

# **Extract from the Equality Plan**

**Ferdinand-Braun-Institut gGmbH,  
Leibniz-Institut für Höchstfrequenztechnik**

As of: July 2024

## Contents

Preamble.....	3
1 Women at FBH.....	4
2 Job applications and hiring .....	5
3 Targets for 2027 .....	5
4 Measures to achieve the targets.....	6
5 Measures to balance family and work.....	7

## Preamble

The Ferdinand-Braun-Institute (FBH) is committed to the legally stipulated realization of equality between women and men in accordance with the “Execution Agreement for the GWK Agreement on the Equality of Women and Men in Joint Research Funding – Implementation Agreement Equality (AV-Glei)”. The legal framework for equal opportunities activities at the Institute is provided by the Federal Equal Opportunities Act (BGleiG), last amended with effect from May 1, 2015, and the State Equal Opportunities Act (LGG), last amended on June 11, 2020.

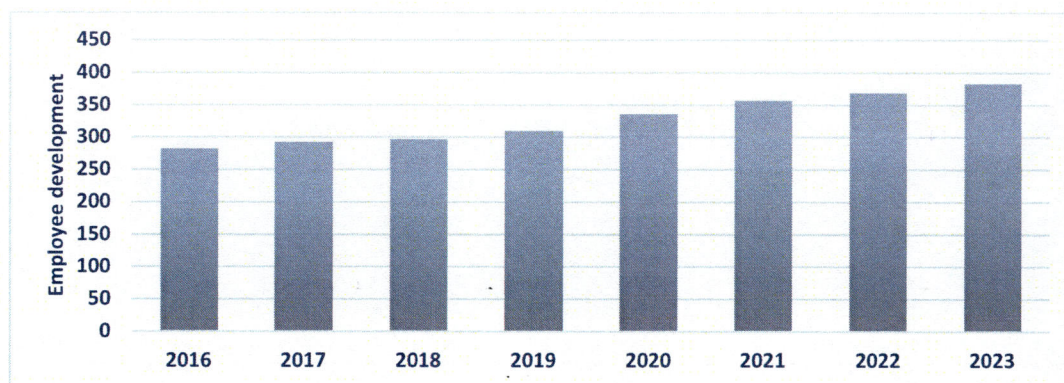
At FBH the Equal Opportunity Officer (EOO) and her deputy are chosen by conducting an election every 4 years, in accordance with the AV-Glei agreement. The last election took place on 15<sup>th</sup> of June 2023. The new equality plan has now been drawn for the next three years and will come into effect from June 2024.

In the current equality plan we present the current status, trends and analysis. We outline the gender equality goals, strategies and activities that are tackled and planned to face the current and future challenges, aiming to ensure equal professional opportunities at all levels. Hence, the equality plan addresses the legally stipulated goal of actively supporting women in their professional development in order to reduce the ongoing underrepresentation of women in both the scientific field and management positions. Particular attention is paid to improving access and promotion conditions. Women who already work at the FBH receive targeted professional support and support in further training. The measures implemented have already been recognized several times by being awarded the Total E-Quality certificate.



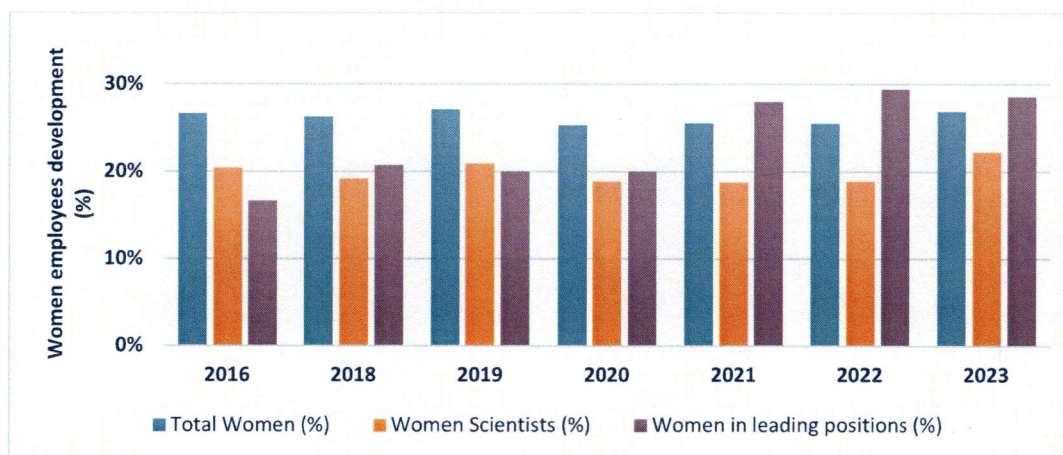
## 1 Women at FBH

The increase of the overall number of employees at FBH can be seen in Figure 1. Compared to our first TEQ certification from 2009 when FBH had 230 employees, the FBH staff has experienced a significant growth, increasing by 60% over the past 15 years. Recently, the growth has slowed and stabilized at around 350.



**Figure 1:** Employee development over time

Despite this strong increase in the number of employees, the women's quota has remained rather constant at over 25% for the same time range. An overview of the overall development of the female share of employees over the past nine years can be seen in Figure 2. Nominally, the share of women scientists has seen an increase over the past years. However, an important achievement is the increase of women in leadership positions. For the past six years, women have successfully occupied a significant share of management positions at FBH.



