

# GENDER EQUALITY ACTION PLAN FOR GEUS 2022-2026



## **Gender equality action plan for GEUS 2022-2026**

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# Introduction

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GEUS works to promote gender equality. GEUS' gender equality policy must help ensure diversity and equal opportunities – regardless of gender, race, religion, political beliefs, sexual orientation, nationality, age, disability or professional affiliation. GEUS believes that diversity and equality are important elements in creating a good work environment.

GEUS has a special focus on gender equality in all employee groups and at all levels (employees, managers and board) in the organisation.

The action plan for 2022-2026 describes the areas that GEUS will focus on in order to promote gender equality in GEUS. The action plan includes concrete activities and initiatives for the period 2022-2026 with a view to strengthening gender equality efforts in GEUS, so that gender equality becomes even more of an integral part of our processes, thinking and actions.

The Gender Equality Action Plan for 2022-2026 focuses on the following six areas of action:



The areas of action in the Gender Equality Action Plan must be seen and integrated with GEUS' other policies so that they support each other.

In the period 2022-2026, GEUS will have a special focus on promoting gender equality at the senior level – e.g. professor, senior researcher/advisor, and the like. This is because, according to our statistics, there is still a disparity in the gender distribution in positions at the senior level, and this is despite the fact that the proportion of women in senior researcher positions has increased by 8% over the last five years to 30.6%. That is why this is an important focus point for GEUS, and therefore we will work on several initiatives – including promoting equality at the senior level through a focus on the career development of young researchers.

In addition, GEUS will work with knowledge and communication – including updating and disseminating relevant material on gender equality, on incorporating gender equality in onboarding, and covering relevant courses, materials and the like concerning gender equality.

# Focus on gender equality in GEUS

GEUS focuses on increasing gender equality – this applies to both HR and GEUS' management, who have the main responsibility for GEUS' work with gender equality. In addition, GEUS has set up a Gender Equality Committee under the Cooperation Committee (SU), which together with HR must ensure that GEUS works purposefully, results-oriented and realistically with gender equality. The Gender Equality Committee's portfolio of tasks include, for example: a review of gender equality statements, follow-up on gender equality statistics, and publication of relevant gender equality material on the intranet. The Gender Equality Committee also contributes with input to new initiatives regarding gender equality, which are subsequently discussed in SU. GEUS has therefore dedicated various resources that are meant to improve gender equality.

## Coherence between overall goals, areas of action and activities

Goal	Equal opportunities and conditions regardless of gender					
Areas of action	Hiring	Equal pay	Career/ Competence development	Management	Organisational development	Culture
<b>Activities</b>	Gender mainstreaming of job ads  Equal gender distribution in hiring committees and professional evaluation committees  Focus on gender balance in job interviews and when hiring – particularly regarding positions at the senior level	Equal pay regardless of gender	Equal opportunities for competence development  Equal gender distribution when it comes to participation in courses, conferences etc.  Equal opportunities for and access to career development amongst young researchers	Gender equality within the management  Gender equality in manager evaluations	Examination of GEUS' documents, policies etc. in the field of gender equality  Courses, materials etc. concerning gender equality  Gender equality in the employee satisfaction survey	Systematically communicating GEUS' activities and initiatives regarding gender equality  Maintaining the 'work-life balance' culture in GEUS

# Concrete individual activities in each area of action

Area of action: Hiring		
The purpose is to ensure gender equality in GEUS' hiring process.		
Activity	Concrete initiatives	Responsible
<p><b>Gender mainstreaming of job ads</b></p> <p>GEUS is continuously aiming to gender mainstream GEUS' job ads so that the ads aim at everyone regardless of gender and so that GEUS appears to be an attractive, flexible and family friendly workplace for everyone.</p>	<ul style="list-style-type: none"> <li>• <b>Checking job ads</b> in order to ensure that they follow GEUS' templates, do not contain indirect discrimination and is aimed at everyone regardless of gender.</li> <li>• <b>Update of GEUS' job ad template.</b></li> </ul>	HR/Press and Communications
<p><b>Equal gender distribution in hiring committees and professional evaluation committees</b></p> <p>In GEUS we aim to have both men and women represented in hiring committees and professional evaluation committees – provided that they have the necessary qualifications. This is to ensure an equal treatment of male and female applicants.</p>	<ul style="list-style-type: none"> <li>• Continuously making sure that the Heads of Departments are aware that there should be an <b>equal gender distribution in the committees.</b></li> <li>• <b>Annual statistics on the distribution of gender in the committees.</b></li> </ul>	HR/Hiring committee
<p><b>Focus on gender balance when interviewing for a job and hiring – particularly when it comes to positions at the senior level</b></p> <p>When interviewing for a job and hiring, the hiring committee must focus on gender balance (in the unit and within the professional area as well) when filling positions in order to ensure gender balance in GEUS.</p>	<ul style="list-style-type: none"> <li>• <b>Focus on gender balance when inviting for job interviews and when hiring</b> – provided that the candidates are suitably qualified and that they are the right match with the job. Particular focus on the gender balance in positions at the senior level where the gender distribution is not even.</li> <li>• <b>Annual follow-up on gender distribution when hiring</b>, including how many women and men applied for a position, who got invited for a job interview, and which gender got the job.</li> </ul>	HR/Hiring committee/ Equality Committee

