



THREE-YEAR POSITIVE ACTIONS PLAN 2022/2024

CUG- Single Guarantee Committee for equal opportunities, the
promotion
of workers' well-being and non-discrimination-CUG
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FOREWORD

The University of Siena and its Single Guarantee Committee (hereinafter CUG), convinced that the university can and should make a difference in terms of equal opportunities, inclusion, and non-discrimination, confirm their commitment to bring to the surface and remove any discrimination based on gender, ethnicity, religious belief or belief, disability, age, or sexual orientation.

The University is the place where didactic, relationship and work models find their necessary and unavoidable reference in the values of equality, non-discrimination, and dialogue, both in terms of language and good practices. It is on the basis of these values that the CUG defines its own institutional meaning and mission, through concrete intervention tools to guarantee both the well-being and dignity of the academic community and the daily promotion of a model of a community that is always open and capable of reflecting. In this perspective, European and constitutional values must not remain confined to institutional documents, but become life practices, moments of reflection, actions for the protection and promotion of all equality as well as spaces for cultural reflection.

The CUG 2021/2025 of the University of Siena¹ was appointed, in June 2021, pursuant to art. 21 of Law no. 4 of November 2010 no. 183. Its activities are regulated by the "Guidelines on the functioning of the Single Guarantee Committees", issued with the Directive of the Presidency of the Council of Ministers of March 4, 2011, and by the "Measures to promote equal opportunities and strengthen the role of the Single Guarantee Committees in public administrations" (Directive no. 2/2019). Among the propositional tasks of the CUG there is "the preparation of plans of positive action to promote substantial equality at work between men and women". Positive actions are to be considered temporary strategic measures which, by way of derogation from the principle of formal equality, tend to remove obstacles to full and effective equality between men and women.

The definitive drafting of the PAP took place in a context that is still an emergency one, due to COVID-19 and was preceded by a series of meetings and discussions with the regional counselor for equality, Ms. Maria Grazia Maestrelli, the trusted councilor, Atty. Lucia Ciacci², the Rector, Prof. Francesco Frati, the Vice-Rector delegated for disabilities, Mr. Emanuele Fidora, the Student Council and the Gender Observatory of the University³. The PAP 2022/2024 was approved by the Provincial Equality Counselor, Atty. Lucia Secchi Tarugi⁴.

The Single Guarantee Committee for equal opportunities, the enhancement of the well-being of those who work and against discrimination, after consulting the provincial and regional councilors of equality, in implementation of current legislation, approved the Positive Action Plan in the session of 13 January 2022 (PAP) for the three-year period 2022/2024.

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The CUG that devised this Positive Action Plan (PAP) was able to count on the activity conducted by the previous Committee, the first appointed at the University, in the 2018/2021 term and on the experience acquired by the University thanks to the actions promoted with the PAP 2019/2021.

¹ Information on the composition and activities of the CUG are available on the web page <https://www.unisi.it/organi-di-ateneo/comitato-unico-di-garanzia-le-pari-opportunita-la-valificazione-del-well-being-of>.

² Information on the role and activity of the University trusted Advisor can be found on the web page <https://www.unisi.it/ateneo/governo-e-organizzazione/organi-di-ateneo/attivita-del-comitato-unico-di-garanzia-consigliera>.

³ Information relating to the Observatory can be consulted on the web page <https://www.unisi.it/ateneo/governo-e-organizzazione/organi-di-ateneo/attivita-del-comitato-unico-di-garanzia>.

⁴ Information relating to the figure of the two Regional and Provincial Equality Counselors can be found on the web pages <https://www.regione.toscana.it/-/consigliera-regionale-di-parita>

The latter, despite the fact that the last two years of the Plan have been so strongly affected by the pandemic emergency due to COVID-19, have largely been conducted, with the exception of those initiatives that provided for an exclusive form of in-person participation. Some of these actions, although already proposed in the previous Plan, have been included in this PAP so as to make them structural and consolidate their effectiveness and visibility within the University.

The identification of the objectives and actions to be developed in the three-year period 2022/2024 considers what emerged from the surveys of organizational well-being and internal *customer satisfaction*, promoted annually by the University as part of the *Good Practice* project, of what emerged, during the year, from listening to colleagues and from the reports of the trusted Advisor. The CUG also considered the analyzes presented in the first Gender Report of the University⁵, approved in June 2021 at the end of the work by the specific coordination Group. In this same year, the University also adopted, thanks to the activity of the Working Group for Inclusive Gender Language and with the collaboration of the CUG, the "Guidelines for an inclusive administrative and institutional language"⁶, another important step forward for a non-sexist conjugation of the working language used by the Administration.

THREE-YEAR PLAN OF POSITIVE ACTIONS 2022/2024

The Positive Action Plan is a programmatic document which, notwithstanding the principle of formal equality and in line with the contents of the University Strategic Plan and the Integrated Performance Plan, of which it is an annex, contains initiatives aimed at removing obstacles to full and effective equality between men and women. To make thought an action.

PAP aims to:

- remove the obstacles which, in fact, prevent the full realization of equal opportunities in work and study.
- support the diffusion of cultures and practices inspired by the formal principles of equal opportunities and the fight against all forms of discrimination.
- guarantee the effective participation of male and female workers and students in the life of the University.
- improve the working and study climate.
- encourage the sharing of the values of equity and respect for dignity.

The actions promoted by the CUG are extended, in principle and where possible, to the entire university community and refer to the three main areas of intervention contemplated by the previous PAP and by the Directives of the Presidency of the Council of Ministers:

- 1. Organizational well-being, corporate welfare and reconciliation of life and work time**
- 2. Training, communication, and awareness raising**
- 3. Equal opportunities, combating discrimination, and inclusiveness**

⁵ The document is available on the web page

https://www.unisi.it/sites/default/files/allegatiparagrafo/RelazioneBilanciDiGenere_2021_Finale.pdf.

