

## **Annex 4**

### **WU Plan for the Advancement of Women**

#### **Preamble**

Pursuant to the Universities Act 2002, universities aim to provide equal opportunities for women and men, which is one of the universities' guiding principles and major tasks.

Pursuant to the Universities Act, the governing bodies and officers of a university shall strive to achieve a balanced number of women and men working in any field at the university.

In accordance with its guiding principles, WU contributes to tackling social challenges in a changing humane and gender-equitable society in the context of providing education and continuing education to executives and decision-makers in the business community and in society and supporting early-stage researchers.

As a matter of principle, WU is absolutely committed to equal opportunities without regard to sex, ethnic origin, religion or belief, age, disability, or sexual orientation. It is a major priority for WU to create favorable working conditions for women, enhancing women's careers, so that women's skills can come to bear better in the academic world, in their professional environment, and in society. Equal opportunities and the advancement of women are essential aims of WU's human resource management and staffing policy in research and teaching, and also in the allocation of resources. Pursuing these principles and aims is the joint task of all members of the WU community and is, in particular, an obligation for those in management positions.

In addition to its efforts for meeting the statutory 50% quota for women, WU is implementing initiatives to overcome prejudices based on gender stereotypes in everyday work and the study environment, especially during staff selection procedures, when filling executive positions, and when dealing with students.

The advancement of women and equal opportunities for both genders also include measures to support female students in becoming potential future researchers. In the future, research and teaching are to be performed and shaped by women and men on an equal footing. By having female role models, female students are to be motivated to pursue an academic career. WU is actively committed to the creation of studying and working conditions that give women and men equal opportunities in academic research and teaching and continuing education.

Sexual or gender-related harassment and workplace bullying (mobbing) will not be tolerated at WU and will have legal consequences.

## **Part A. General provisions**

### **Section I: General provisions**

#### **Legal foundations and guiding principles, and tasks of WU**

**§ 1.** (1) The legal foundations of the Plan for the Advancement of Women can be found in the Austrian federal constitution (e.g. Article 7 of the Federal Constitutional Law [B-VG, *Bundes-Verfassungsgesetz*]), in § 11a and § 41 of the Federal Equal Treatment Act (B-GIBG, *Bundes-Gleichbehandlungsgesetz*), in § 19 (2) item 6 and in §§ 41-44 ff. of the Universities Act 2002, and in the WU By-Laws.

(2) The guiding principles result from the provisions of the Federal Equal Treatment Act (Federal Law Gazette 100/1993 as amended), in particular from the general duty to advance women (§ 11 [1] of the Federal Equal Treatment Act), from applying the duty to prefer women when filling positions in federal service (§ 11b of the Federal Equal Treatment Act) accordingly, from the duty to prefer women when promoting staff (§ 11c of the Federal Equal Treatment Act), the duty to prefer women in training and continuing education (§ 11d of the Federal Equal Treatment Act), and from § 2 items 9 and 10 of the Universities Act 2002; the tasks of the University result from § 3 items 4 and 9 of the Universities Act 2002.

#### **Scope**

**§ 2.** The Plan for the Advancement of Women applies to all members of the WU community pursuant to § 94 of the Universities Act 2002.

#### **Objectives of the Plan for the Advancement of Women**

**§ 3.** By implementing the Plan for the Advancement of Women, WU pursues the following strategic and operational objectives, in particular:

##### **1. Equal opportunities**

In all organizational units<sup>2</sup>, at all hierarchical levels, and in all functions and activities, women must be recognized as equal partners. Framework conditions must be created and maintained that give women access to all fields of activity at the university.

##### **2. Gender mainstreaming (§ 4)**

WU applies the principle of gender mainstreaming to all planning and decision-making processes, i.e. examining these processes for any possible gender-specific effects and designing them in a manner so as to contribute to the promotion of equal opportunities for women and men.

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<sup>2</sup> In the academic environment, organizational units are departments, research institutes, competence centers, and the Executive Academy; in the non-academic environment, organizational units are service and administrative units.

### **3. Advancement of women**

The aim is to promote the performance of women in research and teaching at WU and the performance of women belonging to the administrative staff. WU offers special training and continuing education measures for the advancement of women as early-stage researchers and women in administrative positions at WU. WU gives special attention to the advancement of female students.

### **4. Eliminating underrepresentation (§ 6)**

Any existing underrepresentation of women employed by WU in all organizational units, at all hierarchical levels, and in all functions and activities must be eliminated.

### **5. Women's and gender studies**

Women's and gender studies are to be increasingly integrated into research and teaching at WU.

### **6. Work environment**

To create a humane and livable work environment, i.e. an environment free from discrimination, for all persons working at WU, WU strives to ensure that studying/working and family duties can be balanced, and that dignity is preserved at the workplace, in particular that sexual harassment and workplace bullying (mobbing) are counteracted (also by preventive measures).

### **7. Communication and information**

In-house information and communication on the issue of equal opportunities is essential for ensuring that measures concerning this issue are actively implemented and improved by all persons working at WU. WU shall provide guidelines on gender-neutral language. Special action is to be taken to make the performance of women in research and teaching visible in internal and external information and communication processes.

### **8. Infrastructure**

Appropriate infrastructure for providing equal opportunities and implementing the advancement of women must be ensured.

### **Gender mainstreaming**

**§ 4.** (1) The perspective of gender relations must be included in all decision-making processes at the university; all decision-making processes must be used to achieve gender equality.

(2) To ensure consistent implementation of the principle of gender mainstreaming in all decision-making processes and in the planning of all measures, WU, among other things, uses the knowledge of experts in the Equal Opportunities Committee and in the unit for the coordination of activities relating to equal opportunities and the advancement of women established pursuant to § 19 (2) item 7 of the Universities Act 2002, and sees to it that these two entities are actively involved in these processes.

