

Gender Equality and Diversity Plan (GEDP)
for the
European X-Ray Free Electron Laser Facility GmbH
(European XFEL GmbH)
1 July 2022 – 30 June 2024

Preamble

Gender equality and diversity are fundamental values of European XFEL that

- Improve the quality of research and innovation
- Create a better working environment and thus maximize the potential and talent of all staff
- Attract and retain talent by ensuring that the abilities of all staff are valued in a fair way
- May best be reached by involving the entire staff of European XFEL in an ongoing improvement process

To realize these advantages and consequently monitor their impact, a European XFEL internal working group—composed of the Administrative Director, a Management Board Assistant (MBA), and the Head of Human Resources (HR) as well as two Equal Opportunities Spokespersons (EOS) and the Diversity Officer (DO)—has developed the following Gender Equality and Diversity Plan (GEDP). It is based on the European XFEL Equal Opportunities Policy (compiled in 2010, last revised in 2015) and is specifically tailored to the company's requirements, considering the many achievements already made and, at the same time, aiming for major improvements.

The GEDP is inspired by the recommendations and follows the requirements of the European Commission (EC):

- **Being a public document**

The GEDP was signed by the company directorate, called the Management Board (MB), and is publicly available on the company's website. In addition, it is made internally well visible through general presentations to all staff members as well as presentations of specific thematic areas at different occasions (e.g. training and e-learning). In addition, its content and achievements are presented on a regular basis to the European XFEL Council and the European XFEL Administrative and Finance Committee (AFC). After a first term of two years, it will be reviewed and, if needed, adapted or improved.

- **Allocation of dedicated resources**

In order to be able to efficiently design, implement, and monitor the GEDP in terms of *personnel*, a half-time Diversity Officer (DO) position was created and that reports directly to the Administrative Director in order to give the topic visibility and highlight the importance of gender equality and diversity at European XFEL. At the same time, since 2010, two EOS, who are elected for two-year terms, dedicate several hours per week to gender equality and diversity issues. These three persons form the Equal Opportunities and Diversity (EOD) team that provides a focal point and source of expertise for a broad variety of gender equality and diversity topics, including the development and implementation of this GEDP.

The EOD team is supported by a MBA, who functions as a link to the Directors. In addition, there is a close relationship with other internal groups, such as the HR / Personnel Development (PD), the Communication (COMM) group, and the Works Council (WoCo), all of which support the team when it comes to specific gender-equality or diversity-relevant topics.

In addition, topic-driven task forces shall discuss special issues with various representatives of staff. The Management of European XFEL supports the idea that anyone who wants to contribute to gender-equality and diversity topics, coordinated by the EOS and the DO, is encouraged to dedicate a limited amount of their working time to these activities and to develop new

policies and/or practices with input from different parts of the organization.

In terms of *financial resources*, a dedicated budget was approved by the MB for implementing, monitoring, and improving the aims and measures of this GEDP. Funds to support activities related to gender equality measures at the company are allocated within different departments, known as groups. For example, the HR group contributes funds for the organization of different staff training and personnel development activities, such as coaching, with a dedicated focus on diversity, intercultural exchange, and value-driven behaviour. A task force on occupational health addresses specific topics within the gender-equality thematic as part of the European XFEL Health Days.

- **Arrangements for data collection and monitoring**

In line with the General Data Protection Regulation (GDPR), the HR group provides evidence-based, gender-disaggregated data about European XFEL personnel across all staff functions, including the composition of linked committees for the evaluation purposes of the presented GEDP. At the end of the first year, a progress report will be published, including qualitative and quantitative gender-equality-relevant data (see below) to demonstrate whether any progress has been made.

- **Supported by trainings and capacity-building**

Through the integration of specific training and capacity-building formats (see Focus Point 1 below) throughout the hierarchical levels related to the different thematic gender-equality and diversity relevant areas (e.g. recruitment and career progression, work-life balance etc.), awareness shall be raised and unconscious gender biases be addressed.

Present situation in terms of gender representation

In terms of gender representation, we observe a yearly increase of female staff (including guests) from 26% to 27.2%. This overall increase reflects the policy of European XFEL to increase the female representation in the company, especially among scientists, engineers, and technicians. The overall observed increase results from a higher number of female colleagues among technical staff, where the percentage has risen from 15.52% to 19.64%. Also, the number of women in administrative positions increased from 72.6% in June 2020 to 74.40% in June 2021. Unfortunately, the number of female scientists only rose marginally from 19.81% to 19.84% in the same period, while the number of female engineers decreased slightly from 14.63% to 13.39%. The indicated percentages for female scientists are slightly higher (20.9%) when looking at the European XFEL staff only (see Table 1).

