

# **ACTION PLAN FOR GENDER EQUALITY AT GDYNIA MARITIME UNIVERSITY**

**2022-2025**



UNIWERSYTET MORSKI W GDYNI



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## I. INTRODUCTION

Gdynia Maritime University is committed to giving all employees and students opportunities to develop their professional and human potential, thus creating the best and compliant with European standards conditions for work and studies, increasing the attractiveness of employment at the University, increasing the quality of the University's research, research-based education, science advice, and research dissemination. On the other hand, the University's priority is to ensure that the students and employees will find a friendly and inspiring place to study and work here.

To reach its goal of the highest possible quality, the University must remove barriers that restrict access to the talented workforce and attract a growing number of students. To address this, the University will intensify its efforts to promote diversity and prevent discrimination, along with the creation of innovative solutions for challenges to improve the conditions of study and work. New methods and procedures for finding the right path of professional development for each employee will increase the participation of Gdynia Maritime University in the transfer of knowledge and continuous improvement of education quality. The agenda on gender equality will adapt learning outcomes and curricula to new challenges for modern economy 4.0 as it is outlined in the University's strategy. Developing non-discrimination policies will eliminate obstacles to create the best environment for employees, and set up new traditions at the higher educational institution.

Gdynia Maritime University got the "HR Excellence in Research Logo" in December 2017, it is to continually improve conditions for human resources and research, and gender equality initiatives, as well as build up additional practices to reach its goal.

The action plan for gender equality at Gdynia Maritime University 2022-2025 outlines the university's approach to addressing gender equality regarding work and life balance, equalizing the representation of women and men in decision-making, eliminating gender-based barriers in recruitment and career, integrating gender into research and training, and counteraction to gender-based violence and sexual harassment. Firstly, it contains concrete activities and a clear division of responsibility. Secondly, the time frame for the action is defined with the possibility to make adjustments and incorporate new initiatives on the go, which makes the plan dynamic.

As laid out in the European Commission's Communication for a Reinforced European Research Area (2012)<sup>1</sup>, the EU Member States are encouraged, among other things, to remove legal and/or other barriers in the recruitment, retention, and career progression of women researchers, while complying fully with EU laws on gender equality (Directive 2006/54/EC)<sup>2</sup>

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<sup>1</sup> European Commission (2012), Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions. A Reinforced European Research Area Partnership for Excellence and Growth <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX%3A52012DC0673>

<sup>2</sup> DYREKTYWA 2006/54/WE PARLAMENTU EUROPEJSKIEGO I RADY z dnia 5 lipca 2006 r. w sprawie



to address gender imbalances in decision-making processes, and to ensure that at least 40% of the underrepresented sex participates in committees which are involved in recruitment/career progression and in establishing and evaluating research programs (see EIGE 2016)<sup>3</sup>. In the HR Excellence in Research 2017, Gdynia Maritime University is committed to integrating gender into anti-discrimination strategies in compliance with the assumptions included in the “Strategy for the development of human resources taking into account the principles of the European Charter for Researchers and of the Code of Conduct in the process of the recruitment of researchers, 2015-2019”. It integrates the pro-equality activities carried out by the University to date with new initiatives.

The Polish Constitution contains a general prohibition against discrimination. Article 32 of the Constitution states that ‘All persons shall be equal before the law. All persons shall have the right to equal treatment by public authorities. No one shall be discriminated against in political, social, or economic life for any reason whatsoever<sup>4</sup>.

Also, GMU is subject to NCN’s regulations, among which there’s an obligation to promote gender equality in research, decision-making committees, encouraging women to do research and take part in competitions<sup>5</sup>.

The purpose of this document is to create involvement and commitment to promoting gender equality among all the university’s managers, employees, and students.

The action plan contains activities to be initiated in the period 2022-2025. While it will be possible to complete the implementation of some of the activities within this period, others will require a longer time frame. A new action plan will be drafted in autumn 2025 for the period 2026-2030. When the action plan is updated and adjusted to the needs of the surroundings, activities related to other aspects of diversity will be included in it.

The document describes the activities that Gdynia Maritime University will work with the period 2022-2025 within four focus areas:

1. Work and life balance and new organizational culture;
2. Recruitment and career development, integrating gender into research and teaching;
3. Gender balance in decision-making;
4. Counteraction to gender-based violence and sexual harassment.

This document presents Gender Equality Plan (GEP) that Gdynia Maritime University has designed to ensure that all the academic environment is open, inclusive, unbiased, and gender-balanced.

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wprowadzenia w życie zasady równości szans oraz równego traktowania kobiet i mężczyzn w dziedzinie zatrudnienia i pracy <https://eur-lex.europa.eu/legal-content/PL/TXT/PDF/?uri=CELEX:32006L0054&from=RO>

