolova (NN 82/2008, 125/2011, 20/2012, 138/2012, 69/2017).

Plan se donosi na razdoblje od četiri godine temeljem analize u kojoj su prikupljeni podaci o mjerodavnim zakonskim i općim aktima koje Institut primjenjuje u svakodnevnom radu u području ravnopravnosti spolova, analize djelatnika Instituta prema spolu i njihovom sudjelovanju u nadzornim i upravljačkim tijelima. Institut za fiziku proveo je i posebnu analizu istraživačkog i znanstvenog osoblja prema spolu u cilju integracije spolne dimenzije u sadržaj istraživanja.

U cilju prikaza institucionalnog djelovanja u nastavku se daje pregled mjerodavnog prava RH i postojećih akata Instituta koji se odnose na ravnopravnost spolova i zabranu diskriminacije i koje Institut primjenjuje u svakodnevnim aktivnostima.

Zakon o obveznim odnosima (NN 35/05, 41/08, 125/11, 29/18)

Svaka fizička i pravna osoba ima pravo na zaštitu svojih prava osobnosti pod pretpostavkama utvrđenim zakonom. Pod pravima osobnosti u smislu Zakona o obveznim odnosima razumijevaju se prava na život, tjelesno i duševno zdravlje, ugled, čast, dostojanstvo, ime, privatnost osobnog i obiteljskog života, slobodu i dr.

Zakon o suzbijanju diskriminacije (NN 85/08, 112/12)

Spolno uznemiravanje je svako verbalno, neverbalno ili fizičko neželjeno ponašanje spolne naravi koje ima za cilj ili stvarno predstavlja povredu dostojanstva osobi, koje uzrokuje strah, neprijateljsko, ponižavajuće ili uvredljivo okruženje. Na uznemiravanje i spolno uznemiravanje na odgovarajući se način primjenjuju odredbe Zakona o suzbijanju diskriminacije koje se odnose na diskriminaciju.

Zakon o ravnopravnosti spolova (82/08, 125/11, 20/12, 138/12, 69/17)

Rodna ravnopravnost spolova prema Zakonu o ravnopravnosti spolova znači da su muškarci i žene jednako prisutni u svim područjima javnog i privatnog života, da imaju jednak status, jednake mogućnosti za ostvarivanja svih prava, kao i jednaku korist od ostvarenih rezultata.

Diskriminacija na temelju spola (u daljnjem tekstu: diskriminacija) označava svaku razliku, isključenje ili ograničenje učinjeno na osnovi spola kojemu je posljedica ili svrha ugrožavanje ili onemogućavanje priznanja, uživanja ili korištenja ljudskih prava i osnovnih sloboda u političkom, gospodarskom, društvenom, obrazovnom, socijalnom, kulturnom, građanskom ili drugom području na osnovi ravnopravnosti muškarca i žene.

Zakonom o ravnopravnosti spolova zabranjuje se diskriminacija na temelju bračnog ili obiteljskog statusa. Nepovoljnije postupanje prema ženama na osnovi trudnoće i materinstva smatra se diskriminacijom. Zabranjuje se diskriminacija na temelju spolne orijentacije.

Zabranjuje se diskriminacija u odnosu na mogućnosti dobivanja i nabave roba kao i diskriminacija u pružanju i pristupu uslugama.

Zakon o ravnopravnosti spolova razlikuje uznemiravanje i spolno uznemiravanje. Uznemiravanje je svako neželjeno ponašanje uvjetovano spolom osobe, koja ima za cilj ili koja stvarno predstavlja povredu osobnog dostojanstva i koje stvara neugodno, neprijateljsko, ponižavajuće ili uvredljivo okruženje.

Spolno uznemiravanje je svako neželjeno verbalno, neverbalno ili fizičko ponašanje spolne naravi, koje ima za cilj ili predstavlja povredu osobnog dostojanstva i koje stvara neugodno, neprijateljsko, ponižavajuće ili uvredljivo okruženje.

Uznemiravanje i spolno uznemiravanje predstavljaju diskriminaciju.

Zakon o radu (NN 93/04, 127/17, 98/19)

Zakonom o radu propisano je da poslodavac poduzima mjere za sprječavanje uznemiravanja ili spolnog uznemiravanja. Ako su mjere koje je poduzeo očito neprimjerene, radnik koji je uznemiravan ili spolno uznemiravan ima pravo prekinuti rad i zatražiti zaštitu pred nadležnim sudom.

