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## **Action Plan to Ensure Gender Equality at the Metrology Institute of the Republic of Slovenia**

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## 1. INTRODUCTION (legal basis)

The Action Plan to Ensure Gender Equality (hereinafter: the Action Plan) at the Metrology Institute of the Republic of Slovenia (hereinafter: the Institute) is a document summarising the Institute's gender equality activities.

In Slovenia, gender equality is guaranteed under Article 14 of the Constitution of the Republic of Slovenia (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 33/91-I, 42/97 – UZS68, 66/00 – UZ80, 24/03 – UZ3a, 47, 68, 69/04 – UZ14, 69/04 – UZ43, 69/04 – UZ50, 68/06 – UZ121,140,143, 47/13 – UZ148, 47/13 – UZ90,97,99, 75/16 – UZ70a and 92/21 – UZ62a), the Protection Against Discrimination Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 33/16 and 21/18 – ZNOrg) and the Equal Opportunities for Women and Men Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 59/02, 61/07 – ZUNEO-A, 33/16 – ZVarD and 59/19). The National Programme for Equal Opportunities for Women and Men, 2015–2020, was also adopted.

The European Union (hereinafter: the EU) regulations relevant to ensuring gender equality at the Institute are:

- Directive 79/7/EEC on the progressive implementation of the principle of equal treatment for men and women in matters of social security,
- Directive 2004/113/EC implementing the principle of equal treatment between men and women in the access to and supply of goods and services,
- Directive 2006/54/EC on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation,
- Directive 2010/41/EU on the application of the principle of equal treatment between men and women engaged in an activity in a self-employed capacity and repealing Council Directive 86/613/EEC,
- Council Directive 2010/18/EU implementing the revised Framework Agreement on parental leave concluded by BUSINESSEUROPE, UEAPME, CEEP and ETUC and repealing Directive 96/34/EC,
- Regulation (EU) 2021/695 establishing Horizon Europe – the Framework Programme for Research and Innovation, laying down its rules for participation and dissemination, and repealing Regulations (EU) No 1290/2013 and (EU) No 1291/2013,
- Decision (EU) 2021/2084 on the participation of the Union in the European Partnership on Metrology jointly undertaken by several Member States.

Pursuant to the provisions of Regulation (EU) 2021/695 of the European Parliament and of the Council of 28 April 2021 establishing Horizon Europe – the Framework Programme for Research and Innovation, laying down its rules for participation and dissemination, and repealing Regulations (EU) No 1290/2013 and (EU) No 1291/2013, public institutions wishing to apply to Horizon Europe calls must have an action plan to ensure gender equality and monitor its implementation.

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The Institute's Action Plan is a summary of its activities that are prescribed by regulations relevant to the Institute as a state administration body and aimed at eliminating gender-based bias and inequality, improving work-life balance, and promoting equality between women and men in research and innovation, including respect for the principle of equal pay without gender-based discrimination.

It covers five areas in which the Institute strives to guarantee gender equality in accordance with regulations pertaining to state administration bodies:

1. Gender equality in employment and career progression;
2. Balanced gender representation in managerial positions;
3. Work-life balance;
4. Considering the gender dimension in research and project topics; and
5. Measures to prevent gender-based violence.

For each of the areas, the Institute provided a summary of activities necessary to achieve its objectives and defined indicators measuring the impact of these activities. The direct and indirect target groups (or persons) of these activities, the persons responsible for their implementation, and the timeframe for their implementation were also determined.

Pursuant to paragraph two of Article 14 of the Protection Against Discrimination Act, the Institute adopted the following Action Plan to Ensure Gender Equality.

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## 2. Gender equality in employment and career progression

Relevant regulations:

- the Public Employees Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 63/07 – official consolidated version, 65/08, 69/08 – ZTFI-A, 69/08 – ZZavar-E, 40/12 – ZUJF, 158/20 – ZIntPK-C, 203/20 – ZIUPOPĐVE, 202/21 – Constitutional Court Decision and 3/22 – ZDeb),
  - the Rules on traineeship period and on methods, progress and programme of training of trainees (Official Gazette of the Republic of Slovenia [*Uradni list RS*], No 28/09),
  - the Decree on the promotion of officials to titles (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 98/08, 16/09, 19/10 and 24/19),
  - the Decree on the procedure for filling a vacancy in state administration and judicial authorities (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 139/06 and 104/10),
- the Public Sector Salary System Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 108/09 – official consolidated version, 13/10, 59/10, 85/10, 107/10, 35/11 – ORZSPJS49a, 27/12 – Constitutional Court Decision, 40/12 – ZUJF, 46/13, 25/14 – ZFU, 50/14, 95/14 – ZUPPJS15, 82/15, 23/17 – ZDOdv, 67/17, 84/18, 204/21 and 139/22),
  - the Decree on the salaries of directors in the public sector (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 68/17, 4/18, 30/18, 116/21, 180/21, 29/22, 89/22 and 112/22),
  - the Decree on the promotion of public employees to salary grades (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 51/08, 91/08, 113/09, 22/19 and 121/21),
- the Employment Relationships Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 21/13, 78/13 – corrigendum, 47/15 – ZZSDT, 33/16 – PZ-F, 52/16, 15/17 – Constitutional Court Decision, 22/19 – ZPosS, 81/19, 203/20 – ZIUPOPĐVE, 119/21 – ZČmIS-A, 202/21 – Constitutional Court Decision, 15/22 and 54/22 – ZUPŠ-1),
- the State Employees Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 15/90, 2/91-I, 5/91, 18/91, 22/91, 4/93, 18/94 – ZRPJZ, 70/97, 87/97 – ZPSDP, 38/99, 56/02 – ZJU and 8/20),
- the Decree on the internal organisation, job classification, posts and titles in public administration and judicial bodies (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 58/03, 81/03, 109/03, 43/04, 58/04 – corrigendum, 138/04, 35/05, 60/05, 72/05, 112/05, 49/06, 140/06, 9/07, 33/08, 66/08, 88/08, 8/09, 63/09, 73/09, 11/10, 42/10, 82/10, 17/11, 14/12, 17/12, 23/12, 98/12, 16/13, 18/13, 36/13, 51/13, 59/13, 14/14, 28/14, 43/14, 76/14, 91/14, 36/15, 57/15, 4/16, 44/16, 58/16, 84/16, 8/17, 40/17, 41/17, 11/19, 25/19, 54/19, 67/19, 89/20, 104/20, 118/20, 168/20, 31/21, 54/21, 203/21, 29/22, 80/22, 103/22 and 125/22),
- the Collective Agreement for the Public Sector (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 57/08, 23/09, 91/09, 89/10, 89/10, 40/12, 46/13, 95/14, 91/15, 21/17, 46/17, 69/17, 80/18 and 136/22), the Collective Agreement for Non-Commercial Activities in the Republic of Slovenia (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 18/91-I, 53/92, 13/93 – ZNOIP, 34/93, 12/94, 18/94 – ZRPJZ, 27/94, 59/94, 80/94, 64/95, 19/97, 37/97, 87/97 – ZPSDP, 3/98, 3/98, 39/99 – ZMPUPR, 39/99, 40/99 – corrigendum, 99/01, 73/03, 77/04, 115/05, 43/06 – ZKOlP, 71/06,

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138/06, 65/07, 67/07, 120/07, 57/08 – KPJS, 67/08, 1/09, 2/10, 52/10, 2/11, 3/12, 40/12, 1/13, 46/13, 95/14, 91/15, 88/16, 80/17, 80/18, 31/19, 80/19, 97/20, 160/20, 88/21 and 136/22),

- the Collective Agreement for the State Administration, Judicial Authority Administrations and Local Self-Governing Administrations – Tariff Schedule (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 60/08, 106/15, 51/16, 46/17, 58/17 – corrigendum, 80/18 and 136/22),
- the Decision laying down the criteria for the calculation of annual leave in the Metrology Institute of the Republic of Slovenia, and
- the Regulation concerning the internal organisation and staffing structure at the Metrology Institute of the Republic of Slovenia.

## 2.1 Objectives

Ensuring equal employment opportunities, gender equality in the working environment and equal promotion opportunities.

### – Ensuring equal employment opportunities

As a state administration body, the Institute is bound, under the Public Employees Act, by the principle of equal access to jobs for all interested candidates under the same conditions and in a manner ensuring the selection of the most qualified candidate for the job. The Act also provides that officials shall be selected in an open competition unless otherwise provided by an Act, that during this procedure, candidates shall be treated equally and that the selection shall be made on the basis of demonstrated better professional qualifications.

