



UCCACADEMY



UCC ACADEMY GENDER EQUALITY PLAN 2022-2026

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Introduction

UCC Academy DAC (“UCC Academy”) is a wholly owned subsidiary of UCC established for the purposes of delivering identified and agreed services to UCC.

Established in 2014, UCC Academy is the in-house consultancy of UCC, with over 50 highly experienced project and programme managers, content and communications professionals, internationalisation specialists and subject matter experts. We work collaboratively with colleagues throughout the University to define, develop, drive and deliver key projects. Drawing on talent from around the world, our staff come from a wide range of backgrounds in project and programme management, finance, academia, marketing and communications, and management/administration services. We foster knowledge exchange and skills development and aim to attract and retain the best talent. Our people are enthusiastic, dedicated and motivated.

This Gender Equality Plan (GEP) of UCC Academy covers the period 2022-2026. It aims to implement processes and take actions to reduce gender inequalities and to enhance diversity with regard to gender equality.

UCC Academy recognises the importance of an inclusive community that is free from discrimination; it publicly acknowledges the goals of gender equality and encourages cultural change. The GEP represents an effective tool to address issues related to gender equality.

Version & Review Control

DOCUMENT VERSION CONTROL

Title	UCC Academy Gender Equality Plan 2022-2026			
Created By	UCC Academy GEP Working Group			
Date Created	July 2022			
Maintained By	UCC Academy EDI Committee			
Version Number	Modified By	Modifications Made	Date Modified	Status
V1.0	John Kilmartin	1 st Draft	10 th June 2022	Draft
V1.4	Jonathan Leahy Marahaj	Graphic Design	28 th June 2022	Draft
V1.7	Patrick Fitzpatrick	Final Review	30 th June 2022	Signed
V1.71	Katie Melia	Minor Edits to terms used	12 th July 2022	Signed

ANNUAL DOCUMENT REVIEW CONTROL

Document	UCC Academy Gender Equality Plan 2022-2026			
Review	Reviewed By	Modifications Made	Date Reviewed	Status
2023				
2024				
2025				
2026				

GEP Working Group

UCC Academy's GEP Working Group is responsible for drafting the Gender Equality Plan. The membership of the working group is as follows:

- John Kilmartin – Interim Head of Project Centre
- Katie Melia – People & Culture
- Alicia O'Neill – Service Delivery Manager
- Ciarán Kavanagh – Development Officer
- Patrick Fitzpatrick – Acting CEO – Sign off

Document Location & Publishing Method

The GEP is a formal document published on UCC Academy's website, signed by the CEO and actively communicated within the organisation. It demonstrates a commitment to gender equality, sets clear goals and outlines actions and measures to achieve them.

UCC Academy's Gender Equality Plan is stored on its Sharepoint site and published on its website <https://www.ucc.ie/en/academy/>.

Analysis of the status quo

GENDER EQUALITY RELATED STATISTICS

2022 (Baseline)				2023		
Category	% Female	% Male	% Another Option Not Listed	% Female	% Male	% Another Option Not listed
UCC ACADEMY organisation	67%	33%				
Business Units						
Business Support	75%	25%				
Creative Services	77%	23%				
Project Centre	62%	38%				
Prime Services	67%	33%				
Internationalisation	75%	25%				
Specialist Resourcing	25%	75%				
Roles/Functions						
Finance	67%	33%				
HR	100%	0%				
Business Intelligence	0%	100%				
Business Administration	100%	0%				
Project Officers (PC only)	100%	0%				
Project Managers (PC, CS & Prime)	64%	36%				
Marketing & Communications (CS Project Officers)	80%	20%				
Development Officers	50%	50%				
Creative Services (Video & Graphic Design)	50%	50%				
Conference Team	100%	0%				
International Representatives	100%	0%				
Management team	50%	50%				
People managers	58%	42%				
Recruitment						
Applications	59%	41%				
Called to interview	68%	32%				
Interview panel participation	57%	43%				
Promotions	66%	33%				
Training attendance						
Leadership Development	64%	36%				
MS Project	64%	36%				
Individual External Training	60%	40%				

Gender Equality Related Policies & Procedures

LEAVE POLICY

- Maternity leave, Paternity Leave, Adoptive leave, Parents and Parental leave provide job-protected leave after childbirth or adoption of a child. They are important instruments for supporting maternal and paternal health and well-being while helping to increase female participation in our workforce by improving gender norms.
- Annual leave entitlement continues to accrue while on protected leave which protects the rights of working parents, mothers and non-mothers alike.
- We 'top-up' both Maternity and Paternity leave salaries which promotes gender equality by allowing the non-mother of a child a salary supplement equal to that of the mother.
- Protected paid leave also increases the likelihood that working mothers will remain in the business.

