

GENDER EQUALITY PLAN

AUTHOR

GENDER EQUALITY TEAM/GET

SCOPE

The Gender Equality Plan (GEP), also known as the Strategic Plan for Gender Equality (reference practice UNI/PdR 125:2022), describes the set of actions and measures that HT has adopted and intends to adopt to promote and guarantee equal opportunities in the workplace, measuring the progress of the results through the preparation of specific key performance indicators. The plan, which is valid for the years 2022-2024, defines the framework and measures that the Foundation will pursue to promote and improve gender equality within the organisation.

RESOLUTIONS

The Management Committee approves the revision of the Gender Equality Plan (GEP), the strategic plan for gender equality proposed by the GET and drafted in accordance with UNI/PdR 125:2022, and also decides to recommend its approval to the Supervisory Board.

HUMAN TECHNOPOLE GENDER EQUALITY PLAN

2022-2024



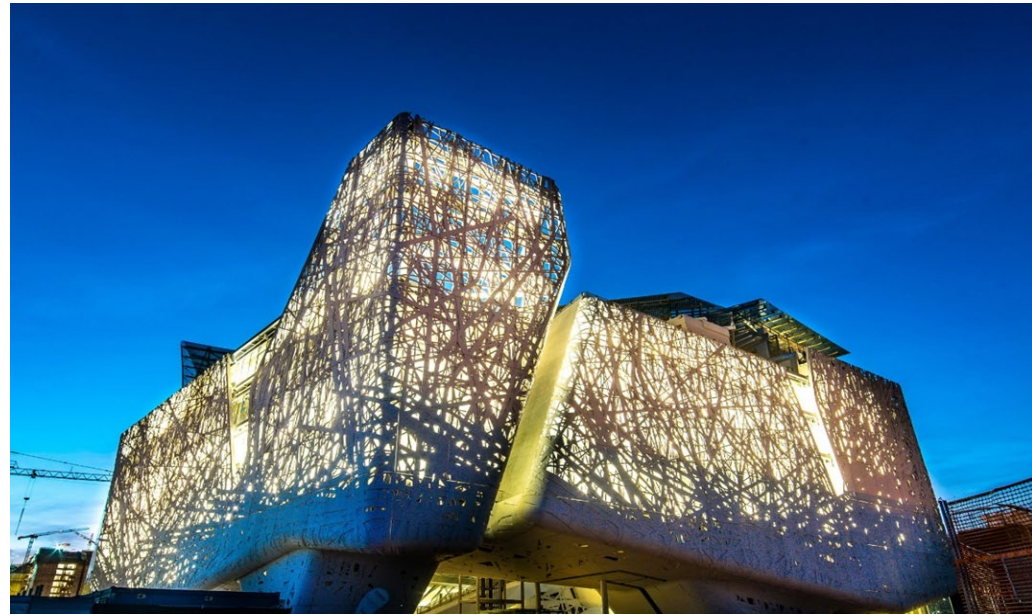
PREFACE..... 4

INTRODUCTION 5

SECTION 1. GENDER POLICIES 7

SECTION 2. RESOURCES AND DATA 9

SECTION 3: OBJECTIVES AND ACTIONS..... 15



PREFACE

The Gender Equality Plan of the Human Technopole Foundation responds to the guidelines of the European Institute for Gender Equality (EIGE), which aims to *identify and implement innovative strategies to foster cultural change and promote equal opportunities* in Universities and Research Centres.

The Gender Equality Plan contains measures adapted to the Foundation's specific context and needs, based on an analysis conducted during the Gender Audit and defined with the collaboration of researchers and administrative staff, with the aim of promoting equal opportunities and gender equity within the Foundation's community.

Based on the analysis conducted, the document outlines a number of specific objectives and the measures and actions necessary to achieve them. In order to monitor the implementation and progress of the Gender Equality Plan, a working group was set up and dedicated resources allocated. The Gender Equality Plan formalises Human Technopole's ongoing commitment to gender equality, specifically addressing factors that limit equal participation and advancement of all gender identities in research.

President

Gianmario Verona

Designated Director

Marino Zerial

Director of Administration and Gender Equality Team Coordinator

Alessandra Poggiani



INTRODUCTION

The Human Technopole Foundation (HT) was established in 2019 to boost the development of **research in life sciences and personalised medicine**. The Foundation's primary mission is to improve people's health and well-being and is embodied in the following points:

Carrying out frontier research in the life sciences, aimed at developing new approaches to personalised and preventive medicine;

Creating and managing services and technology platforms available to scientists outside HT to meet the needs of the national and international life science community;

Organising and offering **training and career opportunities** for the next generation of scientists;

Promoting innovation and progress through technology transfer and building relationships with industry to foster the transformation of scientific discoveries into tangible applications that benefit patients and society;

Promoting the dissemination of science to reinforce the message that science is a common good.

