GENDER EQUALITY PLAN

PRO-GEP

PURPOSE

The primary purpose of this plan is to support the creation of a safe workplace for all Centre for Systems Solutions' emplyees, functioning in a way respecting equality and diversity, free from discrimination, as well as ensuring freedom of development for everybody. The secondary purpose is to ensure that the gender dimensions are taken into account in the design and implementation of our tools when possible.

The GEP establishes a clear vision, direction, common language and consistent message to operationalise and communicate our commitment to the promotion of gender equality, and inclusion for all of our staff, at all levels.

The Centre for Systems Solutions is committed to improving measurable gender equality outcomes with respect to employee representation, value, safety and recognition. We value, pursue and implement equality between employees of different genders; equal pay for equal work; recognition and rewards that are unbiased and based on contribution and performance; non-discriminatory approaches to care and family responsibilities; and genuine access to various positions and levels of leadership by removing gender-based barriers.

In daily routine we avoid gender biased language in our tools, marketing materials or job description, we dispose of a Stock photo and video procedure.

TARGETS OF THE GEP AT CRS

Target 1. Raising awareness of the importance of equality issues and strengthening positive attitudes towards diversity,

Target 2. Guaranteeing a work-life balance in organisational culture,

Target 3. Increasing balanced gender representation with respect to leadership, decision-makers and all positions in our organisation,

Target 4. Ensuring gender equality in the recruitment of new employees,

Target 5. Integration of the gender dimension into social simulations design, training and implementation,

Target 6. Creation of measures against gender-based violence including sexual harassment by December 2022.

RESOURCES

CRS **Board of Directors** is ensuring dedicated human (assignment of Equal Opportunity Commissioner) and financial resources to implement it. The Board is personally responsible for the actual application of GEP.

The Board assigns an **Equal Opportunity Commissioner** (representative of underprivileged gender or sex, in 2022 it is women) who looks after the area of equality and diversity at daily basics and reports to the Board. The Commissioner is elected for 1 year mandate and in case the gender it represents is still underprivileged it can be re-confirmed for the next mandate. The Commissioner is responsible for supporting the organisation in ensuring equality between employees representing different genders. She is involved in personnel measures as well as in organisational and social matters. The aim is to promote equal rights, equal treatment and equal opportunities for all employees with regard to gender and diversity.

DATA COLLECTION AND MONITORING
Diagnosis and current state of gender equality at CRS

CRS is a small NGO where everybody knows everybody, decisions are made in a transparent way, the diversity of opinions is sought and the criticism towards our organisational activity and single decisions is encouraged.

The gender balance has been always taken into consideration while seeking for new employees and as of May 2022, 9 out of 18 employees and fixed collaborators are female.

Below we present quantitative data presenting the gender structure of the whole organisation. This parameter is evaluated on an ongoing basis and is used as one of the parameters during the recruitment processes.

The qualitative data will be evaluated in anonymous questionnaires done twice a year (till 2021 the questionnaires were not specifically targeting gender issues, but thanks to anonymity and open questions were offering room to raise possible gender problems). In the past years questionnaire results the gender discrimination has never been raised as an issue, but as mentionned above more specific question on this aspect will be introduced.

CRS' governance structure

The General Assembly is the highest authority of the Association. Members who can participate in the General Assembly are: ordinary members (delegates) and honorary members (with decisive rights), and auxiliary members and invited guests (with advisory rights).

The Management Board manages the overall activity of the Association according to the resolutions of the General Assembly and acts on behalf of the Association, representation. The Management Board is responsible for its activities to the General Assembly and consists of the President (M), the Financial Director (F) and the Science Director (M) (April 2022).

The Audit Committee is a body auditing the operations of the Association and is made up of three Members, including: the chairperson (F), vice-chairperson (M) and the secretary (M).

There is equality among the members, and male majority in the Managements Board and in the Audit Committee.

CRS' governance structure - May 2022	Female	Female %	Male	Other
General Assembly of Members	15	47%	17	0
ordinary members (delegates)	9	47%	10	0
honorary members (with decisive rights)	0	0%	1	0
auxiliary members (with advisory rights)	6	50%	6	0
Management Board	1	33%	2	0
Audit Committee	1	33%	2	0
TOTAL	**32**	**46%**	**38**	**0**

CRS' team job positions

CRS is a small enterprise with around 10 fixed employees and up to 10 occasional collaborators. Most of the team specialises in more than one activity from the list below- a game designer often also coordinates projects or/and trains users on how to use our tools. Therefore, in the table below the total number of positions is 25 (April 2022) while the real number of workers is 15 with 5 people working part time).

