

Quadram Institute Bioscience Gender Equality Plan

Quadram Institute Bioscience (QIB) values the diversity of our staff and students and aims to create a positive research culture within a welcoming and inclusive environment where everyone is treated with dignity and respect and supported to achieve their best. To do this we have set a series of objectives. We will:

- Provide an agile working environment that supports excellent scientific research and in which everyone can flourish.
- Commit to ensuring Equality, Diversity and Inclusion (EDI) from the point of recruitment and throughout employment/ study.
- Provide excellent training and career development opportunities and invest in the development of staff and students.
- Provide a research environment that attracts and retains the best researchers.
- Develop flexible working practices to support individuals' work life balance and well-being.

Our [Dignity at Work Policy](#) also raises awareness amongst staff of the unacceptable behaviours that may constitute harassment and bullying and provides a framework in which harassment and bullying complaints can be resolved.

QIB holds a Bronze Athena Swan Award which sets out its plans and targets for Gender Equality. QIB's Athena Swan application was endorsed and supported by the Director of QIB, and its action plan sets out clear goals, detailed actions against which progress can be measured.

As a prerequisite of eligibility under the new Horizon Europe programme applicants are required to have a published *Gender Equality Plan* (GEP) that addresses certain mandatory fields. The document below outlines how QIB meets these requirements.

1. Mandatory requirements for Institute GEP

- **Must be Published and have official endorsement**

Horizon Europe Requirement: The GEP should be a formal document signed by the top management and disseminated within the institution. It should demonstrate a commitment to gender equality, set clear goals and detailed actions and measures to achieve them.

Quadram Institute Bioscience is proud to have been awarded the Bronze Athena Swan Award. This award demonstrates the institute's commitments to gender equality and recognises a culture that embraces flexibility, to provide family-friendly working practices, while demonstrating a commitment to career advancement for all. Our Athena Swan application and action plan can be found [here](#). Our Athena Swan application was endorsed and supported by the Director of QIB, and its action plan sets out clear goals and detailed actions against which progress can be measured.

- **Must have dedicated resources**

Horizon Europe Requirement: A GEP must have dedicated resources and expertise in gender equality to implement the plan. Organisations should consider what type and volume of resources are required to support an ongoing process of sustainable organisational change.

Our Equity, Diversity and Inclusion Committee meets quarterly to ensure that we maintain the inclusive nature of QIB. Under our Athena Swan award our Self-Assessment Team meet quarterly to review progress against our action plan. We are currently recruiting a Research Culture and EDI Manager (0.6 FTE). The post holder will support the development and delivery of QIB's research culture, EDI Strategies and associated action plans. This will include being the EDI lead and chairing relevant committees and, ensuring proposed developments align with the Institute's strategic objectives and resources, to support a positive research culture.

- **Must include arrangements for data collection and monitoring**

Horizon Europe requirement: Organisations must collect sex/ gender disaggregated data on personnel (and students, for the establishments concerned) with annual reporting based on indicators. Organisations should consider how to select the most relevant indicators, how to collect and analyse the data, including resources to do so, and should ensure that data is published and monitored on an annual basis. This data should inform the GEP's objectives and targets, indicators, and ongoing evaluation of progress.

QIB collects data on gender for all employees and students. These data are analysed and reported annually to the QIB Equity, Diversity and Inclusion Committee. The data are used to inform the QIB Inclusivity & Diversity Strategy going forward.

- **Must include provision for training and awareness building**

Horizon Europe Requirement: The GEP must also include awareness-raising and training actions on gender equality. These activities should engage the whole organisation and be an evidence-based, ongoing, and long-term process. Activities should cover unconscious gender biases training aimed at staff and decision-makers and can also include communication activities and gender equality training that focuses on specific topics or addresses specific groups.

All staff are required to undertake mandatory online training in Understanding Bullying & Harassment and Equality & Diversity with a requirement that staff resit these training modules every two years. New managers are also required to attend a Managers Guide to Bullying & Harassment course. Recruitment and selection training embeds unconscious bias training and includes links to the Royal Society Understanding Unconscious Bias briefings and YouTube video on Recruitment Bias in Research Institutes. Unconscious bias training is delivered to Group Leaders and is embedded within all relevant training programmes. Further information can be found in Sections 4 and 5 of our Athena Swan application.

2. Recommended additional content of GEP

- **Work life balance and Organisational Culture**

Work life balance and Organisational Culture is covered in QIB's Athena Swan application, Section 5 also has policies for Flexible Working, Family leave and Parent/Carers and is a firm advocate of "Women in Science". There is a dedicated "Parents and Carers" support group and initiatives designed to promote a healthy work-life balance.

- **Gender balance in leadership and decision making**

Senior Management committees within QIB have been reviewed and restructured where required to reflect QIB business whilst ensuring gender balance and a broad membership where possible. More detail on this can be found in our Athena Swan application, Section 5.

- **Gender equality in recruitment and career progressions**

Career development and details on quality in recruitment at QIB can be found in our Athena Swan application (section 5).

- **Integration of the gender dimension into research and teaching content**

QIB's Athena Swan application details the measures that the institute is taking to improve gender balance and ensure equal representation across disciplines.

- **Measures against gender-based violence including sexual harassment**

QIB is a signatory to the Norwich Bioscience Institutes "Dignity at Work" policy which includes guidance regarding bullying and harassment. All QIB members of staff are required to attend online "Bullying and Harassment" training and new managers are required to attend the online "Managers guide to Bullying and Harassment". These measures raise awareness amongst staff of the unacceptable behaviours that may constitute harassment and bullying and provide a framework in which harassment and bullying complaints can be resolved.