

EQUAL OPPORTUNITIES PLAN OF THE TECHNOLOGY CENTRE PRAGUE 2022–2024

The Technology Centre Prague pays maximum attention to creating a positive and supportive work environment for all its employees, regardless of their nationality, gender, age, ethnicity, religion or disability status.

1. PURPOSE OF THE EQUAL OPPORTUNITIES PLAN

Public bodies, research organizations or higher education establishments, whether public or private, in EU Member States or Associated Countries must meet the condition of the existing Gender Equality Plan for participation in the Horizon Europe programme from 2022 onwards. This condition applies to all calls with a deadline of 2022 or later at the time the Grant Agreement is signed. The Technology Centre Prague fully supports the policy of equal opportunities for all its employees, and therefore on this occasion developed the TC Prague Plan of Equal Opportunities for the years 2022–2024 (hereinafter, the "Plan"), based on an in-depth audit of the working environment which took place in the fall of 2021.

The work environment audit took two forms: (1) a payroll audit across the entire Technology Centre and (2) a questionnaire survey open to all employees. Most employees took part in the questionnaire survey; between 7 and 24 September, 65 of them (out of 79) answered a total of 33 prepared questions. These questions were divided into four categories – work and remuneration, gender and work-life balance, parental leave and the team constitution. This Plan is based on the results of the entire work environment audit.

The audit identified the following areas of challenges for the years 2022–2024: guidelines of the Technology Centre Prague, remuneration transparency, employee recruitment and career growth, job flexibility, maternity and parental leave management, work-life balance management and teambuilding/team constitution of the Technology Centre Prague (for more detail, see chapter 5 Overview of implementation solutions).

2. MONITORING AND DATA COLLECTION

The current Plan of Equal Opportunities of the TC Prague has been prepared for 3 years, i.e., until the end of 2024.

The collection of data on TC Prague employees will take place once a year. An audit will follow in the second half of 2024, which defines whether (a) all planned actions have taken place and (b) all foreseen documents have been prepared. This audit will therefore take place in the third year of implementation of the Plan, with the proviso that it should result in an update of the Plan itself.

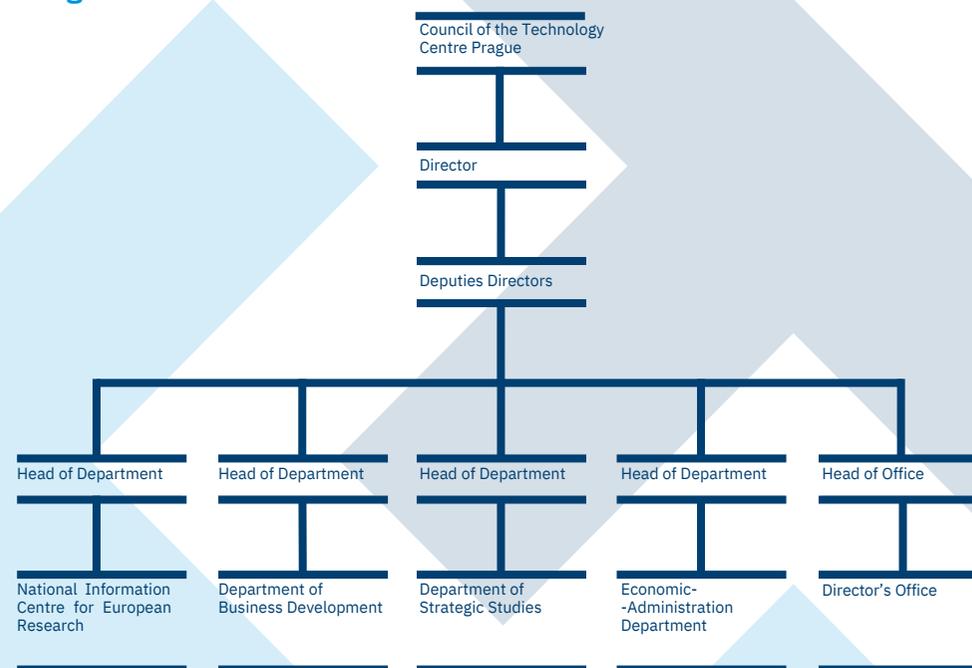
The necessary work capacities and sufficient financial resources will be allocated for the successful implementation of the Plan. Individual implementation solutions always have an assigned person who is responsible for fulfilling the given tasks. Representatives of the Economic and Administration Department are responsible for the overall implementation of the Plan in cooperation with the NICER department, i.e., the audit in 2024 and the update of the Plan will be carried out by representatives of the NICER and the Economic and Administration Department.

