

**NATIONAL UNIVERSITY OF LIFE AND ENVIRONMENTAL SCIENCES OF  
UKRAINE**

**UKRAINIAN LABORATORY OF QUALITY AND SAFETY AGRICULTURAL  
PRODUCTS**

**ACTION PLAN FOR GENDER EQUALITY AND EQUAL OPPORTUNITIES**

**1. Collaboration**

The plan has been prepared by the department University Ukrainian Laboratory of Quality and Safety Agricultural Products (Laboratory) in which researchers, students and employees are represented.

**2. Summary of the action plan**

NULES's Action plan for equal opportunities states that equal opportunities work must be integrated into all of the university's operations and activities. The guidelines stipulate that: NULES shall be characterized by openness, gender equality and inclusiveness. The university utilises employee and student diversity such as backgrounds, lives, and competence. The Laboratorie's equal opportunities action plan aims to implement the requirements stipulated in the NULES Action plan for equal opportunities work and adapt them to the Laboratory-specific needs and conditions. Therefore, this action plan is an important component for anchoring and driving the work with equal opportunities at the Laboratory forward. It supports structured work with proactive measures (described below under Section 3, Starting points and definitions).

The Laboratory's action plan divides measures into fundamental and recurring actions that will always be in place at the Laboratory. It also includes measures for the current planning period (some of these may transition into recurring measures should the need arise). The action plan must be reviewed and updated each year. The review of the action plan should preferably take place in December and updates be in place by January/February of the following year. A member of staff and a support function must be to be delegated responsibility for each measure.

**3. Starting points and definitions**

The concept of equal opportunities includes gender equality, diversity and the equal treatment of employees and researchers at the university. The term equal opportunities means that all employees, researchers and applicants have the same conditions and are treated fairly. The Laboratory's action plan is based on the latest government remits and legislation as well as NULES's governing documents and strategic targets that include: Action plan for equal opportunities work, Action plan for gender mainstreaming for the NULES strategies. The Laboratory's action plan also draws on the importance of critical thinking within academia –

an area that involves questioning norms. Norms can create barriers and therefore they need to be highlighted, discussed and criticized in both research, education and analysis as well as the supporting organization. This is one way of respecting equal rights and responsibilities.

*Active measures following the Discrimination Act*

Active measures involve systematic preventive work against discrimination that addresses all of the seven grounds of discrimination. This work must be continuous, documented, and follow the four-step model below. The Constitution of Ukraine defines the grounds of discrimination as follows: sex, transgender identity or expression, ethnicity, religion or other belief, disability and age. Measures and documentation are to be formulated at all Laboratory levels and adapted for NULES.

<b>Within the following areas:</b>	
Employer - Working conditions - Salaries and other terms of employment - Recruitment and promotion - Training and other continuing professional development	Employees - Admission - Trainings - Working environment - Combining work and parenthood

Norms are often described as the unwritten social rules we adhere to that both shape us as individuals and influence the way we behave around others. Norms facilitate social interaction, but they can also create barriers. The preparatory work for the changes to the Discrimination Act, 1 January 2017 outlines that work with active measures involves increasing awareness of the norms and attitudes that influence employers, researchers and education providers' everyday work as well as acting in a way that promotes equal rights and opportunities.

**4. Responsibility**

The NULES administration have overall responsibility for the work with equal opportunities. The Director of Laboratory administration must ensure that equal opportunities work is conducted at their Laboratory. This work must include planning, implementation and follow-up in both day-to-day activities and strategic planning. The Laboratory's heads of department/equivalent are responsible for managing and integrating equal opportunities issues into their activities. They must also demonstrate the importance of this area through their words and actions. The annual follow-up and documentation must include information about how the measures have been implemented.

All NULES staff, researchers and students must play their part in achieving a healthy work and study environment from an equal opportunities perspective.

#### ***4.1. Support functions***

The following functions are tasked with supporting the Laboratory's organisations:  
Laboratory-wide level: The equal opportunities committee is tasked with supporting Laboratory management in the work with active measures.

The Laboratory office: The equal opportunities officer is tasked with supporting Laboratory management and the departments/equivalent in the work with active measures.

Division of Human Resources: The local HR officer is tasked with supporting managers and coordination groups with systematic work environment management.

Local level: department/equivalent coordination group for systematic work environment management, safety and equal opportunities supports heads of department/equivalent in the work to implement active measures at the department/equivalent.

