

Equality Plan Update 2023

1 Background

This annual review was carried out in 2023 to review implementation of the equality plan following its launch in 2022. The review will consider the following aspects of the equality plan:

- EFI's rules and regulations on equality and equal opportunities
- Staff diversity at EFI – staff analysis
- Equality priority areas and actions

2 EFI's rules and regulations on equality and equal opportunities

During the review period, EFI enhanced several regulations related to parental leaves, and others leaves with an aim to enhance equality by harmonising conditions across the varying EFI locations:

Leave	Description
Maternity	Increased from 3 months full pay to 24 weeks full pay and 28 weeks in cases of multiple births. Unpaid parental leave of maximum eight months.
Adoption	If adopting a child under 5 years' old, an employee is entitled to leave of 24 weeks at full pay.
Paternity	Increased from 2 weeks full pay to 4 weeks full pay
Temporary childcare	Increased from 4 days to 2 weeks full pay
Annual	Increased leave from 30 days to 35 days each year (for employees on overall salary contracts)
Public holidays	Movable public holidays that fall on a Saturday or Sunday, are replaced by another workday

In addition, EFI implemented from 1.1.23 several new benefits with the aim to enhance employee wellbeing and work-life balance:

Benefit	Description
Home office working	Employees are eligible to work up to 3 days each work from their home.
Wellbeing	A range of benefits implemented at the different EFI locations, from culture vouchers to wellbeing allowance to lunch benefit.
Compassionate leave	Allows an employee to have up 2 weeks full pay in cases of family bereavement
Holiday pay	For employees in national systems at the location of employment, will receive 5% of gross monthly salary (for each month employed) which is accrued and paid in December in the year of accrual.
Seperation allowance	For employees in EFI expat system, a sum equivalent to 5% of gross monthly salary (for each month employed) will be accrued and paid to the employee when leaving EFI