(3) The Rector's Council shall ensure that information and continuing education events on the issue of gender mainstreaming and equal opportunities are held regularly, in particular for management staff.

**§ 5.** (1) To implement gender mainstreaming, the objectives of equal opportunities and the advancement of women must be included in the following, in particular:

1. Preparing draft By-Laws (§ 22 [1] item 1 of the Universities Act 2002), adopting or amending By-Laws (§ 19 [1] and § 25 [1] item 1 of the Universities Act 2002)
2. Preparing (§ 22 [1] item 2, § 98 [1] of the Universities Act 2002) and consenting to the Strategic Plan (§ 25 [1] item 2) and approving it (§ 21 [1] item 1 of the Universities Act 2002)
3. Preparing (§ 22 [1] item 4 of the Universities Act 2002) and approving (§ 21 [1] item 1 of the Universities Act 2002) the draft Performance Agreement, and negotiating and concluding it (§ 23 [1] item 4 of the Universities Act 2002)
4. Preparing (§ 22 [1] item 15 of the Universities Act) and approving (§ 21 [1] item 9 of the Universities Act) the intellectual capital report (§ 13 [6] of the Universities Act)

(2) The objectives of equal opportunities and the advancement of women must be included in all

target agreements as well (§ 21 [1] item 4 and § 22 [1] item 6 of the Universities Act).

(3) When the Senate adopts directives for the activities of collegial bodies pursuant to § 25 (1) item 15 of the Universities Act 2002, the principles of gender mainstreaming and gender equality must also be taken into account.

### **Underrepresentation**

**§ 6.** Women are deemed underrepresented if their share in the total number of persons employed at WU is less than 50% at a hierarchical level, within a category of staff, or at an organizational unit.

### **Advancement of women**

**§ 7.** (1) The aim of the Plan for the Advancement of Women is to increase the percentage of women employees at all hierarchical levels and in all functions and activities at WU, both in fixed-term and in permanent positions and in training, to at least 50%, irrespective of the duration of their contracts. All measures that directly or indirectly influence the quota for women must be made to correspond to this aim. Measures for the advancement of women must be integrated in personnel planning and development. The urgency of the need to advance women depends on the extent of underrepresentation.

(2) Preferential treatment of women when filling positions in federal service (§ 11b of the Federal Equal Treatment Act):

1. Unless reasons specific to a male candidate tilt the balance in his favor, female candidates who are equally qualified for the envisaged position as the best qualified male candidate must be given preference in personnel decisions, in accordance with the requirements of the Plan for the Advancement of Women, until the percentage of women in the total number of permanent employees is at least 50% 1) in the relevant salary group for civil servants, in the relevant remuneration scheme for contractual public employees or in the relevant job or salary group, or 2) – if the groups and schemes are subdivided into functional groups (including the starting grade), salary groups, or valuation groups – in the relevant group in the sphere of responsibility of the relevant entity supervising the staff. If a job group is matched by a corresponding remuneration group, this group must be included in the comparison. Positions pursuant to § 1 (2) are not to be taken into account.
2. The reasons specific to a male candidate as referred to in (1) shall not have an indirect or direct discriminatory effect on female candidates.

(3) Preferential treatment of women when promoting staff (§ 11c of the Federal Equal Treatment Act): Unless reasons specific to a male candidate tilt the balance in his favor, female candidates who are equally qualified for the envisaged senior position (function) as the best qualified male candidate must be given preference when senior positions are filled, in accordance with the requirements of the Plan for the Advancement of Women, until the percentage of women in the total number of permanent employees is at least 50% 1) in the relevant functional group (including the starting grade), salary group, or valuation group, or 2) in the other senior positions (functions) falling under the relevant undivided category pursuant to § 11 (2) item 1, in the sphere of responsibility of the relevant entity supervising the staff. § 11 (2) second and third sentences, and § 11b (2) are to be applied. Positions (functions) pursuant to § 1 (2) are not to be taken into account.

(4) Preferential treatment of women in training and continuing education (§ 11d of the Federal Equal Treatment Act): Women must be given preference when participants are admitted to training and continuing education measures qualifying them to take on more senior positions (functions), in accordance with the Plan for the Advancement of Women.

(5) All members of the WU community and, in particular, its executive governing bodies and management staff are obligated to observe the duty to advance women within their sphere of responsibility.

### **Prohibition of discrimination**

**§ 8.** (1) WU's representative in the National University Federation shall actively see to it that the collective bargaining agreements do not have any discriminatory effects with regard to gender.

(2) When their remuneration is determined in their individual employment contracts, female employees must not be discriminated against, either indirectly or directly. The same applies to any supplements, contributions, or other non-monetary benefits.

### **Public relations**

**§ 9.** Women-specific topics or issues relevant to equal opportunities must be presented as essential features of WU's profile in the university's public relations activities.

## Information on relevant legislation

**§ 10.** The Equal Opportunities Committee must be provided with all current information and legislation relevant to matters concerning equal opportunities and the advancement of women received by the Rector's Council.

### General information

**§ 11.** (1) The WU website provides information on all WU units and institutions dealing with issues of equal opportunities, the advancement of women, anti-discrimination, workplace bullying (mobbing), the Plan for the Advancement of Women, gender and diversity in organizations, and the like (e.g. EOC, Women in Science, unit established pursuant to § 19 [2] item 7 of the Universities Act 2002).

(2) Students are provided with information on the following topics during the admission procedure (§§ 60 ff. of the Universities Act 2002): bodies, units, and institutions dealing with equal opportunities and the advancement of women, contacts in the case of sexual harassment or workplace bullying (mobbing), ombuds office for students.

