

Action Plan 2023-2026

Date of processing: 1. 7. 2023

Specific activities

Num.	Objectives	A specific solution to the task	Responsibility	Indicator	Realization
1	Analysis of the equal pay system and possible revision of the system	Processing of the analysis of equal remuneration, including the possible proposal of measures leading to equal access in remuneration, communication of the given topic within the institution.	HR department, director of the institution	Processing an equal pay analysis.	2024
2	Individualization of existing forms for evaluation interviews	Adapting forms to better reflect individual situations and differences.	HR department	Updated forms.	2023
3	Ensuring a high-quality technical and informational background for the employment of foreign researchers	Ensuring the payroll system for foreigners, all the necessary documents in the AJ, prepare for senior employees a manual for the recruitment of foreign employees.	HR department, legal department, economic department	Updating working documents in English, determining the responsible person.	2024–2026
4	Updating the website including the English version	Making the website content more attractive, adding more information about the institution's activities.	HR department, marketing department, IT	Updated website in Czech and English version.	2024
5	Regular organization of excursions for university students or the professional public	The activity serves to popularize research, make the brand more attractive and raise awareness of the research institution's job vacancies.	HR department	Realized excursions twice a year.	2024–2026
6	Prevention and resolution of undesirable behavior in the workplace	The activity serves to popularize research, make the brand more attractive and raise awareness of the research institution's job vacancies.	HR department, legal department	Creation of a methodological guide for employees to help identify unwanted behaviour and be accessible to all employees.	2024

7	Regular training on the OTM-R policy	Training of researchers and managers on the principles of transparent selection procedure and OTM-R policy.	HR department	Training of researchers and managers 1 x per year.	2024-2026
8	Expansion of the HR Award working group by additional members from the ranks of researchers	Greater involvement of researchers in other activities of the HR Award working group.	Personnel department, researchers	Appointment of new working group from 1 September 2023, minutes of meetings.	2023
9	Maintaining contact with parents on maternity/paternal leave	A regular newsletter, summarizing the news at CDV, sent to employees at MD/RD.	HR department, marketing department	The newsletter is sent at least once a year.	2024-2026