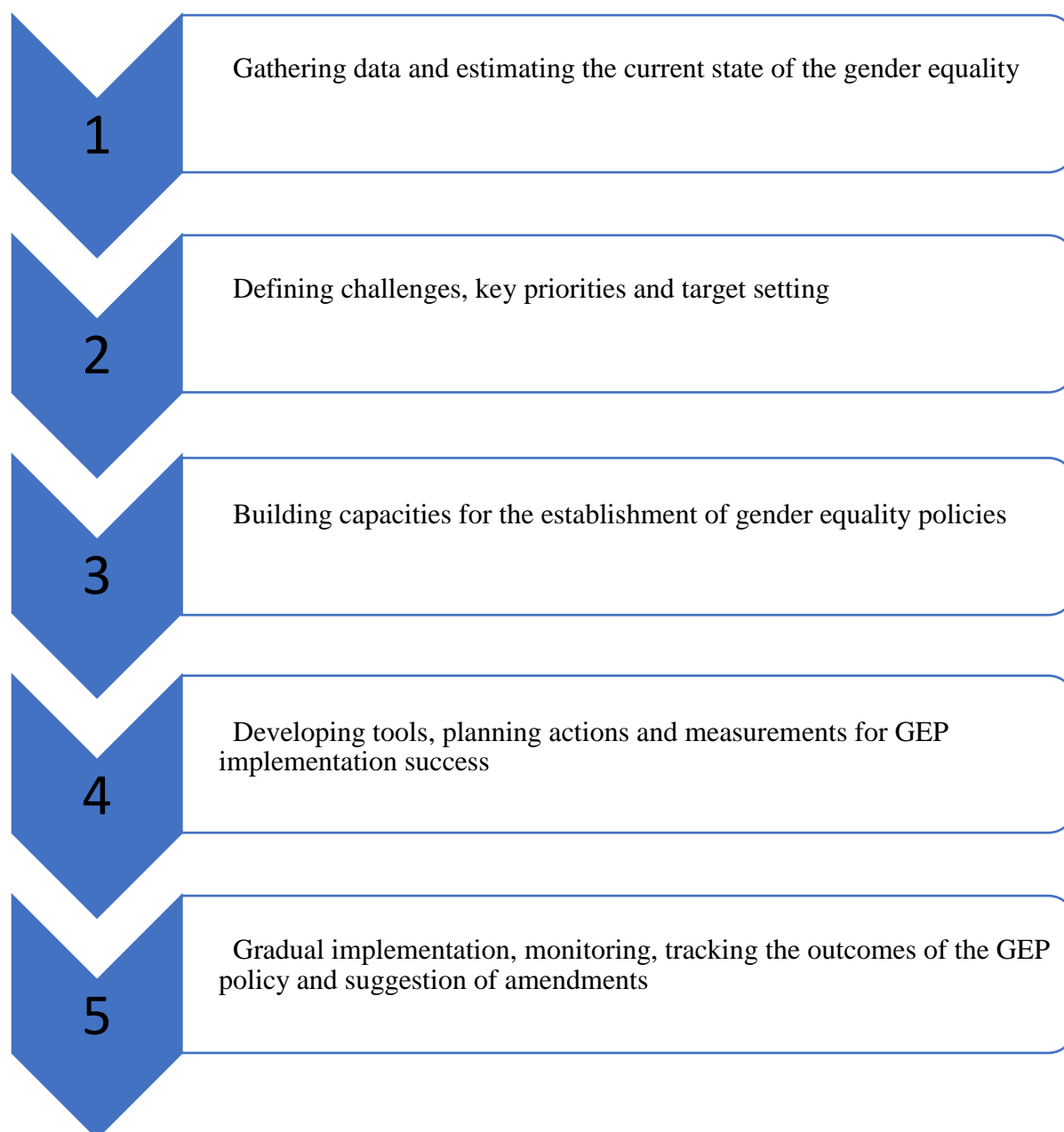
<sup>3</sup> European Institute for Gender Equality (2016), Gender Equality in Academia and Research <https://eige.europa.eu/gender-mainstreaming/toolkits/gear/objectives-genderequality-research>

<sup>4</sup> THE CONSTITUTION OF THE REPUBLIC OF POLAND OF 2nd APRIL, 1997 <https://www.sejm.gov.pl/prawo/konst/angielski/kon1.htm>

<sup>5</sup> NCN (2019b) Stanowisko Narodowego Centrum Nauki w sprawie równego dostępu kobiet i mężczyzn do środków finansowych na badania naukowe [https://www.ncn.gov.pl/sites/default/files/pliki/2019\\_02\\_stanowisko\\_ncn\\_ws\\_rownego\\_dostepu\\_kobiet\\_i\\_mezczyzn.pdf](https://www.ncn.gov.pl/sites/default/files/pliki/2019_02_stanowisko_ncn_ws_rownego_dostepu_kobiet_i_mezczyzn.pdf)

## II. DEVELOPMENT OF GENDER EQUALITY STRATEGY AND ACTION PLAN 2022-2025

*Pic.1 Stages of Gender Equality Strategy development and implementation*



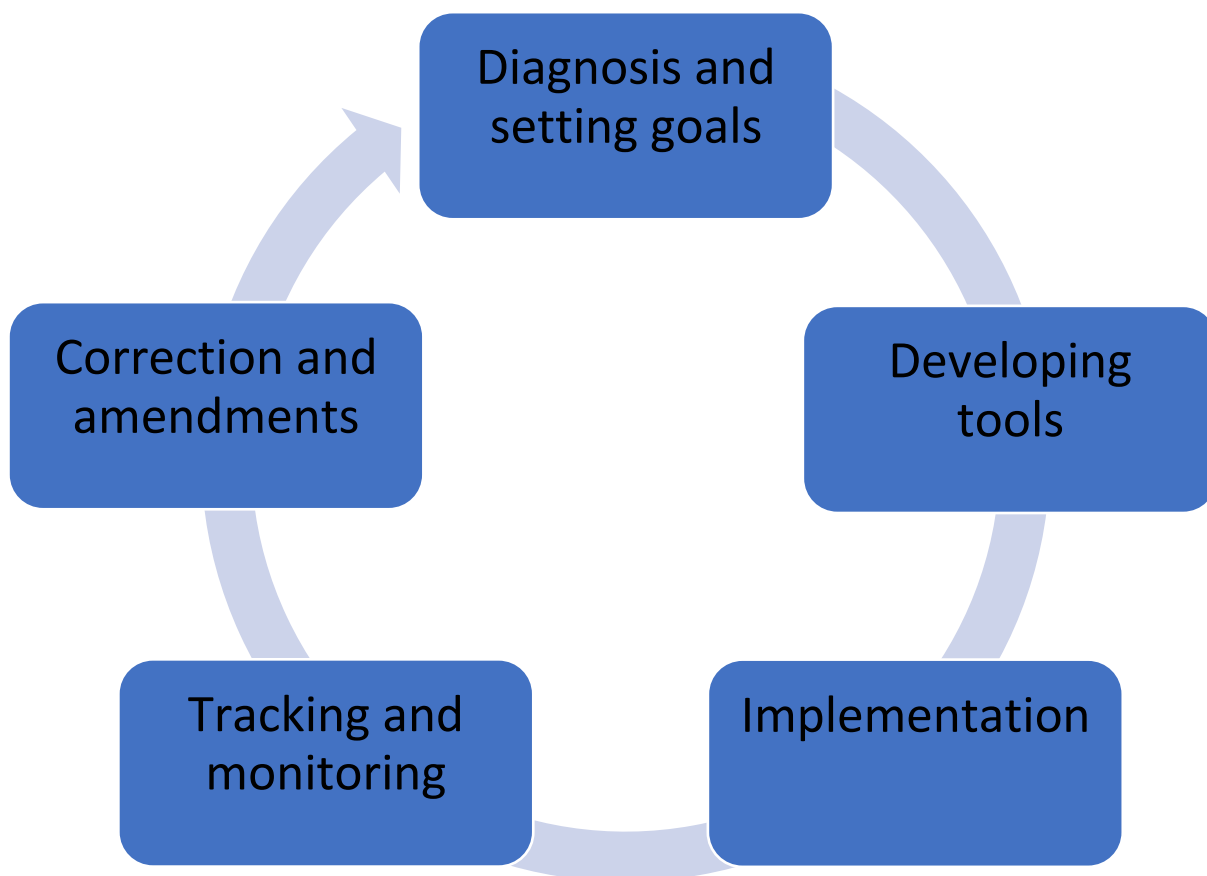
## STRATEGY 2022-2025

Core task – ensuring equal opportunities for men, women, and non-binary University community members by creating the best working and studies environment.