## Area of action: Equal pay

The purpose is to ensure that there is a continuous focus on equal pay.

Activity	Concrete initiatives	Responsible
<p><b>Equal pay – regardless of gender</b></p> <p>GEUS aims to have equal pay regardless of gender, which means that according to GEUS' salary policy, gender must be considered when settling a salary, including ensuring salary equality for work of the same value.</p>	<ul style="list-style-type: none"> <li>• <b>Ensuring that salary negotiations are gender neutral</b>, and that men and women are paid equally for competences and work of equal value. This is ensured by compiling statistics of the distribution of salary supplements between men and women to ensure that the distribution is not imbalanced.</li> <li>• Continuously ensure that the agreed-upon salary is <b>based on facts and focuses on salary equality</b>.</li> <li>• <b>Overall follow-up on salary development over the years through statistics on salary, divided by gender.</b></li> </ul>	<p>HR/Union representatives (TR)</p>

## Area of action: Career/Competence development

The purpose is to ensure that GEUS' employees get equal access to competence development and equal opportunities for career development.

Activity	Concrete initiatives	Responsible
<p><b>Equal opportunities for competence development</b></p> <p>GEUS wants all employees – particularly in connection with the annual employee development conversation (MUS) – to get equal opportunities, to share input and have equal access to competence development.</p>	<ul style="list-style-type: none"> <li>• <b>Continued implementation and adjustment of the new MUS concept</b>, which is meant to ensure a more uniform MUS process where all employees have a better and more equal opportunity to give input and focus on their need for e.g. competence development before their MUS. Furthermore, specific MUS questions have been made that are aimed at the careers of the researchers.</li> </ul>	<p>HR</p>
<p><b>Equal gender distribution when it comes to participation at courses, conferences etc.</b></p> <p>Focus on equality in connection with the annual systematic discussion of competences with employees (MUS).</p>	<ul style="list-style-type: none"> <li>• Emphasising to the Heads of Departments that at the annual MUS, when discussing the need for competence development, <b>there is a particular focus on encouraging the under-represented gender to participate in relevant courses, conferences etc.</b></li> </ul>	<p>Head of Department/HR</p>
<p><b>Equal opportunities for and access to career development amongst young researchers</b></p> <p>GEUS wishes to make an extra effort strengthening young researchers' competences regarding getting external funding for their research.</p>	<ul style="list-style-type: none"> <li>• <b>Increased awareness on whether there are structural gender barriers when it comes to young researchers' possibility of achieving a senior career.</b> For instance, equal opportunities to develop competences and achieve qualifications through equal access to courses, project management, scientific publication etc.</li> <li>• Follow-up on whether there is an <b>equal gender attendance for career development activities</b> such as courses in fundraising, the mentor scheme, scientific publication etc.</li> </ul>	<p>HR/The Equality Committee/Unit for Project Development and Funding</p>

## Area of action: Management

The purpose is to ensure that GEUS aims to have equality at management level.

Activity	Concrete initiatives	Responsible
<p><b>Equality in management</b></p> <p>GEUS aims to improve gender equality at all levels, including in GEUS' management.</p> <p>Presently, the distribution of men and women in managerial positions at GEUS is relatively equal, as 40% are women.</p>	<ul style="list-style-type: none"> <li>• <b>Equal access to managerial jobs via clear career paths.</b> This includes monitoring of the gender distribution in the clarification process 'Lyst til ledelse', the ministry's manager talent process, as well as recommendations for the function as a field team leader and the 'stand-in role' in GEUS.</li> <li>• <b>Gender distribution in managerial positions is encouraged by having role models and a focus on gender balance when hiring new managers.</b></li> </ul>	HR/Management
<p><b>Equality in management evaluation</b></p>	<ul style="list-style-type: none"> <li>• <b>Including relevant questions in management evaluation that concern gender equality.</b></li> </ul>	HR/Health and Safety

## Area of action: Organisational development

The purpose is to ensure that GEUS through organisation developmental initiatives can help further equality.

