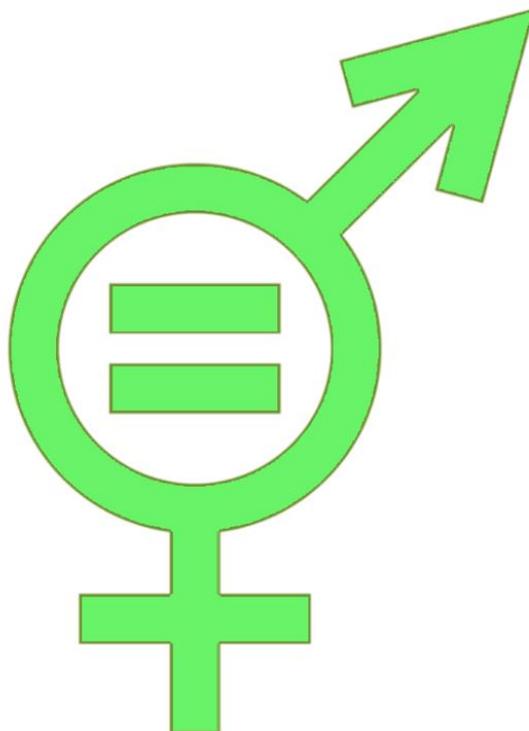


GENDER EQUALITY PLAN



November 2021

<https://www.scch.at/karriere/diversity-inclusion>

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1 Preamble

Gender equality is a fundamental concern of SCCH, which has been striving for a balanced number of female and male employees in science and research for many years. For the sake of simplicity, we only refer to "male/female", because we currently do not have a "diverse" or other gender type. But we explicitly understand *gender diversity* to include *all* genders and, as soon as there is a need at SCCH and a statistical evaluation is feasible, we will collect the corresponding indicators for other gender types as well.

An equal distribution of women and men in projects with a focus on software development or computer science is very difficult to almost impossible to achieve. Since 2017, SCCH has succeeded in increasing the proportion of women for all functional roles, e.g., by boosting the proportion of female recruits to 31,67 % and, thus, achieving a current quota of 28,32 % of female employees in total and a quota of 23,71 % of female scientific staff. In comparison, the percentage of women studying computer science is currently reported to be around 20 % at the Johannes Kepler University Linz¹. In addition, SCCH has a proud rate of 42,31 % of female employees among all academic degrees completed at SCCH since 2017 (25 % PhD, 46,67 % diploma/master, and 42,86 % bachelor). The rate of women in senior/leading research positions (i.e., key/senior researcher and (senior) research project manager) has currently increased to 7,41 % and the proportion of female decision-makers in the Supervisory Board raised to 12,50 %.

Within the framework of the *Gender Equality Plan (GEP)*, SCCH is committed to the advancement of women and the creation of positive and career-enhancing conditions for women. **SCCH therefore considers the achievement of guaranteeing equal development opportunities for all employees irrespective of their gender**, which commensurate with their qualifications, and eliminating or compensating for existing disadvantages for women as a joint task of all company employees. The actual equal treatment of women and men and the advancement of women are adequately reflected in personnel policy, in particular the promotion of gender competence of both staff and management, in research and in the distribution of resources (gender mainstreaming and gender budgeting). This is especially an obligation for persons in leading positions.

It also includes the promotion of potential future female scientists. Female pupils and students should be motivated to pursue a scientific career at SCCH by female role models.

For an effective implementation and continuous monitoring of gender equality measures in the GEP, the **SCCH Gender Working Group (GWG)** is implemented, which involves different employee groups and has top-level management commitment and support in the development of gender activities:

- *Gender equality representatives* of different corporate areas and from different hierarchical levels, also including the management-level, promote - within their competences - the definition, coordination, implementation, and monitoring of the gender equality measures.
- One representative of *Human Relations (HR)* coordinates and supports the gender representatives in all aspects and acts as an alternative contact person.

¹ <https://www.jku.at/studium/studienarten/bachelordiplom/ba-informatik>

- An equal opportunity (EO) *manager* implements EO policies and promotes initiatives to proactively combat discrimination and/or sexual harassment and racial incidents.
- A representative of the *works council* assists the GWG in an advisory capacity.

