

Equal Opportunity Policy of the Max Planck Institute for Chemical Ecology

1. Preamble / Self-concept

The success of our institute is based on outstanding scientific talent, creativity and passion. In this context, all co-workers with their different backgrounds – regardless of gender, nationality, religion, disability, age, cultural origin and sexual identity – are welcome. The diversity of our co-workers is the foundation for the top-level research carried out at Max Planck Institute.

Open cooperation without discrimination is the key for successful collaborations. In making sure that everybody has equal opportunities, we especially focus on the compatibility of research and family.

We would like to use this equal opportunity policy as an instrument to achieve this goal. It will enable us to document our work and serve as a guide for all people involved.

The present equal opportunity policy has been discussed in November 2019 and approved in April 2020 by the directorate, the research coordinator, the head of our administration and the equal opportunity officer of our institute. It describes the current situation and will be updated on an annual.



Prof. David Heckel
Managing Director



Diana Mewes
Equal Opportunity Officer



Dr. Karin Groten
Scientific Coordinator



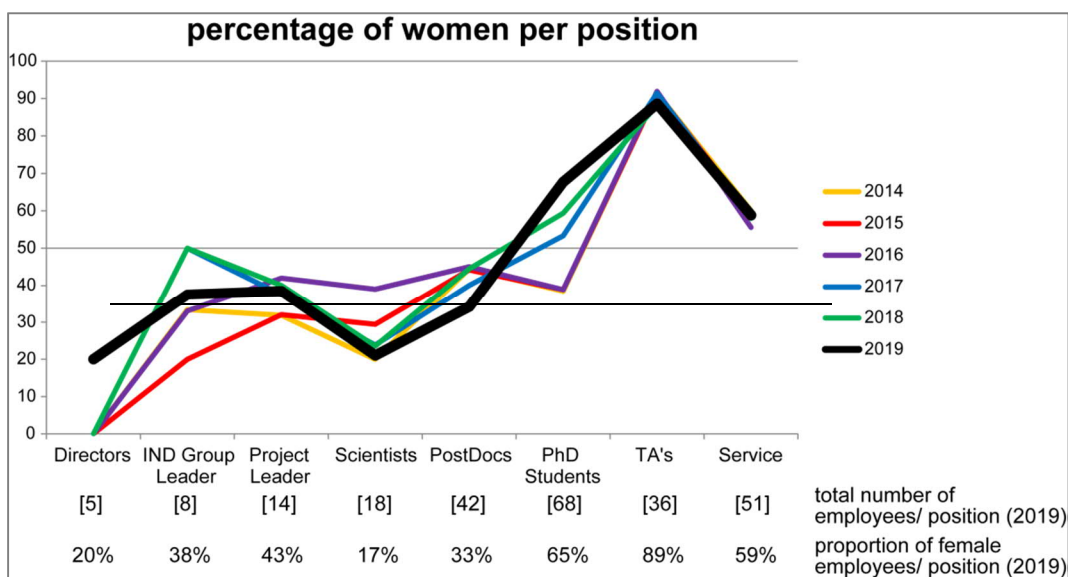
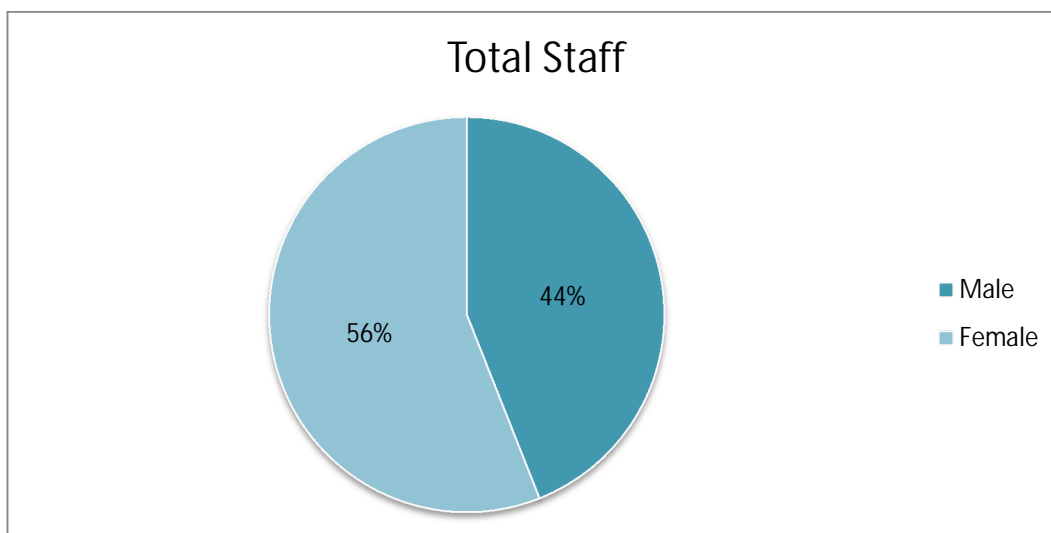
Dr. Silke Sachse
Deputy Equal Opportunity Officer



