



	<p align="center">MINISTERUL CERCETĂRII, INOVĂRII ȘI DIGITALIZĂRII INSTITUTUL NAȚIONAL DE CERCETARE-DEZVOLTARE PENTRU PEDOLOGIE, AGROCHIMIE ȘI PROTECȚIA MEDIULUI – ICPA București Bd. Mărăști, nr. 61, cod poștal 011464, sect.1, București, ROMÂNIA Cont: RO72RZBR0000060000671307 – Raiffeisen BANK Agenția Dorobanți Cont: RO31TREZ7005069XXX002614 – ATPC Municipiul București Cod fiscal RO 18107639; Reg. Comerțului: J40/18719/2005 Tel.: +40 - 021.318.43.49; Fax: +40 - 021.318.43.48 Web: https://www.icpa.ro/ ; E-mail: office@icpa.ro</p>	 
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Approved,
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**ACTION PLAN ON EQUAL OPPORTUNITIES AND TREATMENT
 BETWEEN WOMEN AND MEN**

within

**NATIONAL RESEARCH AND DEVELOPMENT INSTITUTE FOR SOIL SCIENCE,
 AGROCHEMISTRY AND ENVIRONMENT – ICPA BUCHAREST,**

implemented according to the provisions of
**COMMISSION COMMUNICATION TO EUROPEAN PARLIAMENT, COUNCIL, EUROPEAN SOCIAL
 AND ECONOMIC COMMITTEE AND REGION COMMITTEE**
A Union of equality: Strategy on gender equality 2020-2025
COM/2020/152 and

**NATIONAL STRATEGY on promoting equal opportunities and treatment between
 women and men 2022-2027**

**PILLAR EQUAL OPPORTUNITIES AND TREATMENT BETWEEN
 WOMEN AND MEN**

Bucharest, 2022

The National Research-Development Institute for Pedology, Agrochemistry and Environmental Protection - ICPA BUCHAREST adheres to and promotes equal opportunities and treatment between women and men and undertakes, through this document, to ensure a work environment free of discriminatory or harassing behavior for all its employees, by fulfilling the following objectives:

- ***Preventing and combating sex and gender stereotypes in the research system;***
- ***Ensuring equal opportunities between women and men on the labor market, especially in terms of recruitment, remuneration, promotion and professional training;***
- ***Ensuring a balance between professional and private life for ICPA employees;***
- ***Balanced participation of women and men in the decision-making process and in management positions;***
- ***Prevention of sexual harassment and gender-based harassment in the workplace.***

The purpose of this document is to ensure a solid implementation framework both for the provisions of the European Strategy on Gender Equality 2020-2025, and for the provisions of the NATIONAL STRATEGY regarding the promotion of equal opportunities and treatment between women and men in the period 2022-2027, respectively the Pillar: Equality of opportunity and treatment between women and men.

INCDPAPM-ICPA Bucharest promotes equality and respect for the dignity of every person, regardless of sex, race, social class or ethnicity, marital status or state of health, age, disability, sexual orientation, religion, political beliefs, position or professional level.

The ACTION PLAN for the implementation of the Strategy regarding equal opportunities and treatment between women and men within INCDPAPM-ICPA Bucharest, set out in Annex 1 of this document includes details of the activities assumed by ICPA to fulfill the proposed objectives, indicators (targets), the method of monitoring and assessment, terms, responsibilities, allocated resources and possible risks, for each individual objective.

It is evaluated annually and revised whenever necessary.

The measures foreseen in the Action Plan apply to all INCDPAPM-ICPA Bucharest employees, as well as to the people with whom the employees interact during the work schedule (visitors, partners, beneficiaries, etc.).

