Concept for Equal Opportunities

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Preamble

Ensuring a diverse, gender fair and family friendly environment with equal opportunities for all employees and adequate working conditions for employees with family care responsibilities is one of the key concerns of SAFE. From its start SAFE developed several affirmative measures to promote equal opportunities and to support families. The mission of SAFE is to create awareness for equal opportunities, empower individuals to combine family and career, counter stereotypes and accommodate where possible to individual life plans.

To date, there is a clear underrepresentation of women in research, especially in leading senior positions. SAFE is striving to counteract by continuously increasing the share of women among its research staff. The guiding principle of selecting the most qualified candidate for a position remains unaffected by this.

I. Measures to achieve equal opportunities

a) Cascade Model

SAFE follows the common goal of the “Equality Standards” of the Leibniz Association and the "Research-Oriented Standards on Gender Equality" of the Deutsche Forschungsgemeinschaft to significantly increase the proportion of women at all academic career levels (full professors, junior/assistant professors, postdoctoral and doctoral researchers) by implementing a “cascade” model which sets targets for the proportion of women at each career level based on the proportion of women at the next more junior level.

If the share of women at a specific academic career level is below that at the next lower academic level, then SAFE targets to balance out the difference by increasing the proportion of women for the higher career level. The annual targets for each level, which will be laid down in the Program Budget, result from the addition of two figures: 1) the share of women among the research personnel on the respective level that is not going to fluctuate in the relevant period, plus 2) the target share of women among the fluctuating part of the research personnel on the respective level; the latter has to correspond to the proportion of women on the next more junior level. On the most junior level of the doctoral students the target share is 50 percent.

This model will allow to “cascade up” over time the proportion of women from the junior to the senior levels.

The SAFE Scientific Board will be informed at least twice a year about all relevant figures – for the whole institute as well as for each program area and research department – as well as the progress made in achieving this objective.

Has the target for one particular level not been achieved, all further recruitment decisions on this level have to be approved by the SAFE Management Board until the target is met.

b) Staff recruitment procedures

SAFE adheres to the rules for staff recruitment as stipulated in the General Act on Equal Treatment (Allgemeines Gleichstellungsgesetz) and strives to create a diverse and gender-sensitive culture and environment. The recruitment procedures ensure that all candidates get fair chances based on their achievements in an unbiased way. To achieve this, the following measures are implemented:

- People with disabilities are given preferential consideration if qualifications are equivalent.
- In areas where women are under-represented, applications by women are given preferential consideration if qualifications are equivalent.
- In areas where women are under-represented, an equal share of women has to be invited to job interviews (provided that enough female candidates are available who meet the requirements for the position).

c) Recruiting of female students for GSEFM Finance track

In order to broaden the basis of potential female candidates for SAFE PhD student positions, SAFE offers three 1st-year-stipends every year preferably for women in case of equal qualification.

II. Measures to support women at SAFE

a) Coordinator Equal Opportunities

SAFE has implemented the positions of a Coordinator Equal Opportunities and a Deputy Coordinator Equal Opportunities who are elected by the female employees of SAFE from among themselves and appointed by the Management Board for a term of four years; reappointment is possible. The Coordinator is, ex officio, a member of the Scientific Board where she will advocate the principle of equal opportunities for women and men in all strategic as well as operational business. She functions as first contact for female employees who are in need of support or have questions on matters related to equal opportunities.

b) Women's Network

A women-to-women mentoring network within SAFE plays a crucial role in guiding new female employees in their career advancement. All female employees of SAFE are invited to regular meetings to discuss topics related to equal opportunities and to actively exchange views on strengthening this network.

In order to provide valuable contacts to SAFE's female researchers, all SAFE conferences in Frankfurt shall, whenever feasible, offer a "Women's Breakfast" for all female conference participants and all female researchers in SAFE.

c) Mentoring programs for young female researchers

SAFE supports participation in

- the mentoring programs of Mentoring Hessen. Over a period of 15-18 months, the programs aim for a systematic promotion of skills for a successful career in academia by means of mentoring, special coaching and training. So far, the programs are only offered in German. More information: https://www.mentoringhessen.de
- Leibniz Mentoring which offers a 16-months-program to female PostDocs. The core component of the 16-month Leibniz Mentoring Program is the tandem consisting of mentor and mentee, accompanied by a range of seminars. More information: http://www.leibniz-gemeinschaft.de/mentoring.