Figure 1: Gender split at European XFEL (including guests in different organizational parts of the company)

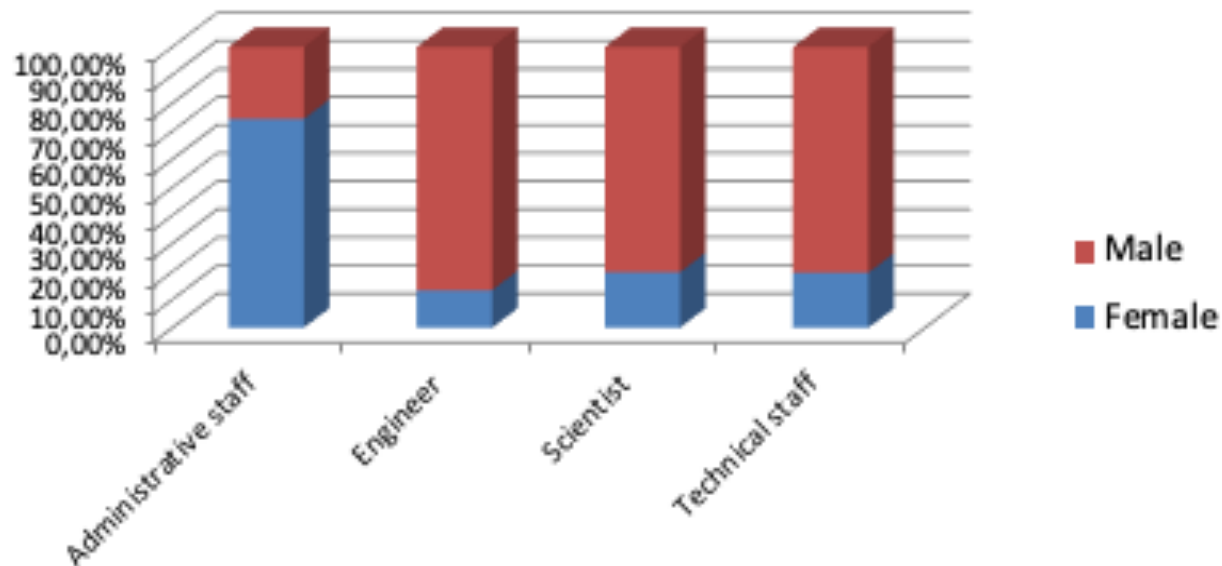


Table 1: Gender distribution according to pay groups (PG according to TVöD) as of June 2021 (without guests)

	Scientific staff		Engineering staff		Administrative and technical staff		All staff	
Pay groups (PG)	In total	Thereof female (%)	In total	Thereof female (%)	In total	Thereof female (%)	In total	Thereof female (%)
Directors, leading scientists	12	8.3	0	0	1	100	13	15.4
PG 15 (group leaders)	13	7.7	6	0	7	42.9	26	15.4
Sum of leading positions	25	8	6	0	8	50	39	15.4
PG 14, 15 (senior staff)	20	30	11	18.2	7	57.1	38	31.6
PG 12, 13	129	22.5	71	14.1	21	61.2	221	23.5
PG 5-11	0	0	26	11.5	88	54.5	114	44.7
Mini-job and short-term employment	0	0	1	0	1	0	2	0
Student assistants, interns, apprentices	3	0	1	0	5	0	9	0
Total	177	20.9	116	12.9	130	53.1	423	28.6

Thematic focus points in the area of gender equality and diversity

Focus Point 1: Awareness-raising of gender equality issues

People's behaviour and decisions are mostly influenced by general assumptions and experiences. It is therefore crucial to create awareness of unconscious diversity and gender biases in order to fulfil our company culture in diversity and gender equality. European XFEL is aware of this need and had already started providing diversity training.

Envisaged measures	Implementation method	Responsible/target group	Evaluation
1.1 Improve diversity and gender equality awareness	Conduct training and information events for all staff on: 1.1.1 Unconscious bias 1.1.2 Gender and cultural-diversity-sensitive working environment, including leadership	HR, PD, EOS, DO Target: All staff	Quality: Collect feedback after training Quantity: Amount of staff participating in trainings (gender-resolved)
1.2 Make GEDP publicly available	1.2.1 Publish the GEDP on the European XFEL website and introduce it to staff	Communications (COMM), EOS, DO Target: All staff and public	Collect statistics about page visits
1.3 Zero tolerance policy regarding sexual harassment and abuse	1.3.1 Integrate module on sexual harassment into the mandatory staff training 1.3.2 Improve awareness of the complaint mechanisms (e.g. EOS, WoCo)	EOS/DO, HR, WoCo	Number of complaints

Focus Point 2: Recruitment, career paths, and leadership

European XFEL is committed to embrace gender equality and diversity in its culture. This naturally involves not only pursuing unbiased recruitment processes but also supporting the careers of women/men in areas where they are underrepresented. We aim to increase the visibility of women in the scientific and technical landscape at European XFEL and beyond.

