

## Akcijski načrt enakosti spolov

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**Področje:** 100 - ZAG

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**AKCIJSKI NAČRT ZA ENAKOST SPOLOV /  
GENDER EQUALITY PLAN**

Zavoda za gradbeništvo Slovenije /

Slovenian National Building and Civil Engineering Institute

## Ravnovesje med profesionalnim in zasebnim življenjem in organizacijska kultura

Strategije (aktivnosti)	Neposredni naslovniki	Posredni naslovniki	Kazalniki	Odgovorna oseba znotraj ZAG	Časovni okvir
Omogočanje prilagodljivega delovnega časa	Zaposleni na ZAG	Družine zaposlenih na ZAG	Statistični podatki o koriščenju prilagodljivega delovnega časa s strani zaposlenih, vključuje tudi podatke o skrajšanem delovnem času zaradi otrok	Kadrovska služba	Že obstaja, kontinuirno naprej
Omogočanje dela na domu	Zaposleni na ZAG	Družine zaposlenih na ZAG	Statistični podatki o koriščenju dela na domu s strani zaposlenih	Kadrovska služba	2020 in naprej
Letna anketa potreb in zadovoljstva zaposlenih na ZAG	Zaposleni na ZAG	Družine zaposlenih na ZAG	Analiza letne ankete o zadovoljstvu zaposlenih Poročilo predstavljeno na kolegiju direktorja	Kadrovska služba	2022 in naprej
Organizacija skupnih prostočasnih aktivnosti, teambuildingov, piknika in novoletne zabave ter božično-novoletnega praznovanja in obdarovanj za otroke zaposlenih	Zaposleni na ZAG	Zaposleni na ZAG	Poročilo o izvedenih aktivnostih z vključenimi statističnimi podatki Dvig organizacijske kulture Dvig občutka pripadnosti	Kadrovska služba, Služba za odnose z javnostmi	2022 in naprej
Pridobitev certifikata HRS4R	Zaposleni na ZAG	Zaposleni na ZAG	Certifikat	Kadrovska služba, Pravna služba, vodstvo	2025

## Work-life balance and organisational culture

Strategies (activities)	Direct addressees	Indirect addressees	Indicators	Responsible person within ZAG	Timeframe
Allowing flexible working hours	Employees of ZAG	Families of ZAG employees	Statistics on employees' use of flexitime, including data on part-time work for children	Human Resources	Already exists, continuously moving forward
Enabling homeworking	Employees of ZAG	Families of ZAG employees	Statistics on the take-up of homeworking by employees	Human Resources	2020 and on
Annual survey on employee needs and satisfaction at ZAG	Employees of ZAG	Families of ZAG employees	Analysis of the annual employee satisfaction survey Report presented to the College of Directors	Human Resources	2022 and on
Organising joint leisure activities, teambuilding, picnics and New Year's Eve parties, Christmas and New Year celebrations and gifts for employees' children	Employees of ZAG	ZAG staff	Report on the activities carried out, including statistics Raising organisational culture Raising the sense of belonging	Human Resources, Public Relations	2022 and on
HRS4R certification	Employees of ZAG	ZAG staff	Certificate	Human Resources, Legal, Management	2025

## Uravnotežena zastopanost spolov na vodilnih in odločevalskih položajih

Strategije (aktivnosti)	Neposredni naslovniki	Posredni naslovniki	Kazalniki	Odgovorna oseba znotraj ZAG	Časovni okvir
Letna statistika zastopanosti spolov na vodilnih in odločevalskih položajih	Vodstvena telesa ZAG	Zaposleni ZAG	Statistični podatki zastopanosti spolov na vodilnih in odločevalskih položajih	Kadrovska služba	2021 in naprej
Letna statistika o vodenju projektov (glede na spol)	Raziskovalci(ke), osebje, zadolženo za promocijo raziskovalnih vsebin	Raziskovalke(ci) ZAG	Statistični podatki	Služba za projektno podporo	2021 in naprej
Izobraževanja o pomenu ravnovesja med spoli na vodstvenih in odločevalskih položajih (za vodstvo in raziskovalce)	Direktor Vodje Raziskovalci(ke)	Zaposleni ZAG	Izobraževanje (1 × na 5 let)	Kadrovska služba	2021 in naprej

