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Preamble

The Heinrich Pette Institute, Leibniz Institute for Experimental Virology (HPI), as a foundation under civil law, is a non-profit and independent research institution which has been part of the Leibniz Association since 1995. The institute is funded on a pro rata basis by the German Federal Ministry of Health (Bundesministerium für Gesundheit, BMG) and the joint research funding of the federal states, represented by the Ministry of Science, Research and Equality (Bundesministerium für Wissenschaft, Forschung und Gleichstellung, BWFG) of the Free and Hanseatic City of Hamburg. A not inconsiderable proportion of the research budget is also raised through competitive tenders. The funds come from government research programs, private foundations and companies in various industries.

As an institute of the Leibniz Association, the HPI follows the mission statement of a thematic research institute of national significance. HPI research focuses on human-pathogenic viruses with the aim of understanding virus-related diseases and developing new therapeutic approaches.

The HPI actively works towards the constitutionally and legally required realization of the equality of women and men in the workplace as defined in Art. 3, para. 2 of the Basic Law (Grundgesetz, GG). Based on the recommendation of the Joint Science Conference (Gemeinsame Wissenschaftskonferenz, GWK), a formal self-commitment with regard to the promotion of women in science in the non-university area has to be addressed. HPI’s agreement on equal opportunities for women and men demonstrates this commitment. The Equality Plan of the HPI is based on this agreement.

The Equality Plan, prepared and updated every four years by the head of the Institute, was first published in 2009 for the years 2009-2012. This edition is valid for the period 2019-2022. The Equality Plan serves as the basis for sustainable, innovative and goal-oriented equality strategies in the workplace. The focus of activities is encouraging both the compatibility of work and family life as well as the occupation of leadership positions by women. After two years, it should be determined whether and to what extent the objectives of the present equality plan have been fulfilled or whether they still appear appropriate in the form specified. Where appropriate, new objectives and measures will be developed.
1. Inventory of current situation

The HPI is committed to the equality of men and women and is committed to the implementation and development of the compatibility of work and family life in science and research. The Equal Opportunity Officer and her Deputy act actively support the Board of Directors in establishing and implementing gender policy concepts, ideas and procedures. HPI’s Equal Opportunity Officer is involved in all personnel, organizational and social matters at an early stage and participates in board meetings discussing equality issues. She has been working for ten percent of a full-time job since the summer of 2012, and the position has been increased by ten percent (four hours a week). In addition, it has proved useful to set up a work or project group for certain upcoming tasks in order to support the Equal Opportunity Officer in dealing with her many responsibilities. The basis of these groups always consists of the Equal Opportunity Officers, their deputy and representatives of the executive board (assistance of the Board of Directors or Scientific Coordination). Depending on the need or the issue at hand, representatives from the Human Resources Department or other areas of the institute will be temporarily integrated as members of the working/project group. The results of such a group are included in the annual report of the Equal Opportunities Officer.

One focus of gender equality work at HPI is to increase the proportion of women in scientific leadership positions. The increase in the proportion of women at almost all qualification levels in the academic workforce, which has been ongoing since 2009, is a very positive development at HPI, above all in the field of management positions (E15/E15Ü) and, in particular, at the level of department heads/W3 professorships. In 2018, as part of the Leibniz Programme for Women Professors, a female scientist was appointed to an HPI research department leadership position as an early appointment. In 2020, another W3 professorship and HPI department head was filled by a female scientist in the context of an early appointment, and the HPI target quota target quota for W3 professorships of 30 percent set for 2024 has already been achieved (see 4.1). Regardless of the cascade model, the HPI wants to increase the proportion of women at the level of W3 leadership positions over the next five years. The Board of Directors of the HPI also actively supports the recruitment of outstanding female scientists at the junior and W2 level with the goal of steadily increasing the proportion of top scientific talent. Especially with regard to the appointment of W2 professorships, the HPI has set itself a target rate of 50 percent within the next five years (see point 4.1).

A tabular inventory of all staff is listed in Table 1, and a detailed presentation of the HPI scientific staff is given in Table 2.

