



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

**IPN AND IPN-INCUBATOR
GENDER EQUALITY PLAN
2024-2026**

**INSTITUTO PEDRO NUNES
IPN AND IPN-INCUBATOR
GENDER EQUALITY PLAN
2024 - 2026**

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1. INTRODUCTION

Over the years, IPN and IPN-Incubator have fostered the principle of Gender Equality (GE), making their teams evolve in a positive and egalitarian way, in terms of equal opportunities for all and non-discrimination, namely on the grounds of gender, disability, race, or ethnic origin, religion or belief, region, age or sexual orientation.

This Plan formalizes this commitment, following the growing public awareness and its implications in a professional context, and is framed within the national and European strategies for GE.

GE is a core value of the European Union and is a priority that is embodied in the 5th Sustainable Development Goal (SDG): "Achieve gender equality and empower all women and girls". The European Commission's (EC) recent guidelines in this regard are also a driver for the implementation of this Plan:

The GE Strategy set out here frames the European Commission's work in this area and sets out the strategic objectives and main actions for the period 2020-2025. It aims to build a Europe where GE is achieved by 2025 and where gender-based violence, sex discrimination, and structural inequality between women and men are a thing of the past. A Europe in which women and men, girls and boys, in all their diversity, are equal and free to follow their chosen life path, have the same opportunities to fulfil their potential, and can participate in and lead our European society on equal terms.¹

The strategy includes concrete measures on pay transparency, work-life balance for women and men, flexible working arrangements, and improvements in the balance between men and women in decision-making positions, among others.

Within the scope of the National Strategy for Equality and Non-Discrimination – Portugal+Igual (ENIND), our country establishes, for the period 2023-2026, strategic objectives for the action plan for equality between women and men (PAIMH), namely, promoting equality between women and men and non-discrimination in research and development (R&D) and in the digital world (OE3); ensuring the conditions for the full and equal participation of women and men in the labor market (OE4); and promoting work-life balance and responding to the demographic challenge (OE5).²

At the national level, the strategy proposes, among others, the targets of a 10% wage gap between women and men by 2030 and the implementation of the Portuguese standard for an Equal Pay Management System, based on the Icelandic Standard IST 85:2012.

Various initiatives are underway to achieve these goals. In 2022, the National Target for GE challenges Portuguese companies to reach 40% of women in decision-making positions by 2030 [Board of Directors, Executive Committee, and 1st Line Directions]. The NP 4552:2016 Standard "Work-life balance management system" allows an organization to develop and implement coherent policies, practices, objectives, and actions in the field of work-life balance, allowing the certification of the Work-life Balance Management System. In this context, the Grace network – Responsible Companies, within the scope of the GE Cluster, aims to stimulate the debate and the sharing of know-how on processes and good practices in the field of GE.

¹<https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:52020DC0152>

²Resolution of the Council of Ministers no. 92/2023, of August 14.

In line with the best national and European practices, the IPN and IPN-Incubator GE Plan 2024-2026, henceforth referred to as the Plan, is organized into 5 sections derived from the procedural stages adopted for its execution:

- 1) Plan Objectives;
- 2) Statistics Disaggregated by Sex;
- 3) Dimensions of Action;
- 4) Action Plan;
- 5) Monitoring.

This Plan is designed with a view to implementation and continuous improvement, depending on the social, professional, and legislative contexts. It may be amended if justified and/or required by possible legislative changes.

2. PLAN OBJECTIVES

This Plan aims to promote and raise awareness of equal opportunities for men and women in the different forms of intervention of IPN and IPN-Incubator in society and among their target audience.

The entities are aware of the social implication of equality in professional practices and are committed to integrating this dimension, as far as possible and applicable, in the pursuit of their activities over the years.

The Plan is implemented through a set of actions integrated into the activities of IPN and IPN-Incubator, aiming to promote a fairer, more balanced, tolerant, and egalitarian society, respecting the fundamental rights and freedoms of all.

3. STATISTICS DISAGGREGATED BY SEX

For the 2024-2026 triennium, it is intended to monitor, at the end of each year, the following indicators covering IPN and IPN-Incubator workers bound by an employment contract:

- Distribution by sex;
- Distribution by sex and age;
- Distribution by sex and number of children;
- Distribution by sex and function;
- Distribution by sex and education level;
- Distribution by sex and remuneration level.

