

Lisa 1

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	11	7	63,6%	3	36,4%
Department					
Financial Workers	2	2	100%	0	0%
Archival Library	15	14	93,3%	1	6,7%
Estonian Folklore	30	24	80%	6	20%
Archives					
Estonian Cultural	18	16	88,8%	2	11,2%
History Archives					
Department of	19	13	68,4%	6	31,6%
Folkloristics					
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

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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	Enabling flexi	ble working	Heads of units				
privacy life	according to t	he nature of					
	the work						
Continued work contact with	absent Heads of unit		s, human resources manager				
employees (information sha	ing,						
invitations to events, involve	ment in						
research or trainings)							
Minimal gender wage gap	Finding the causes and		Management, human				
	reduction of the gender		resources manager, heads				
	wage gap, also we exclude the determination of the		of units				
	amount of salary based on						
	gender						
Gender balance in leadership and decision-making							
Objectives	Actions		Responsibility				
Promoting gender balance	Where possib	le, offering	Department managers,				
to leading	leadership ma	anagement	human resources manager				
positions	trainings for p	otential					
	leaders; it sho	ould be					
	preferred und	ler-					
	represented g	gender					
Gender equality in recruitment and career progression							
	1	progression					
Objectives	Actions		Responsibility				
Objectives Gender balance to	Actions When recruit	ing, in the	Department managers,				
Objectives	Actions When recruit case of equal	ing, in the qualifications					
Objectives Gender balance to	Actions When recruit case of equal it should be p	ing, in the qualifications referred	Department managers,				
Objectives Gender balance to academic positions	Actions When recruit case of equal it should be punder-representations.	ing, in the qualifications referred ented gender	Department managers, human resources manager				
Objectives Gender balance to academic positions During recruitment gender e	Actions When recruit case of equal it should be punder-representations.	ing, in the qualifications referred ented gender be taken into a	Department managers, human resources manager ccount				
Objectives Gender balance to academic positions During recruitment gender elements of the gender di	Actions When recruit case of equal it should be punder-represequality should mension into r	ing, in the qualifications referred ented gender be taken into a	Department managers, human resources manager ccount				
Objectives Gender balance to academic positions During recruitment gender elements of the gender directives	Actions When recruit case of equal it should be punder-represequality should mension into recruit Actions	ing, in the qualifications referred ented gender be taken into a esearch conte n	Department managers, human resources manager ccount Responsibility				
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Objectives Gender balance to academic positions During recruitment gender elements and the gender displayed by the complex of the gender displayed by the gender displ	Actions When recruit case of equal it should be punder-represequality should mension into recruit Actions Qualified academployees within	ing, in the qualifications referred ented gender be taken into a esearch contended emic ill be ut career	Department managers, human resources manager ccount t Responsibility Management, department				
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Objectives Gender balance to academic positions During recruitment gender elements of the gender di Objectives Academic employees have equal career opportunities	Actions When recruit case of equal it should be punder-represequality should mension into represequalified acade employees winformed aboopportunities perspectives, gender	ing, in the qualifications referred ented gender be taken into a esearch contended with the career and considering	Department managers, human resources manager ccount t Responsibility Management, department managers, human				
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