

THE ACTION PLAN FOR GENDER EQUALITY 2021/2023

Presentation to the technical committee **30 June 2021**

Presentation to the Governing Board **12 October 2021**

PREAMBLE

The agreement on workplace gender equality in the public sector, signed on 30 November 2018, required all public sector employers to develop and implement a specific multi-year plan on workplace gender equality by 30 December 2020.

The French Law of 6 August 2019 on the transformation of the public sector, and in particular Article 80 of this law, makes the implementation of such a plan mandatory. The plan must cover a period not exceeding 3 years, with the option to renew.

The commitment of Université Paris Saclay is reflected in the "workplace equality" roadmap presented below. In addition to actions, this outlines the objectives to be achieved, the resources and tools to be implemented, monitoring indicators and a timetable to ensure its deployment.

Covering the 2021-2023 period, it focuses on the employer scope in this first formal year of the scheme. Due to the context of this period (pandemic, year of consolidation for the Experimental Public Institution), it was not possible to carry out a broad consultation with the various communities or to incorporate fully the lessons from the gender equality audit (rapport de situation comparée). This process will take place at a later stage, particularly through social dialogue and by working with the different communities under the employer scope and beyond, notably as part of the Technical Committee Conference. Gender equality must become a central part of the institution's identity. In this respect, this current action plan may evolve.

The main lines of action presented below correspond to the four requirements set out by the legislation. These are designed to address the principal biases identified in the gender equality audit:

1. Assessing, preventing and addressing gender pay gaps
2. Guaranteeing equal access for women and men to roles, job categories, grades and positions
3. Promoting a work-life balance
4. Preventing and addressing discrimination, acts of violence, moral or sexual harassment and sexist behaviour.

The roadmap also contains a specific approach on the governance of the equality policy, which is a key tool in its implementation and is its first line of action. Each line of action is broken down into action categories.

The university also promotes equality values among its students, through both the education it provides and the socialisation tools it makes available to the student community.

However, this document does not cover projects and actions aimed at students, with the exception of those that involve both staff and students. A specific report on gender equality actions targeting students may be considered for 2022.

Table of Contents

I.	Establishing institutional governance for the equality policy	4
1.1 :	Manage the equality policy	4
1.2	Implement inclusive communication	5
1.3	Commit to UPSaclay's equality policy over the long-term	5
1.4	Promote and showcase the university's commitment to the wider community, regionally, nationally and internationally	7
II.	Promoting a work-life balance	7
2.1	Support a better balance of time across work and personal life	7
2.2	Recognise parenthood at work	7
III.	Guaranteeing equal access for women and men to roles, job categories, grades and positions	9
3.1	Place workplace equality issues at the heart of the university's HR policies	9
3.2	Promote access to professional training and support staff at key stages of their careers	11
IV.	Assessing, preventing and addressing gender pay gaps	12
V.	Preventing and addressing discrimination, acts of violence and moral or sexual harassment and sexist behaviour	13
5.1	Assess the current situation regarding inappropriate behaviours	13
5.2	Prevent inappropriate behaviour	13
5.3	Address discrimination, acts of violence, harassment and sexist behaviour	14

I. Establishing institutional governance for the equality policy

1.1: Manage the equality policy

Actions	Desired	Resources, tools	Monitoring	Timetable	Measurement indicators
Set up a commission to monitor the deployment of the action plan (AP) with an annual report and a review process	UPSaclay employer	Equality and diversity project manager, Harassment unit, Assistant VP appointed to HR, Deputy Director General of Services appointed to HR, Technical Committee volunteers, Gender equality coordinator	Equality and diversity project manager	Last quarter 2021	Two annual meetings
Provide regular communication about the action plan and its progress	UPSaclay employer and Technical Committee Conference reporting	Dedicated intranet page ("little wins", REX, etc.) "Fil Prune" (the university's internal news magazine) (reports, etc.)	Equality and diversity project manager	In conjunction with committee meetings or specific events	List of publications
Complete the network of women and men involved in the action plan in the employer scope	UPSaclay employer, associate institutions, component institutions, national research bodies	Identify contacts within the university's constituent faculties and institutes and for central departments; connect them to existing contacts	Equality and diversity project manager	In progress via the themed working groups (WG) Before the end of 2021	Network strengthened and 1 st meeting late 2021
Draw up the UPSaclay equality charter	UPSaclay employer, associate institutions and component institutions, taking into consideration the schemes of national research bodies	Working group based on the latest changes planned in the public sector	Equality and diversity project manager	Before the end of 2022	New charter signed before the end of 2022.