SICKNESS ABSENCE POLICY

- Generous sick pay (30 days at full pay and 30 days at half pay in rolling 4-year period) offered to employees regardless of gender.

WORKING FROM HOME POLICY

- This policy indicates that core office hours may not suit those with conflicting responsibilities. This allows flexible working options for working parents which can contribute to increased female participation in the workforce.
- The policy has regard to not placing an unconscious bias preference on those who choose to work from the office, and ensures equal opportunities for progression to those who work from home also.

RIGHT TO DISCONNECT POLICY

- This policy indicates the need for flexible work arrangements and encourages employees not to be available to work outside of their agreed hours.

DUTY OF RESPECT AND RIGHT TO DIGNITY AT WORK POLICY

- This clearly states that discrimination against employees based on gender, civil status, family status, sexual orientation, disability, age, race, nationality or ethnic origin, religious beliefs or Membership of the Traveller community will not be tolerated.
- It promotes respect, safety and equality in the organisation.

PERFORMANCE MANAGEMENT POLICY

- Gender neutral language is used throughout.
- There are no systematic reasons why Performance Management results should differ depending on gender.

GRIEVANCE AND DISCIPLINE POLICY

- There are no systematic reasons why grievance and disciplinary procedures should differ depending on gender.

CHILD PROTECTION POLICY

- UCC Academy works with UCC clients and conforms to appropriate child protection protocols where necessary.

RECRUITMENT PROCESS

- Interview panels are designed to be gender balanced as far as possible.
- UCC Academy does not ask gender in applications, or collect gender identifying information on shortlisting, interview evaluation or selection templates.
- Training in unconscious bias is provided for staff, especially hiring managers and those involved in interview/selection processes.

PERFORMANCE REVIEW PROCEDURES

- The Performance Management process allows for individuals to accept the final review and objectives after manager input. This allows time for employees to flag with their manager or HR if they feel they have been discriminated against during the process.
- The process allows employees to discuss any concerns they may have. This gives them the opportunity to discuss any inequality or discrimination issue they may have experienced within the organisation.
- It allows for individuals, regardless of gender, to outline any training and development needs they may have. This provides equal opportunities for training and development.
- We will ensure that every line manager has completed Unconscious Bias training.

GENDER EQUALITY RELATED LEGISLATION

The relevant legislative acts promoting gender equality in Irish Higher Education and Research include:

- Employment Equality Acts 1998 to 2015, which prohibit discrimination in a wide range of employment and employment-related areas including recruitment and promotion, equal pay, working conditions, training or experience, dismissal and harassment including sexual harassment and victimisation;
- Equal Status Acts 2000-2015, which prohibit discrimination on nine grounds including gender, and apply to students/staff attending Irish higher education institutions (HEIs);
- Institutes of Technology Act 2006 and the Universities Act 1997, which require HEIs to develop and implement equality policies, including gender equality;
- Technological Universities Act 2018, which allows Institutes of Technology to apply for University Status, part of which requires incorporating gender equality in all policy documents;
- Section 42 of the Irish Human Rights Equality Commission Act 2015, which requires public bodies (including HEIs) to integrate human rights and equality assessment into their strategic planning process and outcomes;

- Higher Education Authority (HEA) Act 1971, which gives the HEA the legislative responsibility to promote equality in HEIs;
- Higher Education Authority Bill 2022 (currently passing through the legislative process), which requires greater accountability and visibility from Irish HEIs, including in the area of equality, diversity and inclusion;
- Parents' Leave and Benefit Act 2019, which entitles certain employees, who are relevant parents in relation to a child, to employment leave for the purposes of enabling them to provide, or assist in the provision of, care to the child;
- Maternity Protection Act 1994, and Maternity Protection (Amendment) Act 2004, which include measures to encourage improvements and safety and health at work of pregnant workers, and workers who have recently given birth or are breastfeeding;
- Paternity Leave and Benefit Act 2016, which entitles certain employees who are relevant parents in relation to a child to employment leave for the purposes of enabling the employee to provide, or assist, in the provision of, care to the child, or to provide support to the adopting mother, sole male adopter or mother of the child.

