

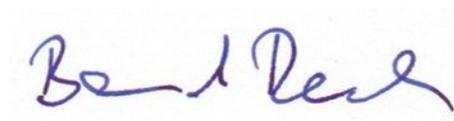
Gender Equality Plan (GEP) 2023 – 2025

Statistical material and contents for 2023

Updated November 2024

Helmholtz-Zentrum Berlin für Materialien und Energie GmbH
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– based on the report “**Statistical material and contents actualized for 2022**” authored by Dr. Natalia Maticiuc, Aarthi Nandy, Ulrike Goldenblatt, Anja Seehrich, Silvia Zerbe

EXECUTIVE SUMMARY

The HZB (Helmholtz-Zentrum Berlin für Materialien und Energie GmbH) is committed to gender equality and regards equal gender opportunities as the driving force in promoting a supportive, collegial, and efficient working environment.

Therefore, HZB seeks to reduce women's disadvantages in their professional careers through a number of measures detailed and updated yearly in this report on its Gender Equality Plan (GEP).

1. THE HZB GEP

The Gender Equality Plan (GEP) is authored and authorized by the Equal Opportunity Representatives. The respective current version is openly published on the HZB website dedicated to HZB's canon of values: https://www.helmholtz-berlin.de/zentrum/wofuer-wir-stehen/werte_en.html

To reinforce and increase gender equality and diversity awareness as an integral component of the organizational culture, HZB is organizing activities and initiatives to that extend continuously, including the following:

1. Mentorship Programs:

The mentorship programs established and overseen by the DocTeam and Postdoc Office pair experienced employees with those seeking guidance and support. While the right of participation may be granted regardless of gender, women are believed to benefit disproportionately more from such offering, since such offers counterbalance the generally fewer opportunities for women to obtain coaching and advise for their professional careers by senior co-workers.

2. Flexible Worktime Policies:

HZB has implemented flexible worktime policies to accommodate various needs and to support work-life balance. While those policies benefit all employees regardless of gender, women are believed to benefit disproportionately more, since their still larger load of care taking responsibilities within German society as a whole may be more easily managed through more worktime flexibility.

3. Regular communication and nudging for awareness in respect to gender related issues :

Regular communication through newsletters, intranet updates, and meetings to keep employees informed about the company's gender equality initiatives etc..

4. Mental Health Awareness

Taking into account the post-pandemic influences on mental health in general, HZB has been paying increasing attention to the mental health resilience of its employees.

To gain factual inside HZB conducted a survey of mental health among all employees in which more than 450 HZB employees took part. The survey asked about stress in the work and private environment. In summary, it can be said that, from the respondents' point of view, HZB scores well in most dimensions, while some room for improvement was also identified. The results of

the survey have been communicated internally in February 2024 through an Intranet news release.

HZB improved ease of access to counselling for all employees through training dedicated contact persons as mental health first aiders. Also, the overall offering for getting ad hoc psychosocial counselling through HZB's offering through the external benefit@work program were extended.

Again, while such supporting measures are granted regardless of gender, women are believed to benefit disproportionately more.

5. Event Days with gender focus:

Celebration of International Women's Day as well as Girl's Days are some of the gender-related events to showcase HZB's commitment to supporting women.

Events to mark other international awareness days, where the interplay of gender with other diversity dimensions is also in focus, are regularly organised (e.g. International Day for the Elimination of Violence against Women and Orange the World Days, European Diversity Month and German Diversity Day, International Day of Persons with Disabilities).

6. Inclusive Language:

HZB has guidelines on gender-inclusive language, which also include recommendations on how to address non-binary people. Being a research organisation that conducts its internal communications primarily bilingually (German and English), this is particularly relevant for communication in German, a heavily gendered language.

7. Raising Awareness about gender-related violence, including sexual harassment:

In connection to the "Orange the World 2023" campaign, the stand of HZB against sexual harassment was reaffirmed. Together, the diversity equal opportunity team, the antidiscrimination officer and the gender equality officers had published a news release, which was drawing attention to the issue of sexual harassment, also in research institutions.

In addition, two dedicated on-line events were organized on the topic in German and English, providing designated presentations and also highlighting available HZB-based options of support and the relevant contact persons.

2. DEDICATED RESOURCES FOR GEP ACTIVITIES

2.1 Equal Opportunity Officers (EOOs)/Women's Representatives

The Equal Opportunity Officers (EOOs) at HZB comprise four women's representatives, one woman serving as the leading EOO officer and three women serving as deputy EOO officers. As is regulated by the federal equal opportunities law (Bundesgleichstellungsgesetz), the all female¹ EOO officers are dedicated to promoting and ensuring equal opportunities for female employees. Its primary goal is to eliminate discrimination against women and foster a fair and inclusive work environment for all female professionals. The EOOs work towards providing a level playing field for women for career advancement, professional development, and access to resources. Through various initiatives and policies, the EOOs actively support gender equality and strive to create a workplace where all employees can thrive equally.

¹ We are using the adjectives "female" and "male" in accordance with the German jurisprudence and the German law in this GEP. It is emphasized that we do not use the adjectives according to biologicistic views.

HZB's Equal Opportunity Officers are elected by female employees only through a free and secret ballot process at least every 4 years. In 2023 the leading EOOfficer resigned on short notice and for reasons not related to the mandate. The post remained vacant until elections took place in October 2023 and the newly elected leading EOOfficer took office on January 1st, 2024 with a 50% exemption from her other work duties at HZB. HZB's EOOs team is further supported by an office assistant part-time (50%).

The leading equal opportunities officer and her deputies play vital roles in various administrative processes, including recruitment, conversions of temporary contracts to permanent ones, allocation of bonus payments, and professorial appointments. Their involvement ensures that these processes are carried out with a strong commitment to promoting diversity, fairness, and inclusivity in the interest of female employees.

Furthermore, the leading EOOfficer is participating as a regular guest person in all meetings of HZB's Supervisory Board. This involvement allows her to advocate gender balance and diversity at the highest levels of decision-making, contributing to an inclusive and equitable work environment.

Complementing those duties, in 2023/24 the leading EOOfficer has been serving as a member of the selection board for a top management position at HZB.

