



**Plan to promote gender equality with special consideration of the underrepresentation of women (GEP) at the Leibniz Institute for Baltic Sea Research Warnemünde (IOW)**

From July 2023

# Content

I. Goals of the Plan for the promotion of gender equality with special consideration of the underrepresentation of women at the IOW.....	5
II. Institutionalization of the gender equality policy at the IOW .....	5
II.1 The Equal Opportunity Officer .....	5
II.2 The internal Equal Opportunities Commission.....	6
II.3 Analysis of the employment structure .....	7
III. Measures for the advancement of women at the IOW.....	7
III.1 Recruitment and staffing.....	7
III.1.1 Job advertisement .....	7
III.1.2 Interviews and selection decision (general) .....	8
III.2 Career and personnel development.....	8
III.2.1 Development interviews and routines .....	8
III.2.2 General measures to promote the scientific careers of female scientists in early career phases .....	9
III.2.3 Funding programs .....	9
III.2.4 "Equal pay for equal work" - Equality of women and men in the assignment to pay groups. ....	10
III.3 Participation of women in the work of elected committees .....	10
IV. The IOW as a family-conscious employer.....	11
IV.1 Reconciliation of professional or scientific career, job and family responsibilities .....	11
IV.2 Flexible working arrangements .....	11
IV.3 Time off and leave of absence .....	12
IV.4 Further education and training .....	12
IV.5 Childcare and family services .....	12
V. Fair cooperation at work and raising awareness of discrimination, equality and diversity .....	13
V.1 Fair cooperation at work .....	13
V.2 Raising awareness of and preventing sexualized discrimination, harassment and violence .....	13
V.3 Development of competencies for equality and diversity and for the prevention of unconscious bias .....	13
VI. Period of validity, publication and taking effect .....	14
Annex 1: Targets for the year 2025 .....	15

## Foreword of the Director

The Leibniz Institute for Baltic Sea Research Warnemünde (IOW) promotes equal opportunities - in other words, truly equal chances of success for all employees.

At the IOW, people of any gender have always been successful, but still the proportion of women, especially in the management level of the IOW and among the Senior Scientists, is significantly lower than in the group of Associate Scientists, Postdocs or PhD students. The reason for this is that in social reality women and men are still not equal. Socially anchored role perceptions, stereotypes and prejudices lead to structural disadvantages of women, which makes their equal participation difficult (e.g. the "glass ceiling").

The Plan for the promotion of gender equality with special consideration of the underrepresentation of women at IOW (Gender Equality Plan; GEP) is intended to serve the realization of equal participation of all employees in all research areas at IOW. In order to develop innovative (teaching and) research, the high qualification and creativity potential, especially of women, cannot be dispensed with. Therefore, it is necessary to include their needs and expectations in all their variety and diversity in the orientation of our institute - therefore, chapter III of the GEP contains measures for the targeted promotion of women.

An essential basis of the GEP are the research-oriented gender equality standards of the German Research Foundation (respectively the gender equality standards of the Leibniz Association), which are adopted and consistently implemented by the IOW. Elements of the DFG's Equality and Diversity Standards published in 2022 were implemented into this GEP, too.

Focal points of the gender equality work at IOW are:

- increasing the proportion of women in all positions/salary levels in which they have been underrepresented to date,
- increasing the proportion of female professors and the proportion of women in leadership positions,
- the promotion of female technical staff and young scientists in all subject and research areas,
- support of all employees with family and care giving responsibilities,
- strengthening of a low-discrimination and diversity-sensitive institute culture.

All employees of the IOW, especially the leaders, are called upon to realize the tasks and goals of the GEP. This can be achieved by creating a culture that incorporates the knowledge and skills of all employees, regardless of gender, nationality, ethnic origin, religion or belief, disability, age, sexual orientation and identity, in mixed and diverse teams with a high level of expertise.

10. OKT. 2023

Date, Prof. Dr. Oliver Zielinski

## **Preamble - Legal basis and standards (key statements)**

### **General Equal Treatment Act (AGG)**

The aim of the AGG is to "prevent or eliminate discrimination on the grounds of racial or ethnic origin, gender, religion or belief, disability, age or sexual identity" (§ 1 AGG). It thus transposes the four EU anti-discrimination directives into a uniform law, which came into force as a German federal law on August 18, 2006. For the employees of the IOW, information on this is compiled in a leaflet. This can be found on the [IOW intranet pages of the Equal Opportunity Officer](#) and the [AGG Officer](#).

