

Gender Equality Plan for 2022-2026

Gender Equality plan - GEP

1 Basic information about COMTES FHT a.s. and the legislative framework

COMTES FHT s.r.o. was established in December 2000. From the very beginning, the company was characterized by dynamic growth, expansion of services and research capacities. Efforts to systematize and standardize activities culminated in 2005, when ČSN EN ISO 9001 certification was obtained and the following year also certification of an accredited testing laboratory according to ČSN EN ISO/IEC 17025. In 2008, the company was transformed into a joint stock company, COMTES FHT a.s., and declared itself a research organization according to European rules. Since 2007, the company has been located in Dobřany, Pilsen South District, 5 minutes by car from the D5 motorway, where it has all its laboratories.

The company's main activity consists in conducting independent research and development of forming technologies, metal heat treatment technologies and materials research. Other activities include technology transfer, innovation, testing and consultancy.

The Gender Equality Plan for 2022 - 2026 of COMTES FHT a.s. (hereinafter referred to as COMTES) is a document setting out COMTES' approach to gender equality.

Setting specific objectives and activities to achieve them, as set out in the COMTES Gender Equality Plan (hereafter referred to as GEP COMTES), is an effective tool to achieve the main objective of reducing inequality between men and women and strengthening diversity in terms of, for example, age, culture, sexual orientation, multilingualism, etc.

The format and content of GEP COMTES responds to the requirements defined in the EU Gender Action Plan (GAP) III of the European Commission (25 November 2020) and the 'Triangle Task Force' Guideline Paper on 'Research evaluation in a context of Open Science and gender equality' report of the European Research Area and Innovation Committee (ERAC) (2 June 2021) for guidance on how to make changes to the evaluation process and methods in a way that is consistent with the principles of Open Science and gender equality.

2 Baseline: staff statistics

Number of employees by position structure

COMTES FHT a.s.	2018		2019		2020		2021	
	No.	%	No.	%	No.	%	No.	%
Management *	13		13		13		13	
of which women	2	15.38%	2	15.38%	2	15.38%	2	15.38%
Total number of staff	90		106		109		106	
of which women	23	25.56%	29	27.36%	32	29.36%	34	32.08%
Researchers	52		56		58		55	
of which women	11	21.15%	13	23.21%	13	22.41%	15	27.27%
Technicians	29		40		37		38	
of which women	4	13.79%	7	17.50%	7	18.92%	7	18.42%
Administrative staff	9		10		14		13	
of which women	8	88.89%	9	90.00%	12	85.71%	12	92.31%

* members of management are counted in the category of researchers and administrative staff

Number of employees by nationality

COMTES FHT a.s.	2018			2019			2020			2021		
	CZ	EU	outside EU									
Total number of staff	84	4	2	96	5	5	101	5	3	98	5	3
of which women	22	0	1	26	1	2	30	1	1	32	1	1
Researchers	47	3	2	47	4	5	51	4	3	48	4	3
of which women	10	0	1	10	1	2	11	1	1	13	1	1
Technicians	28	1	0	39	1	0	36	1	0	37	1	0
of which women	4	0	0	7	0	0	7	0	0	7	0	0
Other staff	9	0	0	10	0	0	14	0	0	13	0	0
of which women	8	0	0	9	0	0	12	0	0	12	0	0

Number of project applications submitted in 2018-2021

COMTES FHT a.s.	submitted	successful
Total	95	49
of which women	8	3

Average age of employees by position structure

COMTES FHT a.s.	2018	2019	2020	2021
Total number of staff	39	40	42	43
of which women	36	40	45	44
Management	43	44	45	46
of which women	42	43	43	44
Researchers	37	39	42	41
of which women	33	38	42	41
Technicians	43	42	42	43
of which women	49	46	47	48
Other staff	37	40	45	47
of which women	35	38	45	46

3 Main areas of focus for creating gender equality which are followed up in the Action Plan

3.1 Reconciling work and personal life

Flexible working hours are enshrined in the work regulations and are actively used. In order to reconcile professional and personal life, employees are offered the opportunity to work part-time during and after parental leave. This option is used in most cases. Other tools used are support for leisure activities, teambuilding and support for parents.

Sub-goals:

- Support for flexible working hours.
- Home-office support.
- Support for part-time work.
- Support for leisure activities.
- Support for parents.

3.2 Gender balance in leadership and decision-making

Decision-making mechanisms are set up on the principles of equality and non-discrimination. Their implementation is continually monitored, including the measurement of feedback.

Sub-goals:

- Improving the gender balance in decision making - Setting processes, compliance, satisfaction.
- Increasing the expertise of the GEP team on gender issues.

3.3 Gender equality in recruitment and promotion

Equality in recruitment and promotion is guaranteed in the work regulations. The appropriateness and effectiveness of the processes set up are continually assessed and processes are adjusted where necessary.

Sub-goals:

- Improving the recruitment process, including gender-balanced communication tools.
- Improving the career progression process, ensuring the principle of equal opportunities.
- Analyzing the reasons for termination of employment.

3.4 Incorporating the gender dimension into the research content

Research projects are prepared with gender equality in mind, both in the composition of the team and in the preparation of the content of the research in the projects and their solutions. Gender equality is also taken into account in the impact of project outputs and results.

