

Gender Equality Plan: Status Report on Tasks for 2022-2024

1. Work-Life and Organizational Culture Balance.

**OBJECTIVE 1: Supporting Employees in Maintaining a Work-Life Balance,
Especially in the Case of Remote Work.**

Task	Task description	Target group	Person responsible	Status	Status of completion
<p>1.1.1 Development and Implementation of Remote Work Policies</p>	<p>Developing legal solutions to enable balance between professional and personal life.</p> <ol style="list-style-type: none"> 1. Adaptation of work regulations to the realities of remote work and current provisions of the Labor Code. 2. Developing regulations concerning remote work costs. 3. Conducting trainings for managers on standard worktime. 	<p>Employees</p>	<p>HR Director</p>	<p>Completed</p>	<ol style="list-style-type: none"> 1. Remote Work Regulations have been introduced and adapted to the Labor Code. The information has been posted on a website accessible to all employees. — Virtual University (April 2023). A meeting was held to discuss remote work policies for employees. 2. The lump sum for employees for remote work has been announced (May 2023). 3. In the academic year 2021/2022, training courses on Labor Law were conducted for managers in both divisions. Then, in the academic year 2022/2023, a training was held for managers

					<p>in the administrative division.</p> <p>These activities will be repeated on a regular basis.</p>
<p>1.1.2 Conducting a Workload Audit</p>	<p>1. Analyzing legal regulations concerning the number of additional duties in the academic division (overtime). 2. Examining the workload in the academic and administrative divisions, with particular emphasis on gender division, preparing conclusions and an action plan.</p>	<p>Employees</p>	<p>HR Director</p>	<p>In progress</p>	<p>1. Initial workload analyses have been carried out. 2. Based on these, a worktime model has been developed and presented to managers in the academic division. The model was validated in academic year 2023/24. In the next step, the model will be presented to key personnel in the faculties.</p> <p>One of the strategic goals of the SWPS University for 2024-2029 is implementing standards ensuring work-life balance. Task 1.1.2 will be implemented in subsequent years.</p>

<p>1.1.3 Remote Work Culture</p>	<p>1. Developing remote work guidelines that enable a work-life balance, taking into account the right to disconnect, online meeting times, communication after 5 p.m., etc. 2. Conducting an information campaign.</p>	<p>Employees</p>	<p>HR Director</p>	<p>Planned</p>	<p>Task 1.1.3 will be implemented in subsequent years. It is consistent with one of the strategic goals of the SWPS University for 2024-2029, which is implementing standards ensuring work-life balance.</p>
<p>1.1.4 Employee Support</p>	<p>1. Continuing psychological support for employees in cooperation with the Clinic of Cognitive -Behavioral Therapy 2. Continuation of the support program for parents regarding childcare, medical care, and physical fitness.</p>	<p>Employees</p>	<p>HR Director</p>	<p>Completed</p>	<p>1. The SWPS University offers psychological support to employees and their families in cooperation with the Clinic of Cognitive -Behavioral Therapy. 2. The SWPS University offers employees additional benefits to support the well-being of employees and their families. The employee benefits catalog is regularly reviewed and updated.</p>

OBJECTIVE 2: Developing and Implementing New Rules for Communication Within the Organization.

Task	Task description	Target group	Person responsible	Status	Status of completion
1.2.1 Creation of a Communication Team	Selecting members for the internal communication team from among representatives of the administrative and academic divisions, taking into account both genders. Establishing and functioning of the team.	Employees	HR Director	Completed	A new administrative unit has been created within the University — the Communication Department, which is responsible for ensuring effective internal communication (January 2023).
1.2.2 Equality Language	Developing and implementing a consistent policy on the use of gender-neutral language within the University.	Employees	HR Director	In progress	An analysis of the use of gender-neutral language at the SWPS University was conducted (December 2022). Consultations with the Employee Council and management on this matter have also taken place. The