Envisaged measures	Implementation method	Responsible/ target group	Evaluation
2.1 Further improve gender and diversity balance in recruitment process	2.1.1 Review usage of the existing framework for gender-sensitive language of job ads 2.1.2 Anonymous recruitment process evaluation in collaboration with partner institutes 2.1.3 Working group to increase female* representation across different scientific, technical, and management organizational units at European XFEL 2.1.4 Continue to comply with the Horizon 2020 code of conduct for recruitment 2.1.5 Active measures to ensure that a gender and diversity balance is achieved in the recruitment process.	HR, EOS/DO Target: all staff	Gender-based statistics on the number of candidates interviewed and being hired for distinct job positions
2.2 Actively support the career development of female* staff	2.2.1 Continue participation in specifically tailored mentoring programmes (e.g. DynaMENT) 2.2.2 Support female* employees through personal development measures (e.g. specific soft-skills trainings for better self-presentation and negotiation skills) 2.2.3 Support female* scientists from European XFEL in international and advisory committees	EOS, HR, PD, Management Board (MB) Target: all staff	Gender-based statistics on leading staff Gender-based statistics on European XFEL representation in international committees

Envisaged measures	Implementation method	Responsible/ target group	Evaluation
2.3 Support females* at the first stages of career development	<p>2.3.1 Establish targets to achieve that 50% of European XFEL's young researchers (at Ph.D. level) are female*</p> <p>2.3.2 Set up working group to create a plan to promote scientific careers of female* talents in postdoc positions</p>	<p>HR, MB, Group Leaders (GLs), Ph.D. Committee</p> <p>Target: All staff with a focus on Ph.D. students and postdocs.</p>	<p>Gender-based numbers of students at all levels</p> <p>Report of the working group</p>
2.4 Monitor pay gap	Continue to regularly review the remuneration structure in terms of equal pay	HR, EOS, DO, WoCo	

* Addresses everyone who feels targeted, including trans, inter and non-binary individuals.

Focus Point 3: Promoting gender equality and diversity into science and technology

European XFEL is a culturally diverse organization that supports world-class experiments in a broad range of scientific applications. Science and technology are envisioned as a non-gender matter and, in the endeavor to promote equality among European XFEL's staff, it is essential to spark interest in science and technology already at school age, encouraging the participation and involvement of girls in science.

Envisaged measures	Implementation method	Responsible/ target group	Evaluation
3.1 Promote gender and cultural diversity in STEM	3.1.1 Continue networking with another STEM stakeholders / EOS nationally and internationally 3.1.2 Continue organizing Girls Days at European XFEL and similar MINT-related activities for pupils 3.1.3 More females* involved in European XFEL representation as role models (e.g. job fairs, tour guiding) 3.1.4 Female* scientists leading school-lab activities at European XFEL 3.1.5 Active measures to ensure that a gender and diversity balance is achieved across company groups	EOS, DO, HR, MB, COMM Target: Students	Gender-based statistics on numbers of staff in internally and externally funded projects
3.2 Promote diversity among staff	3.2.1 Sign Diversity Charta (www.charta-der-vielfalt.de) 3.2.2 Organize events supporting diversity at European XFEL (i.e. "Diversity Days") 3.2.3 Support and promote the acceptance of disabled people 3.2.4 Support and promote the acceptance of LGBTQ+ community	EOS, DO Target: All staff	Number of people participating in different actions and feedback

Focus Point 4: Improvement of work-life balance

European XFEL actively advocates a healthy work-life balance and aims at being identified as a family-friendly company. Through our company culture we aim at attracting the best talent worldwide and keeping a high level of satisfaction among European XFEL staff.

Envisaged measures	Implementation method	Responsible/target group	Evaluation
4.1 Implement requirements to obtain recognized quality certification(s)	4.1.1 Select a certification we aim for and follow the requirements to obtain it (e.g. "Beruf & Familie" – "Work & family" and "Total Equality")	HR, PD, EOS, DO, WoCo Target: All staff	Fulfillment of requirements of the certification
4.2 Reconcile working life	4.2.1 Create better acceptance of parental and especially paternity leave among European XFEL staff and GLs through awareness-raising 4.2.2 Offer re-entry positions to give applicants the opportunity to return to work following a period of unemployment after parental leave 4.2.3 Offer part-time and/or remote work solutions (including for leadership positions) to facilitate the combination of work and family / taking care of elderly persons) 4.2.4 Offer contract prolongation after parental leave (e.g. 12 months) 4.2.5 Efforts to enable dual employment / dual career of staff 4.2.6 Efforts to support family relocation and employment in Hamburg area 4.2.7 Provide conference and emergency childcare	HR, PD, EOS, DO, WoCo Target: All staff	Gender-based evaluation of absence days taken for childcare and absence taken for parental leave Gender-based evaluation of part-time and remote work usage