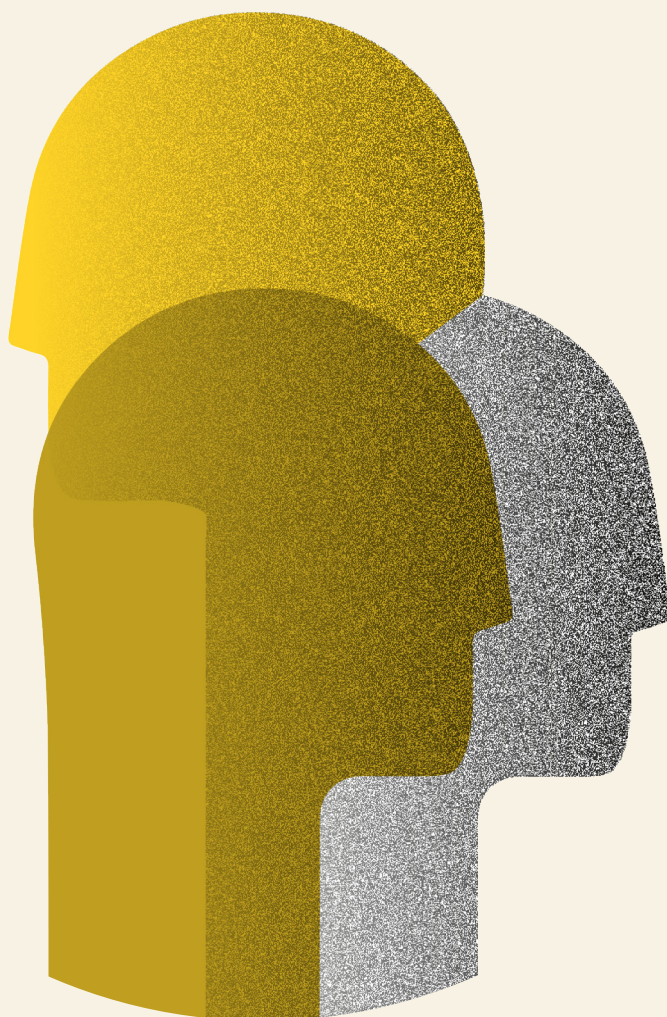


Gender Equality, Non-discrimination and Inclusion Plan



'In all its activities, the Union shall aim to eliminate inequalities, and to promote equality, between men and women.'

Article 8 of the Treaty on the Functioning of the European Union

'Gender equality is a core principle of the European Union. Yet it is still not a reality. In business, politics and society as a whole, we can only reach our full potential if we use all of our talent and diversity. Using only half of the population, half of the ideas or half of the energy is not good enough.'

Ursula Von Der Leyen
President of the European Commission

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Introduction

Equality is recognised in Portugal since the Constitution of Portugal defined it as a fundamental principle in the 1970s.

In the Universal Declaration of Human Rights, in the Treaty on the European Union, in the European Pact for Gender Equality, in the Constitution of Portugal (article 13) and also in the Portuguese Labour Code (articles 23 and 65), gender equality is considered an essential human right for the development of society and the full participation of men and women in society as human beings.

In 2018, the Resolution of the Council of Ministers No. 61/2018, coordinated by the Commission for Citizenship and Gender Equality (CIG), established the National Strategy for Equality and Non-Discrimination 2018–2030, which aimed to eradicate gender stereotypes through three specific plans: the Plan for Equality between Men and Women, the Plan to Prevent and End Violence against Women, Gender Violence and Domestic Violence, and the Plan to End Discrimination on the Grounds of Sexual Orientation, Gender Identity, and Transgender and Sexual Characteristics.

Within this framework, Politécnico de Leiria has created the Gender Equality, Non-discrimination and Inclusion Plan (IGNDI), where it analyses various strategic areas and proposes the implementation of different measures to prevent and end inequality between women and men, particularly in the fields of gender discrimination in access to employment, protection of parenting and family care rights to support a healthy work-life balance, harassment in the workplace, and the integration of gender balance, diversity and gender equality in academia and research.

In conclusion, this document aims to raise awareness for Gender Equality, Non-discrimination and Inclusion at Politécnico de Leiria, guaranteeing it will be able to adapt its organisational culture and practices to the integration of the principles of equal treatment and inclusion.

