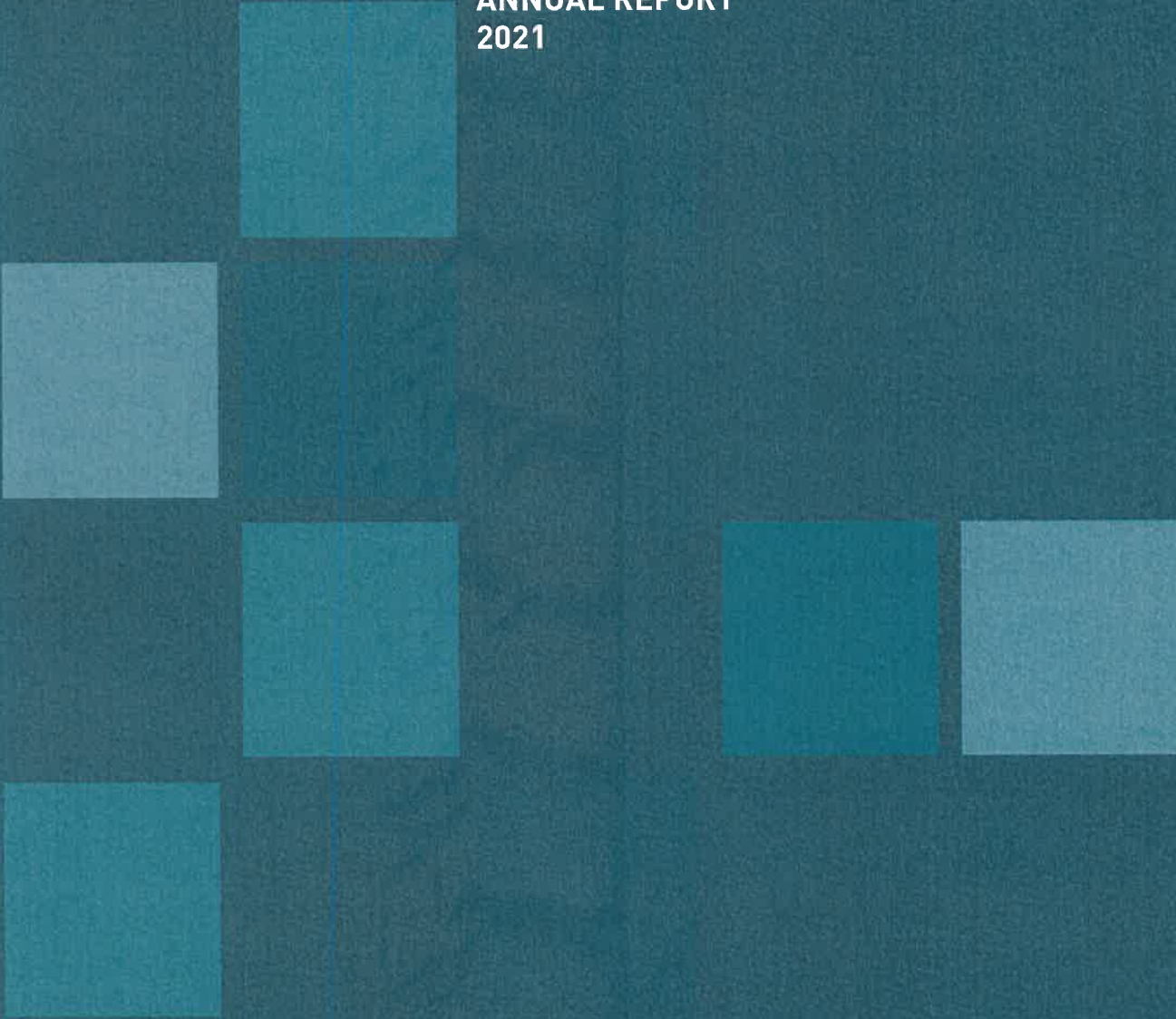




IPN INSTITUTO PEDRO NUNES
ASSOCIAÇÃO PARA A INOVAÇÃO E DESENVOLVIMENTO EM CIÊNCIA E TECNOLOGIA

**IGENDER EQUALITY
ANNUAL REPORT
2021**



INSTITUTO PEDRO NUNES
**IGENDER EQUALITY - ANNUAL REPORT
2021**

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1. EXECUTIVE SUMMARY

With the recent approval of the IPN's Gender Equality (GE) Plan for the triennium 2021-2023, henceforth called Plan, this report describes the actions carried out in order to directly or indirectly promote GE, especially during the 2nd semester of 2021, according to the approved schedule.

2021 was a year of preparation, focused on the identification of documents and good practices relevant to the activities and employees of the IPN; also, of implementation of improvements in internal processes and activities foreseen in the Plan; and in the beginning of internal policy review processes.