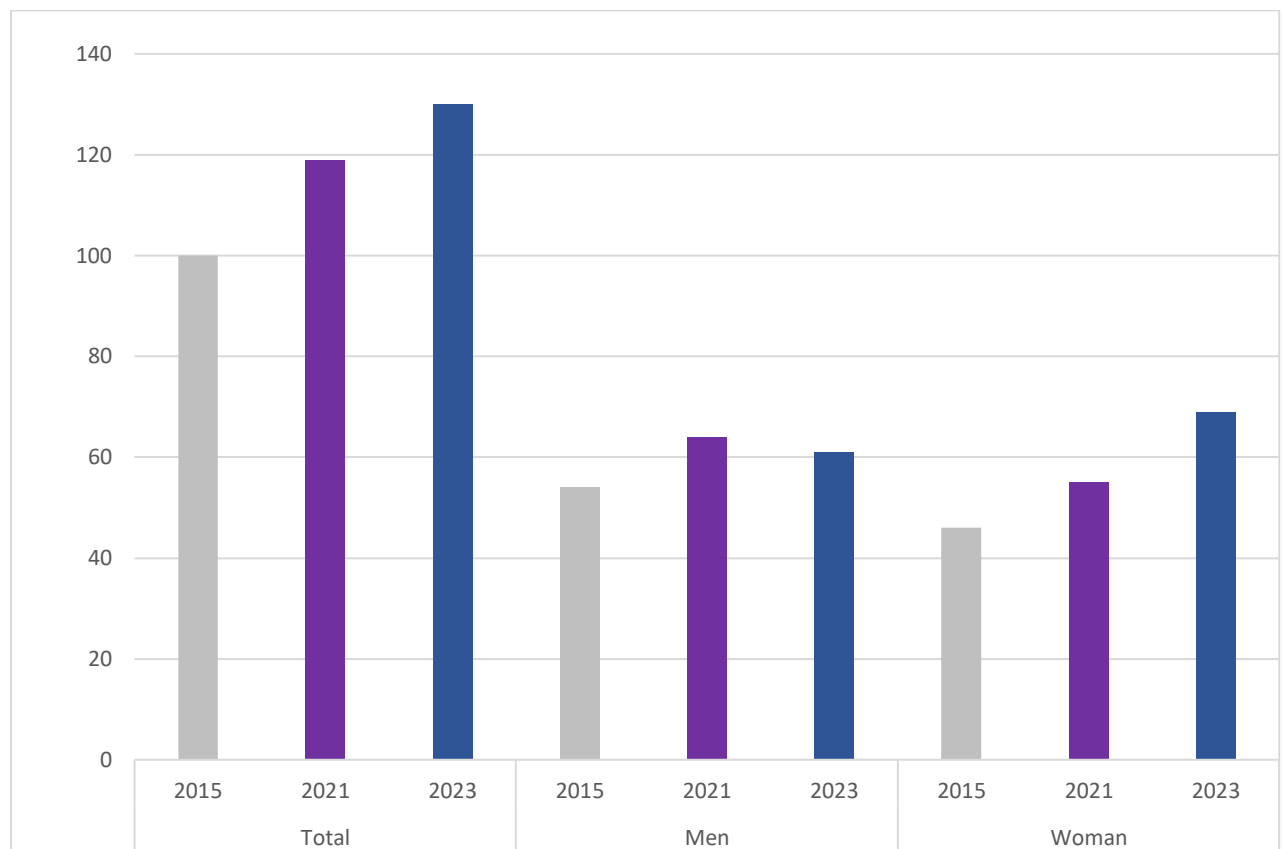
3 Staff diversity at EFI

This section provides an update for employee diversity as of June 2023.

3.1 Staff analysis

In June 2023, EFI had 130 employees, which is a 10% increase from October 2021. Notably, the gender distribution within the Institute has shifted, with more women currently employed at EFI than men.

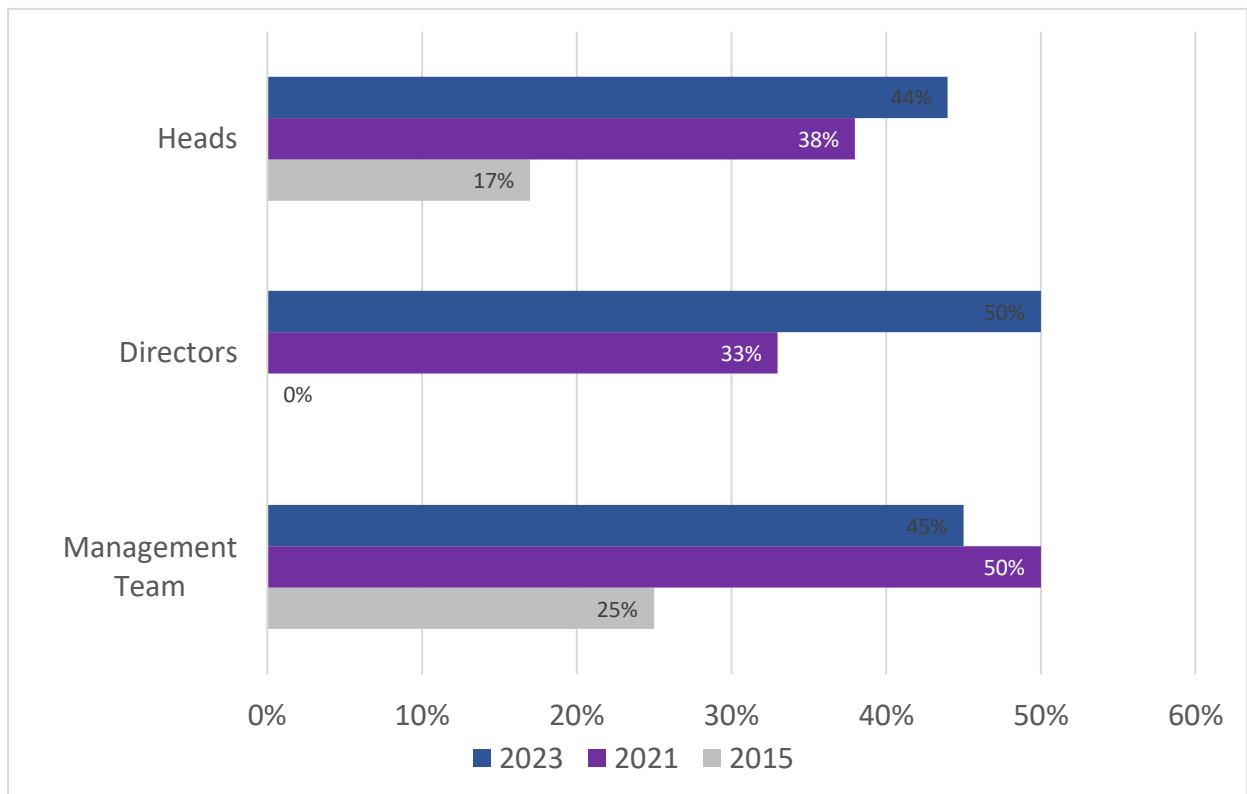
Figure 1: EFI employees in 2015, 2021 and 2023