					<p>next step is developing and publishing recommendations on the use of gender-neutral language.</p> <p>Creating and using gender-neutral language on a daily basis is also one of the strategic actions of the SWPS University for the years 2024-2029.</p>
<p>1.2.3 Communication Rules</p>	<p>1. Simplification of the rules for the flow of messages within the University and for searching for necessary information in a specified area for employees and students 2. Working on solutions supporting internal communication promoting the University values.</p>	<p>Employees and students</p>	<p>HR Director</p>	<p>In progress</p>	<p>1. A “Knowledge Base” has been created, a tool supporting internal communication, thanks to which employees can easily search for necessary information. 2. A mobile application for students has been implemented — My USWPS (May 2023). The application provides quick</p>

					<p>access to the most important student information and information about university life. It meets WCAG 2.1 accessibility standards and is friendly to visitors from abroad.</p> <p>An internal communication survey at the University is planned for the academic year 2024/2025. It will be repeated periodically. Research is part of the implementation of strategic action 4.10 "We ensure effective and friendly internal communication system based on digital tools."</p> <p>The Communication Department team regularly participates in training courses on simple</p>
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					<p>communication and conducts internal trainings in this area. Other faculties of the University (faculty offices and the Human Resources Department) also participated in the training on simple communication.</p>
<p>1.2.4 Other Tasks Related to Communication</p>	<p>Developing a consistent policy on the use of gender-neutral language within the University.</p>	<p>Employees</p>	<p>HR Director</p>	<p>In progress</p>	<p>A team consisting of representatives from various units and campuses has been appointed to work on communication policy. Consultations with the Employee Council and management were also held. The next step will be developing recommendations and planning additional trainings, as well as creating materials that</p>

					promote inclusive language.
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2. Gender Distribution and Gender Balance in Leadership and Decision-Making at the SWPS University.

OBJECTIVE 1: Supporting Women in Their Professional Development.

Task	Task description	Target group	Person responsible	Status	Status of completion
2.1.1 Consulting	Analyzing the possibilities of obtaining funding and appointing a career advisor for employees who need support in planning their academic career path, as well as for people employed in the administrative division.	Employees	HR Director / HR Academic Partner	Completed	<p>A program of academic and artistic advisors has been launched for academic employees interested in academic development (October 2024). The program is based on mentoring principles.</p> <p>Development discussions for administrative employees have been implemented</p>

					<p>in order to build their engagement and satisfaction and a feedback culture (April 2024).</p> <p>As part of the current SWPS University strategy for 2024–2029, there are also plans to create diverse and flexible career paths that take into account the needs of the University and its employees.</p>
<p>2.1.2 Analysis and Research of Difficulties and Needs</p>	<p>1. Conducting qualitative/quantitative research on factors hindering women's advancement in the academic career and their needs in this regard. 2. Analyzing the average time required to obtain a postdoctoral degree at the SWPS University for women and men.</p>	<p>Employees</p>	<p>HR Director</p>	<p>In progress</p>	<p>As part of the current SWPS University strategy for 2024–2029, there are plans to create diverse and flexible career paths that take into account the needs of the University and its employees.</p> <p>An analysis of the average time required to obtain a postdoctoral degree at the SWPS</p>

					<p>University was conducted.</p> <p>The implementation of this measure will require an in-depth analysis of data, also taking into account factors hindering women's advancement in the academic career and their needs.</p>
2.1.3 Training	Conducting training for employees on specific gender-related issues in academic career.	Employees	HR Director	In progress	Strategic action 4.8 includes measures that enable the individualized design of development paths for employees. The designed, customized solutions are intended to minimize gender-related difficulties in career path planning.
2.1.4 Mentoring	Developing and launching a mentoring project.	Employees	HR Director	Completed	A pilot mentoring program called <i>Academic and Artistic Advisors</i>

					<p><i>Program was launched for academic employees interested in academic development (September 2024).</i></p> <p>The program will continue in subsequent years after evaluation of the pilot phase.</p>
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OBJECTIVE 2: Gender Balance in Competition Committees and Expert Teams, and Other University Committees and Academic Events.