Analysing the number of men and women working in the institution, it can be concluded the respective proportion is balanced, considering that the activities developed and services provided are mostly in the areas of engineering and technology. It should be remembered that about 62% of recent graduates in STEM areas (Science, Technology, Engineering and Mathematics) are male.

With regard to access to funding, the 13 applications submitted to the Horizon Europe program were analysed: about 40% of senior researchers are women.

The IPN carried out two specific awareness-raising actions on the gender dimension; shared initiatives and facilitated participation in actions promoting personal and professional development of its employees, in its different aspects; participated in projects promoting gender balance, in the dimensions where women are less represented (e.g. leadership, decision-making, entrepreneurship). It has also attended to all national and EU legislation related to GE.

Recognizing that this policy is still very recent, it is already possible to identify that the initiatives implemented positively impact the sensitivity of employees and also the external community of the institution to GE in a professional and personal context.

2. STATISTICS DISAGGREGATED BY SEX

The IPN has carried out a quantitative information survey to monitor the situation of men and women in the institution, covering all employees under employment contract. The data analysed and presented here refer to 31 December 2021, compared to those collected in 2020 and included in the Plan.

Based on the information collected, the following indicators have been updated:

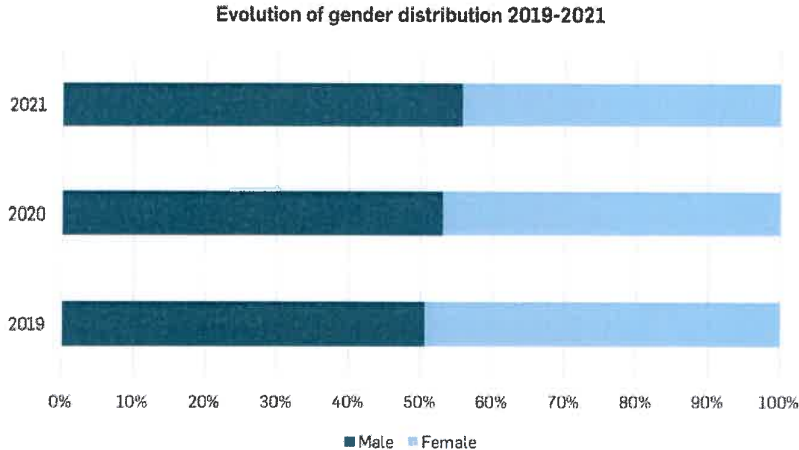


Chart 1 - Evolution of gender distribution 2019-2021

In general, a gender balance is observed in the last 3 years, with a slight increase in male gender representation visible in 2021.

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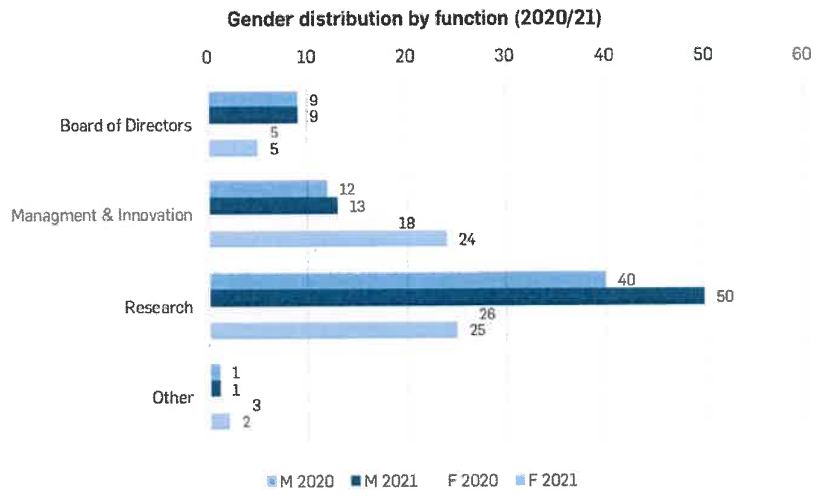


Chart 2 - Gender distribution by function 2020-2021

The analysis of the gender distribution per function shows that, in management and auxiliary functions, between 2020 and 2021, the situation remained practically unchanged. However, in the research functions and in the management and innovation support functions, we observe an accentuation of the gender predominance already verified in 2020. That is, in 2021 there is an increase in the predominance of females in management and innovation support functions and an increase in the predominance of males in research functions. It should be recalled that the research activities of the IPN are mainly associated with STEM areas, where the respective professionals are mostly male.

