

Gender Equality and Diversity at the GIGA

[Diversity and equal opportunities](#) are a central part of the GIGA's self-perception as an independent, internationally oriented institution with a global approach to scholarship. The promotion of gender equality and the reconciliation of work and family life are guiding principles for how the Institute is managed and are applied in all areas of its work. With a clear commitment to diversity, we aim to promote and value diversity in relation to its many different dimensions – such as ethnic background, gender and gender identity, sexual orientation, age, disability, religion, worldview, and social background – and make full use of the resulting potential. Anti-discrimination is thus an essential element of our understanding of diversity. Measures to implement gender equality and diversity are specified in several strategic documents (public and internal) endorsed by the GIGA leadership. This document summarises the main elements in accordance with the Horizon Europe Gender Equality Plan (GEP) requirements.

Public documents

The GIGA's [Equal Opportunity Plan](#) (EOP) is the Institute's central document that lays out our commitment to promoting diversity, gender equality, and the reconciliation of job and family obligations. It specifies the goals as well as the concrete measures developed to achieve them based on data on the changes in personnel structure at the Institute over time. The EOP is valid for a period of four years and is, thus, regularly updated. The document includes a preface and is signed by the GIGA's President, a demonstration of the institutional leadership's commitment to its goals, and it is publicly available (except for sensitive data contained within) on the GIGA's website. Each renewed EOP is actively disseminated and communicated by the institutional management to the GIGA staff. The GIGA Executive Board assesses on a regular basis whether and to what extent the goals of the EOP have been fulfilled, before committing to a subsequent set of goals and measures.

The [GIGA Annual Report](#) includes a progress report on the Institute's equal opportunity work. This progress report contains both qualitative and quantitative information on developments in the respective year. Annual reports are publicly available on the GIGA's website. The Equal Opportunity Commissioner and Deputy also provide an annual progress report to the Board of Trustees.

Our [Code of Conduct](#) provides guidelines on cooperation and communication at the Institute and informs the GIGA's policies on work-life balance and organisational culture. The GIGA is committed to ensuring an open and inclusive working environment that recognises and promotes the diverse potential of its employees. Core measures to help employees reconcile work and family life include flexible working hours and forms of work, as well as support for care work, as outlined in the EOP.

Dedicated resources

By dedicating resources and applying specific expertise to implement the EOP's goals and measures, the GIGA supports a continuous process of sustainable institutional change to promote gender equality and diversity. At the centre are the Equal Opportunity Commissioner and her Deputy (elected every four years by GIGA employees), who actively support and advise the leadership along with providing support to all staff members. Their function is established in the

[GIGA Charter](#) and the EOP. The Equal Opportunity Commissioner (or her Deputy) takes part in the GIGA's Executive Board meetings on relevant agenda items and in all hiring committees at the GIGA. The Commissioner and her Deputy are well networked within the Institute and closely cooperate with the GIGA's Works Council, as well as with the personnel and accounting departments to review data and practices and jointly work on data analysis, annual reporting, and evaluation of the EOP's objectives. The GIGA has established an equal opportunity fund for all employee groups that can be used to support career-promoting measures (for female employees or those of otherwise underrepresented genders), measures that support the reconciliation of job and family obligations (for all genders), and diversity-related measures (for all genders).

Data collection and monitoring

The GIGA continuously collects and monitors disaggregated data on the sex and/or gender of personnel. The indicators for the data collection are in accordance with the [DFG's Research-Oriented Standards on Gender Equality](#), the DFG's cascade model, and the [guidelines of the Leibniz Association](#) to enable an ongoing examination of differences between women and men in different roles and at different career levels at the Institute. The GIGA reports on core indicators in its Programme Budget, a document negotiated each year with the Institute's funding institutions for internal administrative purposes. Regular reporting also takes place at the level of the Leibniz Association in the form of comprehensive monitoring, which captures the implementation status of the equality standards in the different institutions. In addition, all Leibniz institutes are required to regularly report to the Joint Science Conference (GWK).

The data is collected by the personnel department and specifically calculated by our controlling staff – for example, with regard to institutionally funded vs. third party-funded positions, full-time vs. part-time positions, and limited-term vs. permanent contracts, all according to pay-scale groups. In 2019 the GIGA began to include a third gender-identity category, which will further inform data collection and monitoring. The data, in turn, informs the EOP's review of staffing (relative to the data of the previous EOPs), on the basis of which the employment structure is assessed to identify areas of relative strength and weakness and determine specific target quotas, subdivided according to pay-scale group, leadership level, and limited-term employment. The GIGA will consider breaking down the data further (where data is available) to allow exploring the intersectionality of gender with other individual or group features and potential modes of discrimination.

The Institute received the [Hamburg Family Seal](#) in 2013 (which was continuously renewed), as well as the [TOTAL E-QUALITY](#) award in 2020. It signed the [Diversity Charter](#) in 2021.

Training

The GIGA's Equal Opportunity Commissioner and Deputy continuously engage in awareness-raising activities. They regularly report on their work at staff assemblies, organise meetings for individual interest groups among employees (such as parents), and communicate relevant information on various measures and offers available not only at the Institute but also beyond its walls. The equal opportunity fund supports individual trainings – for example, within a regular mentoring programme for female staff that seeks to provide career orientation and advice. The GIGA offered unconscious bias trainings to all staff in 2020 and will continue to do so on a regular basis with a particular commitment to address intersectionality and how it affects diversity and inclusion.

Further areas of engagement

The GIGA is committed to the equality of all genders and the promotion of the underrepresented sex. A central concern here is **gender balance in leadership and decision-making bodies**. The GIGA regularly sets target quotas, as outlined above (see "Data collection and monitoring"), and reviews its processes for selection and appointment of staff. The GIGA also strives to

achieve a balanced gender ratio when appointing members to its external supervisory and advisory bodies. The equal opportunity fund supports, among other things, individual measures to promote the careers of women to leadership positions.

The GIGA pays close attention to **gender equality vis-à-vis recruitment and career progression**. In accordance with the Institute's personnel concept, hiring processes should be open, efficient, transparent, supportive, and internationally comparable. The Equal Opportunity Commissioner and Deputy are included in personnel-related decisions and participate in all hiring processes at the GIGA. Selection committees are as a rule gender-balanced. When appropriate, women are proactively identified and encouraged to apply for positions, especially those in management.

The GIGA does not tolerate any form of abuse of power or discrimination, including racism, bullying, **(gender-based) violence, or sexual harassment**, and views it as its duty to protect its employees from these acts in the workplace. Part of ensuring a safe and supportive working environment are the GIGA Code of Conduct (see "Public documents") and a works agreement on respectful cooperation and dealing with conflicts at the GIGA, which sets out complaint channels and procedures for conflict resolution.

The GIGA seeks to **integrate the gender dimension and other matters of equality into its processes, research, knowledge exchange, and teaching content**. Our research includes gender-related topics, such as domestic violence, social protections, the intersection of health and gender, and family economics. Doctoral training, e.g. in preparation for fieldwork, also deals with gender-related issues. The ethics review of our research projects explicitly addresses gender and other aspects of social and political identities.

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Prof. Dr. Amrita Narlikar
President of the GIGA