2 Objectives of the SCCH Gender Equality Plan

SCCH thrives on the diversity of its employees to strengthen creativity, innovative capacity, and problem-solving competence. In order to achieve this, SCCH constantly puts effort into offering employees an inspiring working environment with an open culture of cooperation built on trust and appreciation as well as with motivational career development opportunities. By implementing and continuously monitoring gender-related measures of the gender equality plan (GEP), SCCH pursues strategic and operational objectives regarding *gender* and *diversity* in the following areas:

1. Work-life balance and organizational culture

Objective 1.1: Raising awareness regarding differences based on gender by promoting a culture of leadership and staff that treats each other with respect and dignity

Objective 1.2: Increasing employee satisfaction as well as the attractiveness for potential employees by ensuring a livable working environment

2. Gender equality in recruitment and career progression

Objective 2.1: Ensuring fair conditions / equal opportunities for persons of all genders

Objective 2.2: Standardize positive and career-promoting measures for women

Objective 2.3: Highlighting competencies and achievements of women

3. Gender balance in leadership and decision-making

Objective 3.1: Increasing the proportion of women for all functional roles and, in particular, in management positions

Objective 3.2: Targeting recruitment of (junior) female scientists

Objective 3.3: Attracting girl's/women's interest in STEM careers

4. Prevention of discrimination including sexual harassment

Objective 4.1: Implementing and embedding of structures, instruments and working groups on gender equality

Objective 4.2: Promoting gender competence

Objective 4.3: Ensuring a permanent gender discourse

5. Integration of the gender dimension into research content

Objective 5.1: Increasing the acceptance of and interest in the topic of "gender" in research projects among scientists

Objective 5.2: Providing documents and tools for management and staff to increase innovation as well as competitiveness of research projects through mixed teams

3 Process

An iterative process is established to implement the SCCH gender equality measures in the GEP (see Figure 1).

It ensures that

- equality-oriented goals and indicators are (re-)formulated in a participatory approach (*define*)
- appropriate measures and instruments are derived (*plan*)
- these measures and instruments are implemented (*act*)
- the efficiency of actions and the level of goal achievement are regularly evaluated (*check*)
- the results of this evaluation and the progress are monitored and communicated transparently within the SCCH (*continuous monitoring*)



Figure 1: The iterative process for implementing the SCCH gender equality measures.

4 Data Collection and Continuous Monitoring

4.1 Key Indicators

Key figures as well as sex/gender-disaggregated data about staff for continuous monitoring are collected on the following aspects:

Employment and Recruiting

- Employment relationships by both headcount and type of occupation (full-time equivalents, part-time staff) for male and female employees
- Incoming and outgoing employees as well as proportion of incoming and outgoing female staff
- Proportion of female applications to recruitment of female employees
- Proportion of women among young scientists (PhD positions)

Career development

- Proportion of women by occupation (scientific staff, administration office, system administration, management, cleaning staff)
- Proportion of female scientists across the hierarchy levels (junior researcher, researcher, senior researcher, key researcher, research manager) and with respect to research areas
- Proportion of female managers (chief officer, research manager, area manager)

- Proportion of female scientific staff in senior positions (senior/key researcher and project manager) to proportion of female scientists
- Proportion of female scientists who completed an academic degree
- Average numbers of years needed for women and men to make career advancements

Decision-making

- Numbers of women and men in academic and administrative decision-making positions (e.g., boards, committees, ...)

Remuneration

- Averaged fixed monthly pay of women and men
- Salary ratio by gender

Reconciliation of professional and private life

- Total number of male and female employees as well as retention rate of these employees applying for/taking parental leave
- Number of home office days taken by gender

Training courses

- Number of training hours/credits attended by women and men
- Participation rate in training and continuing education events

Balance in research projects / proposals

- Percentage of men and women being principal investigators in submitted projects
- Percentage of men and women in the research teams of submitted projects

Outreach

- Number of events and number of participants (talks at schools/universities, Girl's Day etc.)
- Number of internships of (female) students/pupils
- Number of partnerships with schools

4.2 Continuous Monitoring

The (re-)definition of the objectives of the GEP and the evaluation of the effectiveness of the planned measures are carried out through continuous monitoring by means of various instruments and defined indicators.

GEP Progress Report

Each year, as part of its reporting duties, SCCH evaluates the fulfilment of the specific performance targets (based on the status quo of key indicators listed in Section 4.1) and reports on the progress of the measures listed in Section 6. The resulting GEP Progress Report is published on the intranet (starting from 2021), where it is accessible to all employees.

Gender Diversity Survey

A survey, which analyzes the employee's sentiments concerning aspects such as working and leadership at SCCH with a focus on gender and diversity, is conducted every two years (since 2021) in a company-wide process to document any improvements and detect possibly unseen deteriorations. Based on this, the GWG, in consultation with the management, updates the action plan or determines that no further actions need to be taken. The results of the employee surveys are available to all employees on the intranet.

Gender Pay Gap

Continuous monitoring allows to take current developments in income differences between women and men into account and to integrate them into the measures of the GEP. Every year the median values of the total remuneration are calculated, and a comparison is made between each remuneration group, following the example of the Federal Income Report².