⁶ The Guidelines are available at the web address <https://www.unisi.it/ateneo/comunicazione/identita-visiva/linee-guida-un-linguaggio-amministrativo-e-istituzionale>.

This PAP presents the proposals to be developed in the three-year period 2022/2024 in a single summary sheet, which also identifies the recipients of the actions, the indicators to be used to verify the achievement of the objectives that the CUG has identified (target) , the analysis of the state of the art and previous experiences and the figures dedicated to the action in the University budget. A more detailed file is then dedicated to each single action, also with reference, where possible, to national and international cases that deserve greater attention (good practices). As already stated in the initial summary, some of the positive actions constitute the natural continuation of initiatives already undertaken on an experimental basis by the University in order to make them structural and systematic.

	Objective	No. of actions
1	Organizational well-being, corporate welfare and reconciliation of life and work time	6
2	Training, communication, and awareness raising	6
3	Equal opportunities, combating discrimination, and inclusiveness	6

Obj.	Action	Addressees	Indicator	Starting point	Three-year target	Budget
1	a. Actions to support parenting and work-life balance (summer camps, assist dom.)	PTA	% of funds used; % beneficiary pta	Welfare agreement signed in 2021	Full use of available funds; % pta benefiting from actions: trend towards 100%	University welfare funds: € 53,000 in 2022
	b. Transport agreements and residentiality	PTA staff, teaching staff, PhD students	Number of stipulated agreements	Transportation agreements stipulated in the past, not active at the moment, residential agreements already active	No. of agreements stipulated => 2	At no additional cost
	c. Monitoring forms of flexible workplace and remote work	PTA	Controls frequency, monitoring and pta opinion surveys	Opinion survey questionnaire in 2020	Monitoring controls and yearly pta opinion surveys	At no additional cost
	d. Prevention from a gender perspective	PTA, student community, teaching staff	Number of actions promoted and participation rate	No initiatives previously promoted at the University	Number of actions promoted => 2 a year	From university training funds
	and Psychological listening desk	PTA, Teaching staff	Management of all the contacts received	Initiative promoted as of 2021	Listening to all contacts received	€ 5,000 year 2022
	f. Performance Assessment	PTA	Review of processes and evaluation and measurement systems (SMVP)	No Attendance of the CUG at the tables on the subject	Review of the SMVP with CUG involvement	At no additional cost

Obj.	Action	Addressees	Indicator	Starting point	Three-year target	Budget
2	a. Study and research activities	University	No. of participations in conferences, publications; Use of study scholarships available	Activities already in progress	No. of participations in conferences, publications, etc, possible maximum; Full use available scholarships	Study scholarships: € 3,000 in 2022; Reimbursement of initiatives expenses from CUG funds and training
	b. Collaboration with the student community and uRadio	University	No. of collaborations and sponsorship	Sponsorship 2021 uRadio inclusive language program	N. of sponsorship collaborations => 2 per year	At no additional cost
	c. Training and teaching on the LGBTQI + theme	University	No. of paths and training events	Initiatives already promoted previously	No.: 3 conferences, 3 seminars, 1 exhibition and inclusion of 2 teachings	Reimbursement of expenses for initiatives from CUG funds and training
	d. Inclusive language	University	No. of dedicated training paths and initiatives	Adoption of the Guidelines in 2021	At least 1 PEO course per year	At no additional cost
	e. Revision of University Codes on the subject (Code against sexual harassment, Code of ethics, Code of conduct)	University	No. of Codes revision proposals presented to the Governing bodies	No revisions after the adoption of the Codes	No. of proposals => 3	At no additional cost
	f. Listening and inclusion service and University Degree/career	University	Revision, adaptation and Degree/career Alias extension; strengthening of service activities	Student listening desk and Degree/career alias since 2018	Degree/career Alias Extension for all the staff	At no additional cost

Obj.	Action	Addressees	Indicator	Starting point	Three-year target	Budget
	a. Communication tools existing for PTA (technical-administrative staff) victims of violence	PTA	Actions of communication undertaken	No action	Full diffusion of the resources that can be activated	At no additional cost
3	b. Equalpanel	University	Participation in the project	Start of work on the GEP table in 2021	Adoption of the manifesto	At no additional cost
	c. Gender Identity Observatory and sexual orientation	University	Establishment of the Observatory	No action	Realization by 2022	Use of CUG and University funds
	d. Support path for studies for students victims of violence	Student community	Design and path realization	No path designed, interventions on individual cases	Path realization	Use of University funds
	e. Strengthening the role of the CUG	University	Regulation review, acquisition of dedicated spaces, inclusion of the student community, internal gender equality	Actions reported on CUG annual reports	Implementation of all the actions foreseen within the mandate; annual participation in Bright	Use of CUG and University funds
	f. Inclusive university	University	Planning and realization of research-intervention devices; increased levels of inclusiveness, with specific reference to disabilities and special needs	Actions addressed to the university community	No. of initiatives and events => 2 per year; introduction of a Service Charter for staff Inclusion	Use of CUG and University funds

1. ORGANIZATIONAL WELL-BEING, CORPORATE WELFARE AND RECONCILIATION OF LIFE AND WORK TIME

Organizational well-being, welfare and the reconciliation of life and work times are issues pertaining to the CUG based on the provisions of art. 21 of the law n. 183/2010 and, more generally, by the legislation on equal opportunities. Organizational well-being is the subjective state of those who work in a specific work context and one of the factors that contribute to determining a person's overall well-being. The degree of organizational well-being achieved by the technical-administrative staff of the University of Siena is surveyed annually through the questionnaire provided for in the Good Practice⁷ project.

