

Gender Equality Plan (GEP) of St. Anna Children's Cancer Research Institute (St. Anna CCRI)

1. Preamble

St. Anna CCRI first introduced its Gender Equality Plan in the beginning of 2022 after thoroughly assessing the current situation and defining a set of different measures to transform organizational processes, cultures and structures to further promote (gender) equality and diversity. (Find more info on this process under 4. Gender Equality Measures)

We have assessed the GEP after the first year following its implementation and are happy to present an updated version. Based on our progress and implemented measures, we made adjustments to last year's GEP, which are reflected in this document.

Furthermore, we want to state that this GEP applies to St. Anna CCRI as well as to all companies affiliated with St. Anna CCRI including particularly Labdia Labordiagnostik GmbH.

2. Introduction

(Gender) Equality and diversity are important values of St. Anna CCRI/Labdia. At St. Anna CCRI/Labdia, we value diversity and are committed to providing a work environment of mutual respect to everyone regardless of ethnicity, religion, national origin, age, gender identity or expression, disability, or any other characteristic protected by applicable laws, regulations and ordinances. (Gender) Equality and diversity benefit research and innovation by improving the quality and relevance of research, generating more ideas and bringing awareness to hitherto untackled scientific questions, attracting and retaining more (international) talent, and ensuring that every employee at the institute can maximize their potential.

A GEP is a **set of commitments and actions** that aim to **promote gender equality** in an organization through a process of structural change. GEPs aim to promote gender equality through the sustainable transformation of organizational processes, cultures and structures that produce and sustain gender imbalances and inequalities. GEPs should not only address an organization's visible structure and practices (such as policies and procedures), but also consider how to advance espoused values (what people say they believe) and underlying assumptions (unconscious bias, thoughts, and feelings), including in the production of knowledge and its applications.¹

In terms of content, it is recommended by Horizon Europe that a GEP addresses the following **5 thematic areas**, using concrete measures and targets:

1. Work-life balance and organisational culture
2. Gender balance in leadership and decision-making
3. Gender equality in recruitment and career progression
4. Integration of the gender dimension into research and teaching content
5. Measures against gender-based violence, including sexual harassment

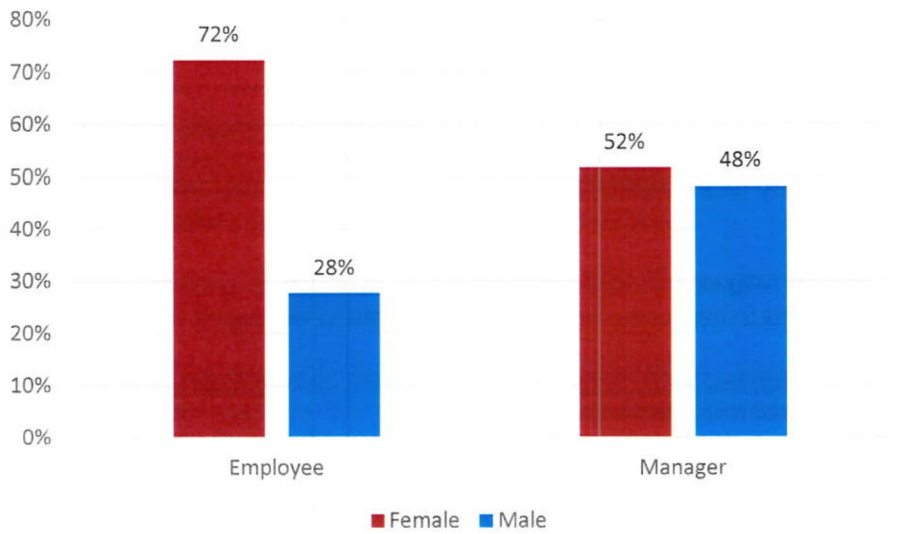
3. Data and metrics

Before presenting a detailed overview of our GEP measures and actions, we want to share an insight into specific data and metrics at St. Anna CCRI/Labdia to better understand our current status.