Goals – initialization of new organizational culture, integrating gender into research and teaching, achieving gender balance in decision-making, developing measures to counteract gender-based violence and sexual harassment, and raising gender awareness.

### STRATEGY IMPLEMENTATION CIRCLE

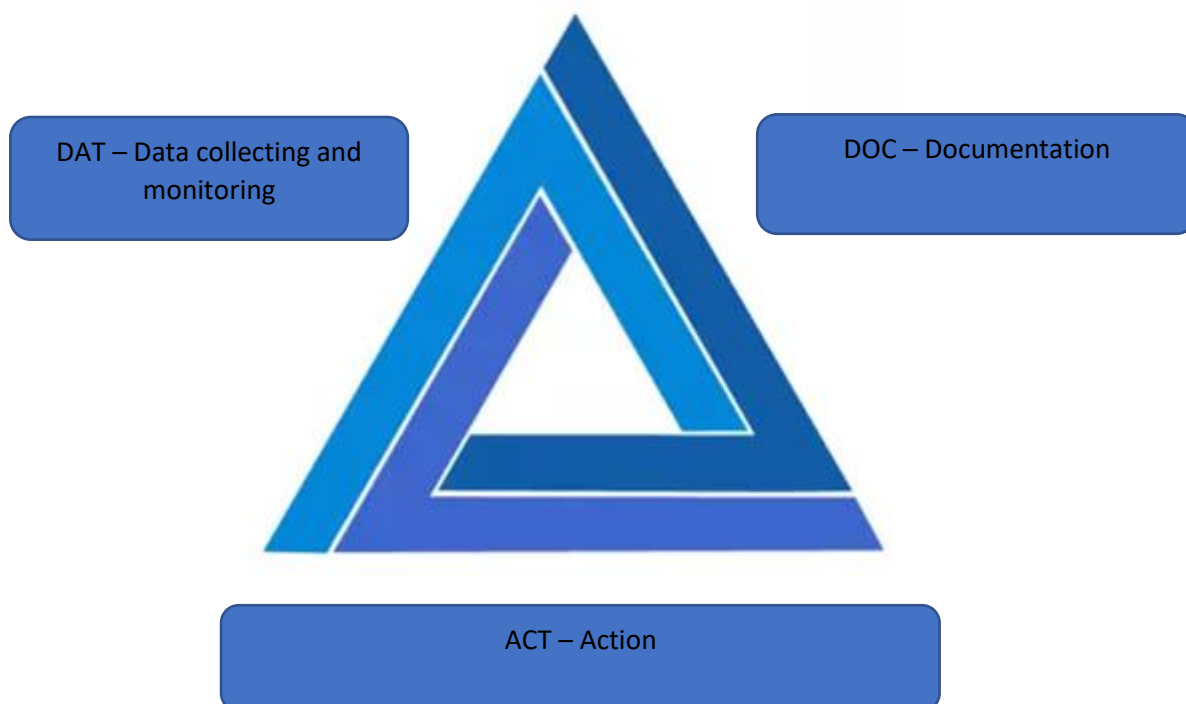
*Pic.2 Stages of Gender Equality Strategy implementation*



## ACTIVITIES IN THE ACTION PLAN FOR GENDER EQUALITY AT GDYNIA MARITIME UNIVERSITY

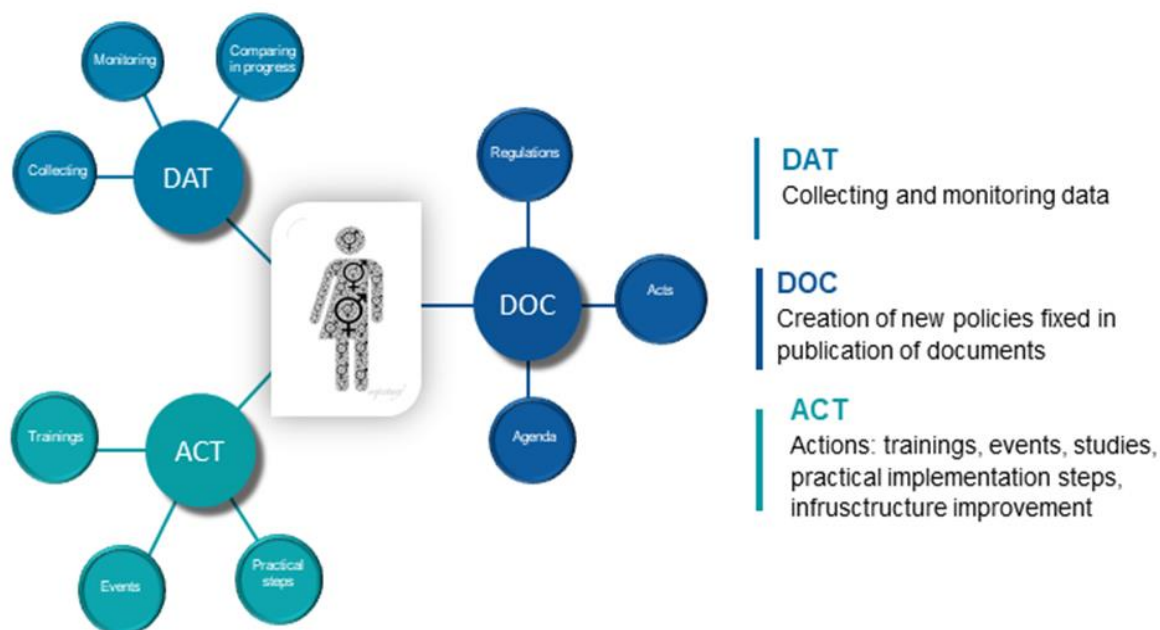
The action plan includes activities to be conducted and developed both at the central level across the University, and across the departments. The activities can be classified as DAT – collecting, analyzing, monitoring, and comparing data; DOC – creating and publication of documents aimed at gender equality policies; ACT – practical steps towards equalizing opportunities for men, women, and non-binary employees and students. All three types of activities are interrelated and are conducted to achieve the main goal of the Strategy.

*Pic.3 The unity of activities in GEP implementation*



## TYPES OF ACTIVITIES

Pic.4 The unity of activities in GEP implementation



Gender Equality Strategy is implemented via the Plan which includes a set of activities performed by different University units of the whole higher educational institution.

It is crucial to monitor the progress of the awareness raising, the levels of flexibility and resilience, and unconscious gender biases among staff and decision-makers. All the data is to be included in annual reports on quizzes conducted at the whole University.

