



Gender Equality Plan

ERATOSTHENES Centre of Excellence

EXCELLENCE RESEARCH CENTRE FOR EARTH SURVEILLANCE &

SPACE-BASED MONITORING OF THE ENVIRONMENT



ERATOSTHENES CENTRE OF EXCELLENCE

GENDER EQUALITY PLAN (GEP)

1. Summary

Equality between representatives of all genders is one of the fundamental values that Eratosthenes Center of Excellence (hereinafter “ECoE”) should protect and promote. Equality means that everyone, regardless of gender, should have the same opportunities, rights, and obligations. The notion of gender equality and equal opportunity is especially important in the area of research and innovation as it attracts and retains talent and makes research and innovation far reaching and universally relevant.

With the above considerations in mind ECoE is committed towards the creation of a fully inclusive environment by working actively to create a working environment where employees and researchers, at all levels have equal rights and opportunities. To this end ECoE has compiled this Gender Equality Plan (also referred to as “GEP”) which in turn has been reviewed and approved by the Board of Directors and the Executive Committee of ECoE thus documenting its senior management’s commitment to improving the working conditions of its all its employees through the review of its current sex\gender disaggregated data and the compilation of a report based on indicators set for this purpose. The implementation of the GEP will also offer and raise awareness on gender related issues to include gender equality, conscious and unconscious gender bias and other related matters that create obstacles to members of any gender to reach their goals and fulfil their potential.

Our aim is for this Gender Equality Plan to be cross-sectional by affecting all areas and activities of the ECoE and most importantly realistic, feasible and participatory by allowing the participation of all personnel of ECoE in the implementation thereof. Additionally, this Gender equality Plan is intended to be open-ended and flexible by allowing such amendments as necessary, following the tracking and assessment of results, which ought to help the organization to continuously improve upon gender equality.

2. CYPRUS - An Overview

Article 28 of the Cypriot Constitution of 1960 contains a general anti-discrimination provision that corresponds to Article 14 of the European Convention on Human Rights (ECHR). More specifically, Article 28 of the Constitution states that every person is equal before the law and it prohibits any kind of discrimination against any person on the ground of their:

- Community race.
- Religion.
- Language.
- Sex.

- Political or other convictions.
- National or social descent.
- Birth.
- Colour.
- Wealth.
- Social class.
- Or on any ground whatsoever, unless there is express provision to the contrary in the Constitution.

However, age, disability and sexual orientation are not covered by the Constitution.

Cyprus has ratified most international conventions on human rights, which include anti-discrimination provisions, and there are numerous laws that prohibit different forms of discrimination within the working environment (for example, religious discrimination, disability discrimination, and age and gender discrimination). These laws are:

- Law 58(I)/2004 on Equal Treatment in Employment and Occupation.
- Law 59(I)/2004 on Equal Treatment of Persons (racial or ethnic origin).
- Law 205(I)/2002 on Equal Treatment for Men and Women in Employment and Vocational Training.
- Law 35(I)/2007 on Protection of Wages.

According to the 2021 Gender Equality Index compiled by the European Institute for Gender Equality, Cyprus, with 57.0 out of 100 points, ranks 21st in the EU on the Gender Equality Index with the domain of power/economic decision making identified as the area with the most gender inequality as women are not often found in decision making positions.

Eratosthenes Center of Excellence aims to implement actions and plans and strategies to reduce gender inequalities and to enhance diversity with regard to, inter alia, age, culture, physical ability, sexual orientation, multilingualism.

This Gender Equality Plan aims to promote career development for researchers and other personnel of all genders, prevent the waste of talents, particularly for women, improve decision-making by addressing gender imbalances, meet new opportunities for excellence, incorporate the sex/gender dimension variable in research, especially where it is traditionally not applied, ensure diversification of views and methodologies in research and teaching, stimulate a gender awareness culture change within the organization and beyond.

3. The General Objective

With a target of 50% women among research staff, boards, expert groups and executive and evaluation committees, Eratosthenes Center of Excellence aims to achieve inclusive excellence. Inclusive excellence hardly ever achieved through isolated efforts but rather through measures aimed at the entire organization.

