

VFI OPERATING PROCEDURE

VOP053 v1: VFI Gender Equality Plan

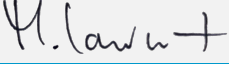

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1. AIM AND SCOPE

This Gender Equality Plan (GEP) is a set of commitments at the company level to ensure gender equality at VFI. It sets VFI's goals and detailed actions and measures to achieve them.

2. DOCUMENTATION

VFI's GEP will be actively communicated within the VFI and will be published on the VFI website as per requirements of VFI funders or requirements from Law.

3. ABBREVIATIONS

GEP	Gender Equality Plan
HR	Human Resources
VFI	Vaccine Formulation Institute

4. RESPONSIBILITIES

VFI Operations Director is responsible for the overall process. HR group, Lab head and HR representative all support GEP activities.

5. RESOURCES

VFI will allocate appropriate resources to the implementation and continuation of the GEP.

6. PROCEDURE

VFI's GEP includes the following steps:

1. Perform a gender audit: analyze current gender distribution and representation at VFI. Identify any areas where there are gender imbalances (such as in leadership positions or in the allocation of resources). This will help setting goals for potential improvement.
2. Set gender equality goals: based on the results of the gender audit, set specific and measurable goals for ensuring gender equality in the organization. This may include increasing the number of one specific gender in leadership roles, ensuring equal pay for equal work, and improving work-life balance policies.
3. Develop a gender equality policy: create a policy that outlines VFI's commitment to gender equality and sets out specific actions and measures to achieve it. This policy will be communicated to all staff members and will be regularly reviewed and updated as needed.
4. Provide gender equality training: offer training to staff members on topics such as unconscious bias, gender stereotypes, and how to create a more inclusive workplace. This will help raising awareness and building a shared understanding of gender equality across the organization.

5. Ensure flexible work arrangements: offer flexible work arrangements to help employees balance work and family responsibilities.
6. Ensure zero-tolerance policy for discrimination and harassment: create a clear policy that prohibits discrimination and harassment based on gender or any other protected characteristics. Ensure that all employees are aware of this policy and that there are clear procedures in place for reporting any incidents.
7. Monitor progress: annually monitor progress in achieving/improving gender equality. This will help VFI to identify if there are areas where further action is needed and to make any necessary adjustments to VFI policies and practices.

7. CHANGES FROM PREVIOUS VERSION

Date	Version	Paragraph	Typ of change	Reason for change

8. ANNEX

- Annex 1: Process-related building blocks
- Annex 2: Indicators

NOTE

Content of the note.

ANNEX 1: Process related building blocks

yes	no	Building blocks
x		Public GEP: the GEP is a formal document published on the institutions' website and signed by the top management.
x		Dedicated resources: commitment of resources and gender expertise to implement it
x		Data collection and monitoring: sex/gender disaggregated data on personnel and students and annual reporting based on indicators
x		Training: awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers
x		Work-life balance and organizational culture
x		Gender balance in leadership and decision-making
x		Gender equality in recruitment and career progression
	n/a	Integration of the gender dimension into research and/or teaching content
x		Measures against gender-based violence including sexual harassment

ANNEX 2: Indicators

1) Staff Numbers by Gender at All Levels, by Function in the Past Year:

- Administrative:
 - Female: _____
 - Male: _____
- Research Assistant:
 - Female: _____
 - Male: _____
- Scientist:
 - Female: _____
 - Male: _____

2) Number of Women/Men in Decision-Making Positions (Direction and Management) in the Past Year:

- Number of Women: _____
- Number of Men: _____

3) Gender Pay/Wage Gap among Different Categories of Staff in the Past Year:

- Administrative: % Difference of Average Salary (Female/Male): _____
- Research Assistant: % Difference of Average Salary (Female/Male): _____
- Scientist: % Difference of Average Salary (Female/Male): _____

4) Number of Training Hours Attended by Female and Male staff (this includes internal as well as external training and coaching) in the Past Year:

- Women: _____ hours
- Men: _____ hours

5) Number of Conferences/Meetings Attended by by Female and Male staff in the Past Year:

- Women: _____ conferences/meetings
- Men: _____ conferences/meetings

6) Number of Women/Men Having Left the Organization in the Past Year:

- Number of Women: _____ (Years Spent at VFI: _____)
- Number of Men: _____ (Years Spent at VFI: _____)

7) Number of Staff by Gender Applying for/Taking Parental Leave:

- Number of staff members by gender applying for parental leave in the Past Year:
 - Women: _____
 - Men: _____
- Number of Staff by Gender who took Parental Leave in the Past Year:
 - Women: _____ (Duration: _____, Number returned: _____)
 - Men: _____ (Duration: _____, Number returned: _____)

8) Number of Absence Days Taken by Women and Men in the Past Year:

- Women:
 - Sick Leave: _____ days
 - Care Leave: _____ days
 - Other (Specify): _____ days
- Men:
 - Sick Leave: _____ days
 - Care Leave: _____ days
 - Other (Specify): _____ days

9) Recruitment: Number of Female and Male Candidates for Positions in the Past Year:

- Female Candidates: _____
- Male Candidates: _____

10) Recruitment: Number of Women and Men in Recruitment Selection Panel in the Past Year:

- Women: _____
- Men: _____