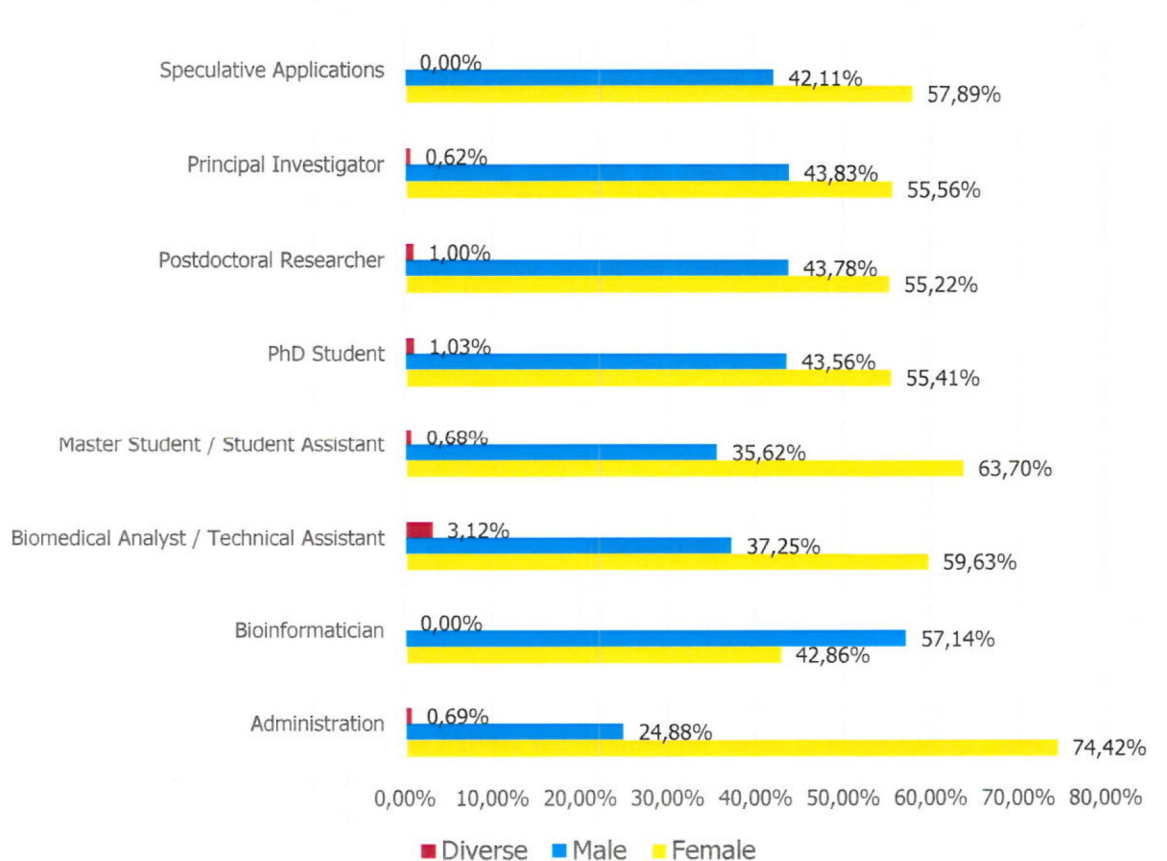
The following graphics show our gender distribution among employees and managers as of December 2022 as well as an overview of the gender distribution of applicants per position from January until December 2022.

¹ <https://op.europa.eu/en/publication-detail/-/publication/ffc06c3-200a-11ec-bd8e-01aa75ed71a1/language-en/format-PDF/source-232129669>

Gender distribution of employees as of December 2022



Gender distribution of applicants per position in the period of January until December 2022



4. Gender equality measures

A committee consisting of male and female managers, employees, members of the works council and HR with the support of a publicly funded advisory program on gender equality developed the gender equality measures in two workshops in November 2021, which then built the foundation of our GEP, revised in the beginning of 2023. The following measures aim to ensure gender equality in respect of all genders, including but not limited to binary, non-binary, diverse, trans- and interpersons. Key Performance Indicators (KPIs) and measurements are derived from the fact that currently applicable data are only available for male and female genders. We currently do not have enough data about other genders but we hope that the following measures will ensure gender equality for all genders, beyond male and female.

Thematic areas	Measures	KPIs and measurement
Gender equality in recruitment and career progression	Making sure, job announcements are equally attractive for all genders, respectively by training HR staff in how to write job announcements and compiling job announcement guidelines / templates.	<ul style="list-style-type: none"> Existence of guidelines / templates and regular updates Number of applicants by gender per position
	Making sure the career page is equally attractive and understandable for men and women by revising the career page and the presented content (especially pictures and videos) in collaboration with the PR department and presenting a realistic picture of CCRI as an employer.	<ul style="list-style-type: none"> Women and men are presented in an equal frequency and with equal responsibility (eg female and male managers not only male managers) in all picture and video content Gendering in language
	Implementing clear and transparent recruitment and hiring procedures and make sure they are transparently communicated.	<ul style="list-style-type: none"> Existence of the guidelines and regular updates Publication of summarized procedures on career page
	Making sure to have gender-balanced hiring committees in all hirings at CCRI and giving the committees the opportunity to give unbiased feedback. In addition to streamlining the process, HR has the function of considering the gender focus.	<ul style="list-style-type: none"> Include in recruitment and hiring guidelines HR included in every hiring process
	Inviting a balanced number of male and female candidates (where possible) to hearings. This process is a shared responsibility of the hiring manager and the HR department.	<ul style="list-style-type: none"> Number of candidates by gender invited to hearings
	Proactively inform applicants about work-life balance aspects, childcare facilities, social benefits, career opportunities etc. during the recruitment process.	<ul style="list-style-type: none"> Available information on career website
	Informing and training hiring committee members in responsible and fair selection processes.	<ul style="list-style-type: none"> Proportion of people trained
	Making sure to assess cultural fit in all hiring processes to ensure hiring people with the right and unbiased gender and diversity mind-set.	<ul style="list-style-type: none"> Include in standardized feedback form
	Diversity is not to be forced but it will be highly encouraged and promoted in all areas.	<ul style="list-style-type: none"> External appearance (visual language, videos on website, gendering in language)
Gender balance in leadership and decision-making	Having leadership trainings and including the topic of (gender) bias in these training sessions to make managers aware of their unconscious	<ul style="list-style-type: none"> Documentation of completed trainings Number of participants by gender


