

ARMAS CREATIVE – GENDER EQUALITY PLAN (GEP)

Armas Creative (Armas Kollektiivi cooperative)

2020–

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1. INTRODUCTION AND COMMITMENT STATEMENT

1.1 Background and Context

Armas Creative is committed to fostering gender equality within our institution and across all our activities. This Gender Equality Plan (GEP) establishes a structured approach to promoting gender equality, removing barriers to recruitment, retention, and career progression for underrepresented genders, and integrating the gender dimension in our research and teaching content.

This plan has been developed in accordance with the requirements set forth by the European Commission and aligns with [relevant national legislation].

1.2 Institutional Commitment

Armas Creative is fully committed to the principles of gender equality, diversity, and inclusion. Our organization recognizes that gender equality is not only a fundamental human right but also a critical component of excellence in research, innovation, and education.

By adopting this Gender Equality Plan, we commit to:

- Ensuring equal opportunities for all genders in recruitment, career development, and decision-making processes
- Integrating gender perspectives in our research and teaching content
- Creating a work environment free from gender bias, discrimination, and harassment
- Promoting work-life balance for all staff members
- Regularly monitoring and evaluating our progress toward gender equality objectives

1.3 Legal Framework and Compliance

This Gender Equality Plan is developed in compliance with:

- EU Directive 2006/54/EC on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation
- [Relevant national equality legislation]
- [Other relevant institutional policies]

1.4 Scope of Application

This Gender Equality Plan applies to all members of Armas Creative, including:

- Full-time and part-time staff
- Research personnel
- Administrative personnel
- Teaching personnel
- Students
- Contracted external personnel

- Governing bodies and decision-making committees

2. DEDICATED RESOURCES

2.1 Equality Institutional Structure

Armas Creative has established the following structures to ensure the effective implementation of this Gender Equality Plan:

Gender Equality Committee

- Composition: administrative responsible with board
- Responsibilities: Overseeing the implementation of the GEP, monitoring progress, proposing adjustments, and reporting to senior management
- Meeting frequency: yearly

Gender Equality Officer

- Position: part-time
- Responsibilities: Coordinating GEP activities, providing advice on gender equality matters, facilitating training, collecting and analysing gender-disaggregated data, drafting reports

2.2 Financial Resources

Armas Creative commits to allocating adequate financial resources for the implementation of this Gender Equality Plan:

- Annual budget allocation: 1 000 Euros
- Funding sources: internal budget
- Allocation priorities: training programs, awareness-raising activities, childcare facilities

2.3 Human Resources

Armas Creative will ensure adequate human resources are dedicated to GEP implementation:

- Staff time allocated to gender equality activities
- External expertise as needed
- Administrative support for the Gender Equality Committee and Officer

3. DATA COLLECTION AND MONITORING

3.1 Gender-Disaggregated Data Collection

Armas Creative will systematically collect gender-disaggregated data across all levels of the organization to establish baselines, identify gender gaps, and monitor progress. Data will be collected on:

Personnel Data

- Staff composition by gender across all categories and levels
- Pay levels by gender
- Recruitment statistics by gender
- Promotion rates by gender
- Staff turnover rates by gender
- Training participation by gender
- Flexible working arrangements by gender

Research and Teaching Data

- Research funding application and success rates by gender
- Research output and impact by gender
- Teaching evaluations by gender
- Student enrollment and progression by gender
- Gender balance in course content and educational materials

Governance Data

- Gender composition of governing bodies
- Gender composition of decision-making committees
- Gender balance in leadership positions

3.2 Data Protection and Privacy

All data collection, processing, and storage will comply with the EU General Data Protection Regulation (GDPR) and relevant national data protection laws. Personal data will be anonymized and aggregated.