When challenges and goals are identified, practical actions e.g. training, events, and campaigns are designed to tackle them.

The development of new documents will include working with the data analyzed and writing the procedures/actions planned to achieve the gender equality strategic goals.

Thus, all the activities complement each other in terms of creating a new environment with widened opportunities due to gender equality.

A detailed description of the activities, a clear division of responsibilities, and time frames are provided in the Plan. The given document, together with the communication efforts, tackles some existing shortcomings concerning gender equality policy at Gdynia Maritime University.





### III. DIAGNOSIS

## STATUS QUO ANALYSIS

The starting point for the analyses aimed at the development of the Gender Equality Plan for UMG was the verification of the gender distribution of people working in the University, in accordance with recommendations included in the European Charter for Researchers<sup>6</sup>, and taking academic degrees and positions into account.

According to the published “Report of the Rector of Gdynia Maritime University” on the activities of the University in 2018<sup>7</sup>, there is no information about the gender distribution in the university’s activities, but there is information on managerial positions’ representativeness. Thus, data, collected and monitored at the University, will have to contain information about gender distribution across employees and students of the University according to Mandatory requirements for a GEP<sup>8</sup>. The only document at the University level containing the numbers of employees by gender is the HR Excellence in Research Action Plan published in December 2017<sup>9</sup>. Thus, the given data must be renewed annually, collected, and monitored.

Also, Gdynia Maritime University is in the process of implementing the project “DIRECTION: ACCESSIBILITY” (03.01.2022 - 31.10.2023) w ramach programu “Oś III Szkolnictwo wyższe dla gospodarki i rozwoju Programu Operacyjnego Wiedza Edukacja Rozwój 2014-2020”. The main goal of the project is organizational changes and increasing the awareness and competencies of university staff in the field of disabilities through the implementation of activities aimed at ensuring the university's communication accessibility, administered websites, IT tools, and education procedures, introducing modifications to education programs that ensure their accessibility for students with disabilities and activities in the field of architectural accessibility.

Previously, our higher educational institution developed a “Policy of Counter-action to Mobbing and Discrimination” in 2020<sup>10</sup>, in which the definition of the term “Sexual Harassment” has been given and a procedure of counter-action to discrimination and sexual harassment has been developed. A person of trust is appointed by the Rector of the University, and both employees and students can apply for the anti-discrimination procedure. Equality of chances in the recruitment process, career advancement and financial remuneration of employees, and inadmissibility of discrimination related to age, gender,

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<sup>6</sup> The European Charter for Researchers <https://euraxess.ec.europa.eu/jobs/charter/european-charter>

<sup>7</sup> SPRAWOZDANIE REKTORA z rocznej działalności UNIWERSYTETU MORSKIEGO W GDYNI [https://umg.edu.pl/sites/default/files/zalaczniki/sprawozdanie\\_rektora\\_z\\_rocznej\\_dzialalnosci\\_umg\\_2018.pdf](https://umg.edu.pl/sites/default/files/zalaczniki/sprawozdanie_rektora_z_rocznej_dzialalnosci_umg_2018.pdf)

<sup>8</sup> European Commission, Directorate-General for Research and Innovation, Horizon Europe, gender equality : a strengthened commitment in Horizon Europe, Publications Office, 2021, <https://data.europa.eu/doi/10.2777/97891>

<sup>9</sup> HR Excellence in Research Action Plan [https://umg.edu.pl/sites/default/files/zalaczniki/action\\_pl\\_an.pdf](https://umg.edu.pl/sites/default/files/zalaczniki/action_pl_an.pdf)

<sup>10</sup> Polityka Przeciwdziałania Mobbingowi i Dyskryminacji w Uniwersytecie Morskim w Gdyni. Załącznik do Zarządzenia nr 15 Rektora UMG z dnia 12 marca 2020 r.

[https://umg.edu.pl/sites/default/files/zalaczniki/polityka\\_przeciwdzialania\\_mobbingowi\\_i\\_dyskryminacji\\_w\\_umg.pdf](https://umg.edu.pl/sites/default/files/zalaczniki/polityka_przeciwdzialania_mobbingowi_i_dyskryminacji_w_umg.pdf)



disability, race, religion, or any other origin are proclaimed in the Decree of Rector in the Culture of Good Will<sup>11</sup>.

From 2022, the university holds a Day for Women in Maritime, which is May 18th (by the decision of the Assembly of the International Maritime Organization). The celebration aims to promote the recruitment, retention, and sustainable employment of women in the maritime sector, raise the profile of women in the maritime sector, strengthen IMO's commitment to UN Sustainable Development Goal 5, that is to achieve gender equality and empower all women and girls<sup>12</sup>, and support work to address the current gender imbalance in maritime employment. The other occasion to promote gender balance at GMU is a Day of a Little Student, which is conducted annually in August. On this day, gender equality is promoted and biases are eliminated during educational and entertaining activities for kids: baking workshops, meeting with the police, and scientific experiments.

## Human resources statistics of GMU and gender representation in individual areas

### Management of Gdynia Maritime University

*Table 1. Gender split for managerial positions at Gdynia Maritime University (09.2022)*

University's Highest Authorities	men	women	total	men %	women %
Rector	1	0	1	100	0
Prorectors	4	0	4	100	0
Chancellor and Bursar	2	0	2	100	0
Vice-Chancellors and Vice-Bursars	1	3	4	25	75
<b>Total</b>	<b>8</b>	<b>3</b>	<b>11</b>	<b>73</b>	<b>27</b>
Faculties and Departments Management	men	women	total	men %	women %
Deans	3	1	4	75	25
Vice-Deans	6	4	10	60	40
Heads of Departments	14	5	19	74	26
Deputy Managers of Departments	9	8	17	53	47
<b>Total</b>	<b>32</b>	<b>18</b>	<b>50</b>	<b>64</b>	<b>36</b>
Administration Management	men	women	total	men %	women %
Directors	2	4	6	33	67
Vice-Directors	1	0	1	100	0
Managers/ Executives	4	14	18	22	78
Deputy Managers	3	3	6	50	50
<b>Total</b>	<b>10</b>	<b>21</b>	<b>31</b>	<b>32</b>	<b>68</b>