3.1.1 Management positions

As of June 2023, the composition of EFI's management team has evolved. There are now 2 individuals in Director-level positions, compared to 3 in 2021, and 9 individuals serving as Heads of Units, an increase from 8 in 2021. The EFI management team, comprising 11 members, has experienced a slight reduction in female representation compared to 2021, with 5 women currently on the team.

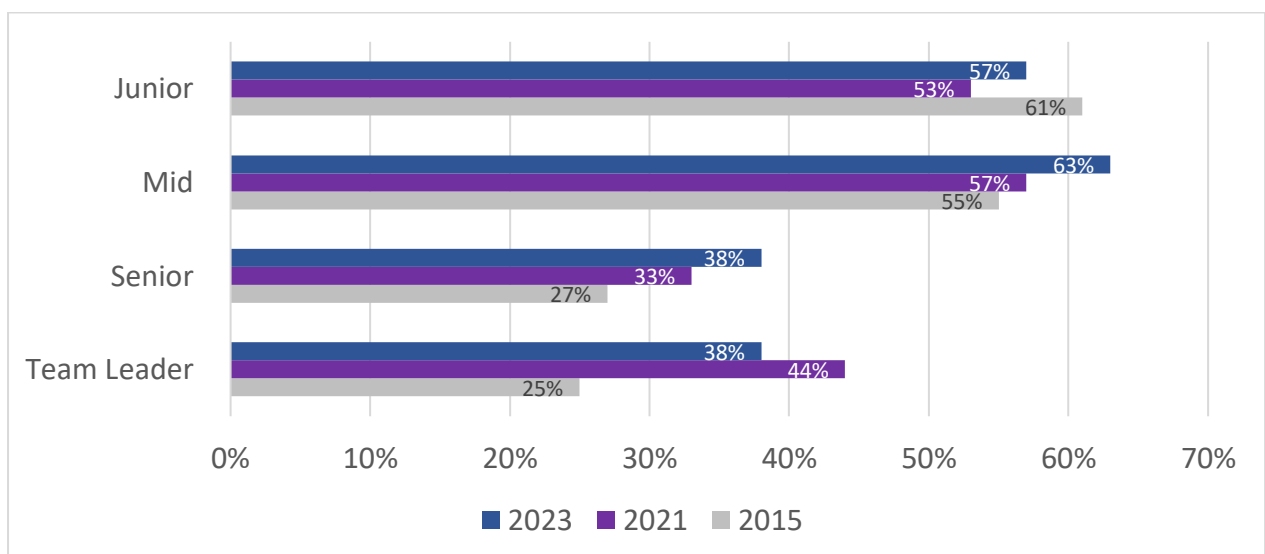
Figure 2: Share of women in EFI's management in 2015, 2021 and 2023



3.1.2 Personnel

In 2023, more women than men continue to work on the junior and mid-level job levels, while the share of men is higher in senior and team leader positions. Nevertheless, the trend in number of women in senior positions is positive (+ 5% since 2021), with a decrease in team leader positions.

Figure 3: Share of women in different job levels in 2015, 2021 and 2023



As part of this update, an analysis was carried out of women in the main job groups at EFI. This showed that more women work in Administration and Communication positions, whereas more men work in Expert and Researcher positions.