The HT strategy is based on a comprehensive, interdisciplinary approach to the study of human biology. Five complementary research areas of great relevance to biomedical and health research have been selected as the basis for the medium-term research strategy: Genomics, Neurogenomics, Structural Biology, Computational Biology and Health Data Science.

HT's values guide the Foundation's activities, which are aimed at promoting and enhancing Italian and European biomedical research.

Scientific excellence. HT is an internationally competitive research centre. The best scientific profiles are selected through public, international and merit-based selection procedures.

Interdisciplinarity. Scientists specialised in different disciplines work together on research projects of biomedical relevance, exploiting synergies between different skills and methodological approaches.

Internationality, diversity and collaboration. Highly diverse teams produce better and more innovative results. The working environment is international, welcoming and inclusive. Activities are conducted in an open and collaborative manner, involving academic, clinical and industrial partners, to promote innovation and research in the life sciences.

Service to the research community. Scientific activities are proposed for and in support of the national and international scientific community.

Equal opportunities, gender equality and diversity have always been a cornerstone of the Foundation's values. In accordance with the *Regulation for Equality, Diversity and Inclusion in the Workplace*, HT is committed to valuing, protecting and providing support to all staff members, striving to build an inclusive culture for colleagues who are already in force and potential new hires, regardless of their nationality, religion, abilities, age, cultural background, gender identity or sexual orientation.

The Foundation has decided to formalise this ongoing commitment to gender equality through the definition of an action plan for the implementation of its gender equality policy, the **Gender Equality Plan (GEP)**, also known as the Strategic Plan for Gender Equality (reference practice UNI/PdR 125:2022). The GEP responds to the need to ensure an equitable working environment in which diversity is recognised as a value and describes the set of actions and measures that HT has taken and intends to take to promote equal opportunities in the workplace, measuring the progress of results through the preparation of specific key performance indicators. The plan, which is valid for the years 2022-2024, defines the framework and measures that the Foundation will pursue to promote and improve gender equality within the organisation.

The update of the GEP is submitted to the Management Committee and the Foundation's Sustainability Committee for

approval, then to the Supervisory Board. The Sustainability Committee is a sub-Committee of the Consiglio di Sorveglianza (CdS), which has an advisory function, prepares preliminary inquiries, and makes proposals to the CdS in relation to inclusion and equal opportunities policies, among others .

In accordance with *Horizon Europe's* Gender Equality Plan eligibility criteria, the GEP of HT:

It is a **public document**, visible on HT's webpage, periodically updated and reviewed, and disseminated within the organisation.

It provides for the **collection and monitoring of data** and an annual report that addresses targets, indicators and assessments of progress.

It provides dedicated **training** on gender equality issues involving the Foundation as a whole, including activities for specific issues or groups of people.

It has **dedicated resources**: in order to monitor the implementation and progress of the GEP, its updating and the management of the allocated budget, the Foundation has set up the Gender Equality Team (GET), coordinated by the Foundation's Director of Administration Alessandra Poggiani and consisting of members and collaborators.

Members

Elisabetta Argenzio, *Scientific Advisor - Directorate*
Stefano Cervi, *Senior HR Advisor - Administration*
Florian Jug, *Research Group Leader - Computational Biology Research Centre*
Fabrizio Martino, *Senior Staff Scientist - Structural Biology Research Centre*
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Simona Sorrentino, *Electron Microscopy Specialist - Cryo-EM Facility*

SECTION 1. GENDER POLICIES

The GEP of HT responds to a national and international framework, which includes:

The **Guidelines of the European Institute for Gender Equality** (EIGE, <http://eige.europa.eu>) which aim to "*identify and implement innovative strategies to foster cultural change and promote equal opportunities*" in Universities and Research Centres;

The **European Union's Horizon Europe Research and Innovation Programme** (Horizon Europe) is the EU's largest research and innovation funding programme;

The **UNI/PdR 125:2022 Guidelines on the Management System for Gender Equality**, concerning National Gender Equality Policies in Organisations.