### **Equality Act (GIG-MV)**

Act on Equality of Women and Men in the Public Service of the State of Mecklenburg-Western Pomerania (GIG-MV) as published on July 11, 2016 (GS Meckl.-Vorp. Gl. No.203-5), in effect since July 11, 2016.

### **Research-oriented gender equality standards of the Leibniz Association**

It is the strategic goal of the Leibniz Association to achieve gender equality. Within the framework of the Pact for Research and Innovation 2011-2015 (Pact II) and in its updates Pact III and IV, the Leibniz Association has set itself the goal of significantly increasing the proportion of women in scientific leadership positions (remuneration group E15 to C4). To achieve this goal, the Leibniz Association propagates numerous measures: In addition to the specific, centrally organized promotion of female scientists from funds of the Leibniz competition procedure and the impulse fund, these are also measures in the institutes to improve the compatibility of family and career for all employees. For example, the General Assembly of the Leibniz Association decided back in 2008 that the Leibniz institutes would become certified by either the audit berufundfamilie® or the TOTAL E-QUALITY predicate as part of their self-commitment. In addition, the General Assembly accepted the German Research Foundation (DFG) research-oriented equality standards as self-commitment in the same year. The consistent implementation of these equality standards - on which the Leibniz institutions report to the Leibniz Association's Executive Board - is an important prerequisite for significantly increasing the proportion of women in scientific leadership positions. By adopting the "Research-Oriented Equality and Diversity Standards" in 2022, the DFG has clearly committed itself to the broader conceptual understanding of equal opportunities in relation to various diversity dimensions. They are used as a suggestion for the formulation of this GEP.

### **Scope and validity of the Plan for the promotion of gender equality with special consideration of the underrepresentation of women at the IOW**

Goals and measures for the advancement of women were first drafted in 2012 by the institute's management, in cooperation with the Equal Opportunity Officer, the department heads, the Head of administration and the IOW committees (Staff Council, internal Equal Opportunities Commission and Scientific Council). The first women's advancement plan was valid from 2013-2016, and a revised version was valid from 2017-2023.

The present Plan for the promotion of gender equality with special consideration of the underrepresentation of women at IOW (GEP) responds to changes in social reality and new legal frameworks to broaden the concept of gender. The plan was adopted by the internal Equal Opportunities Commission with the approval of the IOW committees. It will run for an indefinite period from July 2023 and will be reviewed every three years by the internal Equal Opportunities Commission to ensure that it is up to date.

# **I. Goals of the Plan for the promotion of gender equality with special consideration of the underrepresentation of women at the IOW**

The IOW integrates the advancement of women into the planned systematic process of organizational and personnel development. In order to further improve equal opportunities, binding targets and timelines were agreed in the areas/departments for the implementation of the measures of the GEP.

The following goals are pursued with the Plan for the advancement of women and gender equality at the IOW:

- (1) realization of actual equal opportunities in all areas of the IOW,
- (2) counteracting any form of discrimination in job appointments, appointments as a professor or progression of career,
- (3) promotion of professional development and advancement opportunities for female employees, especially female scientists in early career phases, through targeted career development measures,
- (4) promoting the compatibility of professional/scientific careers and the assumption of family responsibilities for all employees,
- (5) increasing the participation of women in decision-making bodies, which, however, should not simultaneously lead to an overburdening of individual women or for which compensation should be offered,
- (6) increasing the competence of leaders in matters relating to the advancement of women, and raising awareness of gender and diversity issues among the leaders,
- (7) regular renewal of the TOTAL E-QUALITY award,
- (8) increasing the proportion of women at all qualification levels and in all employee groups in which women are currently underrepresented.

In order to increase the proportion of women among scientific staff, especially in leadership positions, the Leibniz Association follows the cascade principle. Applying the cascade model to the specific situation at IOW results in the targets listed in Annex I.

# **II. Institutionalization of the gender equality policy at the IOW**

The institute's management as well as employees with leading functions are obliged to realize the implementation of gender equality in the IOW or in the corresponding areas and to improve the reconciliation of family and career.

For German language use, the internal Equal Opportunities Commission has developed a [guideline on how to deal with gender-sensitive language](#) in official documents at IOW.

## **II.1 The Equal Opportunity Officer**

At IOW, an Equal Opportunity Officer and her deputy are elected in accordance with the GIG-MV. They support the management of IOW in realizing gender equality and facilitating the reconciliation of family, care and work.