Table 1: Total staff of the HPI (as of 31/12/2021).

<table>
<thead>
<tr>
<th>Staff</th>
<th>In total</th>
<th>Total female</th>
<th>Limited contracts</th>
<th>Limited contracts female</th>
</tr>
</thead>
<tbody>
<tr>
<td>In total</td>
<td>198</td>
<td>119</td>
<td>126</td>
<td>72</td>
</tr>
<tr>
<td>Financed by external funding</td>
<td>61</td>
<td>35</td>
<td>60</td>
<td>34</td>
</tr>
</tbody>
</table>

1 In accordance with the cascade model of the DFG’s Research-Oriented Standards on Gender Equality
### Table 2: Scientific staff of the HPI (as of 31/12/2021).

<table>
<thead>
<tr>
<th>Scientific Staff</th>
<th>In total</th>
<th>Total female</th>
<th>Limited contracts</th>
<th>Limited contracts female</th>
</tr>
</thead>
<tbody>
<tr>
<td>In total</td>
<td>116</td>
<td>58 (50%)</td>
<td>103</td>
<td>54 (55%)</td>
</tr>
<tr>
<td>Financed by external</td>
<td>55</td>
<td>30 (48%)</td>
<td>54</td>
<td>29 (72%)</td>
</tr>
<tr>
<td>funding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### By pay groups

<table>
<thead>
<tr>
<th>Pay group</th>
<th>In total</th>
<th>Total female</th>
<th>Limited contracts</th>
<th>Limited contracts female</th>
</tr>
</thead>
<tbody>
<tr>
<td>C4/W3</td>
<td>6</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>C3/W2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>E15/ E15Ü</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>E14</td>
<td>8</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>E13</td>
<td>78</td>
<td>43</td>
<td>78</td>
<td>43</td>
</tr>
<tr>
<td>Other pay groups*</td>
<td>21</td>
<td>10</td>
<td>21</td>
<td>10</td>
</tr>
</tbody>
</table>

#### By function/position

<table>
<thead>
<tr>
<th>Function/Position</th>
<th>In total</th>
<th>Total female</th>
<th>Limited contracts</th>
<th>Limited contracts female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientists with leadership responsibilities</td>
<td>14</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(authorized to issue instructions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heads of institute</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Deputy heads of institute</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Department / research unit leaders</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Deputy Department / research unit leaders</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Junior group leaders</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Subject to directives</td>
<td>102</td>
<td>53</td>
<td>53</td>
<td>53</td>
</tr>
</tbody>
</table>

#### Scientific Staff by qualification

<table>
<thead>
<tr>
<th>Qualification</th>
<th>In total</th>
<th>Women</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Postdocs</td>
<td>45</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>PhD candidates</td>
<td>45</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Fellows</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

At the reporting date (31/12/2021), 82 persons worked in the field of science support, of which 74.4 percent were female employees. Since 2021, both management positions in the science support area have been occupied by a woman (Administrative Director and Deputy Administrative Director, each a member of the Board of Directors). This has led to an increase in the proportion of women on the Board of Directors to 50 percent, significantly exceeding the previous target.

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* In accordance with TV-AVH
* For example, scientific or student assistants
* Excluding Head of institute and deputy head of institute, who are, however, also scientists with management responsibilities.
The decision-making bodies of the Institute continue to successfully reflect the equality of men and women (see Table 3). The Board of Trustees is chaired by a woman, and women are the vice-chairs of the Scientific Advisory Board and HPI Scientific Council. The compositions of the Supervisory Board and the Scientific Advisory Board is very balanced with regard to the proportion of men and women. The proportion between men and women will be considered with regard to upcoming new appointments to these committees, and any imbalance will be corrected through the distribution of new members.

Table 3: Committees of the HPI (as of 31/12/2021).