In line with this framework, the plan was drafted starting from an analysis of the Foundation's context and needs, also thanks to a participatory process involving staff, and after an in-depth quantitative analysis and a thorough internal consultation process involving the Sustainability Committee and the Gender Equality Team.

Consistent with the **Guidelines on the Management System for Gender Equality UNI/PdR 125:2022**, the Foundation has equipped itself with multiple tools.

A **Regulation for Equality, Diversity and Inclusion in the Workplace**, understood as HT's global gender equality policy.

A **management system** for gender equality implementing processes (planning and leadership, training, documentation management, monitoring of indicators, internal and external communication, internal audits, management of non-compliant situations, periodic review, improvement).

Processes governed by **internal procedures and regulations** related to the topics proposed by the guidelines (recruitment, career, pay equity, parenting and care, work-life balance, prevention of abuse and harassment).

The effectiveness of the tools and actions on these issues is made possible by **key performance indicators (KPIs)** associated with each objective. KPIs measure the progress of the level of inclusiveness and respect for gender equality in different areas, by attributing to each of them a percentage that allows to set the starting level and monitor progress. The areas indicated by the guidelines are:

KPI 1. Culture and Strategy

KPI 2. Governance

KPI 3. Human Resources Management Processes

KPI 4. Growth, career opportunities and inclusion

KPI 5. Remuneration Equity

KPI 6. Parenting, care and work-life balance

Starting from the national reference framework, the GEP objectives are aligned with the areas suggested by the **European Union's Horizon Europe Research and Innovation Programme** and are structured in five thematic areas:

1. Gender balance in leadership and decision-making.

Improve decision-making processes by addressing gender and other biases to meet new opportunities for excellence.

2. Gender equality in recruitment and career progression.

Human resources management and development processes must ensure inclusion, gender equality and integration during all stages of the worker/employee life cycle: selection, terms and conditions, neutral on-boarding, performance appraisals, pay equity.

Promote the career development of both female and male employees and encourage women to pursue scientific careers.

3. Work-life balance and organisational culture.

Support parenting and family care and promote a healthy work-life balance.

4. Integration of the gender dimension into research and teaching content. Gender mainstreaming in scientific research as part of a broader commitment to diversity.

5. Measures against gender-based violence, including sexual harassment. Activities to prevent all forms of physical, verbal, digital abuse (harassment) in the workplace.

SECTION 2. RESOURCES AND DATA

The resources made available to achieve the objectives support the activities of the system processes.

The budget allocated for the three-year period, following the expenditure containment actions adopted by the Foundation in the Planning Document 2023-2025 (approved by the Supervisory Board on 2 February 2023) is equal to 100,000.00 euros per year. Resources committed by the various areas of the Foundation that directly or indirectly contribute to the reduction of the gender gap should be added to this amount, such as the budget allocated for certain items of the Welfare Plan by the Human Resources area.

Besides the economic aspect, it is also important to consider the human resources involved in pursuing the goals of equality, inclusiveness, and well-being for all.

ANNUAL GENDER EQUALITY BUDGET Three-year period 2022-2024			
SYSTEM PROCESSES SUPPORTING OBJECTIVES	RESOURCES	ANNUAL COST	RESOURCE MANAGER
Training	Training/consultancy	20.000,00 €	GET, HR Area, Strategy and Scientific Affairs (SSA)
Parenting, care and work-life balance	Support for parenting, care and work-life balance	60.000,00 €	GET
Awareness-raising and promotion	Seminar, Symposium, Training, Consulting	10.000,00 €	GET, Communication, SSA, HR
Internal and external communication	Gender Communication Plan	10.000,00 €	Communication Manager, GET

A careful **collection and analysis of data** referring to the HT community and focusing on gender differences provides GET with a fundamental reading tool and a solid basis for structuring strategies and objectives.

The data collected are organised with respect to the different departments and areas of HT:

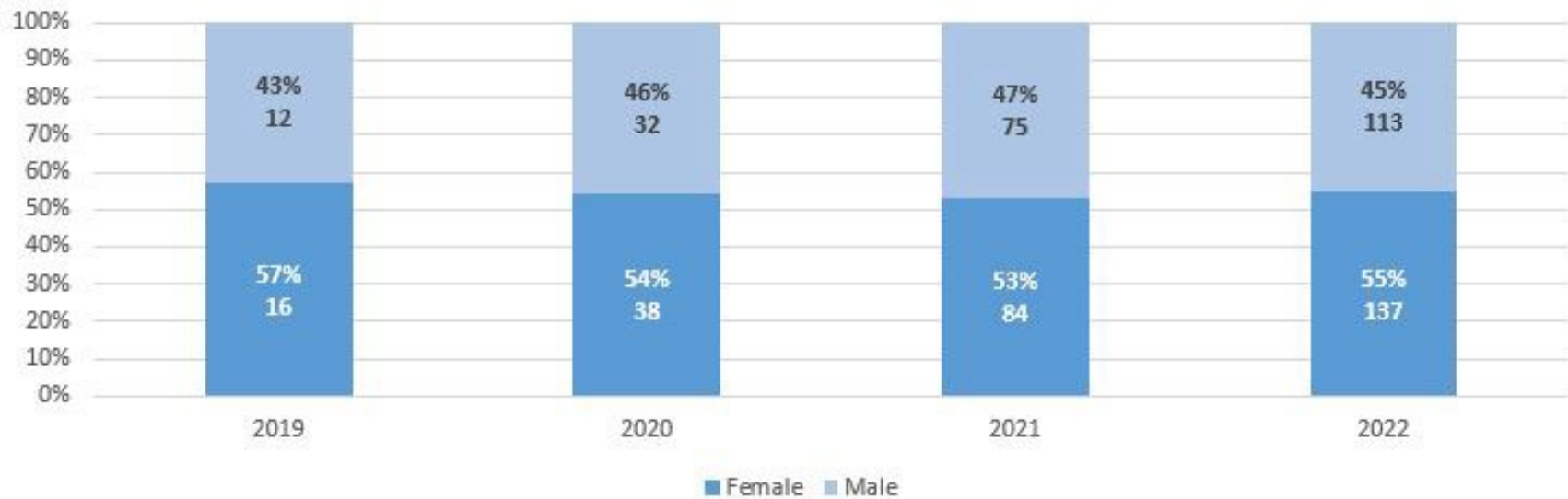
- Research Centres and Core Facilities
- Strategy and Scientific Affairs (Scientific Support Functions - SSA)
- Administration (Human Resources, ICT, Procurement, HSE, Campus Development & Facility Management, Finance)

- Governance (Directorate, President Office, Institutional Affairs, Legal, Compliance and Internal Audit, Communication)

Workers with employment contracts were considered and the levels were aggregated into the three groups:

- Senior executives (executives)
- Middle management (cadres A1 to A3)
- Employees (employees B1 to D3)

