



Pannon Egyetem
University of Pannonia

Appendix No. 1

Gender Equality Plan
of the University of Pannonia
(2024-2025)

1. The purpose of the Gender Equality Plan:

The Gender Equality Plan is a comprehensive action plan aimed at promoting the integration of gender dimensions and gender equality through the institutional and cultural changes of research and innovation (R&I) organisations. In conjunction with the Plan for Equal Opportunities of the University of Pannonia, the Gender Equality Plan sets out strategic objectives, an analytical phase, planned measures, and implementation and monitoring phases.

2. Terms

Sex: Biological sex, or sex, refers to the biologically determined characteristics of male and female persons in terms of reproductive organs and functions.

Gender: Gender is a combination of (non-biological) characteristics, roles, and behaviours acquired during socialization, which is expected from the individual according to their sex by society.

Gender equality: Equal rights, obligations, and opportunities for women and men, girls and boys. Providing a context where individuals belonging to any sex or gender can make decisions and develop their personal abilities freely without the strict limits of gender roles.

Gender analysis: A critical examination that establishes how differences in gender roles, activities, needs, opportunities, and rights/entitlements impact women, men, girls, and boys in a given policy area, situation, or context.

Gender mainstreaming: The systematic respect of the different circumstances of men and women's situations and needs within the framework of various regulations, policies, or other measures.

Gender dimension: the integration of gender analysis into research.

3. Strategic objectives

The primary objective of the Gender Equality Plan (GEP) is to identify the most effective Equal Opportunities Strategies and thereby create measures and an analysis and

monitoring system that, to raise awareness, could achieve complete gender equality at the University of Pannonia.

Achieving gender equality should be our objective in the following areas:

- recruitment;
- supporting career development;
- measures for retainment;
- promotion of work-life balance;
- promotion of family-friendly policies;
- overcoming gender bias and stereotypes;
- preventing sexual harassment.

Recruitment, career development, and retention measures

The working procedure regulated by the University of Pannonia has to be followed in the recruitment and application selection processes (see the relevant provisions of the Common Basic Standards of Employment (hereinafter referred to as “CBSE”)), coordinated by the Directorate of Human Resources Management (hereinafter referred to as “DHRM”). The selection of members of interview panels and opinion-giving committees is not based on gender but solely on professional grounds, ensuring that candidates are interviewed by professionals and HR colleagues with relevant expertise in the field.

Career development at the University can be divided into two parts based on the domains of work held by employees. In the academic field, career development in the teaching, research, and instructing positions is fundamentally based on the legal framework, as these positions are defined in Act No. CCIV of 2011 on National Higher Education. Furthermore, the CBSE details the eligibility conditions for teaching, research, and educational posts, which also provides for a career development system for the staff. The eligibility conditions for the positions of other employees (typically administrative or professional support staff) are defined exclusively in the CBSE, which clarifies the professional criteria to be met by the candidates for the posts concerned. The CBSE also allows for internal mobility, i.e., employees have relative freedom to move between posts and departments based on their competencies and expertise - provided they have the appropriate managerial approval and comply with the rules set out in the policy. Specific

vacancies must be advertised through open tendering (see: CBSE) to ensure equal employment opportunities (University website, University circular).

Retention measures include the provision of training and further training opportunities for employees, as described in the CBSE. The selection of employees participating in these training courses is based solely on labour and supply chain management principles and quality assurance. The University intends to organise training courses (job-specific, competence development, etc.) and stress management courses, allowing all employees to participate.

Promoting work-life balance

Promoting work-life balance is in the interest of not only employees but of the University as well. Employees are also guaranteed the opportunity to work from home for up to a limit of 10 days per month, provided that the conditions set out in the CBSE are met. In addition to the opportunity to work from home, the University is also open to part-time work where appropriate (if the job description allows).

From 2023 onwards, the University will organise free summer childcare camps for the children of active employees every year. Between 3 July 2023 and 18 August 2023, the camp was organized by the Faculty of Humanities (hereinafter referred to as "FoH") with the involvement of its staff and students, and by the DHRM and the Quality Development Centre in three age groups: kindergarten (40 children in total), elementary school (46 children in total), middle school (25 children in total). The camp received positive feedback from the children's parents, and the University would like to continue the children's camp as an annual tradition.

Developing a family-friendly policy and infrastructure

On 27 January 2022, the University of Pannonia was successfully awarded the Family Friendly Workplace certificate during an audit, and on 23 September 2022, the University signed a cooperation agreement with the Three Princes, Three Princesses Movement in the Hangvilla Multifunctional Community Space in Veszprém within the framework of the Three Princes Days programme. The renewal of the Family-Friendly Workplace certificate is due in January 2024. The University of Pannonia partly hosted the three-day event, and the Quality Development Centre was actively involved in the organisation and implementation of the event, liaising with the movement's representatives and

coordinating the activities within the university. Many of the event's activities were aimed at children, young people and their parents, and university students could participate in various events. The agreement aims to establish cooperation between the University of Pannonia and the Three Princes, Three Princesses Movement and to use their intellectual resources and opportunities in a concentrated and optimally efficient way, in line with the objectives of the family-friendly university.