2.2 Diversity Officers

HZB is committed to providing a supportive working environment for all employees regardless of ethnic origin, nationality, age, gender identity, physical and mental abilities, religion, and sexual orientation. In that quest, HZB has been the first non-university research institution in Germany to be certified with the Stifterverband's "Shaping Diversity" certificate in December 2021. Furthermore, since 2022 HZB is a member of the German "Charta der Vielfalt" (Diversity Charter), which promotes the recognition, appreciation, and integration of diversity in business culture.

When organizations embrace and support the diversity of their employees, they generally boost thereby their success and stay attractive employers in today's globalized world with internationalized employee talent pools. Hence, 4,800 companies and organizations have thus far signed the Charta der Vielfalt. In this way, they are supporting an appreciative and unbiased working environment.

HZB self-commitment on diversity (published on Charta der Vielfalt): "At the Helmholtz-Zentrum Berlin für Materialien und Energie (HZB), we promote diversity among our employees. It is an important prerequisite for the creativity and innovative power of our research centre. Diversity is part of our working culture and brings different people together."

<https://www.charta-der-vielfalt.de/ueber-uns/die-unterzeichner-innen/liste/zeige/helmholtz-zentrum-berlin/>

At HZB diversity matters are addressed in particular by two dedicated Diversity Officers and a dedicated diversity working group, both who have been appointed by HZB's management in order to advise them on the matter and to implement the agreed on diversity measures strategically. Hence, the members of the diversity working group have been chosen from six organizational units at HZB in order to represent a suitable cross-section of HZB's employees: presently included are the leading EOOfficer or a deputy named by her, representatives from the Works Council, from the departments People Operations, IT and/or Facility Management, and at least two representatives from scientific operational units. Both Diversity Officers have a total of 0.25 FTE resources for their tasks.

2.3 Office for Work and Life (OWL)

The Office for Work and Life (OWL) at HZB is responsible for supporting the work-life balance of all of

HZB’s employees. It recognizes the importance of addressing the challenges individuals may face in balancing their professional and personal lives. The OWL implements policies and programs that support flexible work arrangements, family-friendly practices, and well-being initiatives. By creating a supportive work environment, the OWL helps employees effectively manage their responsibilities both at work and outside of it, ultimately contributing to improved job satisfaction, productivity, and overall employee well-being.

The “Office for Work and Life” (OWL), provides information for employees about HZB family-friendly measures, allocates nursery places, provides information on regulations concerning pregnancy and parental leave, and on the family service. The OWL is part of the personnel department (named People Operations at HZB).

The combined efforts of the three units presented in 2.1 to 2.3 play a crucial role in HZB's commitment to gender equity and to fostering a diverse, inclusive, and supportive workplace for all its employees.

3 DATA COLLECTION AND MONITORING

The data related to gender equality is collected in a joint effort of HZB’s personnel department ‘People Operations’ (staff categories, pay grades, contract matters) and ‘Directors Office’ (appointments, leadership tiers, boards). All those key indicators are monitored closely by the equal opportunities officers.

3.1 Women’s share in HZB’s staff categories

Fig. 1 below shows the women’s share in each of the staffing categories at HZB since 2009:

- for the scientific staff (with 609 persons in 2023 the biggest group in HZB),
- for the science support staff (252 persons)
- for the administrative and infrastructural staff (432 persons).

The total women’s share at HZB in 2023 amounts to roughly 33 %.

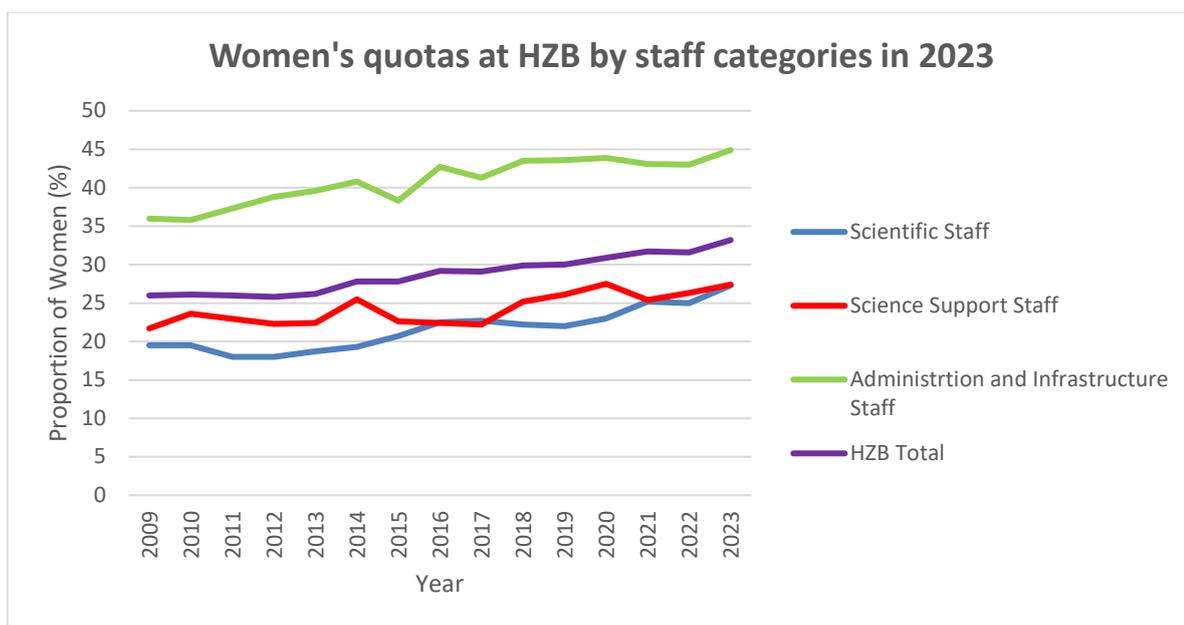


Figure 1: Women’s quotas in each of the staff categories at HZB from 2009 to 2023.