**Figure 2:** Proportion of women among scientific and management staff



## **2 Job applications and hiring**

The Human Resources department took a new shape since June 2023, when a female department head was appointed. Attracting new talents while embracing equality and diversity are anchored goals within the organizational strategy.

All job advertisements explicitly state that the FBH strives for gender equality and diversity in all areas and actively supports the compatibility of family and career, particularly welcoming women's applications. Using the Softgarden e-recruiting platform, the overall recruiting and application process has been improved and digitized, offering a transparent interface between the applicants and the institute. In November 2023 FBH has signed the "Charta der Vielfalt" for a diverse working environment as a step to further strengthen and appreciate diversity in our organization.

## **3 Targets for 2027**

In accordance with the DFG's "Research-Oriented Equality and Diversity Standards," following the criteria of consistency, transparency, competitiveness and forward-looking orientation, and competence, the Leibniz Association has committed itself to increasing the proportion of women at all scientific career levels. According to this reasoning, the proportion of women at a certain career level should match or supersede the proportion of women at the respective level below. Therefore, the FBH has set the following goals for the next three years:

- ▶ Maintaining the proportion of women among doctoral students at 20%
- ▶ Increasing the proportion of women among scientific staff to more than 22%
- ▶ Reaching a share of 35% women among leadership positions
- ▶ Surveys with an emphasis on equality, discrimination and diversity
- ▶ Surveys for employee satisfaction and work-life balance improvement with a particular focus on the women's responses
- ▶ FBH Women's Event – an annual internal event dedicated for networking and providing specific information relevant for women at the institute



## **4 Measures to achieve the targets**

In order to achieve the desired targets, the following measures were developed to eliminate the underrepresentation mentioned in above areas:

### ***Women in leadership positions***

- ◇ Participation in the Leibniz Association's mentoring program through mentors from the FBH and by actively approaching female employees to apply to participate in the mentoring program
- ◇ When it comes to succession planning and promotion or further specialization, women in underrepresented areas are given greater consideration and specific support
- ◇ Managers specifically approach women about the possibility of taking on management or specialist positions
- ◇ Considering the co-leadership approach for bringing more women into leadership positions
- ◇ Use of active recruiting measures when filling lab and department head positions
- ◇ Preference will be given to female scientists when filling group leader positions if their professional suitability does not preclude this
- ◇ Motivating female employees to take on project responsibility and providing support with applications

### ***Support for female doctoral students***

- ◇ Doctoral candidates to being offered soft skills training for management tasks
- ◇ Tailored work-life balance with focus on work-family balance approach solutions
- ◇ Preferential awarding of bachelor's, master's and doctoral theses to female students

### ***Generally***

- ◇ Financial support and granting of leaves of absence to female employees for further training measures, e.g. part-time studies, master's courses, the acquisition of additional qualifications for technicians or the acquisition of the Abitur
- ◇ Early support in career orientation through the Micro Lab at the Lise Meitner School and through the active organization of Girls' Day and the Girls' Technology Congress
- ◇ Participation and report by the equal opportunities officer as a fixed item on the agenda at the monthly meetings of the Institute Council
- ◇ Regular monthly meetings with the administrative managing director and the head of

HR for discussing new ideas and equality approaches

- ◇ Participation of the equal opportunities officer in the Annual Equal Opportunities Conference of the Leibniz Association

### ***Application process***

- ◇ Gender-sensitive approach in job advertisements
- ◇ Reference to family friendliness on the FBH career pages
- ◇ If possible, in areas where women are underrepresented, at least an equal number of women and men with equivalent qualifications must be invited to the selection process. The selection lists must be agreed upon in advance with the equal opportunities officer, in accordance with the regulations in the AV-Glei or the framework recommendations of the WGL. The Equal Opportunity Officer and/ or her deputy take part in the interview process to ensure equal treatment of candidates and standardization of the interview process.

## **5 Measures to balance family and work**

For a healthy balance between work life and family life, the following measures have been implemented:

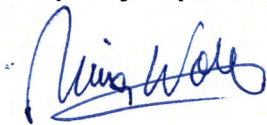
- ◇ Enabling shifts in working hours and offers of part-time and remote work for mothers and fathers with small children, as well as employees with relatives in need of care
- ◇ Up to seven daycare places specially reserved for FBH employees through a collaboration with several Fröbel kindergartens, such as Campus Adlershof and Kita im Grünen. Currently there are 5 places reserved with the possibility to increase by demand.
- ◇ Use of the institute's own parent-child room to bridge short-term childcare shortages



Berlin, July 27<sup>th</sup> 2024

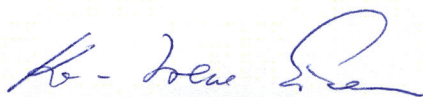
Dr.-Ing. Mihaela Wolf

**Equality Representative**



Natalia Kemf

**Deputy Equality Representative**



Dr. Karin-Irene Eiermann

**Administrative Managing Director**



Prof. Dr.-Ing. Patrick Scheele

**Scientific Managing Director**