<table>
<thead>
<tr>
<th>Committee</th>
<th>Total</th>
<th>Male</th>
<th>Female</th>
<th>Male (%)</th>
<th>Female (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific Council</td>
<td>13</td>
<td>7</td>
<td>6</td>
<td>54</td>
<td>46</td>
</tr>
<tr>
<td>Supervisory Board</td>
<td>9</td>
<td>3</td>
<td>7</td>
<td>22</td>
<td>78</td>
</tr>
<tr>
<td>Board of Directors</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Scientific Advisory Board</td>
<td>8</td>
<td>4</td>
<td>4</td>
<td>50</td>
<td>50</td>
</tr>
</tbody>
</table>

The second focus of gender equality work at HPI is on reconciling work with family life. The HPI sees a successful concept of compatibility as an important instrument for successful recruitment of highly qualified scientists – and also in management positions, which additionally encourages the flexibility and motivation of all employees. In recent years, a large number of measures have already been adopted, for example a parent-child room and child emergency care. Furthermore, the Helping Hand program at HPI was established in 2017, specifically to support those junior researchers who, due to their family responsibilities, can temporarily or only partially carry out their project work. The aim of this program is to avoid the stagnation of ongoing projects and to facilitate or shorten the period of re-entry (see also 4.3.2).

2. Staff

The Equality Plan is an essential tool in human resource planning and development. Its implementation is a special responsibility of the staffing administration as well as of everyone at the institute with supervisor and managerial duties.

2.1. Recruitment

As a general rule, all vacancies are publicly advertised; however, in certain cases, e.g. for personnel development, the search may also be internal.

Tenders are made in gender-neutral language or take into account the female, male and non-binary genders. Qualified women can and should be consciously addressed and encouraged to apply; this has

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6 Voting members
7 Pregnancy, maternity protection, parental leave, re-entry after parental leave and care for relatives are all considered “family obligations.”
been targeted in tenders since 2014. Subject to equality, aptitude and professional achievement, women are preferred in areas where women are underrepresented until that underrepresentation no longer exists. The Equal Opportunity Officer will be informed about all tenders in good time, i.e. before publication of the tender text. For all appointments and cross-departmental appointments, the Equal Opportunity Officer is involved in the decision-making process. Appointments made in cooperation with the Faculty of Medicine or the Faculty of Mathematics, Informatics and Natural Sciences (MIN) of the University of Hamburg (UHH) involve the Equal Opportunity Officers of the University of Hamburg and the University Medical Center Hamburg-Eppendorf (UKE), respectively.

2.2. Human resource development

Personnel development at HPI pursues the goal of a gender-equitable employment structure. Ensuring HR policies that block or eliminate jobs ensures that the proportion of women remains at least equal in areas where women are underrepresented. Table 4 displays the development of the workforce in recent years (2016, 2018 and 2021).

Table 4: General information about personnel, as at 31/12/2021.

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>Percentage of women in %</th>
<th>Change in the proportion of women (%) since 2018:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31/12/16</td>
<td>31/12/18</td>
<td>31/12/21</td>
</tr>
<tr>
<td>Research facility as a whole:</td>
<td>162</td>
<td>170</td>
<td>198</td>
</tr>
<tr>
<td>including: temporary positions</td>
<td>95</td>
<td>102</td>
<td>126</td>
</tr>
<tr>
<td>Scientific staff</td>
<td>97</td>
<td>93</td>
<td>116</td>
</tr>
<tr>
<td>including: Temporary positions</td>
<td>62</td>
<td>52</td>
<td>68</td>
</tr>
<tr>
<td>Scientific support staff</td>
<td>65</td>
<td>77</td>
<td>82</td>
</tr>
<tr>
<td>including: Temporary positions</td>
<td>20</td>
<td>26</td>
<td>25</td>
</tr>
</tbody>
</table>
3. Targets

3.1. Increasing the proportion of women in scientific leadership roles

Increasing the proportion of women in academic leadership positions is still one of the main priorities of HPI’s gender equality efforts. In this context, the institute has introduced flexible target quotas within the framework of the cascade model of the DFG’s "Research-oriented Standards on Gender Equality" (see Section 4.1, Table 5). The increase in the proportion of women at the departmental level in the field of W3 professorships was actively addressed in 2018. HPI has appointed a joint professorship together with the University of Veterinary Medicine Hannover (TiHo), based both at HPI and in Hannover, to fill an HPI department head position with a female scientist for the first time in 2018. In the process, the W3 professorship was provided with additional funding as part of the Leibniz Female Professors Program Best Minds, and female candidates were actively approached and encouraged to apply for the position. In 2020, HPI again succeeded in filling the position of department head and W3 professorship with an excellent female scientist in an early appointment procedure.