Etički kodeks Instituta za fiziku

Etički kodeks Instituta sadrži moralna načela i načela profesionalne etike kojima se u svom profesionalnom i javnom djelovanju trebaju voditi svi znanstveni, stručni, administrativni i svi drugi zaposlenici Instituta. Prema temeljnim načelima i pravilima Etičkog kodeksa svaki zaposlenik Instituta treba se ponašati u skladu s načelom jednakosti i pravednosti na način koji

isključuje svaku diskriminaciju, zlostavljanje, uznemiravanje ili izrabljivanje. (*načelo jednakosti i pravednosti*)

Diskriminacija je prema Etičkom kodeksu svaki oblik neposredne i posredne diskriminacije temeljen na religiji, etničkoj i nacionalnoj pripadnosti, rasi, spolu, spolnoj orijentaciji, životnom stilu, imovinskom stanju, podrijetlu, obiteljskom i bračnom statusu, trudnoći, obiteljskim obvezama, životnoj dobi, invalidnosti, tjelesnom izgledu, političkom opredjeljenju i zdravstvenom stanju.

Etički kodeks zabranjuje svaku vrstu uznemiravanja. Spolno uznemiravanje je neprihvatljivo.

Pravilnik o radu Instituta za fiziku

Pravilnik o radu Instituta sadržava odredbe o zaštiti dostojanstva radnika od izravne ili neizravne diskriminacije na području rada i radnih uvjeta, uključujući kriterije za odabir i uvjete pri zapošljavanju, napredovanju, profesionalnom usmjeravanju, stručnom osposobljavanju i usavršavanju te prekvalifikaciji, sukladno posebnim zakonima.

Uznemiravanje je prema Pravilniku o radu svako neželjeno ponašanje uzrokovano nekim od sljedećih osnova: rasa ili etnička pripadnost ili boja kože, spol, jezik, vjer, političko ili drugo uvjerenje, nacionalno ili socijalno podrijetlo, imovno stanje, članstvo u sindikatu, obrazovanje, društveni položaj, bračni ili obiteljski status, dob, zdravstveno stanje, invaliditet, genetsko nasljeđe, izražavanje ili spolna orijentacija, koje ima za cilj ili stvarno predstavlja povredu dostojanstva osobe, a koje uzrokuje strah, neprijateljsko, ponižavajuće ili uvredljivo okruženje.

Spolno uznemiravanje je svako verbalno, neverbalno ili fizički neželjeno ponašanje spolne naravi koje ima za cilj ili stvarno predstavlja povredu dostojanstva osobe, koje uzrokuje strah, neprijateljsko, ponižavajuće ili uvredljivo ponašanje.

Pravilnikom o radu Instituta štite se prava trudnica, roditelja i posvojitelja u svezi s korištenjem tih prava za vrijeme trudnoće, korištenja rodiljnog, roditeljskog, posvojiteljskog dopusta, rada s polovicom punog radnog vremena, rada i skraćenom vremenu zbog pojačane njege djeteta, dopusta trudnice ili majke koja doji dijete, te dopusta ili rada u skraćenom radnom vremenu radi skrbi i njege djeteta u razvoju.

Ovdje treba posebno naglasiti da se temeljem odredbi Zakona o ravnopravnosti spolova posebne mjere kojima se osigurava stvarna ravnopravnost muškaraca i žene, kao i mjere koje su usmjerene zaštiti žena, osobito u vezi s trudnoćom i materinstvom ne smatraju diskriminacijom.