3. INTRODUCTION TO THE TECHNOLOGY CENTRE Prague

The Technology Centre Prague, z.s.p.o., abbreviated TC Prague, is an Interest association of legal entities (<https://www.tc.cz/en/about-us>). The Centre supports Czech Republic's involvement in the European Research Area, prepares analytical and conceptual studies for research and innovation, undertakes international technology transfer and supports the establishment and development of innovative companies.

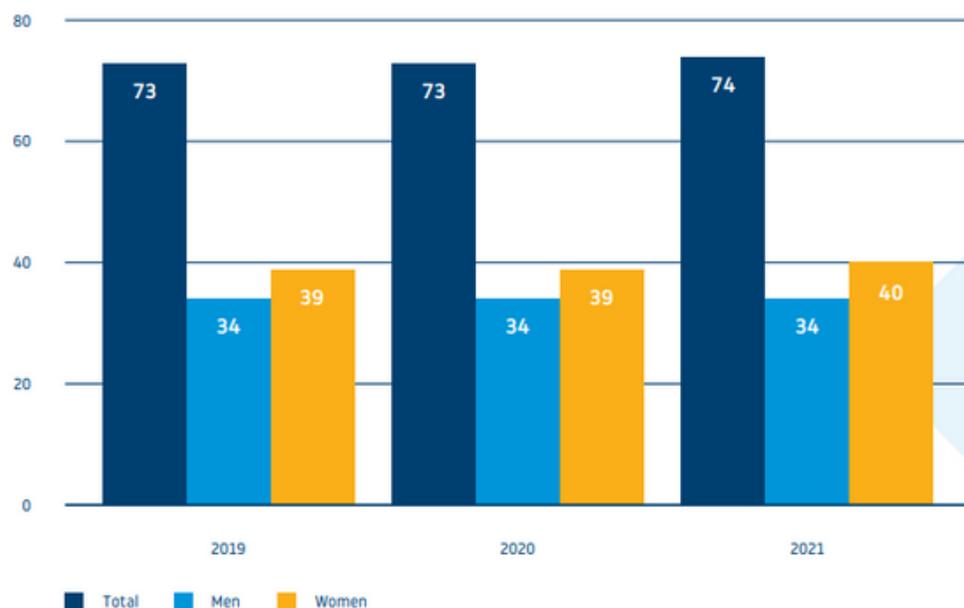
The supreme body of the TC Prague is the TC Prague Council, the statutory representative and the CEO is the director. The TC Prague is divided into five departments, each department is headed by a department head.

Organizational chart of Technology Centre Prague



As of 31 December 2021, TC Prague had a total of 79 employees, of which 5 were on maternity leave. 52 employees worked full time (not counting maternity leave), 22 employees worked part time (5 to 80%, 2 to 75%, 1 to 70%, 1 to 62.5%, 4 to 60%, 2 to 50%, 3 to 40%, 1 to 37.5%; 1 to 30%, 1 to 25%, 1 to 20%).

DIAGRAM NO. 1: Development of the number of Technology Centre Prague employees



4. LABOUR CODE ADOPTED AT THE TECHNOLOGY CENTRE Prague

The Labour Code describes the system of work and the basic principles of remuneration at the TC Prague in order to transparently present working conditions for all employees. The Code also sets out the basic conditions for the recruitment of new employees and presents the basic possibilities for balancing personal and professional life.

4.1. Remuneration principles

The remuneration principles are governed by the internal directive “Remuneration practices”, which is available to all, together with other valid directives and internal regulations, in the Internal Information System of the TC Prague (Istec).

The TC Prague applies a system of fixed salary and variable salary components (semi-annual bonuses, remuneration from the manager's fund, target remuneration). The amount of the fixed salary component is based on the job category in which the employee is assigned in accordance with the concluded employment contract, i.e., what position he / she holds. Within the job category and in accordance with the set requirements (qualifications, language skills, length of experience), the person is assigned a tariff level.

The variable component of the salary is given based on a comprehensive evaluation of the employee and his / her work performance for the monitored period. This evaluation always takes place in June and November. The goal of the variable salary component is to motivate quality work results. During the evaluation, the department heads propose performance supplements and semi-annual bonuses, to be approved by the TC Prague director.