(3) When commencing employment, all staff members receive information on units and institutions dealing with equal opportunities and the advancement of women from WU's Personnel Office or a successor entity taking over its functions. Information is also provided on contacts in the case of sexual harassment and workplace bullying (mobbing) available at WU.

(4) In the trainee program, new staff members are informed about the existence and the tasks of the Equal Opportunities Committee and about further institutions and measures for equal opportunities and the advancement of women at WU. Information is also provided on contacts in the case of sexual harassment and workplace bullying (mobbing) available at WU.

### Use of gender-neutral language

**§ 12.** (1) All members of the WU community shall, in principle, use gender-neutral language. Official documents of the university shall either explicitly use both the male and the female form, or gender-neutral forms.

(2) It is not permitted to use blanket clauses, e.g. at the beginning, the end, or in footnotes of a text, stating that any terms chosen to refer to persons apply to both genders.

(3) The designations chosen to refer to governing bodies and officers or to positions and functions must clearly reveal the gender of the relevant person.

## Section II: Obligations to collect data

### Collection of data regarding women's quotas

**§ 13.** (1) Data regarding women's quotas must be collected once a year and must be updated annually. The reporting period is a calendar year, and the cut-off date is December 31 of a given calendar year. Data on the status quo are to be collected, documented, and published, taking into account, in particular, the portion of women among employees and students, and career/academic progress.

(2) Academic staff:

The portion of women is to be identified and documented for the university as a whole and separately for all organizational units, classified by employee categories. Among the academic staff, the portion of women is to be determined separately for fixed-term and permanent employment contracts, and for full-time and part-time employment contracts. The portion of female habilitated staff must also be documented separately for each employment category.

(3) Administrative staff:

Among the administrative staff, the portion of women is to be determined separately for fixed-term and permanent employment contracts

- For federal staff transferred and employed by the end of the implementation period of the Universities Act 2002, broken down by all staff categories existing at that time
- For staff hired from January 1, 2004, broken down by the job groups according to the Collective Bargaining Agreement for University Staff (*Kollektivvertrag für die Arbeitnehmerinnen und Arbeitnehmer der Universitäten*) for the organizational units

(4) The portion of women among employees not belonging to one of the above groups (e.g. freelance employees) is to be determined on the basis of the total number of the remaining employees of this group of persons at WU, broken down by academic and administrative staff.

(5) WU students – graduates: The portion of women among WU students in the individual degree programs is to be determined based on the following categories:

- First-semester students

- Degrees (first degrees, second degrees)

Depending on availability, the following data must be documented separately for men and for women and for the individual degree programs:

- Students in bachelor's, master's, doctoral, and PhD programs, and in majors or specializations, if majors or specializations can be selected in a program
- Academic performance/progress rates: average number of semesters, grade point average
- Graduates of bachelor's, master's, doctoral, and PhD programs, and of majors or specializations, if majors or specializations can be selected in a program
- Type of secondary school leaving certificate according to school types (academic secondary school [*AHS, allgemeinbildende höhere Schule*], upper secondary technical and vocational school [*BHS, berufsbildende höhere Schule*], other)
- University entrance qualification examination
- Graduates of the continuing education programs offered by the WU Executive Academy

The relevant portions are to be documented in absolute figures and in percentages.

(6) Teaching staff:

The portion of women among the teaching staff at WU is to be identified for each organizational unit, based on employee categories. In addition, the number of hours taught by women in each category is to be recorded. Also, the number of hours taught in the fields of women's and gender studies is to be documented.

(7) Other areas:

Data regarding the women's quota must also be collected with regard to

- Measures intended to shape the legal relationships of (prospective) members of the university's faculty or staff with the university under contracts, employment law for public-service employees, and private-law employees, or other legal relationships, separately for each of the groups of persons referred to in (2) to (6)
- The awarding of research funding from the global budget and from third-party funds, and the awarding of funds for continuing education, within the scope of WU's decision-making competence
- The awarding of travel allowances
- Participation in training and continuing education events
- The granting of expert status (§ 52 of the Collective Bargaining Agreement)
- Habilitations and qualification agreements
- The heads of organizational units
- The chairs of collegial bodies/committees

(8) The unit established pursuant to § 19 (2) item 7 of the Universities Act 2002 is responsible for preparing the Equal Opportunities Report. The organizational units concerned shall provide the required data.

(9) The Rector's Council shall submit the results of the collection of data regarding the women's quotas to the Equal Opportunities Committee without delay, and provide evidence thereof. The current statistics must be published in the Equal Opportunities Report.

(10) The Equal Opportunities Report and the women's quotas documented in it, as well as measures for the advancement of women, serve as a basis for staffing decisions in favor of women and WU's strategic personnel management. If the suggested measures for the advancement of women are not implemented, the responsible entity must provide reasons in writing.

### **Collection of data regarding remuneration**

§ 14. (1) Furthermore, data on remuneration must be collected separately for women and men. Any supplements, contributions, or other non-monetary benefits are to be recorded separately. Remuneration data is to be documented for the university as a whole, and separately for all organizational units, classified by the relevant hierarchical levels and by employee categories.

(2) The member of the Rector's Council responsible for personnel matters pursuant to the Rules of Procedure shall have final responsibility for the collection of data pursuant to (1). That member shall ensure that the required data are collected continuously and consistently in all organizational units and at all hierarchical levels.

(3) The Rector's Council shall submit the results of the collection of data pursuant to (1) to the Equal Opportunities Committee in an appropriate form, in accordance with the provisions of data protection law.

## **Part B. Research**

### **Women's and gender studies**

§ 15. (1) WU promotes the integration, introduction, and expansion of women's and gender studies in

the subjects taught at WU. Pursuant to the Organizational Structure Plan, a department or another academic unit is responsible for introducing and expanding women's and gender studies at WU.