Task	Task description	Target group	Person responsible	Status	Status of completion
2.2.1 Gender Representation Recommendations	Formulation and implementation of guidelines on minimum percentages for the representation of women and men in the following teams: — experts, reviewers,	Employees	HR Director	In progress	The Senate of the SWPS University has adopted a Gender Equality Policy, in which it commits itself to ensuring a balanced gender representation in bodies (including management bodies), teams,

	<p>and examiners — competition committees and expert teams — other university committees and academic events.</p>				<p>committees, and events organized by the SWPS University (December 2021).</p> <p>Provisions on the obligation to ensure gender representation in competition committees are also included in the rules for conducting competitions for vacant positions in the academic division.</p> <p>The need to build sustainable teams is widely recognized. When establishing other committees / representative bodies, the appointing persons shall ensure that they are properly structured.</p> <p>As part of strategic action 4.1, “We are improving as an employer</p>
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					and a university that supports diversity, equality, and accessibility,” activities have been planned to support communication of gender equality principles.
2.2.2 Communication of Recommendations	Promotion of recommendations and guidelines at all levels of the organization.	Employees	HR Director	In progress	The University Senate has adopted a policy whereby gender balance should be maintained in appointed teams/units.

OBJECTIVE 3: Support for Employees Returning to Work After a Long Absence.

Task	Task description	Target group	Person responsible	Status	Status of completion
2.3.1 Good Practices	Creation of a handbook with guidelines for Deans of Faculties / Directors of Institutes on regulations and good practices related	Employees and managers	Head of the Human Resources Management section	In progress	Training courses on labor law have been conducted for the management of the SWPS University. These training courses covered the subject of regulations

	to procedures during and after long-term absences.				concerning long-term absences. The Human Resources Department employs 4 HR Academic Partners who are responsible for providing daily support to management in the area of labor law, as well as assisting managers in resolving individual issues that arise with employees. In addition, information on long-term absences has been posted in the online Knowledge Base, allowing managers to access it at any time.
2.3.2 Grants	Analyzing the possibility of launching internal grants for people returning after a long absence, in order to support the	Employees	Research and Innovation Manager, Representative of the Vice-Rector for Research	Completed	The first competition resulting from the analyses was announced (September 2024). In addition, the strategy includes

	implementation of research projects or publications by employees returning after a long absence.				further competitions without restrictions for the target group.
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OBJECTIVE 4: Taking into Account the Needs of Students and Doctoral Students in Relation to Their Parental Responsibilities.

Task	Task description	Target group	Person responsible	Status	Status of completion
2.4.1 Audit	Conducting an audit to determine what problems related to parental responsibilities are encountered by male students / doctoral students, and what problems are encountered by female students / doctoral students during their studies.	Employees	Director of the Communication and Customer Services Department	In progress	Activities related to the analysis of problems and needs arising from parental responsibilities encountered by male students / doctoral students, and problems and needs encountered by female students / doctoral students during their studies, will be included in action 4.5 "We support the mental well-being of

					employees and students.”
2.4.2 Standards	Development of standards for the implementation of the curriculum by students and doctoral students in connection with the fulfillment of parental responsibilities.	Students	Area of the Vice-Rector for Education	Planned	Activities planned for implementation in 2025-2026.

3. Gender Equality in Recruitment and Career Development.

OBJECTIVE 1: Increasing Awareness Among Employees and Students About Discrimination Policies and Unconscious Gender Bias.