Other related documents (not legislation):

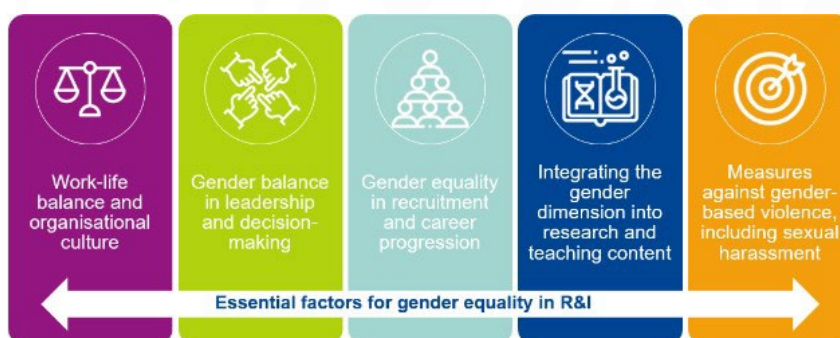
- Irish Human Rights and Equality Commission – Equal Pay Code of Practice;
- Irish Human Rights and Equality Commission – Sexual Harassment and Harassment at Work Code of Practice;
- Workplace Relations Commission – The Right to Disconnect Code of Practice.

Gender Equality Plan

STRUCTURE OF THE PLAN

The structure of the plan is in line with the five areas indicated by the European Commission, broken down into different objectives.

- The first area concerning work-life balance, organisational culture and combating stereotypes seeks to achieve a balance between work, parenting and/or care-taking activities, the reinforcement of a shared culture of equal opportunities and of the value of inclusion, and aims to combat gender stereotypes, giving support also to under-represented communities.
- The second area pursues gender balance in senior positions and in decision-making bodies, promoting the amendment of regulations and the implementation of measures to support gender balance in the main bodies and structures, as well as in the organisation and staging of scientific events.
- The third area pursues gender equality in recruitment and career progression, promoting gender equality in the assessment and selection committees.
- The fourth area focuses on gender and intersectionality in research, teaching and third mission activities.
- The fifth area focuses on combating gender-based violence and sexual and moral harassment through preventive actions and initiatives to raise awareness.



The GEP’s objectives are structured by area and set out in a series of actions with targets, identified responsible parties, human and financial resources necessary to implement objectives, monitoring activities and the time schedule for implementing the objectives.

GEP Objectives

GENERAL

OBJECTIVE 0.1 – DISSEMINATED THE UCC ACADEMY GENDER EQUALITY PLAN TO ALL STAFF

Description	Hold an all-staff workshop to communicate the GEP and review the objectives and responsible parties for implementation of the objectives.
Responsibility	People & Culture
Targets	Workshop to be held by September 2022
Timing	September 2022
Monitoring activities	Confirm workshop is held

OBJECTIVE 0.2 – REVIEW THE GEP ANNUALLY

Description	Review the GEP annually each September
Responsibility	People & Culture
Targets	Review confirmed and logged annually
Timing	Review to take place by 30 th September (2023, 2024, 2025 & 2026)
Monitoring activities	Confirm annual review is undertaken and signed off by CEO

OBJECTIVE 0.3 – ANNUAL COLLECTION, ANALYSIS AND REPORTING OF UCC ACADEMY GENDER DATA

Description	Annual collection of gender data on UCC Academy personnel. Analysis of the data and development of a Gender Equality Report which will feed into the annual GEP review
Responsibility	People & Culture
Targets	Gender Report to be completed each year by the end of August
Timing	Report by 31 st August (2023, 2024, 2025 & 2026)
Monitoring activities	Confirm annual Gender Equality Report is delivered and signed off by CEO

OBJECTIVE 0.4 – UPDATE HR SYSTEM TO ALLOW “ANOTHER OPTION NOT LISTED” CATEGORISATION TO BE CAPTURED AT ONBOARDING

Description	HR system to be updated to allow capture of “another option not listed” categories during on-boarding for reporting purposes
Responsibility	People & Culture
Targets	Decision on categories to added to HR system
Timing	September 2022
Monitoring activities	Confirm decision and system update