(2) Academic topics from the fields of women's and gender studies are to be regarded as equal to other research topics in an academic discipline when qualifications are assessed (e.g. in habilitation proceedings, selection proceedings). Interdisciplinary and non-university research in women's and gender studies must also be taken into account.

(3) Women's and gender studies mean research dealing with women- and gender-specific issues within the subject-specific scope of a department or another academic organizational unit.

(4) Research projects that investigate issues, methods, and results from this field are subsidized appropriately when funds are awarded.

### **Promotion of research by women**

**§ 16.** (1) WU promotes women's research activities.

(2) When grants, scholarships, and student support are/is awarded, women are to be taken into account in accordance with their portion among students, and when doctoral thesis completion grants are awarded, in accordance with their portion among graduates. Women's and gender studies are to be considered in such support programs.

(3) When funds for research grants are allocated, care is to be taken that applications by women are specifically promoted, taking into account § 11b and § 11c of the Federal Equal Treatment Act.

(4) When governing bodies or officers, committees, or WU faculty or staff decide on the awarding of funds for research grants provided by private parties or through foundations, such governing bodies or officers, committees, or WU faculty or staff shall take care that such funds are allocated in accordance with the balance of genders. The awarding of research grants must be documented in a transparent manner.

(5) Regarding participation in congresses, conferences, etc., the balance of genders must be ensured.

### **Part C. Teaching**

#### **Participation in teaching, quota for women**

**§ 17.** (1) The portion of female teaching staff members among the total number of teaching staff members in all degree programs and organizational units must be increased to at least 50% in all categories, to the extent that this is possible in accordance with the relevant number of staff members and the legal framework conditions.

(2) Female teaching staff members must not be discriminated against as far as their participation in teaching at the university is concerned. Rather, care is to be taken that women participate in teaching in all categories in a balanced manner.

(3) The Rector's Council shall collect data regarding the women's quota in teaching assignments in the individual organizational units for the relevant semester and publish the data in an appropriate form, including in the Equal Opportunities Report, and notify organizational units that have not reached the quota for women.

(4) If women are not treated equally compared to men regarding their participation in teaching, reasons must be given in writing at the request of the Equal Opportunities Committee.

#### **Visiting professors**

**§ 18.** With regard to visiting professors, a portion of women of 50% is to be aimed at in each organizational unit.

#### **Women's and gender studies and gender-specific contents in curricula**

**§ 19.** When drafting curricula, gender equality and the equal treatment of women's and gender studies as compared to other fields of research are to be taken into account. Care is to be taken that women's and gender studies or gender-sensitive issues are integrated into the core subjects and electives. Gender-aware courses must be available in bachelor's, master's, and doctoral programs.

#### **Review of curricula**

**§ 20.** The Equal Opportunities Committee has the right to comment on amendments of curricula. The

Equal Opportunities Committee must be notified of every draft for the amendment or adoption of a curriculum.

#### **Part D. Students**

##### **Increasing the portion of women in degree programs where women are underrepresented**

**§ 21.** (1) WU shall take appropriate staffing, organizational, and financial measures to promote access for women.

(2) In all degree programs, in particular master's programs, where women account for fewer than 50% of first-semester students or graduates, WU shall develop strategies and take specific measures to increase the portion of women in these degree programs.

##### **Balancing degree programs and family life**

**§ 22.** WU shall strive to enable students to balance their degree program and pregnancy, parenthood, and family caregiving. Family caregiving responsibilities are a reason for academic leave pursuant to § 67 (1) of the Universities Act 2002.

#### **Part E. Personnel and organizational development**

##### **Section I: General provisions**

##### **Personnel and organizational development**

**§ 23.** (1) Personnel and organizational development is an important instrument for increasing the portion of women at WU and for the advancement of women at the university. The concept of gender mainstreaming is to be taken into account in all measures concerning personnel and organizational development.

(2) WU shall take appropriate staffing, organizational, and financial measures with regard to the following:

1. Promoting the research output of women
2. Supporting female early-stage researchers and female students
3. Eliminating any existing underrepresentation of women in training or employment at the university in all organizational units, at all hierarchical levels, and in all functions and activities
4. Promoting continuing education and the professional qualification of women

##### **Section II: Staff recruitment**

##### **General provisions**

**§ 24.** (1) In accordance with the duty to advance women pursuant to § 41 of the Universities Act 2002 and § 11 of the Federal Equal Treatment Act, the portion of women in all organizational units, at all hierarchical levels, and in all functions and activities at WU must be increased to 50%, or the level of 50% must be maintained. Therefore, female candidates who are equally qualified for an envisaged position as the best qualified male candidate must be given preference when positions are filled in organizational units where this level has not yet been met until a portion of women of at least 50% is reached, unless reasons specific to a male candidate tilt the balance in his favor.

(2) The reasons specific to a male candidate as referred to in (1) shall not have a direct or indirect discriminatory effect on female candidates (in particular, the marital status or family maintenance obligations must not be used as reasons).

##### **Position announcements**

**§ 25.** (1) The text of a position announcement must be able to serve as an objective basis for decisions in a selection procedure. Therefore, all essential qualifications for the position to be filled (job specifications) must be included in the text of a position announcement.

(2) The text of a position announcement must be written using both the female and male forms and must not contain any additional remarks that suggest a certain gender.

(3) The text of position announcements for filling general and management positions must contain



the following note: "WU seeks to increase the number of female academic and administrative staff members, especially in leadership positions. Qualified women are strongly encouraged to apply. In case of equal qualification, female candidates will be given preference."

(4) When management positions and full professorship positions are announced, expertise in gender mainstreaming is to be included as one of the job specifications.