The intention is to map the distribution by man and women within entities and make decisions based on evidence, allowing to adjust policies and actions as necessary according to disaggregated information, on an annual basis. In this way, the respective indicators will be collected, as of 31st December 2023, and a comparative analysis will be carried out in the following year-on-year periods, which will be included in the respective annual reports.

4. DIMENSIONS OF ACTION

In line with the previous Plan, considering the applicable legislation, the European Commission's instructions for submitting applications under the European funding framework programme Horizon Europe and the areas of intervention of both entities, the dimensions of action are maintained, which are presented below, highlighting the most relevant planned actions.

DIMENSION 1 – ORGANISATIONAL

The intention is to continue the work carried out in the previous triennium in terms of management and organizational strategy, designating a team responsible for defining, implementing, monitoring, and reporting the Plan, in close coordination with the Board of Directors of the entities. Thus, the following team is appointed for the 2024-2026 triennium:

- Ana Luísa Jegundo;
- Ana Seguro;
- Carla Duarte;
- José Ricardo Aguilar;
- Rosa Silva.

During these three years, it is planned to carry out statistics disaggregated by sex to be monitored annually.

DIMENSION 2 – COMMUNICATION

The involvement of employees in the implementation of this Plan is crucial for its success and continuity. Thus, different dissemination actions will be implemented to keep everyone informed and involved in the promotion of this principle, promoting the dissemination of the Plan and its monitoring reports, and assuring the consideration of the dimension of equality in their professional activities.

Institutional communication and the language used also play an important role in promoting equality and nondiscrimination. In recent times, different national and European reference entities have been disseminating instructions and recommendations for the use of neutral and inclusive language, seeking to "*give equal visibility of gender in discourse or abstraction to the reference to gender, as is more appropriate.*"³

In this context, it is planned to disseminate a set of recommendations on neutral and inclusive language, in the light of the entities' areas of activity, with the main objective of disseminating and raising awareness of GE, keeping people informed and updated on good practices in this matter, promoting its application in the context of their professional activities. Likewise, it is also intended to encourage the participation of teams in enrichment activities and the sharing of experiences on the importance of considering the dimension of equality in the context of R&D, innovation, and entrepreneurship.

³https://www.europarl.europa.eu/cmsdata/151780/GNL_Guidelines_EN.pdf

DIMENSION 3 – RTD ACTIVITIES

European public policies, including those for R&D funding, increasingly promote the issue of GE, calling for equal opportunities based on gender. In this regard, it should be noted that there is an imperative need for GE Plans to be approved by all institutions applying for funding under the Horizon Europe Programme. In this context is possible that a tiebreaker between proposals for funding with identical evaluations in the fields of merit and excellence can be achieved through the assessment made by the applicants of the GE theme in their respective proposals.

Therefore, IPN and IPN-Incubator will seek to highlight the theme in its R&D, innovation, and entrepreneurship both individually and in partnership projects with third parties. Not only through the gender-balanced composition of the work teams allocated to the projects, but also through sharing information that supports the definition of guidelines in the preparation of applications, so that the gender dimension is taken into account in the definition of work packages, research topics, and, above all, the universe of recipients of tests, pilot actions or focus groups of each project, whenever this seems appropriate and feasible.

The primary objective is to value, as far as possible, the proposals for R&D projects from IPN and IPN-Incubator (or with the joint intervention), in the GE theme, positioning them more favourably in this context of high competitiveness.

DIMENSION 4 – PREVENTING HARASSMENT IN THE WORKPLACE

Considering the requirements set by Portuguese Law No. 73/2017 of 16th August, the entities approved a Code of Good Conduct for the Prevention and Combat of Harassment at Work (see Annex I). This document was subject to timely and extensive internal dissemination and was published on the premises of the entities, following the requirements of the labor legislation in force, as well as present in the internal communication tools of the entities.

Accordingly, this Code is aligned with the current legal requirements, being an integral part of this Plan as one of its most relevant dimensions.

On the other hand, and in compliance with the provisions of Portuguese Decree-Law no. 109-E/2021 of 9th December, IPN will approve a Code of Conduct and Integrity at the end of 2023, to be observed internally by everyone, which specifically addresses and cites, among other topics and areas, the above-mentioned Code of Good Conduct for Preventing and Combating Harassment at Work, reinforcing the importance of this topic within the institution.