Activity	Concrete initiatives	Responsible
<p><b>Examination of GEUS' documents, policies etc. concerning gender equality</b></p> <p>GEUS is continuously going through relevant documents, policies etc. and, if necessary, updating them.</p>	<ul style="list-style-type: none"> <li>• <b>Going through and, if necessary, update GEUS' equality policy, guidelines against violations etc.</b></li> </ul>	HR/Health and Safety/SU/ Management
<p><b>Courses, materials etc. concerning equality</b></p> <p>Gender equality is an area that GEUS wishes to improve, and therefore it is important to participate in relevant courses and gain new knowledge and competences regarding gender equality.</p>	<ul style="list-style-type: none"> <li>• <b>Finding out what relevant courses, materials etc. regarding equality are available.</b></li> </ul>	HR/The Equality Committee
<p><b>Equality in the employment satisfaction survey</b></p>	<ul style="list-style-type: none"> <li>• <b>Including relevant questions regarding equality in the employment satisfaction survey</b> in order to uncover whether there are challenges regarding gender equality and thereby a need for new initiatives.</li> </ul>	HR/Health and Safety

## Area of action: Culture

The purpose is to create a culture which focuses on equality; amongst other things by increasing the employees' knowledge of GEUS' policies and initiatives regarding gender equality as well as maintaining the 'work-life balance' as a part of the culture.

Activity	Concrete initiatives	Responsible
<p><b>Systematically communicating GEUS' activities and initiatives regarding equality</b></p> <p>GEUS wishes to create more awareness of equality and thereby participate in equality to a larger degree so it becomes an even more integrated part of the culture in GEUS.</p>	<ul style="list-style-type: none"> <li>• <b>Informing about GEUS' policies, guidelines and initiatives regarding equality</b> – e.g. on the intranet and in newsletters. This includes making the Heads of Departments aware of their responsibilities and contributions to a culture with a focus on equality based on GEUS' policies, guidelines etc.</li> <li>• <b>Updating material about equality and the Equality Committee on the intranet</b>, including making sure that documents regarding equality are easily accessible to all employees.</li> <li>• <b>Continuous work to gender mainstream GEUS' outward appearance</b> – including text and images on GEUS' publications and webpage.</li> <li>• <b>Incorporating material about GEUS' equality policy and action plan in the onboarding process for new employees.</b></li> </ul>	<p>HR/Press and Communications</p>
<p><b>Maintaining the 'work-life balance' culture in GEUS</b></p> <p>GEUS aspires for the 'work-life balance' to continue to be an integrated part of our culture, with flexible working hours and a very large degree of freedom with responsibility.</p>	<ul style="list-style-type: none"> <li>• <b>Flexible working hours and 'work-life balance' are to be emphasised when hiring.</b></li> <li>• <b>Spreading knowledge of GEUS' new values – including the value 'freedom with responsibility'</b>, which includes the flexibility to plan one's own working hours (so they fit in with one's private life) within the framework of the agreement on flex time.</li> <li>• <b>Including relevant questions in the employee satisfaction survey concerning work and private life</b>, in order to follow up on whether to undertake new initiatives.</li> </ul>	<p>HR/Press and Communications</p>



# Schedule for activities and initiatives

The schedule covers all activities and initiatives in the period 2022-2026. It appears on the plan if it is a new initiative that needs to be started or if it is a previously implemented initiative that just needs to be continued during this period. In addition, the plan outlines when it is expected that the new initiatives will begin and be operational.

In collaboration with the management and the Gender Equality Committee, HR will follow up on the efforts and activities in the action plan and ensure that the specific activities and initiatives are complied with. Before the end of 2026, together with the management and the Gender Equality Committee, HR will also prepare a new five-year action plan to ensure a further discussion of the gender equality action areas and of the development of gender equality.