The amount of the performance bonus, which is expressed as a percentage of the fixed monthly salary component and is paid monthly, is determined based on the evaluation of the given employee's work performance and his / her share (contribution) in the department's work results for the evaluated period, also taking into account the expected work tasks in the next period to be evaluated. Its amount is determined for the next half of the year and is part of the salary.

Half-year bonuses are paid retrospectively as part of the June and November salary payments, i.e., according to the actual work results achieved by the employee for the past evaluated period. These half-year bonuses are paid depending on the financial results of the TC Prague and the performance of the individuals concerned. Those who have worked only part of the working days in a given year, e.g., due to having arrived later during the period, to maternity / parental leave, sick leave, unpaid leave or retirement, are paid an aliquot part of the half-yearly remuneration.

4.2 Recruitment of new employees

TC Prague applies a policy of non-discriminatory recruitment, fully respecting the applicable national legislation. The basic idea of the recruitment process is to find the most suitable person for the given open position.

The request for a job is processed by the head of the department concerned where the job is to be filled and this request is approved by the TC Prague director. The requirement to fill a job is the basis for placing an advertisement.

In the section "What we offer", all advertisements offering positions in TC Prague contain the following phrase: "The Technology Centre of the Prague is doing its utmost to create a positive work environment for its employees, male and female, regardless of their nationality, gender, age, ethnicity, religion or disability." The advertisements are construed in a gender-sensitive language.

The members of the evaluation committee are acquainted with the legislation on the recruitment of new employees (with regard to issues of a discriminatory nature, see the Labour Code).

4.3 Balanced professional and personal life

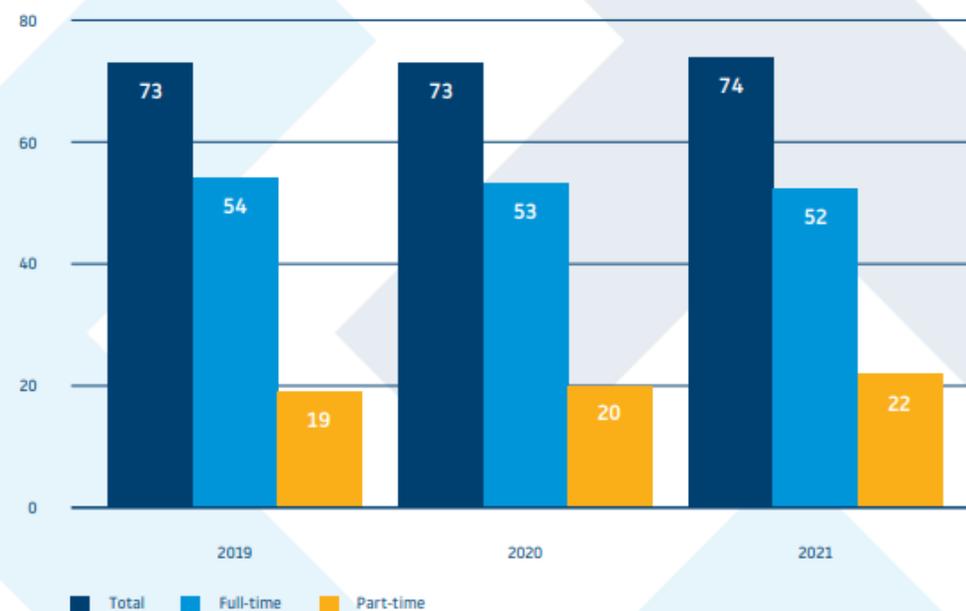
The TC Prague allows the use of part-time work and work from home on the basis of individual agreements so that employees can balance their professional and personal life in the performance of all work tasks.

Internal meetings, consultations and working group meetings should ideally be scheduled between 9.30 am and 2.00 pm so that all employees can easily attend with regard to possible part-time or adjusted working hours. Where possible, meetings are also held in a hybrid format.

Employees have the opportunity to use their child's placement in one of the children's groups of the CAS (similar to a kindergarten).

DIAGRAM NO. 2: Overview of the number of persons employed full-time and part-time

Overview of the number of persons employed full-time and part-time (active as at 31 Dec. of given year)



If an employee needs to change the working hours or feels any discrimination in the workplace, he/she is to contact his/her immediate superior.