Given the training requirements laid down by the legislation, in 2024 IPN will reinforce communication and training with its employees on the content of these Codes.

DIMENSION 5 – WORK-LIFE BALANCE

The topic of GE should also be understood more broadly, in different contexts, not only professional but also in terms of family and personal life. In this sense, organizations have been promoting measures that contribute to the work-life balance of their teams, namely:

- complying with all the maximum daily and weekly legal limits indispensable for work, family, and personal life balance;
- considering and evaluating on a case-by-case basis the needs of its employees in the analysis of the different flexible modalities of work organization;
- informing and clarifying their rights regarding periods of absence for care of children and family members, under the terms provided for by law;
- informing and clarifying about their rights related to parenthood;
- accompanying the return after long periods of absence due to parenthood;
- promoting internal training actions, which take place within normal working hours, so that everyone can have time outside working hours.

Both organizations recognize that the balance between personal and professional life contributes to their workers' well-being and professional fulfillment and intend to reinforce this commitment, providing in this Plan the definition of a set of actions that improve well-being in the workplace, particularizing initiatives that benefit people with young children.

DIMENSION 6 - RECRUITMENT AND CAREER DEVELOPMENT

During 2023, the shared Salary Review Policy was approved by the IPN and IPN-Incubator Boards. In addition to this initial review, this policy foresees the introduction of other measures, including the creation of a performance evaluation process, which will be worked on during these three years.

It is also envisaged the revision of the Policy on equality between men and women and equal opportunities and non-discrimination in the recruitment of human resources, of both institutions, which is an integral part of this Plan (see Annex II). This Policy addresses several dimensions related to the GE, such as non-discrimination in human resources recruitment processes, valuing all employees, promoting parenthood, or promoting the integration of people with disabilities.

For the three years, the entities will maintain their commitment to raising awareness and disseminating career development opportunities, encouraging participation and promotion of initiatives to enrich the technical and complementary skills of the teams. At the same time, the inclusion of the topic of equality in the process of welcoming new people into the teams will continue to be ensured.

DIMENSION 7 – BALANCE IN LEADERSHIP AND DECISION MAKING

Equal participation between men and women in leadership and decision-making positions in the labor market is one of the greatest challenges in the field of equal opportunities for men and women. Sensitive to this challenge, the entities will maintain their commitment to encourage the balanced participation of women and men in decision-making positions by supporting the professional career development of employees of the under-represented sex in management and leadership positions, namely through the following measures:

- awareness-raising and dissemination of activities that foster professional and personal development;
- ensuring that women in intermediate or management positions who are absent for extended periods for reasons of parenthood retain and consolidate these functions on their return;
- promoting participation in projects and services in the areas of entrepreneurship and innovation, including addressing topics of leadership, pitch, communication, access to funding and negotiation.

Considering the entrepreneurial context that characterizes the activity of IPN and IPN-Incubator, during the triennium it is also intended to map the companies installed in its incubator and accelerator with intermediate or management positions assumed by women and to promote actions that can contribute to mitigating the well-known gender imbalance in this matter and promoting their visibility.

5. ACTION PLAN

Once the dimensions of action have been presented, the respective actions to be carried out are defined below.

Each action includes:

- a measurement indicator to verify its implementation;
- a periodicity of verification and
- an implementation timetable.

DIMENSION 1 – ORGANISATIONAL

Action 1	Review of the team responsible for the Plan
Measurement indicator/check form	Board meeting minutes, where the Report was approved
Periodicity of verification	N/A
Implementation timetable	From October to November 2023

Action 2	Revision of the statistics disaggregated by sex
Measurement indicator/check form	Plan and Annual Report
Periodicity of verification	N/A
Implementation timetable	From October to November 2023, and from January to August 2025, 2026 and 2027

Action 3	Elaboration of the Plan
Measurement indicator/check form	Board meeting minutes, where the Plan was approved
Periodicity of verification	N/A
Implementation timetable	December 2023

Action 4	Elaboration of Annual Reports
Measurement indicator/check form	Board meeting minutes, where the Report was approved
Periodicity of verification	Annual
Implementation timetable	From January to August 2025, 2026 and 2027

DIMENSION 2 – COMMUNICATION

Action 5	Internal disclosure of the implementation of the Plan
Measurement indicator/check form	Evidence of the internal disclosure of the Plan and its actions
Periodicity of verification	Annual
Implementation timetable	From January 2024