The activities for the implementation of the Strategy regarding equal opportunities and treatment between women and men planned to be carried out within INCDPAPM-ICPA Bucharest are detailed in the following table:

Planning activities for the implementation of the Strategy on equal opportunities and treatment between women and men

Processes	Actions	Deadline	Responsabil
0. Preliminary activities	<ul style="list-style-type: none"> - appointing Equal Opportunities Responsible; - revision of internal documents: Internal Regulation, Code of Ethics and Professional Conduct; - diagnosis: data collection and analysis of the initial situation; - drawing up the Action Plan. 	September, 2022	General Director Equal Opportunities Responsible, RU
1. Audit	<ul style="list-style-type: none"> - data collection; - data analysis. 	Annually	Equal Opportunities Responsible, RU
2. Planning	<ul style="list-style-type: none"> - objectives and targets; - plan of actions and measures; - resources; - responsibilities; - deadlines. 	September, 2022	Equal Opportunities Responsible RU General Director
3. Implementation	<ul style="list-style-type: none"> - awareness actions and - training actions. 	Annually	Equal Opportunities Responsible, RU Heads of laboratory General Director
4. Monitoring and evaluation	<ul style="list-style-type: none"> - measurement indicators; - revisions and continuous improvement. 	Annually	Equal Opportunities Responsible, RU Heads of laboratory General Director

ACTION PLAN for the implementation of the Strategy on equal opportunities and treatment between women and men

within

NATIONAL RESEARCH INSTITUTE FOR SOIL SCIENCE INSTITUTULUI NAȚIONAL DE CERCETARE-DEZVOLTARE PENTRU PEDOLOGIE, AGROCHIMIE ȘI PROTECȚIA MEDIULUI – ICPA BUCUREȘTI

Measures / Results of actions	Indicators	Procedure of evaluation and monitoring	Deadline	Responsible	Resources	Risks
GENERAL OBJECTIVE 1						
Preventing and combating sex and gender stereotypes in the research system						
Specific objective: 1.1						
Eliminating factors that lead to sex and gender imbalances in ICPA applicable research areas						
1.1.1. Identifying the causes that lead to sex and gender imbalances in participation at research and development activities and those related to the field of activity	Research report	Quantitative and qualitative research Analysis report	2022	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Lack of involvement of responsible persons
1.1.2. Carrying out actions to eliminate sex and gender imbalances in ICPA	Program of measures 0 cases of imbalances identified	Quantitative and qualitative research Analysis report	Annually, beginning from 2023	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Lack of involvement of responsible persons
Specific objective: 1.2						
Eliminating sex and gender stereotypes regarding the roles and responsibilities of women and men in family and society, through appropriate information measures						
1.1.1. Annual employee information program regarding the observance of the right to equal treatment for persons subject to multiple discriminations (disability, ethnicity, socio-economic	Number of informed employees	Minutes of information sessions / Attendance list	Anually	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Low interest in employee participation

Measures / Results of actions	Indicators	Procedure of evaluation and monitoring	Deadline	Responsible	Resources	Risks
status, migration, sexual orientation and religion)						
GENERAL OBJECTIVE 2						
Ensuring equal opportunities between women and men in the labor market, in particular in terms of recruitment, remuneration, promotion and training						
Specific Objective: 2.1						
Promoting the gender perspective in employment, remuneration, promotion and professional training policies						
2.1.1. Review of recruitment and selection procedures for new employees in order to ensure equal opportunities for women and men	Percentage of women and men employed	Quantitative and qualitative research Analysis report	Anually	Ethics Commission, Responsible for equal opportunities e de şanse	ICPA budget Staff with expertise in the field	Lack of involvement of responsible persons
2.1.2. Elaboration and implementation of training plans, continuous training and career development without discrimination based on gender.	Percentage of women and men participating in training programs	Quantitative and qualitative research Analysis report	Anually	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Lack of involvement of responsible persons
Specific Objective: 2.2						
Strengthening the principle of equal payment between women and men						
2.2.1. Application of the principle of equal payment for equal work and work of equal value between women and men	Percentage of women and men by categories and levels of remuneration	Salary correspondence table	Anually	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Lack of involvement of responsible persons
Specific Objective: 2.3						
Promoting a non-discriminatory environment including the workplace						
2.3.1. Training of staff with responsibilities in the implementation of the Strategy for identifying and intervention in cases of discrimination at	Number of trained employees	Minutes of information sessions / Attendance list	2023	HR, Ethics Commission, Responsible for equal	ICPA budget Staff with expertise in the field	Lack of specialized trainers in the field