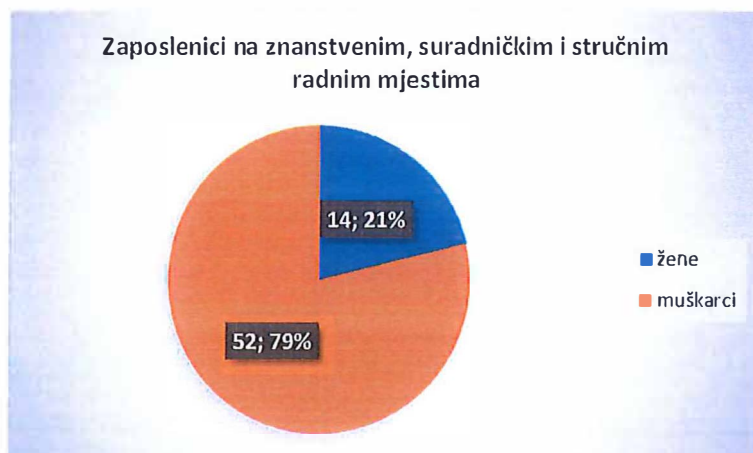
PODRUČJE ZAPOŠLJAVANJA I RADA

Ljudski potencijali Instituta za fiziku

Ovaj Plan djelovanja za promicanje ravnopravnosti spolova temelji se na analizama koje je proveo Odjel za pravne, kadrovske i opće poslove Instituta za fiziku. Prikupljeni i analizirani podaci su razvrstani prema spolu kako bi se temeljem rezultata istih u fazi planiranja mogle definirati jasne mjere za provođenje aktivnosti i veće osviještenosti u području ravnopravnosti spolova. Provedene analize pokazale su da je udio žena u ukupnom broju zaposlenih djelatnika je 35%, dok je udio žena u ukupnom broju zaposlenih djelatnika na znanstvenim i suradničkim radnim mjestima 21%. Institut za fiziku proveo je i analizu udjela žena u administrativnim poslovima koja radna mjesta uključuju pravne, kadrovske i opće poslove, poslove na projektima, financijama i javnoj nabavi, kao i poslove održavanja Instituta. Udio žena u ukupnom broju zaposlenih na tim poslovima je 64%.



Slika 1



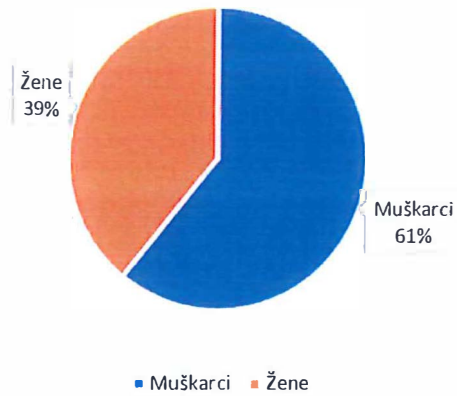
Slika 2



Slika 3

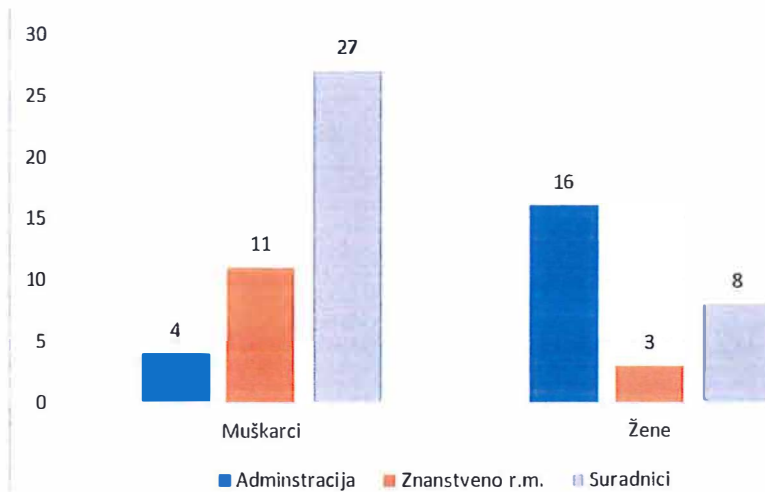
ZAPOŠLJAVANJA NA INSTITUTU ZA FIZIKU 2018-2022