Action 6	Update of the Equality Policy on the website
Measurement indicator/check form	Publication of the Plan and Annual Reports on the IPN website
Periodicity of verification	N/A
Implementation timetable	From January 2024

Action 7	Internal dissemination of best practices on neutral and inclusive language
Measurement indicator/check form	Evidence of holding a session on the topic
Periodicity of verification	N/A
Implementation timetable	From January to June 2024

Action 8	Provision of a guiding document on neutral and inclusive language
Measurement indicator/check form	Document available for consultation through communication channels
Periodicity of verification	N/A
Implementation timetable	From January to June 2024

Action 9	Periodic internal awareness on the topic of Equality
Measurement indicator/check form	Evidence of the organization of class actions
Periodicity of verification	Annual
Implementation timetable	From January 2024

Action 10	Promotion of the participation of teams in activities of enrichment and sharing experiences on Equality, in the context of applied research, innovation, and business creation
Measurement indicator/check form	Evidence of team participation in sessions, meetings, workshops, seminars, conferences and similar events
Periodicity of verification	Annual
Implementation timetable	From January 2024

DIMENSION 3 – RTD ACTIVITIES

Action 11	Accounting on gender balance per application submitted
Measurement indicator/check form	Number of researchers per candidate project
Periodicity of verification	Annual
Implementation timetable	From January 2024

Action 12	Revision of a guiding document on how to approach the topic of GE in R&D activities
Measurement indicator/check form	Dissemination through internal communication of changes to the document
Periodicity of verification	N/A
Implementation timetable	From January 2025

DIMENSION 4 – PREVENTING HARASSMENT IN THE WORK

Action 13	Revision of the Code of Good Conduct for Preventing and Combating Harassment at Work and approval of the Code of Conduct and Integrity
Measurement indicator/check form	A new version of the Code of Good Conduct for Preventing and Combating Harassment integrated into the Plan and dissemination of the Code of Conduct and Integrity
Periodicity of verification	N/A
Implementation timetable	From January 2024

Action 14	Strengthening internal dissemination and formation of the Code of Good Conduct for Preventing and Combating Harassment at Work and of the Code of Conduct and Integrity
Measurement indicator/check form	Evidence of internal disclosure of changes to the document
Periodicity of verification	Annual
Implementation timetable	From January 2024

DIMENSION 5 – WORK-LIFE BALANCE

Action 15	Ensure the dissemination of information regarding the rights of employees, in the field of family support and the rights of absence due to family accompaniment
Measurement indicator/check form	Evidence of internal disclosure of changes to the document
Periodicity of verification	N/A
Implementation timetable	From January 2024

Action 16	Monitor the return of prolonged absences due to parental leave, ensuring their reintegration into the unit/department, promoting specific training if necessary
Measurement indicator/check form	Follow-up log
Periodicity of verification	Annual
Implementation timetable	From January 2024

Action 17	Analysis of flexible work organization arrangements, given the specific conditions of each employee
Measurement indicator/check form	Follow-up log
Periodicity of verification	Annual
Implementation timetable	From January 2024

Action 18	Definition of actions that improve well-being in the workplace, particularizing initiatives that benefit people with young children
Measurement indicator/check form	Evidence of internal disclosure of actions
Periodicity of verification	N/A
Implementation timetable	During 2024 and 2025

DIMENSION 6 – RECRUITMENT AND CAREER PROGRESSION

Action 19	Revision of the existing GE Policy for Hiring Human Resources
Measurement indicator/check form	A new version of the Code integrated into the Plan
Periodicity of verification	N/A
Implementation timetable	From January 2024

Action 20	Mention of equality policies in the process of welcoming new people
Measurement indicator/check form	Monitoring of records through SI
Periodicity of verification	Annual
Implementation timetable	From January 2024

Action 21	Raising awareness and disseminating activities that foster professional and personal development
Measurement indicator/check form	Evidence of the sharing of activities that contribute to the professional and personal development of the teams, e.g., training opportunities, conferences, workshops, relevant documents/ readings.
Periodicity of verification	Annual
Implementation timetable	From January 2024

Action 22	Revision of the Human Resources Policy
Measurement indicator/check form	Board meeting minutes, approving the revision
Periodicity of verification	Annual
Implementation timetable	During 2024