Politécnico de Leiria is a Portuguese public higher education institution founded in 1980. It is headquartered in the city of Leiria and has schools and research units spread across the Leiria and Oeste Region of Portugal, in the cities of Leiria, Caldas da Rainha, Peniche, Marinha Grande, Torres Vedras and Pombal (Table 1). Its schools are:

School of
Education and Social Sciences (ESECS)

School of
Technology and Management (ESTG)

School of
Arts and Design (ESAD.CR)

School of
Tourism and Maritime Technology (ESTM)

School of
Health Sciences (ESSLei)

Characterisation of Politécnico de Leiria

CAMPUS	SCHOOL/UNIT
Headquarters – Leiria	Headquarters + Social Services
Campus 1 – Leiria	ESECS + research units
Campus 2 – Leiria	ESTG + ESSLei + UED + research units
Campus 3 – Caldas da Rainha	ESAD.CR + research unit
Campus 4 – Peniche	ESTM + research unit
Campus 5 – Leiria	Health Innovation Hub
CDRSP Building – Marinha Grande	CDRSP
Cetemares Building – Peniche	MARE – Politécnico de Leiria
Training Centre – Torres Vedras	LabCentre
Training Centre – Pombal	

Table 1 – Politécnico de Leiria's Campuses

Politécnico de Leiria also has a Distance Learning Unit (UED), Social Services (SAS), and Student Support Services (SAPE).

It is the leader of one of the most ambitious transnational alliances of higher education institutions in Europe: a regional development-oriented European University.

Co-funded by the Erasmus+ Programme of the European Union under the European Universities Initiative, the Regional University Network – European University (RUN-EU) aims to create a unique inter-university campus and challenge virtual and physical higher education international mobility.

In 2020, the approval of the RUN-EU project was an important milestone for Politécnico de Leiria. Since then, it has opened doors to strategic investment opportunities at the European level in the field of higher education. To transform and strengthen the European identity through higher education, RUN-EU will focus on delivering pedagogical innovation, creating flexible curricula opportunities, short advanced programmes for reskilling and upskilling, and European degrees.

Mission

Politécnico de Leiria's mission reflects all the work done by the academic community, its current institutional characteristics and future challenges. During the implementation of the Gender Equality, Non-discrimination and Inclusion Plan, the mission of Politécnico de Leiria will be:

POLITÉCNICO DE LEIRIA IS A MULTICULTURAL HIGHER EDUCATION INSTITUTION FOCUSED ON EDUCATION, TRAINING, RESEARCH, AND INNOVATION. IT EQUIPS CITIZENS WITH THE MOST RELEVANT SKILLS FOR THE FUTURE SOCIETY AND CREATES KNOWLEDGE THAT CONTRIBUTES TO A SUSTAINABLE REGIONAL AND GLOBAL DEVELOPMENT.

This mission demonstrates the **multiculturality** of the campuses, which is a result of the various cultures that compose Politécnico de Leiria.

In its programme pillars, **education, training, research** and **innovation** are all at the same level, making it clear that Politécnico de Leiria is committed to creating citizens able to make a change in **society** and generate value as employees, at an individual, institutional, or business level.

Politécnico de Leiria delivers the most **relevant skills for the future** through high-quality study programmes, lifelong learning strategies, and international mobility study and research programmes. It produces and delivers **knowledge** of high cultural, economic and social value and **innovation**, that transforms society and contributes to **sustainable development** providing answers to the most urgent societal challenges.

Finally, this mission reinforces Politécnico de Leiria's position as a **globally** renowned higher education institution that keeps its strategic focus on **regional** development.

Vision

The Politécnico de Leiria's vision for the 2020s decade shows it aims to continue being a prestigious and renowned public higher education institution both at a national and international level. Its ambitious vision and aspirations for the future encourage the community to unite and pursue the Plan's objectives.

During the implementation of the Gender Equality, Non-discrimination and Inclusion Plan, the vision of Politécnico de Leiria will be:

BY 2030, POLITÉCNICO DE LEIRIA WILL BE NATIONALLY AND INTERNATIONALLY RECOGNISED AS A POLYTECHNIC UNIVERSITY, DUE TO ITS EDUCATION OF EXCELLENCE IN THE SERVICE OF SOCIETY, CURRICULAR FLEXIBILITY AND INNOVATION, CREATIVITY AND CULTURE, AND COMMITMENT TO SUSTAINABLE DEVELOPMENT.