Zapošljavanja na Institutu 2018 - danas



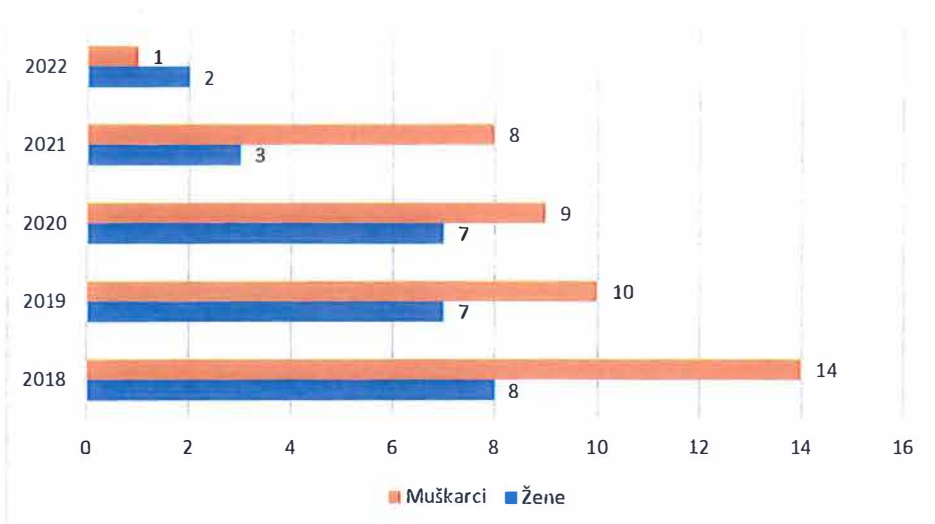
Slika 3

ZAPOŠLJAVANJE NA INSTITUTU OD 2018. DO 2022. PREMA VRSTI RADNIH MJESTA I SPOLU



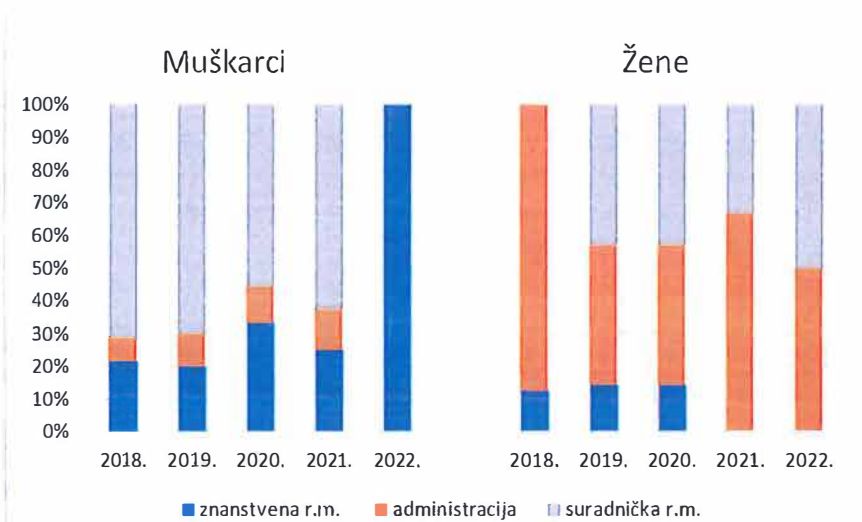
Slika 4

ZAPOŠLJAVANJA PO GODINAMA I SPOLU



Slika 5

ZAPOŠLJAVANJE PO GODINAMA I VRSTAMA RADNIH MJESTA



Slika 6

Temeljem Statuta Instituta za fiziku kao i Pravilnika o načinu i radu Instituta definirana su tijela koja na Institutu za fiziku donose odluke o redovnom poslovanju i organizaciji rada. To su Upravno

vijeće, ravnatelj, Ured ravnatelja kojeg čine ravnatelj i dva pomoćnika iz redova znanstvenih radnih mjesta, i Znanstveno vijeće. Statutom Instituta za fiziku definirane su ustrojbene jedinice Instituta koje se sastoje od odsjeka i grupa kojima upravljaju pročelnici/ce odsjeka i voditelji/ce grupa. Osim odsjeka i grupa, na Institutu su formirana i dva administrativna odjela kojima upravljaju rukovoditelji/ice.

Upravno vijeće Instituta je tijelo koje upravlja Institutom, vodi financijsku i poslovnu politiku te odlučuje o raspolaganju imovinom veće vrijednosti. Tri člana/ice Upravnog vijeća su imenovani od strane resornog ministarstva, dok su dva člana/ice djelatnici Instituta. Za ravnatelja/ica Instituta može biti imenovana osoba koja ispunjava opće zakonske uvjete i uvjet da je istaknuti znanstvenik/ca izabran u zvanje viši znanstvenik suradnik/ca ili više s međunarodnim ugledom i iskustvom vođenja znanstvenih projekata te iskustvom u upravljanju ljudskim potencijalima. Ravnatelj/ica instituta bira se temeljem javnog natječaja na koji se mogu javiti sve osobe bez obzira na spol.

