Gender Equality
at the FZI Research Center for Information Technology

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Gender Equality Plan     Version 1.0

— Motivation

Equal opportunities and gender equality are firmly anchored in the guiding principles of the FZI Research Center for Information Technology:

“The Code of Ethics and the Code of Conduct of the FZI constitute the central pillars of our guiding principles (see graphic “structure of our guiding principles”). They are complemented by our Leadership Principles, which are also based on the same principles. They emphasize the particular significance of managers as role models. These three guiding principles of the FZI define our self-perception, they shape our cultural principles and give us orientation for our behavior.”
Code of Ethics: Appreciation, respect and fairness

“We treat our colleagues, partners and clients with equal respect and appreciation and are guided by the principles of equal opportunities and fairness. We are united by our enthusiasm for digital technologies of the future. For individual professional and personal development, we rely on a flexible and family-friendly working environment.”

Code of Conduct: Variety and diversity are enriching

“We respect and appreciate each other in all our differences. Against this background, we create an environment free of discrimination at the FZI. In particular, we do not tolerate any discrimination on the basis of gender, national, social or ethnic origin, religion or belief, disability, age or sexual orientation.”

Management Guideline: We actively shape cooperation

“Our cooperation requires honesty towards others and ourselves, but also tolerance and understanding for other points of view. We create a framework within which we strive for a fair and transparent distribution of tasks. We are open to different perspectives and include them in finding solutions. We regard the diversity of our employees as an enrichment and therefore promote their interdisciplinarity. […] We are committed to a healthy, family-friendly and safe working atmosphere.”
Equal professional opportunities

Professional equality of opportunity for women and men is a corporate goal anchored in the FZI's values in order to secure innovation, team intelligence and scientific excellence in the long term. We focus on attracting female students and graduates through various recruiting measures.

Compatibility of career and family

Through flexible working time arrangements, trust-based working hours, part-time options and the provision of places in daycare centers, the FZI supports its employees in balancing career and family and creates attractive conditions for women and men to achieve a good work-life balance.
In implementing the guidelines relating to ensuring the greatest possible equality of opportunity and gender, the FZI – like comparable institutions – faces a number of challenges:

- The staff in the scientific area is mainly made up of graduates from computer science and related disciplines – and here the proportion of women has been stagnating for years.
- The "leaky pipeline" in science can also be felt in applied research – the higher the qualification and career level, the less diversity is to be found among the employees.
- A general shortage of IT specialists makes it impossible to select those who meet additional criteria besides professional suitability from a large number of suitable applicants.

The gender ratio of the employees at the FZI corresponds on the whole to the number of female graduates of the courses described. Female employees are overrepresented in the central divisions.

**Employment contract status/gender distribution in percent**

![Graph showing gender distribution in different employment contract statuses at the FZI](image)

Figure 1: Evaluation of gender ratio at the FZI by status (status: April 2022)
Status Quo – Our starting point

Figure 2: Gender distribution of the Department Managers at the FZI (status: April 2022)

![Department Managers Pie Chart]

- Male: 87.5%
- Female: 12.5%

Figure 3: Gender distribution of the Division Managers at the FZI (status: April 2022)

![Division Managers Pie Chart]

- Male: 66.7%
- Female: 33.3%
Status Quo – Our starting point

Figure 4: Gender distribution of the Board of Scientific Directors at the FZI (status: April 2022)
As part of the implementation of the Strategy 2025, the FZI has developed a goal system and initial measures to achieve a more balanced gender ratio.