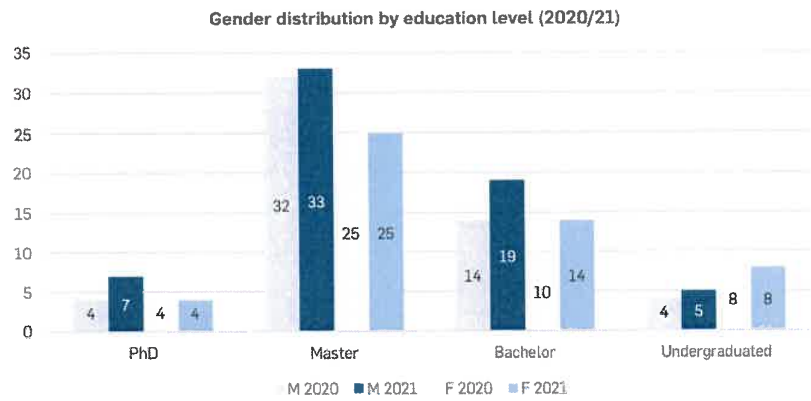


Chart 3 - Gender distribution by education level 2020-2021

The analysis of the gender distribution by level of education allows us to conclude that there are no significant differences between 2020 and 2021, with a clear predominance of men in higher qualification levels.

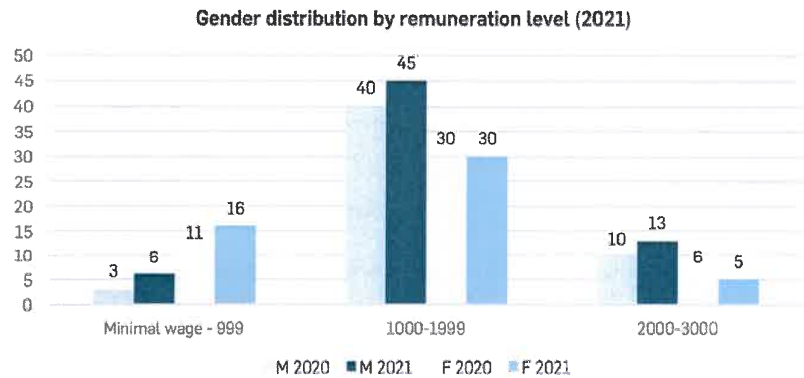


Chart 4 - Gender distribution by remuneration level 2020-2021

The analysis of the gender distribution by remuneration level shows that males are predominant in the highest remuneration scales, a situation already observed in 2020. However, both genders are mostly in the intermediate remuneration level, 1000-1999, thus revealing a gender balance in this particular case.

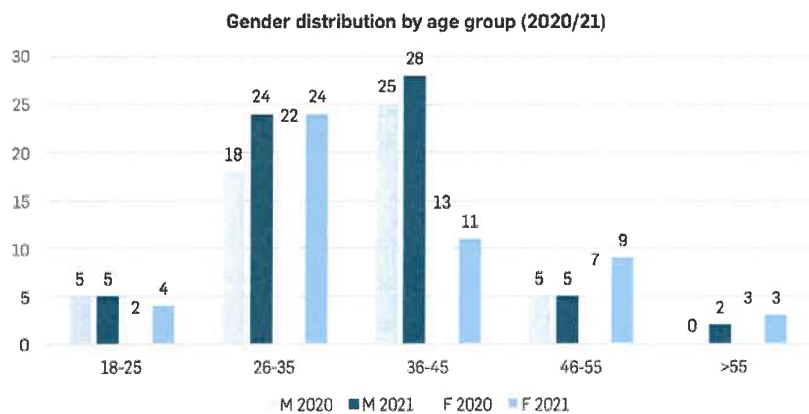


Chart 5 - Gender distribution by age group 2020-2021

The analysis of the gender distribution by age groups allows us to conclude that there are no significant differences in relation to 2020, maintaining a trend towards gender balance, since the majority of employees of both genders are in the age groups 26-35 years and 36-45 years.

It is possible to say that in 2021 the gender balance was globally maintained for most indicators, with the exception of gender distribution by functions, where there was a worsening in the period under analysis. This is due to the fact that during 2021, new admissions were mostly for positions in the Engineering area where, a priori, there is a gender imbalance, which is known both in Portugal and in Europe.

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3. YEAR HIGHLIGHTS BY DIMENSION

A summary of the activities carried out by dimension is described in this section.

DIMENSION 1 - ORGANIZATIONAL

The team responsible for addressing the GE policy in the IPN has conducted several searches and best practices to update knowledge, and thus be able to share useful documentation for the activities of IPN employees.

DIMENSION 2 - COMMUNICATION

There was an attempt to disseminate and inform IPN's employees and respective external community about the gender dimension, through the different communication channels of the IPN - Internal Information System (SI); e-mail; website. Two awareness-raising actions were carried out, one promoted by IPN's employees on the occasion of Women's Day celebration and the other for dissemination of the Plan.