Developing external and internal funding dedicated to the equality policy	Depends on the scope of the actions	Respond to calls for proposals and monitor funding; research synergies with the institution's other policies	Equality and diversity project manager	In progress	Reporting on budgets allocated by the institution and new funding
--	-------------------------------------	--	--	-------------	---

Encourage participatory processes for the development of the equality action plan	UPSaclay employer	Example: e-questionnaire, suggestion box, etc.	Equality and diversity project manager	In 2022 and prior to the work on the charter	List of processes created
<i>Implement inclusive communication</i>					
Actions	Desired	Resources, tools,	Monitoring	Timetable	Measurement indicators
Create and deploy an inclusive communication guide	UPSaclay employer, associate institutions, component institutions, national research bodies	Formalise the existing elements and validate them through workshops; incorporate issues of accessibility (in particular for "dys" disorders)	Equality and diversity project manager	In progress. Completion 1st quarter 2022	Creation of the guide and definition of an appropriate form of communication and the relaunch of webinars
Involve the communication team and its network	UPSaclay employer, associate institutions, component institutions, national research bodies	Ensure parity at institutional events; used mixed visuals in institutional communication	Equality and diversity project manager + Brand and Communication Office	In progress	Monitoring by the Brand and Communication Office
<i>1.3 Commit to UPSaclay's equality policy over the long-term</i>					
Actions	Desired	Resources, tools,	Monitoring	Timetable	Measurement indicators
Create an equality, gender-based and sexual violence barometer to be repeated every two years	To be defined	To be included in the social barometer or a one-off barometer	Equality and diversity project manager in connection with Deputy Director General of Services appointed to HR and quality of life at work if necessary	Before the end of 2022	Barometer in place

Developing and sharing best practices	UPSaclay employer, associate institutions, component institutions, national research bodies	Discussion on following up action plans with the network of contacts and sharing external contributions	Equality and diversity project manager	In progress	Network meetings, summary of shared contributions, record of decisions with the monitoring committee
Create a self-training toolkit on equality, tailored by profession or theme	UPSaclay employer, associate institutions, component institutions, national research bodies	Space for sharing resources	Equality and diversity project manager, Brand and Communication Office	Before the end of 2021	Space created, loaded with resources and publicised

1.4 Promote and showcase the university's commitment to the wider community, regionally, nationally and internationally

Actions	Desired scope	Resources, tools	Monitoring	Timetable	Measurement indicators
Develop a network of partnerships with institutions (regional, national and international)	Depending on the issue	Examples: Regional directorate for women's rights Associations	Equality and diversity project manager and gender equality coordinator	In progress	Number of partners and type, brief report on the added value of the networks in the annual report on the action plan
Overview of the output of research on gender equality and gender at UPSaclay	UPSaclay employer, associate institutions, component institutions, national research bodies	Involve the Vice-President for Research and other relevant VPs List and publicise existing sites (experts,...)	Equality and diversity project manager, gender equality coordinator, Department of Libraries, Information and Open Science	In progress under the employer scope	Database of research and researchers
Monitor practices designed to combat gender bias in education and research	UPSaclay employer, associate institutions, component institutions, national research bodies	1 st analysis of the issue with the team of the VP for Education Inclusion of the theme in seminars for new lecturers	Equality and diversity project manager in connection with the VP for Education and coordinator, Educational Innovation Department	In progress	Monitoring and regular surveys

II. Promoting a work-life balance

Support a better balance of time across work and personal life

Actions	Desired scope	Resources, tools	Monitoring	Timetable	Measurement indicators
Analyse part-time and remote working schemes to ensure they meet gender equality objectives	UPSaclay employer	Gender-based assessments Organise time for discussion with sociologists and other specialists in the field	Remote working contact, Equality and diversity project manager	Charter in place since September 2020	1 st report before summer 2021 Will be followed by annual report
Set up a time charter	UPSaclay employer	Write the charter for the institution using existing tools (meeting timetable, use of emails and digital disconnection, etc.)	Health, safety and working conditions committee working group	End of 2021	Time charter created and distributed
Improve work meeting practices	UPSaclay employer	Educate individuals in leading a meeting, active listening, rephrasing, production of summary documents	Staff training department/HR D	Before the end of 2022	Number of courses, time charter
Encourage women to take part in sports on campus	UPSaclay	University service for physical and sporting activities, Brand and Communication Office	University service for physical and sporting activities		Proportion of women registered for different sports

