



# Gender Equality Plan

## Prologue

The Equal Opportunity Plan intends to promote the statutory principle of equal opportunities and equal treatment for all employees and develop it further. This is expressly intended to include all employees regardless of their ethnic origin, religion or ideology, gender, age, sexual identity or disability.

The Equal Opportunity Plan is an important instrument of personnel policy at the NMI in order to implement the guiding principle of a collegial and appreciative working environment and to maintain the NMI as an attractive employer.

The purpose of the Equal Opportunity Plan is to eliminate existing gender-based discrimination in a targeted and needs-oriented manner and, in addition, to make it easier to reconcile work, family life and, if necessary, the care of family members and dependents for all employees, as well as to promote equal opportunities and diversity. Appropriate measures will be taken to achieve this goal. All employees and managers are called upon to realize this task.

All managers are to anchor equality in their areas through professional personnel management in their departments.

The equality plan is valid immediately and will be updated at regular intervals.

Reutlingen, 12/06/2021, updated 03/01/2024



Prof. Dr. Katja Schenke-Layland  
Director

## 1. Statistical basis: analysis of the workforce structure (03/2024)

<b>Number of employees</b>	<b>169</b>
<b>Here of women</b>	<b>97</b>
<b>Management</b>	<b>9</b>
<b>Hereof women</b>	<b>5</b>
<b>Parental leave</b>	<b>1</b>
<b>Hereof women</b>	<b>1</b>
<b>Part time</b>	<b>80</b>
<b>Hereof women</b>	<b>56</b>

The reporting is to be continued and updated on a regular basis.

## 2. Instruments and methods for gender equality

- **Job advertisements**  
As a matter of principle, all positions are advertised internally and externally in accordance with the requirements of the General Equal Treatment Act (AGG).  
Insofar as compelling operational or task-related concerns do not conflict with this, vacant positions should also be advertised for part-time appointments.
- **Personnel selection and interviews**  
If positions are to be filled in areas or working groups in which one gender is underrepresented, as many persons of the different genders as possible should be invited to interviews if the qualifications and suitability are equal and the number of applications permits. If qualifications and suitability are equal, preference will be given to persons of the underrepresented gender.

For example, the proportion of women in management positions and in scientific positions should be gradually increased further. To this end, students are given targeted support in the form of Master theses and, where appropriate, doctoral positions. No discriminatory questions may be asked in the job interview. The General Equal Treatment Act (AGG) must be observed here.

- **Flexitime arrangement**  
The NMI has a very flexible flexitime scheme that actively supports the reconciliation of work, family and, if necessary, care for family members.
- **Parental leave**  
Taking parental leave is equally encouraged and the desire to take part-time parental leave is actively supported.
- **Part-time work**  
Employees are given the opportunity to work part-time in order to reconcile work, family and, if necessary, care for family members. The individual situation and requirements are taken into account as far as possible, provided that there are no operational reasons to the contrary. Flexible working time models that promote the compatibility of family and career are made available as far as possible.
- **Mobile working**  
Mobile working can be used to support the compatibility of family and career, depending on the type of activity. The regulations of the company agreement on mobile working apply here.

- **Personnel development**  
Employees are provided with further training and development on an individual basis and in line with their needs.  
Coaching and mentoring support the start in management positions and in taking on new projects and tasks. A management qualification program is offered at regular intervals. Female students are specifically supported through internships and theses. German language courses are offered for (scientific) employees from abroad.
- **Gender-sensitive language**  
All documents at the NMI should be written in gender-appropriate/neutral language wherever possible.
- **Communication**  
We maintain communication with employees in regular staff meetings to establish the gender equality plan and provide regular information about it. It is actively included in leadership behavior as well as in leadership competencies. Further internal information on equality is published on the intranet where appropriate.
- **Occupational health management (OHM)**  
Work-life balance is actively promoted, thus supporting the compatibility of career and family. In addition to various active offerings (courses, etc.), employees can regularly find out about various relevant topics in keynote speeches and on information days. Employees also have the opportunity to take advantage of confidential individual counseling at the company medical service, which provides free and confidential advice on both work-related and private problems.

### **3. Protection against sexual harassment or bullying in the workplace.**

All employees are treated in such a way that their dignity and personal integrity remains untouched. For the NMI, a corporate culture free of discrimination and discrimination with appreciative and collegial interaction is an essential part of the mission statement.

In accordance with the General Equal Treatment Act (AGG), the NMI is committed to promoting a harassment-free working environment, to investigate indications of sexual harassment and, if necessary, to punish them as violations of contractual obligations. When such indications are received, immediate action shall be taken to protect employees and to stop the conduct that is damaging the work climate.

Appropriate measures shall not be directed against the persons concerned, but against the persons responsible for the behavior.

Affected persons or employees who wish to report an incident of sexual harassment or mobbing harassment or bullying, have the right to directly contact the director or the works council.

They are subject to special protection and the duty of care of the institute's management and must not suffer any professional disadvantages.

In addition, all employees are educated, informed and trained on the General Equal Treatment Act on the intranet.

This encourages them to make their individual contribution to a collegial and appreciative corporate culture that prevents sexual harassment and bullying.