Reiner Witte
Head of Administration

2. Current Situation

The figures are based on date as of September 15, 2019.



Percentage of scientific functions/salary groups/limited contracts

In 2019, we calculated the relation between scientific function/salary group/limitation of contract in from the perspective of the male-female ratio for the first time.

A first result: More than twice as many males than females who have finished a PhD are working as scientists at our institute. From all scientists with a PhD, 20% are males with an unlimited contract, but only 4% are females with an unlimited contract.

Function		No.	extended	ohne	Stip.	E10	E12	E13	E14	E15	W2	C3
Research Group Leader	male	5	3		1			1	1		1	1
	female	3	1						1		2	
Project Group Leader	male	8	5			1	1		5	1		
	female	6	2				1	2	2	1		
Postdoc	male	28	-		4			23	1			
	female	14	-	1	3			13				
Scientist	male	15	8			1	4	5	5			
	female	3	-					2	1			
total	male	56	16		5	2	5	29	12	1	1	1
	female	26	3	1	3		1	17	4	1	2	

3. Equal opportunity aspects in different procedures

Non-scientific job advertisements and personnel selection procedures

In order to ensure equal opportunities in job advertisements, jobs are announced in a gender-neutral way. New positions are offered with neutral phrases that include both genders. Furthermore, people with disabilities should be especially encouraged to apply. Equal opportunity should be promoted in the selection process. To ensure this, the equal opportunity officer should be informed in advance about any planned job advertisement, she should be provided access to related documents and given the opportunity to attend job interviews and evaluate the recruitment process.

Target group:	all co-workers of the institute
Timetable:	regularly
Evaluation:	already practiced
Responsible persons:	directorate, head of administration, equal opportunity officer

Scientific job advertisements and personnel selection procedures

It is of interest for our institute that scientific positions are filled according to equal opportunity policies. Therefore, scientific positions should also be advertised in a gender-neutral way (see above). Furthermore, the goal is to develop a transparent and practicable system that allows the equal opportunity officer to get an insight into the application procedures of the individual departments of the institute. Such information should be exchanged in the recruitment process of

positions where females are underrepresented (i.e. postdoc level and higher positions).

Target group:	all scientists upon graduation
Timetable:	starting in 2019/2020
Evaluation:	started
Responsible persons:	director, head of administration, equal opportunity officer

Composition of committees:

It should be ensured that all decision-makers of salary of personnel recruitment issues have gender competences. It is our goal to achieve gender parity in all commissions.

Target group:	all scientists of the institute
Timetable:	starting in 2020
Evaluation:	not yet started
Responsible persons:	research coordination, director

Support of young female scientists

Special programs for young female scientists, who are still underrepresented in leading positions, should be supported. Existing programs should be advertised on the “Equal Opportunities” webpage. Moreover, the equal opportunity officer will provide information about programs offered by the Max Planck Society, such as “Sign Up! Careerbuilding“, “Career Steps Opportunities“, the Minerva FemmeNet, and the Christiane Nüsslein-Volhard Foundation. In order to arouse interest in research at an early stage and to make personnel resources accessible for the future, our institute participates in the “Forsche-Schüler-Tag“, which offers school kids insights into research routines for one day.