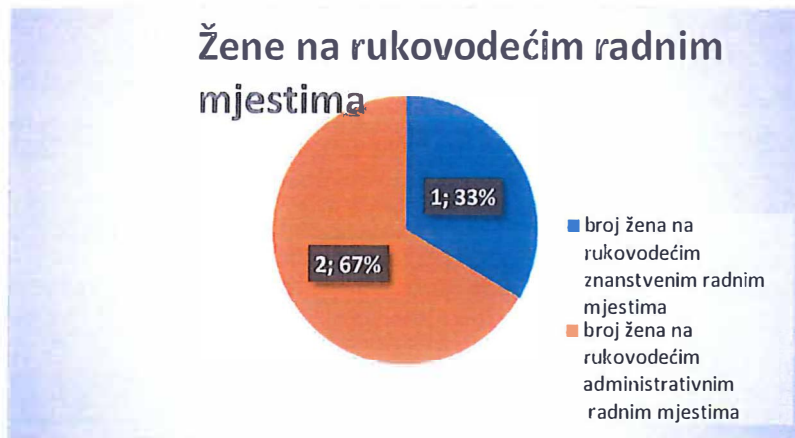
Ured ravnatelja je ustrojvena jedinica Instituta koja se sastoji od ravnatelja/ice i dva pomoćnika/ce koje ravnatelj imenuje iz redova znanstvenika/ca Instituta.

Znanstveno vijeće Instituta je stručno vijeće koje čine znanstvenici/ce Instituta i dva predstavnika/ce zaposlenika na suradničkim radnim mjestima. Sve djelatnice koje su izabrane na znanstvena radna mjesta članice su Znanstvenog vijeća, i aktivno sudjeluju u odlučivanju Znanstvenog vijeća kao i u povjerenstvima imenovanim od strane vijeća.

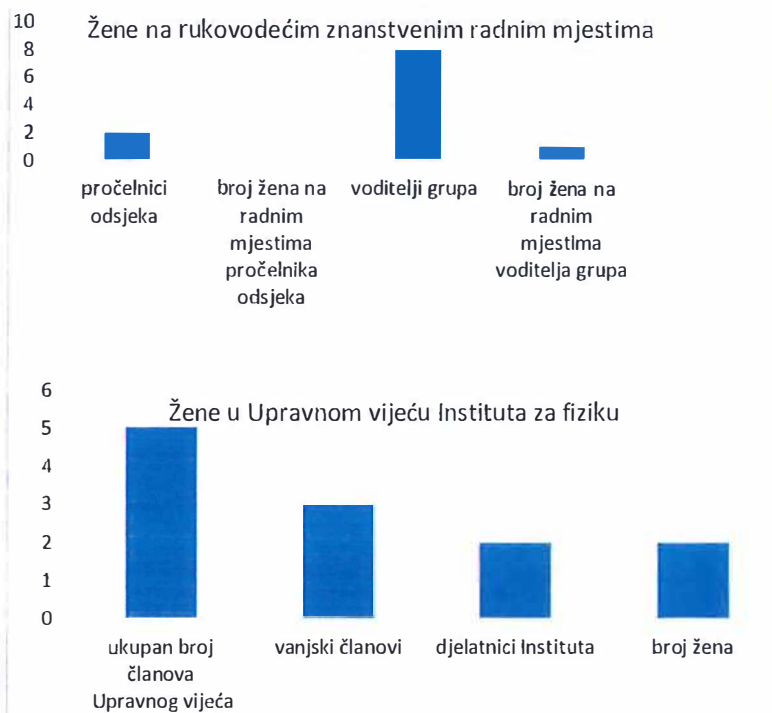
U nastavku se prikazuju podaci koji su prikupljeni za potrebe analize:



Slika 7



Slika 8



Slika 9

Politika zapošljavanja

Znanstveno vijeće Instituta zajedno s Odjelom za pravne, kadrovske i opće poslove aktivno provodi politiku zapošljavanja. Znanstveno vijeće Instituta provodi postupke izbora i reizbora na znanstvena radna mjesta i postupke izbora na suradnička radna mjesta. Uvjeti i postupak izbora i reizbora na znanstvena i suradnička radna mjesta definirani su Statutom Instituta. Znanstveno vijeće Instituta provodi i izbore kandidata u stručna zvanja i radna mjesta prema jasnim i transparentno definiranim uvjetima za izbor. Zapošljavanje na administrativna radna mjesta provode se prema odredbama Zakona o radu i kolektivnih ugovora.