## Gender balance in leadership and decision-making positions

Strategies (activities)	Direct addressees	Indirect addressees	Indicators	Responsible person within ZAG	Timeframe
Annual statistics on gender representation in management and decision-making positions	ZAG governing bodies	ZAG staff	Statistics on gender representation in management and decision-making positions	Human Resources	2021 and on
Annual statistics on project management (by gender)	Researchers, staff responsible for promoting research content	ZAG researcher(s)	Statistics	Project Support office	2021 and on
Training on the importance of gender balance in leadership and decision-making positions (for managers and researchers)	Director Managers Researchers	ZAG staff	Education (1 × every 5 years)	Human Resources	2021 and on

## Enakost med spoloma v zaposlovanju in kariernem napredovanju

Strategije (aktivnosti)	Neposredni naslovniki	Posredni naslovniki	Kazalniki	Odgovorna oseba znotraj ZAG	Časovni okvir
Letna statistika kazalnikov karierne poti raziskovalk(cev); na začetku kariere, razvrščena glede na spol	Vodstveni organi ZAG	Raziskovalci(ke) na ZAG	Letna statistika kazalnikov karierne poti raziskovalk(cev); na začetku kariere, razvrščena glede na spol	Kadrovska služba	2021 in naprej
Redna izobraževanja za novo zaposlene	Novo zaposleni(ne) na ZAG	Raziskovalci(ke) ZAG	Število organiziranih izobraževanj Število udeležencev in spolna struktura	Kadrovska služba	2021 in naprej
Redna izobraževanja za mentorice(je)	Mentorji(ce), kandidati za mentorje(ice)	Raziskovalci(ke) na začetku kariere	Število organiziranih izobraževanj	Kadrovska služba	2022 in naprej
Redna izobraževanja za pisanje prijav za projekte in štipendije	Raziskovalci(ke) na ZAG	Raziskovalci(ke) na ZAG	Število organiziranih izobraževanj Število udeležencev in spolna struktura	Mentorji/ nadrejeni	2022 in naprej
Redna izobraževanja za izboljšanje veščin akademskega pisanja	Raziskovalci(ke) na ZAG	Raziskovalci(ke) na ZAG	Število organiziranih izobraževanj Število udeležencev in spolna struktura	Mentorji/ nadrejeni	2023 in naprej
Vzpostavitev sistema kariernega razvoja in svetovanja	Raziskovalci(ke) na ZAG	Raziskovalci(ke) na ZAG	Število in spolna struktura raziskovalcev, vključenih v sistem kariernega razvoja in svetovanja	Kadrovska služba, vodje organizacijskih enot	2022 in naprej
Izdelava in izvedba kariernih načrtov za zaposlene (letno vsaj 10 % zaposlenih dodatno z osebnim kariernim načrtom)	Zaposleni	ZAG kot organizacija in družine zaposlenih	Število osebnih kariernih načrtov	Kadrovska služba, nadrejeni, zaposleni	2022 in naprej
Promocija znanstvene odličnosti skozi posebno PR kampanjo in kanale družbenih omrežij z namenom motiviranja zaposlenih za vključitev v aktivnosti kariernega razvoja	Raziskovalci(ke), osebje za promocijo raziskovalnih vsebin	Raziskovalci(ke) ZAG	Količina objav na določenih kanalih/omrežjih (statistika)	Služba za odnose z javnostmi, Služba za projektno podporo	2022 in naprej
Redna izobraževanja za zaposlene o tem, kako promovirati svoje raziskovalno delo in rezultate	Raziskovalci(ke), osebje za promocijo raziskovalnih vsebin	Raziskovalci(ke) ZAG	Izobraževanje 1 x letno	Služba za odnose z javnostmi, Služba za projektno podporo	2022 in naprej