Target group:	all scientists of the institute
Timetable:	for each application round
Evaluation:	website will be updated regularly
Responsible persons:	research coordination, director

4. Existing measures and goals

Improving the compatibility of work and family

Our institute has established a parent-child office in room A0.034 which complies with the terms of use of the Max Planck Society. This room can be booked and used by all co-workers of the institute after instruction in the user regulations. A diaper changing table is available in the toilet on the ground floor.

Target group:	all co-workers of the institute
Timetable:	started in December 2018
Evaluation:	the room is booked regularly
Responsible persons:	equal opportunity officer

In order to facilitate the compatibility of work and family, applications for parental leave from fathers and mothers should be accepted and tolerated. Seminars, meetings and lectures should be scheduled during so-called core working hours to make sure that parents can attend.

Target group:	all co-workers of the institute
Timetable:	regularly
Evaluation:	already practiced
Responsible persons:	research coordination, equal opportunity officers

Exchange of information with institute committees

To ensure information flow between the institute management and the equal opportunity officer, annual meetings between the managing director, the head of administration, the research coordinator and the equal opportunity officer are planned. Furthermore, the equal opportunity officer should be informed in advance about the agenda of the directors' meetings so that she can decide whether she would like to participate in the discussion of individual topics or whether she plans to report on her work during the meeting. In addition, annual meetings between the equal opportunity officer and the works council are planned.

Target group:	directorate, research coordinator, head of administration, works council
Timetable:	annually, resp. regularly
Evaluation:	already practiced
Responsible persons:	directorate, research coordinator, head of administration, equal opportunity officer

Visibility of Equal Opportunities

In order to increase the visibility of the equal opportunity officer and her tasks and thus the equal opportunity concept of the institute, a website on "Equal Opportunities" was created both on the external internet and the internal intranet of the institute. These platforms provide information on the compatibility of work and family, advice on career development for female scientists, and useful links to these topics. For further information, an information flyer was generated together with the other two Jena MPIs which broaches the issue of "Creating equal opportunities – Staff selection".

Target group:	all co-workers of the institute
Timetable:	since 2014, annual update
Evaluation:	website will be updated regularly
Responsible persons:	equal opportunity officer

Invited speakers to institute seminars

Our goal is a good balance of male and female speakers in the institute seminars. In 2019, from the 24 seminar speakers, 10 were female and 14 were male.

Target group:	all co-workers of the institute
Timetable:	regularly
Evaluation:	already practiced
Responsible persons:	research coordinator, equal opportunity officer

Specific courses

In order to achieve equal opportunities at all levels, it is important to sharpen the awareness of gender among all co-workers in the institute and to make them more sensitive to this topic. Therefore, a lecture or seminar series on different aspects of equal opportunity will be organized at least every second year. In order to start such a lecture series, co-workers were invited to a talk about "Working without discrimination" in fall 2017. The seminar was offered in German and English. The other two Jena MPIs will always be invited to such events.

Target group:	all co-workers of the institute
Timetable:	since 2017, every second year
Evaluation:	no seminar in 2019, planned seminar in 2020
Responsible persons:	equal opportunity officer

Nominations for awards

In 2019, the following persons were nominated for awards:

Thüringer Forschungspreis	Georg Pohnert (m)
Otto Hahn Medal	Ming Wang (m)
Excellent Service Award	Inge Achilles (f)
Excellent Service Award	Anke Leißring-Tonn (f)
Max Planck Trainee Prize 2019	Mareike Bolney (f)

Target group:	all co-workers of the institute
Timetable:	regularly
Evaluation:	already practiced
Responsible persons:	Directorate, research coordination

Gender-neutral language

At the institute, attention is paid to ensure that a gender-neutral language is used at all public appearances. This affects our websites as well as press releases and PR activities. There is a page in our intranet MAX on this subject.

Target group:	Public relations and external communication
Timetable:	regularly
Evaluation:	already practiced
Responsible persons:	Research coordination, equal opportunity officer

Evaluation by institute management, research coordination, head of administration and equal opportunity officers:

Nov. 2018, Nov. 2019