In this vision, Politécnico de Leiria shows its desire to be finally known and recognised as a **Polytechnic University**. Because of its **universal meaning** the word **university** has a **clear and distinctive social, national and international recognition and reputation**. Yet it still wants to be a **Polytechnic** for two reasons: firstly, to show the academic community and the society that it wants to **continue doing the same**, i.e. **delivering education that equips students with the most relevant skills for the present and the future**, preparing its **students for the future labour market needs**, co-creating **services and R&D+i projects** with companies and institutions and putting **knowledge in the service of society**; secondly, because it must think ahead and look into the future, which does not mean forgetting its past, its values and its journey.

In line with the European Education Area strategy, the future of Politécnico de Leiria must encompass the recognition of its **innovative outstanding programmes**, and the investment in **pedagogical innovation** including student-centred teaching methods and flexible curricula. It is envisioned that national and international students will be able to design their curricula and obtain micro-credits recognised in every European country. Lastly, it is foreseen that Politécnico de Leiria will become a true engine of social transformation in the region, with the ability to **produce knowledge and put it in the service of society**, therefore working towards the creation of job opportunities and securing **global sustainable development**. Moreover, it will also become a **centre of creativity and culture in the region**, making it more attractive and improving the quality of life.

Values

The values are principles, behaviours, and attitudes. They are embodied by all members of the community

of Politécnico de Leiria and guide every group and individual activity of the institution.

Quality

Quality means providing services committed to the highest standards, professionalism, and humanity, whilst maintaining an adequate, safe, comfortable, and friendly higher education environment. Politécnico de Leiria offers world-class education, training, research, and innovation services, which is reflected in its students, teachers, researchers, and technical staff members' daily lives.

Creativity and Innovation

Being a creative and innovative institution means being able to reflect and reprioritise, anticipate and execute solutions, and be bold. It means questioning the present and envisioning the future. Overall, it means to dream and stimulate new, creative, and innovative ideas in education and research; and therefore, impact society, environment, economy, arts, and culture, and establish connections with regional and international businesses.

Ethics and Responsibility

To embody ethical and moral principles in its intervention in society, Politécnico de Leiria promotes a relationship of mutual trust in all its work dimensions. Every initiative is executed with a high sense of responsibility and transparency, from a scientific, pedagogical, financial, cultural, artistic, and social perspective.

Sustainability

Contributing to sustainable development means aligning with the social transformation, digital transformation and green transformation agendas, and promoting a sensible use of human, material, environmental and financial resources.

Pluralism

Politécnico de Leiria values freedom of thought, diversity and multiculturalism in higher education above all. These principles contribute to the valorisation and exchange of experiences and learning contexts, as well as knowledge creation. By fostering an inclu-

sive, multicultural, and global approach, Politécnico de Leiria puts pluralism at the core of its work.

