

APPROVED
by Rīga Stradiņš University
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Basic Principles and Plan for Gender Equality at Rīga Stradiņš University

Rīga 2022

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Introduction

Rīga Stradiņš University is one of the leading and most modern higher education institutions in the Baltic region with a vision to be a top research university in Europe, where talent is concentrated and where excellent research-based education and experience is gained. At Rīga Stradiņš University, people are respected regardless of a person's individual characteristics, and the work of employees is evaluated according to the achieved results and existing values. In its activities, Rīga Stradiņš University promotes gender equality and does not take decisions, nor does it grant other privileges based on individual characteristics or gender.¹

‘Basic Principles and Plan for Gender Equality’ is a public document approved by the Rector, and it is available for everyone on the website of Rīga Stradiņš University. ‘Basic Principles and Plan for Gender Equality’ is a set of commitments and actions aimed at promotion of gender equality at Rīga Stradiņš University, as well as provision of an effective, integrated and coordinated solutions to gender equality issues.

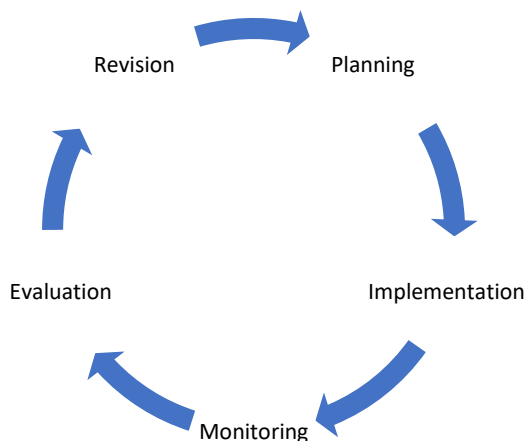
The basic principles and plan for gender equality include the following:

- Work-life balance as an integral part of Rīga Stradiņš University organisational culture;
- Measures against gender-based violence;
- Statistical data and analysis;
- Action plan on progress towards gender equality.²

Both genders have the same rights at Rīga Stradiņš University. Rīga Stradiņš University focuses on growth, and equal opportunities are offered to everyone, regardless of gender. Every employee is provided with a safe work environment, access to information and information systems that are necessary for the performance of their job responsibilities.³

The standard planning process is used in establishing the basic principles and plan for gender equality at Rīga Stradiņš University (Figure 1).

Figure 1. *Planning process*



Initially, Rīga Stradiņš University collected and analysed data to determine the gender equality process and the status of data at Rīga Stradiņš University. Following the data analysis, an action plan and tasks to be accomplished in the field of gender equality will be drawn up, and the deadline for their accomplishment will be set. The implementation of the approved plan will enhance the understanding of Rīga Stradiņš University employees and more active participation in ensuring gender equality at Rīga

¹ Latvijas Republikas Satversme, 91. pants. <https://likumi.lv/ta/id/57980#p91>

² [Methods and Tools | European Institute for Gender Equality \(europa.eu\)](https://www.europa.eu/methods-and-tools/)

³ Izglītības likums, 30. pants. <https://likumi.lv/ta/id/50759#p30>

Stradiņš University. The implementation of the plan will be monitored and evaluated according to its aims and objectives.

Work-life balance and organisational culture at Rīga Stradiņš University

Work-life balance is a key component of an organisational culture for promoting gender equality. Work-life balance is essential for both women and men, and it is intended to ensure that all employees receive adequate support for their daily work and career development, as well as for the personal responsibilities they may have outside the workplace.⁴

Working conditions

According to the internal rules and regulations of Rīga Stradiņš University, employees may be provided with a flexible working regime by agreeing with the immediate superior regarding the prescribed start and end time of the working day (complying with the working hours specified in the employment contract). Part-time employment contracts are concluded with employees, as well as job responsibilities may be carried out remotely by connecting to the necessary information systems in agreement with the immediate superior.

Day nursery “Namiņš” offers its services to Rīga Stradiņš University employees and students who have children between the ages of three and seven, providing an opportunity to leave their children in care for up to four hours per day. While parents work or study, children play board games, draw, create applications and engage in cognitive activities.