A well-equipped baby-mommy room has already been set up at the Zalaegerszeg University Centre. We plan to follow this example and create a similar room on the Veszprém campus. The project's aim is supported by the university buildings being accessible to people with disabilities and baby buggies. The next step is obtaining the Family-Friendly Service Provider certification, with a particular focus on the dormitories. Our future plans include family-friendly surveys to gather information from staff.

The university's outstanding family-friendly measures to date (details can be found in the university's internal regulations):

- Employee and social welfare benefits:
 - o our own services are available to employees at a discount or free of charge;
 - o opportunity to work from home;
 - o opportunity to obtain loans for housing construction, purchase, extension, or modernisation;
 - o possibility of salary advance in justified cases;
 - o free parking for university employees;
 - o the Institute of Physical Education and Sport organises sports activities for employees at a reduced price or free of charge.
- Organisational services:
 - o the opportunity for telephone fleet services;
 - o space designed to accommodate children.
- Family allowances:
 - o opportunity to receive financial support (social assistance) in the event of an unforeseen adverse event affecting a worker or their family;
 - o the opportunity of death benefit, memorial contribution;
 - o the organisation of preventive screening tests at a reduced price or free of charge.
- Corporate and community-building events:

- programmes organised by the university or the faculties in which employees can participate with their families;
- inviting employees on parental leave or retired employees to university events;
- the creation of lectures and events on various topics that employees can attend with their families;
- community-building and sports events.

A legal overview of sexual harassment in the context of the University of Pannonia's areas of operation

Gender equality, the obligation to treat men and women equally, is regulated by the Hungarian government in accordance with the legal standards of the European Union and the spirit of relevant international conventions. The Fundamental Law of Hungary establishes as a general principle that "Women and men have equal rights," which imposes a direct obligation on citizens, all law enforcers, and the legislator, thus guaranteeing the elimination of and action against gender discrimination.

The workplace, as a special place of human cooperation, requires all employees to comply with certain legal and moral rules since work as an activity typically implies a hierarchical and controlling relationship, which, on the one hand, places responsibility on supervisors and, on the other, results in a sense of vulnerability for subordinates. Because the main activity of the university is education, it should be emphasised that the student-teacher relationship also entails a similar hierarchical relationship between the parties, a unique relationship in which the university must provide a platform and procedure for reporting complaints and take effective measures to curb legal abuses.

Addressing harassment at work is a crucial obligation of the employer, as the requirement of equal treatment must be upheld in the employment relationship, and workplace integrity is also the employer's responsibility and economic interest. However, this phenomenon is complicated to combat in practice, as this behaviour is typically invisible to others and occurs in the presence of the harasser and the victim. The university's competence and scope of action in this matter, as well as, in the case before it, to assist the victim in communicating the problem to the other party, to listen to the parties involved, to mediate in order to reach an amicable settlement, to inform the parties of the legal options available and, if it perceives a systemic problem, to propose changes to the

university's internal rules or the practice of a competent operational body, if the victim so wishes.

The University will ensure compliance with the ILO Violence and Harassment Convention, 2019 (No. 190), and in particular:

- recognises that everyone has the right to a work environment free from violence and harassment;
- recognises that violence and harassment in the world of work can be considered a violation or abuse of human rights and that violence and harassment are a threat to equal opportunities, unacceptable and incompatible with decent work;
- recognises that violence and harassment in the world of work can take a toll on the psychological, physical, and sexual health and dignity of the person concerned, as well as on their family and social environment, and can hinder their access to, and their survival and advancement in, the labour market, particularly in women.

In order to prevent sexual abuse and harassment and to eliminate gender bias and stereotypes, the University operates a complaints management system.

Fighting sexism, violence and gender-based harassment

Overall long-term objective: to eliminate sexism, gender stereotyping, and prejudice in all aspects of the University's activities. To prevent gender-based violence and harassment, to develop an appropriate institutional system to investigate cases of violation and to support victims.

Staff involved in the analysis and design phase of the GEP:

Dr. József Tóth Associate Professor (Chair of the Equal Opportunities Committee), Réka Bodó Director (DHRM), Ildikó Egyed Director (Centre for Student Services and Career), Tímea Kajtár Director (Quality Development Center), Dávid Pekárik Administrator (DHRM), Dóra Rotter Executive Expert (Development and Project Directorate), Judit Szokolikné Kalmár Head for Cabinet (Chancellor's Cabinet), Dr. Adrienn Zsargó Legal Secretary (Legal and Procurement Directorate), Judit Smidla Director of Finance (Directorate of Finances).