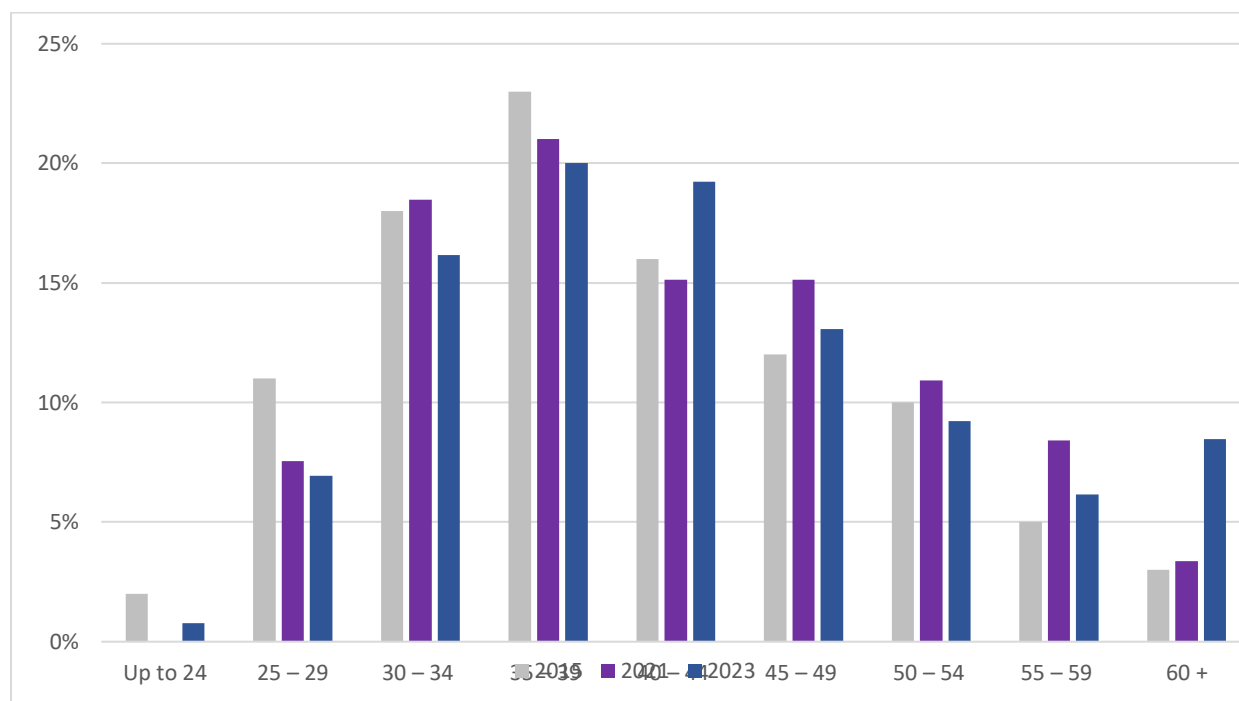
Figure 4: Share of women in different job groups in 2023

Job Group	Female	Total	Women %
Administration	20	27	74
Communication	14	20	70
Expert	6	21	29
Researcher	24	51	47

3.1.3 Age distribution

The average age of EFI employees as of June 2023 is 42 years. As in 2015 and 2021 the largest age group continues to be 35-39 years but is now closely followed by the age group of 40-44 years.

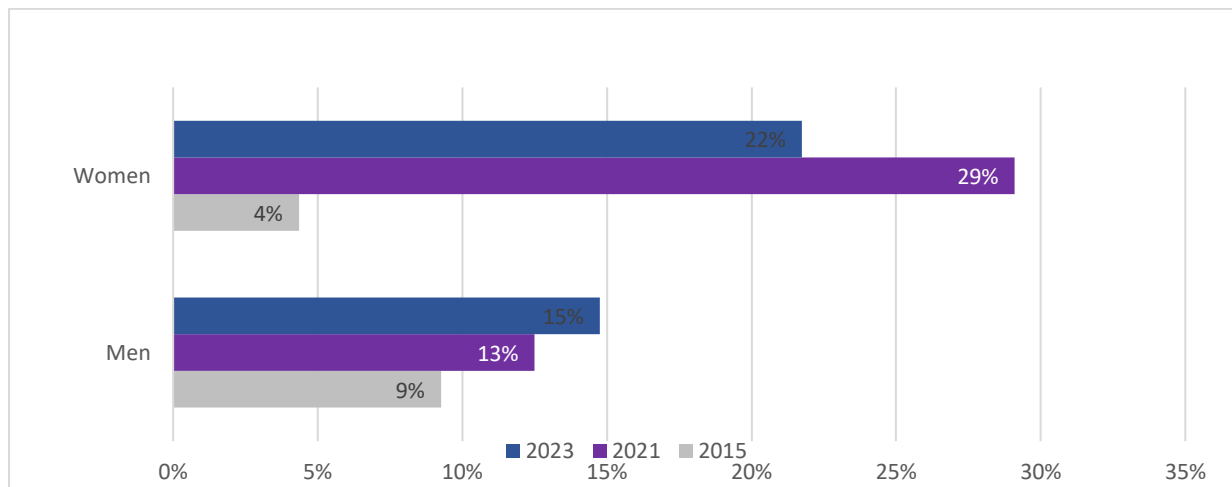
Figure 5: Distribution of employees by age groups in 2015, 2021 and 2023



