



**Vielfaltsrichtlinie für das MCC**

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**Diversity Guidelines for MCC**

At MCC, we stand for a corporate and interpersonal culture of diversity, tolerance and equality. In order to address this systematically, it is necessary to integrate the topic into all relevant institute processes - even beyond personal/staff management - and to make it a fixed component of the institute culture. The following diversity guideline represents an ideal, normative target state that the MCC has set as a guideline. The purpose of this guideline is to define what characteristics and criteria are important for a diversity-appropriate institute culture. An important note is that the policy does not fully represent all important diversity and equity issues. The points listed below are specific to the context and framework of MCC.

### **§ 1 Prevention of social exclusion and discrimination, gender-based violence and sexual harassment**

Everyone working at the MCC respects the personality of others.

Appreciation, respectful treatment and openness of each individual at the MCC are the central principles of a diversity-oriented corporate culture.

Diversity management is understood as a joint task that prevents social exclusion and discrimination as well as gender-specific violence and sexual harassment, and which is taken on by the institute's management, group leaders and all employees.

### **§ 2 Equal opportunities for all employees**

The Diversity Policy addresses all employees of the MCC. Equal opportunities means realising equal participation and involvement of all those working at the institute and creating a working environment that is free of prejudice and based on equal opportunities. **All employees and students should be respected, regardless of origin, ethnicity, gender, age, sexual orientation, disability, religion and belief, and without racial discrimination.** In the future, the MCC will continue to apply equal opportunities as an essential element of strategic decisions and lived scientific culture in order to achieve an overall atmosphere in which all employees feel comfortable. The MCC strives to integrate *equal opportunities and gender issues into research and teaching.*

### **§ 3 Open communication**

Openness and appreciation can be created above all through honest, non-violent communication among each other, with the focus on ensuring appreciative communication that enables cooperation and joint creativity in working together. Thus, it is absolutely beneficial for a diversity-oriented organisation if employees feel that they can openly address their concerns or problems. Openness must not be made taboo by other colleagues or superiors. Problems should be dealt with respectfully and constructively. We inspire a culture of openness where open discussions about prejudices are encouraged and where we strive for meaningful change.

### **§ 4 Gender-sensitive language**

Gender-sensitive language, which takes equal account of all genders and non-binary people, shall be used in all official written and oral statements by Institute members. In contracts, forms, documents, guidelines, etc. of the Institute, terms shall be gender-neutral or both the feminine and masculine forms shall be used.

### **§ Application procedure**

All job advertisements shall explicitly address persons of underrepresented genders or nationalities. Persons of underrepresented genders or nationalities shall be given priority in cases of equal aptitude, ability and professional performance.

In the application procedures, every effort shall be made to attract suitable applications from persons of underrepresented genders or nationalities.

Pre-selection for interviews shall ensure that all applications qualified for the post from persons of underrepresented genders or nationalities who meet the requirements of the post are considered for invitation.

The candidate selection process is governed by a separate "Guide to Staffing at the MCC".

#### **§ 6 Diversity at the Expert Advisory Board**

The Expert Advisory Board (EAB) of the MCC aims for the highest possible diversity in terms of gender and origin in future appointments.

#### **§ 7 Compatibility for family and career**

The MCC takes measures to help balance work and family life. These include the possibility of mobile working and flexible working hours (see §9) as well as continued payment of wages by the MCC in the event that children are taken off sick.

#### **§ 8 Career development / Women Career Service**

In order to support young female scientists in particular, the MCC is setting up a Career Service whose task is to point out career paths - also outside the MCC. If necessary, men can also participate in the programme. Further training that serves this goal is supported by the MCC.

#### **§ 9 Flexible models of working time, place of work and work organisation**

Within the framework of the legal possibilities, employment agreements can be arranged in such a way that the performance of official duties can be compatible with the tasks arising from parenthood and upbringing as well as with the care of relatives in need of care.

#### **§ 10 Time off and leave of absence**

Substitution rules are implemented in the case of leave to fulfil family obligations (parental and care leave) and during maternity leave periods. The organisational units are supported in the implementation of the substitution rules.

After the expiry of leave of absence/leave of absence, the Institute shall ensure employment in the same or an equivalent position. Fixed-term employment relationships, including employment in externally funded projects, shall be designed within the framework of the legal provisions, if possible, so that they can be extended after maternity leave, parental leave or care leave by the amount of the remaining term of the contract or converted to part-time employment with correspondingly extended terms.

#### **§ 11 Provision of resources for the implementation, further development and evaluation of diversity-friendly measures**

At the MCC, facilitators are elected annually from the staff, who are available as contact persons in case of conflicts between staff members or between staff members and supervisors at the MCC.

The representatives of the Equal Opportunity Team (EOT), who are also elected annually, are responsible for equal opportunities issues and have the opportunity to inspect the application documents of those invited to staff interviews, to participate in staff selection interviews, to advise the MCC management on all diversity issues and to make suggestions.

Gender-specific data is regularly collected and evaluated at the MCC. The EOT receives regular statistics on this. These are presented annually to the entire staff.

Both the facilitators and the EOT can participate in specialised seminars on diversity and conflict management. If necessary, the relevant specialist literature is made available.

Once a year, a management meeting is held to evaluate the implementation of the diversity measures and to assess further necessary measures. The EOT takes part in this management meeting.

### **§ 12 Responsibility**

The Institute's management is responsible for the implementation of the described measures together with the Institute's management team (Institute management and group leaders) with the support of the human resources department.

Berlin, February 2022



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