5 OVERVIEW OF IMPLEMENTATION SOLUTIONS

Challenge identified	Goals/Strategies	Solutions	Timetable	Resultant indicator / Responsible officer
TC directives	The Technology Centre directives shall be updated to actively promote equal opportunities.	Identification of problematic passages in the TC directives and their updating so that they are construed in a gender-sensitive language and that the principles for equal opportunities are explicitly incorporated into the text of the guidelines/directives.	By the end of 2022.	Updated TC guidelines/directives / Economic and Administration Department in cooperation with financial and legal NCPs.
Remuneration transparency	All employees know the principles on the basis of which their salary is based, including the performance bonus, and what conditions must be met by any individual employee for his/her salary to increase. All employees are aware of the principles on the basis of which (1) performance bonuses are paid, i.e., semi-annual and annual and other (2) extraordinary remuneration, i.e., for the fulfilment of tasks beyond normal work activities or bonuses for significant work and personal anniversaries.	Elaboration of a new consolidated and transparent wording of the directive on remuneration of the TC employees (i.e., the salary components, remuneration and conditions for awarding). The directive shall reflect the principles of equal treatment and non-discrimination. This document will be presented at a meeting of the Technology Centre. The directive will always be updated as necessary. Within the framework of regular employee evaluation, the head of department sets individual goals for subordinate employees or teams. The achievement of those objectives ought to be taken into account in the further evaluation of employees.	A new remuneration directive will be formulated by the end of 2022. Every six months on the occasion of regular employee evaluations.	New Remuneration Directive / Economic and Administration Department. Every six months, employees are interviewed individually as part of a regular staff appraisal / heads of department.
Recruitment of new employees and career growth, etc.	Recruitment must offer equal opportunities to all without prejudice and discrimination. The aim is for employees in the Technology Centre's organization system to feel comfortable, to know their job clearly and to enjoy the opportunity for individual growth, which is not necessarily vertical, but rather competence-oriented, professional, financial, etc.	(a) The principles for the recruitment of new employees are part of the TC Equal Opportunities Plan (see Chapter 4 of the TC Prague Labour Code). (b) Creation of an entry manual for new TC employees (information on company procedures, instructions for Isteq, information on mid-term evaluation, etc.). Active human resources management for individual development of employees. Department heads will monitor the needs of employees in their departments (for example, at regular department meetings).	Manual until December 2022. As necessary.	Manual for new employees / personnel department. Discussion within department meetings / heads of departments.
Work flexibility	Every employee knows the conditions for using the various tools for work flexibility within the Technology Centre (for example, with regard to the amount of work or working from home in agreement with the head of department).	The principles and possibilities for work flexibility in the TC are part of the Equal Opportunities Plan (see Chapter 4 of the TC Prague Labour Code).	Component part of the Equal Opportunities Plan.	Economic and Administration Department.
Maternity / parental leave management	Employer's support to employees drawing parental leave regardless of gender, i.e., where both women and men feel comfortable when going on maternity/paternity or parental leave and while taking such leave. Returns from maternity/paternity or parental leaves are well managed on the basis of individual agreements.	Those who leave for maternity/paternity or parental holidays will fill out a simple form for comfortable drawing of maternity/paternity or parental leave in cooperation with their superior manager. The list of questions in the form will include questions about whether the person leaving wishes to keep in touch with his/her temporary substitute or whether he/she wishes to keep in contact with the work environment (agenda) or possibly his/her work team. As part of leaving for maternity/paternity or parental leave, it is also necessary to set an expected return date in order to be able to create an individual plan for reintegration into the work process by that date.	Form until the end of 2022.	Form for maternity/ paternity or parental leave / Economic and Administration Department in cooperation with NICER.
Active work-life balance (WLB) management	Active management of the work-life balance on an individual level.	Training for TC staff on how to contribute to the WLB on an individual basis.	Training in 2022, can be repeated if there is enough interest.	Organized training by external trainers / financial and legal NCPs, the NICER department.
Team constitution / teambuilding	Strengthening of the spirit of belonging within individual departments and within the entire Technology Centre.	Identification and implementation of projects across TC departments that have the potential to strengthen personnel and work ties in the Technology Centre (example: a cross-department working group will organize a TC Family and Sports Day or an internal presentation of topics of interest to other departments). Each department chooses its own way to strengthen the team (example: NICER chooses the off-site department meeting option once a year).	Until the end of 2023, then to be repeated regularly. Each year.	Setting up a working group for teambuilding within the TC and organization of at least one collective event for the TC / Director's Office in cooperation with NICER. Individual output from each department / heads of departments.

This document was approved by the director of the Technology Centre Prague Karel Klusáček, MSc., PhD., MBA.

Karel Klusáček

The Association is an interest association of legal entities, which is registered with the Associations and Societies Register of the Municipal Court in Prague, Section L, dossier 58787