In the proper assessment of the data below we should bear in mind that as a small organisation, not in all positions the parity is possible (i.e. only one Graphic designer and one Video editor are needed).

The table shows 4 job positions in which male workers present a strong majority (Game designers, Graphic designers, Programmers and Sustainability modellers), while other 5 positions (Video editors, Accounting, Translators, Research assistant, and Assistant) show the opposite (or Attainable).

The overall share of female workers is 48%. Other genders are not represented.

CRS' team job positions - May 2022	Female	Female %	Male	Other
Trainers	1	50%	1	0
Coordinators	3	50%	3	0
Assistants	2	100%	0	0
Video editors	1	100%	0	0
Accountants	1	100%	0	0
Translators	1	100%	0	0
Research assistants	1	100%	0	0
Sustainability modellers	1	33%	2	0
Game designers	2	33%	4	0
Graphic designers	0	0%	1	0
Programmers	0	0%	3	0
TOTAL	**13**	**48%**	**14**	**0**

TARGETS, ACTIVITIES AND INDICATORS

Target 1. *Raising awareness of the importance of equality issues and strengthening positive attitudes towards diversity*

Activities

Training for employees on on equality issues with such sub activities:

- collecting the results of studies on equality and diversity;
- regular verification of the status of equality at CRS and the status of knowledge of equality solutions.

Indicators

Increased awareness, measured in the results of surveys done twice a year pertaining to the development of knowledge, and the modification of attitudes and beliefs.

Responsible person

Equal Opportunity Commissioner.

Target 2. *Guaranteeing a work-life balance in organisational culture*

Activities

Each employee's individual family and lifestyle plans are supported by assignments of tasks pertaining to combining work with family life.

Indicators

Number of cases in which openness towards part time work arrangements and flexible working time have been experienced.

Responsible person

Equal Opportunity Commissioner.

Target 3. *Increasing balanced sex and gender representation with respect to leadership, decision-makers and all positions in our organisation*

Activities

As an NGO, the leadership in CRS is two folded- on the operational side regards the Management Board, on the strategic level regarding the whole General Assembly of Members. The activities planned include the formulations of recommendations with respect to balanced gender representation.

Indicators

Implementation of recommendations by December 2022.

Responsible person

Equal Opportunity Commissioner, Management Board.

Target 4. *Ensuring gender equality in the recruitment of employees*

Activities

Using good practices, soft instruments (incentives) in the case of the underrepresented genders:

- promotional campaigns, appropriate language and pronouns, visualisation promoting women starting careers in masculinised areas and men – in feminised areas;
- active search for women candidates for positions in masculinised areas and men candidates in feminised areas.

Indicators

Introduction of new standards in recruitment by December 2022.

Responsible person

Equal Opportunity Commissioner, Persons responsible for recruitment.

Target 5. *Integration of the gender dimension into social simulations design, training and implementation*

Activities

Preparation of a checklist for the Game design team enabling quick evaluation of proper introduction of gender dimension.
Preparation of questionnaires to evaluate the user experience on gender dimension.

Indicators

Preparation of checklist for game designers (yes/no), results of questionnaires.

Responsible person

Equal Opportunity Commissioner and the Game design team.

Target 6. *Creation of measures against gender-based violence including sexual harassment by December 2022*

Activities

Training for employees on:

- developing knowledge about discrimination phenomena (including discriminatory language), violence (including that based on prejudice or gender), harassment, and sexual harassment;
- developing skills related to identifying and responding to these phenomena.

The status of knowledge verified before and after the training.

Indicators

Increased anti-discrimination awareness measured in surveys done before, after and 6 months after the training. All new employees are to be trained by December 2022.

Responsible person

Equal Opportunity Commissioner.

TRAINING

For 2022 we have planned and secured resources for above mentioned trainings for all employees (management included). We plan to repeat training yearly with one general panel and one specific to ongoing challenges and activities (including geographical context we face).

CRS Board of Directors

PIOTR MANGUSZEWSKI
Scientific Director

MAGDALENA LISZKA
Finance Director

JAKUB DAMURSKI
President