EQUAL OPPORTUNITIES CONCEPT OF THE LEIBNIZ-CENTER GENERAL LINGUISTICS (Leibniz-ZAS)
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Non-binding English translation

I. Mission Statement

The ZAS understands the realization of gender equality as a central guiding principle of its organizational and personnel development as well as a task of the institute's management. It supports the Leibniz Association's goals of equal opportunities and diversity and resolutely opposes discrimination and disadvantage, for example, on the basis of ethnicity, gender, religion and ideology, disability, age and sexual identity in accordance with the General Equal Treatment Act (AGG). For the ZAS as an institution of the Leibniz Association, the equality standards of the Leibniz Association as well as the implementation agreement on equality (Ausführungsvereinbarung zum GWK-Abkommen über die Gleichstellung von Frauen und Männern bei der gemeinsamen Forschungsförderung, AVGlei) apply. The ZAS actively strives for the equality of women and men according to Art. 3 para. 2 of the German Basic Law (GG) and the Berlin State Equality Act (LGG). This includes the reduction of existing disadvantages and the continuous improvement of the compatibility of work, private life and family for employees in the scientific as well as in the science-supporting area and at all career levels.

The ZAS considers the compatibility of family and career as an important strategic element for attracting and retaining highly qualified employees. It is committed to an early and sustainable promotion of female scientists, especially with regard to the critical phases of the academic career, i.e., the transitions between the qualification phases, and when applying for third-party funding. It aims to increase the proportion of women among employees in areas in which women are underrepresented, especially at the management levels (head of department, head of ZAS-internal projects), among post-doctoral researchers and in permanent positions. The implementation of the guiding principle of equal opportunities and diversity includes gender- and diversity-sensitive work and organizational culture and respectful interaction in everyday work and communication.

II. Structural measures to reconcile work and family life

The ZAS designs the work and organizational structures in such a way that a family-friendly working environment is created. It offers its employees flexible working hours and the possibility of mobile working. When scheduling appointments, family concerns are taken into account and care is taken to ensure that internal appointments and events take place within the opening hours of daycare centers, schools and after-school care centers whenever possible, and that school vacations are taken into account. In the case of important appointments outside regular care times as well as participation in conferences and further training measures, subsidies for childcare costs can be applied for. In the case of business trips, in justified cases, travel allowances can also be applied for for the travel of a caregiver, for the travel of children to a caregiver or for bringing children along on the business trip. The Institute maintains contact with employees on parental or caregiver leave with their consent and offers return arrangements. Continuing education opportunities are also available to employees during parental and caregiving leave as well as to employees working part-time.

ZAS doctoral scholarships will be extended for another year for doctoral candidates with children after examination and according to the possibilities of the ZAS. ZAS doctoral scholarship holders with one or more children receive a child supplement of 200 euros per month (see also scholarship regulations of the GWZ). The ZAS advises applicants of third party funded projects to apply for funds for a contract extension for maternity or parental leave al-

ready in the project applications. If the third party funding body does not provide for this possibility or if no corresponding agreement can be reached with the third party funding body, the ZAS endeavors to extend corresponding employment contracts by parental leave taken, although there is no legal entitlement to this (in the case of fixed-term contracts due to third party funding according to § 2 para. 1 WissZeitVG). The ZAS supports employees with limited German language skills in finding childcare, including assistance with applying for the daycare voucher and communicating with the Youth Welfare Office to arrange a spot in daycare. A parent-child room is available at ZAS and can be used by employees and guests as a place to work, change diapers, breastfeed, play and rest. Management positions can be taken on part-time, provided that there are no compelling official interests to the contrary.

For the strategic design of its family and life-phase-conscious personnel policy, the ZAS was awarded the audit workandfamily (berufundfamilie) certificate. The certificate is to be maintained in the long term through participation in re-audits and the dialogue process.

III. Measures within the scope of personnel planning, recruitment and development

When filling positions in areas where women are underrepresented, female applicants with equal qualifications and suitability are given preferential consideration. In order to increase the proportion of women in these areas, proactive recruitment is also carried out when filling vacancies, particularly when filling management positions. In job advertisements, including advertisements for management positions, reference is made to the possibility of part-time work—provided there are no compelling official concerns to the contrary (see also AV-Glei section 4.1). Wherever possible, selection committees shall be composed of equal numbers of men and women; if not,at least one woman shall have the right to vote. An equal number of female and male applicants are invited to interviews if they have the same qualifications and suitability, or at least a proportionate share corresponding to the respective number of applications. The implementation of equal opportunities is observed in every selection procedure.

According to qualification and suitability, research projects at the ZAS are staffed with gender parity. Care work, parenting and nursing times are taken into account when evaluating achievements—especially the publication performance of female scientists. Younger female scientists will receive targeted career support at the institute. The institute's management regularly conducts employer/employee-meetings, which also focus on career development. Employees are informed about the advisory, networking and support formats of the Leibniz Association for individual support of career planning (e.g., Leibniz Mentoring Program, Leibniz Female Professors Program) and encouraged to participate in external further education measures, also for taking on higher-ranking tasks and positions. In special cases, the ZAS offers financial support for the involvement of external experts. This can be done in cooperation with other institutes of the Leibniz Association, especially those under the common umbrella of the Geisteswissenschaftliche Zentren Berlin e.V..

IV. Tasks and rights of the Equal Opportunities Officer(s)

The duties and rights of the Equal Opportunities Officer and her representatives are regulated in the AV-Glei and the LGG Berlin. The Equal Opportunities Officer and her deputies are appointed by the institute's management after a secret ballot of the female employees (cf. AV-Glei section 12.1). They are elected for a period of four years; reappointment is possible. The institute management ensures that the Equal Opportunities Officer can fulfill her duties in accordance with the standards for the work of equal opportunities officers in Leibniz institutions. The Equal Opportunities Officer and her deputy(s) shall be given the opportunity for further training and education on topics relevant to equal opportunities and shall be enabled to participate in topic-specific events and networking meetings of the Leibniz Association. If necessary, she will be temporarily released from other duties. She is in regular exchange with the institute's

management and draws their attention to topics relevant to gender equality. There are regular meetings of the director with the works council (at least every 3 months), to which the Equal Opportunities Officer or one of her representatives is also invited.

As a matter of principle, the Equal Opportunities Officer is involved in strategic personnel measures at an early stage, particularly with regard to job appointments: from job planning to advertising, reviewing the applications received, deciding on the applicants to be invited and the interviews, right through to the decision on hiring. She is a member of the selection committees in an advisory capacity. It is at the discretion of the Equal Opportunities Officer to what extent she accompanies the respective process in detail. The Equal Opportunities Officer and her deputies are contact persons in questions of gender equality, equal opportunities and compatibility of family and career and make sure that a gender- and diversity-sensitive approach is ensured on all levels of the working and organizational culture of the ZAS. She and her deputies, in addition to the ombudspersons and the Works Council, are confidential contact persons for employees in cases of discrimination based on ethnicity, gender, religion, ideology, disability, age, sexual harassment or bullying in the workplace.