4. The analysis and design phase of the year 2023 will involve data collection, gender data collection, and a critical evaluation of processes and practices to identify gender inequalities and gender bias according to the following criteria:

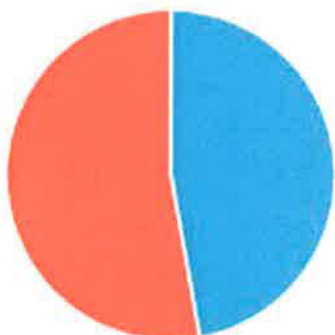
- Gender ratio at the university level;
- Gender ratio of managers;
- Gender ratio by position at faculty/university centre/campus level;
- Gender ratio by age group;
- The gender ratio in decision-making and proposing bodies (voting members);
- Gender distribution of employees leaving the university (01.09.2022 - 31.08.2023), average time spent at the university by gender;
- Number of student complaints received regarding gender discrimination;
- Number of complaints received from employees (complaints to the Ethics Committee or Equal Opportunities Committee about sexual harassment or sex discrimination in the evaluation of applications).

At the University of Pannonia, the data analysis, whose findings form the basis for the planned actions, was carried out as of 31 August 2023.

In the past 12 months, the Equal Opportunities Committee and the Ethics Committee have not received any reports of violations of gender equality.

The following main observations were made during the detailed analysis of the headcount data. The ratio of women to men (53%-47%) was almost equally distributed at the university level, with a different ratio for managers. The ratio of women to men in management was evenly balanced.