Figure 1, shows that by 2023 the proportion of women for the scientific staff and for the science support staff have increased to 27.3% and 27.4%, respectively. The general increase of the scientific staff group numbers over the years correlates with the increase in female graduates in the respective subjects in Germany.

3.2 Salaries

Fig. 2 shows the respective number of men and women assigned to pay grades from E2 to E15Ü, and from W1 to W3/C4 (professorial salaries). These categories have been pre-defined by the Federal Government and can be referenced in the TVöD Tables, publicly available on the internet². The resulting women’s share in each pay group are indicated by the green line. If women were equally represented across all pay grades, their share would be roughly 33 % in each pay grade, matching their share of roughly 33 % of the total number of employees.

Fig. 2 shows that payment categories up to E9 (typically assigned to administrative staff) are mainly represented by women. In the E12 category, mainly assigned to senior supporting staff, women are notably underrepresented. The categories from E13 and above are dominated by scientific staff. An overall women’s proportion of 29.7% and 26.1% can be seen at E13 and E15 (mainly scientific team leaders and heads of departments), respectively. In payment category E14 (senior scientists on permanent contracts), women are under-represented. Only four women are currently in the E15Ü grade (three leaders of Joint Research Groups with universities and one administrative staff representative). There is, at present, nobody with the junior professor pay grade W1.

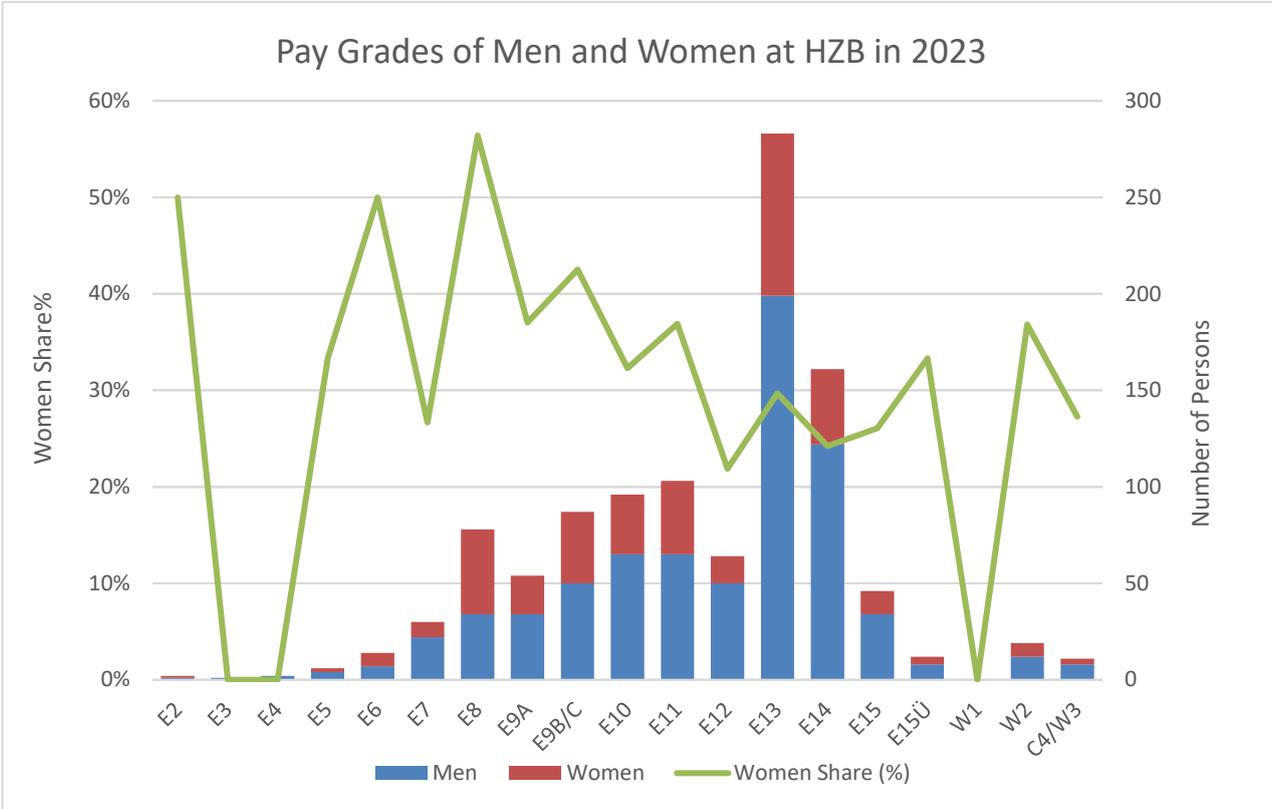


Figure 2: Pay scale vs. gender for different pay grades (from E2 up to W3) as of December 2023.

² <https://oeffentlicher-dienst.info/c/t/rechner/tvoed/bund?id=tvoed-bund-2022&matrix=1>

3.3 Temporary contracts and permanent positions

Fig. 3 shows the share for men and women with temporary versus permanent employment contracts for different staff groups. This analysis does not include doctoral researchers and apprentices, since their contracts must be temporary by definition and therefore those numbers would not reflect either way on equal opportunities for women.