5 Dedicated Resources and Budget

The CEO takes the lead in implementing the GEP and provides the gender representatives with an annual budget based on the action plan and grant reserved time to work on gender equality tasks. In addition, staff members are enabled to participate in selected meetings and activities (e.g., training courses, information events). Additional budget will be requested by applying for gender-specific funding, e.g., the “FEMtech Karriere” program.

6 Measures of the SCCH Gender Equality Plan

To achieve effective gender equality and equal opportunity between genders, promote the elimination of discrimination based on sex/gender, and support the reconciliation between personal, family, and professional life, SCCH has approved and implemented or intends to implement concrete measures in various areas. These areas include (1) work-life balance and organizational culture, (2) gender equality in recruitment and career progression, (3) gender balance in leadership and decision-making, (4) prevention of discrimination including sexual harassment, and (5) integration of the gender dimension into research content. For each area, the following tables show the objectives, gender equality measures, indicators/targets, as well as the respective state of implementation, which measures are or will come into force, and the division of responsibilities. These responsibilities involve the whole distribution, ranging from staff to HR and GWG, and in particular the management level which bear the main responsibility in implementing these measures.

² <https://www.oeffentlicherdienst.gv.at/fakten/einkommensbericht/index2.html>

6.1 Work-Life Balance and Organizational Culture

Objectives	Measures	Implementation stage	Responsible
Objective 1.1: Raising awareness regarding differences based on gender by promoting a culture of leadership and staff that treats each other with respect and dignity.	Nomination of gender equality representatives in the company who accompany and evaluate the implementation of measures and the achievement of objectives.	In force since July 2021.	Management, HR
	Conducting quantitative and qualitative analysis of the company's current situation (collection of key data and conducting surveys on gender and diversity perspectives in management practice, self-reflection with regards to one's own role and dealing with "unconscious (gender) bias").	In force (annually/ biennially updated).	Administration, GWG
	Organization of mandatory training on gender equality and unconscious gender biases for management and staff.	To be implemented in 2022-2023.	Management, HR
	Consistent use of gender-equitable language in internal and external communications.	In force.	Management, Staff
	Formulation of all function and role descriptions in such a way that they apply equally to both men and women.	In force.	Management, HR
	Promoting women's networks for all women at SCCH on a formal and informal level (knowledge transfer, exchange of experience)	In force, to be expanded in 2022-2023.	Staff
Objective 1.2: Increasing employee satisfaction as well as the attractiveness	Support of scenarios adapted to the personal situation of employees (e.g., paternity leave, "daddy weeks", part-time employment, improve re-entry into working life after parental leave, ongoing training).	In force.	Management, HR, Works Council, GWG

for potential employees by ensuring a livable working environment.	Offering flexible working time models and work location models (home office, desk sharing models, no core working hours, quarterly overtime balance).	In force.	Management, HR, Works Council, GWG
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6.2 Gender Equality in Recruitment and Career Progression

Objectives	Measures	Implementation stage	Responsible
Objective 2.1: Ensuring fair conditions / equal opportunities for persons of all genders.	Conducting annual employee appraisal to discuss the performance of employees regarding the qualifications required for their careers and to promote their progress through appropriate framework conditions. In the case of scientific employees, particular attention should be paid in this context to dissertations and postdoctoral qualifications.	In force.	Area Managers, Staff
	Formulation of job advertisements that refer to all genders or are written in a gender-neutral form - except for remediation of a significant underrepresentation of one gender ("positive discrimination"), in particular in (i) management positions and (ii) senior-level functions (project leader, senior/key researcher), where preference will be given to women when equally qualified.	In force.	Area Managers, HR
	Introduction of a transparent, gender-equitable payment scheme for all employees independent of gender.	In force since August 2021.	Management, HR, Works Council
	Provide objective, performance-oriented promotion criteria for work of equal value performed by women and men.	To be implemented in 2022-2023.	Management, HR

	Collection of the women's quota for academic and general staff.	In force.	Management, GWG
	Survey of salaries of women and men separately for scientific and general staff are collected.	In force.	Management, GWG
	Introduction of the "SCCH Equal Pay Day"	To be implemented in 2022-2023.	GWG
Objective 2.2: Standardize positive and career-promoting measures for women.	Organization of / inform about special trainings and further education to strengthen the leadership skills of female researchers.	To be implemented in 2022-2023.	Management
	Establishing a balanced ratio of women to men when admitting (female) scientific employees to participate in training and continuing education measures.	In force.	Management
	Giving priority to women on registration for training courses that aim at qualifying for assumption of decision-making and senior-level functions (management, project leader, key/senior researcher).	In force (until a 50% quota of women has been achieved).	Management
	Offer of (women's) mentoring and coaching programs (systematic professional, organizational and social introduction, accompaniment and support of employees) as well as staff development programs specifically targeted at women.	To be implemented in 2022-2023.	Management, HR, GWG
Objective 2.3: Highlighting competencies and achievements of women.	Promoting and communicating female role models at SCCH and present them, e.g., in press articles or on gender-specific networking, such as "Women in AI".	In force, will be expanded in 2022-2023.	PR, GWG

