

# Gesellschaft für Bioanalytik Münster e.V.

## Gender Equality Plan

### 2022- 2025

#### Introduction

The Gender Equality Plan (GEP) of Gesellschaft für Bioanalytik Münster e.V. (BioMS) is a policy document outlining how the organisation aims to (a) implement actions and projects to reduce gender inequalities and (b) enhance diversity over the next three years.

Gesellschaft für Bioanalytik Münster e.V. provides a central communication and information platform for scientists, entrepreneurs, investors and members of the public who are interested in bioanalytics and life sciences technology. The purpose of the organisation is to promote science, research and education in the field of bioanalytics, technologies for Life Sciences and medical technologies in the Münster region.

Gesellschaft für Bioanalytik Münster e.V. is committed to ensuring the promotion and incorporation of a culture of diversity and inclusion based on respect for human beings and equality of opportunity. This culture is central to the organisation's identity and management of its employees, committees, and activities.

The planning- and design-actions in this document intend to (a) give continuity and coherence to policies already being pursued by BioMS and (b) ultimately enhance diversity by exploring goals and actions that lead to the overcoming the remaining obstacles to gender equality.

The GEP presented in this document will be implemented over three years (i.e. 2022-2025); subsequent versions of this document will take into account the analysis of the progress made and the perspective of the staff and Board members.

The structure of the plan focusses on the following five areas of priority:

1. Raise awareness of gender equality and unconscious bias;
2. Improve work-life balance and change practices;
3. Improve gender balance in governing roles;
4. Work towards gender equality in recruitment and career progression;
5. Tackle abusive behaviour of a sexist and sexual nature.

The specifications corresponding to each one of the areas define the set out of the objectives, actions, responsibilities, human and financial resources necessary to implement the plan, performance indicators and targets, the time schedule for implementing the actions and how the latter relate to the United Nations Sustainable Development Goal (SDG) Agenda 2030.



## Roadmap of the Bioanalytik Münster GEP 2022-2025

A detailed roadmap has been developed, specifying the relevant 'objective', 'action', 'responsibility', 'execution' and 'timeframe' for each one of the following five areas of priority:

1. AREA 1 - Raise awareness of gender equality and unconscious bias;
2. AREA 2 - Improve work-life balance and change practices;
3. AREA 3 - Improve gender balance in governing roles;
4. AREA 4 - Work towards gender equality in recruitment and career progression;
5. AREA 5 - Tackle abusive behaviour of a sexist and sexual nature.

### AREA 1 - Raise awareness of gender equality and unconscious bias

<b>Objective 1.1</b>	Improve gender balance at events
<b>Action</b>	<ul style="list-style-type: none"> <li>Track gender balance at events organised by BioMS</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Managing Director</li> <li>Office Manager</li> </ul>
<b>Execution</b>	<ul style="list-style-type: none"> <li>Monitor gender balance both for speakers and participants in yearly events by tracking participant breakdown by gender and by role</li> </ul>
<b>Timeframe</b>	From October 2022
<b>Indicators</b>	<ul style="list-style-type: none"> <li>Key metrics:</li> <li>Percentage of male and female speakers</li> <li>Percentage of male and female participants</li> <li>Percentage of gender balance panels</li> </ul>

### AREA 2 - Improve work-life balance and change practices

<b>Objective 2.1</b>	Promote work/life balance as a better approach to work
<b>Action</b>	<ul style="list-style-type: none"> <li>Clarify the options and entitlements of employees in the case of flexible work arrangements</li> <li>Schedule meetings and seminars at times enabling a good work-life balance (9:00 am to 5.30 pm), and inform employees of their right to disconnect</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Managing Director</li> </ul>
<b>Execution</b>	<ul style="list-style-type: none"> <li>Update of BioMS working rules</li> </ul>
<b>Timeframe</b>	From October 2022
<b>Indicators</b>	<ul style="list-style-type: none"> <li>Update of BioMS working rules</li> <li>Number of staff members working from home</li> </ul>

