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**USTKA**

# Gender Equality Plan for Gmina Ustka

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This document contains a **Gender Equality Plan** for Gmina Ustka.

**The elaboration of the Gender Equality Plan included a participatory approach** where all relevant actors and stakeholders participated in the elaboration of the Gender Equality Plan, including high management, middle management, academic staff, administrative staff, workers' representatives and students. An important preliminary step essential for the adoption of the Gender Equality Plan, was to **set-up an Equality Commission**, identified as a temporary working group which coordinates the process of adopting a Gender Equality Plan.

**The Gender Equality Plan** was approved by the Mayor of the Ustka Commune and has been in force since January 2, 2023, although earlier there were already forms of assistance and documents that supported employees in terms of equality. Research and analysis are under development.

## INTRODUCTION

The Ustka commune has prepared an application for determining the place of diagnosis, the Gender Equality Plan in institutions. The issue of the equality of fees was addressed much earlier in the documents, e.g. in the Work Regulations of the Ustka Commune Office, it is subject to the Ordinance of the Mayor of the Ustka Commune and in the Policy of counteracting mobbing and restrictions as well as reducing the risk of conflicts at work, and also cooperates with the Ordinance of the Mayor of the Ustka Commune.

In the process of negotiating the content and agreement of the Plan, women and employees employed in the Ustka Commune are equally active. Cyclical debate meetings as well as a meeting summarizing the content of the plan were held. Agreed and proposed shape of the document issued on 02.01.2023 Mayor of Ustka Commune.

The purpose of establishing the Plan is to maintain gender balance in the recruitment processes and the development of further professional work. The structure of employees includes both women and men. There is a balance between professional work and private life as well as parental (and other) duties of employees of the Ustka Municipality. In addition, there is equal pay between women and men employed in the workplace. Managerial positions include both women and men. The issues of promotion and access to training to improve professional qualifications are also equal for both sexes.

The management of the workplace allows for flexible forms of work, without gender discrimination (mothers with children from infants to school children have the option of adjusting working hours to their needs, i.e. telework, remote work).



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## MAIN CONCLUSIONS OF THE GENDER EQUALITY ANALYSIS

The analysis did not show any fundamental problems, but the need to strengthen equality measures, which are all the factors listed in the point of areas of intervention. The management of the Ustka Commune actively participates in supporting its employees and solving their problems.

In addition, the Mayor of the Ustka Commune regularly organizes meetings with a psychologist in order to develop methods of working with difficult clients and preventing conflicts in the workplace.



## **ACTION PLAN REGARDING GENDER EQUALITY IN GMINA USTKA**

### **REMOVING BARRIERS TO RECRUITMENT, RETENTION, AND CAREER PROGRESSION**

The issue of equality in the field of employment is extremely complex and complicated, taking into account its legal regulation and the practical implementation of the concept of gender equality in the labor market. Therefore, the Ustka Commune Office as a workplace actively supports employees (and candidates for employees) in access to all career development opportunities as well as promotion and daily work, because there is still a contradiction between the duties that nature has assigned to a woman and her professional aspirations.

### **ADDRESSING GENDER IMBALANCES IN LEADERSHIP AND DECISION-MAKING PROCESSES**

The management of the Ustka Commune Office as a workplace consists of both men and women - with a predominance of women.

Recruitment committees are also mixed in terms of gender in each competition case and everyone has an equally important vote.

### **MEASURES AGAINST SEXUAL MISCONDUCT, GENDER-BASED VIOLENCE AND SEXUAL HARASSMENT**

Counteracting unequal treatment in the workplace is everyone's responsibility employer and results from the provisions of the Code work. This code explicitly includes equal treatment due to the following characteristics: gender, age, fitness, sexual orientation, religion, knowledge, race, nationality, ethnic origin political beliefs, belonging to trade union membership, temporary employment limited or indefinite, full-time employment or on a part-time basis. Importantly, the provisions included in the Labor Code indicate that "in particular" due to the above categories should be treated all employed persons equally, which



means that this directory is not closed catalogue. In the space of water, therefore, there may be unequal treatment on the grounds of other features not listed here.

The issue of counteracting sexual harassment appeared in the official document implemented by the Municipality of Ustka, which is the Ordinance of the Mayor of the Municipality of Ustka on the introduction of a policy of counteracting mobbing and discrimination and reducing the risk of conflicts in the workplace.

## **MONITORING, REPORTING AND EVALUATION**

The Office of the Ustka Commune conducts cyclical research data on employee/worker satisfaction coworkers. As part of such research, dishes, it is worth considering addressed questions to employed persons that concern real of the principle of equal treatment and counter-activities of discrimination, harassment, sexual harassment and bullying in the workplace and questions about innovations in the field of reconciliation of professional life private and private. As part of the study it is possible not only to evaluate the already existing bindings, but also to identify needs employees in the above areas.

## **PERIODICAL MONITORING AND EVALUATION OF THE GENDER EQUALITY PLAN**

Employees are subjected to a survey monitoring their needs and problems on a cyclical basis. The Head of the Ustka Commune appointed a specific person to perform the monitoring and evaluation role in the document which is the Ordinance of the Head of the Ustka Commune on the appointment of the Plenipotentiary for irregularities in the Office of the Ustka Commune.

Its purpose is to ensure that the protection of employees of the Ustka Commune Office is respected.

## **INTERPRETATION PROCEDURE AND ALTERNATIVE DISPUTE RESOLUTION**

An Equality Commission (which also includes a psychologist) has been established to resolve existing conflicts, with the aim of limiting the undesirable effects of disputes and preventing conflicts in the workplace. There are a number of ways to remedy the situation, including: group and individual meetings with a psychologist.



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## **PROCEEDING TO REVISE THE GENDER EQUALITY PLAN**

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In the event of a need to change or update the content of the Plan, a meeting of all employees will be convened, during which everyone will have the right to speak. Changes will be made on the basis of the minutes written down by the meeting leader. Each time the issue of change will be put to the vote and changed by a majority of votes. At the same time, each statement of the minority will also be analyzed and possibly included in the content of the Plan.



## DISSEMINATION STRATEGY

To present the dissemination strategy of the Gender Equality Plan it might be useful to use the table reported below, which could be preceded by a brief description of the overall strategy, its goals and its expected impact: The Gender Equality Plan was published on the website of the Ustka Commune.

In addition, information on equality between women and men at the Ustka Commune Office is provided and reproduced during each group meeting, regardless of the subject matter and the circumstances. In addition, each employee has the opportunity to signal the need to talk to the Management or a psychologist. The regulations in force at the Ustka Commune Office contain information on compliance with the principle of equal treatment in the workplace, including counteracting discrimination, harassment, sexual harassment and mobbing in the workplace. Equality solutions applied in the office are communicated at the recruitment stage, i.e. in the job offer and later at the interview stage. They are also easily accessible to all employees, including those on maternity/paternity/parental leave. What's more, we make sure that the available information materials are separate for mothers and fathers, because the path of completing formalities is different in both cases.

Working out solutions for gender equality, we have that work-home balance does not only apply to people with children, and among them there are not only employees who are mothers, but also employees-fathers. We are also considering the implementation of additional activities in this area, directly promoting paternity and paternity leaves among employees.