Gender Distribution of All Staff at HT, 2019-2022

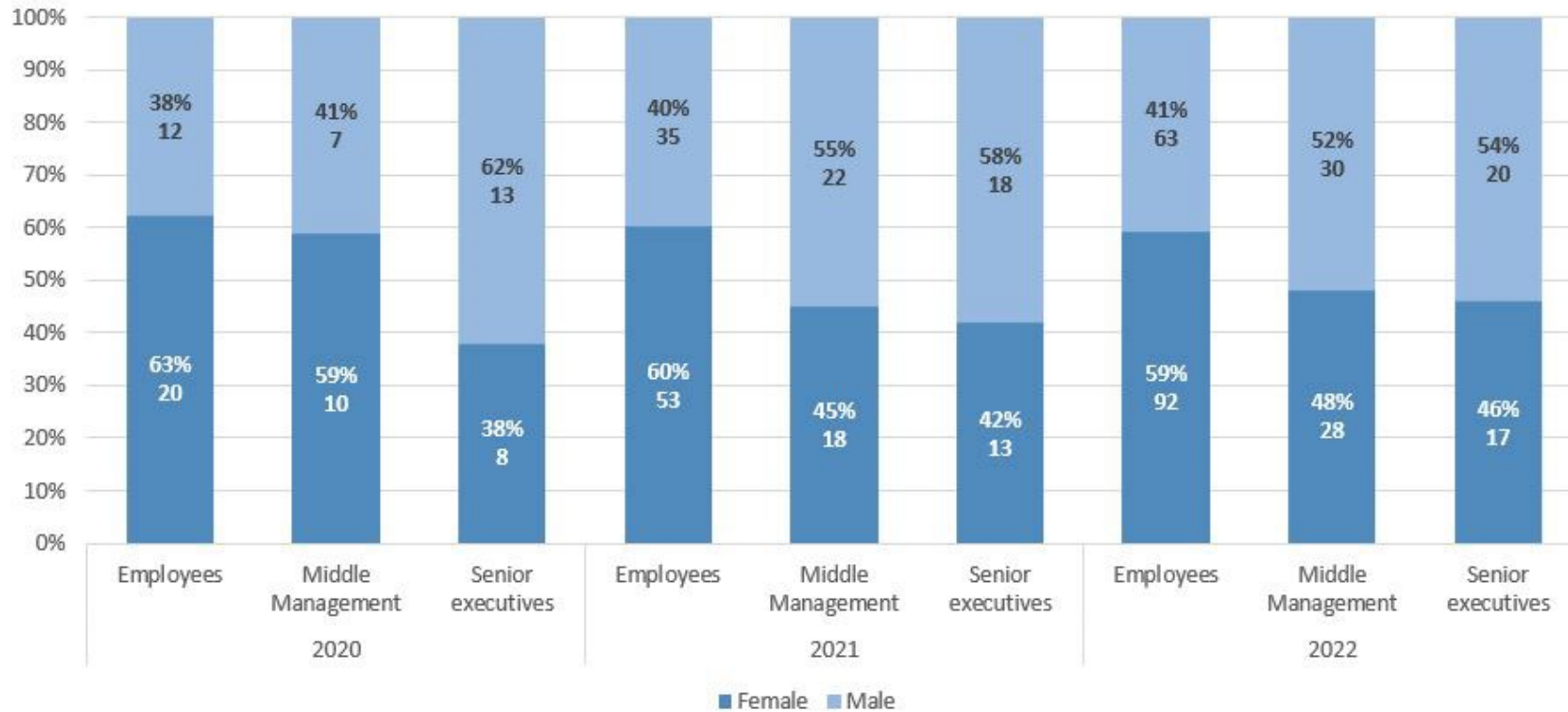


Over the past two years, HT's total workforce increased from 159 in 2021 to 250 in 2022. As of 31 December 2022, 53.6% of the staff were in Research Centres and Core Facilities, 3.2% in Strategy and Scientific Affairs (SSA) and 43.2% in Administration and Governance.

Since its foundation, more women than men have worked in HT, and by 2022 they accounted for 55% of the staff.

The percentage of female executives increased from 38% in 2020 to 46% in 2022. However, women remain under-represented in higher roles and over-represented in lower ones: in 2022, 59% of employees were women.

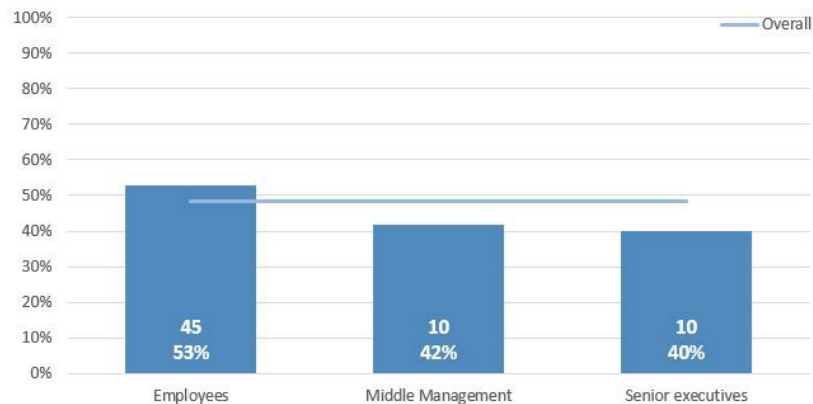
Gender distribution by pay band, all staff, Human Technopole 2020-2022



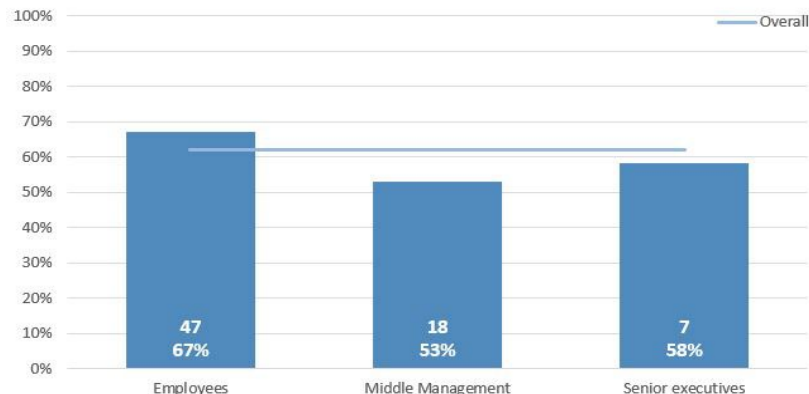
In Research Centres and Core Facilities, again in 2022, 49% of the staff were women. As in general, women are under-represented among managers (40%) and in middle management (42%) and over-represented among employees (53%).

