

## **Affirmative Action Plan (AAP) for Managing Diversity and the Advancement of Women**

### ***General Principles***

1. MODUL University Vienna is generally committed to the ideal of equal opportunities for men and women regardless of their gender and will give priority to implementing measures necessary for preventing discrimination and for counterbalancing unfavorable conditions in society. (see also University constitution, part I rule §8, (18))
2. With the exception of quota, MODUL University Vienna will apply the procedures of this action plan not only to gender, but to diversity in a general sense, explicitly including: disability, gender or gender expression, sexual orientation, age, family status or parenthood, social class, national origin, religion, ethnicity, race or color or other properties which might disadvantage certain people against the spirit of the Universal Declaration of Human Rights.
3. All kinds of publications, documentations or other forms of communication have to use gender-sensitive language (at least meeting the requirements within public administration), in order to make the role of woman in society visible. Any kind of gender-biased wording is infeasible.

### ***Recruitment Strategies***

4. In case of equal qualification, female applicants shall be prioritized against male applicants until the share of women is at least 40% within the staff on the respective hierarchy level.
5. The development of the share of women among the staff has to be documented on a regular basis and communicated to the University Board and to the University Senate.
6. All job postings have to avoid direct or indirect discrimination and must contain the following statement: MU Vienna is an equal opportunity employer, committed to diversity within students and staff. We do not discriminate on the basis of disability, gender or gender expression, sexual orientation, age, social class, national origin, religion, ethnicity, race or color but encourage qualified women and/or members of underutilized minorities to apply.
7. Job descriptions have to be submitted to and commented on by the Equal Opportunity Working Party (EOWP) which has to check the text for direct as well as indirect discrimination. If no agreement about the text can be reached, the case has to be dealt with by the University Senate.
8. In application talks and appointment processes, any kind of stereotyping is infeasible, regarding language as well as the choice of questions to be asked of an applicant and the choice or evaluation of criteria to be applied.
9. In any appointment procedure, the EOWP has the right to send one or two observers to any meeting. The commission has to inform the EOWP about the meetings in due time and, upon request, about the grounds of decisions which were taken. In case the EOWP considers the principle of the AAP violated, it has the right to bring the case to the University Senate.
10. Applicants for positions at MODUL University Vienna shall be informed about the AAP.
11. Student recruitment follows the same equal opportunity principles. MODUL University Vienna fosters excellency, but considers a national mix of students favorable for the development of students' skills and personality. Therefore, keeping up the diversity of its studentship is part of the recruitment strategy as is promoting applications by disadvantaged applicants. It is also intended that the share of female students should not systematically fall below 50%.

### ***Working Conditions***

12. Any kind of verbal or behavioral harassment, including harassment, in the context of gender or another diversity category is not tolerated at MODUL University Vienna and considered a severe violation of the duties of employees.
13. In order to avoid indirect discrimination of persons with care obligations, appropriate measures shall be taken to foster work-life balance, including flexible working hours, options for part-time employment, working time reduction, paternal leave or telework without disadvantaging employees who make use of or apply for them.
14. The EOWP has to monitor working climate for gender and diversity issues and will consider any corresponding complaint.
15. If necessary, the EOWP will initiate actions to improve diversity-related working climate issues.
16. Employees' perception of working conditions is evaluated on a regular basis by means of an Employee Satisfaction Survey explicitly including gender and diversity.

### ***Equal Opportunity Working Party (EOWP)***

17. The EOWP is responsible for monitoring gender- and diversity related issues and therefore the implementation of the AAP.
18. The EOWP consists of five staff members which are elected by the University Senate for a period of two years. Two of the members have to be women, at least (see also University Constitution part X, rule §1).
19. Out of the members of the EOWP, a chairperson, will be elected by simple minority (see also University Constitution part X, rule §1).
20. The EOWP has to be informed about all gender- or diversity related actions, conflicts or events.
21. The EOWP has to give confidential personal advice regarding gender or diversity-related personal problems.
22. Regarding decisions of the EOWP, the members are only committed to the AAP and not bound to instructions by supervisors; moreover, they must not be disadvantaged in any way for EOWP decisions.
23. MODUL University Vienna shall provide the resources necessary for the EOWP to fulfill its duties.

### ***Teaching and Research***

24. MODUL University Vienna emphasizes the importance of equality regarding gender and diversity and encourages all faculty members and lecturers to appropriately include gender and diversity as topics in their research or lectures, resp. In addition, gender and diversity topics are welcome in thesis on bachelor, master or doctorate level, and supervisors are encouraged to provide the option for offering corresponding thesis topics.
25. MODUL University Vienna acknowledges gender and diversity as part of its research agenda.

### ***Evaluation***

26. The proceedings along the AAP will be evaluated on a five-year-basis at maximum.