The Equal Opportunity Officer advises and supports all employees of the IOW on issues of gender equality and receives impulses from the staff. She is also the contact person for the Director, the department heads,

other leaders from the departments as well as for the representatives of the doctoral candidates and postdocs. The Equal Opportunity Officer regularly reports on her activities at staff meetings, womens' meetings and on the [Equal Opportunity Officer's internet site](#), and the [Equal Opportunity Officer's intranet site](#).

The Equal Opportunity Officer of the IOW regularly participates in the so-called "Leitungsberatung" <sup>1</sup>, where she introduces issues of equal opportunities in the corresponding agenda item of the meetings. In addition, the Equal Opportunity Officer provides suggestions, e.g. by placing equal opportunities issues in the internal Equal Opportunities Commission (see II.2), the relevant plenary meetings or in the staff magazine IOW-intern, and promotes and accompanies the improvement of equal opportunities throughout the institute.

If the Equal Opportunity Officer objects to a violation of the Equal Opportunity Act GlG-MV in personnel or other measures within ten working days, the matter shall be decided and justified again by the IOW Director in accordance with „§20 GlG-MV“. The period begins when the Equal Opportunity Officer is informed on the measure. The measure shall be suspended until the decision of the IOW Director has been made and shall only be carried out after the deadline has expired or with the prior expressed consent of the Equal Opportunity Officer.

The Director, the department heads as well as the heads of the infrastructure areas cooperate with the Equal Opportunity Officer and support her work to the best of their abilities.

The IOW provides for adequate working conditions for the Equal Opportunity Officer, for her involvement in the institute's internal organizational and personnel development processes, and for the timely provision of all necessary information for the fulfillment of the equal opportunities policy mandate.

The additional burden of performing this function is taken into account at the IOW by the fact the Equal Opportunity Officer is partially released from her duties or supported in her work with scientific personnel to the extent of a quarter position. At the same time the Equal Opportunity Officer is supported by assistants.

Furthermore, the Equal Opportunity Officer has a budget, which can be used to finance her own further education, networking events and individual equal opportunity measures.

The rights and duties of the Equal Opportunity Officer and her deputy are documented in detail in the Equal Opportunity Act of the state of Mecklenburg-Western Pomerania.

## **II.2 The internal Equal Opportunities Commission**

With the internal Equal Opportunities Commission (iGK), a committee was created in which leaders, together with representatives of the Staff Council and the Human Resources Department, the representatives of the postdocs and doctoral students, the Diversity Officer and the Equal Opportunity Officer, regularly discuss measures for equal opportunities of IOW employees, promote the advancement of women at all work levels and create family-friendly working conditions. Key tasks of the iGK are to obtain and maintain the TOTAL E-QUALITY award, to adapt the GEP to new social conditions, and to suggest additional equality measures at the institute and department level on the basis of regular data surveys (see II.3). The internal Equal Opportunities Commission supports the work of the Equal Opportunity Officer and the Institute's management. It meets at least quarterly under the head of the IOW

---

<sup>1</sup> Members of the "Leitungsberatung" are the Director, the heads of the departments and their deputies, the Head of the administration, the Head of science management and the Equal Opportunity Officer.

Director. The establishment of the internal Equal Opportunities Commission was included as a component of the IOW statute: "The Foundation promotes equality between women and men. For this purpose, it makes use of the internal Equal Opportunities Commission."

Information on the activities of the internal Equal Opportunities Commission is provided on the [iGK intranet site](#).

## **II.3 Analysis of the employment structure**

Statistical surveys will be conducted annually to analyze the current status, which will allow to review the implementation of progress and to initiate appropriate steps for change.

In particular, gender-specific data collection carried out for all organizational units of the IOW:

- all positions and academic degrees,
- fixed-term/permanent employment contracts,
- part-time employment,
- parental leave(s) of employees,
- third-party funded employees,
- the age structure of the scientific and non-scientific staff,
- all pay and grade groups,
- the composition of committees,
- application statistics.

The analysis of the employment structure is the basis for personnel development. Based on the collected data future prospect is made of expected staff turnover and vacancies. This information is then incorporated into personnel development for the IOW. Scientific concerns remain paramount. Data collection and analysis are carried out in compliance with data protection laws.

Once a year, the employee structure and its development are analyzed and reported to the iGK.