2.2 Recognise parenthood at work

Actions	Desired scope	Resources, tools	Monitoring	Timetable	Measurement indicators
Making paternity leave easier to take	Employer scope	Communicate about paternity leave (particularly among lecturers) Publish the figures	HRD	In progress	Number of days paternity leave taken

Provide of a breastfeeding room	Employer scope	Communicate about current options (reception in the infirmary for breast milk) and explore the possibility of accommodating women with children particularly if childcare is close to the campus	Equality and diversity project manager/occupational doctors	In progress	Communication about the number of breastfeeding rooms available on all campuses
Support childcare, nursery	Employer scope	Conduct a feasibility study on the different needs identified	Head of social service and social action/Equality and diversity project manager/Heritage and Infrastructure (VP/Department of planning, heritage and property)	Before the end of 2021 for scheduling in the 2022 budget if necessary	Enable staff to access a diverse offer (Universal Employment Services Cheques, childcare, etc.)

III. Guaranteeing equal access for women and men to roles , jobs, grades and positions

Place workplace equality issues at the heart of the university's HR policies

Actions	Desired scope	Resources, tools	Monitoring	Timetable	Measurement indicators
Implement the social report	UPSaclay employer	Identify a resource person on equality data Include professional activity branches (engineering, technical, research and academic staff) and job mapping in the data	HRD	Last quarter 2021 (production of the social report)	Production of the report and analysis of the gender equality component
Ensure widespread communication of the social report	UPSaclay employer	Publication on the intranet after presentation to bodies	HRD	Last quarter 2021	Publication on the intranet
Ensure gender equality across all recruitment procedures	UPSaclay employer	Some procedures are very clear (competitive exam) Identify other recruitment processes that need to be so.	HRD	2022 Campaigns	Procedures specified for the relevant recruitment processes
Understanding and monitoring potential bias in promotions	UPSaclay employer	Breakdown the data by gender Analyse them in regard to promotion rates	HRD	Campaigns 2022	Analysis included in the 2022 social report
Train all HR staff in workplace equality and cognitive and gender bias	UPSaclay employer and proposal with a broad scope	Courses to be deployed Professional Equality Funds courses planned	HRD/Staff training department	Last quarter 2021-2022	Number of courses deployed, number of people trained
Train all other recruiters and the selection committee in workplace equality,	UPSaclay employer and proposal with a broad scope	Courses to be deployed Professional Equality Funds courses planned	Assistant VP appointed to HR and HRD/Staff training department/HR	2022	Number of courses deployed, number of people trained

cognitive and gender bias		Incorporate this dimension into the HR charter	development department HR development department		
Identify the impact of job representations and gender stereotypes on employer demand	UPSaclay employer	Working group. Draft job descriptions, remove gender-based labels in the job descriptions. Identify prohibited or sensitive words. Create a tutorial sheet	Equality and diversity project manager and HR development department/collective academic staff management	Last quarter 2021	Job descriptions proofread and corrected where necessary

3.2 Promote access to professional training and support staff at key stages of their careers

Actions	Desired scope	Resources, tools	Monitoring	Timetable	Measurement indicators
Measure equal access to education, an important element in a career	UPSaclay employer	Identify the professions that put least emphasis on education and implement corrective actions	HRD	2022	Training review
Support access to training and professional and personal development tools	UPSaclay employer and proposal with a broad scope	Provide a comprehensive offer of support including tools to break through the glass ceiling	HRD/Assistant VP appointed to HR /Equality and diversity project manager	In progress	Reporting on skills assessments and coaching
Discussion about the A+ category (senior management)	UPSaclay employer	Create a "Management" and category A+ variable in the database	Assistant VP appointed to HR and HRD	2022	Inclusion in 2022 social report
Facilitate women's access to professorships and other positions subject to "glass ceilings"	UPSaclay employer	Set up mentoring and personal development tools and other support mechanisms	Assistant VP appointed to HR/Diversity and equality project manager and HRD	2022	Implementation of different tools