DIMENSION 7 – GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING

Action 23	Dissemination of activities that foster the professional and personal development of people in management and management positions
Measurement Indicator	Evidence of shared activities, e.g., training opportunities, conferences, workshops, relevant documents/ readings
Periodicity of verification	Annual
Implementation timetable	From January 2024

Action 24	Promotion of participation in projects and services in the areas of entrepreneurship and innovation, including the approach to topics of leadership, pitch, communication, access to funding and negotiation
Measurement Indicator	Evidence of participation in projects and services
Periodicity of verification	Annual
Implementation timetable	From January 2024

Action 25	Mapping of companies installed in the business incubator and accelerator, with intermediate or management positions, assumed by women
Measurement Indicator	Statistical summary included in Annual Reports
Periodicity of verification	Annual
Implementation timetable	From January 2024

Action 26	Promotion of actions that can contribute to a greater presence and visibility of women entrepreneurs in management and management positions
Measurement Indicator	Evidence of information sharing and organized initiatives
Periodicity of verification	Annual
Implementation timetable	From January 2024

6. MONITORING

The implementation of the actions will be verified, and the results will be compiled in the Annual Report. Depending on the evolution of the implementation of the proposed actions and the social and legislative context, actions may be added and/or withdrawn. A revisit of this Plan is expected every 3 years.

The verification of the implementation of the actions starts in 2025, for the activity of the year 2024.

Coimbra, 15th december 2023

8. ANNEXES

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

Annex II – GE Policy on the hiring of Human Resources

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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.

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.

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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.

Política de igualdade entre homens e mulheres e igualdade de oportunidades e não discriminação no recrutamento de recursos humanos do Instituto Pedro Nunes

(Versão revista em 1 de Fevereiro de 2019)

1. Âmbito de aplicação

O presente documento prevê um conjunto de linhas orientadoras para os processos de recrutamento de trabalhadores e prestadores de serviços do Instituto Pedro Nunes, entendendo-se os primeiros como aqueles conducentes à celebração de contratos de trabalho e os segundos às demais formas de atividade profissional exercida sem sujeição a contrato de trabalho ou situação legalmente equiparada.

2. Compromisso geral

A seleção e recrutamento é um processo conduzido pelo departamento de Recursos Humanos, em estreita colaboração com a Direção e demais unidades orgânicas do Instituto Pedro Nunes.

Em todos os processos de seleção e contratação de recursos humanos não existem referências ao género como critério de escolha, nem linguagem suscetível de ser considerada discriminatória.

Os princípios que orientam a política de contratação do Instituto Pedro Nunes baseiam-se na adequação do perfil técnico e das competências dos candidatos e candidatas às funções a desempenhar, pressupondo e assegurando, em todos os casos, uma efetiva igualdade salarial entre todos, nomeadamente entre mulheres e homens e o combate a quaisquer práticas discriminatórias em razão do género, idade, raça ou origem étnica, cor, credo, deficiência, condições socioeconómicas ou orientação sexual.

3. Da valorização dos indivíduos

O Instituto Pedro Nunes orienta a sua política de recursos humanos para a valorização do indivíduo, o incremento da sua motivação e para o estímulo do aumento da produtividade. Constituem prioridades desta instituição a atualização contínua dos conhecimentos e competências dos seus recursos humanos, a promoção da cooperação e responsabilidade individual e a aceitação da diversidade sem discriminação. Ainda, a prossecução de uma efetiva igualdade de tratamento, remuneração e oportunidades entre homens e mulheres, permitindo a conciliação entre a vida pessoal, familiar e profissional, bem como a possibilidade de todos os colaboradores conciliarem a frequência de estudos superiores com a sua carreira profissional, em respeito pelos expedientes previstos na legislação do trabalho vigente, designadamente a flexibilidade de horários para a frequência de aulas ou avaliações.

4. Da promoção da parentalidade

O Instituto Pedro Nunes tem em conta na gestão dos seus recursos humanos a promoção de uma parentalidade responsável, em conformidade e respeito pelas diferentes formas de

organização familiar, cumprindo a legislação existente no que respeita a licenças de parentalidade ou de assistência à família (descendentes e ascendentes) e encarando de igual modo o exercício dos direitos de pais e mães na assistência aos seus filhos, quer em situações de doença, quer no acompanhamento do seu percurso escolar.