The target of equality should always be reviewed and monitored and that is why this Gender Equality Plan is designed as an open-ended document allowing amendments, as needed, on the basis of findings made on a yearly basis. Equality is the responsibility of all members of the ECoE. It is the responsibility of the head of each department to ensure that the goal of an equal workplace is achieved, and that the work to promote gender equality is given sufficient resources to create awareness of gender issues and support interventions as needed to meet the said goals.

4. Measures Against Gender Based Violence and Sexual Harassment

Under Article 6(1) of Law 58(I)/2004 on Equal Treatment in Employment and Occupation, as amended, any form of harassment is prohibited. More specifically, sexual harassment is a prohibited type of sex discrimination under the Equal Treatment for Men and Women in Employment and Vocational Training Law 2002-2007 (Law 205(I)/2002). Sexual harassment is defined as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature,

which has the purpose or effect of violating the dignity of a person, particularly where it creates an intimidating, hostile, degrading, humiliating or offensive environment.

Employers Liability. Under Law 205(I)/2002, employers are civilly liable for acts of harassment or sexual harassment their employees commit in the workplace unless they both:

- Took effective measures to prevent such acts from occurring.
- Took all necessary actions, as soon as they found out about the harassment/ sexual harassment, to immediately resolve the matter and to make sure that the harassment/ sexual harassment will not take place again in the future
- Under Law 205(I)/2002, employers are presumed to have taken effective measures to prevent such acts from occurring if they have adopted anti-harassment workplace policy and took all necessary measures to practically implement it (for example, ensured employees received training on the policy).
- **Protection for victimisation.** Law 205 (I)/ 2002 expressly states that employees must not, by reason of submitting a complaint, be adversely affected in their employment. This means that employees who choose to submit a complaint of harassment/ sexual harassment cannot be treated unfavourably by their employer in any way. Law 205 (I)/ 2002 also renders void the dismissal or other unfavourable treatment of an employee who has submitted a complaint of sexual harassment, unless the employer can prove that the treatment was not related to the submission of that complaint.

Eratosthenes Center of Excellence has implemented an extensive disciplinary procedure whereby any act of discrimination, bullying, harassment or victimisation of employees, volunteers or visitors which compromises a person's dignity as well as any assault and act of violence is considered as gross misconduct which is investigated immediately by the appropriate head of department with the help of the HR department. ECoE may additionally inform and / or involve the police and / or any other relevant statutory bodies where required at the appropriate point of the formal disciplinary procedure depending on the severity of the misconduct. Following the investigation process during which if necessary, the person in breach of the code of conduct could be suspended, a relevant disciplinary meeting will be held whereby other sanctions may be imposed with dismissal being the most serious of the sanctions provided in the disciplinary procedure.

In addition, the organization is committed towards the adoption of an anti-harassment workplace policy and vows to continuously offer training on what constitutes sexual harassment to all personnel.

5. Gender equality in Recruitment and Career Progression

The HR office of ECoE will coordinate efforts to implement the European Charter for Researchers & Code of Conduct for the Recruitment of Researchers. Any new positions will be advertised in the Euraxess platform and/or in other platforms where all genders will be encouraged to apply. In these advertisements it will be stressed that ECoE adopts an equal opportunity policy at recruitment and subsequent career stages and encourages all genders to submit applications for vacancies of all levels of research and other personnel. It should be made clear that ECoE does not discriminate in any way on the basis of gender, religion or belief, ethnic, national or social origin, age, physical ability, disability, marital status and sexual orientation etc.

In addition to the above, ECoE is committed to endorsing the European charter and code for researchers and to using the open, transparent, and merit-based recruitment (OTM-R) policy for the recruitment of researchers. This will ensure that a clear and transparent recruitment process is achieved with clear qualifications and defined timetable for all candidates as well as to ensure the inclusion of explicit pro-active elements for underrepresented groups.