# **III. Measures for the advancement of women at the IOW**

## **III.1 Recruitment and staffing**

### **III.1.1 Job advertisement**

- (1) The IOW follows a standardized procedure for filling positions and conducting interviews in order to ensure the reliability and transparency of the process. The [standard regulation for the implementation of personnel selection procedures](#) is available on the intranet for all IOW employees and to use. This points out the detailed particularities of vacancies at the different career levels.
- (2) In accordance with the Equal Opportunity Act of the State of Mecklenburg-Western Pomerania, all vacancies, including leadership positions, shall be publicly advertised with part-time option in accordance with the procedure stated in (1). The Equal Opportunity Officer is a voting member of each commission and accompanies each procedure. If a position is not to be advertised the Equal Opportunity Officer shall be informed on the reasons in written form.
- (3) The advertisement texts shall be written with gender-neutral job titles and wording. Guidance for this can be found on the intranet pages of the Equal Opportunity Officers.

- (4) All job advertisements shall state that the IOW promotes equality of all genders.
- (5) Job advertisements for areas in which women are underrepresented according to the statistical surveys of this Plan for the promotion of women and gender equality shall be made with the note: "Female applicants are given preference in the case of equal qualifications and suitability, as the position belongs to a working group in which women are underrepresented".
- (6) All advertisements are made with a reference to the family-conscious attitude of the IOW.
- (7) Active recruitment: In areas where women are underrepresented, the responsible persons for the advertisement search for suitable female applicants with the help of the Equal Opportunity Officer and the Human Resources Department and pro-actively invite them to apply. Active recruitment may include, but is not limited to the following: Direct approach at congresses and symposia, approaching winners of poster and presentation awards, searching for female candidates from the networks of PhD students, postdocs, junior research group leaders and institute directors.
- (8) In areas where women are underrepresented, the responsible persons for advertising a permanent position nominate if possible two qualified women who could be considered for the advertised position to the institute's management.
- (9) Pro-active recruitment shall be notified to the commission and documented in the procedural protocol.

### III.1.2 Interviews and selection decision (general)

The [Standard regulation for the implementation of personnel selection procedures](#) also regulates the procedure during interviews and the selection taking into account the special features of the various career levels. In addition

- (1) the selection/appointment committee shall agree on a list of questions prior to the interview, which is applied equally to all applicants,
- (2) the principle of best selection shall apply primarily to all selection decisions. In the event of equivalent qualifications, suitability, aptitude and professional performance, women shall be given preferential consideration when filling positions, appointments, promotions and higher groupings until the proportion of women in the relevant employment group is 50%,
- (3) in the case of leadership positions, gender equality and diversity competencies or the willingness to acquire them are selection requirements.

It is to be justified if a male applicant is selected for a position even though women are underrepresented. It shall be stated:

- the extent to which suitable female applicants were sought for the position,
- the main reasons for the rejection of a female applicant.

The consent of the Equal Opportunity Officer is always required.

## III.2 Career and personnel development

### III.2.1 Development interviews and routines

As a basis for better professional and career planning for women in the scientific, technical, science-supporting, and administrative areas, interviews are offered once a year between the employees and the leaders. The framework conditions for this can be found in [work agreement on the conduct of annual interviews](#) („DV-JG“, currently in German only) on the intranet sites of the staff council.

Overall goal at IOW is to discover scientific talent at an early stage, to promote this in a sustainable manner and to continuously accompany the development. To this end, the following measures are taken:

- (1) In addition to feedback from the leader towards the professional and scientific performance, particular emphasis is put on identifying particular strengths and talents of the employees.
- (2) The leader and the employee jointly define suitable measures for further training and promotion of the scientific or non-scientific career in a target agreement. This agreement shall be signed by both parties.
- (3) For doctoral candidates, regular discussions on their development take place within the framework of the "Thesis Committee"; these are anchored in the IOW guidelines on the course of the PhD qualification. The [guidelines for doctoral training and supervision](#) can be found on the IOW intranet.
- (4) [A guideline on career planning](#) has been developed and adopted within the IOW committees. This summarizes internationally valid requirements for a professional activity in the field of marine sciences.
- (5) In order to identify and promote special scientific talents at the IOW, the Director exchanges ideas with the department heads once a year. In particular, the assessment of the scientific performance as well as the leadership skills of female scientists in early career phases is in focus, with regard to a potential suitability for an appointment to a professorship and other career paths. The Equal Opportunity Officer will be informed about the results of the interviews.