Regardless of the cascade model’s flexible target rates, the HPI aims to further increase the proportion of women at W3 leadership positions over the next five years, and will actively engage in recruiting women scientists for upcoming positions.

3.2. Career and employee development

Career and employee development at the HPI provides qualification measures for all employees. The young scientists will be supported with a wide range of offers and prepared for their next career phases. The services offered include leadership training and continuing education for all other employees, both in science and administration.

3.3. Improving the compatibility of family and work

The HPI is actively involved in the compatibility of work and family life in science and research; this is its second priority for gender equality (see 4.3). In this context, the institute approaches the needs of employees as flexibly as possible, not to mention the current state of affairs at the institute. In order to enable both a family-friendly and a good overall work-life balance for all employees, new initiatives are continuously being considered and worked out (see 4.3 and 4.4).

3.4. Preventing disadvantage in the workplace

The HPI expressly supports equal opportunities and opposes discrimination. The HPI works to counteract any disadvantage of employees in the workplace and provides increased support to employees who feel excluded (see 4.5).
4. Measures to achieve the targets

4.1. Establishing flexible target quotas

Women's empowerment is a particular focus at HPI, and increasing women's participation in leadership positions is one of the key goals of gender equality work. Negotiations during the recruiting process increasingly seek to hire women for these positions. For this purpose, qualified women scientists are directly contacted and encouraged to apply for the vacant positions.

As a measure to increase the proportion of women in scientific management positions, flexible target quotas were introduced at the end of 2012 for the first time within the framework of the cascade model of the "Research-oriented Standards on Gender Equality" of the DFG with a timeframe of five years, i.e. for 2018. To this end, the current proportion of women at a particular HPI level was identified as the starting point for setting a target level at the next higher level. The five cascade stages have been broken down by pay group (Level 1: E12/E13/A13, Level 2: E14/A14, Level 3: E15/A15/E15U/A16/W1, Level 4: W2/C3, Level 5: W3/C4).

The target rates formulated for the next five years are shown in Table 5.1. and should be achieved by 2024. They can be adjusted annually to address the emerging development of the HPI. The breakdown of the scientific staff in the five cascade stages makes it clear that with the appointment of a female scientist to a W3 professorship in both 2018 and 2020, the most important goal of the targets set in 2024 – the increase in the proportion of women on the departmental level – has already been achieved successfully.

On the other hand, there is currently a strong imbalance at the level of the W2 professorships (level 4), as currently only one of the two professorships is occupied. Level 2 also has an imbalance, with a lack of female scientists with leadership functions.

Table 5.1: Cascade model of the scientific staff of the HPI (as of 31/12/2021).

<table>
<thead>
<tr>
<th>Level</th>
<th>Total</th>
<th>Male</th>
<th>Female</th>
<th>Male (%)</th>
<th>Female (%)</th>
<th>2024 target rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 5 (W3)</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>67</td>
<td>33</td>
<td>30.0&lt;sup&gt;8&lt;/sup&gt;</td>
</tr>
<tr>
<td>Level 4 (W2)</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>50.0&lt;sup&gt;9&lt;/sup&gt;</td>
</tr>
<tr>
<td>Level 3 (E15/15U)</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>50</td>
<td>50</td>
<td>50.0</td>
</tr>
<tr>
<td>Level 2 (E14)</td>
<td>8</td>
<td>6</td>
<td>2</td>
<td>75</td>
<td>25</td>
<td>50.0</td>
</tr>
<tr>
<td>Level 1 (E13)</td>
<td>78</td>
<td>35</td>
<td>43</td>
<td>45</td>
<td>55</td>
<td>not mandatory</td>
</tr>
</tbody>
</table>

Table 5.2: Personnel of the management levels of the HPI (as of 31/12/2021).