Activity	Target group	Indicators				Responsible persons	Timeframe
		Format	Situation in 2021	Aims for 2023*	Aims for 2026*		
Awareness-raising among selection committee members on a regular basis, awareness-raising on the importance of gender equality	Selection committee members	Awareness-raising	/	Before an envisaged new employment	Before an envisaged new employment	Person responsible for the Action Plan	If and when required

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*\*The person responsible for the Action Plan examines the implementation of the activity.*

#### – Ensuring equality in the working environment

The main piece of labour legislation is the Employment Relationships Act, which requires the employer to ensure that jobseekers being given access to employment or workers during their employment relationship and in connection with the termination of employment contracts are afforded equal treatment irrespective of their gender. Furthermore, the Public Sector Salary System Act applies the principle of equal pay in comparable positions, titles and functions as one of its central principles.

Activity	Target group	Indicators				Responsible persons	Timeframe
		Format	Situation in 2021	Aims for 2023	Aims for 2026		
Regular trainings for new employees and awareness-raising on the importance of gender equality to ensure the body's smooth operation	All employees	Training	0 Trainings	1 training	1 training	Person responsible for the Action Plan	Once every 3 years
Regulation concerning internal organisation and staffing structure and the prohibition of gender-based discrimination	Employees	Stipulation	NO	YES	YES	Director	Upon the next amendment



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stipulated in the Quality Manual							
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#### – Ensuring equal promotion opportunities

The Public Employees Act provides that officials shall be enabled to pursue a career through promotion, which shall depend only on professional qualifications, other work and professional qualities, and work performance. Furthermore, the Decree on the promotion of officials to titles details the conditions and procedure of promotion to more senior titles in state administration bodies, of which the Institute is one. The conditions and procedures laid down in the decree in question are based only on the official's level of education, work experience, performance and assessments, irrespective of the official's gender.

Activity	Target group	Indicators				Responsible persons	Timeframe
		Format	Situation in 2021	Aims for 2023*	Aims for 2026*		
Awareness-raising among management and awareness-raising on the importance of gender equality	Employees in managerial positions	Awareness-raising	Before the annual performance assessment	Before the annual performance assessment	Before the annual performance assessment	Person responsible for the Action Plan	Before the annual performance assessment

*\*The person responsible for the Action Plan examines the implementation of the activity.*

### 3. Balanced gender representation in managerial positions

Relevant regulations:

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- Constitution of the Republic of Slovenia (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 33/91-I, 42/97 – UZS68, 66/00 – UZ80, 24/03 – UZ3a, 47, 68, 69/04 – UZ14, 69/04 – UZ43, 69/04 – UZ50, 68/06 – UZ121, 140, 143, 47/13 – UZ148, 47/13 – UZ90, 97, 99, 75/16 – UZ70a and 92/21 – UZ62a),
- the Public Employees Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 63/07 – official consolidated version, 65/08, 69/08 – ZTFI-A, 69/08 – ZZavar-E, 40/12 – ZUJF, 158/20 – ZIntPK-C, 203/20 – ZIUPOPDVE, 202/21 – Constitutional Court Decision and 3/22 – ZDeb),
- the Protection Against Discrimination Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 33/16 and 21/18 – ZNOrg),
- the Equal Opportunities for Women And Men Act, and
- the Regulation concerning the internal organisation and staffing structure at the Metrology Institute of the Republic of Slovenia.

## 2.1 Objectives

### Balanced gender representation in managerial positions

As a state administration body, the Institute is bound by the principle of equal access to employment, which also applies to management positions. The most important factor in candidate selection is their professional qualification, irrespective of gender. Furthermore, the Public Employees Act provides for a special open competition for the selection of directors, which also highlights the fulfilment of conditions for the position and the candidates' professional qualifications for a specific position.

Activity	Target group	Indicators				Responsible persons	Timeframe
		Format	Situation in 2021	Aims for 2023*	Aims for 2026*		
Awareness-raising among management and awareness-raising on the importance of gender equality	Employees in managerial positions	Awareness-raising	Before each planned transfer	Before each planned transfer	Before each planned transfer	Person responsible for the Action Plan	Before each planned transfer

\*The person responsible for the Action Plan examines the implementation of the activity.