IV. Assessing, preventing and addressing gender pay gaps

Actions	Desired scope	Resources, tools	Monitoring	Timetable	Measurement indicators
Set up a contact person for gender pay gaps (across all components of remuneration)	UPSaclay employer	Appoint a contact	HRD/monitoring service	2022	Contact appointed
Provide better identification of the various factors influencing remuneration (age, sector, etc.).	UPSaclay employer	Include these factors in the social report	HRD/monitoring service	2022	Analysis included in the social report
Understand the differences in remuneration and promotions over the medium term	UPSaclay employer	Consolidate a database on promotions over at least three years to distinguish between circumstantial/structural	HRD/monitoring service	2022	Analysis included in the social report
Implement corrective measures based on analyses	UPSaclay employer	Detailed HR monitoring shared with the managers for each staff group	HRD/monitoring service/managers /Assistant VP appointed to HR	2022	Long-term HR monitoring

V. Preventing and addressing moral or gender-based discrimination, acts of violence and harassment and sexist behaviour.

5.1 Assess the current situation regarding inappropriate behaviours

Actions	Desired scope	Resources, tools	Monitoring	Timetable	Measurement indicators
Violence and sexism survey to be deployed internally	UPSaclay employer, proposal with a broad scope	Specific survey or questions to be incorporated into other surveys	Equality and diversity project manager and gender equality coordinator	Ongoing	Survey completed and data on SGBV collected
Record and document violence on campus	Employer scope, proposal with a broad scope	Exploratory walks on campus	Security contact, unit coordinator, equality and diversity project manager, department of student life and equal opportunities, student associations	2022	Exploratory walk completed and feedback on elements recorded

5.2 Prevent inappropriate behaviour

Actions	Desired scope	Resources, tools	Monitoring	Timetable	Measurement indicators
Develop an education cycle in SGBV	UPSaclay employer, associate institutions, component institutions, national research bodies	As part of the Professional Equality Fund call for proposals for unit managers, technical committee/Health, safety and working conditions committee, managers and supervisory teams, PhD candidates	HR/Equality and diversity project manager/gender equality coordinator/associate and component institutions' equality coordinator	In progress over 2021 and 2022	Number of courses carried out, no. of participants and type
Provide regular communication about the unit	UPSaclay employer	List the contacts Make information accessible and increase the information channels	Harassment unit coordinators	In progress	Updated list of contacts
Distribute tools on workplace violence and everyday sexism to staff	UPSaclay employer, associate institutions, component	Guide/information charter on SGBV	Equality and diversity project manager, gender equality coordinator/associate	In progress	Information tools created and distributed

	institutions, national research bodies		and component institutions' equality coordinator/Brand and Communication Office		
--	---	--	--	--	--

			RPS and Harassment Units/HRD		
Inform the health, safety and working conditions committee through regular reports	UPSaclay employer	Bodies and potentially a working group	Harassment unit coordinators	2022	Reports produced and shared
Work on digital identity and online harassment	UPSaclay employer, associate institutions, component institutions, national research bodies	SGBV week in Nov/awareness via news page, webinar	Equality and diversity project manager/gender equality coordinator/associate and component institutions' equality coordinator	November 2021	Awareness campaigns completed
5.3 Address discrimination, acts of violence, harassment and sexist behaviour					
Actions	Desired scope	Resources, tools,	Monitoring	Timetable	Measurement indicators
Produce an annual report on incidents and follow-up actions taken	UPSaclay employer	Monitoring table and analyses	Harassment unit coordinators	Annual	Reports produced and shared with bodies
Communicate about the disciplinary policy and penalties	UPSaclay employer	Webinars, memos	HRD, Legal and Corporate Affairs	2022	Communication produced to be monitored in reports
Evaluate and develop incident reporting procedures/units	UPSaclay employer, associate institutions, component institutions, national research bodies	Working group shares practices and support /training as part of the Professional Equality Fund call for proposals	Equality and diversity project manager/gender equality coordinator/associate and component institutions' /unit managers	2021-2022	Inventory of practices and completed evaluations