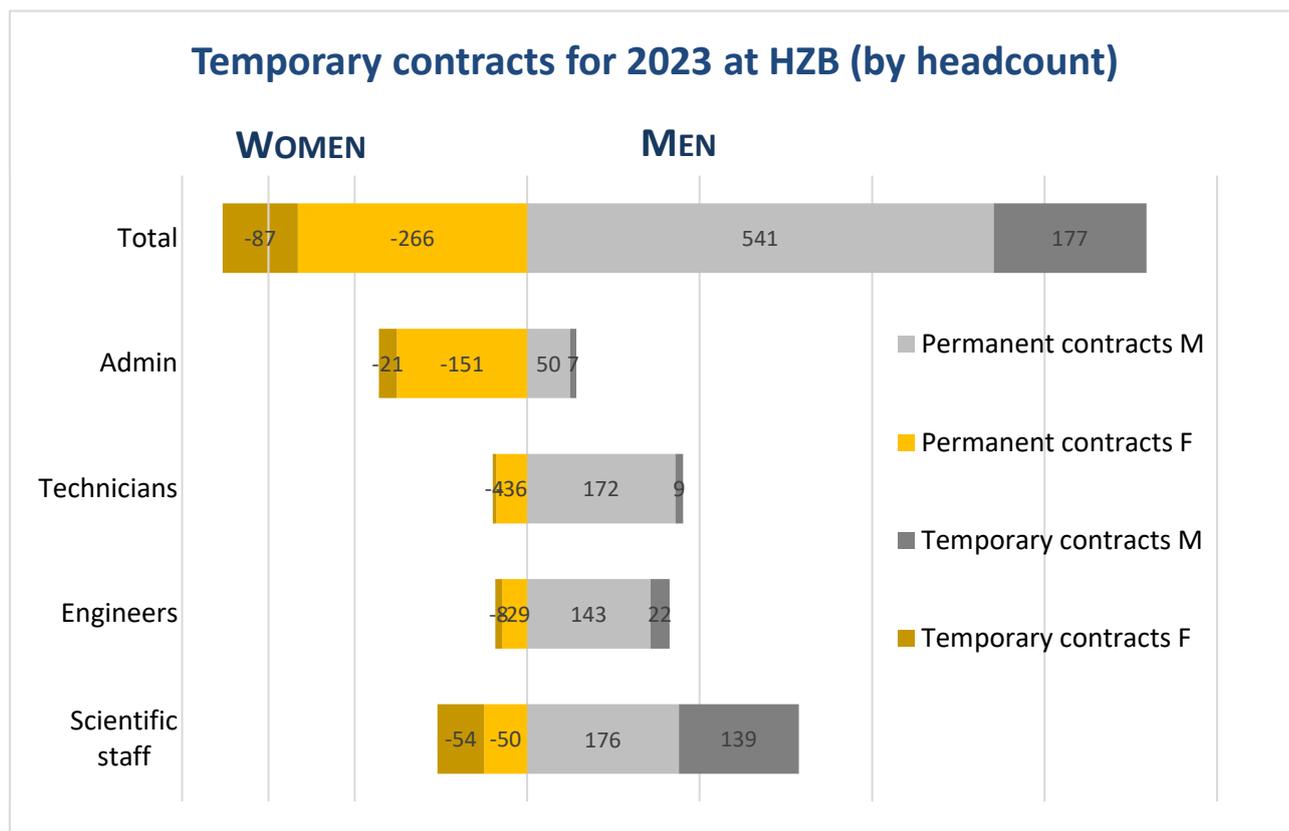


Figure 3: Temporary versus permanent working contracts for male (M) and female (F) employees across different staff groups.

By far the highest number of temporary contracts can be found amongst the scientific staff. This is due to the high number of postdoctoral positions, which are time limited by design. The share of female scientists employed on temporary contracts remains somewhat stable over the recent years (52% for 2023, 48% for 2022 compared to 53% in 2021 and 58% in 2019). The share of male scientists with a permanent contract is however significantly higher (about 3.5 times more men than women on permanent contracts).

3.4 Part-time and full-time employment

As corroborated by Fig. 4, the number of women employed in part-time positions is significantly higher than that of men. This is especially prevalent amongst the administrative staff.

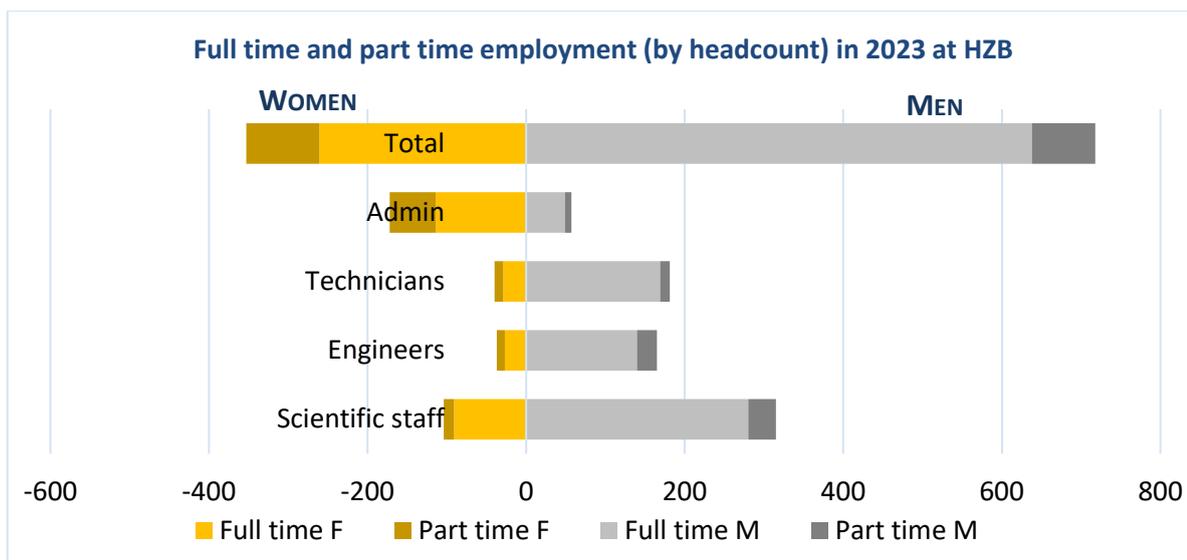


Figure 4: Full-time and part-time employment of male (M) and female (F) employees across different staff groups.

3.5 Gender balance in leadership positions

Apart from the two-person Board of Directors, where at present are both men, HZB main management or advisory bodies have women’s shares of 37% or more (see Table 1).

For illustration, the position of head of administration is held by a woman, overseeing HZB’s three administrative departments “People Operation”, “Finances and Accounting” and “Purchasing and Materials Logistics”).

Furthermore, the departments “Proton Therapy”, “User Coordination”, “Manufacturing”, “Internal Services” and four of the seven “Management Staff” departments are also headed by women. The Board Research@BESSY II is headed by a woman.

Overall, out of the 48 leadership positions, such as professorial chairs, heads of departments, team leaders), a total of 15 are held by women, which corresponds to a quota of 31% (see also GWK-cascade³ in Table 4).