### III.2.2 General measures to promote the scientific careers of female scientists in early career phases

- (1) Regular and timely information about special funding opportunities of the Leibniz Association, the federal government, the EU and other funding institutions is disseminated, e.g. by e-mail via the IOW Info address.
- (2) Support for appropriate applications by the Equal Opportunity Officer and the Science Management,
- (3) Encouragement to participate in conferences, meetings and other scientific events by superiors,
- (4) Support in the establishment of junior research groups (Emmy Noether; Leibniz), by the IOW management,
- (5) Promotion of women in the awarding of scholarships, research funds and prizes, e.g. mobility scholarships, publication prizes, doctoral scholarships. The leaders shall explicitly encourage and support women to apply for fellowships and grants.
- (6) Female doctoral candidates with very good performance are motivated by the leaders for further scientific qualification, for the development of a scientific profile and, if applicable, for the acquisition of third-party funds for their own junior research group.

### III.2.3 Funding programs

#### Program "Come back to research"

"Come back to research" is a funding program for female marine scientists seeking to re-enter science after a family-related interruption. Eligible to apply are former IOW female employees, female PhD students supervised by IOW researchers, or female scientists who would like to base their acquired position at IOW. The IOW can support up to two female candidates per year by this program. A [detailed program description](#) can be found on the IOW internet.

Mentoring program for female scientists in early career phases, especially postdocs

The IOW strives to support female scientists in the qualification phase early after their PhD. Mentoring is intended to support excellent female scientists in the postdoc/habilitation phase on their way to a scientific career as a professor or in leadership management and to introduce them to subject-specific networks.

Mentoring goes beyond support within the framework of the usual supervisor-employee relationship. Young female scientists (mentee) of the institute are to be advised by experienced colleagues (mentors) who have an international reputation and are in a position of responsibility.

The IOW supports female scientists in early career phases in applying for mentoring programs, e.g. mentoring program of the University of Rostock and Leibniz Mentoring.

At the time of the Leibniz Mentoring announcement by the Leibniz Association, the institute's Director, together with the department heads, will specifically approach young female scientists and motivate them to apply for Leibniz Mentoring.

In addition, and as needed, the leaders, the Equal Opportunity Officer, and the science management will support female scientists in early career phases in finding mentors and exchanging ideas.

Individual support for leaders in early career phases

The IOW would like to provide special qualifications for female junior staff in the scientific and administrative area with potential for leadership tasks.

- (1) The individual qualification needs are discussed between the female employee and the leader. The aim is to agree on a multi-year qualification plan with suitable measures and modules for the respective leadership position.
- (2) Female junior employees in particular shall be informed by their leader about the opportunities for professional or scientific qualification in relation to their individual situation and shall be motivated to participate in suitable qualification offers.

III.2.4 "Equal pay for equal work" - Equality of women and men in the assignment to pay groups

In principle, jobs are classified according to the employee's activity in accordance with the collective bargaining agreement and the pay scale. Discrimination against women in various pay and grade groups is avoided through the use of a job evaluation commission, which ensures that a consistent, gender-independent job evaluation is carried out in all areas of the IOW and that current groupings and job descriptions are corrected if necessary. The job evaluation commission meets as required.

### **III.3 Participation of women in the work of elected committees**

As far as possible, the institute strives for parity in the composition of the electoral lists for the elective offices at the IOW. Together with the committee management and the representatives in the committees, it will be considered how the participation of women in the committees can be improved and how women can be encouraged to stand for election to the committees or to become involved in them. At IOW these are the following committees:

- Scientific Council,
- PhD student representation,
- Postdoc representation,
- Staff council,
- Ombudsperson.

## IV. The IOW as a family-conscious employer

### IV.1 Reconciliation of professional or scientific career, job and family responsibilities

The IOW sees itself as a family-conscious employer and works to ensure that pregnancy, parenthood and the care of relatives in need of care do not have a negative impact on the employee's scientific career, its evaluation and further career development. Our efforts have been recurrently honored with the TOTAL E-QUALITY predicate since 2013.

At IOW, meeting times are reviewed for compatibility with family responsibilities. As far as feasible and reasonable, meetings, seminars, colloquia, etc. lasting several hours do not start later than 2 pm. If necessary, virtual attendance should be considered. Events that can be planned in the long term should be scheduled outside of school vacations in order to avoid a severe break in the compatibility of work and family.