The Human Resources Department of Rīga Stradiņš University regularly advise employees on the matters of employment relationship in order to achieve work-life balance. Rīga Stradiņš University is an open and welcoming organisation demonstrating the attitude of respect to everyone. All employees are encouraged to feel appreciated and welcome at work.

In accordance with the current labour legislation, a parental leave policy is provided at Rīga Stradiņš University, granting parental leave to both women and men. When returning after parental leave, the employee is provided with the previously determined employment conditions. The employee may have reduced working hours, if necessary.

Equal pay

Pay for work at Rīga Stradiņš University is determined by evaluating positions, regardless of the employee's gender. The procedure for determining the basic salary is based on certain key principles, such as:

- internal equity within the organisation: similar basic pay for work is established for the positions of similar value, subject to the evaluation of the position;
- competitiveness in the labour market: competitive basic salaries are established in accordance with the remuneration in similar positions in other higher education institutions in Latvia, as well as observing trends in the labour market of Latvia as a whole and the conditions of competition at regional level;
- compliance of the employee's competences and conduct with the operational and strategic development goals set by Rīga Stradiņš University;
- compliance of the set basic salary with financial possibilities and remuneration budget of Rīga Stradiņš.

The employee's individual basic salary is reviewed in accordance with the procedures specified in internal rules and regulations of Rīga Stradiņš University. The individual basic salary is reviewed taking into consideration recommendations of the employee's immediate superior, the level of remuneration for the respective position in the labour market, as well as the employee's work results.

⁴ Darba likums, 7. pants. <https://likumi.lv/ta/id/26019#p7>

Recruitment (internal, external)

When advertising a job vacancy, Rīga Stradiņš University addresses all potential employees, without differentiating between women or men. The principle of equality applies to recruitment and selection and the requirements for the position apply to all potential employees, regardless of gender. During a job interview, the aim of Rīga Stradiņš University is to get to know the candidate's personality better and learn more about their knowledge, experience and skills. Questions are asked in compliance with the provisions of the Labour Law.

Motivation

Tangible and intangible motivation tools are developed and used depending on the employee's success in achieving strategic goals and motivation for performance at work. Additional payment, bonuses, allowances and social guarantees, as well as other components of remuneration may be awarded to employees of Rīga Stradiņš University. A cash award may be given to an employee in relation to an important event for an employee or Rīga Stradiņš University (life or work anniversary, achievements and success in the performance at work, promotion of the University), taking into consideration the employee's contribution to the achievement of goals.

At Rīga Stradiņš University, employees' competences and performance are assessed individually in the Performance Management System. The purpose of the performance assessment is to improve employee and department performance, to promote the quality of work, thereby ensuring an increase in the efficiency of Rīga Stradiņš University activities and the achievement of strategic goals. The analysis of the employee's skills and performance is used to ensure a fair evaluation of the employees, according to the individual contribution and the achieved goals.

Measures against gender-based violence. Lodging complaints

Any employee of Rīga Stradiņš University may report a case of sexual harassment, including a case where he or she is a victim of harassment or a witness in the case of harassment. Any infringement is taken seriously and is being investigated. The progress of an infringement investigation is easy to understand, and information is available to all employees. Any employee (person) may provide information about possible gender-based violence and sexual harassment, including behaviour that demonstrates disrespect or creates an intimidating, hostile, humiliating, or offensive environment. A person lodges a complaint if they consider this information to be true and it has been obtained while performing their job responsibilities, studying or establishing legal relationship related to the fulfilment of job responsibilities. Information on where to report in case of infringement is published on Rīga Stradiņš University website.

Rīga Stradiņš University follows a **Zero-tolerance policy** that prohibits sexual harassment and any other form of harassment in all workplace-related situations, including outside the usual workplace, such as meetings and conferences, business trips, work-related social events, and digital platforms. All employees and students are responsible for timely reporting of such harassment. *Zero tolerance* applies to all reports related to sexual and other forms of harassment. Any person may report a case of sexual harassment through the complaints procedure described in the "Management of Complaints, Appeals, Non-Compliances and Proposals".