3.1.4 Contractual relationship

Compared to 2021, the share of part-time employees slightly decreased from 20% to 18.5%. Part-time employment continues to be more frequently chosen by women (see Figure).

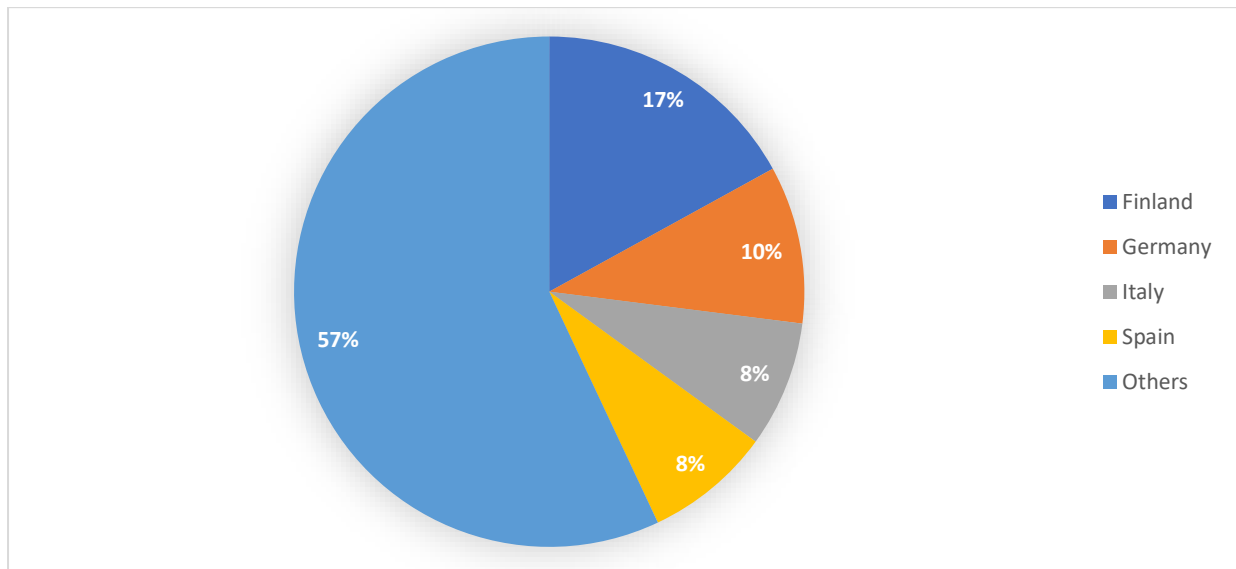
Figure 6: Share of part-time employees by gender and year



3.1.5 Internationality

In 2023 there were staff members from 34 different nationalities at EFI (see Figure), compared to 31 in 2021.

Figure 7: Country of origin of employees in 2023



3.1.6 Salaries

At present, EFI has two distinct salary schemes: the General Salary Scale and the International Partnerships Facility Expert Salary Scale. However, for the purposes of this equality plan, all staff members have been combined into a single group when assessing average salary levels. In this review, average gross salaries will be presented as a unified group (Table 1) to facilitate a comparison with the figures from 2021. Furthermore, a supplementary analysis has been conducted exclusively for the General Salary Scale (Table 2), excluding employees under the International Partnerships Facility Expert Salary Scale.

Table 1 reveals that, in 2023 (consistent with 2021), women held higher average salaries than men in senior (+3%) and head (+7%) positions. Conversely, women received lower average salaries in junior (-4%), mid (-15%), and team leader (-18%) positions.