## Gender equality in employment and career progression

Strategies (activities)	Direct addressees	Indirect addressees	Indicators	Responsible person within ZAG	Timeframe
Annual statistics on career trajectory indicators for female researchers; at the start of their career, broken down by gender	ZAG governing bodies	Researchers at ZAG	Annual statistics on career trajectory indicators for female researchers; at the start of their career, broken down by gender	Human Resources	2021 and on
Regular training for new recruits	New employees at ZAG	Researchers at ZAG	Number of training courses organised Number of participants and gender structure	Human Resources	2021 and on
Regular training for mentor(s)	Mentors, candidates for mentors	Early career researchers	Number of training courses organised	Human Resources	2022 and on
Regular training on writing project and grant applications	Researchers at ZAG	Researchers at ZAG	Number of training courses organised Number of participants and gender structure	Mentors/supervisors	2022 and on
Regular training to improve academic writing skills	Researchers at ZAG	Researchers at ZAG	Number of training courses organised Number of participants and gender structure	Mentors/supervisors	2023 and on
Establishing a career development and guidance system	Researchers at ZAG	Researchers at ZAG	Number and gender structure of researchers involved in the career development and guidance system	Human Resources, Heads of Organisational Units	2022 and on
Creation and implementation of career plans for employees (annually at least 10% of employees additionally with a personal career plan)	Employees	ZAG as an organisation and the families of its employees	Number of personal career plans	HR, supervisor, employees	2022 and on
Promoting scientific excellence through a dedicated PR campaign and social media channels to motivate employees to engage in career development activities	Researchers, Research promotion staff	Researchers at ZAG	Number of posts on specific channels/networks (statistics)	Public Relations Service, Project Support Office	2022 and on
Regular training for staff on how to promote their research and results	Researchers, Research promotion staff	Researchers at ZAG	Training 1 x per year	Public Relations Service, Project Support Office	2022 and on

## Vključevanje dimenzije spola v komuniciranje in raziskovanje

Strategije (aktivnosti)	Neposredni naslovniki	Posredni naslovniki	Kazalniki	Odgovorna oseba znotraj ZAG	Časovni okvir
Analiza obstoječih jezikovnih praks v dokumentih ZAG	Strokovno osebje ZAG	Zaposleni(e) na ZAG	Poročilo o izvedeni analizi	Vodja kakovosti	2022 in naprej
Večja pozornost pri pripravi nagovorov in uradnih besedil	Strokovno osebje ZAG	Zaposleni(e) na ZAG	Uporaba spolno vključujočega jezika v vseh nagovorih in uradnih besedilih	Služba za odnose z javnostmi, zaposleni. Glavna pisarna	2022 in naprej
Razvoj in implementacija spolno vključujočih modelov v izbranih uradnih dokumentih ZAG	Zaposleni(e) na ZAG	Zaposleni(e) na ZAG	Izobraževanje zaposlenih na ZAG o rabi spolno vključujočega jezika v uradnih dokumentih ZAG	Vodja kakovosti, Pravna služba	2022 in naprej
Izobraževanja o vključevanju dimenzije spola v raziskovanje	Zaposleni(e) na ZAG	Zaposleni(e) na ZAG	Izobraževanje zaposlenih na ZAG o vključevanju dimenzije spola v raziskovanje	Služba za projektno podporo	2022 in naprej

## Integrating the gender dimension in communication and research

Strategies (activities)	Direct addressees	Indirect addressees	Indicators	Responsible person within ZAG	Timeframe
Analysis of existing language practices in ZAG documents	ZAG professional staff	Employee(s) of ZAG	Report on the analysis carried out	Quality Manager	2022 and on
More attention to the preparation of speeches and official texts	ZAG professional staff	Employee(s) of ZAG	Use of gender-inclusive language in all speeches and official texts	Public relations, staff. Head Office	2022 and on
Development and implementation of gender-inclusive models in selected ZAG official documents	Employees of ZAG	Employee(s) of ZAG	Training of ZAG staff on the use of gender-inclusive language in official ZAG documents	Quality Manager, Legal Service	2022 and on
Training on integrating the gender dimension into research	Employees of ZAG	Employee(s) of ZAG	Training for ZAG staff on integrating the gender dimension into research	Project Support Office	2022 and on