In addition to the adoption of the above mentioned open, transparent, merit based recruitment policy for the recruitment of researchers, ECoE undertakes for the recruitment of all personnel to:

Avoid Gender bias in recruitment and selection

The language used in job advertisements should avoid categorizing representatives of any gender into separate occupations and industries and gender coded language should be avoided in order not to deter any person from applying for certain job.

Avoid Gender bias in interview invitations

Representatives of all genders should have the same opportunity to attend interviews and therefore interview invitations of equally qualified representatives of all genders should be sent out to candidates. The HR department as well as managers should at all time refrain from using gender to assess candidates' employability.

Avoid Gender bias in evaluation of credentials

ECoE shall not hold any gender as opposed to the other to more rigorous scrutiny or to higher standards than the equally qualified opposite gender and shall avoid consciously or unconsciously associate candidates' genders with their likelihood of job-related success.

Job interviews

HR and management shall not relate applicant traits to specific gender-based biases and stereotypes and shall not penalize either gender for not adhering to such stereotypes. Additionally, and to the extent currently possible at this stage at ECoE, interview panels compiled to conduct interviews shall be diverse and inclusive.

Avoid Gender bias in the application of selection criteria

Any selection criteria shall be given preassigned weightings, so that the importance of certain criteria shall not be used to favour candidates who fit a gender stereotypical profile. The importance of certain criteria for job selection shall to the extent possible be preaffixed in order to avoid the situation where the relevant recruiter may consciously or unconsciously justify or conceal a prejudicial decision. Any and all selection committees created for the purpose of hiring should be established for all profiles, though the size and composition of the committees may differ according to the profile and type of contract. Any selection committee should make best use of the expertise of external members. The composition of the selection committee will be diverse in order to achieve gender balance as well as inclusion of external experts.

6. Monitoring of Gender balance in Recruitment and Subsequently

To monitor the equal treatment of women and men, a harmonized set of key performance indicators (KPIs), attached as Appendix "A", has been created to record and monitor the costs and outcomes of investing in equality policy in the workplace as well as to monitor whether the promotion and opportunities are equally and fairly distributed on a merit basis without any external factors.

Gender Equality KPIs have been drafted to enable the ECoE to:

- Gather essential evidence using a set of harmonized indicators;
- Document the effort and results of implementing interventions;
- Clearly communicate positive changes achieved to all stakeholders involved;
- Better plan and act by providing vital information that can be used for adjusting activities and achieving success;

- Provide evidence to feed discussions about female empowerment and gender equality interventions as needed.

7. Committee for gender equality and equal treatment

The HR Manager will be responsible for appointing a committee for gender equality and equal treatment that will be responsible for monitoring and collecting information on gender equality in the organization on a continuous basis. The HR Manager will be a member of the Committee for Gender Equality for the year 2022 and may opt to be appointed as member on any subsequent Committees for Gender Equality appointed on a yearly basis. The Committee for Gender Equality will comprise of representatives of both research and administrative staff.

The Committee for gender equality shall assess and evaluate the organisation's current situation on gender equality and equal treatment plans, compile a questionnaire and conduct surveys and interviews and collect the employees' views and experiences on gender equality at ECoE. On the basis of the findings collected from the questionnaires, interviews and other information collected, the Committee for Gender Equality shall compile an annual report on the basis of which recommendations shall be made in order to improve on the current GEP as well as to create and implement new policies and practices for the following year(s). For the year 2022 the Committee for Gender Equality shall compile a "gender equality questionnaire" in the form attached hereto as Appendix "B", the responses of which form the starting point for discussions on the issue equality as well as to created awareness on the existence of the GEP with the intention that the questionnaire will be followed up with relevant interviews of all personnel. The results of the questionnaire and interview will allow the organisation to assess the current situation and make the appropriate interventions to promote gender equality as well as to seek to remedy any inequality that currently exists.