Table 1: Average gross salaries for different job levels and gender in 2021 and 2023 for combined General Scale and International Partnerships Facility Expert Salary Scale.

Job level	Average gross salary in 2023 (2021)		Ratio ¹ (W/M) 2023 (2021)
	Men (EUR)	Woman (EUR)	
Junior	3007 (3291)	2871 (3249)	0.96 (0.99)
Mid	4879 (5340)	4160 (4138)	0.85 (0.77)
Senior	5832 (5863)	5992 (6504)	1.03 (1.11)
Team leader	7969 (7621)	6563 (6000)	0.82 (0.79)
Head	7970 (7950)	8563 (8750)	1.07 (1.10)

Conversely, Table 2 reveals that, on average, women earned higher salaries than men in mid-level positions, with an 11% difference, and head positions, with a 7% differential. However, the data also indicates that, on average, women received lower salaries in junior (-8%), senior (-4%), and team leader (-7%) positions.

Table 2: Average gross salaries for different job levels and gender in 2023 for General Salary Scale only.

Job level	Average gross salary in 2023		Ratio ² (W/M) 2023 (table 1 2023)
	Men (EUR)	Woman (EUR)	
Junior	3007	2777	0.92 (0.96)
Mid	3701	4096	1.11 (0.85)
Senior	5197	4980	0.96 (1.03)
Team leader	7050	6563	0.93 (0.82)
Head	7950	8563	1.07 (1.07)

Just over 16% of EFI’s employees falls under the International Partnerships Facility Expert Salary Scale. While this group represents a relatively small portion of our overall employee base, it does exert a noticeable influence on our analysis. This impact becomes apparent when we conduct an analysis exclusively for the General Salary Scale, as it significantly diminishes the disparities in average salary levels between female and male employees.

Lastly, it's important to emphasize that the variations in salary levels are primarily a result of variations in job responsibilities, years of experience, and other position-specific factors, rather than systematic gender-based disparities. Furthermore, any shifts observed between 2021 and 2023 are a direct consequence of staffing changes in various positions.

¹ The Ratio (F/M) represents the quantitative relation between average salaries between women and male employees. A ratio of 1 means women’s salary on average equals men’s salary. If the ration is lower than 1, means that women’s salary is on average lower than men’s. If the ration is higher than 1 it indicates that women’s salary is on average higher than men’s.

4 Equality priority areas and actions

A variety of actions were identified as part of the equality plan, which are to be implemented by 31.12.24. Further details can be found below, along progress updates:

Priority areas and actions	Progress
Recruitment	
Consideration to be given to utilising so-called blind selection of candidates in the initial stages of the recruitment process.	Current Applicant Tracking System (ATS) used at EFI does not allow for blind selection. Further review is planned.
When carrying out a competitive recruitment process, diversity must be considered when selecting members of the selection committee.	Included in updated recruitment instructions effective from 16.1.24
Terms of employment and career development	
Implement a researcher and expert career stages process to support career development, by detailing expected role competences and role requirements at each grade level to ensure equal treatment.	Researcher career stages will be presented and implemented by end Q2 2024. Expert career stages to follow
Add section to PDDs to enable employees to give feedback on the supervisor's leadership and the opportunity to report any potential discrimination or unequal treatment in the workplace.	Included in PDD process for 2024.
Principles, criteria and attitudes affecting task division and career development will be openly discussed with employees.	To commence after completion of researcher and expert career stage process.
Wellbeing and flexible working	
Ensure all employees are aware of the different policies related to employee wellbeing and that supervisors implement them equally for all employees.	All related policies are available on Human Resources at EFI intranet page. Head Administration provides continuous coaching and support with heads, team leaders.
Carry out an employee wellbeing survey annually to identify potential trends within the different employee groups within EFI and take action as required.	Survey to be carried out during Q2 2024
Management and supervision	
Management and supervisors are required to participate in regular management development training with emphasis on equal and fair treatment.	Head of Administration provides continuous coaching and support with heads, team leaders. Additionally, further management development training to be carried out in 2024 with external provider.
All employees must undergo equality and non-discrimination training (every two years) to ensure all are aware their individual obligations.	Training session carried out during EFI Week 2023

The next review of the equality plan will be carried out by end 2024, with an analysis of data as of June 2024.