

Gender Equality Responsible at LUNEX

Approved

Name	Date of approval
Academic Director	18.09.2024
Director of Resources and Services	18.09.2024

Process Owner: HR

(Individuals who are responsible for the effective design, implementation and continuous improvement of a specific process. Their tasks include ensuring compliance with quality standards, identifying optimisation potential and coordinating and monitoring all relevant activities).

Workflow Owner: HR

(Individuals who are responsible for the effective design, implementation and continuous improvement of a specific workflow. A workflow owner does not necessarily have to be responsible for the entire process, but rather specifically for the defined workflow).

Document Owner: Quality Assurance Manager

(Individuals who are responsible for the creation, management, updating and control of a specific document within a company or organisation. Their tasks include ensuring that the document is accurate, complete and up-to-date and that internal guidelines and external regulations, if relevant, are adhered to.)

1. Purpose

This procedure defines their roles and responsibilities related to gender equality aspects as requested by the Higher Education Law of 21.07.2023, Annex D. LUNEX is committed to promoting gender equality and ensuring compliance with relevant laws and regulations, such as the Higher Education Law of 21 July 2023.

2. Scope

This procedure applies to all LUNEX departments.

3. Responsibilities

Board of Directors: Ensures the procedure is followed, provides necessary support to the Gender Equality Officer, and commits to upholding gender equality principles.

HR: Assumes the Role of Gender Equality Responsible, leads LUNEX gender equality initiatives and ensures compliance with policies and regulations.

LUNEX academic and administrative staff: Supports and participates in gender equality initiatives and provides feedback to improve the GEO efforts.

4. Roles of the Gender Equality Responsible

The objectives of the Gender Equality Committee are as follows:

- Promote gender equality and diversity within LUNEX
- Ensure the implementation of Gender Equality Plan
- Develop, implement, and monitor gender equality initiatives
- Address gender-related issues and provide recommendations
- Foster a safe and inclusive environment at LUNEX.

5. Reporting

The GER will prepare an annual report detailing its activities, findings, and recommendations. The report will be submitted to the Board of Directors and a summary is made publicly available.

6. Review and evaluation

The effectiveness of the procedure will be reviewed every three years. Feedback will be gathered from staff and students to assess the impact of the GER's initiatives. The terms of reference for the GER may be revised based on the review findings.