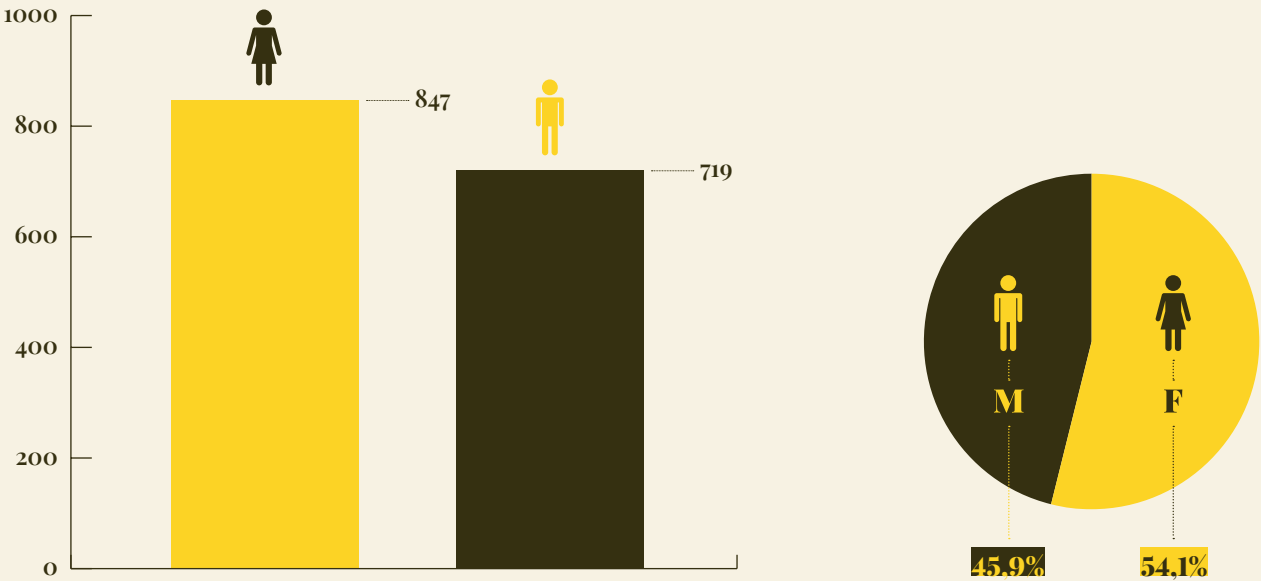
Inclusion

Politécnico de Leiria is an institution in the service of all. It welcomes, includes and cares about all members of the academic community, regardless of their unique characteristics. It always tries to adapt working practices to ensure everyone is integrated.

Indicators regarding people

To implement the measures defined in this Plan, it is important to understand the reality of those who work at Politécnico de Leiria, the human resources of the institution. Thus, to create this Plan, gender-disaggregated data about teachers, researchers and technical staff was initially collected and analysed on 30/11/2021. Hence, the reality of those who work at Politécnico de Leiria and have a permanent contract of employment is:

Permanent employees by gender

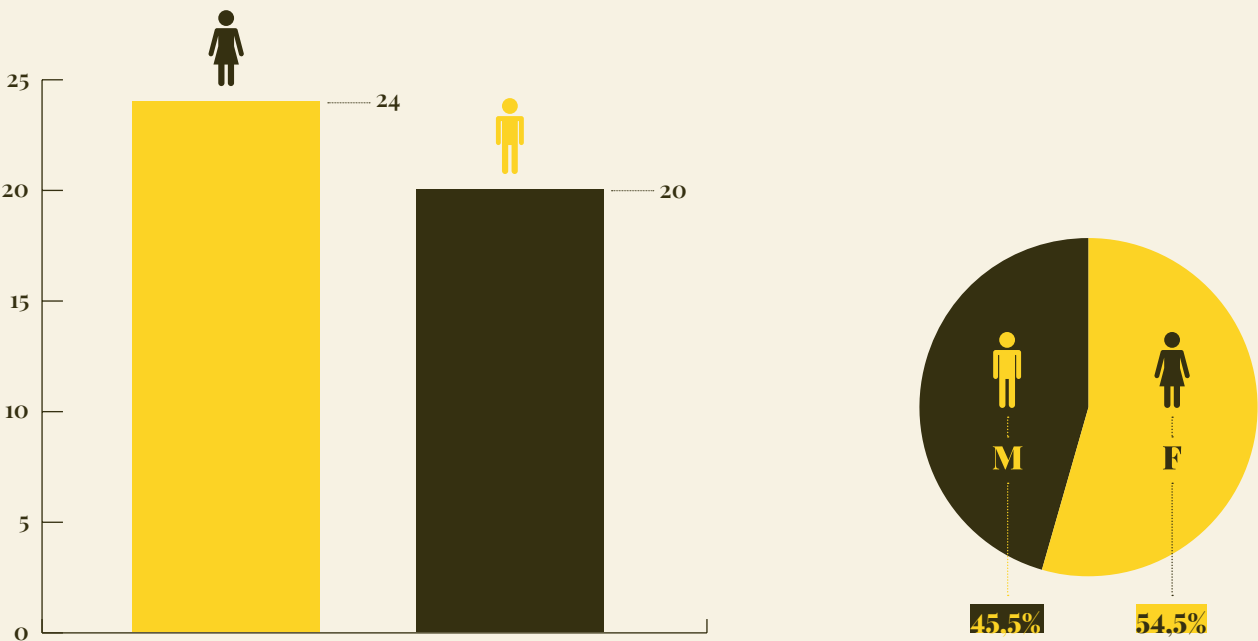


According to the data collected, there is a balanced distribution of men and women employees at Politécnico de Leiria, being the difference between the two lower than 10%. 54.1% of the employees who have a permanent contract of employment are women and 45.9% of them are men.

Data also shows that the technical staff category has the highest female representativity, which is in line with what occurs in other areas of the pubic sector. In terms of teachers and researchers, the majority of employees are men.

Regarding leadership positions, 54.5% of existing roles are filled by women and 45.5% are taken by men.