Management or Advisory Body	Number of persons	Women	Proportion of women
Supervisory Board (AR)	9	4	44%
Scientific-Technical Council (WTR)	24	9	37%
Scientific Advisory Council (SAC)	13	5	38%

Table 1: Share of women in management or advisory bodies.

3.6 Gender equality in recruitment and career progression

Table 2 shows the women’s share across various staff measures like hirings, the conversion of temporary contracts into permanent ones, etc.

Looking specifically at scientific staff, the share of women is considerably lower. The women’s share in

³GWK (Gemeinsame Wissenschaftskonferenz) cascade model serves the goal of realizing equal opportunities at all academic career levels and using existing skills and talents for research and teaching.

the scientific staff is currently 27.3%. For new recruitments, the quota improved compared to 2019, for example (see chart 5). The share of women in the group of scientific staff who got a permanent contract increased notably to 40%. It must be taken into consideration that the absolute numbers are quite low, and thus statistical fluctuations from year to year can be significant and misleading. No woman among the scientific staff got a pay grade raise in 2023.

	2017	2018	2019	2020	2021	2022	2023
Recruitments	32,1%	33,5%	34,2%	36,0%	35,8%	33,3%	42,4%
of which scientific staff	22,4%	17,4%	21,5%	32,0%	26,8%	28,1%	35,3%
Contract extension	27,8%	30,4%	28,2%	30,6%	31,3%	30,3%	27,9%
of which scientific staff	35,6%	37,5%	26,8%	30,0%	28,2%	28,2%	31,3%
Permanent employment	28,6%	46,7%	40,9%	38,2%	34,5%	32,3%	35,7%
of which scientific staff	42,9%	33,3%	20,0%	23,0%	25,0%	18,2%	40,0%
Pay grade raise	26,2%	28,6%	35,3%	41,9%	20,0%	50,0%	44,0%
of which scientific staff	12,5%	0,0%	25,0%	0,0%	0,0%	50,0%	0,0%

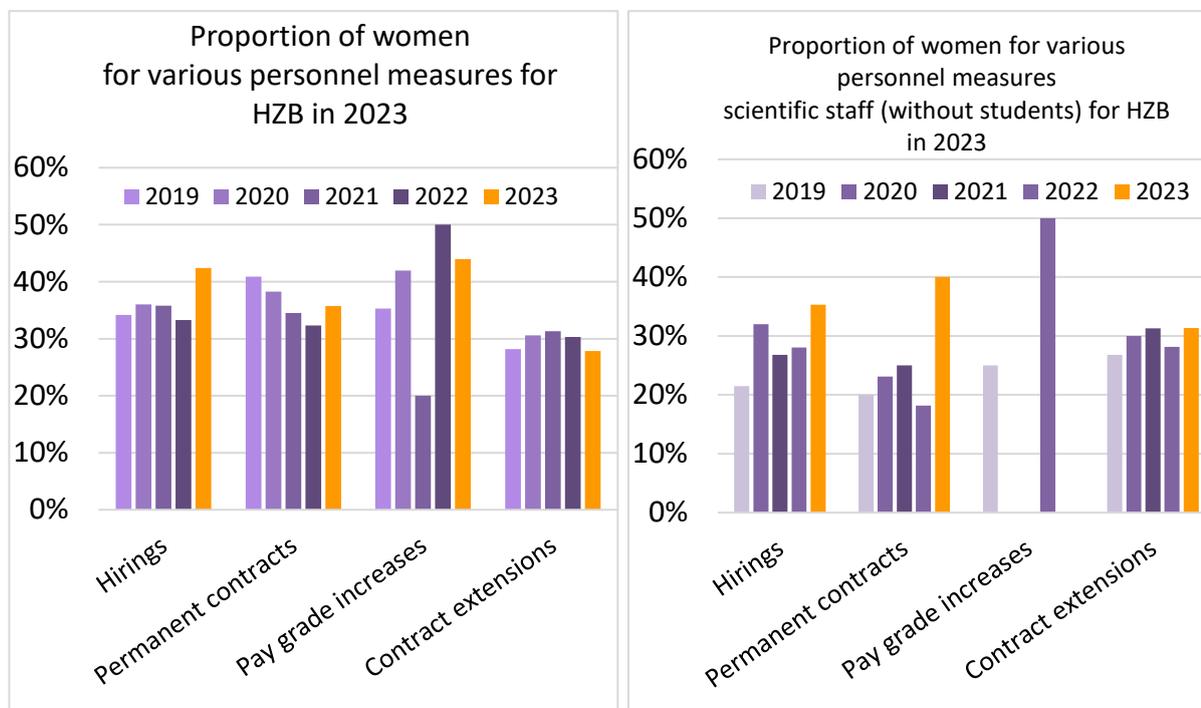


Figure 5: Trends in the women's quota in various personnel measures, on the left for all staff groups, on the right for scientific staff only.

Table 2: Women's quota in several personnel measures.

3.7 Scientific staff

The scientific staff at HZB consists approximately of 70% graduates in the subject physics (with the women graduates' percentage in the field at 25.1%), and to a lower extent chemistry (46.2%) and engineering science graduates (25.9%; all numbers based on the German Datentool Studium⁴ data for 2022).

Table 3: Women in various pay grades in 2023 at HZB.

Pay grade	Scientific staff total	Women	Proportion of women
W3/C4	11	3	27.3%
W2/C3	19	7	36.8%
W1	0	0	0.0%
E 15 Ü TVöD/TV-L, ATB, S (B2, B3)	10	3	30.0%
E15 TVöD/TV-L	23	4	17.4%
E14 TVöD/TV-L	118	21	17.8%
E13 TVöD/TV-L	354	104	29.4%
Total	535	142	26.5%
Among the total: doctoral researchers			36.1 %
Among the total: postdocs			29.9 %

Based on these numbers and referring to the cascade model, the expected women's share for scientific staff at HZB should be 28.4%. However, it must be considered that the corresponding women's share for graduates in the years 1990 and 2000 were only 11.2% and 15.4% respectively, so that in the corresponding age group of current scientific employees the women's share is expected to be lower.

