

Equal Opportunity Plan

Hahn-Schickard-Gesellschaft für angewandte Forschung e.V.

Preface

Our business principles are based on **transparency and openness, trust and value creation**. We live these principles by cultivating the following **Hahn-Schickard values**:

- We create an engaging corporate culture and thus promote that all employees can identify with Hahn-Schickard.
- Mutual respect and an open ear are the basis for our cooperation.
- We encourage committed and hard-working employees and offer them excellent career opportunities, either internally or externally.
- We face up to our social responsibility in terms of equality, integration, health, sustainability, and environmental and data protection.
- We strive for scientific excellence and document this through high-quality publications in respected journals.
- We arrange and initiate appropriate funding programs for our clients, encouraging them to conduct research with us bilaterally.
- We work efficiently and fulfill our project promises in the agreed quality, as well as the agreed cost and time frame.
- We network and collaborate with third parties to achieve our mission.

An important aspect of Hahn-Schickard's values concerns equality and integration with the goal of diversity, i.e., the conscious promotion of diversity in the workforce. Accordingly, Hahn-Schickard is committed to creating a tolerant and open working atmosphere for employees of different gender, age, skin color, faith and sexual orientation, as well as people with and without disabilities. Diversity of perspectives, skills, talents and experiences fosters community, creativity and innovation, and strengthens the performance of the organization as a whole. To further develop diversity at Hahn-Schickard, the following Equal Opportunity Plan aims to prevent social discrimination and improve equal opportunities.

This version of the Equal Opportunity Plan is predominantly concerned with gender equality. We aim to further develop the Equal Opportunity Plan in accordance with the above, broader understanding of the concept of diversity.

All levels of the workforce are addressed and called upon to participate in the design and implementation of this task so that the contents of the Equal Opportunity Plan are continuously developed and actively lived at Hahn-Schickard. Equal opportunity officers serve as central and confidential contact persons.

The Equal Opportunity Plan is effective immediately and will be updated at regular intervals. For the purpose of gender equality, the notation “employees” is always used in the sense of male/female/diverse.

Current Assessment

Since this first equality plan is initially concerned with equality between men and women, an inventory of the employment relationships of women and men at Hahn-Schickard was first carried out. The categories selected were the proportion of women and men overall, at management levels, and of part-time employees. In order to be able to identify a possible development over a longer period of time, data from the years 2015 and 2021 were collected (Table 1).

Table 1: Percentages of employees at Hahn-Schickard in total, in management positions, and in part-time employment in 2015 and 2021.

	2015		2021			
	Percentage		Number		Percentage	
	Women	Men	Women	Men	Women	Men
Total number of employees	28 %	72 %	79	195	29 %	71 %
who are						
...in leadership positions	9 %	91 %	9	52	15 %	85 %
...working part-time	67 %	33 %	46	36	56 %	44 %

This list shows that the proportion of women and men has not changed significantly overall. The proportion of women in management positions has risen from 9% to 15% since 2015. With women accounting for around 30% of all employees, the proportion of women in management positions nevertheless still has room for improvement. Being aware of these proportions will help to develop and implement appropriate measures so that women are equal to men in management positions.

Another aspect that emerges from the list in Table 1 is the proportion of women and men who are employed part-time at Hahn-Schickard. Here, it is positive to note that the proportion of men in 2021 was 10% higher than in 2015. This could be due to the fact that part-time models, e.g. for the joint care of children, are made possible and supported for men as well as for women and are also becoming increasingly popular. It is important to us that this trend is promoted and continues, so that women and men alike can achieve harmony between work and life.

Instruments and measures to promote equal opportunity

1.1 Job postings

As a matter of principle, job postings are prepared in a non-discriminatory manner in terms of words and text. In order to advertise jobs attractively in every occupational group, we make sure that women and men are shown equally on illustrations. If possible, positions are also advertised on a part-time basis.

1.2 Recruitment and interviews

The aim is to gradually equalize the proportion of women and men in management positions and scientific and technical professions as well as in administration according to suitability. In the case of equal qualifications, all genders should initially be given equal consideration for invitations to interviews. If the number of suitable applicants permits a selection, preference shall be given to persons of the underrepresented gender in the respective field. Discriminatory questions may not be asked during the interview (General Act on Treatment, AGG). The staff will be trained accordingly.