(5) Employees of the relevant organizational unit are to be notified of the announcement of positions and functions in due time even while they are absent from work or from their workplace for statutory or contractual reasons.

(6) The Equal Opportunities Committee must be notified of the text of a position announcement, including the specifications of the position or function defined by the relevant organizational unit, without delay before the announcement is published, and evidence of this notification must be provided. The Equal Opportunities Committee has the right to comment on the position announcement within two weeks of receipt.

(7) Vacant management positions in organizational units without research and teaching tasks must also be announced in the WU Bulletin. The announcement period must be at least three weeks.

(8) Texts of position announcements conflicting with (1) to (3) and texts that are so general that they do not constitute an objective basis for decisions for the subsequent staff selection procedure are unlawful. The same applies to position announcements with too many specifications that raise substantiated suspicions that the position announcement text is intended to limit the group of potential applicants to fit a certain person or a certain gender without justifiable reasons.

(9) The Equal Opportunities Committee has the right to object to texts of position announcements. If the Equal Opportunities Committee has reason to believe that the text of a position announcement is discriminatory or conflicts with (1) to (3), the Equal Opportunities Committee is entitled to appeal to the Arbitration Board. The position announcement must not be published until the Arbitration Board has made a decision.

(10) If no position announcement needs to be published pursuant to § 107 (2) of the Universities Act 2002, the Equal Opportunities Committee must be notified of that in advance; comprehensible reasons must be stated.

#### **Motivating candidates to apply**

**§ 26.** The entity issuing the position announcement shall motivate potential qualified female candidates by contacting them and informing them of the vacancy. The measures taken are to be reported in the reasons given for the selection decision.

#### **Documented search for qualified women**

**§ 27.** The university entity recruiting staff or the governing body or officer responsible for proposing a candidate shall actively search for qualified female candidates, and provide evidence of this search. Such evidence is to be included in the file.

#### **Repeat position announcements**

**§ 28.** If no applications by qualified women who meet the statutory selection requirements have been received by the expiry of the application period, the position is to be announced again before the beginning of the selection procedure. If the Equal Opportunities Committee does not raise an objection in its opinion, giving reasons, the position announcement need not be repeated. If still no women apply after the publication of the repeat position announcement, the selection procedure is to be conducted.

#### **General provisions on the selection procedure**

**§ 29.** (1) After expiry of the application period, the Equal Opportunities Committee shall be provided, without delay, with the list of applications received.

(2) Applications by women who are absent from work or from their place of employment/place of training/workplace for statutory or contractual reasons must be included in the selection procedure and treated in the same way as all other applications.

(3) Selection criteria that have not been mentioned in the text of the position announcement must not be taken into account.

#### **Application interviews**

**§ 30.** (1) If selection or application interviews for a position or function to be filled are held with female

and male candidates, the Equal Opportunities Committee must be notified without delay of the list of the invited candidates. All female candidates who meet the statutory requirements and the requirements of the position announcement must be invited.

(2) The Equal Opportunities Committee has the right to attend selection interviews, job interviews, and application interviews, hearings, assessment centers, etc.

(3) In selection interviews, hearings, etc., no discriminatory questions (e.g. about the circumstances of the candidate's life, family planning, religious affiliation, etc.) may be asked. When assessing the qualifications of female candidates, no selection or assessment criteria that are based on a discriminatory view of the genders and on gender role stereotypes may be applied. Interruptions in periods of employment, the reduction of working time or delays in completing individual phases of a program because of childcare or family caregiving responsibilities or the intention to take a leave of absence must not be seen as disadvantageous factors with regard to specific candidates.

(4) In selection proceedings for full professorships, § 32 applies in addition.

### **Selection decision**

**§ 31.** If the Equal Opportunities Committee has reason to believe that a decision by a governing body or officer of the university discriminates against persons on the ground of their sex, the Equal Opportunities Committee is entitled to appeal to the Arbitration Board (§ 42 [8] of the Universities Act 2002). The period for raising an objection starts on the first working day after receipt of the decision in question.

### **Additional provisions for selection proceedings**

**§ 32.** (1) Before the first meeting of the Search Committee, the Rector's Council shall inform the inviting person of the quota for women in the relevant organizational unit and, if applicable, of the associated legal requirements, in particular of the duty to advance women. The Search Committee is to be supported in actively searching for qualified female candidates.

(2) If female and male candidates are invited to hold a lecture or make a personal presentation in selection proceedings, all female candidates who meet the statutory requirements and the requirements of the position announcement must be invited in any event.

(3) If candidates who did not apply are included in selection proceedings pursuant to § 98 (2) second sentence of the Universities Act 2002, the Equal Opportunities Committee shall be notified thereof without delay.

(4) Female candidates who are at least equally qualified as the best qualified male candidates must be given preference and included in the shortlist of candidates.

(5) Female candidates on the shortlist who are at least equally qualified as the best qualified male candidates must be given preference when it comes to initiating hiring negotiations.

(6) If no female candidate has been included in the shortlist, the Search Committee shall state detailed reasons for the non-inclusion in writing.

(7) The Equal Opportunities Committee is to be invited to all meetings of the Search Committee in due time and is entitled to send two representatives to attend such meetings in an advisory function and file applications. The representatives also have the right to have dissenting opinions and certain statements by members of the Search Committee recorded in the minutes. The Equal Opportunities Committee has the right to inspect, and also copy, all documents, in particular application documents and the assessment reports. The members of the Equal Opportunities Committee must be invited to every meeting of the Search Committee in due time. If no invitation is sent, the Search Committee shall repeat deliberation of and voting on the matter on which a resolution had been passed, after having properly invited the Equal Opportunities Committee.