Total staff - Gender breakdown

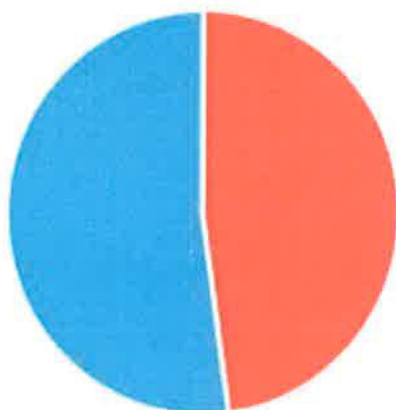


■ Women ■ Men

Men	428
Women	480

Women - managers	32
Men - managers	35

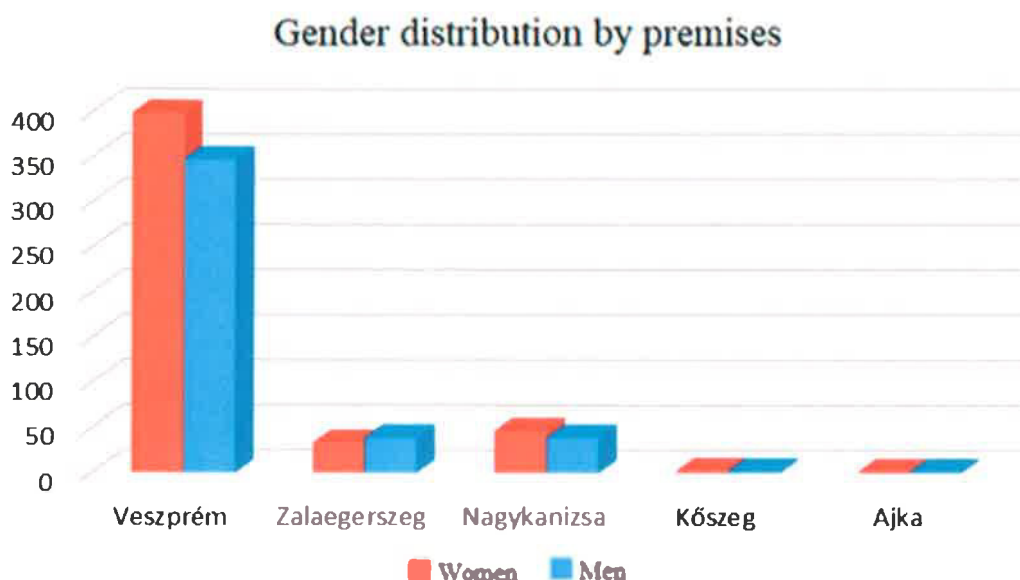
Management



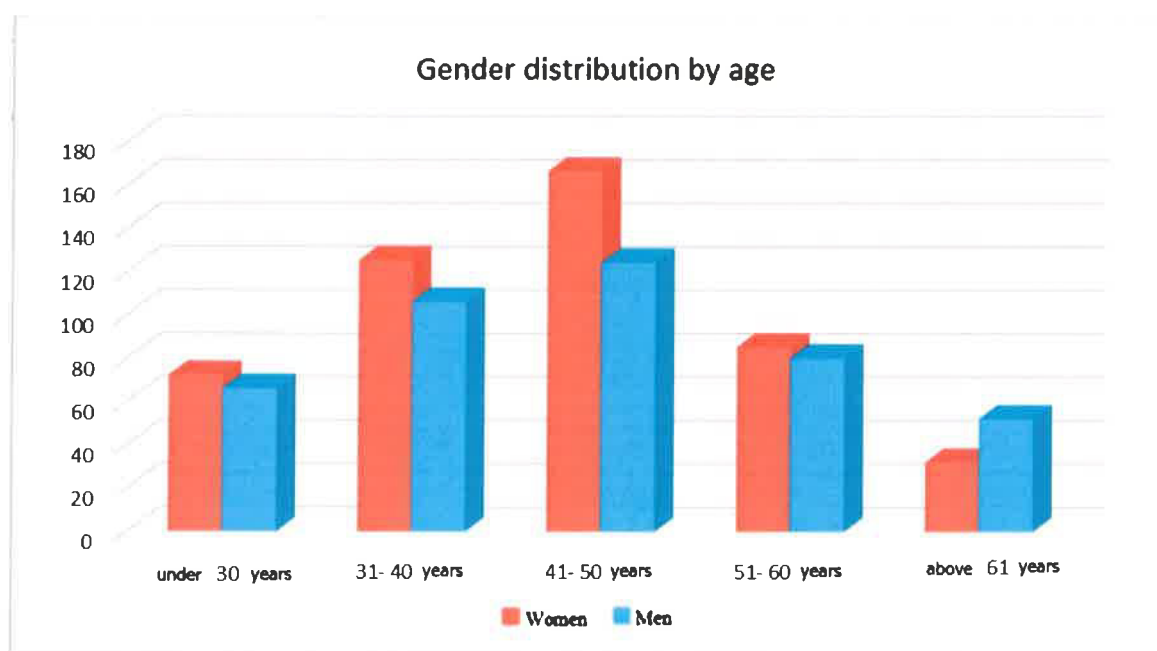
■ Female leaders ■ Male leaders

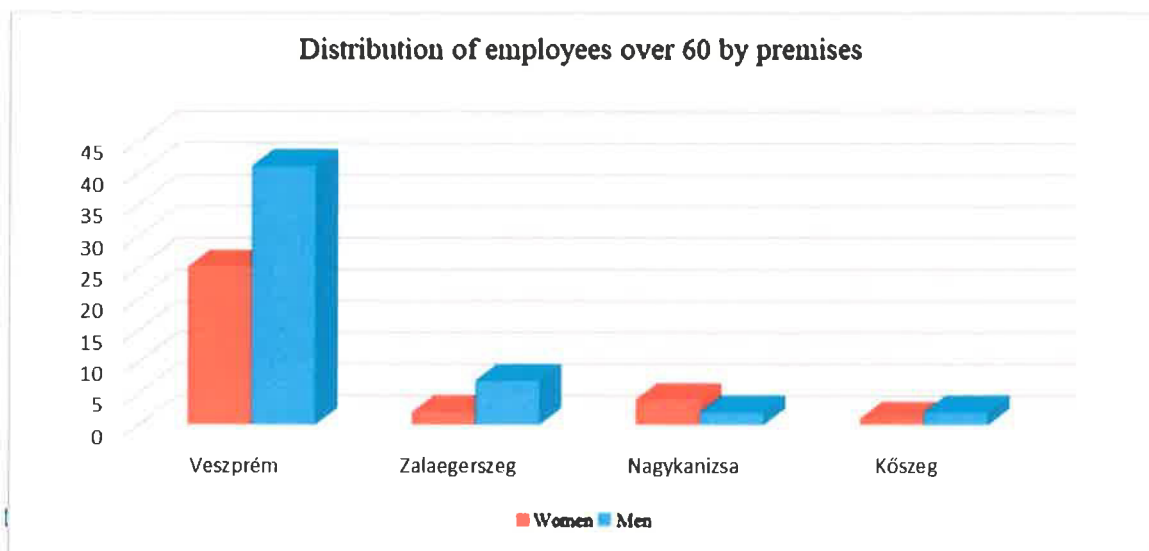
No anomalies were found in the data by premises in examining the headcount.

	Women	Men
Veszprém	398	347
Zalaegerszeg	33	39
Nagykanizsa	46	39
Kőszeg	2	2
Ajka	1	1