In the other areas (Administration, SSA and Governance), 62% of the staff are women. Although there are more women than men in all groups, women are again under-represented at the highest levels and over-represented at the lowest.

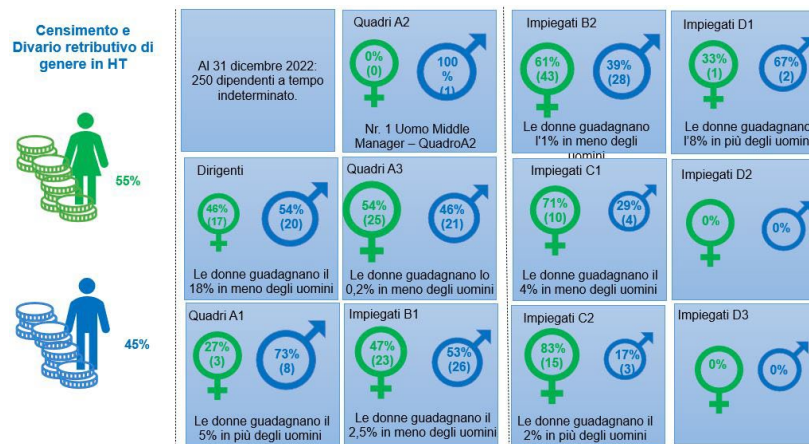
Percent of staff that is female, by pay band, relative to overall percentage of female staff, Research and Facilities, 2022



Percent of staff that is female, by pay band, relative to overall percentage of female staff, Administration, SSA, and Governance, 2022



The overall gender distribution and the gender pay gap as a percentage of men's salaries, as of 31 December 2022, are summarised in the images below. The Gender Pay Gap represents the difference between the average gross hourly pay of male and female employees at the same level.



EVOLUTION OF GENDER PAY GAP			
Level	2020	2021	2022
Managers	+21,0%	+16,5%	+17,6%
Box A1	+5,3%	-0,3%	-5,0%
Box A2	+0,0%	+0,0%	+100,0%
Quadro A3	+4,2%	+0,2%	+0,2%
Clerk B1	+0,0%	+4,7%	+2,5%
Employee B2	+7,3%	-0,8%	+1,2%
Clerk C1	+0,0%	-100,0%	+3,7%
Clerk C2	+0,8%	-10,4%	-2,2%
Employee D1	+0,0%	+100,0%	-8,1%
Employee D2	+0,0%	+0,0%	+0,0%
Employee D3	+0,0%	+0,0%	+0,0%

To complement the data analysis, GET carried out a **survey of HT staff satisfaction** with gender equality issues in May 2023.

Sixty-eight people, representing 23% of the HT population, participated in the anonymous questionnaire, which was submitted to all staff. The questionnaire required the assessment of satisfaction expressed in a score from 1 to 5 on several topics related to gender equality: recruiting, career management, pay equity, parenting, work-life balance, and abuse and harassment prevention.

Overall, the staff expressed a satisfaction level of 70% (with an average score of 3.5) with respect to these topics,

with a minimum of 62% with respect to parenting and a maximum of 80% with respect to work-life balance.

THEMES	RESULTS (1-5)	AVERAGE VALUE
RECRUITING	3,9	3,5
CAREER MANAGEMENT	3,4	
WAGE EQUITY	3,2	
GENITORIALITY	3,1	
WORK-LIFE BALANCE	4,0	
ABUSE AND HARASSMENT PREVENTION	3,5	

The issues for which satisfaction is lowest (less than 60 per cent), and on which the GEP will have to act more decisively, include:

- Transparency of communication in career possibilities (56%)
- Transparency regarding the amount of staff remuneration (58%)
- Transparency regarding the criteria for determining bonuses and benefits (54%)
- The effectiveness of promoting parental leave for men (paternity) (58%)

The topics that, on the contrary, were rated with higher levels of satisfaction (more than 80%) are:

- Gender neutrality of selection (86%)
- Discretion in matters of marriage and pregnancy and family responsibilities (82%)
- Neutrality in job description with respect to gender (88%)
- Technological aids enabling you to work and participate in meetings in smart working (86%)

A part dedicated to open-ended answers revealed the following themes:

Training for managers on gender equality and well-being in the workplace

Strengthening parenting support, both from an organisational and economic point of view

The importance of policies that include men, starting with the consideration that gender equality in the workplace is linked to the possibility of a proper balance of paid work and care work for women.