OBJECTIVE 0.5 – REVIEW GEP SUPPORTING INFRASTRUCTURE WITHIN UCC

Description	Review UCC’s GEP, identify UCC’s GE support infrastructure and make UCC Academy staff aware of available supports within UCC
Responsibility	People & Culture
Targets	Email staff setting out UCC’s approach to gender equality and set out supports available
Timing	December 2022
Monitoring activities	Annual Review meeting with UCC’s Director of EDI

AREA 1: WORK-LIFE BALANCE, ORGANISATIONAL CULTURE AND COMBATTING STEREOTYPES

UCC Academy aims to implement policies required to ensure an open and inclusive working environment. Inclusive work-life balance policies and practices including parental leave policies, flexible working time arrangements and support for caring responsibilities are vital to ensuring the visibility of all genders in the organisation and externally, and that each employee's contribution is properly valued.

OBJECTIVE 1.1 – PROMOTE WORK-LIFE BALANCE CULTURE WITHIN UCC ACADEMY

Description	Hold a workshop to discuss work-life balance and the UCC Academy policies that support staff to address that balance
Responsibility	People & Culture
Targets	Workshop held
Timing	December 2022
Monitoring activities	Add work-life questions to annual staff survey

OBJECTIVE 1.2 – DEVELOP A POLICY ON HYBRID WORKING

Description	Develop a policy on hybrid working with associated supporting infrastructure that caters for the needs of both UCC Academy's business and staff
Responsibility	People & Culture
Targets	Policy published
Timing	December 2022
Monitoring activities	Annual review

OBJECTIVE 1.3 – DISSEMINATE GUIDELINES CONCERNING THE RIGHT TO DISCONNECT AND BETTER PLANNING OF MEETINGS AND WORK ACTIVITIES

Description	UCC Academy to develop policies and guidelines on right to disconnect, and planning of meeting and work activities to support work-life balance
Responsibility	People & Culture
Targets	Policy published
Timing	December 2022
Monitoring activities	Policy complete

OBJECTIVE 1.4 – ACTIVITY TO COMBAT GENDER STEREOTYPES AND ENHANCE DIVERSITY

Description	Run a training programme to increase awareness of, and address gender stereotypes
Responsibility	EDI committee
Targets	Training programme attended by all staff
Timing	December 2022
Monitoring activities	Confirm that training programme takes place, and all staff attend

AREA 2: GENDER BALANCE IN SENIOR MANAGEMENT POSITIONS AND IN DECISION-MAKING BODIES

UCC Academy aims to ensure all genders have the option and ability to take on and stay in leadership positions. Measures to aid this include providing decision-makers with targeted gender training, adapting processes for selection and appointment of staff on committees, ensuring gender balance through gender quotas, and making committee membership transparent.

OBJECTIVE 2.1 – SET A GENDER QUOTA FOR THE MANAGEMENT TEAM

Description	Set a gender quota for the UCC Academy senior management team and work towards achieving those quotas
Responsibility	UCC Academy Board
Targets	Quota of at least 40% Male and 40% Female
Timing	December 2023
Monitoring activities	Confirm % annually

OBJECTIVE 2.2 – REVIEW THE PROMOTION FRAMEWORK TO SUPPORT GENDER BALANCE IN SENIOR MANAGEMENT

Description	Review UCC Academy's promotion framework to ensure gender equality is considered in senior management promotion competitions
Responsibility	People & Culture
Targets	Review to be completed by December 2022
Timing	December 2022
Monitoring activities	Confirm review has taken place

AREA 3: GENDER EQUALITY IN RECRUITMENT AND CAREER PROGRESSION

UCC Academy commits to critically reviewing selection procedures and remedying any biases to ensure all genders have equal opportunities to develop and advance their careers. Establishing recruitment codes of conduct, involving gender equality quotas in recruitment and promotion committees, pro-actively identifying genders in under-represented fields, and considering organisation-wide workload planning models are important measures to consider.