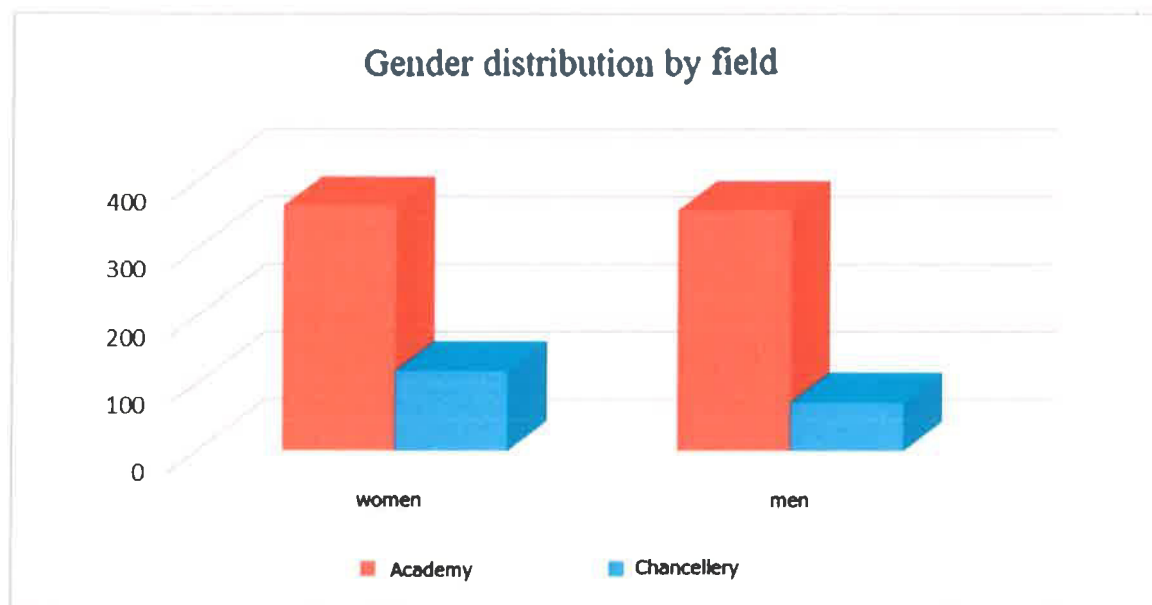


The gender distribution by age group shows a different picture among over-60s compared to the university level. For this age group, significant differences in rates are mainly found in the premises in Veszprém and Zalaegerszeg. As for the rest of the premises, the ratio of men to women in this age group cannot be assessed in relation to the university average due to the low number of employees in this age group.





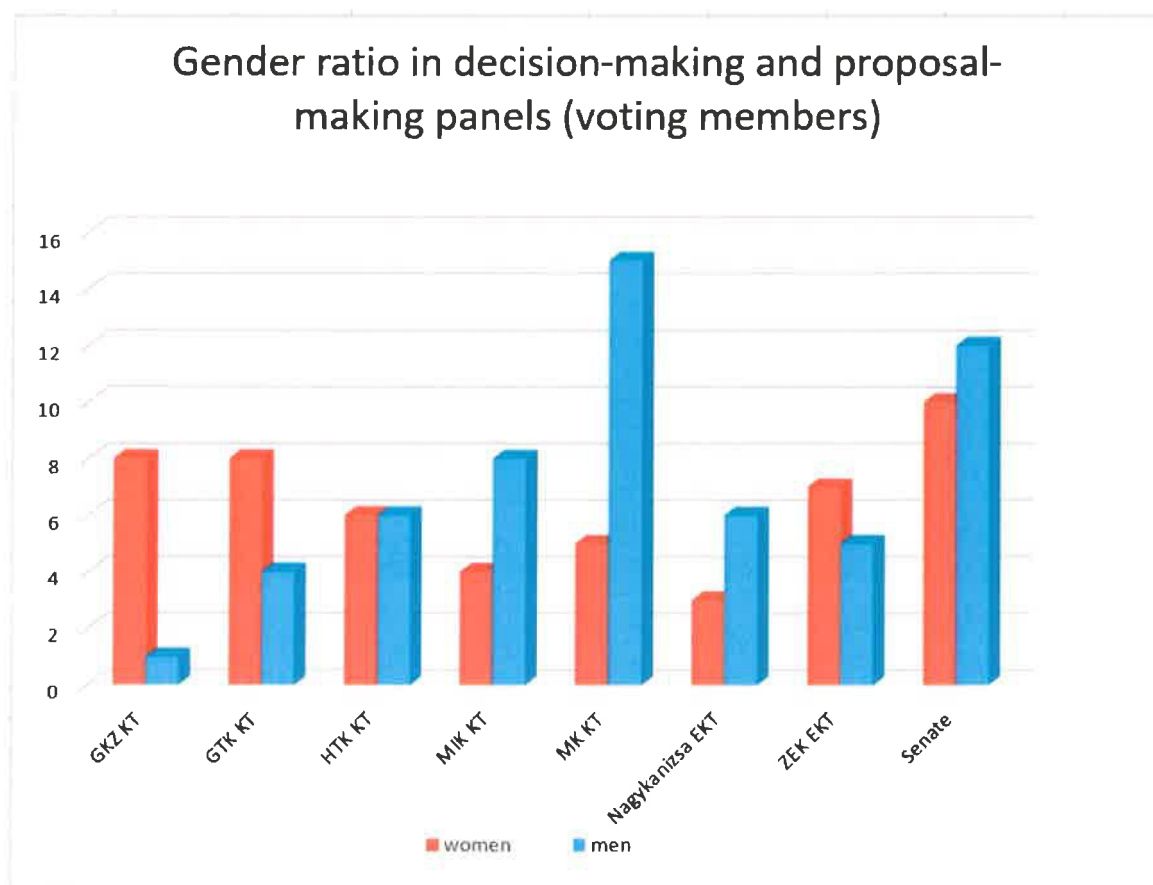
The gender rate in the academic field exhibits no divergence. Similarly, there was no difference in the results by premises. Among the chancellery, the proportion of women is significantly higher than that of men, but the ratio is even in the academic field.