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#### 4. Work-life balance

Relevant regulations:

- the Employment Relationships Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 21/13, 78/13 – corrigendum, 47/15 – ZZSDT, 33/16 – PZ-F, 52/16, 15/17 – Constitutional Court Decision, 22/19 – ZPosS, 81/19, 203/20 – ZIUPOPVE, 119/21 – ZČmIS-A, 202/21 – Constitutional Court Decision, 15/22 and 54/22 – ZUPŠ-1),
- the Social Assistance Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 3/07 – official consolidated version, 23/07 – corrigendum, 41/07 – corrigendum, 61/10 – ZSVarPre, 62/10 – ZUPJS, 57/12, 39/16, 52/16 – ZPPreb-1, 15/17 – DZ, 29/17, 54/17, 21/18 – ZNOrg, 31/18 – ZOA-A, 28/19, 189/20 – ZFRO and 196/21 – ZDOsk),
- the Parental Protection and Family Benefits Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 26/14, 90/15, 75/17 – ZUPJS-G, 14/18, 81/19, 158/20 and 92/21), and
- the Decree on working time in state administration bodies (Official Gazette of the Republic of Slovenia [*Uradni list RS*], Nos 115/07, 122/07 – corrigendum, 28/16, 40/17 and 44/19).

#### 4.1 Objectives

##### Ensuring equal opportunities in work-life balance

Applications for maternal/parental/paternal leave, sick leave for the care of a family member and part-time work following the birth of a child are considered in accordance with the above-mentioned legislation and irrespective of the applicant's gender. Furthermore, the Decree on working time in state administration bodies enables a flexible starting and finishing working time for public employees, which contributes to a better work-life balance.

Activity	Target group	Indicators	Responsible persons	Timeframe
		Format	Situation in 2021	Aims for 2023

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Analysis of the achievement of employee work-life balance	Employees and their families	Surveys conducted (as part of the Promoting Health at Work survey)	YES	YES	YES	Person responsible for the Action Plan	Once every 3 years
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## 5. Considering the gender dimension in research and project topics

Relevant regulations:

- the Constitution of the Republic of Slovenia,
- the Protection Against Discrimination Act,
- the Equal Opportunities for Women and Men Act,
- the Employment Relationships Act, and
- the Public Employees Act.

### 5.1 Objectives

#### Ensuring balanced gender representation in projects and working groups

The Public Employees Act provides that work in a project group shall be appropriate to the public employee's professional qualifications. Pursuant to the provisions of the Employment Relationships Act on the prohibition of any discrimination in the workplace, the Institute's public employees are assigned to working groups based solely on their qualifications for the tasks performed in each working group.

Activity	Target group	Format	Indicators	Responsible persons	Timeframe
		Situation in 2021	Aims for 2023	Aims for 2026	
Training public employees involved in the selection of project or working group members on the importance of selection based on professional qualification and irrespective of gender	Employees involved in the selection of project or working group members	Implementation of training	0 trainings	1 training	1 training
					Person responsible for the Action Plan
					Once every 3 years

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## 6. Measures to prevent gender-based violence

Relevant regulations:

- the Constitution of the Republic of Slovenia,
- the Employment Relationships Act, and
- the Health and Safety at Work Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], No 43/11).

### 6.1 Objectives

#### – Ensuring a safe working environment, free of violence, sexual harassment and gender-based harassment

The Employment Relationships Act provides that the employer must ensure that jobseekers being given access to employment or workers during their employment relationship and in connection with the termination of employment contracts are afforded equal treatment irrespective of their gender. It also provides that any sexual or other harassment and mobbing at the workplace is prohibited. Furthermore, the Health and Safety at Work Act stipulates that employers shall adopt measures to prevent, eliminate and manage cases of violence, mobbing, harassment and other forms of psychosocial risks at the workplace which can pose a threat to workers' health.

Activity	Target group	Indicators				Responsible persons	Timeframe
		Format	Situation in 2021	Aims for 2023	Aims for 2026		
Analysis of the prevention of sexual violence	Management and employees	Surveys conducted (as part of the Promoting Health at Work survey)	YES	YES	YES	Person responsible for the Action Plan	Once every 3 years
Appointment of an authorised person	Management and employees	Decision on the appointment of a trusted person responsible for mobbing	YES	YES	YES	Director	Continuous

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Providing information on violence prevention issues	Employees and their families	Training	NO	YES	YES	Trusted person responsible for mobbing	Once every 3 years
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## 7. CONCLUSION

The person responsible for the Action Plan will monitor the achievement of objectives and indicators in the prescribed time periods and adapt them on an annual and dynamic basis according to the actual situation. The Action Plan will be supported by workshops and trainings developed by a group responsible for the promotion of health in the workplace. The person responsible for the Action Plan will examine, supplement and amend the Action Plan based on the needs and actual situation at the Institute. At the end of each year, the Action Plan and the achievement of its objectives will be presented to the management. Following the management's approval, the document becomes publicly available.