Table 3 shows the number of women for various pay grades from mainly doctoral researchers and postdoc positions (E13) to senior scientists (E14), scientific group leaders (E15) and professorial pay grades (from W1 for junior professorships to W3 for full professor).

Fig. 6 shows the corresponding share of men and women in their respective pay grades, which roughly correspond to their scientific career stages. The data show some fluctuations due to small statistical sample numbers, for instance for the junior professorships. The relatively low women's share of 17.9% for senior scientists in E14 roughly matches the age structure in this group. The data support the model of the leaky pipeline especially for women with a PhD degree and senior scientists. The share of female scientists decreases gradually starting from PhD graduates to pay grade E14 (senior scientists) and stays at around 17.5% also for pay grade E15.

At W1-W3 professorial pay grades, the women's share amount to nearly 30%. Compared to the number of female graduates in Germany this can be considered high. The number of female professors in the fields of mathematics and natural sciences in Germany, in 2022 amounted to 22.3%, and 18.3% for C4/W3 faculty chairs alone ("Materialien der GWK5", Issue 91; see chart 3 in table appendix).

However, in many groups the absolute numbers are quite small, such that individuals leaving HZB or moving into another grade can lead to strong fluctuations.

<https://www.kompetenzz.de/service/datentool/datentool-studium>

⁵ <https://www.gwk-bonn.de/dokumente/materialien-der-gwk>

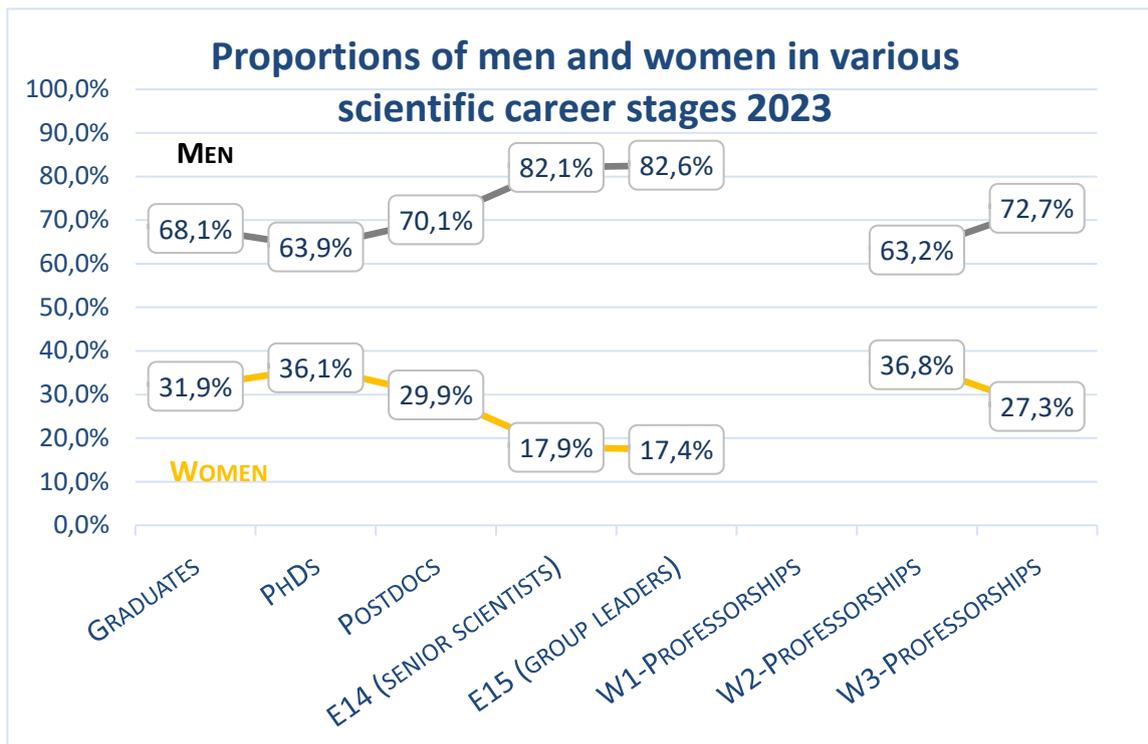


Figure 6: Proportion of men and women at various scientific career stages in 2023 at HZB.

4 TRAINING

Training courses on leadership in science for junior executives are on offer annually, as well as specific trainings for PhD supervisors and courses for managerial staff at the Helmholtz Academy, which include topics such as “equal opportunities” and “work-life-balance”. Below are listed some of the trainings organized at HZB in 2023; these trainings are part of the standard offer at HZB that draws attention to various aspects of gender balance and diversity.

- *Recruiting basics: Introduction to modern and diversity-conscious personnel selection*
- *Project and time management for your PhD*
- *Leadership skills for postdocs*
- *Compact coaching series for supervisors of postdocs/doctoral students: Conducting difficult conversations constructively*
- *Basics of leadership – consciously taking on leadership tasks*
- *Training in non-violent communication*

5 GOALS of HZB’s GEP

The HZB GEP aligns with the European Commission regulations to foster a diverse and inclusive research environment. Our primary goal is to eliminate gender disparities in all facets of the institution. We aim to promote equal opportunities for all genders in research positions, leadership roles, and decision-making bodies. To achieve this, the GEP focuses on recruitment transparency, mentorship programs, and career advancement support. Additionally, we prioritize work-life balance initiatives, recognizing the importance of family-friendly policies to attract and retain talent. By implementing these measures, HZB

is committed to advancing gender equality and enhancing research excellence in accordance with EU standards.

As shown in the cascade, Table 4, women remain underrepresented across all levels of employment at HZB, unfortunately. It is especially pronounced in higher pay grade positions (E12-E15Ü, as well as W1-W4/C4). Since research institutions in Germany all struggle with this mismatch situation, the Joint Scientific Conference of the German Federation and Federal States (GWK) has implemented target quotas, as of 2011, in accordance with the cascade system. As a result, HZB reports on women's quotas within its scientific staff sorted by management levels as well as in respect to salary grades. The current target quotas (up till 2025) are calculated based on the expected fluctuation and the anticipated quota for the respective vacancies.