Managers and team leaders by gender



Objectives of the Plan

The Normative Order No. 18/2019, of 21 June, has strengthened the XXI Government's commitment to the plan of '*promoting the full participation of women in decision-making spaces in the political and economic sphere, thus leading to a gender balance rate of 33% in leadership positions in listed companies, public sector companies, direct and indirect State administration, and other collective public persons*'.

The Guide produced by the Commission for Equality in Labour and Employment (CITE), in collaboration with CIG, helped create this Plan, having worked as an internal support tool to assess the following mandatory and optional dimensions:

Strategy, Mission and Values

Embody, in its mission and values, the principle of gender equality and implement practices in that field, based on a coherent strategy built upon the recognition of the equal social value and status of men and women in society, in order to balance indicators.

Equality in Working Conditions

Ensure the principle of equal pay and non-discrimination for equal work or work of equal value between men and women and promote equality between men and women in career development and salary policies through the creation of career development criteria that ensure equal access to higher-level positions and equal career management by men and women.

Equality in Access to Employment

Understand the human resources recruitment, selection and management procedures, valuing men and women's skills, aspirations, needs and responsibilities equally.

Protection of Parenting

Ensure the protection of parental and family care rights, to promote a healthy work-life balance of employees. Besides creating lawful means to implement this dimension, it is important to promote an organisational culture that does not stop – but instead encourages – employees from making use of their rights. This dimension aims to assess if the organisation values, the exercise of parental rights by women and men equally.

Prevention of Harassment in the Workplace

Define and guarantee principles, rules and tools to ensure the dignity and respect of men and women in the workplace and protect them in case of undesired behaviours, which can be verbal, non-verbal, physical, sexual or of other nature.

Integration of the Gender Dimension in Research and Curricula

Encourage the academic community to think about gender balance, diversity and gender equality through awareness actions, to improve understanding of these topics and develop communication and pedagogical skills among Politécnico de Leiria's academic and research staff. Avoid the leaky pipeline¹ that leads to the under-representation of women in STEM fields, by attracting and retaining talent through merit recognition and promotion.

Each of these dimensions will help assess and identify the organisational practices that need to be improved and changed.

In this framework, Politécnico de Leiria aims to develop and implement positive practices to combat all forms of discrimination and inequality between

¹ Metaphor used to describe the way in which women become underrepresented minorities in the STEM (Science, Technology, Engineering, and Mathematics) fields.

women and men at its institution. Simultaneously, it intends to promote a stronger understanding of Gender Equality,

Non-discrimination and Inclusion in its organisation, to ensure it will be able to adapt its culture to the integration of the principles of equal treatment and inclusion of all genders in all its practices.

The main objective of the Gender Equality, Non-discrimination and Inclusion Plan of Politécnico de Leiria is to create a tool that promotes equality and identifies existing good practices and aspects that should be improved through the implementation of specific measures.

Gender Equality,
Non-discrimination and Inclusion
at Politécnico de Leiria

Politécnico de Leiria, as a higher education institution that promotes the above-mentioned values, has been fostering equality, non-discrimination and inclusion. For instance, in 2015, its initiative '*O I P leiria e a Cidade juntos pela Inclusão*' was awarded the Prize for Good Practices in the Valorisation of People by INA.

At the academic level, Politécnico de Leiria soon started promoting inclusion as a fundamental organisational value, as seen in the creation of the Centre for Digital Inclusion (CRID) and the social innovation project '100% IN'.

The 'IPL (+) INCLUSIVO' is a project of Politécnico de Leiria that aims to stimulate and implement an inclusion policy in all action domains of the institution and the surrounding community.

Politécnico de Leiria complies with all legal requirements in the field of gender equality and protection of parenting rights, namely the dimension of equality in the access to employment, protection of parenting rights, as well as the exercise of Law No. 26/2019, of 28 March, guaranteeing gender balance in the organisation and leadership of decision-making bodies.

In the Politécnico de Leiria's 2030 Strategic Plan, besides the values associated with the IGNDI, there have been defined Operational Objectives (OO) in line with the current IGNDI, such as the Strategic Objective 4 – To Value People.

In 2021, Politécnico de Leiria has partnered with the Portuguese Association for Business Ethics (APEE) in the promotion of the Training Programme in Strategic Publics with specialisation in Gender Equality. Eighteen Politécnico de Leiria's employees have participated in the programme, including two leaders. Participants were selected based on the importance of the programme for their field of work.