Task	Task description	Target group	Person responsible	Status	Status of completion
3.1.1 Trainings on Prejudices	Conducting mandatory trainings on unconscious bias for employees	Employees and students	HR Director	Completed	In 2022, 24 on-site training sessions were held in groups for

	and students (unjustified bias towards lecturers and in relations between students).				managers and employees. The training program covered the topics of mobbing and discrimination, and also included a module on unconscious bias. Currently, training courses are conducted periodically in the form of e-learning on a training platform. The training is open to employees and students. Anti-discrimination training has been added to the mandatory training package.
3.1.2 Recruitment Training	Preparation of a training program for managers on recruitment, including non-discrimination principles during recruitment.	People who conduct recruitment processes for their units.	HR Director	In progress	When a new competition is launched in a research project, the HR representative meets with the project manager and informs them about the rules of

					<p>the competition, the selection of the committee, the evaluation of candidates, and the interview process.</p> <p>Recruitment trainings will be held in the future.</p>
<p>3.1.3 Anti-Mobbing Trainings</p>	<p>Renewal of awareness-raising trainings on anti-mobbing and anti-discrimination policies for all employees.</p>	<p>Employees</p>	<p>HR Director</p>	<p>Completed</p>	<p>In 2022, 24 on-site training sessions were held in groups for managers and employees. The training program covered the topics of mobbing and discrimination. Anti-mobbing training has been added to the mandatory training package. Since March 1, 2022, the SWPS University has had an Academic Spokesperson whose job is promoting and upholding high</p>

					<p>ethical standards, resolving disputes amicably, and promoting solutions that benefit the University's academic community. The Academic Spokesperson manages the Team for Informal Resolution of Disputes Arising from Undesirable Behavior.</p>
<p>3.1.4 Materials</p>	<p>Preparation of information materials for managers on anti-mobbing and anti-discrimination policies.</p>	<p>Employees</p>	<p>HR Director</p>	<p>In progress</p>	<p>As part of strategic action 4.1, "We are improving as an employer and a university that supports diversity, equality, and accessibility," further measures have been planned to support communication of the rules governing anti-mobbing and anti-discrimination procedures.</p>

					<p>The materials have been partially prepared. The completion of the compilation of materials is scheduled for the end of 2024.</p>
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4. Inclusion of Gender Equality in Research and Education Content.

OBJECTIVE 1: RESEARCH AREA — Development and Implementation of Rules for Incorporating Gender Awareness in Research Area.

Task	Task description	Target group	Person responsible	Status	Status of completion
4.1.1 Diagnosis	Analyzing the current state of gender awareness in research and implementation projects prepared at the SWPS University and the awareness of researchers regarding the importance of this	Employees	Area of the Vice-Rector for Education	Planned	Activities planned for implementation in 2025-2026.

	<p>issue.</p> <p>The results obtained by the University after the measures have been implemented will be compared with the analysed condition, which will allow its effectiveness to be measured.</p>				
4.1.2 Team	<p>Establishment of an interdisciplinary team tasked with raising awareness of gender awareness from the perspective of various disciplines.</p>	Employees	Area of the Vice-Rector for Education	Planned	Activities planned for implementation in 2025-2026.
4.1.2a Training Materials	<p>Preparation of training materials on gender awareness in various academic fields.</p>	Employees	Area of the Vice-Rector for Education	Planned	Activities planned for implementation in 2025-2026.
4.1.2b Ambassadors	<p>Involvement of team members as promoters of gender awareness in their faculties.</p>	Employees	Area of the Vice-Rector for Education	Planned	Activities planned for implementation in 2025-2026.
4.1.2c Development of Standards	<p>Developing internal standards for considering gender</p>	Employees	Area of the Vice-Rector for Education	Planned	Activities planned for implementation in 2025-2026.

	in research design (e.g., introducing a standard section on gender in internal grant, research, and doctoral applications, etc.).				
4.1.3 Strategy	Inclusion of diversity issues (including gender) in the discussion on the new strategy of the SWPS University.	Employees	Area of the Vice-Rector for Education	Completed	In the SWPS University Strategy for 2024-2029, one of the strategic actions adopted by the University is improving the support for diversity, equality, and availability. In 2029, the SWPS University wants to be a community based on caring for others, well-being, diversity, and mutual respect.

OBJECTIVE 2. TEACHING AREA — Development and Introduction of Rules for Incorporating Gender Awareness into Education.