Odjel za pravne, kadrovske i opće poslove Instituta za fiziku koji je zadužen za provođenje politike ljudskih potencijala, aktivno primjenjuje načela transparentnosti, jednakosti i nediskriminacije. Natječaji za radna mjesta se objavljuju u službenom oglasniku RH, dnevnim novinama, nacionalnim i europskim portalima za zapošljavanje kao i internetskim stranicama Instituta. Svi uvjeti za zapošljavanje definirani su općim aktima Instituta koji su javno objavljeni i na taj način vidljivi svim potencijalnim kandidatima bez obzira na spol. Osim toga, Institut za fiziku posebno naglašava i ističe natječajne odredbe koje su vezane uz diskriminatorne elemente, te se na natječaje koje objavljuje Institut za fiziku mogu javiti oba spola. Također, pri oglašavanju ne koristi izričaje koje uzrokuju ili bi mogli uzrokovati diskriminaciju na temelju spola, bračnog i obiteljskog statusa i orijentacije.

Prava iz rada i uvjeti rada

Radni odnosi na Institutu uređeni su pravilima o radu koji uređuju plaće, organizaciju rada, postupak i mjere zaštite dostojanstva radnika, mjere zaštite od diskriminacije i druga pitanja važna za djelatnike Instituta. Institut za fiziku provodi odredbe kolektivnih ugovora. U postupcima donošenja općih akata Instituta kojima se uređuju pitanja koja su važna za položaj svih djelatnika Institut se redovito savjetuje s radničkim vijećem čime se omogućuje transparentno djelovanje u području prava iz radnih odnosa i uvjeti rada za sve djelatnike jednako.

U odnosu na prava roditelja, posvojitelja/ica, privremeno nesposobnih djelatnika/ca Institut bez razlike u spolu primjenjuje mjere propisane zakonom i općim aktima Instituta. Svi djelatnici/ce unutar navedenih kategorija koriste mjere jednako bez obzira na spol.

Sve propisane mjere zaštite objavljene su na internetskim i intranetskim stranicama instituta i dostupne su svim djelatnicima/cama. Osim toga, djelatnici/ce Instituta koji su zaduženi za provedbu mjera svakodnevno savjetuju sve djelatnike/ce o mogućnostima korištenja materijalnih i drugih prava koji su definirani kolektivnim ugovorima i zakonskim propisima.

Načelo primjene jednakosti plaća u javnim službama definirano je zakonom i primjenjuje se na sve djelatnike Instituta.

POSTUPANJE U SLUČAJEVIMA SPOLNOG UZNEMIRAVANJA

Postupak i mjere zaštite dostojanstva radnika od uznemiravanja i spolnog uznemiravanja definirane su zakonom i općim aktima Instituta. Institut za fiziku imenovao je osobu koja je ovlaštena primiti i rješavati pritužbe vezano uz zaštitu dostojanstva. Upravo je imenovana osoba odgovorna osoba Instituta koja je prema radnopravnim zakonskim odredbama ovlaštena zaprimati, ispitati i rješavati pritužbe djelatnike, te se prema podacima dobivenim u postupku ponašati kao prema tajnim podacima s posebnom pažnjom. Pored toga imenovana osoba dužna je postupati u kratkim rokovima na koji način se nastoji u što kraćem roku u potpunosti zaštititi žrtvu i pomoći joj primjenom mjera za sprječavanje uznemiravanja. Etički kodeks Instituta, a kako je uvodno citirano, diskriminaciju i uznemiravanje definira kao neprihvatljiva ponašanja. Zaštitu od uznemiravanja i spolnog uznemiravanja prema etičkom kodeksu također osigurava odgovorna osoba Instituta koja je imenovana za rješavanje pritužbi uz zaštitu dostojanstva.