The measures to be implemented in 2022 address different impact areas and time horizons. The evaluation criteria for the individual measures are also based on these dimensions.
### Measures – Framework and classification of individual activities

<table>
<thead>
<tr>
<th>Measure</th>
<th>Impact area</th>
<th>Temporal horizon</th>
<th>Status</th>
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<tbody>
<tr>
<td>Identification of gender inequalities and biases</td>
<td>Institutional level</td>
<td>short-term</td>
<td>Analysis phase</td>
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<td>Management training on unconscious biases</td>
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<td>Deployment of Project Team for Equal Opportunities</td>
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<td>Complaints Department for Social Conflicts and Discrimination</td>
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<td>Making role models visible</td>
<td>Social level</td>
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<td>Anchoring measurable goals for equal opportunities in the FZI Strategy</td>
<td>Institutional level</td>
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<tr>
<td>Communication of Gender Equality Plan</td>
<td>Social level</td>
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<tr>
<td>Mandatory introduction of gender-sensitive language</td>
<td>Institutional level</td>
<td>short-term</td>
<td>Implementation phase since 2018</td>
</tr>
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</table>

**Effect on a… basis**

- **Social**
  - Communication Gender Equality Plan
  - Role Models
- **Institutional**
  - Project Team for Equal Opportunities
  - Status Quo
  - Complaints Department
  - Gender-sensitive Language
- **Individual**
  - Unconscious Bias (initially)
  - Unconscious Bias (established)

**Figure 6: Location of measures to achieve greater gender equality in the goal system**
— Concrete steps in 2022

Analysis

Activities

a) Concrete causes and possible adjustments for inequalities in gender distribution at the FZI

b) Best practices for goal definition, anchoring and controlling

Expense/budget

a) Project Team for Equal Opportunities
   6 persons, on average approximately 2 hours per month including preparation and follow-up
   → 12 hours per month
   2022: 12 x 12 hours = 144 hours (18 person days)

b) Initially 3 workshops with Change Team (5 persons) and Board of Executive Directors,
   thereafter, an annual workshop with Change Team
   Preparation and follow-up: 2 persons x 4 hours
   Realization: 8 persons x 4 hours
   2022: 3 x 40 = 120 hours (15 person days)
Concrete steps in 2022 – Planning

**Planning**

**Activities**

a) Introduction of a module "unconscious bias" as an element of central management training
   1. For new and experienced managers
   2. (After first evaluation) for all employees

b) Formulation and internal coordination of Gender Equality Plan

**Expense/budget**

a) Preparation and follow-up of personnel development, approximately 5 person days
   Expense for external training offer approximately approx. 12.000 € for managers (50 persons)
   **2022:** 6 appointments, respectively 6 hours

b) Internal task force, 2 person days in 2022
Concrete steps in 2022 – Implementation

Implementation

Activities

a) Project Team for Equal Opportunities has a regular meeting to talk about the latest scientific findings, societal developments and best practices including documentation and communication

b) Linguistic style guide with own chapter on gender-appropriate language, making women visible also through visual language
   → Regulations for mandatory use, internal communication (notice in internal newsletter, intranet, inclusion in introductory training, etc.)

Expense/budget

a) Project Team for Equal Opportunities
   6 persons, on average approximately 1 hour meeting incl. preparation and follow-up
   → 6 hours per month
   2022: 12 x 6 hours = 72 hours (9 person days)

b) Preparation and sending communications of the Board of Executive Directors 2 hours, inclusion in training materials 2 hours
Monitoring

Activities

a) Regular reporting by the Complaints Department in accordance with the General Act on Equal Treatment (Allgemeines Gleichbehandlungsgesetz (AGG)) (sensitization of employees through recommendations and annual reviews, report to the Board of Executive Directors)

b) Data collection and monitoring: personnel data broken down by gender, annual reporting on gender imbalances within the research institution, and a comprehensive evaluation approach

Expense/budget

a) Approximately 3 person days per year including preparation and follow-up

b) Initially 4 person days for concept and data integration + 2 person days for evaluation approach, then 2 hours per month for evaluation, interpretation and adjustment
— Overall budget for 2022

The following expenses are estimated for 2022:

Personnel expenses: approx. 35,000 €
external advice/training: approx. 12,000 €

Total budget 2022: approx. 47,000 €