OBJECTIVE 3.1 – REVIEW THE RECRUITMENT FRAMEWORK TO SUPPORT GENDER BALANCE

Description	Review the recruitment framework to ensure gender equality is considered in recruitment competitions
Responsibility	People & Culture
Targets	Review to be completed by December 2022
Timing	December 2022
Monitoring activities	Confirm review has taken place

OBJECTIVE 3.2 – ENSURE THERE IS EQUAL ACCESS TO TRAINING AND CAREER DEVELOPMENT OPPORTUNITIES

Description	Ensure equal access to training and career development opportunities
Responsibility	People & Culture
Targets	Collect and review training data annually
Timing	Annual
Monitoring activities	Confirm review held

OBJECTIVE 3.3 – DEVELOP A RECRUITMENT TOOLKIT WITH A SECTION ON BEST PRACTICES FOR THE INTERVIEW AND SELECTION PROCESS TO PROMOTE GENDER EQUALITY

Description	Develop a recruitment toolkit with a section on best practices for the interview and selection process to promote gender equality
Responsibility	People & Culture
Targets	Toolkit in place
Timing	May 2023
Monitoring activities	Confirm toolkit is used

AREA 4: INCORPORATION OF THE GENDER DIMENSION INTO TEACHING AND RESEARCH PROGRAMMES

The GEP should consider how sex and gender analysis will be included in the research or educational outputs of an organisation. It can set out the organisation's commitment to incorporating sex and gender in its research priorities, the processes for ensuring that the gender dimension is considered in research and teaching, and the support and capacity provided for researchers to develop methodologies that incorporate sex and gender analysis.

OBJECTIVE 4.1 – UCC ACADEMY STAFF ARE NOT DIRECTLY ENGAGED IN EITHER RESEARCH OR TEACHING ACTIVITIES. THUS UCC ACADEMY DOES NOT REQUIRE OBJECTIVES TO BE SET FOR AREA 4.

AREA 5: COMBATTING GENDER-BASED VIOLENCE, INCLUDING SEXUAL HARASSMENT

UCC Academy aims to ensure it has clear institutional policies on sexual harassment and other forms of gender-based violence. Policies should establish and codify the expected behaviour of employees, outline how members of the organisation can report instances of gender-based violence and how any such instances will be investigated and sanctions applied. The policy should also consider how information and support is provided to victims or witnesses and how the whole organisation can be mobilised to establish a culture of zero tolerance toward sexual harassment and violence. UCC Academy adopts and conforms to UCC's policies in this regard.

OBJECTIVE 5.1 – DISSEMINATE UCC'S GENDER-BASED VIOLENCE AND HARASSMENT POLICY

Description	Disseminate UCC's gender-based violence and harassment policy, which falls under the responsibility of the Director of Equality, Diversity & Inclusion
Responsibility	People & Culture
Targets	Policy disseminated to staff
Timing	December 2022
Monitoring activities	Confirm objective achieved

OBJECTIVE 5.2 – PROMOTE THE "SPEAKOUT" INITIATIVE – UCC'S REPORTING TOOL ON SEXUAL VIOLENCE AND HARASSMENT

Description	Promote UCC's reporting tool on sexual violence and harassment to UCC Academy staff https://www.ucc.ie/en/edi/speakout/
Responsibility	People & Culture
Targets	Speakout initiative promoted to staff
Timing	December 2022
Monitoring activities	Confirm objective achieved

Dedicated Resources

UCC Academy's People & Culture, along with the Management Team and the EDI Committee have appropriate expertise in gender equality to ensure the implementation of the Gender Equality Plan.

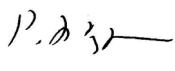
Monitoring Plan

Collection and analysis of gender data takes place annually, with data feeding into the development of a UCC Academy Gender Data Report to be delivered by the 31st August each year. The UCC Academy Gender Data Report informs the annual review of the GEP that takes place by the 30th September (2023, 2024, 2025 & 2026).

Signatories

SIGNED for and on behalf of UCC ACADEMY DAC

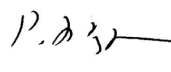
By: Professor Patrick Fitzpatrick, Acting CEO

Signature: 

Date: 30th June 2022

SIGNED for and on behalf of UCC ACADEMY DAC

By: Professor Patrick Fitzpatrick, Acting CEO

Signature: 

Date: 12th July 2022



Contact:

UCC Academy EDI Committee

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ucc.ie/en/academy