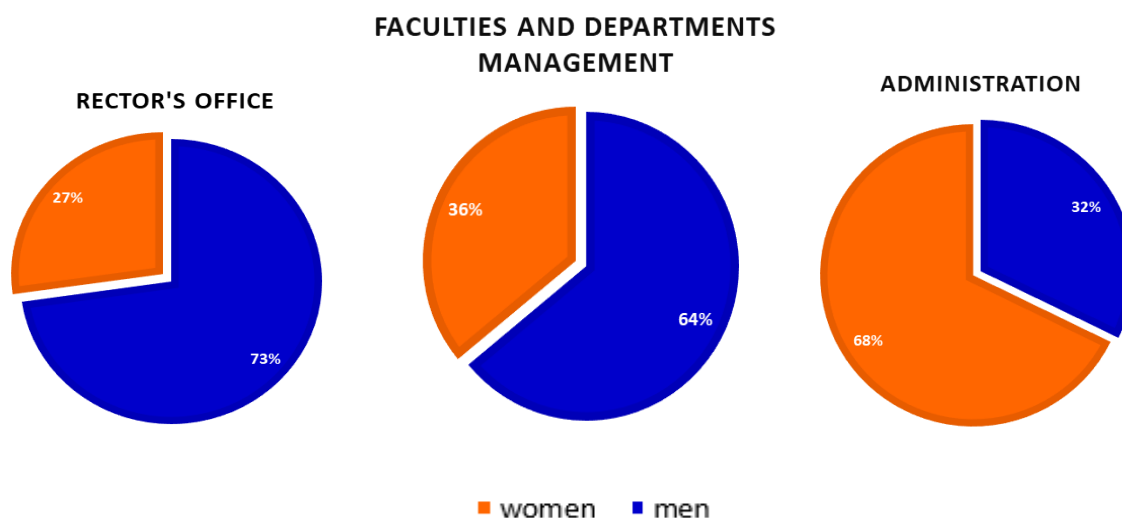
<sup>11</sup> Zarządzenia Rektora UMG z dnia 7 grudnia 2021 r. w sprawie dobrych obyczajów na Uniwersytecie Morskim w Gdyni [https://umg.edu.pl/sites/default/files/zalaczniki/z\\_r\\_58\\_0.pdf](https://umg.edu.pl/sites/default/files/zalaczniki/z_r_58_0.pdf)

<sup>12</sup> Transforming our world: the 2030 Agenda for Sustainable Development <https://sdgs.un.org/2030agenda>



There is a clear tendency in the management structure of Gdynia Maritime University: the highest posts are held mainly by men: Rector, Prorectors, Chancellor and Bursar, and Deans, while women are well-represented as Deputy Managers of departments and Deputy Managers among GMU administration. Moreover, the number of female managers prevails in administrative positions, especially among Managers and within Vice-Chancellors, Vice-Bursars. There is only one Faculty – of Management and Quality Service where only women hold the highest management roles.

*Pic.5. The distribution of male and female employees at managerial positions at Gdynia Maritime University (09.2022)*



## Research and teaching positions

*Table 2. Gender split for academic workers at Gdynia Maritime University in numbers (as for 09.2022)*

Position	men	women	total number
Full professor	23	3	26
Associate professor	41	17	58
Assistant professor	78	60	138
Research-and-teaching assistant	41	41	82
Senior lecturer	11	18	29
Lecturer	5	1	6
Instructor, foreign language teacher	0	2	2
Total	199	142	341

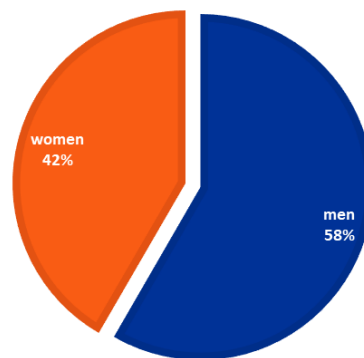


The distribution of women and men across different posts at the University is uneven.

In the position of full professor, there are roughly 90% of men. As for associate professors, nearly 70% are men, and the remaining 30% are women. For research and teaching assistants, this is the only job post with full gender equality representativeness – each gender takes 50%. The statistics among assistant professors are fairly balanced: 57% of women compared to 43% of men. Lecturers are mostly men – about 85%, while for senior lecturers women outnumber men with over 60% of the total number, what is more, only women work among foreign language teachers.

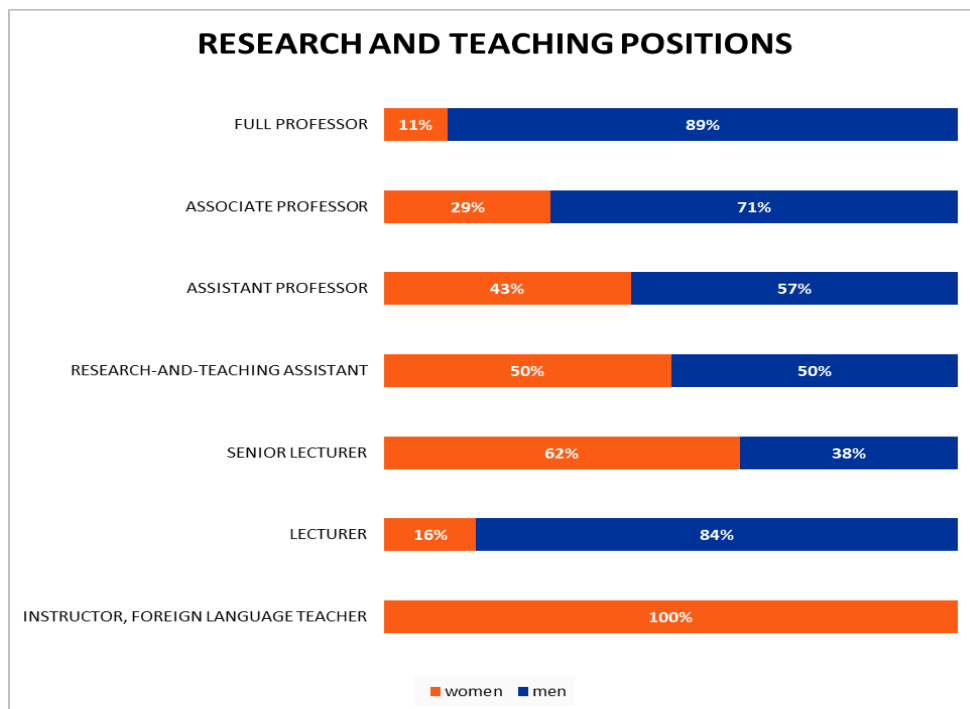
*Pic.6. The percentage of male and female academic workers at Gdynia Maritime University (09.2022)*

#### **TOTAL NUMBER OF ACADEMIC WORKERS**



Overall, the number of men having higher career positions outnumbers women, although gender disparity in the total number of academic workers is minor. Thus, it can be concluded that women need some more support to have opportunities to pursue higher career achievements. This may result from various reasons, and women often emphasize the need to reconcile work, family, and private life.