1.3 Bringing harmony to work and life

Flextime regulation

Hahn-Schickard has a very flexible flextime arrangement that supports families, single parents or cohabiting couples in their life planning. In phases of overtime, hours can be booked to a flextime account without application and flexibly reduced again as required (see company agreement for Working Time Regulations and Time Recording).

Parental leave and part-time work

The possibility to apply for parental leave at Hahn-Schickard is flexible and adapted to the needs of the employees. Part-time work during parental leave is supported. Other individual life situations, such as caring for relatives, can also be made possible through part-time work. Flexible work hour models are provided for this purpose and consideration is given to the relevant personal circumstances within the framework of operational concerns.

Long-term accounts

Based on the Work Agreement on Time Off from Work, we are giving employees the opportunity to set up long-term accounts and to contribute certain entitlements to these long-term accounts. The aim is to provide an attractive offer for paid time off within or at the end of the employment relationship against the background of socio-political and legal changes. Within the framework of the entire working life of the employee, this is to be made possible through various instruments - such as paid time off for family and care periods, qualification phases, sabbaticals and flexible transitions into retirement.

1.4 Working remotely

Hahn-Schickard allows a flexible choice between office hours and home office hours, as long as this is compatible with the employees' activities. This enables all employees to work according to their circumstances.

1.5 Human resources development

Hahn-Schickard promotes gender balance and programs to advance the underrepresented genders in their careers. Managers are actively recommended a wide range of further training measures. Women are particularly encouraged to take on leadership responsibilities.

1.6 Communication

In order to actively promote equal opportunities, all employees are regularly informed by the equal opportunity officers about the current status and progress. In the short and medium term, communication using gender-appropriate or gender-neutral language and corresponding behaviors will be promoted through regular training. In addition, all documents at Hahn-Schickard that are valid for the workforce will be written in gender-equitable or gender-neutral language in the future.

1.7 Training

Compliance with the General Equal Treatment Act (AGG) aims to ensure equality between people of different ethnic origin, gender, religion and ideology, disability, sexual identity or age. Through regular training of employees on the AGG, Hahn-Schickard expressly promotes and supports the strengthening of the concept of equality.

1.8 Workplace harassment

Hahn-Schickard protects its employees from harassment in the workplace. A tolerant and open working atmosphere is practiced at Hahn-Schickard. Misconduct that endangers the dignity and personal integrity of employees will not be tolerated and will be punished accordingly. In cases of discrimination, harassment and bullying in the workplace, the supervisor, the Equal Opportunity Officers or the Works Council support those affected.

Equal Opportunity Officers

Equal opportunity officers are appointed to further develop the equal opportunity plan, train employees and serve as a point of contact for equal opportunity issues. The Equal Opportunity Officers report annually to the Institute's management and executive board on the status and progress of the Equal Opportunity Plan, provide support in interviews as needed, and are in turn actively supported by the management and Institute's executive board in their tasks.

Conclusion

The Equal Opportunity Plan, launched in 2021, is intended to grow in the coming years and, starting from gender equality, to reflect, promote and protect the diversity of employees at Hahn-Schickard.

The measures we have taken to shape the future of Hahn-Schickard in a sustainably diverse way are presented annually as part of the Equal Opportunity Officer's report to the Institute's management and the executive board.

11.05.2022



Prof. Dr.-Ing. Alfons Dehé



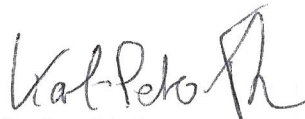
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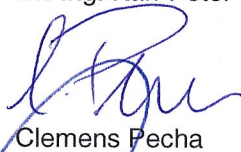
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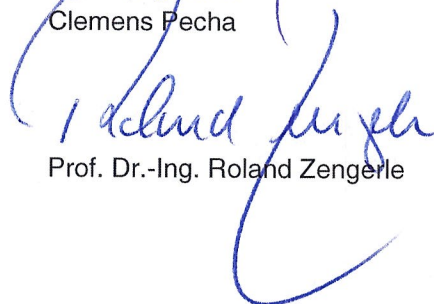
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