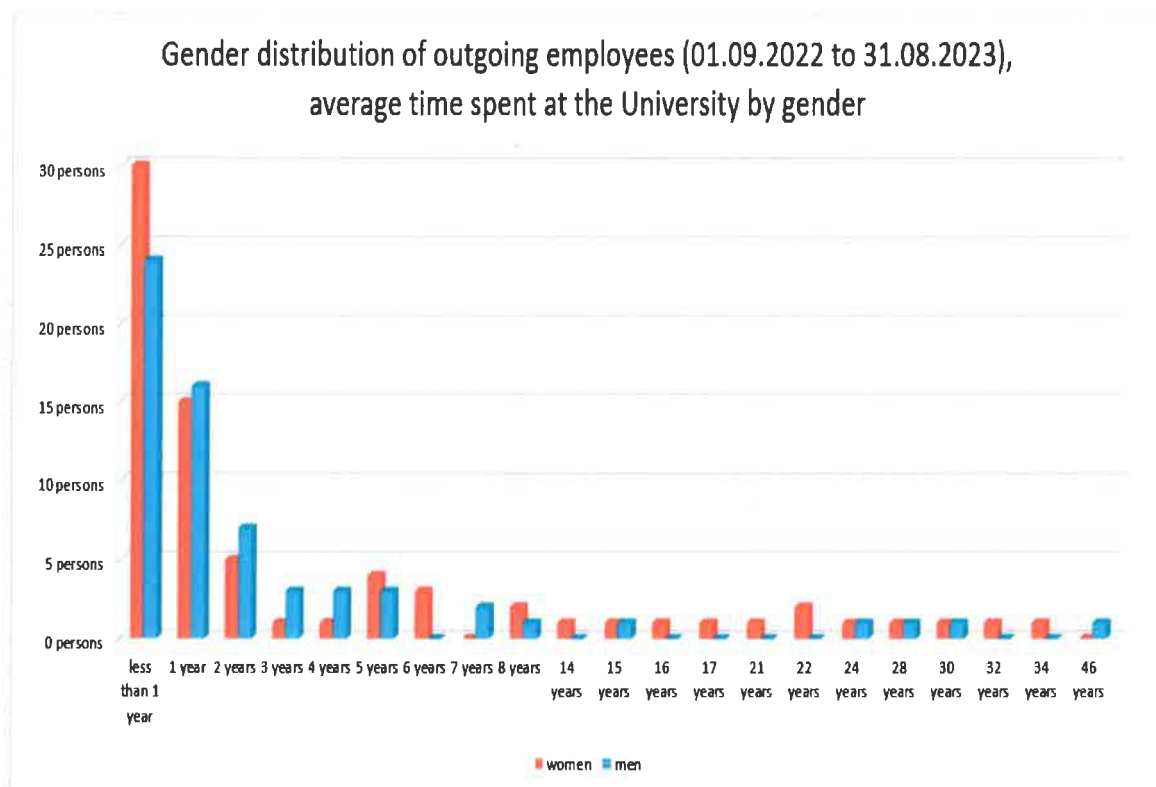
	Women	Men
Academy	362	356
Chancellery	118	72

In the decision-making and proposal-making panels, the gender ratio of voting members is (relatively) balanced only in the Faculty Council of the Faculty of Humanities, the

Council of the Zalaegerszeg University Centre, and the Senate, while in the other bodies, the gender ratio varies. This variation may be explained by the fact that the members of these bodies are either ex-officio members, members by delegation, or (the majority) members by election.



	Women	Men
GKZ KT	8	1
GTK KT	8	4
HTK KT	6	6
MIK KT	4	8
MK KT	5	15
Nagykanizsa EKT	3	6
ZEK EKT	7	5
Senate	10	12



	women	men
Less than 1 year	30 persons	24 persons
1 year	15 persons	16 persons
2 years	5 persons	7 persons
3 years	1 person	3 persons
4 years	1 person	3 persons
5 years	4 persons	3 persons
6 years	3 persons	0 persons
7 years	0 persons	2 persons
8 years	2 persons	1 person
14 years	1 person	0 persons
15 years	1 person	1 person
16 years	1 person	0 persons
18 years	1 person	0 persons
21 years	1 person	0 persons
22 years	2 persons	0 persons
24 years	1 person	1 person
28 years	1 person	1 person
30 years	1 person	1 person
32 years	1 person	0 persons
34 years	1 person	0 persons
46 years	0 persons	1 person

For outgoing workers, the first six years of employment are 'critical,' but from the third year onwards, gender conclusions cannot be drawn due to the low number of outgoing

workers. Only in the first year is there a difference between the two sexes (6 more women).