#### **5. Ongoing assignments for the Laboratory**

NULES action plan for equal opportunities tasks Laboratory with the following: The Laboratory must investigate whether there is a risk of discrimination or other obstacles that prevent the researchers, students and employees benefitting from equal rights and opportunities throughout the organization.

This is documented annually.

- Gender distribution objectives for newly employed, research and administrative staff must be set annually by the respective Laboratory.
  - To the greatest extent possible, research and laboratory analysis timetables are to be established with consideration to customers' responsibilities.
  - All working places must be adapted to increase accessibility for students, researchers and supporting staff with disabilities, while maintaining quality and be based on the intended they outcomes.
  - Researchers and other staff within the Laboratory know where to find the procedures that are to be followed if discrimination or harassment is suspected.
  - Inform work placement hosts and external supervisors of the Discrimination Act and the fact that it also applies to work placements.
  - Formulate measures on the basis of the results of researchers, students, and customers welfare surveys.

#### **6. Objectives/action plan for Ukrainian Laboratory of Quality and Safety Agricultural Products 2024**

##### **6.1 Basic and recurring activities:**

##### ***Comprehensive perspective***

a) The Laboratory and its departments/equivalents conduct annual follow-ups (of investigations, analysis, measures) that are documented in accordance with the active measures in the Discrimination Act.

- Heads of department/equivalent and management groups are offered annual meetings with the equal opportunities officer to exchange information and review the department/equivalent's work and conditions. Questions addressed include: What is already being done? What needs to be done? How do we implement active measures at a local level? How do we promote a culture/climate where staff can speak out about risks to equal opportunities they see, and how can we do this practically?

- Management groups and local coordination groups can use the SFAD game<sup>1</sup>.

- Heads of department/equivalent are offered activities for the department's staff, as well as workshops about norms/values and interaction. Preferably including interactive components for discussion and joint reflection.

- Work environment issues and equal opportunities are discussed during staff development reviews.

-Both the NULES and Laboratory equal opportunities action plans must be a natural component of everyday activities and be adapted to each side. Heads of department/equivalent must review this at the department/equivalent level and make equal opportunities a permanent item on the agenda for local coordination groups and management groups.

*Responsible: heads of department/equivalent*

*Support function: Equal opportunities administrative officer and HR officer*

b) Use the staff survey, researchers and student survey, and researchers, student welfare survey in the work with active measures.

*Responsible: Vice-directors, heads of department/equivalent*

*Support function: Equal opportunities administrative officer and HR officer*

c) Laboratory and departments/equivalent equal opportunities work based on the Laboratory's action plan is followed up and evaluated, as well as compiled in a report.

- Establish procedures for an annual compilation of activities at the Laboratory and departments/equivalent.

*Responsible party: Vice-director, Equal opportunities*

*Support function: Equal opportunities administrative officer*

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<sup>1</sup> 1 SFAD, systematic preventive work with discrimination, or the equal opportunities game are methods for investigating risks and obstacles. Contact the equal opportunities administrative officer or local HR officer to use the game.

d) Ensure that the Laboratory's departments/equivalent are given the support they need for work with active measures.

- Establish routines for annual check-ups that preferably are included in the procedures for follow-up and evaluation of the Laboratory's action plan, see point (c) above.

*Responsible party: Director; heads of departments administration*

*Support function: Equal opportunities administrative officer*

### ***Employer perspective***

e) Provide staff with information about the content of the Discrimination Act and the university's equal opportunities work; emphasize the zero-tolerance approach to discrimination, harassment, sexual harassment and other forms of victimization.

- Equal opportunities are an integrated element of introductions for new employees.

- All Laboratory staff must take equal opportunities into consideration when they work. They must also know where to find the procedures that apply for suspected harassment or sexual harassment and information about local contacts.

- Make it easier for staff to speak out about risks linked to equal opportunities that they have noted at the organisation.

*Responsible party: Heads of department/equivalent*

*Support functions: Equal opportunities administrative officer and HR officer*

### ***The researchers provider perspective***

f) Provide researchers with information about the content of the Discrimination Act and the university's equal opportunities work; emphasise the zero-tolerance approach to discrimination, harassment, sexual harassment and other forms of victimisation.

- Establish a checklist to give course coordinators the information they need to distribute, such as notifying researchers about where to find the procedures that apply for suspected harassment or sexual harassment and information about local contacts.

- Plan and conduct lectures on equal opportunities for new researchers; the rights, responsibilities and duties based on the Discrimination Act and the Act's link to norms and awareness of norms, as well as NULES procedures.