With regard to corporate welfare, a tool so far rarely used by the University towards its employees, the CUG, in making its proposals, also based on the results of the above survey, noting, in particular, how a great part of the TA staff have made requests regarding support for parenting, in particular for the periods of closure of public-school facilities.

The actions proposed in this PAP for the purposes of monitoring the new forms of work adopted by the PA (teleworking, agile work) aim, finally, at verifying the sustainability of life and work time. The CUG is, in fact, convinced that what has been learned in the health emergency phase must be valued subsequently, also to guarantee better management of the pace of work, in particular for people with specific, temporary, or permanent needs. And it is in these areas that the prevention of potential situations of discrimination takes place, which is one of the main functions assigned to CUGs.

Action 1.a Actions to support parenting and reconciliation of life time - work time (summer camps, domestic help, etc.)

Objectives

To allow the widest range of technical-administrative staff access to forms of supplementary corporate welfare that guarantee income support to increase the spending power, health, and well-being of workers.

Description

Contacted by the Administration to put forward hypotheses in the context of the design of welfare tools and identify the real needs of the technical-administrative staff, the CUG, aware of what emerged from the surveys of organizational well-being promoted in the University in recent years, reported the 'need felt by many colleagues to be able to count on forms of support for parenting, in particular during periods of closure of school structures, as well as help to assist family members in permanent or temporary situations of difficulty. The supplementary collective agreement (CCI) on welfare in favor of technical-administrative staff adopted in the meantime, on 29.11.2021, by the University⁸, considers what was proposed by the CUG, without providing for differentiations based on the ISEE (economic situation indicator), as hypothesized by the Committee.

The CCI on supplementary welfare is applied in favor of all technical administrative staff of categories B, C, D, EP and CEL, including university staff in agreement with the AOUS equivalent to the SSN (national health service) Section, for an open-ended and fixed-term contract, and provides for the use of welfare credit through a specific platform, in agreement with an external company. The CUG intends to guarantee that the widest range of staff entitled to these measures is able to access them, with full use of available funds, also through adequate communication both internally

⁷ The results of the survey promoted in 2021 are available on the web page <https://www.unisi.it/indaginidiateneo/good-practice-2020-benessere-organizzativo>.

⁸ The CCI can be consulted at: <https://www.unisi.it/sites/default/files/allegatiparagrafo/CCI%20definitivo%20Welfare%202021.pdf>.

and on the University website. Finally, the CUG aims to monitor satisfaction and any further needs that may arise through the responses to the annual surveys of organizational well-being and/or other surveys promoted in this area.

Good practices

The university Welfare network responsible: (<https://www.welfareresponsabile.it/chi-siamo/la-rete-interuniversitaria-wr>)

Action 1.b Transport and residentiality conventions

Objectives

To provide the University with agreements to be stipulated with hotel accommodation facilities, local and national public transport companies, and parking managers in order to guarantee all University of Siena staff who are not resident in the Municipality of Siena, in the Municipality of Arezzo or in the Municipality of Grosseto special rates with regard to accommodation and travel. To contribute to the creation of better working and study conditions.

Description

The distance from the workplace and the need to find forms of residential accommodation suitable for the various work obligations require a reflection on the impact that these needs can have on work well-being. In this perspective, the CUG wants to promote agreements or framework agreements with the various companies that manage urban or extra-urban transport, railways, car parks and hotels or similar accommodation facilities to guarantee the staff of the University of Siena discounts on travel and accommodation rates.

Action 1.c Monitoring forms of agile work and teleworking

Objectives

To verify that, with a view to improving work and organizational well-being and the right to access to the tools provided for by legislation, the widest possible number of technical-administrative staff can make use of the tools of agile work and teleworking.

For agile working:

- guarantee of the effective possibility for each worker, compatible with their professional profile, to take advantage of all the agile working days permitted by current legislation (2 days a week).
- verification of compliance with the right to disconnect.
- invitation addressed to the Administration and Area heads to make investments in technological tools (PCs, tablets, and accessories) in order to replace, even temporarily, the personal equipment used by workers for agile work; it would also be desirable that some kind of technical assistance for personal devices in use could be guaranteed by the Administration.

Regarding Telework:

- guarantee of the effective possibility, for the personnel who are entitled to it, as per current legislation, to be able to use this tool as much as possible.
- verification of compliance in fact with the right to work breaks outside due availability time.
- verifying that the tools made available are actually adequate for work needs and are functioning well.

Description

The CUG intends to contribute to the verification of access and agile work conditions and teleworking by monitoring the data provided periodically by the Administration. Furthermore, surveys of the satisfaction of technical-administrative staff with this tool are contemplated, through the already planned annual surveys of organizational well-being or through specific surveys to be

promoted in collaboration with the University Survey Policy Committee.

This monitoring may bring to the surface any situations of lack of access to agile work tools and teleworking or situations of incorrect management of the welfare tools in question.

As regards agile work, in fact, some inconvenience may occur in the management of the agile days available to workers, which must be agreed upon with the person in charge of personal projects; that is to say, therefore, to verify that there is a balance between the needs of the worker and those of the Administration in the distribution of the days available, emphasizing the importance of agile work as a tool for work well-being and improving the quality of life for the worker.

For teleworking, the monitoring tools will make it possible in the same way to bring to the surface the difficulties encountered by colleagues when accessing the tool. In fact, situations of work discomfort related to access to teleworking could occur, as this tool could imply, by its nature, possible adjustments in the type of work entrusted by the manager (with the risk of demotion or marginality of the work entrusted). As has already happened, the CUG intends in these cases to promote specific actions to protect the rights of all workers.