Rīga Stradiņš University provides **the necessary support in case of infringement**: when assessing the nature of the infringement, support may include the provision of advice and practical support, such as counselling or other support both within the organisation (including through professionals from the Department of Psychosomatic Medicine and Psychotherapy) and through external organisations. When assessing the nature of the infringement, support for reporting to law enforcement agencies may be provided.

Complaints procedure.

Personal data of the person submitting the complaint, the written or material evidence attached thereto, as well as the materials for reviewing the report of the submitter of the infringement are subject to the status of restricted access information. The applicant's personal data is pseudonymous.

To report an infringement at Rīga Stradiņš University, it is necessary to fill in the form and send it to Ierosinajumi@rsu.lv. The Quality Assurance and Internal Audit Department immediately inform the specialist dealing with matters related to gender equality about the received complaint and involve the said specialist for the consideration of the complaint.

Process description No. 31 (3) "Management of Complaints, Appeals, Non-Compliances and Proposals" is available in the Document Centre of Rīga Stradiņš University Document Management System.

Institutional mechanism for gender equality at Rīga Stradiņš University

At Rīga Stradiņš University, a specialist in gender equality matters is appointed by the Rector's decree to carry out the following tasks:

- 1) monitor and evaluate the implementation of the gender equality action plan;
- 2) promote the gender equality action plan at Rīga Stradiņš University;
- 3) draw up recommendations regarding the necessary directions of support for gender equality and submit them to the management of Rīga Stradiņš University for review;
- 4) coordinate the views of various stakeholders on possible solutions to gender equality issues;
- 5) monitor the overall situation at Rīga Stradiņš University and assess the impact of the plan through the prism of gender equality;
- 6) coordinate and supervise the implementation of the gender equality action plan in cooperation with the departments of Rīga Stradiņš University;
- 7) inform the employees of Rīga Stradiņš University regarding the progress made in the field of gender equality;
- 8) participate in the consideration of complaints and recommendations regarding gender equality.

Statistical data and analysis.

Rīga Stradiņš University (in graphs - RSU) has carried out data analysis of the existing staff for a period of three years. The data were collected to reflect the current gender equality situation at Rīga Stradiņš University and to identify violations of gender equality issues, if any. The data collected by the organisation allows us to see the breakdown between men and women in various occupational groups. The analysis of gender equality was carried out in order to identify the strengths and weaknesses within the organisation, which will allow for better setting of goals and priorities for gender equality issues at Rīga Stradiņš University.

1. Breakdown of employees by gender.

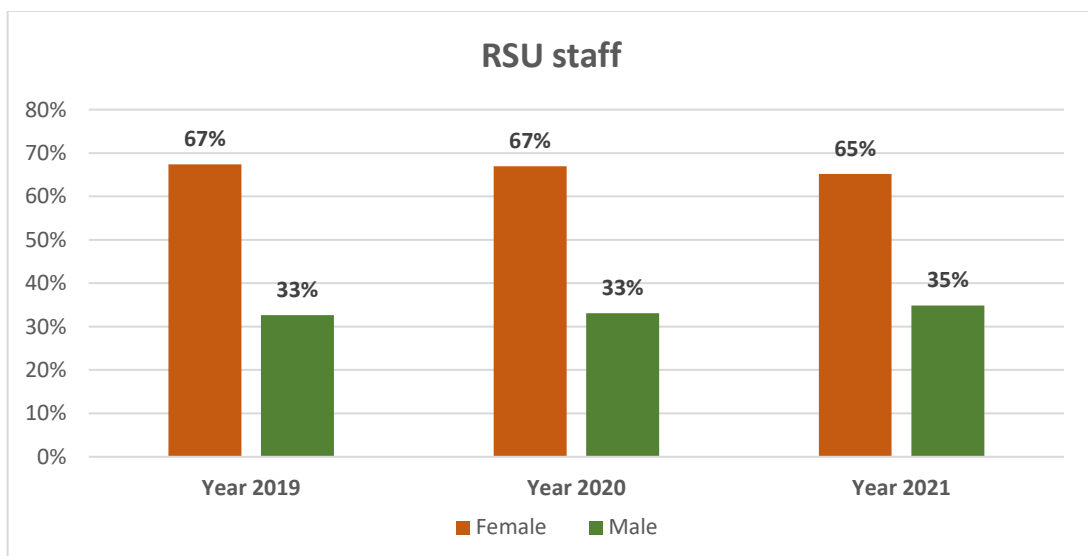


Figure 1.1. RSU staff by gender in a 3-year period.