### IV.2 Flexible working arrangements

The special features regarding working hours at the IOW go beyond the legal requirements for all employees. They are regulated and described within the framework of the following work agreements:

- [Framework work agreement on the regulation of working hours \(RDV-AZ\)](#),
- [Work agreement on the regulation of working hours and overtime \(DV-AZ\)](#),
- [Work agreement on flexible working \(teleworking and mobile working\) at the IOW \(DV-Tele\)](#),
- [Work agreement on working hours during expedition \(DV-AZ See\)](#)

Therein the following is included:

- (1) The IOW would like to enable teleworking and mobile working for all employees who wish to do so.
- (2) The IOW basically supports the possibility of reducing working hours for family-related reasons. Working hours shall be adjusted to the needs of employees with family obligations in accordance with the institute's possibilities.
- (3) Requests by employees for reducing working hours due to family reasons shall be granted, provided that there are no compelling official reasons to the contrary. The rejection of the applications shall be communicated to the applicants in written form with a detailed explanation of the urgent official requirements.
- (4) Leaders shall ensure that reductions in working hours and leaves of absence for family reasons do not have a negative impact on the employee's field of activity or professional development. Taking on leading tasks shall not prevent the reduction of working hours.
- (5) Part-time employees shall be granted the same opportunities for professional advancement and further training as full-time employees. Part-time employment shall not be disadvantageous in any way.
- (6) When filling full-time positions, applications from women and men who have previously worked part-time for family reasons shall be given priority if they have the appropriate qualifications.
- (7) If possible, all employees of the IOW with school-age children shall be granted vacation during the school vacation period taking into account official concerns.

### **IV.3 Time off and leave of absence**

- (1) IOW provides employees with comprehensive information on the legal options for taking time off to care for children and dependents in need of care and informs on the respective legal and collective regulations.
- (2) All employees who apply for part-time employment or leave of absence shall be informed by the Human Resources Department of the consequences, in particular with regard to pension and unemployment insurance claims and pension entitlements. It will also be explained to the applicants that their spouses/life partners can also apply for a leave of absence or realize the entitlement to parental leave.
- (3) The IOW supports family-related leave of absence - explicitly also for male employees - within the framework of the legal and collective bargaining regulations.
- (4) A leave of absence for family reasons shall not lead to an impairment of the professional career. For example, the IOW evaluates scientific achievements against the background of personal life circumstances and takes family-related interruptions into account.
- (5) A request for an early return from a leave of absence shall be granted at the earliest possible time.
- (6) After the expiry of such a leave of absence, the IOW guarantees employment in an equivalent position, even if the working hours are reduced at the request of the employee.

### **IV.4 Further education and training**

- (1) As far as possible, further education and training events should take place during working hours.
- (2) It will be discussed with employees who are granted leave of absence to care for children and other dependents how they wish to receive important information on internal institute developments during this time. For the period after their absence, they will be offered further training and education events to facilitate their re-entry into working life.

### **IV.5 Childcare and family services**

- (1) In case of an acute childcare gap, the institute offers the use of a fully equipped [parent-child office](#) at the IOW.
- (2) In case of on-site conferences, upon request employees may use the service of a childcare organized by the IOW. For children under 6 years of age, the IOW will cover the costs.
- (3) The IOW allows all employees to rest in the [women's rest room](#). This room is a requirement in particular for pregnant women of the workplace regulation ASR A4.2.

In general, the employees of the IOW are requested to contact the institute management in case of bottlenecks regarding the compatibility of work and family. Individual solutions are possible for a limited time if necessary, such as the provision of a car parking space in situations where rapid use of the own car is required without the time-consuming search for parking space.

## **V. Fair cooperation at work and raising awareness of discrimination, equality and diversity**

### **V.1 Fair cooperation at work**

The IOW is committed to uphold the dignity as well as the physical and mental integrity of all employees at the IOW and to protect them from the negative effects of social conflicts. In accordance with the Diversity Charter all employees shall be valued - regardless of gender, nationality, ethnic origin, religion or world view, disability, age, sexual orientation and identity.