DIMENSION 3 - RTD ACTIVITIES

During 2021 research was carried out to identify the most appropriate practices on how to consider gender issues in RTD projects and innovation activities, with a view to preparing the guiding document foreseen in Action 13, available in September 2022. Improvements were made in the SI to monitor the composition of the work teams proposed in applications for international funding, in terms of gender balance. Between September and December 2021, 13 applications were submitted to the European funding mechanism Horizon Europe, highlighting the predominance of the female gender (40%) in senior research careers.

DIMENSION 4 - PREVENTING HARASSMENT IN THE WORKPLACE

The Code of Good Conduct for the Prevention and Combat of Harassment in the Workplace was also revised, namely with the homogenization in what concerns reporting this type of practice, to be formalized through the new Internal Channel for Reporting Infractions in the IPN and IPN Incubator, created to comply with the provisions of Law no. 93/2021 of December 20th.

The most current version of the Code of Good Conduct for the Prevention and Combating of Harassment at Work is in Annex I of this report. The version in the Plan has also been updated.

DIMENSION 5 - WORK-LIFE BALANCE

Documentation on employees' rights was made available in the SI, namely with regard to parental leave and leave to care for a member of the household. During the period under review, absences due to parental leave were not significant.

DIMENSION 6 - RECRUITMENT AND CAREER DEVELOPMENT

As part of the process of welcoming new employees, they were made aware of the GE policies in force in the IPN and were encouraged to participate in training activities with a view to their personal and professional development.

DIMENSION 7 - BALANCE IN LEADERSHIP AND DECISION MAKING

The equal participation of men and women in leadership and decision-making positions in the labour market is one of the greatest challenges in the area of equal opportunities between men and women. In an attempt to mitigate this challenge, the IPN disseminated mainly by e-mail opportunities to develop leadership skills and participated in 5 projects/ activities related to entrepreneurship, one of them being related to female leadership.

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4. DESCRIPTION OF IMPLEMENTED ACTIONS

DIMENSION 1 – ORGANISATIONAL

Action 1	Setting up the GE team
Measurement indicator/way of verification	N/A
Periodicity of verification	N/A
Implementation schedule	From March to June 2021
Progress	Concluded

By the initiative of the institution's Board of Directors, a GE team was created, which jointly prepared the Plan and has been responsible for implementing the planned actions and their monitoring, in close coordination with other employees. The designated team includes a Human Resources Manager, the Legal Advisory and a Project and Funding Support Manager.

Action 2	Initial compilation of statistics disaggregated by gender
Measurement indicator/way of verification	Inclusion of a specific section for this purpose in the Plan
Periodicity of verification	N/A
Implementation schedule	From June to July 2021
Progress	Concluded

Sex-disaggregated statistics as of 31 December 2020 have been produced and are available in the Plan. A comparative analysis for the same period in 2021 can be found in section 2 of this report.

Action 3	Elaboration of the GE Plan
Measurement indicator/way of verification	GE Plan
Periodicity of verification	N/A
Implementation schedule	From June to August 2021
Progress	Concluded

The Plan was developed during 2021, and was approved by the Board of Directors on 22 July 2021. Later it was revised due to the need to update its annexes - Code of Good Conduct to Prevent and Combat Harassment at Work (see action 15).

Action 4	Preparation of the Annual Evaluation Report
Measurement indicator/way of verification	Annual Report
Periodicity of verification	Annual
Implementation schedule	From January to August of 2022, 2023 and 2024
Progress	Partially Concluded

This report is being prepared for the year 2021, and its approval by the Board of Directors was ratified on 26 September 2022.

DIMENSION 2 - COMMUNICATION

Action 5	Internal dissemination of the implementation of the GE Plan
Measurement indicator/way of verification	Dissemination through internal communication tools (by email and available to download in the IPN's Information System)
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards
Progress	Concluded

The Plan was presented to all IPN employees on 17 November 2021, in an online session "Info Talk: IPN Gender Equality Plan". This session aimed to raise awareness among employees about the gender dimension and its implication in IPN's main activities - implementation of RTD projects and innovation activities. The document is available to download at SI -dissemination of information to employees module.

Action 6	Publication of the GE Plan on the IPN website
Measurement indicator/way of verification	N/A
Periodicity of verification	N/A
Implementation schedule	September 2021
Progress	Concluded

The Plan is available for download on the IPN website: <https://www.ipn.pt/equalitypolicy>

Action 7	Publication of the summary of the Annual Evaluation Report on the IPN website
Measurement indicator/way of verification	N/A
Periodicity of verification	Annual
Implementation schedule	September 2022, 2023 and 2024
Progress	Partially Concluded

This report will be made available on the IPN website: <https://www.ipn.pt/equalitypolicy>.

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Action 8	Training the communication team on the GE theme
Measurement indicator/way of verification	Evidence of the session (photos; attendance list; materials used; etc.)
Periodicity of verification	N/A
Implementation schedule	From January to June 2022

Action to be verified in the next Annual Evaluation Reports.