Good practices

Università di Ferrara (<http://www.unife.it/it/notizie/2020/vita/lavoro-agile-da-casa-seminari>, <http://www.unife.it/it/notizie/2020/persone/telelavoro-a-unife>)

Osservatorio Smart Working nella PA (<https://www.osservatori.net/it/ricerche/osservatori-attivi/smart-working-nella-pa>)

Action 1.d Prevention from a gender perspective

Objectives

To improve the health and safety at work of University staff by promoting awareness of how the differences between the sexes are not linked exclusively to biological characteristics but also to socio-economic and environmental factors which, epidemiologically, represent the main determinants of health, that is, those conditions that affect the onset of diseases, disability, accidents, but also access to care, their treatment and, finally, their prognosis, and which affect men and women differently.

Description

The gender perspective is a necessary tool to promote the active participation of people in the adoption of healthy lifestyles and in the removal of risk situations and factors.

Women tend to be more informed and attentive to their health, follow a healthier diet, resort less to dangerous inmoderate habits such as smoking and alcohol, despite being more sedentary, but are more poorly informed of how these have different effects on them compared to men. As regards their health in the workplace, so far the studies have been mostly aimed at the protection of the "mother" and not the woman and have not taken into consideration either the type of occupations or how they affect a body which is different from the male one throughout their life.

For their part, men, themselves victims of a gender stereotype that today is identified with the concept of "toxic masculinity", tend to engage more in high-risk activities, both in personal and work life, and ignore protection and prevention measures.

With a view to promoting prevention that considers the importance of gender as a determinant of health, information/ training meetings will be organized, in-person or remotely, depending on the health conditions linked to the pandemic emergency, for a duration of three hours each, open also to other situations in the territory.

The creation of a specific questionnaire is foreseen. This questionnaire will be disseminated among the staff to assess the level of knowledge regarding the topics covered and their sensitivity to gender issues, which will be re-proposed, at the end of the meetings, to assess the impact of the CUG initiative.

Action 1.e Psychological listening desk

Objectives

To continue providing a psychological listening service available to the teaching and technical-administrative staff of the University, after the experience promoted during the year 2021 and as has been the case for years for the student community.

To create an observatory on work well-being for all staff, considering the fact that this long period of the pandemic is negatively affecting working conditions, with the risk of an increase in conflict amongst colleagues.

Description

Listening and psychological support can prove to be of fundamental importance for the well-being of individual workers and, consequently, for the quality of the working environment. The service is designed to intervene especially in cases where, due to the economic commitment to be faced or the difficulty in recognizing the need, it is more difficult to access a psychological support service provided by external professionals.

The psychological listening desk, managed by specialized personnel selected through a public call and consequent self-employment contract, allows those who request it to take advantage of specific advice for personal, family and work problems, in respect of privacy.

The meetings will be held in-person or remotely, on the Google Meet platform, after completing and returning the informed consent, depending on the health conditions related to the pandemic emergency, for a duration of one hour each, with the possibility of two meetings per week. . The service can be requested by employees via e-mail.

It is a targeted intervention, with a limited number of meetings, to support the person in identifying the resources available in order to achieve the desired objectives. In some cases, faced with a situation that may present itself as a pathological one, psychological counseling can also have the function of initial reception and analysis of the request and then build a referral for therapy, in a care setting where another professional can promote a psychotherapeutic intervention. In particular, the Sportello d'Ascolto (Listening desk) is aimed at supporting the development of personal resources which are useful for problem solving and inclusion.

The professional figure already identified will continue its activity until April 2022 and, after that, also considering what emerged from the report of the activities conducted and the demand detected at the University, new selections may be announced.

There is a hypothesis of extending the service, through agreement, to the staff of the city municipal administration.

The action also provides for the possibility of identifying more work discomfort during medical examinations of health surveillance which currently do not seem to take this aspect adequately into consideration. By exploiting the health surveillance channel, providing specific questions on this topic, with a minimum investment, a more complete picture of the quality of work at the University could be acquired and this form of survey could be a useful tool to reach even those who do not want to use the listening desk, for any reason.

Good practices

Università di Milano (Psi@work, <https://work.unimi.it/rlavoro/welfare/125678.htm>)

Università di Torino (<https://www.unito.it/servizi/lo-studio/supporto-psicologico/spazio-di-ascolto-di-ateneo>)

Action 1.f Performance evaluation

Objectives

To propose, in line with the objectives of improving the organizational well-being of all workers,

improvements in the system for measuring and evaluating the University's performance. To try to reduce the high level of conflict related to the evaluation of performance and organizational behavior, in particular, and which leads to situations of discomfort and difficulties often reported to the CUG and the trusted Councilor as they are considered to be detrimental to working dignity.

Description

The proposal for a worktable of Unions - Cug - Administration is renewed in order to build together fair and shared parameters and tools for performance evaluation, also taking into account the fact that the evaluation of individual performance (organizational behavior) has a weight to access horizontal progressions.

This is aimed at reducing discretion in performance evaluation, through a system shared by all evaluators. At the moment, the disparity of profiles in the evaluations is still too high and this contributes to increasing the level of conflict.

To this end, a top-down and bottom-up approach to performance is desirable (the latter now in use), to work more on team-building and structure performance.

The proposal also provides for the inclusion in the Guarantee Commission of a component indicated by the CUG, to guarantee the protection of working well-being and equal opportunities throughout the performance evaluation process. The current role of the CUG in the process, in fact, makes it possible for it to intervene only when the conflict linked to the process reaching its conclusion has already emerged and is therefore more difficult to repair.