When broken down by job, there is a difference between the rates for teaching and research compared to university rates. This is mainly due to the differences at the Veszprém premises, which are explained by the national differences in technical education. There are also differences in the 'other' (non-educator-researcher-teacher) jobs, with a higher proportion of women, especially in administrative jobs.

	GTK		ZEK		MK		MFTK		MIK		Köszeg		Ajka		Nagykanizsa		Academy		Chancellery	
Title of position held	women	men	women	men	women	men	women	men	women	men	women	men	women	men	women	men	women	men	women	men
Associate Professor	20	6	3	1	13	22	21	19	5	14	1	1			6	5	0	1		
Senior lecturer	7	0	1	3	6	6	3	3	2	8					1	1				
Professor	1	7			3	11	3	3	1	6	0	1								
master instructor	5	5	1	3			4	5	2	5					0	1				
senior research associate	1	1			4	7			0	1							0	1		
administrator	12	2	13	6	17	10	12	0	7	9	1	0	1	0	10	5	9	6	61	22
management consultant	9	5	5	4	4	2	1	0	8	7					7	3	17	4	57	33
Lecturer	0	1	0	3	1	0	7	8	1	3					0	1				
assistant research fellow	2	0			6	14			2	1					4	2				
research fellow	1	1	1	0	14	19			0	1	1	0			2	5	0	2		
college senior lecturer			1	1																
college associate professor			1	1																
Senior librarian			0	1																
Auxiliary staff member			2	2	1	0							0	1	6	4				
Librarian			1	1													4	2		
Master teacher			0	1																
Technical services provider			1	9																
language teacher			0	2			2	1									3	0	*	
research engineer			1	3	27	24			0	2					8	10	0	2		
technician, laboratory technician					6	8														
research professor									0	1										
physical education teacher															0	1	2	2		
Scientific advisor															0	1				
Data Entry Administrator																	1	1		
Collection management librarian																	1	0		
communication and public relations referent																	1	0		
Library information consultant																	0	1		
librarian assistant																	1	1		
librarian, IT specialist in library sciences																	0	1		
Archival Photographer																	0	1		
assistant archivist																	0	1		
stockkeeper																	0	1		
maintenance worker																	0	2		
skilled worker																			0	9
Operational employee																			0	3
																			0	5

5. Planned measures

Operation	Liabile person	Deadline	Related strategic objectives*
Year 2024			
Development of equal opportunities functions on University of Pannonia website	Director of the Directorate for International Relations and Communication, Head of the Information Technology Department	31.01.2024	1,5
Using internal communication tools to inform students and staff about the GEP document and the availability of complaints forums	Director of the International Relations and Communication	31.03.2024	1,2,3,4,5,6,7

	Directorate, Director of the Education Directorate, Director of the Quality Development Centre		
Women's Day event	Director of the Centre for Quality Development, Head of the Rector's Office	31.03.2024	3,4,5,6
Setting up an online complaints forum	Director of Quality Improvement Centre, Director of DHRM, Director of Legal and Procurement Directorate,	30.06.2024	1,2,3,4,5,6,7

	Director of Centre for Student Services and Career		
Contacts, exchange of experience, cooperation with foreign organisations	Chairman of the Equal Opportunities Committee	30.06.2024	2,6
Making open positions available on internal forums	Director of DHRM	30.06.2024	1,2,3
Review of the Code of Conduct	Chairman of the Ethics Committee, Director of the DHRM, Director of the Quality Development Centre, Head of the Chancellor's Office	30.06.2024	5,6,7
Providing summer childcare for the children of active workers during the summer	Director of the DHRM, Dean of the	31.08.2024	3,4,5

	Faculty of Humanities		
Women in Science Day at the University of Pannonia	Chairman of the Equal Opportunities Committee	31.12.2024	3,4,5,6
Sensitisation training for all employees and students	Students: Director of the Centre for Student Services and Career Employees: Director of DHRM Equal Opportunities: Chairperson of the Equal Opportunities Committee, Dean of	31.12.2024	1,2,3,4,5,6,7

	the Faculty of Engineering		
Developing a university education policy with equal opportunities in mind	Director of DHRM	31.12.2024	2,3
Information and assistance for workers returning from childcare leave	Director of DHRM	continual	2,3,5
Communication of results achieved	Director of International Relations and Communications, Director of the Centre for Student Services and Career	continual	1,2,3,4,5,6,7
Year 2025			
Operation	Liabe person	Deadline	Related strategic objectives
Using internal communication tools to inform students and staff about the GEP document and the availability of complaints forums	Head of International Relations and	31.03.2025	1,2,3,4,5,6,7