Action 9	Creation of guidance document on neutral and inclusive language in the IPN
Measurement indicator/way of verification	Document concluded and released
Periodicity of verification	Bi-annual
Implementation schedule	From July to December 2022

Action to be verified in the next Annual Evaluation Reports.

Action 10	Internal dissemination of the document emerging from Action 9
Measurement indicator/way of verification	Dissemination through internal communication tools (by email and available to download in the IPN's Information System)
Periodicity of verification	N/A
Implementation schedule	From January 2023 onwards

Action to be verified in the next Annual Evaluation Reports.

Action 11	Periodic raising awareness of employees on the GE topic
Measurement indicator/way of verification	Evidence of the action implemented (photos; videos; etc)
Periodicity of verification	Annual
Implementation schedule	From March 2021 onwards
Progress	Partially Concluded

During 2021 two actions were carried out to raise the awareness of IPN's employees to the gender dimension:

- By the occasion of International Women's Day (8 March 2021) 13 online conversations were held between IPN employees (videos available at <https://www.youtube.com/user/InstitutoPedroNunes/videos>), with the participation of a man and a woman, where each pair had the opportunity to share their perspective about the importance of marking this date; the challenges that still persist for women in the work context; and what is their opinion about what it is like to be a woman and work in IPN.
- Since the year 2021 was marked by the elaboration of the Plan, we highlight the presentation session "Info Talk" for all employees, as already mentioned in action 5.

DIMENSION 3 – RTD ACTIVITIES

Action 12	Accounting by application approved by the IPN of the gender balance
Measurement indicator/way of verification	Number of M/F researchers per project submitted
Periodicity of verification	Annual
Implementation schedule	From June 2021 onwards
Progress	Partially Concluded

Most applications to the funding program Horizon Europe include in the form a table "Researchers involved in the proposal" where it is possible to determine the gender of researchers involved in the proposal, by level of research category. The table below summarizes this information regarding the number of IPN researchers involved in the 13 proposals submitted between September and December 2021.

Research Category Levels														
A - Top Grade Researcher			B - Senior Researcher			C - Recognised Researcher			D - First Stage Researcher			TOTAL		
F	M	NB	F	M	NB	F	M	NB	F	M	NB	F	M	NB
3	1	0	1	5	0	1	5	0	0	8	0	5	19	0
75%	25%	0%	17%	83%	0%	17%	83%	0%	0%	100%	0%	21%	79%	0%

Overall, the researchers involved in the proposals are mostly men. However, one can see the predominance of women (40%) in the most senior research careers.

Action 13	Creation of guidance document on how to address the GE topic in RTD activities
Measurement indicator/way of verification	Document concluded and released
Periodicity of verification	Bi-annual
Implementation schedule	From October 2021 to January 2022
Progress	Partially Concluded

During the end of 2021 the GE team, with the support of other IPN employees, started discussions about the structure of the document and carried out the respective bibliographic research, in order to collect existing good practices and start reflecting about the necessary adaptations to the context of IPN activities. This document summarizes a set of questions/reflections/tips on how to consider the gender dimension in the life cycle of the RTD projects and also includes suggestions for addressing this dimension in participatory and co-creation activities.

The following bibliographical references, among others, were considered for the realization of this document:

- Directorate-General for Research and Innovation (DG RTD) (2011). Toolkit gender in EU-funded research. European Commission Publications Office.
- European Institute for Gender Equality (EIGE) (2017). Gender equality in academia and research: GEAR tool. Publications Office.

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- European Institute for Gender Equality (EIGE) (2022, July). Integration of the sex/gender dimension into research and teaching content. Gender Equality in Academia and Research.
- Mihajlović Trbovc, J., & Hofman, A. (2015). Toolkit for Integrating Gender-Sensitive Approach into Research and Teaching. Gendering the Academy and Research: combating Career Instability and Asymmetries (GARCIA). University of Trento, Italy. The document became available mid-September 2022.

Action 14	Dissemination of the document emerging from Action 13
Measurement indicator/way of verification	Dissemination through internal communication tools (by email and available to download in the IPN's Information System)
Periodicity of verification	N/A
Implementation schedule	From January 2022 onwards

Action to be verified in the next Annual Evaluation Report.

DIMENSION 4 - PREVENTING HARASSMENT IN THE WORKPLACE

Action 15	Review of the existing Code of Good Conduct to Prevent and Combat Harassment at Work
Measurement indicator/way of verification	New version of the Code
Periodicity of verification	N/A
Implementation schedule	From July to August 2021
Progress	Partially Concluded

At the end of 2021 the process of reviewing the Code of Good Conduct for the Prevention and Combating of Harassment at Work began. This revision also involved the development of a mechanism for reporting and denouncing infractions through the SI, namely with the homogenization in what concerns reporting this type of practices, to be formalized through the new Channel for Internal Reporting of Infractions of the IPN and IPN Incubadora, created to comply with the provisions of Law no. 93/2021 of 20 December, which started operating in mid-June 2022.