Good practices

Università di Ferrara

2. TRAINING, COMMUNICATION AND AWARENESS RAISING

Training is an essential tool for achieving the changes towards which the positive actions planned by the CUG tend and this is so, in particular, in the case of the single guarantee committees operating in the university sector. Designing and implementing training, teaching and research courses on the issues of gender equality, inclusiveness and non-discrimination is one of its main activities, as in the previous Positive Action Plan. On this front, the CUG will also be able to count on the additional competences at its disposal thanks to the presence, starting from the current mandate, of a representation of the teaching members, a novelty for the University of Siena.

By continuing to network with the CUGs of other Tuscan and national universities, the CUG wants to contribute to the scientific and cultural debate of the University and of the territory on these issues. These communication and awareness-raising actions will be aimed at both the technical-administrative staff and the student community as well as the wider community of reference of the University, also through participation in third mission activities.

In particular, after the inclusion of teaching members, the CUG aims at a greater involvement of the student community, with which it intends to strengthen the dialogue, enhancing listening services and supporting the initiatives that all students may want to promote through their channels (uRadio , social spaces and physical spaces) also through scholarships and research.

Action 2.a Study and research activities

Objectives

To promote and implement cultural and institutional reflection on the issues covered by the institutional mandate of the CUG through participation in scientific events and round tables, the construction of research projects, the funding of scholarships, the organization of scientific events and training courses.

Description

The action intends to contribute to the implementation of the EU strategy for gender equality in the context of the specific competences of the CUG. In particular, the promotion of study and research activities aims to support and implement the protection of male and female workers to promote the full exercise of the rights of male and female workers, the removal of gender stereotypes, the fight against discrimination. and the balance between professional and private life. In order to achieve these results, action will be conducted through the participation of the CUG in the European Night of Researchers in Tuscany; funding of scholarships; national and international collaborations and construction of research networks; participation in competitive research funding calls; the organization of conferences, exhibitions, and seminars.

Action 2.b Collaboration with the student community and uRadio

Objectives

To establish a dialogue with the student community, using above all its communication channels. To listen to the needs and requests for collaboration that come from students and build together events, initiatives, programs on the University's social media and projects.

Description

The issues and battles for inclusiveness, equality and non-discrimination see the student community at the forefront, also for generational reasons, and dialogue on these topics can be an important stimulus for the entire university community. The collaboration with the current CUG started with the sponsorship of the podcast "Ma che generƏ di lingua!", Written and conceived by

Ilenia Costa, member of the University Gender Language Table and produced by uRadio (@uradio_siena), and the collaboration in the design of the "Blind Spot" program, a series of direct social media in which issues relating to discrimination will be addressed, with a focus on gender and social issues, which will start in 2022, curated by Manolo Zocco (@manolozocco).

The intent is to expand the audience of students involved, including those of the large international and Erasmus community, and collaborations, also to arrive at a future expansion of the CUG, also including representatives of the student community (see action 3.e), as already happens for the Gender Observatory, the Gender Language Table, and, more generally, the Evaluation Unit and the University Quality Presidium. Also in this perspective, this PAP was shared, during the drafting phase, with the President of the Student Council.

Good practices

Università di Padova

Action 2.c Training and teaching on LGBTQI +

Objectives

To promote a cultural, institutional reflection and specific teachings on the LGBTQI + theme at the level of training and educational offer for students.

Description

The evolution, which on an institutional and juridical level has progressively guaranteed access to human rights for LGBTQI + people, has also affected university institutions. In fact, if on the one hand the prohibition of discrimination based on sexual orientation in the workplace needed institutional paths and tools aimed at preventing and combating these forms of discrimination, on the other hand, issues such as homosexuality or transsexualism, which have become the subject of scientific reflection within different disciplines, are today addressed in the context of specific teachings in some Italian universities. The aim of the action is to promote both reflection within the academic community through the organization of cultural events and the inclusion of new courses in the educational offer of the various degree courses.

Good practices

Università di Torino (History of homosexuality; LGBTQ + Law Seminar)

Università di Genova (Introduction to Gender Studies)

Università di Siena (Religion and diversity)

Action 2.d Inclusive language

Objectives

Strengthened by the experience of the Table on gender language and the related "Guidelines for an inclusive administrative and institutional language"⁹, adopted by the University in July 2021, provide for dedicated training at the University, facilitate the concrete adoption of the Guidelines in internal and external communication and broaden the contexts of application of this tool.

Description

Inclusive language is a useful tool to combat stereotypes and inequalities which constitute one of the multiple aspects of discrimination. As such, its adoption was included among the Positive Actions of the PAP 2019/2021 and the continuation of this path today seems to be of particular

⁹ The relevant documentation is available at: <https://www.unisi.it/ateneo/comunicazione/identita-visiva/linee-guida-un-linguaggio-amministrativo-e-istituzionale>.

relevance for the university community. Like language, in fact, the Guidelines are not a closed and inert tool, but an "open" text, subject to future revisions, adjustments and adaptation, based on the usage by the writers and the changing working contexts.

A more conscious use of language can, by naming people and things underrepresented up to now, resist the violence of words, looking for an alternative way to address a mixed multitude that includes women, men, and non-binary people, which is who identify neither with the masculine nor with the feminine.

This is a theme currently at the center of the cultural and political debate in Europe and the western world, a debate that is often extremely polarized (think of the use of * in some languages and *schwa* and the recent introduction in the French language of the neutral pronoun *iel*), to which the university community can and wants to make its own contribution, with the active involvement of all its components. The use of language as a lever for action and change, to reshape discriminatory behaviors, even involuntarily, and contribute to the change of reality.