(8) If third parties are asked to assess applicants (e.g. external business consultancy companies, recruitment consultancy companies, etc.), gender mainstreaming is to be regarded as a mandatory quality feature pursuant to requirements under EU law. WU shall offer guidelines on that issue. The Equal Opportunities Committee must be included in that selection procedure.

## **Section III: Career planning, training and continuing education**

### **Mentoring**

**§ 33.** (1) Mentoring, i.e. the systematic organizational and social introduction of employees to their work, and assistance and support for employees, is an important aspect of career development. During the introductory phase for employees, their direct supervisors are obligated to function as mentors. These supervisors may also instruct other employees of the university who are experienced in the relevant field of responsibilities to function as a mentor. However, the direct supervisor shall remain responsible for introducing new employees to their jobs in accordance with the employees' needs.

(2) Working as a mentor is to be regarded as a contribution to fulfilling one's obligations under the employment contract and is to be counted as working time. When allocating work assignments, supervisors shall particularly take into account any additional workload resulting from work as a mentor.

### **Training and continuing education**

**§ 34.** (1) As part of their obligation to develop employees' careers, the relevant supervisors shall encourage employees to attend training and continuing education events and shall provide them with comprehensive and timely information on individual possibilities for training and continuing education appropriate for them.

(2) Supervisors shall ensure that all employees, including part-time employees, are informed about in-service continuing education events and about training events for management staff even while they are absent from work or from their workplace for statutory reasons. Employees are to be informed that women are particularly encouraged to sign up for such events.

(3) When planning in-house continuing education seminars, seminars are to be organized in a family-friendly manner (e.g. childcare possibilities), in accordance with the budgetary resources.

(4) Women must be given preference in the admission process for continuing education courses, in particular courses qualifying participants to take on senior positions and functions, until a portion of women of 50% is reached. If the 50% quota for women has already been reached, that percentage must be maintained in any event. This also applies to training and continuing education courses with limited possibilities of participation.

(5) As a target group, women are to be explicitly encouraged to participate in continuing education events. Care is to be taken that trainers and lecturers have gender competence.

### **Support for academic staff members**

**§ 35.** Supervisors shall inform female academic staff members about appropriate training and continuing education possibilities and motivate them to participate. In addition, female academic staff members are to be informed about relevant conferences on their research subjects, relevant academic associations, publication possibilities, and opportunities to work on research projects. In addition to in-house continuing education events, external continuing education possibilities are to be extended and supported. As far as possible, the individual organizational units shall support events on issues concerning the advancement of women by providing funds and premises. In addition, supervisors shall ensure that female employees are not discriminated against as far as the funding of business trips, travel allowances, etc. and special leaves of absence are concerned.

**§ 36.** WU's management shall make visible the research output and teaching performance of women researchers, both at WU and internationally.

## **Section IV: Further provisions**

### **Career advancement**

**§ 37.** (1) The governing body or officer responsible for deciding on the assignment of management functions to employees and on major changes of employees' functions shall make decisions after a hearing with the Equal Opportunities Committee.

(2) Female candidates who are equally qualified for the envisaged senior position (function) as the best qualified male candidate must be given preference when positions are filled until the portion of women in the group of WU faculty or staff in the relevant organizational unit, at the relevant hierarchical level, or in the relevant function or activity is at least 50%.

### **Substitutes for civil servants during parental leave**

**§ 38.** The Rector's Council aims at providing financial cover for the substitution of civil servants during the prohibition of employment before and after childbirth (§ 3 and § 5 of the Maternity Protection Act [MSchG, *Mutterschutzgesetz*]).

### **Assessment reports and composition of Search Committees and Habilitation Committees**

**§ 39.** (1) § 42a (8a) of the Universities Act 2002 is to be applied to the composition of Search Committees pursuant to § 98 (4) of the Universities Act 2002 and Habilitation Committees pursuant to

§ 103 (7) of the Universities Act 2002.

(2) When reviewers are appointed in habilitation and selection proceedings, consideration is to be given to a balance of women and men, taking into account § 11b and § 11c of the Federal Equal Treatment Act.

(3) When reviewers are appointed, they must be informed that no assessment criteria based on a discriminatory view of the genders and on gender role stereotypes may be applied in the assessment. Interruptions in periods of employment, the reduction of working time, or delays in completing individual phases of a program because of childcare or family caregiving responsibilities or the intention to take a leave of absence must not be seen as disadvantageous factors with regard to specific candidates.

### **Composition of other committees and bodies**

**§ 40.** (1) § 42a (8a) of the Universities Act 2002 is to be applied to the composition of other collegial bodies.

(2) The Rectoral Search Committee and the Senate shall submit their relevant proposals for the appointment of the Rector to the Equal Opportunities Committee. If there is suspicion of discrimination against a candidate on the basis of gender, the Equal Opportunities Committee shall file a complaint with the Arbitration Board within one week (§ 42 [8b] of the Universities Act 2002).

(3) The Election Committee for the election of the Senate shall submit to the Equal Opportunities Committee all admitted proposals. If the Equal Opportunities Committee decides that an election proposal does not sufficiently meet the 50% quota for women, the Equal Opportunities Committee must raise an objection on the ground of deficiencies of the election proposal to the Arbitration Board. If the Arbitration Board decides that the objection raised is justified, the Election Committee shall refer the election proposal back to the campaigning group for correction.

(4) Regarding the composition of other committees, advisory boards, working groups, or comparable bodies with decision-making power or advisory bodies whose members are not appointed on the basis of an election, a balance of genders is to be aimed at when members are appointed.

