

## Guidelines on Equality & the Advancement of Women

The management pursues the goal of promoting diversity in the company. It is assumed that employees with different professional and cultural backgrounds - regardless of gender - can contribute to a corporate culture that promotes cooperation and improves work results. This includes ensuring that employees are not treated differently because of their gender.

This Gender Equality Guide summarises all procedures and regulations aimed at achieving this goal and will be supplemented on an ongoing basis as necessary.

### 1. legal basis

Management believes that employees with different professional and cultural backgrounds - regardless of gender - can contribute to a corporate culture that promotes cooperation and improves work results. This includes ensuring that employees are not treated differently because of their gender.

This Gender Equality Guide summarises all procedures and regulations aimed at achieving this goal.

The company is committed to complying with all legal principles that are explicitly aimed at gender equality.

### 2. objectives

- a. To promote consensus on the equal value of women's and men's work at all levels of the hierarchy and to eliminate any existing discrimination against women,
- b. Taking into account professional competence, to increase the proportion of women to 50% in all employment and remuneration groups, in particular in management positions, functions, commissions and committees
- c. The promotion of equal representation of women in all decision-making structures in proportion to their share of employment,
- d. the creation of a non-discriminatory working environment for women and men,
- e. improving the reconciliation of work and family life for women and men
- f. promoting the acceptance of parental leave, part-time employment by both women and men and early leave.

### 3. implementation

The goal of achieving equality between women and men is to continue to be achieved by means of gender mainstreaming (systematic implementation of a gender equality perspective at all levels and in all measures), in that equal treatment and the promotion of women form an integral part of personnel and organisational development.

In the implementation, the following measures, among others, will be taken:

- a. All policies, the collective agreement applicable to parts of the workforce and company agreements contain the same substantive rights for all employees. Differences are by no means based on gender, but on comprehensible objective characteristics, e.g. training, specific tasks, etc.
- b. Company agreements are formulated in female and male or gender-equitable form (male and female employees). All service contracts, where applicable, shall refer to the company agreements.
- c. Vacancies shall be advertised in a gender-neutral form, irrespective of the

hierarchical level. This is done either by the reference "d/m/w" or by a gender-neutral job title, or both.

- d. In the case of part-time positions, this will be explicitly stated in the text of the advertisement.
- e. The advertisements for jobs and functions shall state the minimum monthly salary or minimum remuneration due for the advertised job or function within the meaning of section 7(5) of the Federal Equal Treatment Act (B-GlBG).
- f. The text of the advertisement shall be communicated to the staff representatives prior to publication.
- g. When assessing incoming applications, attention shall be paid to the objective facts on the basis of which a possible suitability is awarded or denied. This is to prevent unconscious bias from influencing the selection decision.
- h. In the case of recruitment or promotion in staff groups in which one gender is more frequently represented, preference will be given to applications from the under-represented gender, if available, provided they meet the professional or personal requirements.
- i. Salaries are grouped on the basis of the collective agreement for non-university research within the framework of the salary scale of the respective job characteristics. Salaries are determined on the basis of the following criteria: Professional experience and expertise, external impact of the function, need for further training and degree of responsibility.

#### **4. company agreement**

Company agreements exist on the following instruments in order to manage family and professional responsibilities in the best possible way:

- flexible working hours through a flexitime model
- use of holiday leave

Part-time options are open to persons of all genders and are also promoted beyond the statutory part-time options (e.g. part-time during parental leave). Reduction of working hours is possible to almost any number of hours - in agreement with the needs of the company - including their short-term adjustment or return to full-time employment.

## 5. responsibility

- a. The management, the executives are responsible for the equal treatment of the employees and the compliance with all applicable regulations.
- b. Management implements laws and company agreements and regularly keeps abreast of new relevant legislation and case law. If necessary, employees are trained and informed.
- c. Gender-specific statistics can be accessed when necessary.

## 6. protection of dignity at the workplace

The dignity of employees in the workplace shall be protected. Behaviour that violates human dignity, in particular derogatory statements and behaviour, mobbing, gender-related and sexual harassment shall be refrained from. Any form of discriminatory action or behaviour towards employees must be opposed.

## 7. occupational safety

The occupational safety specialist advises managers on occupational safety for pregnant women and nursing mothers.

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