Good practices

Università di Pisa (newsletter del CUG

file:///C:/Users/ricer/Downloads/Newsletter_CUG_marzo_aprile_2021.pdf; predisposizione di borse di ricerca CUG per la realizzazione del bilancio di genere e altre attività; partecipazione del CUG a progetti con finanziamenti europei)

Università dell'Aquila (formazione per la promozione dello studio delle discipline STEM per le studentesse delle scuole superiori

<https://www.univaq.it/include/utilities/blob.php?item=file&table=allegato&id=3905>)

Azione 2.e Revision of University Codes on the subject (Code against sexual harassment, Code of ethics, Code of conduct)

Objectives

To verify the need to adapt the tools available at the University to regulate the behavior of one's community in matters of equality, harassment and ethics and collaborate in any updates.

Description

The "Code of conduct against sexual harassment at places of study and work of the Università degli Studi di Siena"¹⁰, which describes the role and duties of the figure of the Counselor/s of trust, was adopted in 2003. In the text, reference is still made to the then existing Committee for Equal Opportunities, a body that existed before the CUG.

The "Code of Ethics of the University Community"¹¹, whose general principles of conduct set out in arts. 3-11 apply to all members of the university community, including those who are also temporarily in service or on a collaboration relationship basis with the University, was adopted in 2011.

The "Code of Conduct"¹², which applies to all permanent and fixed-term employees, administrative technicians, including collaborators and linguistic experts, technologists, managers, and temporary researchers pursuant to art. 24 L. n. 240/2010, was issued in 2015.

For all three documents just mentioned, which constitute the main regulatory instruments through which the University intervenes in the matter, the time elapsed since the first adoption could now constitute a limit, also given the acceleration that the issues of civil rights has seen in recent years

¹⁰The document is available on the web page:

https://www.unisi.it/sites/default/files/albo_pretorio/allegati/codice_molestie_sessuali.pdf.

¹¹ The Code of Ethics is published on the web page:

https://www.unisi.it/sites/default/files/albo_pretorio/allegati/Codice_Etico_0.pdf.

¹² The Code of Conduct is available on the web page

https://www.unisi.it/sites/default/files/albo_pretorio/allegati/CODICE_DI_COMPORTAMENTO_0.pdf.

in our country and in the university world. The Trust Counselor herself, in her Annual Report and in the speeches given at the University, pointed out the opportunity to proceed with a verification of the updating and keeping of these instruments, also in light of the legislative innovations and the changes in civil society in the meantime.

In October 2021, Italy was the second country in Europe to the ratification process of the 2019 ILO Convention (International Labor Organization) 190 on violence and harassment in the world of work¹³, with the approval of law no. 4 of 15/01/2021. The document, the first international standard designed to prevent and combat violence and harassment in the world of work, defines an organic framework for intervention and requires Member States to adopt, in consultation with business and trade union organizations, an inclusive and sensitive approach to gender through actions of prevention, protection and application of the rules, as well as assistance, information and training actions.

The scope of application of the protections extends thanks to a broader concept of the workplace, which includes travel, the commuting from home to work and vice versa, and above all the relational dynamics that occur through information technology. This is now one of the main gray areas where violence and harassment occur.

In past years, the National Anti-Corruption Authority (ANAC) already provided the universities with indications for updating the Codes of Conduct, inviting the universities to adopt a single code that would combine the purposes of the code of ethics and those of the code of conduct. .

Good practices

Università di Bologna (<https://normateneo.unibo.it/codice-di-comportamento-per-la-prevenzione-delle-molestie-morali-e-sessuali-e-il-loro-contrasto>)

Action 2.f Listening and inclusion service for the student community and Degree/Career Alias

Objectives

To guarantee the student community of the University listening spaces and times adequate to their needs.

To verify the need for a revision and adaptation of the regulation for the management of the Degree/Career Alias, including an extension to the other members of the university community.

Description

Since 2018, the student community of the University can count on a free and reserved listening and inclusion desk, which all students can contact for issues related to differences in gender, orientation, ethnic and cultural origin¹⁴. This useful tool could be strengthened, as desired by students (see the speech of their representative at the inauguration of the 781st Academic Year), also thanks to the contribution of associations active in the area (Arcigay).

The "Regulations for the management of a degree/career alias for students in gender transition of the Università di Siena"¹⁵ was adopted in 2018, with the aim of guaranteeing female and male students in gender transition the possibility of providing a different identity linked to the personal identity, valid only within the University. The absence of users registered up to now, especially when compared with the numbers of other universities, makes it appropriate to investigate the procedure adopted by the University to understand if this is the most appropriate to meet the needs of male and female students, if there is any real need for these or similar tools and how

¹³ More information is available at: https://www.ilo.org/rome/norme-del-lavoro-e-documenti/WCMS_713379/lang--it/index.htm.

¹⁴ More information on the service is available on the web page: <https://orientarsi.unisi.it/studio/supporto-e-sostegno/consulenza-agli-studenti>.

¹⁵ The Regulations are available on the web page https://www.unisi.it/sites/default/files/REGOLAMENTO_CARRIERA_ALIAS_4.pdf.

to best communicate these opportunities. The latest step forward made by some universities is to no longer require the medical certificate of verification.

This tool, currently in force in 32 out of 68 universities, could also be extended to university staff. In fact, the latest draft of the new state personnel contract provides for the “identity aliases,” with the adoption of another name for e-mail, card, plates on the offices and personal file.