The most current version of the Code of Good Conduct for the Prevention and Combating of Harassment at Work is in Annex I of this report. The version in the Plan (see Annex I) has also been updated, as the Code is an integral part of the Plan (Action 3).

Action 16	Strengthening the internal dissemination of the existing Code of Good Conduct to Prevent and Combat Harassment at Work
Measurement indicator/way of verification	Dissemination through internal communication tools (by email and available to download in the IPN's Information System)
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards

Action to be verified in the next Annual Evaluation Report.

DIMENSION 5 - WORK-LIFE BALANCE

Action 17	Ensure the dissemination of information to employees regarding their rights in the area of parenthood and rights of absence due to family accompaniment
Measurement indicator/way of verification	Dissemination through internal communication tools (by email and available to download in the IPN's Information System)
Periodicity of verification	N/A
Implementation schedule	From September 2021 onwards
Progress	Partially Concluded

A module for the dissemination of information to employees is updated in SI, providing information on the rights of employees, particularly with regard to parental leave and leave to care for a member of the household. This module is updated every time new documentation of interest is launched or the existing one would need to be revised.

Action 18	To accompany the return of employees who have been absent for long periods due to parental leave, ensuring their reintegration in the unit/department, promoting specific training if necessary
Measurement indicator/way of verification	Follow-up record
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards
Progress	Partially Concluded

In this period only one male person took parental leave. The employee was accompanied on his return from the 30-day period of shared initial parental leave.

Action 19	Analysis of flexible ways of organising work according to the specific conditions of each employee
Measurement indicator/way of verification	Follow-up record
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards
Progress	Partially Concluded

During this period there were no requests for flexible work arrangements from IPN employees.

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DIMENSION 6 - RECRUITMENT AND CAREER DEVELOPMENT

Action 20	Review of the existing GE policy for hiring Human Resources
Measurement indicator/way of verification	Document concluded and released
Periodicity of verification	Bi-annual
Implementation schedule	From July to August of 2021 and 2023
Estado	Parcialmente concluido

After reviewing the document in question, no need for change was diagnosed in the short term, and a possible revision of the document is postponed to the next period.

Action 21	Mention the GE policies in the welcoming process of new employees
Measurement indicator/way of verification	Follow-up record
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards
Progress	Partially Concluded

During this period 10 meetings were held to welcome new employees. In these meetings, new employees were made aware of the GE policies in force in the IPN, among other topics covered.

Action 22	Raising awareness and dissemination of activities that foster professional and personal development
Measurement indicator/way of verification	Evidence of IPN employees sharing activities that contribute to their professional and personal development, e.g. training opportunities, conferences, workshops, relevant documents/readings.
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards
Progress	Partially Concluded

In this period there were several training actions attended by IPN's employees, triggered either by IPN's initiative or by the employees themselves. Suggestions for training courses, conferences, workshops and relevant documents are frequently shared by e-mail. Here are some examples of training sessions held by IPN's employees:

- General Cybersecurity Course, 12/14/2021
- IP Commercialization and Licensing - Advanced Course, 02/12/2021
- Training Course in Ethics and Professional Deontology, 20/11/2021
- Management and Closing of Financed Projects, 28/10/2021
- Practical Training in all National Public Contracting Platforms, 22/09/2021
- Internal information management and confidentiality duties, 15/09/2021
- Safety and good practices in laboratories, 10/14/2021

DIMENSION 7 - BALANCE IN LEADERSHIP AND DECISION MAKING

Action 23	Awareness and dissemination of activities that foster the professional and personal development of employees in management and leadership positions
Measurement indicator/way of verification	Evidence of IPN employees sharing activities that contribute to their professional and personal development, e.g. training opportunities, conferences, workshops, relevant documents/readings.
Periodicity of verification	Annual
Implementation schedule	From September 2021 onwards
Progress	Partially Concluded

The IPN seeks to disseminate mainly by e-mail activities that foster the development of leadership skills (trainings, workshops, seminars, among others). It also encourages and implements projects and services related to entrepreneurship, which includes (among other topics) modules on leadership, pitch, communication and negotiation. For example, during 2021 the IPN implemented 5 projects/activities:

- Women Entrepreneurship Bootcamp 2021 (We Go!) - funded by the EIT Health program involved 11 start-ups led or co-lead by women. This bootcamp combines online training and mentoring, in the areas that women need to develop their skills the most, e.g. leadership, negotiation, communication, business model, financing, pitch presentation, investment and networking.
- Link Me Up - 1000 ideas - Support System for the co-creation of innovation, creativity and entrepreneurship (Link Me Up) - includes the development of business idea competitions for the selection of projects with entrepreneurial potential with a view to creating companies. The project's goal at national level is to support 400 business ideas and projects and 600 innovation co-creation projects. The IPN (subcontracted partner) implemented the dynamization of workshops, the application of methodologies for generating ideas, mentoring sessions, monitoring and training of teams, on topics of innovation and entrepreneurship, within the scope of business idea competitions provided for in the project.
- Born from Knowledge (BfK) - Promoted by ANI – Portuguese Agency for Innovation, this program brings together the best business ideas "born from knowledge" scientific and / or technological. The IPN was the entity responsible for implementing the 2020 and 2021 editions.
- InnoStars Awards Bootcamp 2021 - funded by the EIT Health program, this initiative promotes training in business plans, negotiation and pitch presentations for health start-ups, which may receive up to 25,000€ of funding for business development and product validation. In 2021, 26 companies participated.
- MedTech Bootcamp 2021- funded by the EIT Health program, aims to empower interdisciplinary teams of young, ambitious engineers and health professionals with a set of customized tools to facilitate entrepreneurship, support the development of a structured business plan and a strong network of investors driving the best ideas to market. Ten companies are supported per year.

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It should also be mentioned that the IPN has marked the International Day of Women and Girls in Science (11/02/2021) by conducting interviews with 10 Portuguese women in order to make known their innovative careers in the space sector. This initiative was developed under the Go2Space-HUBs Project, which received funding from the European Union through the European Union's Research and Innovation Program Horizonte 2020, under Grant Agreement 870370. It is important to mention that, despite being implemented outside the planned schedule, it is considered relevant to include them in the report, since the IPN has fostered over the years the GE Principle, where the Plan represents the formalization of this commitment.

Also, the participation of employees of the institution in events to share their professional experience. For example: Webinar "Tertúlia Vozes no Feminino", 11/25/2021 is highlighted.

5. TIMELINE

Dimension	Action	Name	2021												2022											
			3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12		
1 Organisational	1	Setting up the GE team	✓	✓	✓	✓																				
	2	Initial compilation of statistics disaggregated by gender				✓	✓																			
	3	Elaboration of the GE Plan				✓	✓																			
	4	Preparation of the Annual Evaluation Report										✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	5	Internal dissemination of the implementation of the GE Plan								✓	✓															
	6	Publication of the GE Plan on the IPN website								✓																
	7	Publication of the summary of the Annual Evaluation Report on the IPN website																					✓			
2 Communication	8	Training the communication team on the GE theme																								
	9	Creation of guidance document on neutral and inclusive language in the IPN																								
	10	Internal dissemination of the document emerging from Action 9																								
	11	Periodic raising awareness of employees on the GE topic	✓																							
3 RTD Activities	12	Accounting by application approved by the IPN of the gender balance				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
	13	Creation of guidance document on how to address the GE topic in RTD activities																								
	14	Dissemination of the document emerging from Action 13																								
	15	Review of the existing Code of Good Conduct to Prevent and Combat Harassment at Work																								
4 Preventing Harassment in the Workplace	16	Strengthening the internal dissemination of the existing Code of Good Conduct to Prevent and Combat Harassment at Work																								
5 Work-life balance	17	Ensure the dissemination of information to employees regarding their rights in the area of parenthood and rights of absence due to family accompaniment																								
	18	To accompany the return of employees who have been absent for long periods due to parental leave, ensuring their reintegration in the unit/department, promoting specific training, if necessary																								
	19	Analysis of flexible ways of organising work according to the specific conditions of each employee																								
6 Recruitment and Career Development	20	Review of the existing GE policy for hiring Human Resources							✓																	
	21	Mention the GE policies in the welcoming process of new employees																								
7 Balance in leadership and decision making	22	Raising awareness and dissemination of activities that foster professional and personal development																								
	23	Awareness and dissemination of activities that foster the professional and personal development of employees in management and leadership positions																								

6. ANNEXES

Annex I - Code of good conduct to prevent and combat harassment at work

CÓDIGO DE BOA CONDUTA PARA A PREVENÇÃO E COMBATE AO ASSÉDIO NO TRABALHO

(Versão revista em Julho de 2022)

Considerando:

- Que o Instituto Pedro Nunes (IPN) e a IPN Incubadora pretendem promover no seu local de trabalho um ambiente respeitador e seguro, livre de discriminação e assédio, sob qualquer forma ou natureza;
- Não serem admissíveis quaisquer formas de discriminação individual que sejam incompatíveis com a dignidade da pessoa humana, nomeadamente em razão da origem, etnia, sexo, orientação política, confissão religiosa, orientação sexual ou deficiência física e quaisquer condutas configuradas como de assédio sexual, *mobbing* ou abuso de poder;
- O disposto no Código do Trabalho, em especial no seu artigo 29º, com as alterações introduzidas pela Lei nº 73/2017 de 16 de agosto;
- A Lei nº 93/2021 de 20 de Dezembro, que estabelece o regime geral de proteção de denunciante de infrações, transpondo a Diretiva (UE) nº 2019/1937 do Parlamento Europeu e do Conselho, de 23 de Outubro de 2019