As indicated earlier, the base value of the cascade is given by the female graduates' quota in any particular year for those research subjects relevant for the particular organization, e.g. for HZB in physics, chemistry, engineering sciences = currently 28.4%. Except for the E14 and E15 positions, the targets and the women's quota of replacements is higher than this base value. Payment category E14 essentially consists of permanent scientific staff and, with the help of targeted conversions of temporary contracts into permanent ones and pay grade raises, HZB may improve the quota in these pay grades. However, at the same time, women are due to leave this payment category, for example when they are promoted into junior professorships and/or to getting positions as departmental heads. The situation in payment category E15 is similar.

Table 4: GWK-Cascade with the proportions of women for scientific staff and targets for 2025.

Women's quota - changes																	Women's quota - derivation of target 2025	
31.12.2019			31.12.2020			31.12.2021			31.12.2022			31.12.2023			Target 31.12.2025			
Nr. of persons	Women	Women' s quota (%)	Nr. of persons	Women	Women' s quota (%)	Nr. of persons	Women	Women' s quota (%)	Nr. of persons	Women	Women' s quota (%)	No. of persons	Women	Women' s quota	Quota of new female personnel	Target quota of women (%)		
															New personnel			
HZB Management		2	0	0	2	0	0	2	0	0	1	0	0	1	0	0.0	-	0.0%
Leadership	First tier	2	0	0	2	0	0	2	0	0	1	0	0	1	0	0.0	-	0.0%
	Second tier	11	4	36.4	9	3	33.3	9	3	33.3	10	3	30.0	10	3	30.0	33.3	36.4%
	Third tier	24	3	12.5	29	6	20.7	34	9	26.5	32	9	28.1	31	10	32.3	52.9	31.4%
	Scientific and junior research group leaders	12	4	33.3	12	4	33.3	9	2	22.2	7	3	42.9	6	2	33.3	40.0	28.6%
Pay grades	W3/C4	11	3	27.3	11	3	27.3	11	3	27.3	12	3	25.0	11	3	27.3	25.0	28.6%
	W2/C3	16	5	31.3	17	5	29.4	18	6	33.3	18	7	38.9	19	7	36.8	62.5	39.1%
	W1	2	0	0	1	0	0	1	0	0	0	0	0	0	0	0.0	50.0	50.0%
	E 15 Ü TVöD/TV-L, ATB, S (B2, B3)	9	0	0	10	1	10.0	10	1	10.0	10	1	10.0	10	3	30.0	66.7	28.6%
	E15 TVöD/TV-L	22	5	22.7	22	5	22.7	24	6	25.0	24	5	20.8	23	4	17.4	30.0	22.7%
	E14 TVöD/TV-L	124	15	12.1	123	16	13.0	112	14	12.5	116	17	14.7	118	21	17.8	30.3	17.7%
E13 TVöD/TV-L	288	71	24.7	302	81	26.8	325	84	25.8	321	88	27.4	354	104	29.4	30.5	24.7%	

6 MEASURES TO IMPROVE THE WORK-LIFE-BALANCE AND GENDER EQUALITY CULTURE AT HZB

In order for HZB reaching the goals set in Table 4 cascade for 2025 several measures have been implemented:

6.1 Work-life-balance and gender equality culture

- **Improving work-life balance within the HZB organization**

HZB's management together with the works council have been updating and improving various agreements on teleworking, flexible working time, options for home office etc, also considering the effects and needs during and after the Corona pandemic. Currently, HZB employees may apply and be granted up to three remote working days per week on average, provided their supervisor can agree, given the particular needs of their respective professional responsibilities.

HZB's offer of flexible working, for example entails, that employees may accrue a surplus of working hours through a clock-in/clock-out system up to a reasonable amount and then take them off as "flextime" at later dates.

In general, supervisors at HZB are encouraged to consider the interests of employees with children and their associated needs for timing when planning staff events, meetings, or business trips. Also, throughout scheduled school breaks HZB pauses regular meetings for boards and teams, for example.

- **Childcare and family service**

As part of its commitment to looking after the health and wellbeing of its employees, HZB has been continuously contracting services with the benefit@work-Organisation, an independent service provider offering a wide range of coaching on every-day-issues, such as family counselling, pension advice, online meditation courses, to name just a few. This service is free of charge for all HZB employees and has been very well received, especially among women employees. In 2021, 42 out of a total of 73 inquiries were received from women*, and were predominantly focused on the topics of childcare, caregiving, and life-coaching. In 2022, 68 inquiries were received: 33 on the topic of childcare, 13 on eldercare and 20 on life-coaching. In 2023, 83 inquiries were received: 48 on the topic of childcare, 22 on life-coaching while eldercare was constant. Most recently the option of booking tutoring courses for school kids has been added as a service free/reduced-of-charge to HZB's employees.

In addition, HZB also has an ongoing cooperation agreement with the Fröbel KITA (a local nursery near HZB's campus in Berlin-Adlershof). Fourteen of the nursery spots are reserved for children of HZB employees. There is a very high demand for these spaces and usually a waiting list.

- **Family-related absences**

Apart from regulations defined within German Law (Wissenschaftszeitvertragsgesetz, WissZeitVG), HZB offers women scientists on temporary contracts extensions to compensate for times when health and safety regulations keep them from working in laboratories during pregnancy. This type of contract extension will be financed by the Equal Opportunities Cost Centre if there is no other funding available.

- **Certification as family-friendly employer**

HZB has been certified as a family-friendly employer since 2011. The certification process is rigorous and is subject to re-audits every three years. Each audit-period requires HZB to establish a set of action plans, in which the goals for further optimization of HZB family-friendly corporate culture are set out.

For this current auditing phase, HZB aims to evaluate and, where necessary, adjust the existing conditions regarding flexible working hours and working locations. This goal has, in part, already been implemented, i.e., by revising the company's framework agreement on remote working.