Good practices

Università di Padova ([https://www.unipd.it/carriere-](https://www.unipd.it/carriere-alias#:~:text=La%20carriera%20Alias%20viene%20istituita,della%20legge%20164%2F1982)

[alias#:~:text=La%20carriera%20Alias%20viene%20istituita,della%20legge%20164%2F1982](https://www.unipd.it/carriere-alias#:~:text=La%20carriera%20Alias%20viene%20istituita,della%20legge%20164%2F1982))

Università di Pisa for all staff members (<https://www.unipi.it/index.php/news/item/17318-identita-di-genere-approvato-il-nuovo-regolamento-per-l-attivazione-delle-carriere-alias>)

3. EQUAL OPPORTUNITIES, COMBATING DISCRIMINATION, AND INCLUSIVENESS

The actions that aim to ensure equality and equal opportunities in the workplace and to promote the fight against discrimination are the result of reflections on the data and information held by the CUG and the University on the subject, such as the report of the trusted counselor and the requests for intervention received by the CUG over the years. With these actions, the CUG aims to help combat all forms of physical and psychological violence, harassment and direct and indirect discrimination in the work and study places and to reduce the potential impact of such violence, where it has already occurred, on the lives of workers and students, trying to avoid abandonment of studies and work difficulties. All this trying to fully exploit the tools that, in the meantime, government measures and national labor contracts have created and will make available.

Accessibility, in its broadest form, finds space among the themes of actions for equal rights and inclusiveness, through a strengthening of the planned measures and interventions towards all components of the university community. The CUG intends to promote the actions contemplated on the topic by collaborating with the person in charge of the integration processes for people with disabilities, with the central and peripheral structures, and with all the staff who deal with the topic. Finally, the CUG intends to work with this Positive Action Plan to update its regulations and strengthen its role within the University.

Action 3.a Communication on the instruments contemplated for PTA victims of violence

Objectives

To make known to the widest possible audience the instrument of leave for workers victims of violence, provided for by Legislative Decree no. 80 of 2015, and the other useful tools available in these cases (part-time transformation, "freedom income"), helping to strengthen the communication on the subject.

Description

Article 24, Legislative Decree 15 June 2015, no. 80, provides that female employees in the public and private sector and female workers with coordinated and continuous collaboration contracts, included in the protection paths related to gender-based violence, can take advantage of an abstention from work for a maximum period of 90 days in the time span of three years. The leave with compensation can be taken for a maximum period of three months (equivalent to 90 days of effective abstention from work) within three years from the start date of the certified protection program, with an application to be submitted through the INPS portal.

Communication and information must be strengthened both on this measure and on the most recent ones regarding the right to transform the employment relationship from full-time to part-time and the possibility of transferring to another public administration in a municipality other than that of residence (last CCNL), "freedom income" (DPCM December 17, 2020).

The leave can be used on a daily or hourly basis (number of hours equal to half the average daily time immediately prior to the start of the leave period), coinciding with days in which the work performance is expected, with an allowance daily equal to 100% of the last salary. The period is covered by a notional contribution and is calculated for the purposes of length of service in all respects, including the accrual of holidays, the thirteenth month's salary and the severance pay.

Other legislative instruments allow employees who are victims of gender-based violence the right to transform the employment relationship from full-time to part-time, where available in the workforce. The part-time employment relationship will be transformed again, at the request of the worker, into a full-time employment relationship.

Good practices

Università di Milano (Osservatorio violenza sulle donne, <https://ovd.unimi.it>)

Action 3.b Equalpanel

Objectives

Evaluate the opportunity and the will of the University to join the #equalpanel project, conceived and promoted by the international network European Women's Management Development (EWMD)¹⁶ to invite companies, institutions, associations, public administrations to join a Pact for equality of gender in panels at conferences, seminars, and scientific events.

Description

We propose to start a reflection on the issue to verify the real desire to adopt tools that aim to ensure an effective fair representation of male and female speakers of scientific committees, cultural events and initiatives organized and sponsored by the University. The University has recently begun to reflect on the Gender Equality Plan (GEP), thanks to the expansion of the composition of the Table already working on the Gender Budget. The CUG, already represented in the aforementioned Table, intends to make its own contribution, also referring to what is suggested on the matter by the CRUI, aware that these are models that can only be adopted with a strong involvement of the top management and governing bodies of the University.

Good practices

Università di Ferrara (Electoral regulations)

Action 3.c Observatory on gender identity and sexual orientation

Objectives

To equip the University with an organism which knows how to find and to analyze, on the basis of the data collected at local and national levels and of specific actions of monitoring and participation conducted in synergy with other members of the University and national and international institutions, the different impact that the university political and organizational models produce on persons on the basis of their sexual orientation and their gender identity, having regard to the institutional language, the discriminations founded on gender identity and sexual orientation, as well as the encouragement of the values and principles promoted by the European Union.

To contribute to the creation of better working and study conditions and to the promotion of an academic environment with a culture capable of countering prejudices and, in particular, phenomena such as homophobia or transphobia.

Description

The European Parliament, with the resolution of 11 March 2021, proclaimed the European Union as an "area of freedom for LGBTIQ people". The need for this proclamation found an important reason in the fact that "in the past many Member States discriminated against and persecuted LGBTIQ people with discriminatory laws and policies; that thousands of LGBTIQ people were arrested, incarcerated and died in concentration camps during World War II; that, although LGBTIQ people in Poland face systematic discrimination, this problem is widespread across the EU and little, if any, progress has been made in alleviating persistent discrimination and harassment against them; that throughout the EU LGBTIQ people are still victims of public discrimination, hate speech

¹⁶ More information is available at: <https://italy.ewmd.org>.

and hate crime; that such attacks violate the fundamental rights of LGBTIQ people and that too often the responses of public authorities remain inadequate; that, in all Member States, LGBTIQ people experience a higher level of discrimination in all areas of life, including at work and school, and continue to face a high incidence of physical, emotional and sexual attacks, both online and offline, leading to a worrying suicide rate among LGBTIQ youth, particularly among transgender youth; that various Member States have updated their legislation to make it more inclusive for LGBTIQ people; however, there are several regulatory gaps which require political will and commitment from national legislators to guarantee a real equality to LGBTIQ people".