III. Measures to promote a family-friendly environment

a) Staff recruitment procedures

All SAFE directors, responsible for recruiting research staff, are requested to take into consideration whether childcare and/or the care for relatives has prolonged the qualification phase when screening applications. Parental leave and/or leave for family care have to be considered when evaluating the publication record so that respective applicants are not disadvantaged.

If the job description does not require otherwise, a choice between a full-time or part-time position is offered.

b) Extension of Research Assistant contracts and scholarships

In accordance with the Wissenschaftszeitvertragsgesetz (WissZeitVG) and in cases where the fixed-term contract of research personnel is not due to third-party funding, it is automatically prolonged by the respective time of absence due to parental leave if the employee agrees to this prolongation. In addition, the contract can be prolonged by up to two years per child to allow for the times of taking care of children under the age of 18.

SAFE scholarships can be prolonged for a period of up to twelve months if the scholar has chosen to take parental leave or leave for family care.

c) Childcare

SAFE supports young families in finding the right daycare provider. More information on the general childcare provisions in Frankfurt can be found at https://www.kindernetfrankfurt.de.

If a breastfeeding researcher wishes to present her work at a research conference, her child and one accompanying person may travel at SAFE's expense.

In the event that SAFE staff wish to bring their child(ren) into the office due to a lack of alternative childcare options, SAFE offers a 'mobile parent-child office': a wheeled cabinet containing toys and children's books that can be taken into staff members' own offices or, alternatively, a free visitor's office. In addition, a changing mat, a travel cot, a children's mattress and high chairs are available on request.

d) Part-time work & mobile working

SAFE offers flexible working arrangements, such as various part-time schemes as well as mobile working if the particular job allows it and the interaction and communication with other staff members is not compromised. There are no core working hours. Working hours can be flexibly adapted to personal needs, e. g. due to family care responsibilities. Whenever the work schedule permits, meetings and seminars are scheduled such that part-time staff members can attend during their working hours.

e) Absence to perform family responsibilities

Measures are in place to improve the reintegration of staff after a parental leave or a leave for other family reasons. Before resuming work (usually three months before the planned return), the employee will be contacted to discuss individual reintegration measures (such as training). Training measures that affect all staff members will also be offered to employees on leave.

f) Dual career services

SAFE provides special assistance to spouses and partners of new employees (professors and postdocs) by becoming a cooperation partner of the Dual Career Network Rhein-Main and the Dual Career Service Frankfurt. The Dual Career Service supports spouses and partners in their search for employment by giving them advice and using the dual career network with other universities and other non-university partners.

g) Research support

Researchers on fixed-term contracts with a child under the age of three are eligible for research support from a student assistant for up to 40 hours per month for one year or 20 hours per month for two years.

IV. Measures to promote the presence of women in SAFE activities

SAFE aims to boost the participation of women in its activities and will pursue more visibility for women in this respect. Annual figures on the share of women in the following activities will be reviewed once per year by the Scientific Board.

a) Research and Policy events

SAFE aims to increase the presence of women at its events and conferences. The research departments/cluster and the SAFE Policy Center work towards a positive trend in the share of women among speakers, panelists, presenters, and discussants in the events they organize. As a minimum, at least 20% of speakers and discussants and at least one speaker should be female.

b) Visitors Program

SAFE offers its researchers the opportunity to invite distinguished colleagues as well as promising post-doctoral researchers for research visits to Frankfurt. As the visitors act as role models and networking partners for junior researchers at SAFE, a significant number of female visitors is highly desirable. SAFE therefore aims to increase the share of women among its visitors.

c) Fellows, Research Affiliates, Senior Policy Fellows

SAFE invites external researchers who are closely cooperating with SAFE scholars to become SAFE Fellows or SAFE Research Affiliates. The SAFE Policy Center appoints distinguished partners to Senior Policy Fellows. SAFE aims to increase the share of women among its fellows and affiliates.

V. Measures to promote an anti-discriminatory environment

a) Raising awareness

SAFE strives to raise more awareness for the topics of diversity, discriminatory behavior, and unconscious biases among its team. Measures to achieve this include the invitation of scholars who conduct research on these topics to present their findings in the SAFE brownbag seminar series. For the SAFE senior researchers, special workshops and trainings are offered to provide the knowledge and abilities to recognize, avoid, and prevent discriminatory behavior in leadership, within teams, and in personnel selection.

b) Website and social media channels

SAFE strives to ensure that its communication channels and marketing materials reflect the diversity of the society in authors, language, and visuals. The SAFE Communication and the SAFE Policy Center team are committed to seek for more

diversity in blog authors as well as ways to promote in particular the presence of women on the SAFE website and its social media channels.

September 2026

Scientific Director

Managing Director