	Communications Directorate; Head of Education Directorate; Head of Quality Development Centre, Head of Centre for Student Services and Career		
„The University of Pannonia's sensitisation programme” online publication in Hungarian and English	Director of International Relations and Communication, Chair of the Equal Opportunities Committee, Director of DHRM	30.06.2025	1,2,3,4,5,6,7
Providing summer childcare for the children of active workers during the summer	Director of the DHRM, Dean of the	31.08.2025	3,4,5

	Faculty of Humanities		
Equal opportunities awareness-raising videos with students	Director of International Relations and Communications, Director of DHRM	31.12.2025	1,2,3,4,5,6,7
Sensitisation training for all employees and students	Students: Director of the Centre for Student Services and Career Employees: Director of DHRM Equal Opportunities: Chairperson of the Equal Opportunities Committee, Dean of	31.12.2025	1,2,3,4,5,6,7

	the Faculty of Humanities		
Student life pathway support	Director of the Centre for Student Services and Career	continual	2,3,4,5
Communication of results achieved	Director of International Relations and Communications, Director of the Centre for Student Services and Career	continual	1,2,3,4,5,6,7

*Based on the objectives set forth in point 3: (1) recruitment, (2) support for career progression, (3) retention measures, (4) promotion of work-life balance, (5) development of family-friendly policies and infrastructure, (6) reduction of gender bias and stereotypes, (7) prevention of sexual harassment.

The Rector and the Chancellor shall designate the person responsible for ensuring that the planned measures are implemented within their respective deadlines and shall inform the Equal Opportunities Committee about their decision. The designated person in charge shall regularly (at least quarterly) report to the Equal Opportunities Committee on the implementation of the tasks. The Committee shall be obliged to submit to the Senate a semi-annual report on the progress of the tasks.

6. Implementation and monitoring phase

The purpose of the implementation phase is to monitor the implementation of the operations and to provide information as necessary.

- a) Regular monitoring of the figures under Point 4 (annually). Person liable: Chairman of the Equal Opportunities Committee
 - a. Based on data from the Directorate of Labour
 - b. Based on data from the Equal Opportunities Committee
- b) Monitoring of the measures under Point 5 (semi-annually). Person responsible: Chairman of the Equal Opportunities Committee
 - a. During the Senate session, based on the account of the persons in charge of the operations, via the report created by the Equal Opportunities Committee.

7. Organisational commitment

In order to achieve organisational commitment, sensitisation training was implemented in 3 phases in the previous year. First with members of the Equal Opportunities Committee, then senior managers, middle managers, and finally with interested employees. In the coming years, we aim to provide sensitisation training for all employees and students. The main objective is to plan formal trips and create a communication channel to facilitate the broadest possible involvement of teachers and students. The departments and organisations to be involved:

Equal Opportunities Committee, Development and Project Directorate, Economic Directorate, DHRM, experts from the Faculty of Humanities (psychologist, gender expert), Legal Office, Centre for Student and Career, Quality Development Centre, Directorate for International Relations and Communication, Directorate for Education, University of

Pannonia Student Council, University of Pannonia Doctoral Students Council, Horizonte Europe Information Point, etc.

Organisational structure and organisation:

In the implementation of the tasks (elaboration of the GEP, planning, monitoring, analysis, and further development phases, etc.), the delegated members of the Equal Opportunities Committee, which is already in place at the University, will form a workgroup (with representatives of all faculties and university centres/campuses of the University), in which representatives of the following departments will be involved:

- Legal and Procurement Directorate: 1 person,
- DHRM: 1 person,
- Directorate for Development and Projects: 1 person,
- 1 person delegated jointly by the PEPPC and the PEDPC,
- 1 person delegated by the Works Council,
- 1 person delegated by representative labour unions.

The size and composition of the Committee allows for continuous audit and monitoring in line with EU requirements and for the continuous development of the GEP based on the "Horizonte Europe Guidance on Gender Equality Plans." The aim is to continuously expand the recommended content and extend the existing knowledge and policy to the whole organisation. The position of Equal Opportunities Officer, created in parallel with the further development of the GEP, is filled by the Chair of the respective Equal Opportunities Committee.

8. Communication

Bodies responsible for communication (in relation to both the students and the employees):

- Chairman of the Equal Opportunities Committee (Equal Opportunities Officer)
- eselyegyenloseg@uni-pannon.hu

9. Provisions to take effect

The Senate adopted the Gender Equality Plan of the University of Pannonia on 07 December 2023 by resolution 232/2023. (XII.07.). The Gender Equality Plan of the University of Pannonia shall enter into force on 01 January 2024 and shall remain in force until 31 December 2025.

Veszprém, 7 December 2023


Dr. András Gelencsér
rector



Dr. József Péter Tóth

Chairman of the Equal Opportunities Committee




Zsolt Csillag
chancellor