8 The realization of the flexible target quotas depends on the job vacancies.
9 The realization of the flexible target quotas depends on the job vacancies.
The HPI does not see any need for action with regard to the flexible target levels for grades 1 and 3 (graduates and head of Junior Groups), since the 50 percent mark has either already been met or even exceeded. The goal is to maintain a target of at least 50 percent. For levels 2 and 4 (head of departments and W2 professorships), HPI strives to achieve the target rate of 50 percent again. At the level of W3 leadership positions (Level 5), HPI has set itself the goal of permanently maintaining and further increasing the flexible target quota of 30 percent. All increases are subject to the caveat that their realization depends on the available job vacancies.

4.2. Improvement of career and personnel development

The HPI strives to design satisfactory measures to encourage young scientists – both women and men. In addition, it participates in mentoring programs for the targeted career promotion of women scientists.

Career and personnel development for junior researchers plays a key role at HPI. In addition to a mentoring program run by two experienced supervisors, the structured doctoral program of the HPI guarantees participation in comprehensive scientific advanced training and specialist seminars. In addition, specific soft skill courses, for example in developing leadership and communication skills, are available to all young scientists. In addition, since September 2015, the HPI Career Day for junior scientists has been held every two years at the HPI. It is a dedicated component of junior staff development through the presence of representatives from various industries, third-party funding agencies as well as science and research. Furthermore, it offers and encourages direct contacts for further career planning. In order to be able to provide and implement these offers, the HPI is grateful for the generous support of the Stiftung zur Bekämpfung neuroviraler Erkrankungen (BNE). The foundation makes a significant contribution to improving the career and employee development of junior researchers at the HPI.

The leaders of junior research groups are also supported in through participation in leadership seminars or qualification programs. The young junior research group leaders are also encouraged to exchange ideas with older and more experienced female scientists as mentors. Plans are in place to launch a dedicated employee development program on leadership.

As a matter of principle, junior scientists are regularly informed about grants, training and further education opportunities. Employees are specifically targeted for special offers.

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10 The realization of the flexible target quotas depends on the job vacancies.
In addition to measures to promote men and women alike, the HPI also offers opportunities to specifically support young female scientists at the beginning of their careers. For example, since 2014, the HPI has participated in the structured mentoring program for postdoctoral researchers from the Leibniz Association and actively supports interested postdoctoral researchers in applying. In addition, HPI has been a partner since 2019 in dynaMENT\(^{11}\), a mentoring program for doctoral and postdoctoral researchers in the natural sciences who are specifically seeking a career in science. The program contributes to increasing the proportion of women in leadership positions at universities and partner institutions, and offers highly confidential individual mentoring sessions, networking events, and professional and personal development training. HPI doctoral candidates and HPI post-docs can apply to join the program every year and every two years, respectively.

4.3. Improving work-life balance

Reconciling work and family life is the second major aspect of equality work at the HPI. The Equal Opportunity Officer is anchored in the institution as the first point of contact for questions and problems during her open hours, and adjusts to meet the interests of the employees in terms of timing. She advises with the Human Resources Department on parental leave, part-time work and emergency child-care. In addition, up-to-date information on balancing work, family and health such as links to legal texts, parental leave, parental allowance and maternity protection can be found on the intranet or on the homepage of the HPI. In the case of pregnancy, expectant mothers as well as fathers have the opportunity to be individually advised by the human resources department as part of the upcoming process. This applies above all to formalities that apply to the affected employees. Furthermore, the HR department provides support with applications for parental leave, for example. The aim of the HPI is to respond to the respective needs of the employees and the current conditions at the institute.