*Pic.7. The percentage of male and female academic workers at Gdynia Maritime University - as for the positions held (09.2022)*



## Non-Scientists

The overall number of women working in non-academic positions at the University is higher than the number of men, but the difference is insignificant it could be stated that there is gender equality in this sphere, but in different individual fields, this correlation does not coincide.

*Pic.8. The percentage of male and female non-academic workers at Gdynia Maritime University (as of 09.2022)*

### TOTAL NUMBER OF NON-ACADEMIC WORKERS

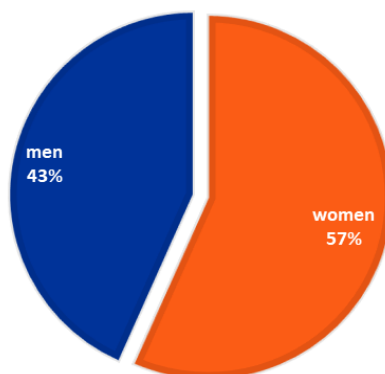
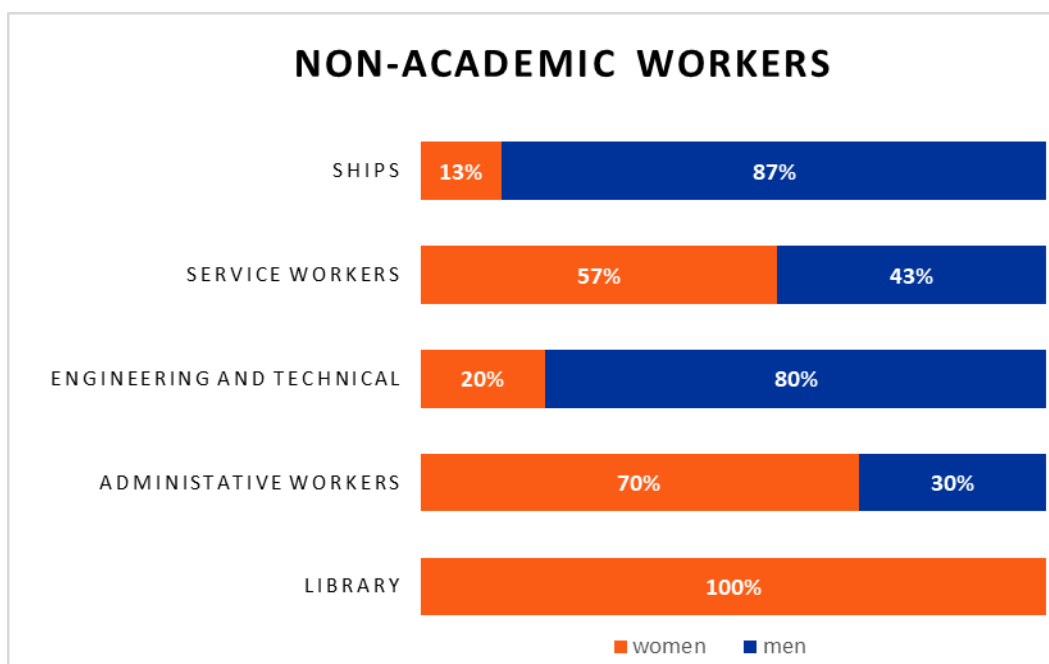




Table 3. Gender split for non-academic workers at Gdynia Maritime University for non-academic workers in numbers

UNIT	women	men	total
Library	14	0	14
Administrative workers	184	76	260
Engineering and technical	13	51	64
Service workers	56	42	98
Ships	6	40	46
Total	273	209	482

Pic.9. The percentage of male and female non-academic workers at Gdynia Maritime University in different positions (09.2022)



Thus, only women are employed as librarian workers. Also, women significantly outnumber men as administrative workers: 70% of female to 30% of male employees. The predominance of men on ships is the greatest among all the departments. Significantly more men also work at GMU as engineering and technical employees. It is worth noting that there is gender equality among service workers at Gdynia Maritime University with 57% of females to 43% of males. However, as an example, only women work in cleaning services, while men prevail in property protection and maintenance services jobs.

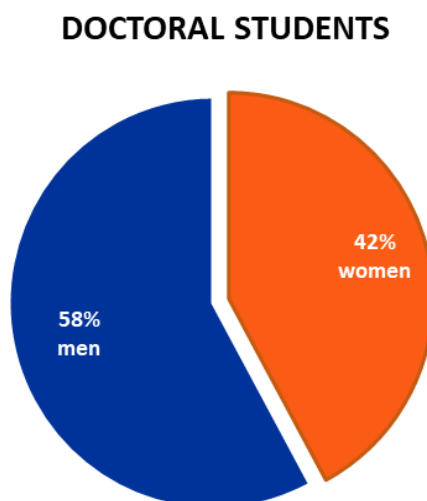


The results obtained can lead to a conclusion that some occupations are still regarded as „occupations for women” or „occupations for men” and are dominated by a corresponding sex as well as it is in the world, according to International Labour Organisation<sup>13</sup>.

## Doctoral Students

Despite the relatively equal presence of genders at the Doctoral School of Gdynia Maritime University, there is a definite distribution of gender by the subject of studies. Only men study Automation, Electronics, and Electrotechnics, while twice more women than men conduct research in the field of Management and Quality Sciences.

*Pic.10. The percentage of male and female doctoral students at Gdynia Maritime University(09.2022)*

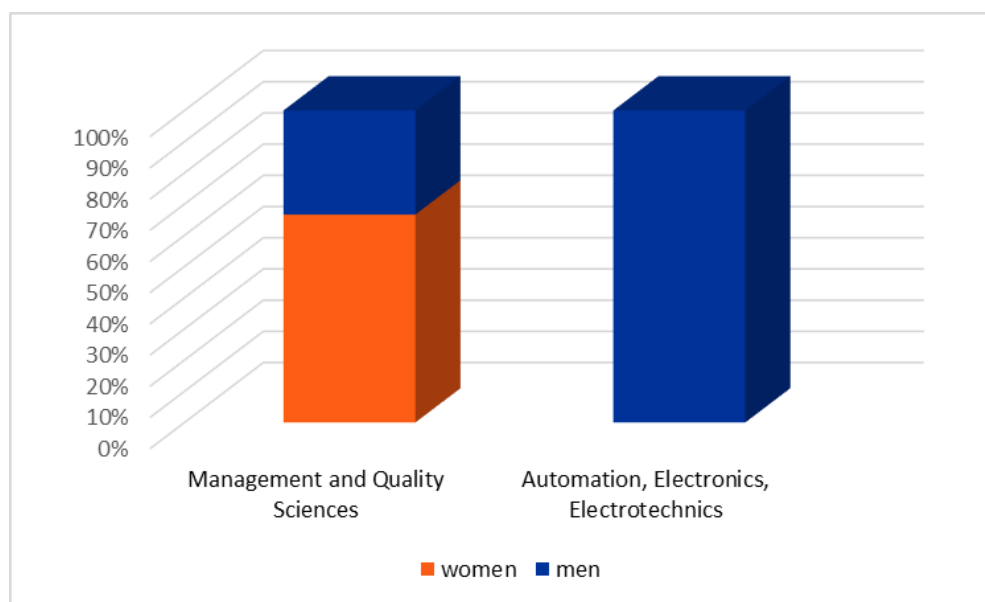


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<sup>13</sup> Occupations by gender