6.2 Gender balance in leadership positions and posts for decision-making

One of the central boards of decision making at the HZB is the **WTR, Scientific-Technical Council** with 24 members in addition to permanent guests eligible to participation in the confidential meetings conducted approximately every month. For example, the WTR needs to be involved for alle matters put up for discussion with the Supervisory Board (AR) and the Scientific Advisory Board (SAC). The WTR provides counsel to the Board of directors on all overarching matters concerning research and strategy of the Center as a whole.

Half the members of the WTR (12 persons) are either set qua amt or are being elected by the division boards (HZB's Rahmen- und Wahlordnung / framework and electoral regulations §2 (1) (a) i). The divisions are encouraged by HZB management to elect women, but there is no formal quota.

A matching number of further 12 persons are elected by all employees eligible in an open and secret ballot procedure. Gender Equality rules apply as (according to HZB's Rahmen- und Wahlordnung / framework and electoral regulations §6 (2) sentence 3, §8 (5)):

- Step 1: Candidates are ranked based on the number of votes
- Step 2: The final WTR members are determined through a ranked consideration of both the quota "women/all employees" and the quota "person with limited time contracts/all employees" in addition to the absolute number of votes from step 1

When suggesting new candidates for membership in the **Scientific Advisory Board (SAC)** HZB management preferably names women as new candidates for election to achieve a balance, if this can be done while representing HZB's different scientific areas in an appropriate proportion. In some fields (e.g., directors of synchrotrons or comparable) there are only few women eligible for selection who have not yet been a member or do not have various other obligations.

Members of HZB's Supervisory Board (AR) are either set qua amt or chosen within certain parameters, all of which are laid out in the HZB Gesellschaftsvertrag / articles of association as follows and decided on by the Meeting of Shareholders (Gesellschafterversammlung):

- representative of the BMBF Federal Ministry of Education and Research (currently a man)
- representative of the State Berlin (currently a woman)
- two elected members of the HZB employees (currently one man, one woman)
- president PTB (currently a woman)
- four members from science and industry (currently two men, one woman), thereof one suggested by MPG (currently one man)

HZB is making use of the "Funding of first-time professorial appointments of highly talented female scientists (W2/W3)" program of the Helmholtz Association and handed in a new proposal for a scientist working in the Matter field (third tier or second tier position / department or institute leader). Additionally, for newly developing areas such as CatLab, HZB is actively looking for excellent female candidates.

6.3 Gender equality in recruitment and career progression

- **Recruitment**

All recruitment procedures may be monitored and accompanied by the Equal Opportunity Officers (EOOs). For that the EOOs have access to all job offerings at HZB and may take note of all applications submitted for the respective positions. EOOs also must be informed before applicants are invited for interviews every time candidates from both genders have applied for such a position. In cases of suspected disregard for female applicants by the hiring department, the EOOs may exercise their right to invite those additional female candidates as they see fit.

As a result, generally all new hires require prior approval by the respective EOOs accompanying the particular hiring process. At present and as part of an ongoing diversity audit, a guideline for an equal opportunities hiring procedure is being conceptualized.

To counteract the relatively low numbers of female applicants, HZB is trying to improve its appeal to female job seekers through advertisements that emphasize the work-life benefits that HZB has to offer. The international working environment and the attractive continuous personnel development program are also emphasized. All positions from pay grade E9 upwards must be advertised externally.

To understand the reasons behind the relatively low number of female employees, HZB needs to investigate any potential deterrent in terms of receiving applications, and later in terms of hiring qualified women. One undeniable reason is the highly competitive market and the private sector that (generally speaking) offers more attractive compensation. Efforts are being made to counteract this by making use of HZB reputation, its attractive scientific infrastructure, and its established work-life balance policies.

- **Appointments to professorships**

Women must be proportionally represented in professorial appointment committees, selection boards and in reviewer nominations.

Potential women applicants are specifically approached by talent scouting (by personnel department via female-only websites for job announcements) and are encouraged to apply to advertised positions or to recruitment programs organized by the Helmholtz Association. An example of this is the “Helmholtz Distinguished Professorship” initiative, a program aimed at promoting first term appointments of excellent female scientists (W2/W3).

The “Helmholtz Distinguished Professorship” pursues the goal of specifically recruiting excellent scientists for the Helmholtz Association from abroad. This initiative helped to attract three women to W3 chairs at HZB. Moreover, two female junior professors, two female W2 professors and two female research group leaders were recruited, with additional junior research group funding by Helmholtz, the BMBF and the VW foundation.

- **Mentoring and promotional programs**

The Helmholtz Academy offers training courses for prospective scientific and administrative staff. In addition, HZB offers mentorship support and training to PhD students and Postdocs through its Postdoc Office and Graduate Center office respectively.

In sum, HZB supports all of its doctoral researchers and postdocs through a unified framework that sets common standards and offers a wide range of qualification and networking opportunities, alongside tailored support and counseling services that is ensured by the HZB Graduate Center and Postdoc Office.

In addition, HZB's female scientist are regularly invited to and may participate in WINS, the Women in Natural Science programme events, offered at the Science Campus in Berlin-Adlershof for female doctoral researchers and postdocs.

6.4 Measures against gender-based violence

- **Measures against gender-based violence, including sexual harassment**

HZB has set-up various points of contact to help deal with workplace disputes, including sexual harassment and gender-based discrimination. Some of the persons to contact are the Equal Opportunity Officers and/or HZB's Antidiscrimination Officer and/or the members of the Works Council.

In July 2022, HZB implemented a new "*Guideline against discrimination, mobbing, abuse and abuse of power*", which also refers to sexual harassment. The guideline shows dedicated ways and contact persons when HZB employees feel affected by discrimination or sexual harassment. The role of supervisors in preventing misconduct is explicitly defined.

A new page on the intranet helps employees to find the contact of all the people of trust.

In connection to the "Orange the World 2023" the diversity officers, the antidiscrimination officer and the equal opportunity officers published a common news release, raising the awareness of sexual harassment at the workplace. The news release also included the people of trust at HZB, namely who they are, what support they are offering and informed about ways of contacting them.

- **Gender-inclusive language**

In 2021, HZB brought out new guidelines on gender-inclusive language, which also includes recommendations on how to address non-binary people. In 2024 followed an update of HZB's Nettiquette guideline accordingly.