4.3.1. Helping Hand program

Due to the often simultaneous family and career planning during the doctoral and postdoctoral period, this important phase of independent project development often proves to be a challenge for ambitious researchers and parents. In 2017, the HPI established the concept of a Helping Hand to support the next generation of scientists in their family planning phase. The Helping Hand acts as a technical assistant to the Board of Directors and can be used by doctoral candidates and postdoctoral researchers. Together with the Equal Opportunity Officer, the board decides on the awarding of the requested assistance. Its intention is to support those junior scientists who, due to family commitments, are only able to carry out their project work to a limited extent or, at times, not at all. Family responsibilities include pregnancy, maternity leave, parental leave, re-entry after parental leave and care for relatives\(^{12}\). Helping Hand support in the case of re-entry after parental leave should be justified separately. For example, this can be applied for if the returning employee has reduced working hours. Helping Hand assistance can even be awarded in the case of less flexibility for project work due to fixed pick-up times from child-care facilities.

\(^{11}\) The mentoring program dynaMENT is a joint project of the University of Hamburg and DESY, supported by the Max Planck Institute for the Structure and Dynamics of Matter, HPI and other cooperative partners.

\(^{12}\) In the case of caring for relatives, a certificate by the medical officer or the certificate of the nursing degree is necessary.
The aim is to prevent ongoing projects from stalling and to facilitate or shorten the period of re-entry. In addition, continuous contact with the institute is to be intensified during family-related absences and the advancement of the individual’s scientific career encouraged by ensuring the successful completion of the project despite these additional family obligations.

4.3.2. Pregnancy Lab

Under the Maternity Protection Act (Mutterschutzgesetz), an employer shall not subject pregnant women to working conditions in which they are exposed to hazardous substances that pose an irresponsible threat to them or their child. This is often difficult to reconcile with laboratory activities and, consequently, career planning. To counteract this and still allow the pregnant employees the opportunity to continue with ongoing experiments and projects, in addition to the Helping Hand program (see 4.3.1), the Pregnancy Lab was introduced. This is a pilot project of the Department of Virus Immunology, which offers an alternative workplace away from sources of danger. Currently, the use of the laboratory is limited to employees of the Department of Virus Immunology. In the first phase, demand for the Pregnancy Labs will be monitored and incorporated into the decision to potentially make these types of labs available to the entire institute.

4.3.3. Parent-child room and emergency childcare

Since 2013, all employees of the HPI have had access to a parent-child room for short-term care of children, which has a workplace with access to the HPI network as well as a play area including toys and books. Furthermore, a resting and reclining room at the institute is available to pregnant employees and other employees for rest periods. Both the parent-child room and the rest room can be used by staff who are breastfeeding for nursing breaks.

Furthermore, the HPI has been offering emergency childcare since 2014 in cooperation with Notmüterdienst e.V. This can be used, for example, if one's own regular care is canceled at short notice or if there are care gaps due to illness. The HPI contributes half of the cost of care. In special cases, such as the HPI Christmas party or Hamburg-wide day-care strikes, free emergency childcare is offered in the parent-child room of the HPI to relieve the parents of the institute.

4.3.4. Parental leave and family leave

The HPI supports the use of parental leave — expressly also by male employees — as well as family-related unpaid leaves of absence within the framework of legal and collective bargaining regulations. Employees on parental leave as well as on leave of absence for family-related reasons do not suffer any professional disadvantages. An application for early return from parental leave or leave is granted at the earliest opportunity. The HPI maintains contact with employees who are on leave, parental or otherwise, and integrates them into the general information flow of the HPI upon request. Furthermore, it is at all times open to employees to take part in further education and training during in parental leave as well as leaves of absence for family reasons. Of course, logs, monthly reports, the HPI newsletter, information on further education and further education, information from the Equal Opportunity Officer as well as
invitations to events, Christmas parties, company outings, etc. are of course also sent to this group of people.

