

## Equal Opportunities Policy of the Silesian University in Opava

### Introduction

The Silesian University in Opava has taken steps to implement the principles of equal opportunities into its environment as part of the HR Award, which the university received in 2021.

The Equal Opportunities Policy aims to prevent discrimination against employees based on gender, age, ethnicity, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, and social and economic conditions. The policy has several objectives:

- It helps to establish and maintain a gender-balanced composition of work and research teams at all levels of management and decision-making while eliminating bullying or sexual harassment or other forms of gender-based violence
- Together with strategies that promote transparent recruitment and fair remuneration, the policy increases motivation among those striving for success. It also contributes to job stability and employee satisfaction.
- Promoting equal opportunities in the workplace is an effective way to attract talented researchers and improve performance, competitiveness and employee loyalty.
- It motivates employees to perform to the best of their abilities and helps them create a stronger and more effective team. As a result, the Silesian University is perceived as a prestigious educational and scientific institution and employer.

### Description of the baseline situation – documents from the analytical part

In 2020, the Silesian University in Opava conducted a GAP analysis to determine the baseline situation. The full text is available on the University's website at <https://www.slu.cz/slu/cz/file/cul/2f084bc5-12cb-4b36-b3a0-0c355a037c3b>. The parts of the analysis that deal with equal opportunities and monitor the issue of discrimination and gender balance are mainly based on the findings of the following points:

- 10. Non-discrimination
- 14. Staff selection process
- 27. Gender balance

An abridged output of the GAP analysis including the baseline findings on discrimination and gender balance, the action plan and the current status of implementation is available [here](#)

## Procedure for implementing the principles of equal opportunities

The principles of equal opportunities are introduced gradually in accordance with the implementation schedule set out in the Action Plan for the Implementation of the HRA Principles at the Silesian University in Opava (HRA Action Plan), which is part of the Implementation Plan of the Strategic Plan of the Silesian University in Opava for the relevant year. The principles are implemented in Priority Area E: Human Resources Development. The evaluation of the implementation is then included in the Annual Report for the given year. The relevant documents are available on the University's website at <https://www.slu.cz/slu/cz/udvyrocnizpravy>.

As the adopted HRA Action Plan overlaps with the requirements for the development of the Gender Equality Plan (GEP), the relevant part of the HRA Action Plan is used as an alternative to the GEP.

## Documents where the principles of equal opportunities are embedded

[Code of Ethics](#)

[Rules Governing the System of Quality Assurance for Educational, Creative and Related Activities and their Internal Evaluation](#)

[The Selection Procedure Code of the Silesian University in Opava](#)

[Guidelines for the Selection of Employees](#)

[Recruitment and Adaptation of Employees](#)

[Collective Agreement](#)

[Workplace Regulations](#)

[Internal Wage Regulations of the Silesian University in Opava](#)

[Classification of Employees, Positions and Job Functions](#)

[Career Regulations](#)

[Rules Regarding the Use of the Social Fund](#)

## How the principles of equal opportunities manifest in the working lives of employees

### **Selection and recruitment of staff**

- the selection process follows the principles of the OTM-R policy (Open – Transparent – Merit Based Recruitment) – it is open, published electronically and on relevant platforms
- selection of staff is carried out by impartial and independent selection committees whose members are trained for this activity
- various methods and tools are used to assess the knowledge and skills of candidates and their suitability for the job
- the process aims to select the most suitable candidates in terms of expertise and personal potential

## **Work tasks**

- through the adaptation programme, employees receive systematic training to carry out their work tasks
- employees are familiar with the strategic objectives and given the opportunity to actively participate in their implementation
- employees are motivated to perform to the best of their potential to support the team's performance and quality
- teamwork and information sharing are encouraged

## **Employee evaluation**

- employees receive regular feedback from their supervisor on their work performance
- employees are evaluated based on the quality of their performance and approach to the agreed work tasks
- the employer and employee jointly set the employee's long-term employment and training goals
- senior staff are trained to see the role of the evaluator as one of the important managerial roles

## **Remuneration**

- the method of remuneration is specified in an internal regulation and is generally known
- the employee's salary is based on the employee's professional level, quality of work, performance, work commitment and level of responsibility
- extraordinary work commitment in project implementation is rewarded in the form of bonuses
- special bonuses for salaried employees and employees working under agreements are based on the parity of the work performed as well as its intensity
- equal pay is promoted and respected regardless of the form and duration of the employment contract

## **Career growth and personal development**

- job advancement depends on qualifications, knowledge, talent, experience, skills and approach to work
- career development opportunities are monitored in the employee evaluation process
- the potential for career progression is supported by training and assigning more complex tasks and new responsibilities
- education focuses not only on the work area, personal and managerial development but also on topics related to ethical principles and principles of scientific work
- career progression increases the value of employees, which contributes to the long-term stability and growth of the university

## **Working environment**

- all workplaces observe the principles of working in a safe and positive working environment, supervise healthy working conditions and use up-to-date equipment
- internal communication tools are utilized to encourage open communication and provide adequate support
- an inclusive working culture and mutual positive relationships of employees are encouraged
- working conditions for people with disabilities are provided
- the University ombudsman is available to offer advice and assistance in addressing any inequalities, and an impartial investigation is always guaranteed

## **Employee benefits**

- employee benefits are a way for the University to express appreciation and care for employees
- the University provides benefits in accordance with internal standards that are generally known
- benefits are available to employees in all positions

## **Work-life balance**

- employees are encouraged manage their own work performance to ensure balance between work and personal life
- work arrangements such as telecommuting, flexible working hours and part-time work are made available to maximize mutual benefit
- in case of a long-term absence (especially due to care for a child or family members, or an illness), the University facilitates the employee's reintegration into the adaptation process

This policy was developed based on the outputs of the HR Award Working Group with the HR Award Steering Committee. The policy is regarded as one of the crucial documents with a strategic impact on the operations of the Silesian University in Opava.

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