(5) To implement the principle of gender mainstreaming, the Equal Opportunities Committee has the right to attend, in an advisory function and with the right to have statements recorded in the minutes, meetings of advisory boards, collegial bodies, and committees if they deal with personnel matters. The Equal Opportunities Committee is to be invited to all such meetings at the same time as the members, and evidence of the invitation is to be provided.

## **Part F. Work environment and protection of dignity at the workplace**

### **Working time**

**§ 41.** The Equal Opportunities Committee is to be included when new models for arranging and recording working time and managing attendance and absence times are developed.

### **Special leaves and parental leaves**

**§ 42.** (1) When taking special leave and parental leave for family reasons, as well as caregiving leave, the following principles apply to all employees:

1. Using possibilities of working part-time and taking parental leave, as well as fulfilling family duties, must not lead to direct or indirect discrimination against employees in connection with their employment or training.
2. When employees return to work, they must be given sufficient time for induction training and to familiarize themselves with their tasks.

(2) WU shall inform employees about the possibilities available to reduce working time and to take leaves of absence for performing family duties, and about the resulting consequences. WU shall encourage male employees to use these possibilities.

### **Childcare and the care of family members requiring care**

**§ 43.** (1) WU regards itself as obligated to create appropriate framework conditions for balancing family duties and work or academic studies.

(2) The Rector's Council shall regularly conduct surveys on the topic of family-work balance, publish their results in an appropriate form, and take all measures necessary for meeting the need for childcare places for children of WU faculty, staff, and students.

The needs of persons during absence from their workplace for statutory or contractual reasons must be taken into account.

(3) At the proposal of the Equal Opportunities Committee, the Rector's Council shall appoint a childcare advisor whose task is to advise the Rector's Council and WU faculty and staff on issues related to childcare obligations, in particular providing advice regarding the survey pursuant to (2) and the establishment of childcare facilities.

(4) On the basis of the needs identified in the surveys, the Rector's Council shall, within the budgetary possibilities, take appropriate measures to ensure a sufficient number of childcare places for all members of the WU community with childcare responsibilities.

(5) Services must be developed for supporting employees who provide care to family members.

### **Humane working conditions**

**§ 44.** (1) All members of WU faculty, staff, and students have the right to have their personal dignity preserved, in particular to be protected from sexual harassment, harassment, discrimination on the grounds of sex, ethnic origin, religion, belief, age, or sexual orientation, and from workplace bullying (mobbing).

(2) Therefore, WU takes appropriate preventive measures and ensures that persons affected by sexual harassment, discrimination, or workplace bullying (mobbing) receive legal advice free of charge, organized by the Equal Opportunities Committee, or are informed about the workplace bullying advice center established at WU.

### **Measures against sexual harassment, harassment, and workplace bullying (mobbing)**

**§ 45.** (1) Sexual harassment pursuant to § 8 of the Federal Equal Treatment Act, harassment pursuant to § 8a of the Federal Equal Treatment Act, and workplace bullying (mobbing) constitute infringements of personality rights. WU tolerates neither sexual harassment, sexist behavior, harassment, nor workplace bullying (mobbing).

(2) All members of WU faculty and staff, in particular those with management tasks in research, teaching, and administration, shall ensure, in their field of responsibilities, that there is no sexual harassment behavior, harassment, or workplace bullying (mobbing).

(3) The Equal Opportunities Committee provides advice and support to persons or bodies on how to appropriately and reasonably deal with incidents of sexist behavior and/or sexual harassment, harassment, and workplace bullying (mobbing). Persons affected by such behavior have the right to obtain advice from the Equal Opportunities Committee free of charge.

(4) WU shall provide advice and support services.

(5) All persons dealing with such matters are subject to confidentiality.

## **Part G. Infrastructure and tasks of entities dealing with equal opportunities and the advancement of women**

### **Equal Opportunities Committee**

**§ 46.** (1) The tasks and rights of the Equal Opportunities Committee result from the Federal Equal Treatment Act, the Universities Act 2002, in particular § 42 ff. of the Universities Act 2002, and WU's Plan for the Advancement of Women.

(2) If the Equal Opportunities Committee has reason to believe that a decision by a governing body or officer of the university discriminates against persons on the ground of their sex, the Equal Opportunities Committee is entitled to appeal to the Arbitration Board (§ 42 [8] of the Universities Act 2002) within three weeks.

### **Members of the Equal Opportunities Committee**

**§ 47.** (1) Performing tasks as a member or substitute member of the Equal Opportunities Committee is to be regarded as a contribution to fulfilling one's obligations under the training or employment contract or administrative job duties and is to be counted as working time.

(2) When delegating and determining tasks to be performed at the workplace and when determining job duties, any additional workload resulting from work as a member or substitute member of the Equal Opportunities Committee must be taken into account.

(3) Members and substitute members of the Equal Opportunities Committee must not be disadvantaged in their job because of their function, neither while they are performing their function nor after they have resigned.

(4) Work as chair of the Equal Opportunities Committee is regarded as a special reason to be taken into account when the employment contract is renewed.

(5) Members and substitute members of the Equal Opportunities Committee are to be given the opportunity to regularly attend training courses and information events.

(6) The members and substitute members of the Equal Opportunities Committee are entitled to fulfill their duties regarding equal opportunity issues at their workplace and use the facilities available at their workplace for that purpose.

### **Office of the Equal Opportunities Committee**

**§ 48.** (1) The Rector's Council shall ensure administrative support for the Equal Opportunities Committee and provide the required resources (staff, space, and physical resources). This must also be taken into account when the relevant need is communicated to the competent university governing bodies or officers.

(2) The Equal Opportunities Committee must in any event be provided with adequate rooms, technical equipment, and staff to fulfill the tasks of the office of the Equal Opportunities Committee.

(3) As part of annual budget planning, the Equal Opportunities Committee shall file an application regarding its need for budgetary funds.