4.3.5. Flexible working hours

A desire to reduce or increase the number of working hours is considered in the context of what is feasible. Wishes for the distribution of working time – especially for family reasons – will also be met if possible. Likewise, a leave of absence, e.g. subsequent to parental leave, is possible. The option of part-time work is still predominantly used by women. Therefore, the HPI explicitly supports working time reductions for women and men for family-related reasons. In order to improve the work-life balance of part-time workers, dates for community events and business opportunity meetings are set to allow them to attend within their regular working hours. In order to complete the concept, guidelines for working from home and teleworking are currently being developed by the Board of Directors, and the necessary infrastructure is being prepared. Teleworking above all is already being practiced regularly by many scientists, thus facilitating accessibility and working times.

4.4. Creating an attractive work environment

4.4.1. Professional training and continuing education

All employees are given the opportunity for professional training and continuing education. The determination of requirements for advanced education and training takes place in individual discussions between superiors and employees. These discussions serve to identify employees' personal development wishes and opportunities and to find suitable tools to facilitate them.

4.4.2. Dual careers and internationalization

It is part of the institute's concept of equality to flexibly adapt and respond to the respective needs of the employees or the current state of affairs at the institute. In recent years, for example, HPI has set itself the goal of intensively engaging in so-called dual careers and actively participating in a search for jobs for life partners of newly hired employees. In addition, HPI has been a partner in the new dual career network "Hamburg and the North" since 2019, which is coordinated by UHH and DESY.

The steadily increasing internationalization of the institute has also led to an intensification of its integration work. Non-German employees can take part in German language courses offered at HPI and are assisted in everyday matters such as finding accommodation, finding childcare facilities or visiting authorities by the HR department, the International Employees Officer and the Equal Opportunity Officer. The HPI has also reacted to the increasing internationalization of the institute with regard to German-speaking employees. English courses are regularly offered to improve communication with English-speaking employees. In addition, a welcome brochure (Welcome Package) was created with advice and information, in particular to help new foreign employees to settle in.
4.4.3. **Health management**

HPI is involved in occupational health management with the goal of maintaining employee health and performance over the long term and sustainably. One very important issue in health management is the balance between work and private life. The Work-Life-Balance program started at the end of 2015 with the introduction of a weekly running group, regular participation in running events such as the annual HSH Nordbank Run and an in-house Pilates course.

In addition to exercise, maintaining and developing employees' psychosocial well-being is an important part of health management. A first workshop on *Mindfulness and Stress in the Work Environment* took place in 2017. If needed, a health seminar can be offered on a regular basis to address important aspects of the professional challenges at the physical, mental and emotional level. In order for HPI to respond flexibly to the needs of its employees, the program should be adapted to the needs of employees.

4.5. **Preventing disadvantage in the workplace**

The HPI disapproves of all forms of discrimination, sexual harassment, bullying and discrimination in the workplace. The Institute sees it as an obligation to protect all employees equally and acts in accordance with the General Equal Treatment Act (*Allgemeines Gleichbehandlungsgesetz*, AGG). The focus is on the fact that no one may be excluded from a scientific career or treated unfavorably in other employment areas on grounds of sex, ethnic or social origin, age, religion, sexual orientation, physical and psychological ability or nationality.

Issues in the areas listed above, demoralizing harassment, sexual discrimination and violence are discussed at various points in the HPI and discussed openly in the institute, while maintaining confidentiality and individual protection. If employees are affected by sexual harassment, bullying or discrimination or feel disadvantaged for a reason listed in the AGG, they will receive advice and support from the works council, the Equal Opportunity Officer, their supervisor or the occupational health service. The Board of Directors will be informed at short notice, subject to confidentiality and urgency, in order to take immediate action if necessary.

In 2019, a complaints office was established at HPI to prevent or, if already occurred, to eliminate any discrimination at the workplace on the grounds of racism, gender, religion or belief, disability, age, sexual identity. If employees see themselves affected by sexual harassment, mobbing or discrimination or feel disadvantaged, they can turn to the members of the complaints office (representatives of the works council, the Equal Opportunity Officer, the Administrative Director or the company occupational health service for advice and support. Likewise, the respective supervisors as well as the Board of Directors are available for confidential discussions. Any contact made and all discussions and, if necessary, examinations will be treated in strict confidence. Furthermore, the HPI offers psychosocial counseling, which, for example, can be used free of charge and confidentially by all employees after a prolonged illness-related absence from work, discrimination or personal worries. The aim of this counseling is to

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13 §1 AGG: The purpose of the law is to prevent or eliminate discrimination based on racial or ethnic origin, sex, religion or beliefs, disability, age or sexual identity.