2. Breakdown of managers by gender

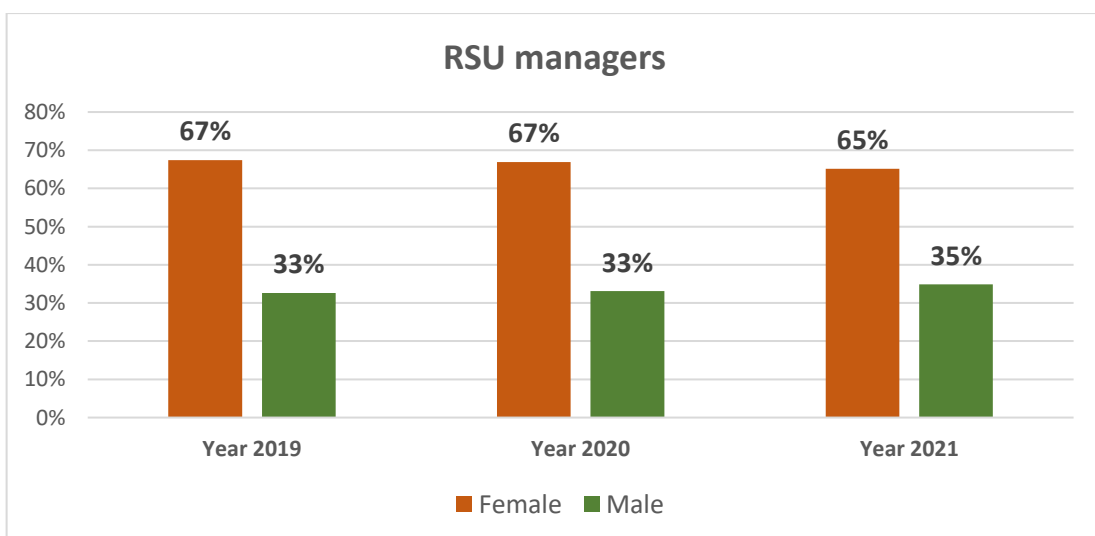


Figure 2.1. RSU managers by gender in a 3-year period.