## Ozaveščanje o enakosti spolov in ukrepi proti spolnemu nasilju in nadlegovanju

Strategije (aktivnosti)	Neposredni naslovniki	Posredni naslovniki	Kazalniki	Odgovorna oseba znotraj ZAG	Časovni okvir
Promocija obstoječih kanalov za anonimno poročanje o nespoštljivem obnašanju, zlorabi položaja in nadlegovanju na delovnem mestu	Zaposleni(e) na ZAG	Sodelavci(ke) Družine zaposlenih na ZAG	Določitev zaupnika(ce)	Pooblaščenec za enakost	Že obstaja, kontinuirano naprej
Izobraževanje zaupnikov	Imenovani zaupniki	Zaposleni(e) na ZAG	Izobraževanje (ob izvolitvi)	Pooblaščenec za enakost	2022 in naprej
Izobraževanje zaposlenih na temo enakosti spolov, spolnega nadlegovanja, šikaniranja in mobinga na delovnem mestu	Zaposleni(e) na ZAG	Sodelavci(ke) Družine zaposlenih na ZAG	Izobraževanje 1x letno	Pooblaščenec za enakost	2022 in naprej

## Raising awareness of gender equality and action against sexual violence and harassment

Strategies (activities)	Direct addressees	Indirect addressees	Indicators	Responsible person within ZAG	Timeframe
Promotion of existing channels for anonymous reporting of disrespectful behaviour, abuse of position and harassment in the workplace	Employees of ZAG	Collaborator(s) Families of ZAG employees	Appointment of trustee(s))	Equality Officer	Already there, continuous forward
Trustee training	Appointed Trustees	Employee(s) of ZAG	Education (upon election)	Equality Officer	2022 and on
Staff training on gender equality, sexual harassment, bullying and mobbing in the workplace	Employees of ZAG	Collaborator(s) Families of ZAG employees	Training 1x per year	Equality Officer	2022 and on

## Enakost različnih

Strategije (aktivnosti)	Neposredni naslovniki	Posredni naslovniki	Kazalniki	Odgovorna oseba znotraj ZAG	Časovni okvir
Aktivno vključevanje perspektive zavedanja raznolikosti v vse vidike ZAG	Zaposleni(e) na ZAG	Sodelavci Družine zaposlenih na ZAG	Implementacija GEP	Pooblaščenec za enakost	2021 in naprej
Pobuda spoznaj sodelavca	Zaposleni(e) na ZAG	Sodelavci Družine zaposlenih na ZAG	Število izvedenih aktivnosti v posameznem letu	Kadrovska služba	2021 in naprej
Zaposlovanje invalidov	Zaposleni(e) na ZAG	Sodelavci Družine zaposlenih na ZAG	% zaposlenih invalidov	Kadrovska služba	2021 in naprej
Zaposlovanje tujcev	Zaposleni(e) na ZAG	Sodelavci Družine zaposlenih na ZAG	% zaposlenih tujcev	Kadrovska služba	2021 in naprej

## Equality of different

Strategies (activities)	Direct addressees	Indirect addressees	Indicators	Responsible person within ZAG	Timeframe
Active integration of a diversity awareness perspective in all aspects of the ZAG	Employees of ZAG	Contributors Families of ZAG employees	GEP implementation	Equality Officer	2021 and on
Meet a colleague initiative	Employees of ZAG	colleagues Families of ZAG employees	Number of activities carried out in each year	Human Resources	2021 and on
Employment of people with disabilities	Employees of ZAG	colleagues Families of ZAG employees	% of employees with disabilities	Human Resources	2021 and on
Employment of foreigners	Employees of ZAG	colleagues Families of ZAG employees	% of foreign employees	Human Resources	2021 and on