14 §13 AGG: Employees have the right to complain to the competent authorities of the establishment, the company or the service if, in connection with their employment relationship, they feel disadvantaged by the employer, superiors, other employees or third parties for a reason stated in § 1. The complaint must be considered and the result communicated to the complaining employee.
help employees to reflect on their situation, to develop solutions and, if necessary, to inform them about further offers of help.

In the future, further education offers are planned in fields such as mindfulness, conflict management, conflict resolution, bullying and interviewing. Among other things, offers from the ZAF (Zentrum für Aus- und Fortbildung, “Center for Education and Training”) can be used on an ongoing basis. If needed, health seminars can be offered on a regular basis to address important aspects of the professional challenges at the physical, mental and emotional level. In order for HPI to respond flexibly to the needs of its employees, the program should be adapted to the needs of employees.

In order to ensure safe working conditions for all employees and to prevent sexual harassment or violence, cameras have been installed at the entrances to the institute as well as in the underground car park in order to be able to fully monitor the site and adjacent areas. In addition, an emergency telephone and emergency buttons are installed in the HPI underground car park. The HPI also has its own security service, which patrols from 10 pm on and can be alerted in emergencies. Furthermore, the entrance area as well as the individual wings of the institute and the security areas behind them are secured by an electronic locking system. This ensures that only registered employees and guests with corresponding transponder keys, as well as visitors registered at the reception, will gain access to the institute and that no unauthorized persons will be in the building without permission.

General information on the above topics is communicated by flyers and handouts at the mailboxes, circulars and information on the HPI intranet as well as on the website of the HPI (http://www.hpi-hamburg.de/de/das-hpi/gleichstellung/). Furthermore, relevant information is also integrated as topics in company meetings.

4.6. Diversity

The HPI is committed to diversity and promotes equal opportunities and the elimination of discrimination. The HPI sees diversity and individuality as an enrichment of the institute's culture and, in its diversity measures, follows the guidelines of the DFG.

For the time being, diversity is anchored in gender equality work. The HPI intends to constantly raise the awareness of its employees and to counteract potential discrimination at an early stage. For example, the implementation of an Equality/Diversity Day is planned in the next few years in order to shed light on the various aspects of diversity and to sensitize the staff of the institute. In addition, a welcome brochure (Welcome Package) was created with advice and information to help new employees, particularly international ones, settle in to work at their new employer.

4.7. Visibility of equality

The HPI has been awarded the Total E-Quality Certificate (TEQ) since 2015. This award recognizes organizations that successfully implement equal opportunities in their personnel and organizational policies. The visibility of successful equal opportunities and the compatibility of family and career at the

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15 Successful re-certification in 2018 and 2021.
institute are extremely important to HPI. It has set itself the goal of establishing regular re-certification as an integral part of gender equality work.

In addition to the TOTAL E-Quality rating, HPI signed the *Charta der Vielfalt* in 2016 (Figure 3). The *Charta der Vielfalt* is a corporate initiative to promote diversity in companies and institutions. It has set itself the goal of promoting recognition, appreciation and inclusion of diversity in the world of work in Germany. With the signing of the *Charta der Vielfalt*, HPI is part of a nationwide movement and the largest diversity management network in Germany, stressing the importance of an open-minded and generally open work environment.

![TOTAL E-QUALITY Certificate](image1.png)

**Figure 1.** Left) Certificate of the TOTAL-E-QUALITY predicate, awarded in October 2018 and 2021. Right) Certificate of the *Charta der Vielfalt*, signed in July 2016.
Hamburg,

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