PLAN DJELOVANJA ZA PROMICANJE SPOLNE I SVAKE DRUGE RAVNOPRAVNOSTI

Temeljem provedene analize koja je prikazana gore Institut za fiziku će u području ljudskih potencijala provesti sljedeće mjere:

PLAN MJERA

1. Imenovanje Povjerenstva za praćenje i provedbu spolne i svake druge ravnopravnosti na Institutu

Ciljevi mjere:

- jačanje svijesti djelatnika o važnosti spolne i svake druge ravnopravnosti na Institutu
- jačanje nediskriminacijske i kulture ravnopravnosti na Institutu

Vremenski okvir provedbe mjere:

- imenovanje Povjerenstva 2022. g.
- djelovanje Povjerenstva u razdoblju od 2022. g do 2025. g.
- Izvještaj Povjerenstva Znanstvenom vijeću o provedenim aktivnostima 2025.g.

Odgovorna tijela na Institutu:

- Ured ravnatelja
- Znanstveno vijeće

Planirane mjere:

- osnivanje tijela koje će kontinuirano pratiti implementaciju spolne i svake druge ravnopravnosti na Institutu za fiziku
- podnošenje Izvještaja o provedenim aktivnostima

Pokazatelji Instituta za fiziku:

- uspostava tijela koje će redovito pratiti stanje u području spolne i svake druge ravnopravnosti na Institutu, te o tome redovito izvještavati odgovorna tijela Instituta. Povjerenstvo će pratiti provedbu predviđenih mjera i predlagati druge aktivnosti u cilju jačanja nediskriminacijske kulture i kulture ravnopravnosti na Institutu
- podnošenje Izvještaja Znanstvenom vijeću Instituta o provedenim radnjama 2025. g.

2. Jačanje vidljivosti i osiguranje pristupa informacijama svim djelatnicima u području mjera kojima se osiguravaju prava iz rada, uvjeti zaštite na radu, zapošljavanja i napredovanja

Ciljevi mjere:

- približavanje informacija vezanih uz prava iz rada i uvjeta rada svim djelatnicima radi usklađenja privatnog i poslovnog života
- osiguranje jednakih prava svim djelatnicima
- komunikacija s djelatnicima
- omogućavanje djelatnicima da u svakom trenutku na jednostavan način dođu do svih podataka iz područja rada, zaštite na radu i zapošljavanju

Vremenski okvir provedbe mjere:

- 2022. g. do 2025.g.

Planirane aktivnosti:

- 2022. g. radionica o spolnoj i svakoj drugoj ravnopravnosti i važnosti nediskriminacijskih odredba prema Horizon Europe
- 2022. g. revizija postojećih podataka na internetskim i intranetskim stranicama Instituta i tehnička priprema za objavu podataka
- 2023. g. implementacija svih podataka potrebnih radi jačanja vidljivosti i osiguranja pristupa informacijama u području prava iz rada, uvjeta zaštite na radu, zapošljavanja i napredovanja

Odgovorna tijela:

- Ured ravnatelja
- Odjel za projektne aktivnosti i financije
- Odjel za pravne, kadrovske i opće poslove
- Tehničke službe

Pokazatelji Instituta za fiziku:

- radionica na kojoj će djelatnici upoznati s pitanjima spolne i svake druge ravnopravnosti prema i nediskriminacijskim načelima prema Horizon Europe
- izrada platforme za objavu podataka koja će omogućiti svim djelatnicima da su u svakom trenutku upoznati s pravima koje ostvaruju u području rada, zaštite na radu i zapošljavanju kako bi lakše uskladili privatni i poslovni život
- omogućavanje djelatnicima da u svakom trenutku na jednostavan način dođu do svih podataka iz područja rada, zaštite na radu i zapošljavanju

3. Privlačenje znanstvenica i istraživačica na Institut za fiziku

Ciljevi mjere:

- postaviti temeljna načela za privlačenje znanstvenica i mladih istraživačica na Institut za fiziku
- dugoročna mjera za privlačenje znanstvenica i mladih istraživačica na rad na Institut za fiziku
- veći udio znanstvenica i istraživačica u području istraživanja i razvoja

Vremenski okvir:

2022. g. – 2025. g.