Additionally, the Committee for Gender Equality and any person comprising the Committee for Gender Equality will also act as a contact person for any aggrieved party who has been subjected to discrimination on the basis of gender/gender identity/sexuality. The Committee for Gender Equality shall investigate such complaints and take such measures as considered necessary for the rectification of any wrongdoing.

The Committee for Gender Equality is appointed for one year at a time.

Those who are appointed on the Committee for Gender Equality to be responsible for equality issues must be able to perform these duties during working hours and discount these hours from their regular duties.

8. Training and Continuous Development

The Gender Equality Committee will ensure that annually a number of actions will be taken to ensure awareness is created amongst all personnel for gender equality, tackling unconscious gender bias among staff, leaders and decision-makers, establishing working groups dedicated to specific topics, and raising awareness through workshops and communication activities.

'On-the-job training' programmes will be offered on a habitual basis each year with an initial mandatory gender training offered within this programme at the beginning of each year in order to build capacities of newly appointed staff or to recycle knowledge and/or competencies of other staff members.

In addition to the above ECoE will create formal mentorship programs to pair junior researchers and employees with more senior researchers and employees respectively. At ECoE it is appreciated that effective mentoring relationships help junior personnel to develop leadership skills, increase self-confidence, and deal with gender-related impediments to career advancement. When senior managers are available on a one-to-one basis to regularly

listen to younger women's questions and concerns and to share their experiences and insights, women are more satisfied at work and more likely to advance in their career.

As part of ensuring the continuous growth of all employees in ECoE it is imperative that equal growth opportunities exist at the higher end of the scale and that effective monitoring systems are in place to point out in a timely manner any disparity whether it is translated to access to higher positions or higher wages. Additionally, wages should be assessed and formalized and pay scales should be put in place to minimize wage disparity on the basis of gender amongst researchers and other employees.

9. Work-life balance and organizational structure

The human resources manager together with the Committee for Gender Equality should review and/or set up measures aimed at a better reconciliation of professional and family life, working and caring duties.

Parenthood

It is of imperative importance that the ECoE be able to offer working conditions that enable those with children to combine work with parenthood.

The above goal is achieved through various means, i.e. by maintaining contact with employees on parental leave, by encouraging both male and female employees to take parental leave and have equal parental leave policies which allow women and men within all types of family structures to thrive, by offering to the extent possible such means for child care as well as the opportunity to work from home in situations where it is necessary.

10. Integration of the gender dimension into research

Research staff should:

1. Ensure that their work integrates a gender dimension which can have a positive and powerful impact on society and on improving people's lives;
2. Actively participate in the initiatives organised within the framework of the Gender Equality Plan;
3. Instigate change through debating the status quo of the organisation and proposing measures to promote structural change;
4. Organise activities that focus on integrating a gender dimension in research and innovation content.



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Managing Director

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Appendix A

#	Topic	Unit	Recording time	Managerial staff		Administrative staff		Researchers		Total	Description
				M	F	M	F	M	F		
Work and employment											
1	Number of employees	Number	Monthly							0	
2	Employees who left the organisation	Number	Monthly							0	
3	New employees hired	Number	Monthly							0	
4	Number of promotions	Number	Yearly							0	
5	Average duration of employment contract for employee in the year	Days	Yearly	0	0	0	0	0	0	0.0	
6	Average cost of hiring a new employee	Currency	Yearly	- €	- €	- €	- €	- €	- €	- €	
7	Average salary (cash, including production and attendance bonuses)	Currency	Yearly	- €	- €	- €	- €	- €	- €	- €	

By recording these indicators, positive change can be communicated regarding:
- % female workers in managerial position
- Reduction Gender wage gap