(4) The head of office of the Equal Opportunities Committee must have appropriate training, legal knowledge, and practical expertise in human resource management. The chair of the Equal Opportunities Committee is responsible for the staff of the office of the Equal Opportunities Committee.

(5) The office of the Equal Opportunities Committee exclusively serves to support the WU Equal Opportunities Committee. The tasks of the office of the Equal Opportunities Committee include, in particular, administration of the entire work of the Equal Opportunities Committee, conceptual and organizational support for members of the Equal Opportunities Committee, removal of workload from them, collection and preparation of relevant materials for the work of the Equal Opportunities Committee, legal counselling, monitoring compliance with legal provisions concerning equal opportunities issues, establishment and management of a library on legal issues and issues regarding the advancement of women and equal opportunities, management of the budget, and public relations activities regarding issues of equal opportunities and the advancement of women within and outside the university.

### **Unit established for the coordination of activities relating to equal opportunities and the advancement of women**

**§ 49.** (1) A unit responsible for coordinating activities related to equal opportunities and the advancement of women shall be established at WU pursuant to § 19 (2) item 7 of the Universities Act .

(2) Detailed provisions on this unit can be found in the WU By-Laws (Chapter VIII "Equal opportunities", Section "Units for gender research and gender studies and for the coordination of activities for ensuring equal opportunities and the advancement of women").

### **Networking**

**§ 50.** The chair of the Equal Opportunities Committee or his or her deputy and the head of the office of the Equal Opportunities Committee and the unit established for the coordination of activities relating to equal opportunities and the advancement of women also have the task of networking with the institutions for ensuring equal opportunities and the advancement that have been established at other universities, with the entities responsible for issues of equal opportunities at the federal ministries, and with other institutions active in the field of the advancement of women and equal opportunities in Austria and abroad.

### **Unit for gender research and gender studies**

**§ 51.** (1) The implementation of the tasks of interdisciplinary gender research and gender studies as stipulated in § 19 (2) item 7 of the Universities Act 2002 is to be delegated to a department or other academic unit of WU.

(2) The Rector's Council shall provide the required resources (space, staff, and physical resources) to the department or other academic unit.

## **Part H. Budgetary matters**

### **Budgetary matters**

**§ 52.** (1) When drafting and allocating the budget, the duties to provide equal opportunities and to advance women contained in the Federal Equal Treatment Act, the Universities Act 2002 and the

promotive measures contained in this Plan for the Advancement of Women must be included as aspects relevant for planning and allocation.

(2) The Equal Opportunities Committee can submit proposals for criteria for allocating the budget.

(3) The Rector's Council, in cooperation with the Equal Opportunities Committee, shall establish incentive systems for persons who particularly advocate the advancement of women and equal opportunities, e.g. support in teaching and research, continuing education events, and coaching.

(4) WU shall base its budgetary decisions on the aim of providing equal opportunities for women and men.

## **Part I. Implementation and reporting obligations**

### **General provisions on implementation**

**§ 53.** (1) All governing bodies and officers of WU whose task is to make decisions or proposals regarding the required organizational, staffing, and financial matters in accordance with the relevant organizational regulations shall be responsible for implementing the measures contained in the Plan for the Advancement of Women.

(2) The competent governing bodies or officers of WU undertake to responsibly implement the measures and objectives stipulated in laws and international legislation (in particular, Article 7 of the Federal Constitutional Law, § 1, § 2 item 9, § 3 item 9 of the Universities Act 2002; § 11 to § 11d of the Federal Equal Treatment Act, relevant EU legislation, e.g. the equal treatment directives) and the UN Convention on the Elimination of All Forms of Discrimination against Women).

(3) Any form of discriminatory actions and behavior on the grounds of sex, ethnic origin, religion, belief, age, or sexual orientation constitutes a breach of the obligations resulting from a WU training or employment contract and must be sanctioned in accordance with employment law regulations.

(4) Notification emails or letters sent to the Equal Opportunities Committee are deemed as evidence that the Equal Opportunities Committee has been notified.

### **Reporting obligations regarding research grants for women**

**§ 54.** (1) The Rector shall report to the Senate once a year on the implementation of measures to promote women in research and on the annual evaluation of the implementation of the Plan for the Advancement of Women. The report is to be forwarded to the Equal Opportunities Committee, with evidence to be provided thereof, and published in an appropriate form.

(2) With regard to the awarding of research funding and grants within the decision-making competence of WU and the allocation of funds for continuing education, data (in relative and absolute numbers) on women's quotas and the amount of funds and grants awarded to women are to be collected and reported. The report is to be forwarded to the Equal Opportunities Committee, with evidence to be provided thereof.

### **Reporting obligations regarding personnel and organizational development**

**§ 55.** (1) The Rector and, if applicable, the chair of the collegial bodies established by the Senate to deal with such matters pursuant to § 25 (7) of the Universities Act 2002 shall report to the Senate once a year on the implementation of promotive measures in personnel and organizational development. In particular, it is to be reported whether or not the quota for women pursuant to § 11 (2) of the Federal Equal Treatment Act and § 13 of the Plan for the Advancement of Women has been reached.

(2) The corresponding reports are to be forwarded to the Equal Opportunities Committee, with evidence to be provided thereof, and published in an appropriate form. If the quota for women has not been reached in a certain area or if discriminatory remuneration differences exist between women and men, the reasons leading to that situation are to be identified, and appropriate measures for reaching the quota or eliminating discriminatory remuneration differences are to be taken and to be published. The corresponding reports are to be forwarded to the Equal Opportunities Committee, and evidence must be provided thereof.

## **Part J. Effective date**

**§ 56.** WU's amended Plan for the Advancement of Women shall enter into force on January 1, 2015.