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## **Gender Equality Plan 2022 – 2025**

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In Zagreb, 13<sup>th</sup> May 2022

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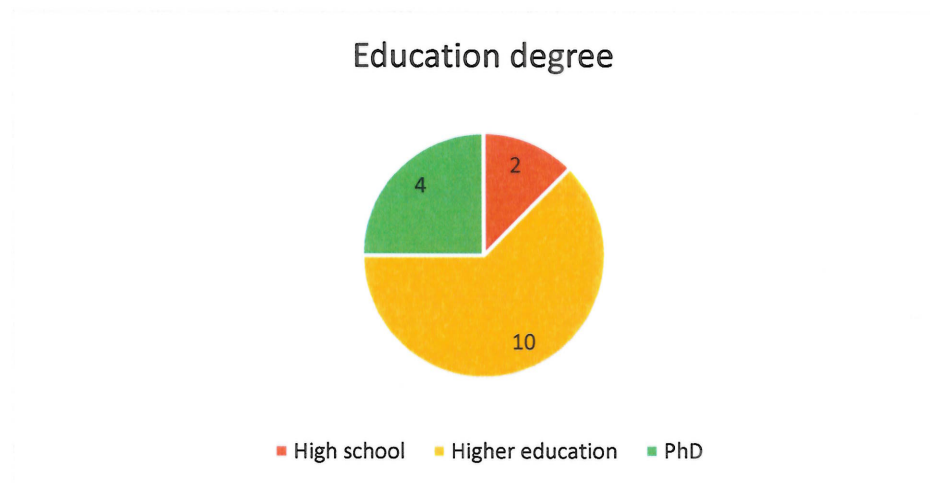
## INTRODUCTION

Gender equality in the Republic of Croatia is regulated by the Gender Equality Act (OG 82/08, 69/17), hereinafter GEA.

This Plan is adopted to encourage the creation and provision of a quality work environment, to help attract and retain successful employees by providing them with an appropriate evaluation of skills and performance.

Areas covered by the plan are institutional governance, human resources, institutional communication, discrimination, and sexual harassment and gender mainstreaming.

The BICRO BIOCentre currently has 16 employees, all of them being women. The structure of employees by education is as follows:



BICRO BIOCentre hires external suppliers / associates who are located and work within the facility for key parts of the business related to maintenance, management and protection of the facility, among others. Two companies are engaged in the field of protection and facility management. Employees who work on the maintenance, management and protection of the facility are all men (three on the protection of the facility and two for the maintenance and facility management). Therefore, the gender ratio is 77% in favor of women and 23% in favor of men.

According to the areas covered by the Plan, the Committee prepared an action plan with objectives, target groups, responsible body and indicators listed in the table below.

## A. INSTITUTIONAL GOVERNANCE

Institutional governance is based on the Articles of Association and on relevant national legal frameworks such as the Labor Act (OG 93/14, 127/17, 98/19) and the Companies Act (OG 111/93, 34 / 99, 121/99, 52/00, 118/03, 107/07, 146/08, 137/09, 125/11, 152/11, 111/12, 68/13, 110/15, 40/19).

This Plan defines the measure of establishing the Gender Equality Committee with the task of monitoring the status of gender equality as well as promoting equal treatment of women and men, organizing training on gender equality for employees on as needed basis, and collecting relevant data.

Activity	Objective	Target group	Responsible	Indicators
A.1 Institutional governance	A.1.1 Establishment of the Gender Equality Committee	Employees	Administration Office	A.1.1.1 Appointment of employees who will participate in the work of the Committee  A.1.1.2 Monitoring the implementation of activities
A.1 Institutional governance	A.1.2 Promoting gender equality in processes and practice	Employees / External associates	Committee	A.1.2.1 Meetings related to the implementation of the gender equality plan
A.1 Institutional governance	A.1.3 Raising awareness of gender equality	Employees / External associates	Committee	A.1.3.1 Seminars / workshops on topics related to gender equality

## B. HUMAN RESOURCES

Gender equality in the field of human resources is guaranteed by the application of the Labor Act (OG 93/14, 127/17, 98/19), the Scientific Activity and Higher Education Act (OG 123/03, 198/03, 105 / 04, 174/04, 02/07, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15, 131/17), the Anti-Discrimination Act (OG No. 85/08, 112/12) and GEA (OG 82/08, 69/17) and general acts of the Company adopted on the basis of and in accordance with the aforementioned regulations.