3.3 Annual Gender Equality Audit

Armas Creative will conduct an annual gender equality audit to:

- Analyze collected gender-disaggregated data
- Identify gaps and challenges
- Assess the effectiveness of implemented measures
- Guide revisions to the Gender Equality Plan

3.4 Reporting

Armas Creative will produce:

- Annual internal progress reports on GEP implementation
- Public summary reports on key achievements and challenges
- Specialised suggestions for management and governing bodies

4. TRAINING AND CAPACITY BUILDING

4.1 Awareness Raising

Armas Creative will implement awareness-raising activities to:

- Increase understanding of gender equality principles and benefits
- Challenge gender stereotypes and unconscious bias
- Promote a culture of respect and inclusion
- Disseminate information about the Gender Equality Plan

Activities will include:

- Regular communications through institutional channels
- Information sessions and workshops
- Awareness campaigns on specific themes
- Integration of gender equality topics in institutional events

4.2 Training Programs

Armas Creative will deliver targeted training programs on:

Gender Equality Fundamentals

- Target audience: All staff
- Content: Basic concepts, legal framework, institutional policies
- Frequency: [e.g., annually for new staff, refresher courses every 3 years]

Unconscious Bias Training

- Target audience: Hiring managers, selection committees, leadership positions
- Content: Recognizing and mitigating unconscious bias in recruitment, evaluation, and decision-making
- Frequency: [e.g., mandatory before participating in recruitment processes]

Gender Dimension in Research and Teaching

- Target audience: Research staff, teaching staff
- Content: Methods for integrating gender analysis in research, inclusive teaching practices
- Frequency: annual workshops

Gender-Sensitive Leadership

- Target audience: Current and aspiring leaders
- Content: Inclusive leadership practices, promoting diversity in teams
- Frequency: annual

4.3 Capacity Building for GEP Implementation

Armas Creative will provide specific training and resources for those directly involved in GEP implementation:

- Training for Gender Equality Committee members
- Professional development for the Gender Equality Officer
- Department-level "gender champions" network
- Access to external expertise and best practices

5. KEY AREAS OF ACTION

5.1 Work-Life Balance and Organisational Culture

5.1.1 Objectives

- Promote flexible working arrangements for all staff
- Support care responsibilities
- Foster an inclusive organizational culture
- Ensure equal access to benefits and accommodations

5.1.2 Specific Measures

- **Flexible Working Policies**
 - Flexible start and end times
 - Part-time options
 - Remote work possibilities
 - Compressed work week opportunities
 - Meeting hours contained within standard working hours
- **Parental Support**
 - Enhanced parental leave policies
 - Phased return-to-work programs
 - Childcare support/facilities
 - Breastfeeding accommodations
 - Caregiver leave policies
- **Organizational Culture Initiatives**
 - Gender-sensitive communication guidelines
 - Recognition of care responsibilities in workload planning
 - Inclusive social events and activities
 - Zero tolerance for sexist humor and comments

5.1.3 Indicators

- Uptake of flexible working arrangements by gender
- Staff satisfaction with work-life balance measures
- Return rate after parental leave by gender
- Gender balance in service and administrative workloads
- Perception of organizational culture (via surveys)

5.2 Gender Balance in Leadership and Decision-Making

5.2.1 Objectives

- Achieve gender balance in leadership positions
- Ensure equal participation in decision-making processes
- Promote transparency in appointment procedures
- Develop leadership potential across genders

5.2.2 Specific Measures

- **Gender Balance Targets**
 - Minimum 40% representation of each gender in governing bodies

- Targets for gender balance in senior management positions
- Balanced representation in committees and working groups
- **Transparent Selection Procedures**
 - Clear criteria for appointments to leadership positions
 - Gender-balanced selection committees
 - Scrutiny of procedures for potential bias
- **Leadership Development**
 - Mentoring programs targeting underrepresented genders
 - Leadership training and coaching
 - Succession planning with gender balance considerations
 - Visibility opportunities for potential leaders

5.2.3 Indicators

- Gender composition of governing bodies and committees
- Gender distribution in leadership positions at all levels
- Success rates in leadership competitions by gender
- Participation in leadership development programs by gender
- Perceptions of fairness in appointment processes

5.3 Gender Equality in Recruitment and Career Progression

5.3.1 Objectives

- Eliminate gender bias in recruitment processes
- Ensure equal opportunities for career advancement
- Address vertical and horizontal gender segregation
- Support career development for all genders