3. Average salaries for managers at Rīga Stradiņš University

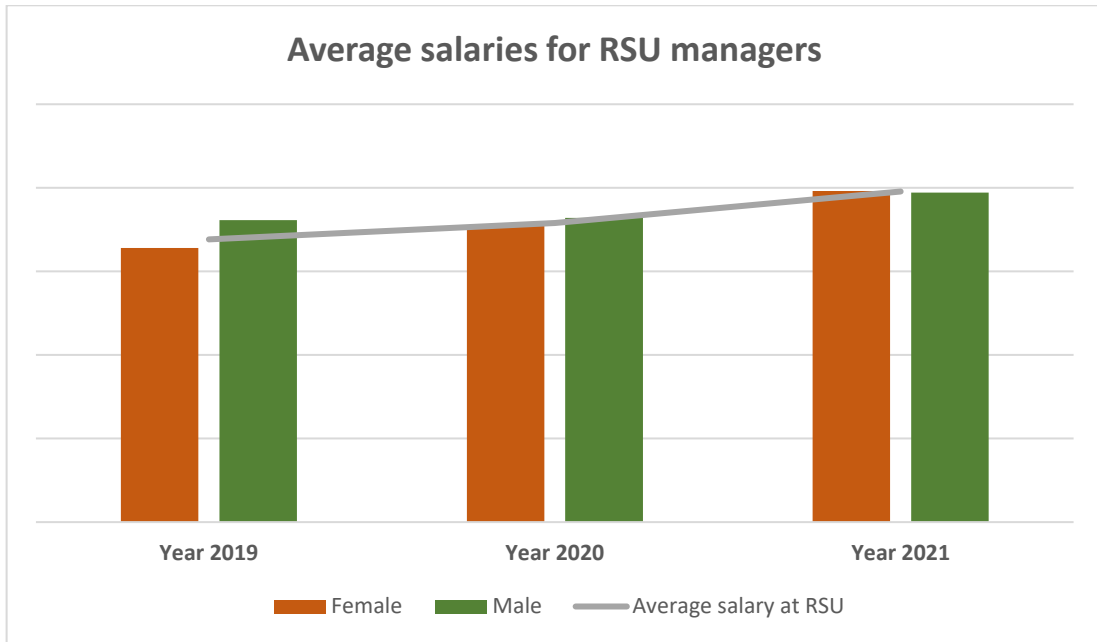


Figure 3.1. Average salaries for RSU managers in a 3-year period.

4. Breakdown of research staff by gender

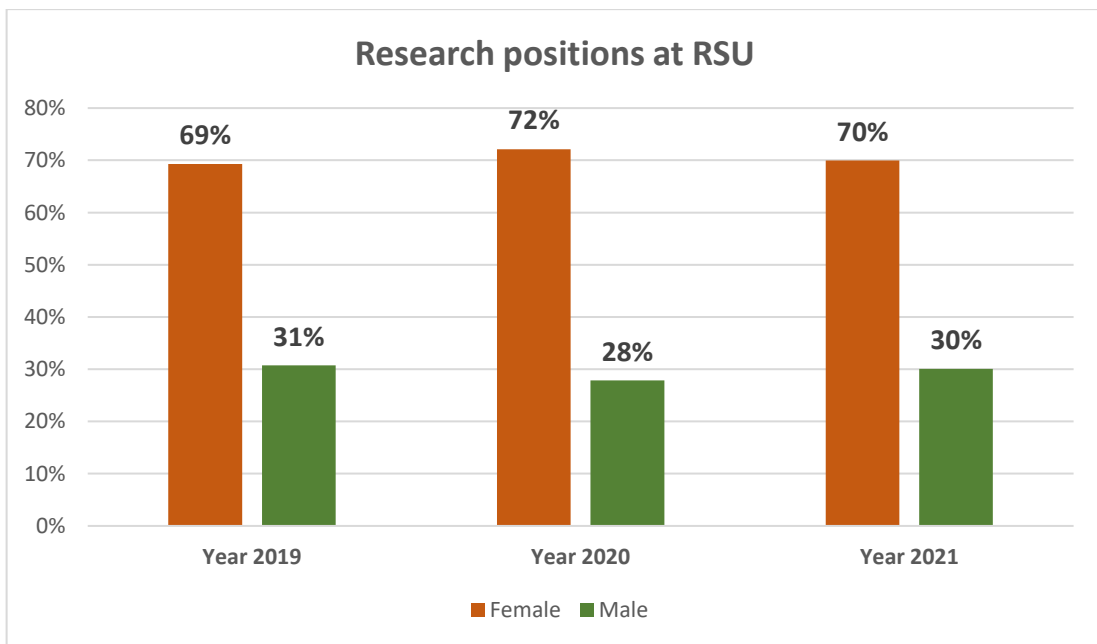


Figure 4.1. Research positions at RSU by gender in a 3-year period.

