

Equal Opportunities and Gender Equality Concept

Mission Statement

The following mission statement is shared by all three Leibniz institutes (ZfL, ZAS, and ZMO) administered by the GWZ Berlin.

The three centres strive to implement equal opportunities for all their employees as a central guiding principle of their organizational and personnel development strategies. It forms a core component of their commitment to promoting equal and ethical work practices. They support the goals of the Leibniz Association on equal opportunities and strongly oppose discrimination and disadvantage based on ethnic origin, gender or gender expression, religious beliefs, physical or mental disability, age, sexual orientation and identity, marital or parental status, pregnancy, or citizenship status.

As institutions of the Leibniz Association, the centres are committed to the 'implementation of the GWK Agreement on Equality Between Women and Men in Joint Research Funding' (Ausführungsvereinbarung Gleichstellung AVGLEI). The centres actively work to establish equality between all genders and strive to prevent other forms of discrimination in the workplace related to age, race, nationality, religion, etc.

To fulfil these objectives, all three centres are guided by the following laws:

- Grundgesetz, Art. 3, Para. 3 (German constitution);
- Allgemeines Gleichbehandlungsgesetz (AGG) (General Equal Treatment Act);
- Berliner Antidiskriminierungsgesetz (Berlin Anti-Discrimination Law);
- Landesgleichstellungsgesetz LGG Berlin (Equal Opportunities Act of the State of Berlin; and,
- Ausführungsvereinbarung Gleichstellung AVGLEI (GWK Agreement on Equality Between Women and Men in Joint Research Funding).

ZMO statement

The Leibniz-Zentrum Moderner Orient (ZMO) is the only research institution in Germany that deals with the Middle East, Africa, Eurasia, and South and Southeast Asia in an interdisciplinary and historically comparative perspective. For this reason, the institute brings together a significant number of international scholars from diverse academic and regional backgrounds at various stages of their academic careers.

Structural measures supporting work/life balance

Since its beginnings, ZMO has regarded establishing a compatibility between family/personal commitments and work as an important strategic element for the recruitment and retention of highly

qualified employees. This includes reducing existing and potential disadvantages, continuous efforts to achieve compatibility between work and life, and a balance between the professional and private requirements of all employees in the scientific, research support, and administrative fields. This applies to employees at all career levels.

ZMO is committed to promoting organizational structures conducive to a family-friendly work environment. It offers its employees flexible working hours and the opportunity to work from home or other relevant locations, as and when required and justified. When planning meetings and events, family issues and school holidays are taken into consideration. In the case of important dates outside of regular childcare hours, funds to cover childcare can be applied for. They can also be applied for in case of participation in conferences and further training measures. In order to ensure the care of children, ZMO may in special cases try to support parents in finding a place in a day-care centre. On specific necessary occasions, ZMO aims to arrange for a parent-child room.

In exceptional individual cases, and contingent on costs, travel expense subsidies can also be applied for to cover the extra costs of children and a caregiver. With their consent, the institute maintains close contact with employees on parental or care leave and, upon their return, offers flexible work schedules which are mutually agreed upon.

ZMO advises applicants for third-party funded projects to also apply for a contract extension in case of maternity or parental leave. In cases where the third-party funding provider does not allow for this option, or no agreement has been reached between the funding provider and the applicant beforehand, ZMO will explore, without any commitment, possibilities to extend employment contracts.

In order to further strengthen this line of commitment, ZMO, as a small institute with its own internal mechanisms for ensuring a good work/life balance, will continue to weigh the pros and cons of applying for certificates such as Total E-Quality or 'Work and Family' ('berufundfamilie').

Procedures regarding personnel planning, personnel recruitment, and personnel development

When filling positions in areas of employment in which one gender is underrepresented or diversity is marginal, applicants with the same qualifications and suitability who belong to underrepresented groups are given priority. All positions are filled through an open call for applications with the idea of practicing fairness and equal opportunity. Search committees represent gender equality and diversity while looking for high standards of academic rigour in the candidates. Each search committee includes at least one equal opportunities officer or a deputy in the capacity of an observer and advisor. Care work, parental leave, disabilities, and social and political forms of discrimination are factored in when evaluating achievements of the candidates, particularly when assessing the career path and career breaks in an applicant's academic trajectory.

Young career academics are specifically supported at the institute. ZMO's management regularly conducts staff meetings that focus on career development (career guidelines: https://www.zmo.de/fileadmin/Karriere/Career_guidelines.pdf). A *Jahresgespräch* (annual review meeting) system is in place that allows the young academics to converse with members of the directorate as well as senior scholars (head of the research units) on the progress made in their academic work. These sessions are also occasions to freely discuss other academic matters such as the envisaged future career trajectory, employment opportunities, publication plans, research grant applications, and organisation of events etc. ZMO has also instituted a 'mentoring programme' for younger scholars to further strengthen the support required to build a successful academic career. All

employees are equitably informed about the job and funding opportunities available at and through the centre. They are also encouraged to take part in other career planning programmes supported by the Leibniz Association.

All employees are eligible to discuss the possibility of flexible part-time working hours under their contract with the ZMO directorate and the equal opportunities committee.

Equal opportunities officers

The rights and responsibilities of the equal opportunities officers are regulated by the AV-Glei and LGG, Berlin. At ZMO, the equal opportunities officers and their deputy are elected by all employees via secret ballot for a period of two years, with the possibility of re-election/reappointment. In case an election is not possible, the officers can directly be appointed by the directorate in consultation with the head of the research units and with the consent of the selected persons. Utmost care will be taken to maintain a fair balance between academic research work and the responsibilities attached with this role. If necessary, they would be temporarily released from other tasks. An equal opportunities officer or a deputy who is on a fixed-term contract is eligible for an extension of a minimum of three and a maximum of six months of their contract.

The equal opportunities committee strives to maintain a proper documentation of its work to create institutional memory and reference points for future as officers get elected on a rotational basis.

The equal opportunities committee is in regular contact with the institute's directorate and draws their attention to issues relevant to equal opportunities. There are also regular appointments between the directorate, the works council, and the equal opportunities officers. These are usually integrated within the monthly extended board meetings where an equal opportunities officer is present.

The equal opportunities officers and their deputies are the decisive point of contact in questions related to equal opportunities. In addition to the ombudspersons, the officers and their deputies are confidential contacts for the employees in the event of discrimination based on ethnic origin, gender, religion, belief, disability, age, or sexuality, and in case of sexual harassment or bullying at work. They are committed to safeguarding the privacy on any sensitive matter in which the approaching person has clearly laid out the limits to which such concerns can be shared either with other members of the EO or with members of the directorate.

The ZMO equal opportunities committee closely collaborates with the equal opportunities officers and their deputies at ZAS and ZfL (all administered by GWZ). Cooperation pertains particularly to negotiations with the GWZ administration on establishing equal opportunity measures. The equal opportunities officers and deputies of ZMO, ZAS, and ZfL meet once every three months. They are also given the opportunity to participate in training sessions on topics relevant to gender equality, as well as in subject-specific events and networking meetings of the Leibniz Association.