Schedule for area of action: Hiring													
Activity	Concrete initiative	Operational before 2022-2026	Started					Completed/ongoing					
			2022	2023	2024	2025	2026	2022	2023	2024	2025	2026	
Gender mainstreaming of job ads	Checking job ad	X											
	Update of GEUS' job ad template			X					X				
Equal gender distribution in hiring committees and professional evaluation committees	Equal gender distribution amongst the members of the committees	X											
	Annual statistics on the distribution of gender in the committees	X											
Focus on gender balance in job interviews and when hiring – particularly regarding positions at the senior level	Focus on gender balance when inviting for job interviews and when hiring	X											
	Annual follow-up on gender distribution when hiring	X											

Schedule for area of action: Equal pay													
Activity	Concrete initiative	Operational before 2022-2026	Started					Completed/ongoing					
			2022	2023	2024	2025	2026	2022	2023	2024	2025	2026	
Equal pay – regardless of gender	Ensuring that salary negotiations are gender neutral	X											
	An agreed-upon salary must be based on facts and focus on salary equality	X											
	Overall follow-up on salary development over the years through statistics on salary, divided by gender	X											

## Schedule for area of action: Career/Competence development

Activity	Concrete initiative	Operational before 2022-2026	Started					Completed/ongoing					
			2022	2023	2024	2025	2026	2022	2023	2024	2025	2026	
Equal opportunities for competence development	Continued implementation and adjustment of a new MUS concept		X					X					
Equal gender distribution when it comes to participation at courses, conferences etc.	Particular focus on encouraging the under-represented gender to participate in relevant courses, conferences etc.	X											
Equal opportunities for and access to career development amongst young researchers	Increased awareness on whether there are structural barriers based on gender when it comes to young researchers' possibility of achieving a senior career			X									X
	Equal gender attendance for career development activities			X						X			

## Schedule for area of action: Management

Activity	Concrete initiative	Operational before 2022-2026	Started					Completed/ongoing					
			2022	2023	2024	2025	2026	2022	2023	2024	2025	2026	
Equality in management	Equal access to managerial positions via clear career paths				X								X
	Gender distribution in managerial positions is encouraged by having role models and a focus on gender balance when hiring new managers	X											
Equality in the management evaluation	Including relevant questions in management evaluation that concern gender equality		X						X				

## Schedule for area of action: Organisational development

Activity	Concrete initiative	Operational before 2022-2026	Started					Completed/ongoing				
			2022	2023	2024	2025	2026	2022	2023	2024	2025	2026
Examination of GEUS' documents, policies etc. concerning gender equality	Going through and, if necessary, update GEUS' equality policy, guidelines against violations etc.		X						X			
Courses, materials etc. concerning equality	Finding out what relevant courses, materials etc. regarding equality are available		X							X		
Equality in the employment satisfaction survey	Including relevant questions regarding equality in the employment satisfaction survey			X						X		

## Schedule for area of action: Culture

Activity	Concrete initiative	Operational before 2022-2026	Started					Completed/ongoing				
			2022	2023	2024	2025	2026	2022	2023	2024	2025	2026
Systematically communicating GEUS' activities and initiatives regarding equality	Informing about GEUS' policies, guidelines and initiatives regarding equality			X					X			
	Updating material about equality and the Equality Committee on the intranet			X						X		
	Continuous work to gender mainstream GEUS' outward appearance	X										
	Incorporating material about GEUS' equality policy and action plan in the onboarding process for new employees		X						X			
Maintaining the 'work-life balance' culture in GEUS	Flexible working hours and 'work-life balance' are to be emphasised when hiring	X										
	Spreading the knowledge of GEUS' new values – incl. the value 'freedom with responsibility'		X						X			
	Including relevant questions in the employee satisfaction survey concerning work and private life	X										

# Statistics and data collection

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The Gender Equality Action Plan states that every year, in connection with the personnel accounts, GEUS assesses the gender distribution in hiring committees and professional evaluation committees; the distribution of women and men applying for a position; the gender distribution in job interviews; which gender is offered the position; and their starting salary. In addition, statistics are compiled on salaries by gender – incl. the result of the annual salary negotiations – as well as overviews of the gender distribution in GEUS' professional groups, job types and sick leave. Issues related to gender equality will also be included in employee satisfaction surveys and management evaluations. Based on the surveys and evaluations, GEUS can gain an insight into gender equality at GEUS, including whether there are areas that GEUS must focus on in the future, and where new initiatives are needed.

## Development of knowledge and competences in the field of equality

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It is GEUS' ambition that competences, knowledge, information and activities regarding gender equality must be communicated internally and externally in order to create more focus in the area. This must be considered when communicating on GEUS' website, intranet and in newsletters. In addition, GEUS wants employees' competences on gender equality to be developed, e.g. through new courses and relevant material. Therefore, GEUS continuously investigates whether new courses on equality are offered, courses that may be relevant to GEUS' employees.

The Gender Equality Committee, HR and the management will also have to continuously develop their competences in the field of gender equality in the form of courses and materials and stay updated in the gender equality debate in order to gain new knowledge and thus ensure development in the field of gender equality.

The Danish version of the Gender Equality Action Plan for GEUS is approved by Flemming Larsen, Managing Director of GEUS on 21.12.2021.