Measures / Results of actions	Indicators	Procedure of evaluation and monitoring	Deadline	Responsible	Resources	Risks
work (harassment, discrimination during employment and promotion process)				opportunities		
2.3.2. Running a Campaign to raise awareness among employees about the multiple dimensions of discrimination at work, including the hiring process	Number of informed employees	Minutes of information sessions / Attendance list	Anually	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Low interest in employee participation
2.3.3. Development of a procedure for managing the cases of discrimination at work	Procedure	Procedure published on ICPA site	2023	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Lack of involvement of responsible persons
GENERAL OBJECTIVE 3						
Ensuring work-life balance for ICPA employees						
Specific Objective: 3.1						
Raising awareness among ICPA employees regarding the balance between work and private life						
3.1.1. Revision of procedures regarding the organization of work, working conditions and working environment, holidays and special ways of organizing working time to ensure a balance between the professional and private lives of employees	Procedure	Procedure published on ICPA site	2023	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Lack of involvement of responsible persons
3.1.2. Organizing campaigns to raise awareness of the use of alternative work tools, namely flexible time work and telework for parents (remote work)	Number of participants in information campaigns	Minutes of information sessions / Attendance list	Anually	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Low interest in employee participation
Specific Objective: 3.2						
Prevention of factors that cause phenomena such as wear and tear at work						
3.2.1. Information sessions among	Number of	Minutes of	Anually	HR, Ethics	ICPA budget	Low interest in

Measures / Results of actions	Indicators	Procedure of evaluation and monitoring	Deadline	Responsible	Resources	Risks
employees on the rights and responsibilities of employees regarding working conditions and working hours in order to balance work and private life	participants in information campaigns	information sessions / Attendance list		Commission, Responsible for equal opportunities	Staff with expertise in the field	employee participation
GENERAL OBJECTIVE 4						
<i>Balanced participation of women and men in the decision-making process and in management positions</i>						
Specific Objective: 4.1						
Identifying and implementing measures and good practices that promote equality of opportunity and treatment in terms of participation in decision-making and access to management positions within ICPA						
4.1.1. Carrying out an analysis on the balanced participation of women and men in decision-making positions in ICPA	Analysis report	Quantitative and qualitative research Analysis report	2023	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Low interest in employee participation
4.1.2. Revising procedures for promotion, including in management positions, in order to ensure equal opportunities between women and men	Percentage of women and men promoted in management positions	Quantitative and qualitative research Analysis report	Anually	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Lack of involvement of responsible persons
4.1.3. Identifying good practices that can improve gender balance regarding participation in decision-making	Good practice guide	Distribution list	2023	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Lack of involvement of responsible persons
GENERAL OBJECTIVE 5						
Preventing sexual harassment and gender-based harassment at the work place						
Obiectiv Specific: 5.1						
Increasing the awareness of ICPA employees regarding the phenomena of discrimination and sexual harassment						
5.1.1. Training on discrimination (including discriminatory language), violence (including prejudice or gender-	Number of participants in information	Minutes of information sessions / Attendance list	Anually	HR, Ethics Commission, Responsible	ICPA budget Staff with expertise in the field	Lack of involvement of responsible

Measures / Results of actions	Indicators	Procedure of evaluation and monitoring	Deadline	Responsible	Resources	Risks
based) and sexual harassment	campaigns			for equal opportunities		persons
5.1.2. Development of an internal system for filing complaints related to sexual harassment and discrimination in the workplace	Number of complaints	Procedure published on the ICPA website	Anually	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Lack of involvement of responsible persons
GENERAL OBJECTIVE 6						
Monitoring and evaluation						
Specific Objective: 6.1						
Annual evaluation of the implementation stage and compliance of the activities undertaken through the Action Plan						
6.1.1. Carrying out the annual audit	Audit report	Quantitative and qualitative research	Anually	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Lack of involvement of responsible persons
Specific Objective: 6.2						
Monitoring and reporting the degree of implementation of the Action Plan						
6.2.1. Monitoring the stage of implementation of the measures included in the Action Plan; reporting by publication on the ICPA website and upon request, according to legal regulations	Annual report on the degree of implementation of activities	Quantitative and qualitative research	Anually	HR, Ethics Commission, Responsible for equal opportunities	ICPA budget Staff with expertise in the field	Lack of involvement of responsible persons