*Responsible party: Heads of department/equivalent, programme directors of research and laboratory analysis*

*Support functions: Equal opportunities administrative officer*

g) Offer trainings and workshops to researchers and staff about norms/values and interaction with others, preferably including interactive components for discussion and joint reflection.

Responsible party: Vice-director equal opportunities, programme coordinators

Support function: Equal opportunities administrative officer

## **6.2 Measures for the current planning period**

### ***Comprehensive perspective***

h) Local coordination groups implement, as far as possible, the universitywide systematic work environment management training and active measures based on the Discrimination Act<sup>2</sup>.

*Responsible party: Heads of department/equivalent*

*Support function: Equal opportunities administrative officer and HR officer*

i) Begin the work to establish focus group models for students, doctoral students and staff.

*Responsible party: Vice-director, Equal opportunities*

*Support function: Equal opportunities administrative officer together with other Laboratory University-wide support functions*

j) Equal opportunities are an integrated element of the introduction of researchers and member of teams; establishing the conditions for how to carry out this work during the current planning period.

*Responsible party: Vice-director, R&D, vice-director equal opportunities*

k) Follow up the results of the researcher's survey,  
-Work together with researchers to arrange a workshop for doctoral students.

*Responsible party: Vice-director, Equal opportunities*

*Support function: Equal opportunities administrative officer*

l) Increase collaboration with the staff, researchers and students Laboratory on matters of equal opportunities.

*Responsible party: Vice-dean, Equal opportunities*

*Support function: Equal opportunities administrative officer*

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<sup>2</sup> Harassment and victimization may be difficult to notice as a result of under-reporting (those exposed don't submit a complaint) and normalization (if certain type of "banter" become standard).

m) Initiate creation of a compulsory equal opportunities online training course (using Canvas) for the Laboratory's departments heads of department, course coordinators and supervisors.

Responsible party: Vice-director Equal opportunities

Support function: Equal opportunities administrative officer together with university-wide support functions.

The training will be available during 2024.

n) Improve the equal opportunities front page on the Laboratory website to make it easier for staff to find all information about gender equality and equal opportunities at the Laboratory.

*Responsible party: Vice-director, Equal opportunities*

*Support function: Equal opportunities administrative officer, supported by the Division of Communication*

### ***Employer perspective***

o) Continue to ensure that recruitment and skills provision is objective and that there is a continual awareness of discrimination and bias throughout the recruitment process.

-Conduct a review of recruitment procedures for higher academic positions by listing procedures and work methods from an equal opportunities perspective.

- Establish a checklist for how the quality of the preparatory process can be assured from an equal opportunities perspective.

*Responsible party: Director*

*Support function: Equal opportunities administrative officer, Laboratory administrative officer, HR officer*

### ***The research provider's perspective***

p) Increase collaboration for equal opportunities work with the Stakeholders

Responsible party: Vice-director, equal opportunities

Support function: Equal opportunities administrative officer

q) Continuing professional development opportunities focusing on equal opportunities, adapted based on needs, for first-cycle and second-cycle level Laboratory staff (research, analysis). This opportunity will be available each quarter and is a collaboration with the Unit for Research and Sciences Development.

*Responsible party: Vice-director, equal opportunities*

*Support function: Equal opportunities administrative officer, Unit for Research and Sciences Development*

r) Explore the possibility for introducing a forum similar to the ethics workshop for researchers and Laboratory staff, which allows for regular reflection on matters of equal opportunities taking researchers as a starting point for matters of equal opportunities.

Responsible party: Vice-director equal opportunities

Support function: Equal opportunities administrative officer

### **6.3 Gender mainstreaming**

s) Work actively with gender mainstreaming at faculty and department level, in line with NULES's gender mainstreaming action plan.

Responsible party: Director, heads of department/equivalent

Support function: Equal opportunities administrative officer together with coordination group Unit for Research and Sciences Development, Division of Planning, and Division of Human Resources

t) Examine in what way the Laboratory's researchers require support for integrating a gender perspective into their research, if and when relevant<sup>3</sup>. Work to create the support begins with:

- Increase collaboration with the Grants Office for external research funding and gender perspectives in project applications.

- Begin with mapping ongoing research at the faculty that integrates a gender perspective.

Responsible party: Director, vice-director equal opportunities

Support functions: Equal opportunities administrative officer, Grants Officer

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<sup>3</sup> It is becoming more common for research financiers to require that a gender perspective is included in the applications and, where relevant, the research being funded. For the Laboratory, it is not just a matter of meeting the requirements set by many research funding bodies, it is also a matter of quality. Research that impacts humans often involves an element of gender which risks being overlooked if the gender perspective is not included.