5. Da promoção da integração de pessoa com deficiência ou incapacidade

O Instituto Pedro Nunes assume o compromisso de promover a integração de pessoas portadoras de deficiência ou incapacidade, tendo em vista designadamente o cumprimento das metas e objetivos definidos na Lei n.º 4/2019 de 10 de janeiro, sem prejuízo dos demais normativos aplicáveis.

6. Do Código de Boa Conduta para a Prevenção e Combate ao Assédio no Trabalho

O Instituto Pedro Nunes tem, ainda, em vigor um **Código de Boa Conduta para a Prevenção e Combate ao Assédio no Trabalho**, o qual foi objeto de ampla divulgação e publicitação ao nível interno, nos termos previstos no artigo 29º do Código do Trabalho, com as alterações introduzidas pela Lei nº 73/2017 de 16 de agosto, visando promover um ambiente respeitador e seguro, livre de discriminação e assédio, sob qualquer forma ou natureza e sancionando 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.

7. Publicitação e divulgação

A presente Política encontra-se publicitada no portal Internet do Instituto Pedro Nunes, sendo de livre consulta por todos os interessados.

Coimbra, 1 de Fevereiro de 2019.



IPNincubadora

Política de igualdade entre homens e mulheres e igualdade de oportunidades e não discriminação no recrutamento de recursos humanos da IPN INCUBADORA

(Versão revista em 1 de Fevereiro de 2019)

1. Âmbito de aplicação

O presente documento prevê um conjunto de linhas orientadoras para os processos de recrutamento de trabalhadores e prestadores de serviços da IPN Incubadora, entendendo-se os primeiros como aqueles conducentes à celebração de contratos de trabalho e os segundos às demais formas de atividade profissional exercida sem sujeição a contrato de trabalho ou situação legalmente equiparada.

2. Compromisso geral

A seleção e recrutamento é um processo conduzido pelo departamento de Recursos Humanos, em estreita colaboração com a Direção e demais unidades orgânicas da IPN Incubadora.

Em todos os processos de seleção e contratação de recursos humanos não existem referências ao género como critério de escolha, nem linguagem suscetível de ser considerada discriminatória.

Os princípios que orientam a política de contratação da IPN Incubadora baseiam-se na adequação do perfil técnico e das competências dos candidatos e candidatas às funções a desempenhar, pressupondo e assegurando, em todos os casos, uma efetiva igualdade salarial entre todos, nomeadamente entre mulheres e homens e o combate a quaisquer práticas discriminatórias em razão do género, idade, raça ou origem étnica, cor, credo, deficiência, condições socioeconómicas ou orientação sexual.

3. Da valorização dos indivíduos

A IPN Incubadora orienta a sua política de recursos humanos para a valorização do indivíduo, o incremento da sua motivação e para o estímulo do aumento da produtividade. Constituem prioridades desta instituição a atualização contínua dos conhecimentos e competências dos seus recursos humanos, a promoção da cooperação e responsabilidade individual e a aceitação da diversidade sem discriminação. Ainda, a prossecução de uma efetiva igualdade de tratamento, remuneração e oportunidades entre homens e mulheres, permitindo a conciliação entre a vida pessoal, familiar e profissional, bem como a possibilidade de todos os colaboradores conciliarem a frequência de estudos superiores com

a sua carreira profissional, em respeito pelos expedientes previstos na legislação do trabalho vigente, designadamente a flexibilidade de horários para a frequência de aulas ou avaliações.

4. Da promoção da parentalidade

A IPN Incubadora tem em conta na gestão dos seus recursos humanos a promoção de uma parentalidade responsável, em conformidade e respeito pelas diferentes formas de organização familiar, cumprindo a legislação existente no que respeita a licenças de parentalidade ou de assistência à família (descendentes e ascendentes) e encarando de igual modo o exercício dos direitos de pais e mães na assistência aos seus filhos, quer em situações de doença, quer no acompanhamento do seu percurso escolar.

5. Da promoção da integração de pessoa com deficiência ou incapacidade

A IPN Incubadora assume o compromisso de promover a integração de pessoas portadoras de deficiência ou incapacidade, tendo em vista designadamente o cumprimento das metas e objetivos definidos na Lei n.º 4/2019 de 10 de janeiro, sem prejuízo dos demais normativos aplicáveis.

6. Do Código de Boa Conduta para a Prevenção e Combate ao Assédio no Trabalho

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