Sub-goals:

- Awareness of the principles of implementing gender equality in the content of research projects.
- Implementing gender equality in the content of research projects.

3.5 Measures against gender-based violence, including sexual harassment

Processes in the company are set up to minimize the risks of gender-based violence. As one measure, a system of anonymous reporting of ethically inappropriate behavior, including gender-based violence and sexual harassment, is in place. Each report is individually assessed and dealt with in accordance with the applicable legislation.

Sub-goals:

- Encouraging anonymous reporting of gender inappropriate behavior.

Related documents

A proactive approach to reducing gender inequalities forms an integral part of COMTES' corporate culture. This approach is also reflected in other related COMTES documents:

ŘD 1-00c	Quality Policy
ŘD 1-00d	Code of Ethics
ŘD 1-00e	Gender Equality Action Plan
ŘD 1-01-01	Quality Manual
ŘD 1-01-02	Work Regulations of the research organization COMTES FHT a.s.
ŘD 1-01-02b	Procedure for remuneration of management staff
ŘD 1-01-05	GDPR Manual
ŘD 1-01-01e	Handling of sensitive data and information
ŘD 2A-47	Procedure for recruiting new staff

4 GEP implementation

COMTES continually builds capacity to implement the GEP while ensuring and providing sufficient resources (team time, training, ISO targets) to meet it.

For its development and implementation, a GEP working team was established consisting of:

GEP Coordinator:	Ing. Michal Zemko, Ph.D.
HR Coordinator:	Jitka Soukupová
Quality Manager:	Ing. Jana Škalová
Project Coordinator:	Ing. Martina Nedvědová

COMTES provides regular and irregular training for management staff on HR and management-related issues with gender equality content. Person responsible: HR Coordinator.

GEP COMTES is a public document that is available to employees on the intranet and also on the company's website.

5 Action Plan for 2022-2026

Resources are allocated to the Action Plan in each year of implementation. The Action Plan is appended to this document.

6 Evaluation and continual monitoring

Relevant data are monitored and regularly evaluated in the context of monitoring the implementation of GEP COMTES.

The progress in the implementation of GEP COMTES is published annually on the COMTES website.

Monitoring and collection of data on company staff divided by gender. Person responsible: HR Coordinator, Project Coordinator.

Evaluation and review of GEP COMTES at regular intervals, in accordance with the Quality Manual. Person responsible: Quality Manager, GEP Coordinator.

Dobřany 4 April 2022



Approved by:

Ing. Libor Kraus

Chairman of the Board of Directors of COMTES FHT a.s.

Annex GEP COMTES – Action Plan for 2022-2026

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Goals	Sub-goals	Documentation	Monitoring indicators	Guarantors	Deadlines	Performance review
Reconciling work and personal life, the corporate culture	Support for flexible working hours.	Work Regulations	Percentage of employment contracts with flexible working hours	HR Coordinator	in progress	on an annual basis, in April
	Home-office support.	Work Regulations		GEP Coordinator	31 October 2022	on an annual basis, in April
	Support for part-time work.	Work Regulations	Number of employees, parents working part-time (all caring for dependents)	HR Coordinator	in progress	on an annual basis, in April
	Support for leisure activities.	Sharepoint/benefits	Number of events	HR Coordinator	in progress	on an annual basis, in April
	Support for parents.	Work Regulations, Rules for obtaining employee benefits	Number of events	GEP Coordinator	in progress	on an annual basis, in April
Gender balance in leadership and decision-making	Improving the gender balance in decision making - Setting processes, compliance, satisfaction.	Work Regulations	Employee satisfaction index (from 31 October 2023)	GEP Coordinator	in progress	on an annual basis as part of the employee work performance review
	Increasing the expertise of the GEP team on gender issues.	Learning and development plan	Number of training sessions attended	HR Coordinator	the first to be held by 31 October 2022, repeated annually	on an annual basis, in April
Gender equality in recruitment and promotion	Improving the recruitment process, including gender-balanced communication tools.	Procedure for recruiting new staff		HR Coordinator	in progress	on an annual basis, in April
	Improving the career progression process, ensuring the principle of equal opportunities.	Work Regulations, Wage Scale	Women's representation in management	GEP Coordinator	in progress	on an annual basis, in April
	Analyzing the reasons for termination of employment.	Implementation of an exit questionnaire	Assessment of the questionnaire	HR Coordinator	1 January 2023	on an annual basis, in April
Incorporating the gender dimension into the research content	Awareness of the principles of implementing gender equality in the content of research projects.	Project Policy	Number of training sessions for researchers and project managers	Project Coordinator	30 September 2022	on an annual basis, in April
	Implementing gender equality in the content of research projects.	Sharepoint/manuals	Number of submitted project plans with gender-sensitive outputs	Project Coordinator	30 September 2022	on an annual basis, in April
Measures against gender-based violence, including sexual harassment	Encouraging anonymous reporting of gender inappropriate behaviour.	Procedure for reporting and assessing reports from a natural person	Number of gender-related reports	Quality Manager	in progress	on an annual basis, in April