The results suggest areas for improvement, such as increasing levels of transparency and promoting parenting-related policies for both men and women.

SECTION 3: OBJECTIVES AND ACTIONS

The five **thematic areas** identified in Section 1 describe the strategic horizon of the GEP's **objectives**, consistent with European Commission and national guidelines. These objectives complement new targets for existing services and activities and aim at the continuous improvement of the picture emerging from the data analysis and survey campaign.

Each objective is dedicated to specific **targets** and its achievement is supported by **actions** integrated into the management system processes through procedures, the effectiveness of which is monitored through the performance **indicators** (KPIs) listed in Section 1.

Taken as a whole, the GEP's objectives respond to **SMART** principles, i.e., they are designed to be specific, measurable, recognised, realistic and time bound.

Specific. The objectives and actions are adapted to the HT context and community;

Measurable. For each action, performance indicator monitoring periods are scheduled to report on progress;

Recognised. The participation of actors at all levels in the promotion of GEP measures and actions is fostered;

Realistic. Goals are associated with a clear definition of responsibilities and actions to be taken, with a focus on the identification and utilisation of existing resources;

Deadlines. A realistic timetable for implementation is defined for each objective.

The areas and objectives of the HT GEP, described in detail below, can be summarised as follows:

1. Gender balance in leadership and decision-making

1.A. Developing a culture of gender equality within the Foundation

2. Gender equality in recruitment and career progression

2.A. Selection and recruitment: establish selection and recruitment procedures to prevent gender inequality and ensure pay equity

2.B. Establishing procedures to ensure non-discrimination and equal opportunities in professional development and promotions

3. Work-life balance and organisational culture

3.A. Supporting parenting and family care and promoting a healthy work-life balance

4. Integration of the gender dimension into research and teaching content

4.A. Raising awareness of the gender dimension in research

5. Measures against gender-based violence, including sexual harassment

5.A. Implementing measures against gender-based discrimination, including sexual harassment

Gender balance in leadership and decision-making	Objective	1.A. Developing a culture of gender equality within the Foundation
	Description	Implementation and certification of a management system for gender equality (UNI/PdR 125:2022)
	Target	HT employees
	Actions	<p>Plan regular GEP follow-up meetings with key governance actors and senior management to build ownership of the GEP, strengthen the potential of the plan and maximise its impact.</p> <p>Assess the degree of maturity of the governance model in ensuring adequate organisational safeguards and the presence of the minority gender in HT's governing and supervisory bodies.</p> <p>Gender Communication Plan. Plan communication to internal and external stakeholders on gender equality issues, consistent with policies</p> <p>Skills development. Implement training interventions at all levels, including top management, on gender differences and their value, stereotypes, and unconscious bias. Ensure equal and fair participation in training and development.</p> <p>Carry out a survey campaign to verify the perception of gender equality in the company and the possible presence of discriminatory and/or abusive attitudes</p> <p>Equal opportunities and the external context Carry out interventions aimed at promoting equal opportunities outside the organisational context, including communication activities and involvement of different stakeholders on issues of inclusion, gender equality and integration.</p> <p>Change of HT's logo on social media to incorporate the iconic rainbow in occasion of the Pride month and invitation to colleagues to participate in the Milan Pride in representation of the institute and its commitment to equality</p> <p>Organization of an annual Symposium on 8 March focused on raising awareness on gender-relates topics in a scientific research Institute, such as female career development and inclusive language and environment.</p>
	Indicators	KPI 1. Culture and Strategy KPI 2. Governance
	Responsible Function	Diversity & Inclusion Committee GET Coordinator GET Working Group No. 1 'Planning, Monitoring and Check': Zaira Suriano, Stefano Cervi, Cristina Enervi, Laura Selmo, Marta Nathansohn, Agata Brusetti