Task	Task description	Target group	Person responsible	Status	Status of completion
4.2.1 Diagnosis	Diagnosis of the current state, taking into account both existing selected curricula and the process of developing selected syllabi and course descriptions, teaching methods, recruitment and communication processes, in relation to objective 2 in the first part of the plan.	Employees	Area of the Vice-Rector for Education	Planned	Task planned for implementation in 2025-2026.
4.2.2 Educational Materials	Assessing the level of awareness of instructors conducting classes on gender awareness. Preparation of educational	Employees	Area of the Vice-Rector for Education	Planned	Training courses on gender equality were conducted by the Center for Educational Affairs. Training courses were conducted on the following topics:

	<p>materials and training courses for university teachers, as well as processes that will enable the free flow of this knowledge regardless of the status of those providing teaching services.</p>				<p>1. Gender and Sexual Diversity — an Inclusive Approach to Teaching and Affirmative Communication with Students 2. Anti-discrimination workshop: How to Be a More Equitable Teacher and Academic Instructor?</p> <p>Further actions are planned for implementation in 2025–2026.</p>
<p>4.2.3 Raising Awareness</p>	<p>Making students aware of the importance of including gender awareness in their research.</p>	<p>Students</p>	<p>Area of the Vice-Rector for Education</p>	<p>Planned</p>	<p>Task planned for implementation in 2025-2026.</p>

5. Measures to Prevent Gender-Based Violence, Including Sexual Harassment.

OBJECTIVE 1: Raising Awareness and Education on Issues of Discrimination, Mobbing, and Sexual Harassment.

Task	Task description	Target group	Person responsible	Status	Status of completion
5.1.1 Equality Trainings	Training for employees and managers on equality policy, mobbing, and discrimination, including planning a series of informational webinars on gender equality.	Employees and managers	HR Director	Completed	In 2022, 24 on-site training sessions were held in groups for managers and employees. The training program covered the topics of mobbing and discrimination, and also included a module on unconscious bias. Currently, training courses are conducted periodically in the form of e-learning courses on a training platform and have been included in the mandatory training package.

					<p>In the academic year 2023/24, the SWPS University announced new Regulations on counteracting undesirable behavior, including mobbing and discrimination. The catalog of violations has been expanded to include broadly defined undesirable conduct, including harassment and sexual harassment.</p>
<p>5.1.2 Information Materials</p>	<p>Development of information materials for employees and managers, and their promotion.</p>	<p>Employees and managers</p>	<p>HR Director</p>	<p>Planned</p>	<p>As part of strategic action 4.1, "We are improving as an employer and a university that supports diversity, equality, and accessibility," activities have been planned to support communication of the rules regarding anti-mobbing and anti-discrimination procedures.</p>

					The action involves developing information materials for management and its employees.
5.1.3 Trainings for Students	Continuing training for students on equality policy, mobbing, and discrimination.	Students	HR Director	Completed	<p>An anti-discrimination training in the form of an e-learning course has been created in two languages for students. Information about the course is provided to students via e-mail sent at the beginning of their studies at the SWPS University. Reminders about the course are then sent out every year.</p> <p>The content is also permanently available in the Knowledge Base.</p>
5.1.4 Ethics Officer	Appointing an academic spokesperson whose primary task would be to oversee	Employees	HR Director	Completed	The role of Academic Spokesperson was established by the order of the Rector. The Spokesperson's

	<p>broadly understood ethical standards at the University. This person would cooperate with various units already operating at the University, and support employees and associates in the academic and administrative divisions in informal dispute and conflict resolution with other members of the academic community, without the need to initiate formal procedures.</p>				<p>task is taking action to promote and uphold high ethical standards, resolve disputes amicably, and promote solutions that serve the academic community of the University and the amicable resolution of conflicts.</p> <p>In the academic year 2023/24, the Academic Spokesperson Team was appointed. Its task is to conduct informal proceedings aimed at amicably resolving disputes related to undesirable behavior.</p>
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Warsaw, December 10, 2024