When hiring, BICRO BIOCentre applies objective criteria for employment for a particular job by a public tender procedure. The candidate is selected in accordance with defined criteria, competencies and work experience, regardless of age and gender. This ensures the availability employment in BICRO BIOCentre in a clear and transparent way.

The regulations ensure equal pay for all persons performing work of equal complexity.

Activity	Objective	Target group	Responsible	Indicators
B.1 Human resources	B.1.1 Availability of employment regardless of the gender	Future employees	Committee	B.1.1.1 In public tenders to add "Persons of both genders can apply."
B.1 Human resources	B.1.2 Informing employees about rights	Employees	Committee	B.1.2.1 Adoption of the Rules of Procedure B.1.2.2 Availability of relevant information to employees
B.1 Human resources	B.1.3 Informing about the opportunities for financing training	Employees	Committee	B.1.3.1 Continuously throughout the year
B.1. Human resources	B.1.4 Introduction of Instruction on the treatment of pregnant women in the workplace	Women employees	Committee	B.1.4.1 Enactment Instruction on the treatment of pregnant women in the workplace



## C. COMMUNICATION

On the website, social networks and other internal documents, BICRO BIOCentre strives to use gender-neutral language.

Activity	Objective	Target group	Responsible	Indicators
C.1 Communication	C.1.1 Gender sensitive language in legal documentation	Employees	Committee	C.1.1.1 Revision and refinement of documentation
C.1 Communication	C.1.2 Access to information on the rights and opportunities of employees	Employees	Committee	C.1.2.1 Continuous monitoring and updating in accordance with changes in the Croatian Acts

## D. SEXUAL HARASSMENT AND VIOLENCE

Harassment and sexual harassment constitute discrimination within the GEA.

Harassment is any unwanted behavior based on the sex of a person, which is aimed at or that actually constitutes a violation of personal dignity and which creates an embarrassing, hostile, degrading or offensive environment. (Article 8, paragraph 2 of the GEA)

Sexual harassment is any unwanted verbal, non-verbal or physical conduct of a sexual nature, which aims at or constitutes a violation of personal dignity, and in particular if it creates an unpleasant, hostile, degrading or abusive environment (Article 8, paragraph 3 of the GEA).

Sexual harassment and violence are strictly prohibited. BIOCentre has so far not encountered inappropriate behavior in the form of sexual harassment on either the male or female side, but will carry out preventive activities in order to ensure a safe working environment.

Activity	Objective	Target group	Responsible	Indicators
D.1 Sexual harassment and violence	D.1.1 Introduction of Code of Conduct and Labour Bylaw which will include ban of and procedures of reporting the sexual harassment, discrimination and other breaches of dignity of the employees	Employees	Committee	D.1.1.1 Enactment of Code of Conduct and Labour Bylaw

## CONCLUSION

BICRO BIOCentre has developed a Gender Equality Plan for the period from 2022 to 2025, which covers the areas of institutional governance, human resources, communication and sexual harassment and violence with the implementation of activities, raising employee awareness and annual monitoring and evaluation of the same.

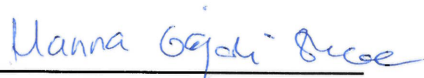
The Committee will meet once a year to monitor the implementation of the Plan and prepare a report on meeting the set objectives.

The Gender Equality Plan is published on the BICRO BIOCentre website and is written and published in Croatian and English.

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