5.3.2 Specific Measures

- **Inclusive Recruitment Practices**
 - Gender-neutral job advertisements
 - Diverse selection panels
 - Standardised interview processes
 - Transparent selection criteria
 - Active outreach to underrepresented candidates
- **Career Development Support**
 - Gender-sensitive performance evaluation criteria
 - Equal access to professional development opportunities
 - Mentoring and sponsorship programs

- Networking opportunities for underrepresented genders
- Career breaks management
- **Addressing Occupational Segregation**
 - Initiatives to attract underrepresented genders to specific fields
 - Role models and success stories
 - Review of job classifications and compensation

5.3.3 Indicators

- Application and success rates in recruitment by gender
- Promotion rates by gender
- Participation in professional development by gender
- Gender distribution across departments/disciplines
- Pay gap analysis
- Retention rates by gender

5.4 Integration of Gender Dimension in Research and Teaching Content

5.4.1 Objectives

- Promote the integration of gender analysis in research
- Ensure gender-sensitive teaching methods and content
- Avoid gender bias in knowledge production and dissemination
- Develop gender-specific research where relevant

5.4.2 Specific Measures

- **Research Integration**
 - Guidelines for integrating gender dimensions in research
 - Gender analysis training for researchers
 - Incentives for gender-sensitive research projects
 - Gender balance in research teams
- **Teaching Integration**
 - Review of curriculum for gender balance in content
 - Development of gender-specific courses and modules
 - Training on inclusive teaching methods
 - Gender-sensitive student evaluation methods
- **Knowledge Dissemination**
 - Gender-balanced speaker panels and conferences
 - Recognition of gender-sensitive research outputs
 - Gender-balanced citation practices

- Open access to gender research findings

5.4.3 Indicators

- Number of research projects incorporating gender analysis
- Gender content in course curricula
- Student feedback on gender sensitivity in teaching
- Gender balance in academic events and publications
- Gender citation analysis

5.5 Measures Against Gender-Based Violence and Sexual Harassment

5.5.1 Objectives

- Ensure zero tolerance for gender-based violence and harassment
- Establish effective prevention mechanisms
- Provide appropriate support for victims
- Create a safe reporting environment

5.5.2 Specific Measures

- **Policy Framework**
 - Comprehensive anti-harassment policy
 - Clear reporting procedures
 - Confidentiality protection
 - Non-retaliation provisions
 - Proportionate sanctions
- **Prevention Activities**
 - Regular training on preventing harassment
 - Awareness campaigns
 - Bystander intervention training
 - Risk assessment of organizational spaces and practices
- **Support Systems**
 - Confidential counseling services
 - Designated contact persons
 - External support referrals
 - Accommodations for affected individuals

5.5.3 Indicators

- Awareness levels of policies and procedures

- Training participation rates
- Reported incidents and their resolution
- Satisfaction with support services
- Perception of safety in the organizational environment

6. MONITORING AND EVALUATION FRAMEWORK

6.1 Monitoring Process

Armas Creative will establish a systematic monitoring process that includes:

- Regular collection of gender-disaggregated data
- Tracking of key performance indicators for each action area
- Quarterly progress reviews by the Gender Equality Committee
- Annual comprehensive review of implementation

6.2 Evaluation Framework

The evaluation framework will assess:

- **Implementation evaluation:** Extent to which planned activities are carried out
- **Outcome evaluation:** Changes resulting from the implementation
- **Impact evaluation:** Long-term effects on gender equality in the organization

6.3 Key Performance Indicators

Each action area will be evaluated using specific indicators as outlined in section 5. Additional overarching indicators include:

- Overall gender balance in the organization
- Gender pay gap
- Staff satisfaction with gender equality measures
- External recognition for gender equality efforts

6.4 Reporting and Transparency

Evaluation results will be:

- Documented in annual progress reports
- Presented to senior management and governing bodies
- Published in summary form on the organization's website

- Used to refine and update the Gender Equality Plan

Date of approval:

1.3.2020

Signatures:

Sakari Laurila:

A handwritten signature in black ink, appearing to be 'S. Laurila', with a stylized flourish at the end.

Review date: 1.5.2025