



INCDMTM BUCHAREST

Plan for Equal Opportunities

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Author: *Andreea Stanciu*, responsible for equal opportunities at INCDMTM
Approved by: *Mihai Mărgăritescu*, PhD, Eng, General Manager of INCDMTM

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1. Introduction

The National Institute of Research and Development in Mechatronics and Measurement Technique (INCDMTM) is an institution with featuring tradition of more than 50 years in Mechatronics and Intelligent Measurement Technique, being the only research and development institute in Romania operating in this industrial field.

The main development directions of the institution include intelligent measurement mechatronics, biomedical mechatronics and robotics, respectively mechatronic micro- and nanotechnologies.

Owing to such a tradition, but also with the ambitious plans for the future, to connect to the European level and to carry out an exceptional research work, it would be inconceivable for INCDMTM not to take into account the principles of equal opportunities that have already been put in place at national level, via the law 202/2002, but also through provisions and strategies developed by the EU, because the application of these principles can not only build a good reputation for the institution, but also bring it real benefits to the institution, by attracting valuable human resources, retaining them, but also facilitating the development of the career of the competent persons.

In the document herein, the measures proposed to be implemented to favour inclusion, avoid discrimination – regardless of its type – against employees, but also create optimal working conditions for them, will certainly have beneficial consequences in terms of achieving a high level of labour productivity.

We will also include in the document a glossary of terms useful in the context of discussions on promoting inclusion and equal opportunities, as they were defined in law 202/2002, but also a table of proposed measures, with their respective deadlines, fulfilment indicators, and persons responsible for the implementation of the measures.

2. Glossary of Terms ¹

1. **direct discrimination** = situation in which one person is treated, has been, or would be treated less favourably than another person in the same situation on grounds of sex;

2. **indirect discrimination** = situation in which an apparently neutral provision, criterion or practice would expose persons belonging to a certain sex to disadvantages compared with persons of the other sex, unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary;

3. **harassment** = situation in which an unwanted behaviour is displayed and which has to do with the sex of a person and which is aimed or it results in the violation of the dignity of the person concerned and which generates an intimidating, hostile, degrading, humiliating, or offensive environment;

4. **sexual harassment** = situation in which an unwanted behaviour that has sexual manifestations, it is displayed physically, both verbally and non-verbally and which has to do with the sex of a person and which is aimed or it results in the violation of the dignity of the person concerned and which generates an intimidating, hostile, degrading, humiliating, or offensive environment;

5. **psychological harassment** = any inappropriate behaviour that occurs over a period, it is repetitive or systematic, and it involves physical behaviour, oral or written language, gestures, or other intentional acts and which could affect the personality, dignity, or physical or psychological integrity of a person;

6. **sex** = set of biological and physiological traits which sets apart women from men and that define women and men;

7. **gender** = set of roles, behaviours, traits, and activities that society considers suited for women and men respectively;

8. **positive actions** = special actions which are taken temporarily to accelerate the effective achievement of equality between women and men and which are not considered discriminatory actions;

¹ All terms and definitions are an accurate reproduction of the concepts in Law 202/2002.

9. work of equal value = paid activity which, after comparison, based on the same indicators and units of measurement, with another activity, reflects the use of similar or equal professional knowledge and skills and an equal or similar amount of intellectual and/or physical effort;

10. discrimination based on sex = direct and indirect discrimination, harassment, and sexual harassment of a person by another person in the workplace or in another place of work, as well as any less favourable treatment caused by that person's rejection or lack of compliance with such conduct;

11. multiple discrimination = any act of discrimination based on two or more criteria of discrimination;

12. family status = status involving a kinship, marriage, or adoption relationship between one person and another person;

13. gender stereotypes = organised systems of consensual beliefs and opinions, perceptions and prejudices about duties and characteristics, as well as the roles that women and men have or should fulfil;

14. marital status = status corresponding to a person who is single, married, divorced, or widowed.

15. budgeting considering gender peculiarities and needs = analysis of the public budget in order to identify the impact it has on the lives of women and men and the proper allocation of financial resources to comply with the principle of equality between women and men;

16. violence based on gender = violence directed against a woman or, where appropriate, a man, on grounds of sex. Gender-based violence against women is the kind of violence that affects women disproportionately. Gender-based violence includes, but it is not limited to domestic violence, sexual violence, female genital mutilation, forced marriage, forced abortion, and forced sterilisation, sexual harassment, trafficking in human beings, and forced prostitution.

17. flexible working arrangements = possibility for workers to adapt their working hours, including remote working arrangements, flexible working schedules, or part-time work schedules.

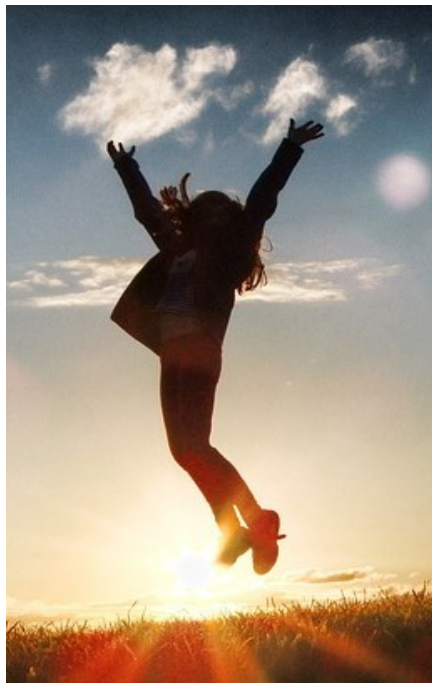
3. Proposed Measures

In order to fulfil the objectives taken on by the institution in order to favour inclusion, to avoid any type of discrimination against employees, but also to provide optimal working conditions for staff, we propose the set of measures below:



I. Conducting an annual awareness-raising training on the provisions of Law 202/2002 by the responsible for equal opportunities, through which employees will be made aware of the following behaviours likely to affect the psychological integrity of a person (use of gender stereotypes, discrimination, harassment), but also of the rights they hold, according to Law 202/2022 (the right to request a leave for tending to the needs of kins, to opt for flexible working conditions, under the legal provisions). Moreover, all unrightful behaviours described under Chapter 2 will be presented in detail. On organizing the training, an informative flier will also be produced. All INCDMTM employees will have to attend the training.

II. Conducting a time management training recommended for the persons returning to work after completing their parental leave. Attending this training is not mandatory.



III. Conducting a training on developing a career plan, respectively for career development. Attending this training is not mandatory.

IV. Creating a feedback system for tracking discriminatory behaviour claims and guaranteeing the anonymity of the person who files the complainant in the first instance, i.e., by providing support for an internal disciplinary action if the misconduct persists.

4. Annex – Table of Proposed Measures and Corresponding Responsible Persons

Measure	Frequency	Type	Responsible	Fulfilment indicator
I. Conducting an annual awareness raising on the provisions of Law 202/2002	each year	mandatory	responsible for equal opportunities, general manager, human resources department head	1. Organizing a (1) training each year; 2. Score of minimum 80% correct answers for the employees tested in writing after completing the training 3. 100 fliers
II. Conducting a time management training recommended for people returning to work after completing their parental leave	each year	not mandatory	responsible for equal opportunities, general manager, human resources department head	20% of staff voluntarily sign up for this training
III. Conducting a training on developing a career plan, respectively for career development	each year	not mandatory	responsible for equal opportunities, general manager, human resources department head	20% of staff voluntarily sign up for this training
IV. Creating a feedback system for tracking discriminatory behaviour claims	not applicable /permanent-ly	not mandatory	responsible for equal opportunities, general manager, human resources department head	Not applicable