Planirane aktivnosti:

- 2022. g. provođenje ankete među znanstvenicama i istraživačicama koja anketa će imati za cilj analizu stanja na Institutu vezano uz diskriminaciju i spolnu ravnopravnost u području uvjeta rada, napredovanja, zapošljavanja, kao i prijedloga za bolje uvjete rada
- 2023. g. izrada Strategije za privlačenje znanstvenica i mladih istraživačica na Institut za fiziku
- 2024. g. do 2025. g. praćenje provedbe Strategije za privlačenje znanstvenica i mladih istraživačica na Institut za fiziku

Odgovorna tijela:

- Znanstveno vijeće
- Ravnatelj

Pokazatelji Instituta za fiziku:

Izrada Strategije za privlačenje znanstvenica i mladih istraživačica na Institutu za fiziku

4. Jačanje položaja znanstvenica i istraživačica u upravljačkim tijelima

Ciljevi mjere:

- poticanje znanstvenica i mladih istraživačica na rad u upravljačkim tijelima
- profesionalni razvoj znanstvenica i istraživačica u području upravljačkog menagementa
- jačanje položaja istraživačica u istraživanju i razvoju
- pružanje podrške mladim istraživačicama i znanstvenicama u profesionalnom napredovanju

Vremenski okvir:

2022. g. - 2025.g.

Planirane aktivnosti:

- 2022 g. imenovanje Povjerenstva za jačanje znanstvenica i istraživačica u upravljačkim tijelima
- 2023. g izrada Strategije za jačanje znanstvenica i istraživačica u upravljačkim tijelima
- 2024. g praćenje provedbe Strategije za jačanje znanstvenica i istraživačica na Institutu
- 2025. g podnošenje Izvješća Znanstvenom vijeću, ravnatelju i Upravnom vijeću o provedenim aktivnostima

Odgovorna tijela:

- Znanstveno vijeće
- Povjerenstvo za jačanje znanstvenica i istraživačica u upravljačkim tijelima
- Ravnatelj

Pokazatelji Instituta za fiziku:

- radionice koje će održati članice imenovanog povjerenstva i mentorice
- Izvješće Znanstvenom vijeću, ravnatelju i Upravnog vijeću Instituta

5. Spolna neutralnost u dokumentima Instituta za fiziku

Ciljevi mjere:

- jednakost muškog i ženskog spola u pravnim i ostalim dokumentima Instituta

Vremenski okvir:

2022. g.- 2024.g.

Planirane aktivnosti:

- revizija postojećih dokumenata i sastav prijedloga izmjene tekstova u cilju spolne neutralnosti
- unošenje odredbi o spolnoj neutralnosti u sve dokumente Instituta

Odgovorno tijelo:

- Odjel za pravne, kadrovske i opće poslove
- Ravnatelj

Pokazatelji Instituta za fiziku:

- izmjena postojećih i donošenje novih dokumenta Instituta s ciljem unošenja spolno neutralnih odredbi
- objava na internetskim i intranetskim stranicama

6. Povreda dostojanstva (uznemiravanje, spolno uznemiravanje, mobbing,...)

Ciljeve mjere:

- prevencija i upoznavanje djelatnika s uznemiravanjem, diskriminacijom, seksualnim uznemiravanjem i ostalim oblicima povrede dostojanstva
- upoznavanje djelatnika s oblicima pravne zaštite od uznemiravanja i seksualnog uznemiravanja
- aktivnosti službenika za zaštitu dostojanstva radnika na Institutu

Vremenski okvir:

2022.g. -2024. g.

Planirane aktivnosti:

2022.g.- radionica na temu prevencija i upoznavanje djelatnika s pojmom uznemiravanja, diskriminacijom, seksualnim uznemiravanjem i ostalim oblicima povrede dostojanstva

2023.g. – radionica na temu pravna zaštita od uznemiravanja i seksualnog uznemiravanja

2024.g.- radionica na temu službenika za zaštitu dostojanstva radnika

Odgovorna tijela:

- Odjel za pravne, kadrovske i opće poslove
- Ravnatelj

Pokazatelji:

- održavanje planiranih radionica

U Zagrebu, 25.04.2022.

Predsjednik Upravnog vijeća:

izv. prof.dr.sc. Matko Glunčić

Ovaj Plan djelovanja za promicanje i uspostavljanje ravnopravnosti spolova objavljen je na oglasnoj ploči Instituta dana 26.04.2022. i stupa na snagu 04.05.2022.

Ured za ravnopravnost spolova Vlade Republike Hrvatske izdalo je odobrenje na ovaj Plan djelovanja za promicanje i uspostavljanje ravnopravnosti spolova dana 07.06.2022.