	Update of the FEMtech expert database for all female SCCH staff with the ambition to be nominated for "Expert of the Month".	In force, will be expanded in 2022-2023.	GWG, Staff
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6.3 Gender Balance in Leadership and Decision-Making

Objectives	Measures	Implementation stage	Responsible
Objective 3.1: Increasing the proportion of women for all functional roles and in particular in management positions.	Annual discussions to determine the potential of all employees with a special focus on female employees and, thus, increasing the proportion of female scientists across the hierarchy levels and in particular in management positions and senior-level functions (project leader, senior/key researcher).	To be implemented in 2022-2023.	Management, HR
	Involvement of female representatives of the GWG in negotiations, committees, selection process, etc. and right to have a say in personnel decisions, distribution of tasks, etc.	To be implemented in 2022-2023.	Management, HR
	Motivation of female staff to join the works council.	To be implemented in 2022-2023.	GWG, Works Council
Objective 3.2: Targeting recruitment of (junior) female scientists.	Presentation of the SCCH as a diverse company with excellent researchers.	In force.	Management, PR
	Organization of dedicated talks at universities and universities of applied sciences.	In force, will be expanded in 2022-2023.	Management, Staff

Objective 3.3: Attracting girl's/women's interest in STEM careers.	Establishing and fostering partnerships with schools in the region.	In force, will be expanded in 2022-2023.	Management
	Organizing and supervising internships for schoolgirls and female students.	In force, will be expanded in 2022-2023.	HR, Management, GWG
	Attracting attention of the next generation of female professionals by applying for popular awards, e.g., the Girls! TECH UP-Role Model-Award.	In force, will be expanded in 2022-2023.	PR, GWG
	Participation in the Austrian Girls' Day to get more women/girls on board who are interested in software engineering or data science.	In force, to be continued in 2022-2023.	Management, HR, GWG

6.4 Measures against Gender-Based Violence including Sexual Harassment

Objectives	Measures	Implementation stage	Responsible
Objective 4.1: Implementing and embedding of structures, instruments and working groups on gender equality.	Establishment of a contact or complaints point in the company represented by the gender equality representatives as well as the EO manager ("women of trust") for combating sexual and gender-specific discrimination or harassment, such as insulting and degrading communication (language, facial expressions, gestures), systematic denial of any recognition, withholding of information, defamation of character, degrading or insulting work assignments.	In force.	GWG

	Implementation of (i) a gender email inbox and (ii) a “mailbox” for anonymous suggestions/complaints.	Email inbox in force, “mailbox” planned for November 2021.	GWG
Objective 4.2: Promoting gender competence.	Networking with other research institutions that are concerned with gender equality and the advancement of women.	In force, will be expanded in 2022-2023.	GWG
	Participating in seminars on gender-relevant topics offered by, e.g., FFG or FEMtech.	In force, will be expanded in 2022-2023.	GWG
	Applying for funding, such as the "FEMtech Karriere" project, to expand support for female researchers and create fair conditions for all employees.	Planned for November 2021	GWG
Objective 4.3: Ensuring a permanent gender discourse.	Promoting information and communication on the topic of equality in regular meetings by involving all employees as well as the management level.	In force.	GWG, Management
	Introduce and ensure an up-to-date intranet page on ongoing activities and implementation progress of measures.	Planned for December 2021, will be expanded in 2022-2023.	GWG
	To ensure transparency, an annual report on the advancement of women is submitted on the status of implementation of the advancement measures (GEP Progress Report).	To be implemented in January 2022.	GWG
	Regular status meetings of the Gender Working Group (GWG).	In force.	GWG

6.5 Integration of the Gender Dimension into Research Content

Objectives	Measures	Implementation stage	Responsible
Objective 5.1: Increasing the acceptance of and interest in the topic of "gender" in research projects among scientists.	Initiation of future-relevant research topics at SCCH with a concrete gender dimension, e.g., to continuously eliminate gender bias.	To be implemented in 2022-2023.	Staff, Management
	Promote submission of research projects focusing on gender and diversity aspects.	First ideas identified, to be implemented in 2022-2023.	Staff, GWG
Objective 5.2: Providing documents and tools for management and staff to increase innovation as well as competitiveness of research results through mixed teams.	Develop a comprehensive list of all women and their fields of expertise at SCCH as a strategy for research proposals regarding women's quota ("who knows what @SCCH").	In force, will be expanded in 2022-2023.	Staff, HR