5. Breakdown of academic staff by gender

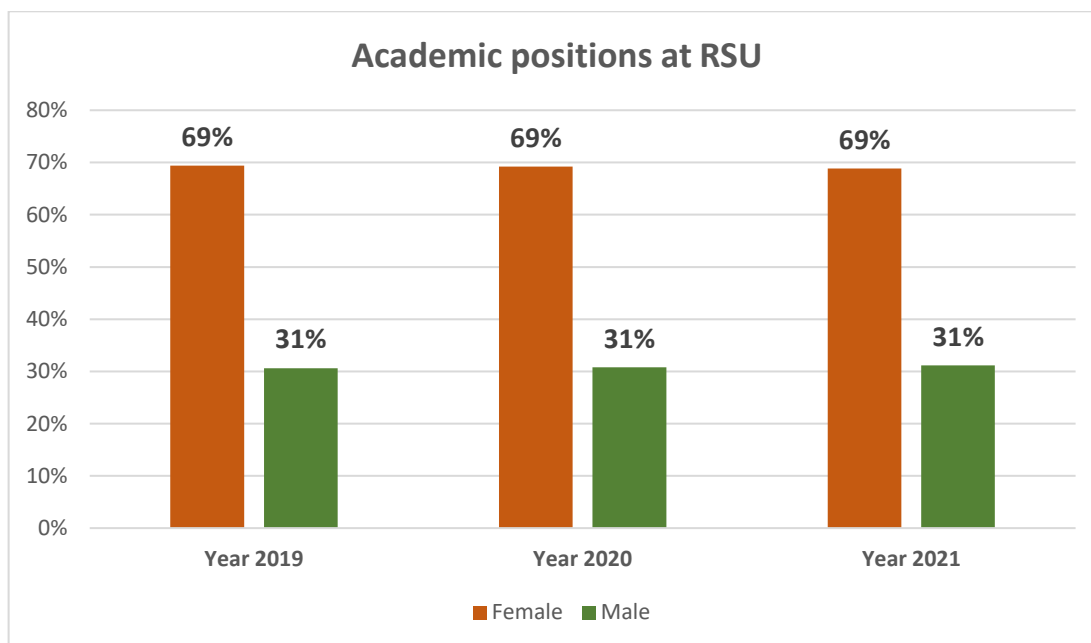


Figure 5.1. Academic positions at RSU by gender in a 3-year period.

It is observed that over a 3-year period a higher percentage of women than men are employed at Rīga Stradiņš University. The proportion of women in managerial positions is also higher and there is a faster increase in the average salary for female managers than for male managers, but the difference is relatively small.

Action plan

The Action Plan aims to ensure an integrated, focused and effective process that promotes equal rights and opportunities for women and men. In order to achieve the goal, the following directions of action are set:

No.	Action	Result of action	Department responsible	Involved departments	Implementation period
1.	Publishing of gender equality plan on RSU website (in Latvian and English)	Update the importance of gender equality matters at RSU	Communication Department	Human Resources Department	Year 2022
2.	Recruitment and selection of a specialist in gender equality matters	An appointed specialist for tackling gender equality matters	Human Resources Department	Rector's Office, Communication Department	March 2022
3.	Creation of an electronic mail address dzimumulidztiesiba@rsu.lv	An active communication channel on gender issues accessible for all employees has been introduced at RSU. RSU employees are informed about the created e-mail address	Information Technology Department	Human Resources Department, Communication Department	February 2022
4.	Survey on the observance and importance of gender equality matters at RSU (including the knowledge of employees about gender equality), <u>integrating this survey into RSU employee satisfaction survey</u>	A decision on the required training regarding the field of gender equality at RSU (depending on the survey results)	Human Resources Department	Communication Department	April 2022
5.	Study on the training needed in the field of gender equality; identification of internal resources in provision of training.	Extending the employees' knowledge of gender equality matters in day-to-day work, communication, etc.	Human Resources Department	Centre for Educational Growth, other academic departments	Year 2022
6.	Regular monitoring, analysis and information on statistical data regarding gender equality matters	Updated information during the reporting period	Human Resources Department	Communication Department	Every year by 1 March
7.	Visualisation of gender equality matters for more obvious representation	Infographics of basic principles for gender equality and daily situations	Human Resources Department	Communication Department	Year 2022
8.	Information coverage in RSU news regarding topical dates on gender equality celebrated internationally	International Anti-Discrimination Day (1 February), International Day of Women and Girls in Science (11 February), International Women's Day (8 March), International Day for the Elimination of	Human Resources Department	Communication Department	According to the specified dates

No.	Action	Result of action	Department responsible	Involved departments	Implementation period
		Racial Discrimination (21 March), International Youth Day (12 August), International Equal Pay Day (18 September), International Day Against Violence (2 October), International Men's Day (19 November), International Day for the Elimination of Violence against Women (25 November) and Human Rights Day (10 December)			