<https://ilostat.ilo.org/these-occupations-are-dominated-by-women/>

Pic.11. Doctoral students by the field of studies at Gdynia Maritime University (09.2022)



## DISCUSSION

The current gender distribution of the GMU employees indicates that, although the institution has approximately an equal number of females and males employed, there is a clear gender disparity at the leadership level.

We identified the following goals to increase the number of women in leading scientific positions and to promote gender equality at the higher educational institution:

- 1) provide additional support for women pursuing higher positions and going up a career ladder;
- 2) create an organizational culture to help women coordinate working and family life;
- 3) raise diversity awareness and eliminate bias about male-dominated/female-dominated occupations;
- 4) identify and eliminate gender-based biases, and spread the information on the definition and consequences of sexual harassment to the abuser.

In the frames of the Logo HR Action Plan for Gdynia Maritime University<sup>14</sup>, there have been planned a lot of activities to support the career promotion of employees. Supposedly, those actions will be a measure of females' career progressions. The above-mentioned activities are aimed at:

- career development;
- intellectual property rights protection;

<sup>14</sup> HR Excellence in Research Action Plan [https://umg.edu.pl/sites/default/files/zalaczniki/action\\_plan.pdf](https://umg.edu.pl/sites/default/files/zalaczniki/action_plan.pdf)





- access to career advice;
- continuing professional development;
- access to research training and continuous development;
- supervision;
- recognition of qualifications;
- the value of mobility;
- enhancement of the recruitment procedure.

Combining efforts while implementing of HR Excellence in Research Plan and Gender Equality Plan will optimize teams' efforts in the creation of an unbiased and inspiring working environment and help to adapt existing procedures to the goals of GEP. Also, already existing elements of family-friendly organizational culture will be included and extended in the Gender Equality Plan.

As a maritime higher educational institution, Gdynia Maritime University is to create a positive image of women in the field by representing and implementing measures of gender equality that involve the whole community of GMU as well as other stakeholders.

## IV. GOALS AND ACTIONS

### GOAL 1. CREATION OF THE BEST WORKING AND STUDYING CONDITIONS BY INSTITUTIONALISATION OF FAMILY-FRIENDLY ORGANISATIONAL CULTURE

#### Work and Life Balance

The aim of the policy:	Planned actions:	The beneficiaries of the policy:	Responsibility:	Indicator and time frame:
<b>Development and implementation of institutional changes toward making a university a better place to work</b>	1. Conduct brainstorming meetings to think up creative ways to promote family-friendly workplace culture	GMU Community	GEP Implementation Team	Annual protocols 2022-2025  (the entire period of validity of the document)
	2. Develop a leaflet/poster/presentation on work and life balance and send it to all departments, distribute it throughout the university	GMU Community	Promotion and Communication Office, GEP Implementation Team,	Prepared material in electronic version (leaflet/poster/pre sentation) spread via intranet by the end of 2023
	3. Introduce the information on the university's webpage on parental policies, support for carrying responsibilities, workload arrangement, advice, and support for parents	GMU Community	GEP Implementation Team, Social Department, Human resources and payroll department, Promotion and Communication Office	Guidebook 2022-2025  (the entire period of validity of the document)
	4. Create „Hours bank” for administration and engineering and technical staff to leave work in case of emergencies	Administrati on and engineering and technical	Human resources and payroll department, Legal Service Office, Organizational	Rector's Decree/ Regulations  By the end of 2025

		GMU staff	team	
	5. Plan to open a family-friendly room	GMU Community	Social Department, GEP Implementation Team, Chancellor's Department	By the end of 2025
	6. Diagnosis of the level of students' satisfaction on the topic of gender equality at GMU	Students	GEP Implementation Team, Promotion and Communication Office	Annual reports  Annually, the entire period of validity of the document, 2022 – 2025
	7. Holding a Day for Women in Maritime	GMU Community	Promotion and Communication Office, GEP Implementation Team,	Photo presentation/video of the event  An event held annually on 18th May  (2022-2025)
	8. Holding a Day of a Little Student	Children of people working and studying at GMU	Promotion and Communication Office, GEP Implementation Team, representatives of 4 Departments and the Maritime Institute, Student Parliament	Photo presentation /video of the event  Annually  (2022-2025)
	9. Holding a Week of Equality (with a Day of Women, Day of Men, and Day of Non-binary people)	GMU Community	Promotion and Communication Office, GEP Implementation Team, representatives of 4 Departments and the Maritime Institute, Student	Photo presentation/video of the event    Annually  (2022 – 2025)



			Parliament	
	10. Promotional campaign on encouraging girls to study at Gdynia Maritime University on a Day of Women and Girls in Science	Applicants for studies, pupils of the last years of secondary schools	Promotion and Communication Office, GEP Implementation Team, representatives of 4 Departments and the Maritime Institute, Student Parliament	Spot/ promotional film Annually (2022-2025)

**GOAL 2. GENDER EQUALITY FOR RECRUITMENT, CAREER DEVELOPMENT, RESEARCH, AND TEACHING**

<b>Recruitment and Career</b>				
<b>The aims of the policy:</b>	<b>Planned actions:</b>	<b>The beneficiaries of the policy:</b>	<b>Responsibility:</b>	<b>Indicator and time frame:</b>
<b>Identifying gender biases during recruitment and proceeding a career ladder, then developing and implementing innovative strategies</b>	1. Collect data on unequal representation in senior roles, conscious and/or unconscious biases, and do a review/analysis	GMU Community	GEP Implementation Team, representative of Maritime Institute, a specialist in quantitative research and statistics	Document – analysis 2022 – 2025  (the entire period of validity of the document)
	2. Review and introduction of possible changes (if needed) in a document regulating gender-based representation while the hiring process: - Clarifying norms for recruitment of academic Staff; - Language assurance – including gender equality in job advertisements;	GMU staff and future staff	Human Resources and Payroll Department, Legal Service Office, GEP Implementation Team	Review/ new document: Regulation/ Bulletin on Equal Opportunities for Recruitment and Career