<b>Objective 2.2</b>	Ensure parental policies do not discourage a particular gender from taking up parental leave
<b>Action</b>	<ul style="list-style-type: none"> <li>Encourage parental leave for fathers</li> <li>Discuss parental-leave arrangement with new parents and/or parents-to-be</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Managing Director</li> </ul>
<b>Execution</b>	<ul style="list-style-type: none"> <li>Temporary replacement of the male employee in parental leave</li> </ul>
<b>Timeframe</b>	From October 2022
<b>Indicators</b>	<ul style="list-style-type: none"> <li>Standard procedure for parental leave</li> </ul>



### AREA 3 - Improve gender balance in governing roles

<b>Objective 3.1</b>	Promote gender equality in the culture, processes, and practice
<b>Action</b>	<ul style="list-style-type: none"> <li>• Promote a corporate culture aimed at promoting diversity and inclusion</li> <li>• Plan regular GEP follow-up meetings to ensure that key governance actors are held accountable to the GEP</li> <li>• BioMS will also continue its efforts to obtain a gender balance line-up of experts in its different Task Forces and Advisory board</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Managing Director</li> <li>• Board Members</li> </ul>
<b>Timeframe</b>	From October 2022
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Attendance and feedback</li> <li>• Minutes of the Steering Committee meetings</li> <li>• Final reports on GEP implementation</li> </ul>

### AREA 4 - Work towards gender equality in recruitment and career progression

<b>Objective 4.1</b>	Strengthen equal opportunities
<b>Action</b>	<ul style="list-style-type: none"> <li>• Openly publish job with careful and unbiased language</li> <li>• All job ads consist of a clear description of the job purpose, key responsibilities, desired qualifications, skills and knowledge, relevant experience that are needed to be able to fulfil the position</li> <li>• Promote the under-represented gender among applications of similar merit and skills</li> <li>• Ensure transparency and gender sensitivity in selection processes, especially in senior and decision-making roles</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Managing Director</li> <li>• Office Manager</li> <li>• Board Members</li> </ul>
<b>Timeframe</b>	From October 2022
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Recruitment policy on gender equality in recruitment processes</li> <li>• Number of hired candidates who belong to the under-represented gender at the time of hiring</li> </ul>

<b>Objective 4.2</b>	Strengthen gender equality in remuneration
<b>Action</b>	<ul style="list-style-type: none"> <li>• Ensure equal pay for all genders (set budgeting for each position which will only be affected by experience and eligibility for the position)</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Managing Director</li> </ul>
<b>Execution</b>	<ul style="list-style-type: none"> <li>• Analyse the salary gap between men and women holding posts of equal value, and later create mechanisms to diminish it</li> </ul>
<b>Timeframe</b>	From October 2022
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Salary record document</li> <li>• Salary gap by gender and posts of equal value</li> </ul>



## AREA 5 - Tackle abusive behaviour of a sexist and sexual nature.

<b>Objective 5.1</b>	Explain and disseminate principles laid down by German law and applied within Bioanalytik Münster
<b>Action</b>	<ul style="list-style-type: none"><li>• Ensure employees know that sexual harassment is unlawful and harmful, raise awareness of what constitutes sexual harassment and what to do if directly subjected to harassment or a witness of harassment- as well as management responsibilities when a complaint is received</li></ul>
<b>Responsibility</b>	<ul style="list-style-type: none"><li>• Managing Director</li></ul>
<b>Execution</b>	<ul style="list-style-type: none"><li>• Update BioMS working rules on measures against gender-based violence including sexual harassment</li></ul>
<b>Timeframe</b>	From January 2023
<b>Indicators</b>	<ul style="list-style-type: none"><li>• Selected person of reference</li><li>• Communication to staff of persons of reference with their contacts details</li></ul>

## Evaluation of Progress

To evaluate the progress of the Gesellschaft für Bioanalytik Münster e.V. Europe Gender Equality Plan, a plan will be made available yearly to the Board Members. This document will:

- a) Evaluate each action point for the selected period and give a brief overview of implementation and follow-up
- b) Propose amendments or updates to the original plan.



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For Gesellschaft für Bioanalytik Münster e.V.

Signature:

Place/Date: Münster, Oct 24<sup>th</sup> 2022

B. Hagenhoff

Dr. Birgit Hagenhoff /Chair of the Board