Taking into consideration the specificities of the university environment, the creation of a space of freedom for LGBTIQ + people coincides with the construction of the participation of all people in the University's activities, through the re-elaboration of statistical data, the quantitative and qualitative analysis of needs, the development of processes capable of preventing and countering all forms of discrimination, a work on institutional language capable of overcoming stereotypes and forms of homophobia or transphobia, cultural training and information events, all this also to encourage more general interventions at local, national and international levels.

Good practices

Università di Cagliari

(<https://www.unica.it/static/resources/cms/documents/91beef5a4f39a3a8758f47dfefbdc762.pdf>)

Action 3.d: Support path for studies for students victims of violence

Objectives

To design and implement a path dedicated to students who are victims of violence to offer them financial support for the continuation of their studies.

Description

The intent is to support students who are victims of violence, who have begun pathways to exit violence and seek protection and are already enrolled in the University's study courses or intend to enroll, studying a dedicated path, with a financial support such as to allow them to continue or undertake their studies. Remaining or entering contexts of personal fulfillment through study and research and socializing is, in fact, unanimously considered an important tool for strengthening personal identity and redemption. The measure could also help to combat the phenomenon of abandonment of studies, which, as shown by the Gender Report promoted by the University in 2021, is more pronounced among female students than among male students.

It will operate in analogy to what is already provided for by the University "Extraordinary Fund for Supporting Study" and by the courses reserved for students/asylum seekers with international protection. It will be possible to proceed with the total or partial exemption of registration fees or through a call for applications, according to the results of the feasibility study that will be promoted with the appointed offices.

Good practices

Università di Milano (<https://ovd.unimi.it>)

Action 3.d: Strengthening the role of the CUG

Objectives

To strengthen the presence, action, and visibility of the CUG in the University.

Description

Now in its second mandate, with a renewed composition, the CUG of the University considers it particularly useful to act internally and in relations with the other actors of the university community by systematizing its procedures, reviewing its Regulations also in the light of the Guidelines on inclusive language and finding suitable spaces, both physical and virtual. It thus becomes important to be able to count on a space dedicated to receiving and listening to the reports from colleagues, students, and teachers and for reflection within the Committee itself. The Committee's web pages will also be redesigned and provide an English language version. As an action to promote the role of the CUG, we also propose to participate in future editions of Bright Night, the Night of Researchers, in which the University has been successfully participating for some time.

The CUG presents, in its current composition as in the previous one, an element of disparity between genders which, as also recalled by the Department of the Civil Service, should be removed, also by aiming, from the adoption of this Positive Action Plan to the renewal of the body, to greater information as well as sharing of the Committee's tasks and powers. Colleagues must know not only who to contact in case of a treatment deemed discriminatory and oppressive, but also how much they can, in turn, be of help to other colleagues by joining the CUG. The participation, already extended in the current mandate, also to the teaching members of the University could be further expanded by also including student members, as is already the case in other universities.

Adherence to the CUG Portal of the Department of Public Administration will facilitate and streamline the drafting and online transmission of information relating to the state of implementation of the provisions on equal opportunities.

Action 3.f: An inclusive University

Objectives

Design and implementation of organizational intervention devices for the enhancement of diversity and the increase of levels of inclusiveness, with specific reference to disabilities (permanent and temporary) and special needs.

This action has two fundamental strategic objectives:

- a) to conduct organizational actions aimed at staff and the student community that consolidate and increase the perception of the levels of inclusiveness of the university community.
- b) to design micro-innovation practices that have medium-long term effects on the perception of the levels of inclusiveness of the academic community.

Description

The Università degli Studi di Siena recognizes the founding principles of its institutional mission in inclusion, accessibility, and participation. Starting from the assumption that the measurement of the levels of inclusion and accessibility of the university impacts the professional and organizational well-being perceived by all members of the academic community, the CUG aims to design system actions and intervention devices to increase the perception of the levels of inclusiveness of the university organization. In this direction, research aimed at suggesting micro-innovation trajectories is contemplated through an analysis of the levels of inclusiveness perceived within the university community by all the staff (survey among students, teaching staff, technical-administrative staff) and the implementation of system actions and training/organizational

interventions aimed at countering stereotypes and prejudices and at cultivating an organizational culture that identifies accessibility and inclusion as two priorities of its mission.

The recipients of this action are the teachers, the technical-administrative staff, the students at the University of Siena. The expected outcomes are:

- a) the creation of an Inclusive Management system which supports the activation of training actions aimed at management, responsibility, and coordination figures to encourage practices for enhancing diversity and aimed at promoting inclusive and sociocratic management.
- b) the implementation of a Service Charter for Staff Inclusion signed by the Single Guarantee Committee, the University Disability Delegate, and the University Commission of Inclusion/Disability Delegates.
- c) the organization of initiatives and events, in particular for the International Day for People with Disabilities (December 3), and for the Autism Awareness Day (April 2).

Good practices

Università di Verona (<https://www.univr.it/it/carta-dei-servizi-inclusione-e-accessibilit%C3%A0>)

Università di Ferrara (<http://www.unife.it/it/ateneo/statuto-regolamenti/regolamenti/etica-e-inclusione/carta-dei-servizi-per-la-comunita-universitaria-con-disabilita-e-dsa>)

Università di Genova

(https://unige.it/sites/contenuti.unige.it/files/documents/Carta_servizi_disabili.pdf)

Università di Padova (<https://www.unipd.it/en/inclusion>)