				Development 2022 – 2025  (the entire period of validity of the document)
	3. Leadership training designed mainly for women, aimed to empower them, set goals, and reach them regardless of family and care obligations	GMU Employees	GEP Implementation Team	At least 2 trainings per year, starting from 2023 / number of trained persons  2023 – 2025
<b>The issue of gender equality must be included in research and teaching</b>	4. LIBRARY - preparing a shelf with books, studies, bibliography devoted to the subject of equal treatment, mainly the issue of gender equality, placed in a generally accessible area for students and other persons	GMU Community	GMU Library, GEP Implementation Team	The exhibition, Active by the end of December 2023
	5. Review and inclusion of gender equality issue in the subject "Legal and ethical determinants of scientific activity" of the GMU Doctoral School	Students of the Doctoral School	Doctoral School Office, Science Department, GEP Implementation Team	Review of the subject conducted by the end of 2023  Changed content of the subject for next years
	6. Reviewing the university's website in order to increase the visibility of all contact persons, events and activities, including research and teaching in the context of equal treatment - Creating a tab on the GMU home page under the name "Equal Treatment"	GMU Community	IT specialists at GMU, Cooperation and Development Department, Promotion and Communication Office, GEP	The tab placed on the website by the end of 2023, the content of the tab - updated,



			Implementation Team	expanded, and monitored on an ongoing basis – in 2024 and 2025
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***GOAL 3. ACHIEVING GENDER BALANCE IN DECISION-MAKING AND ENCOURAGING LEADERSHIP CULTURE, THE CULTURE OF ENGAGEMENT***

<b><i>Decision-Making and Leadership</i></b>				
<b>The aims of the policy:</b>	<b>Planned actions:</b>	<b>The beneficiaries of the policy:</b>	<b>Responsibility:</b>	<b>Indicator and time frame:</b>
<b>Getting qualitative data on the influence of gender on the decision-making process</b>	1. Collect data on unequal representation in senior roles, conscious/unconscious biases	GMU Staff	GEP Implementation Team, Maritime Institute	Annual reports 2022-2025
<b>Taking actions to increase the share of under-represented gender in the decision-making</b>	2. Including gender equality in development dialogues among executives and managers - promoting gender balance in management teams.	GMU Staff	GEP Implementation Team, Maritime Institute, University authorities	Decision-making procedure/report on the achieved impact on the issue of gender equality in managerial contracts / employed in managerial and managerial positions By the end of 2025

	3. Taking into account the issue of gender balance when nominating staff for work in committees, teams, and other decision-making bodies	GMU staff	Organizational team, GEP implementation team, Maritime Institute	Procedure/policy developed  By the end of 2024
	4. Preparation of an annual survey, an additional document for employee self-assessment, updating the situation in the context of increasing gender representativeness in making management decisions	GMU community	GEP Implementation and Execution Team, Maritime Institute	Annual survey and report  2023 - 2025
<b>Promoting women's economic empowerment</b>	5. Conduct workshops on personal development	GMU staff	GEP Implementation Team, psychologist/counselor	At least 2 trainings per year, starting from 2023 / number of trained persons  2023 - 2025
	6. An anti-discrimination course for students in English (online, stationary or hybrid)	GMU students	Foreign Languages Department, GEP Implementation Team, psychologist/counselor	At least one course during the validity of the GEP document  2022 - 2025
	7. A lesson of Equality in German/English	GMU students	Foreign Languages Department, GEP Implementation Team, psychologist/counselor	Lecture at the beginning of the course on equal treatment and non-discrimination  Annually  2023 – 2025



## *GOAL 4. COUNTERACTION TO GENDER-BASED VIOLENCE AND SEXUAL HARASSMENT*

### *Violence and Sexual Harassment*

<b>The aim of the policy:</b>	<b>Planned actions:</b>	<b>The beneficiaries of the policy:</b>	<b>Responsibility:</b>	<b>Indicator and time frame:</b>
<b>Counteracting violence, developing awareness of student and employment rights, and ensuring gender support and security</b>	1. Recognition and identification of stereotypes and prejudices existing and functioning at UMG in the context of unequal treatment	GMU community	Specialist in quantitative methods and statistics, GEP implementation team	Data gathered in annual questionnaires and reports  Once a year  2022 - 2025
	2. Trainings/workshops raising the level of awareness on the subject of prejudices and gender stereotypes (online formula)	GMU staff	Faculties and Maritime Institute, GEP implementation team	At least 2 trainings per year, starting from 2023 / number of trained persons  2023 - 2025
	3. Review and verification of the currently existing university anti-discrimination procedure	GMU community	Legal Service office, GMU team of legal advisers, GMU Trusted person, GEP Implementation Team,	Consultations with the legal counsel of the university  Updated anti-discrimination procedure if needed  The "equal treatment" tab on the GMU home page with all the information on where and how to ask for help  2022 - 2025  The entire period of validity of the document, until the end of 2025
	4. Preparation of the film: Diversity and anti-	GMU	Promotion and Communication	The video/film -





	discrimination	community	Office, Student Parliament, GMU media specialist, GEP Implementation Team	prepared, filmed and posted on the University's website and in social media by the end of 2023
	5. Developing the leaflet /poster - informing staff, students and all the stakeholders on the definition of sexual harassment and consequences of the sexual harassment for the abuser	GMU community	Promotion and Communication Office, Student Parliament, Legal Service Office, GEP implementation and implementation team	The leaflet /poster - released in 2023
	6. Conducting workshops on counteracting violence and sexual harassment	GMU community	Faculties and Maritime Institute, GEP implementation team	At least 2 trainings per year, starting from 2023 / number of trained persons  2023 - 2025



## *V. MONITORING, EVALUATION AND COMMUNICATION*

Gdynia Maritime University will follow up annually on the activities in the action plan and gender equality data. Every year, a workplace assessment will be conducted which will include a report on significant differences in job satisfaction for men and women respectively, across areas and job categories. A report on the progress in achieving the goals set will be published annually on the university's website.

Data will be accessible at GMU level as well as at the department level. All of its gathered material, along with the Team's comments will be submitted online and will be taken into account in developing amendments to the existing Plan. Final amendments and recommendations will be developed by the University's Committee on Equal Treatment and discussed with all the departments.

### **Monitoring data:**

1. Gender split for the University's employees
2. Gender split for managerial positions
3. Gender split for academic staff
4. Gender split for non-academic staff
5. Gender split for Ph.D. students doing research
6. Job satisfaction
7. Working conditions
8. Gender-based biases



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