As coordinator of RUN-EU and co-coordinator of the RUN-EU PLUS project, which was approved by the

Horizon 2020 programme, Politécnico de Leiria co-design and co-implement

a common Researcher Career Framework Programme, which will include the establishment

of a network of Gender Diversity Ambassadors to support the implementation of the European Commission's recommendations on gender balance and equality in the universities of RUN-EU.

Gender Equality,
Non-discrimination and
Inclusion Plan

To create the Politécnico de Leiria's Gender Equality, Non-discrimination and Inclusion Plan, the current situation of the institution on these matters was examined, taking into consideration its characteristics and capabilities as a public higher education institution.

DIMENSION	OBJECTIVE	ACTION	IMPLEMENTATION DATE		RESPONSABILITY
			2022	2023	
Strategy, Mission and Values	Reinforce a gender-sensitive approach in the Strategy of Politécnico de Leiria	Collect and analyse data about gender equality, non-discrimination and inclusion (students, academics, researchers and employees) at Politécnico de Leiria, to characterise the institution and share impactful data in activities plans and reports, as well as in the communication strategy	x		IGNDI Working Group
		Ensure the implementation of the Plan, its monitoring, follow-up and sustainability	x	x	IGNDI Working Group
		Promote training sessions that raise awareness for the adoption of gender-neutral language in the institutional communication channels of Politécnico de Leiria	x	x	Human Resources Department (DSRH)
		Ensure Politécnico de Leiria is committed to the principles of gender equality, non-discrimination and inclusion in its mid-and long-term strategic documents	x	x	Presidency
		Share the Gender Equality, Non-discrimination and Inclusion Plan with all Politécnico de Leiria's employees	x		Presidency
		Maintain and strengthen gender balance in leadership and decision-making positions, ensuring the gender representation rate is, at least, 40%	x	x	Presidency

Equality in Working Conditions	Ensure the principle of gender equality is respected in recruitment and career development procedures	Continue promoting awareness actions – including to those in leadership positions – on equality in working conditions, without discrimination, including gender discrimination	x	x	DSRH
		Develop guidelines to promote a culture of equality between men and women	x	x	IGNDI Working Group
Equality in Access to Employment	Ensure the principle of equality and non-discrimination is respected in the access to employment	Define internal guidelines to guarantee, whenever possible, all genders are equally represented in recruitment boards	x		IGNDI Working Group
Protection of Parenting	Protect and promote parental and family care rights	Support employees who have been away for a long period, due to parental leave, to ensure they are reintegrated into the team on their return, providing access to training when necessary	x	x	DSRH
		Listen to female and male employees to identify and implement measures that support a healthy work-life balance	x	x	IGNDI Working Group and DSRH
	Support a healthy work-life balance of employees	Create conditions (spaces and activities) for employees to manage their work-life balance healthily (e.g. 'Academia Politécnico de Leiria Júnior')	x	x	Presidency
Prevention of Harassment in the Workplace	Develop measures to combat gender violence	Create a specific email to communicate/ report harassment situations and organise a multidisciplinary team to take care of the accusations	x		IGNDI Working Group
	Combat harassment in the workplace by ensuring mutual respect between women and men in the workplace				
	Actively promote a culture and practices to combat harassment, discrimination and intimidation	Develop training and awareness actions about harassment, discrimination and intimidation	x	x	IGNDI Working Group and DSRH
	Develop conditions to improve the health and well-being of employees	Create and promote psychology appointments for employees	x	x	Workplace Health Safety & Security (SST) – Student Support Services (SAPE)

Integration of the Gender Dimension in Research and Curricula	Promote a gender perspective and the principles of equality, equity and diversity in all scientific areas, in teaching and research content	Develop awareness actions about the need to integrate research projects that include gender, sex, equity, equality and diversity approaches	x	x	Presidency / Organic Units / Research Units
		Raise awareness among research units for gender, sex, equity, equality and diversity topics	x	x	Presidency

Plan Monitoring

It is essential to systematically monitor the effectiveness of the Plan's actions to identify potential difficulties in the implementation, development and acceptance of the measures, and adapt the Plan when necessary.

Politécnico de Leiria assigned to the IGNDI Working Group the responsibility of monitoring the execution of the Plan. This group will be gender-balanced and composed of members from different areas of Politécnico de Leiria to ensure the equal representation of genders and multidisciplinary. The IGNDI Working Group will be responsible for collecting and analysing data, monitoring progress indicators associated with each measure, and taking corrective action when needed.

This group will also organise training and/or awareness activities related to the topics of gender equality, inclusion and non-discrimination, promoting the values of equality, equity and diversity among the academic community.

