

Gender Equality Plan 2024-2030

The aim of the Gender Equality Plan (GEP) is to ensure equal opportunities for all employees regardless of their gender (but also sexual orientation, nationality, age, and other personal characteristics) in Estonian Literary Museum (ELM).

This document describes current situation in ELM and sets up main objectives and actions for promoting gender equality for the time period 2024-2030.

The process of GEP of ELM is monitored and evaluated at management meetings involving human resources manager at least once a year.

1. Current (1 February 2024) employment structure and gender situation at ELM.

There exists a gender imbalance across academic positions, in department management positions and including technical staff, but it is not in favor of men (as the current state of gender equality in Estonia is), the proportion of women is greater. The gender distribution in the governing body of the institution is equal.

| Employees | | Women | Women % | Men | Men % |
|------------------|------------|-----------|--------------|-----------|--------------|
| Academical staff | 37 | 27 | 72,9% | 10 | 27,1% |
| Technical staff | 60 | 46 | 76,6% | 14 | 23,4% |
| Management | 13 | 9 | 69,2% | 4 | 30,8% |
| TOTAL | 110 | 82 | 74,5% | 28 | 25,5% |

| | | | | | |
|------------------------------------|------------|-----------|-------|-----------|-------|
| Director | 1 | 1 | 100% | 0 | 0% |
| Director of Research | 1 | 0 | 0% | 1 | 100% |
| Department managers | 5 | 3 | 60% | 2 | 40% |
| Administration Department | 11 | 7 | 63,6% | 3 | 36,4% |
| Financial Workers | 2 | 2 | 100% | 0 | 0% |
| Archival Library | 15 | 14 | 93,3% | 1 | 6,7% |
| Estonian Folklore Archives | 30 | 24 | 80% | 6 | 20% |
| Estonian Cultural History Archives | 18 | 16 | 88,8% | 2 | 11,2% |
| Department of Folkloristics | 19 | 13 | 68,4% | 6 | 31,6% |
| IT Department | 5 | 1 | 20% | 4 | 80% |
| Sound studio | 3 | 0 | 0% | 3 | 100% |
| TOTAL | 110 | 82 | | 28 | |

2. An ongoing evaluation of progress is going to be held by the human resources manager. Gender disaggregated data on personnel is collected. The gender gap should also be considered in the employee satisfaction survey. There will be held awareness-raising actions on gender

equality among the employees, heads of departments and among management, to prevent problems and decisions making with unconscious bias.

3. Objectives and actions, that should be considered and be followed at ELM.

| Work-life balance and organizational culture | | |
|---|--|--|
| Objectives | Actions | Responsibility |
| Balanced work and privacy life | Enabling flexible working according to the nature of the work | Heads of units |
| Continued work contact with absent employees (information sharing, invitations to events, involvement in research or trainings) | | Heads of units, human resources manager |
| Minimal gender wage gap | Finding the causes and reduction of the gender wage gap, also we exclude the determination of the amount of salary based on gender | Management, human resources manager, heads of units |
| Gender balance in leadership and decision-making | | |
| Objectives | Actions | Responsibility |
| Promoting gender balance to leading positions | Where possible, offering leadership management trainings for potential leaders; it should be preferred under-represented gender | Department managers, human resources manager |
| Gender equality in recruitment and career progression | | |
| Objectives | Actions | Responsibility |
| Gender balance to academic positions | When recruiting, in the case of equal qualifications it should be preferred under-represented gender | Department managers, human resources manager |
| During recruitment gender equality should be taken into account | | |
| Integration of the gender dimension into research content | | |
| Objectives | Actions | Responsibility |
| Academic employees have equal career opportunities regardless of gender | Qualified academic employees will be informed about career opportunities and perspectives, considering gender underrepresentation | Management, department managers, human resources manager |
| Gender-awareness in all our channels of communication | Trying to ensure gender balance among the speakers at public events, if possible. Also sharing gender diversity when writing, news, profile articles, etc. | Communication specialists, department managers, heads of units |