O IPN e a IPN Incubadora adotam o presente **CÓDIGO DE BOA CONDUTA PARA A PREVENÇÃO E COMBATE DO ASSÉDIO NO TRABALHO**:

1. Âmbito de aplicação

Este Código de Conduta aplica-se a todos os trabalhadores do IPN e IPN Incubadora e demais colaboradores eventuais, conquanto participando nas atividades de ambas as instituições.

2. Princípios Gerais

No exercício da sua prestação laboral, os trabalhadores e colaboradores do IPN e da IPN Incubadora devem atuar tendo em vista a prossecução dos fins e interesses das Instituições, no respeito pelos princípios da não discriminação e da proibição do assédio no trabalho.

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3. Dos comportamentos ilícitos, da sua comunicação e da intervenção do IPN e da IPN Incubadora

- 3.1. São expressamente interditos todos e quaisquer comportamentos indesejados por parte dos trabalhadores e colaboradores do IPN e/ou da IPN Incubadora, consubstanciados, nomeadamente, em palavras, atos, gestos ou escritos (em qualquer suporte ou meio de difusão) e/ou que configurem assédio sexual, sob forma verbal, não verbal ou física, que visem ou tenham por objetivo perturbar ou constranger um trabalhador, no acesso ao emprego ou no próprio emprego, que afetem a sua dignidade ou promovam um ambiente discriminatório, hostil, degradante, humilhante ou intimidatório.
- 3.2. Em caso de ocorrência de qualquer situação de assédio, tal como definida em 3.1., qualquer trabalhador deve comunicá-la através do Canal de Denúncia de Infrações, através do link <https://ipn.pt/canaldenuncias>.
- 3.3. O IPN e a IPN Incubadora, conforme os casos, obrigam-se a atuar em termos disciplinares, nos termos previstos no Código do Trabalho, sempre que tenham conhecimento de alegados casos de assédio laboral.
- 3.4. Os denunciantes de quaisquer situações de alegado assédio laboral, bem como quaisquer testemunhas por aqueles indicadas, não podem ser sancionados disciplinarmente, a menos que atuem com dolo, com base em declarações constantes dos autos do processo, judicial ou contraordenacional, desencadeado por assédio até decisão final, transitada em julgado, sem prejuízo do exercício do direito ao contraditório, observando-se em especial a este respeito o disposto na Lei nº 93/2021 de 20 de Dezembro.

4. Da punição do infrator

- 4.1. A prática de assédio constitui um comportamento ilícito, punido legalmente e nos termos do poder disciplinar que assiste ao IPN e à IPN Incubadora enquanto empregadores, sem prejuízo do disposto em 4.2.
- 4.2. A prática de assédio moral é qualificada como contraordenação muito grave, sem prejuízo da eventual responsabilidade penal, decorrente do disposto no artigo 155º-A do Código Penal.

5. Do ressarcimento dos danos sofridos pelo trabalhador

- 5.1. O trabalhador lesado terá direito a uma indemnização por danos patrimoniais e não patrimoniais, nos termos do nº 4 do artigo 29º e do artigo 283º do Código do Trabalho, considerando a redação que lhes foi dada pelo artigo 2º da Lei nº 73/2017 de 16 de agosto.
- 5.2. O trabalhador lesado tem ainda direito à resolução do contrato de trabalho com justa causa com fundamento na prática de assédio por parte do empregador ou de qualquer trabalhador ou colaborador do IPN e/ou da IPN Incubadora, denunciada à Autoridade para as Condições do Trabalho (ACT), conforme disposto na alínea f) do nº 2 do artigo 394º do Código do Trabalho, na redação que lhe foi dada pelo artigo 2º da Lei nº 73/2017 de 16 de agosto.

6. Disposições finais

- 6.1. O presente Código entra em vigor imediatamente após a sua aprovação pela Direção do Instituto Pedro Nunes, destinando-se a ser de imediato divulgado a todos os seus trabalhadores, designadamente através da área reservada do portal Internet da instituição, o mesmo sucedendo com todas as suas revisões e atualizações.
- 6.2. No processo de admissão de novos colaboradores deverá constar a declaração de conhecimento e aceitação das normas constantes do presente Código.
- 6.3. Em todos os casos não previstos ou regulados pelo presente Código, são aplicáveis as disposições do Código do Trabalho, em especial as resultantes das alterações a este diploma legal aprovadas pela Lei nº 73/2017 de 16 de agosto, assim como o disposto na Lei nº 93/2021 de 20 de Dezembro.

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