	<p>biases and teach them how to deal with them. Also, train managers in making informed and transparent decisions as well as how to deal with potential (gender) biases within their teams.</p>	
	<p>Offering individual coaching to managers and employees and encourage them to make use of this offer also for (gender) bias-related topics. The sessions are confidential and can be organized via HR. In order to make use of the offer of coaching paid for by the institute, the person concerned must present and document an appropriate justification. The decision whether a coaching is paid by the institute or not is taken for every individual case.</p>	<ul style="list-style-type: none"> • Amount of individual coaching sessions carried out • Number of participants by gender
	<p>Implementing employee appraisal and performance management structures. Making sure to have unbiased and standardized forms provided for managers and employees.</p>	<ul style="list-style-type: none"> • Revision of existing documents on employee appraisal (HR & works council)
Work-life balance and organisational culture	<p>Keeping in touch during parental leave and other potential leaves of absence through inviting the respective persons to institute-wide events / seminars and lab meetings, having regular points of contact and offering minor employment opportunities during parental leave. It is important to certify that these are optional opportunities and the participation is not obligatory.</p>	<ul style="list-style-type: none"> • Exit & re-entry interviews • Written agreement on touchpoints during leave
	<p>Ensuring support especially for female researchers during pregnancy, as they are not allowed to actively work in the lab for safety reasons, by offering extensive support by technicians or students in the lab who can continue experiments during the absence of the pregnant employee from the lab. Also making sure to have valuable and fulfilling tasks as well as an adequate workplace outside the lab during pregnancy for female researchers.</p>	<ul style="list-style-type: none"> • Official regulations on pregnancy, parental leave and parental part-time work available internally
	<p>Offering Home Office to every employee in the institute to give as much flexibility as justified.</p>	<ul style="list-style-type: none"> • Home Office agreements
	<p>Offering flexible working hours ("Gleitzeit") to all employees and ensuring the applicability to everyone/every position. Also, ensuring the availability of part-time options, where possible and needed (eg part-time postdoc with the support of a technician).</p>	<ul style="list-style-type: none"> • Company agreement on flexitime available internally
	<p>Actively supporting employees with caring responsibilities through eg informing about care leave, promoting internal family networks, improving pregnancy safeguard measures, promoting personal return plans to be arranged before leave, promoting re-entry support after leave periods.</p>	<ul style="list-style-type: none"> • Availability of information internally

Integration of the gender dimension into research and teaching content	Increasing awareness of the importance of sex and gender aspects of research by disseminating case studies of role models at the institute.	<ul style="list-style-type: none"> Availability of information internally
	Developing internal best practices on how to consider the sex and gender dimension in experimental setup and data analysis.	<ul style="list-style-type: none"> Availability of information internally
	Keeping in dialogue with national and local funding bodies as well as universities and other research institutes about gender aspects of research in life sciences.	<ul style="list-style-type: none"> Documentation of touchpoints and results
	Screening internal documents, publications, presentations etc. for gender-unfairness and change them accordingly.	<ul style="list-style-type: none"> Documentation of changes Consideration of suggestions from employees
Measures against gender-based violence, including sexual harassment	Implementation of clear and transparent policies on sexual harassment and other forms of gender-based violence as well as mobbing and discrimination in general (as part of the general HR policy).	<ul style="list-style-type: none"> Existence of HR policy Availability of the policy internally
	Proactively including the opportunity to talk about gender-based experiences and similar topics in the exit interviews during the offboarding process.	<ul style="list-style-type: none"> Documentation of exit interviews
Monitoring and reporting	Regular monitoring of KPIs and successes as well as annual reporting to the managing directors.	<ul style="list-style-type: none"> Number of applications by gender received Gender distribution of applicants per position New hires by gender Duration and frequency of paternity leave by gender Gender distribution of employees Length of employment by gender Employment extend by gender Origin of employees by gender


5. Targets for 2023

- Aim at keeping at least a 50/50 split in leadership positions (considering planned and unplanned fluctuation in the leadership team)
- Offer at least one (gender) leadership training to every supervisor
- Create needed standardized procedures and publish them accordingly
- Set up annual management reporting on (gender) diversity
- Evaluate implemented measures and adapt if necessary


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