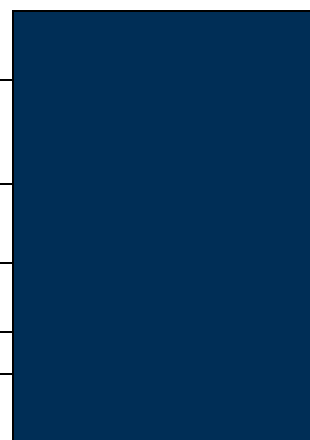
Absenteeism											
8	Cumulative number of absent days (excl. holidays, paid health or parental leaves taken)	Days	Yearly							0	
9	Number of which related to childcare	Days	Yearly							0	
10	Average costs of an extra worker to fill an absent day	Currency	Yearly	- €	- €	- €	- €	- €	- €	€	
11	Average value of attendance bonuses (if any)	Currency	Yearly	- €	- €	- €	- €	- €	- €	€	

By recording these indicators, positive change can be communicated regarding:
- % absenteeism

Harrasment											
12	Are procedures for preventing and dealing with sexual harrasment implemented?	Yes/No	Yearly	N.A						YES/NO + describe	

By recording these indicators, positive change can be communicated regarding:
- gender based harrasment

13	Number of discrimination or violence incidents related to gender* reported	Number	Monthly							0	
14	Number of corrective actions taken/cases resolved	Number	Monthly							0	Describe the way cases were resolved and the time used to handle it
15	Average days of paid sick leave taken by employees (not related to health and safety matters)	Days	Yearly	0	0	0	0	0	0	0	
16	Average days of paid parental leave taken by employees	Days	Yearly	0	0	0	0	0	0	0	
17	Number of employees taking parental leave	Number	Yearly							0	
18	Number of employees not returning after taking parental leave	Number	Yearly							0	



Gender interventions and costs

19	Presence of gender equality policies in the organization to improve the gender balance ratio and increase women participation in managerial positions?	Yes/No	Yearly	N.A / Complete column L							YES/NO + describe
20	Are measures being implemented to reconcile the balance of work and family life for employees?	Yes/No	Yearly	N.A / Complete column L							YES/NO + describe
21	Number of gender committee members	Number	Yearly							0	
22	Trainings received by gender committee members on gender-related topics**	Hours	Monthly							0	
23	Trainings received by employees on gender-related topics**	Hours	Monthly							0	
24	Participation in trainings for employees and committee members is during paid working hours?	Yes/No	Yearly	N.A / Complete column L							YES/NO + describe
25	Main topics addressed or raised by the committee	Qualitative	Yearly	N.A / Complete column L							Describe the topics addressed during the year by the committee

By recording these indicators, positive change can be communicated regarding:
- **gender interventions**

26	Total costs of gender interventions (including costs for payment of trainers, time spent by employees in attending trainings, materials and equipment costs, etc.)	<i>Currency</i>	<i>Yearly</i>	N.A / Complete column L							
27	Average hourly costs of training employees	<i>currency</i>	<i>yearly</i>	- €	- €	- €	- €	- €	- €	€	-



* Kind of gender related incidents: rape (incl. defilement), sexual harassment (physical), sexual harassment (non-physical), physical assault (non-sexual), psychological/emotional (non-sexual), economic violence (non-sexual).

** Type of gender related trainings (including workshops and events): gender based violence prevention.

Appendix B

#	Topic	Total number of responders	Female	Male
	Workers satisfaction (rate on a scale between 1 (low, not satisfied), to 5 (high, very satisfied))			
1	How valued do you feel as an employee?			
2	How satisfied are you with your work/life balance?			
3	Do you see career opportunities at your workplace?			
4	How do you feel about your wage?			
	Absenteeism			
5	What are the main reasons for your absence (childcare, health, personal/family issues, etc)?			
	Harrassment (rate on a scale between 1 (low, not satisfied), to 5 (high, very satisfied))			
6	Do you feel safe at work?			
7	Have you noticed change in the way employees are treated?			
8	How satisfied are you from your relations with your superior?			
	Training and Gender Equality Committee (rate on a scale between 1 (low, not satisfied), to 5 (high, very satisfied))			
9	Which trainings have you received and which have been the most useful one(s)?			
10	Can you remember what you have learned?			
11	Have you noticed change following the trainings? Did they last?			
12	Have you benefited from the gender committee's activities?			
13	Which have been the most useful?			
14	What is your perception of gender committee members (level of trust)?			