Gender equality in recruitment and career progression	Objective	2.A. Selection and recruitment: establish selection and recruitment procedures to prevent gender inequality and ensure pay equity
	Description	Implementation of selection and recruitment policies and processes to prevent gender inequality and ensure pay equity by evaluating current processes and reviewing them
	Target	HR, people involved in decision-making and selection processes
	Actions	<p>Selection and recruitment. Define selection and recruitment procedures that prevent gender inequality and counteract bias.</p> <p>Assessment of the degree of maturity of HR processes related to the different stages of a resource's life cycle, which must be based on the principles of inclusion and respect for diversity.</p> <p>Participation in Career Days to promote inclusion and diversity.</p> <p>Pay equity. Implement non-discriminatory remuneration policies for salaries, benefits, bonuses and welfare programmes.</p> <p>Designing mock interviews with potential selection panel members to test possible biases, mediated by professionally experienced people</p> <p>Obscure candidate profile details (name, photo, gender, age) early in the selection process to encourage equal treatment.</p>
	Indicators	KPI 3. Human Resources Management Processes KPI 5. Remuneration Equity
	Responsible Function	GET- Working Group No. 2 'HR Processes': Piroska Parti, Laura Selmo, Federica Destro, Stefano Cervi

Gender equality in recruitment and career progression	Objective	2.B Establish procedures to ensure non-discrimination and equal opportunities in professional development and promotions
	Description	Career management: defining criteria and rules to guarantee opportunities for the growth and inclusion of women in the organisation
	Target	HT employees
	Actions	<p>Encourage women to pursue careers in science through, for example, school-to-work projects, virtual open days, parent-child days on campus.</p> <p>Organisation of workshop leadership courses for Group Leaders.</p> <p>Definition of the competence development programme for gender equality issues for all staff and senior management.</p> <p>Assessment of the suitability of the work environment in fostering diversity and protecting the psycho-physical well-being of employees (assessment of work-related stress risks, risks of abuse, harassment, violence, also in the area of Health&Safety).</p> <p>Organisation of Workshops, Seminars and other events related to scientific topics and women's scientific careers.</p> <p>Organisation of an HT network of HT people identifying themselves as women (Women Network) aimed at creating opportunities, such as periodic meetings for informal discussion and peer-mentoring.</p>
	Indicators	KPI 4. Growth, career opportunities and inclusion
Responsible Function	<p>GET- Working Group No. 2 'HR Processes': Piroska Parti, Laura Selmo, Federica Destro, Stefano Cervi</p> <p>GET- Working group no. 4 'Gender dimension in Research': Maria F. Mossuto, Fabrizio Martino, Florian Jug, Simona Sorrentino, HR team</p>	

Work-life balance and organisational culture	Objective	3.A. Supporting parenting and family care and promoting a healthy work-life balance
	Description	Promoting the reconciliation of career and family life for all employees
	Target	HT employees
	Actions	<p>Dedicated services for maternity/paternity. Definition of procedures/activities beyond the relevant CCNL for back to work, coaching, temporary and reversible on-demand part-time, crèche, family support days and activities, mechanisms to incentivise paternity leave.</p> <p>Dedicated room for pregnant or breastfeeding workers.</p> <p>Services dedicated to care givers and to foster work-life balance. Definition of dedicated procedures/activities (e.g. ad hoc welfare plan, smart working).</p>
	Indicators	KPI 6. Parenting, care and work-life balance
Responsible Function	GET- Working group no. 3 'Reconciliation of career and family life, Work-life balance': Stefano Cervi, Marta Nathansohn, Marco Manzotti, Agata Brusetti	

Objective		4.A. Raising awareness of the gender dimension in research
Integration of the gender dimension into research and teaching content	Description	Raising awareness and providing training on how to add the gender dimension to research lines and projects
	Target	HT employees
	Actions	Organisation of workshops on the integration of gender and sex in science and research.
	Indicators	KPI 1. Culture and Strategy KPI 4. Growth, career opportunities and inclusion
	Responsible Function	GET- Working group no. 4 'Gender dimension in Research': Maria F. Mossuto, Fabrizio Martino, Florian Jug, Simona Sorrentino, HR team

Objective		5.A. Implementing measures against gender-based discrimination, including sexual harassment
Measures against gender-based violence, including sexual harassment	Description	Implementing measures against gender-based discrimination, including sexual harassment through prevention and management plans
	Target	HT employees
	Actions	Assessing the risk of all forms of physical, verbal, digital abuse (harassment) in the light of Occupational Health and Safety. Implement the Plan for the Prevention and Management of Harassment on the Work. Plan and implement employee surveys, investigating whether they have personally experienced discriminatory and/or abusive attitudes that caused discomfort or disturbance, within or in the course of their work outside (sexist attitudes, behaviour or situations of disrespect). Seminar/Workshop on legal aspects of discrimination based on gender and sexual harassment
	Indicators	KPI 3. Human Resources Management Processes
	Responsible Function	GET- Working group no. 5 'HR processes': Laura Selmo, Stefano Cervi, HSE team