The [IOW's internal agreement on a fair cooperation between all employees at work](#) aims to promote a good working atmosphere based on fair cooperation, in which problems and conflicts are also discussed openly and constructively. The regulations of the work agreement apply in the event of conflicts, e.g. bullying, sexual harassment or similar problems. The agreement offers protection against assaults and ensures the right of complaint and counseling for all employees who feel disadvantaged, treated unfairly or otherwise adversely affected by other employees. Contacts for advice and complaints are the staff representatives, the Equal Opportunity Officer, the Representatives for Severely Disabled Employees and the leaders, as well as the reporting office within the whistleblower system.

In this regard, IOW supports training of consultant skills of employees with consulting function through professionalization training courses.

### **V.2 Raising awareness of and preventing sexualized discrimination, harassment and violence**

Sexualized discrimination and violence are counteracted at the IOW. All IOW employees are encouraged and supported by specific counseling offers to articulate their feelings of harassment and thus to set clear boundaries. The IOW offers its employees further education and training opportunities as well as materials to sensitize to the topic, to clarify responsibilities and duties, and to name contact persons for those affected:

- (1) A [fact sheet](#) on "Dealing with Sexual Harassment at IOW" is available to employees on the IOW intranet pages of the Equal Opportunity Officer.
- (2) The ship coordination and the Equal Opportunity Officer of IOW provides materials to the expedition leaders of ship expeditions in order to sensitize them for the topic.
- (3) The institute management organizes regular workshops, e.g. on the topic of "Sexualized Violation on Ship Expeditions", which are intended to raise awareness of the specific situation on a research expedition at sea.

### **V.3 Development of competencies for equality and diversity and for the prevention of unconscious bias**

The IOW's institute culture is characterized by mutual respect that values and promotes diversity. The institute management has appointed a Diversity Officer. Her tasks include organizing trainings and education to raise awareness of diversity, to highlight the associated opportunities, provide suggestions for dealing with challenges, and to counteract unconscious biases.

## VI. Period of validity, publication and taking effect

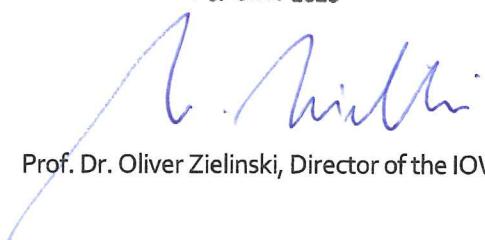
### Period of validity

The Plan for the promotion of gender equality with special consideration of the underrepresentation of women at the IOW has an indefinite term beginning from July 2023 and will be reviewed by the internal Equal Opportunities Commission every three years.

### Publication and taking effect

The GEP is published on the IOW intranet, by notice and at [www.io-warnemuende.de](http://www.io-warnemuende.de). It will enter into force on the day following its publication on the IOW intranet.

Rostock, 10. OKT. 2023

A handwritten signature in blue ink, appearing to read "O. Zielinski".

Prof. Dr. Oliver Zielinski, Director of the IOW

## Anhang I: Targets for the year 2030

As part of the update of the Pact for Research and Innovation for the years 2021 - 2030, the Leibniz Association has set itself the goal of increasing the representation of women in science and research. To this end, realistic and ambitious target quotas for women have been set according to organization-specific cascade models. According to these, by 2030 the proportion of women at each hierarchical level shall be reached that existed prior to this period at the respective lower hierarchical level. The fluctuation rate at the respective career level will be taken into account when setting the quotas. The quotas set in 2025 serve as target quotas for 2030 and are not to be adjusted annually.

The IOW followed the recommendations of the Leibniz Association in setting its target quotas, with a particular focus on increasing the proportion of women in leadership positions in the scientific field. Thereby, the IOW-specific situation regarding fluctuation rates, feasibility and flexibility within the career stages and the period under consideration was taken as basis in order to set realistic targets for the institute

Applying the cascade model to the specific situation at the IOW resulted in the following stages:

Level	Proportion of women as of 2019	Targets for 2025	Proportion of women as of 2024	Targets for 2030
Pay grades				
E12/E13, without PhD students	59 %	50 %	51 %	<b>50 %</b>
E14	22 %	26 %	26 %	<b>35 %</b>
E15/E15Ü/W1	60 %	50 %	50 %	<b>50 %</b>
W2/C3	0 %	0 %	0 %	<b>33 %</b>
W3/C4	20 %	40 %	25 %	<b>40 %</b>
Management levels				
1. Level: Director			0%	<b>0 %</b>
2. Level: Department heads			33%	<b>42 %</b>
3. Level: Leaders of working and junior research groups			k.A.	<b>40 %</b>