



2.8. OEWf GENERAL GENDER AND DIVERSITY POLICY

The Austrian Space Forum strives to create and sustain a spirit of diversity, inclusion, and enrichment that fosters an environment of cultural competency, sensitivity and awareness. This cross-cultural understanding allows students, members and staff to embrace and celebrate distinctive perspectives and viewpoints that enrich all members of the OeWF. We are committed to providing a diverse environment for all as we are a community that appreciates values and seeks the different dimensions that all groups have to offer. In addition, we believe that education & research are enriched and enhanced by a diverse environment.

Barriers to participation in space activities by underrepresented groups, although not always explicit, remain strong and pervasive. OeWF members are encouraged to become familiar with the barriers to improved representation, to take active roles in organizational and institutional efforts to bring about such change, and to encourage and support others.

Specific actions include:

- Fostering a sense of inclusion and belonging for all members of the space community
- Endeavoring to identify, address, and eliminate bias in all its forms: implicit/unconscious, explicit, and systemic
- Providing mechanisms for institutional support
- Providing expansive employment opportunities and ensuring that candidate pools are diverse
- Providing effective mentoring

2.9. OEWf GENDER EQUALITY PLAN (APRIL 2024)

Introduction

Austrian Space Forum (OeWF) is a not-for-profit organisation with the objective of supporting scientific research and education, as well as environmental protection in connection with space research. In particular, the organisation supports:

- Planetary research and space exploration throughout Europe.
- The educational and outreach work for active shaping national and international space activities through educational initiatives and independent research projects
- Teacher training and continuous professional development for STEAM educators.
- Innovative tools and resources for teaching STEAM subjects in schools through space research, astronautics and planetary sciences.



- Public engagement and outreach in the fields of space research and astronautics, increasing the visibility of human spaceflight and space sciences on the national as well as the international level.
- The development of research and education projects using space research, astronautics and planetary analog missions
- The demand for diverse, inclusive education in a sustainable way.
- The provision of media content for the space research and exploration community and support for press offices.
- The support of dedicated professionals, scientists, and amateur scientists.
- In accordance with the legal requirements the OeWF, it is not-for-profit and does not primarily pursue its own economic purposes.

The organisation participates in publicly funded projects (e.g. the European Union's Erasmus+, Horizon Europe).

For participation in these activities, a Gender Equality Plan (GEP) is recommended. A good gender balance is recognised as a priority by the OeWF Board of Directors. Hence, the Board has prepared the following GEP for the organisation.

The GEP addresses the gender balanced representation for project personnel, i.e. individuals participating in decision-making structures of the organisation and its staff for the implementation of projects and initiatives.

OeWF is committed to building a diverse and inclusive professional environment in which individuals experience equal opportunity, regardless of gender, disability, ethnic origin, religion or belief, sexual orientation, marital status, age, nationality, or socioeconomic background.

This document identifies and defines the objectives, desired outcomes of actions, available resources, and Key Performance Indicators (KPI) of the GEP, which will be reviewed and updated on a regular basis.

OeWF Gender Equality STATUS Overview

the Board of Directors of OeWF is currently comprised of three male and three female board members from Germany and Austria, the Director is male (Austrian in nationality), the controllers (are one female and one male). The current Board was elected by the General Assembly in 2024, with the role of advising and supporting the pursuit of the purposes pursuant of article 2 of the bylaws of the OeWF, registered under the national registry for associations ZVR900838754 and located in 1230 Wien, Ober den Gärten 4/20, Austria

The Board shall consist of at least three members: President, Secretary and Financial officer and their respective deputies. The members of the Board shall be elected at a General Assembly for a period of two years. The composition will be selected to ensure a gender-balance is established at a decision-making level in the OeWF. In April 2024, OeWF has an average of five staff members working on projects, some of whom are



full time. Three of these are male and two of these are female. Therefore, the current situation sees OeWF is hiring of staffs and consultants as gender balanced.

Gender Equality Strategy

Through the GEP, OeWF aims to support an ongoing process for improving gender equality for the benefit of the entire organisation. The OeWF's GEP encourages self-reflection by staff and leadership and an ongoing review of processes and practices. With this in mind, OeWF has selected the GEAR tool (<https://eige.europa.eu/gender-mainstreaming/toolkits/gear>) to develop its GEP.

The four GEAR steps in the lifecycle of the OeWF's GEP include:

- An audit phase. This phase includes the collection of sex-disaggregated and/or gender-disaggregated data and a review of practices to identify gender inequalities and their causes. The audit stage also includes a review of relevant national and regional laws, regulations, or funding requirements.
- A planning phase. During this phase, the organisation will set the objectives and targets for the GEP alongside a roadmap of actions and measures. This phase also includes allocating resources and responsibilities for the delivery of the GEP and agreeing timelines for implementation.
- An implementation phase. In this phase, the roadmap of GEP activities is implemented. This phase includes awareness-raising and training efforts to achieve buy-in and build capacity and support for the GEP across OeWF, as well as give visibility internally and externally to the GEP.
- A monitoring and evaluation phase. In this phase, the delivery of the plan and progress against its aims and objectives are regularly assessed. Ongoing review of findings and progress will also provide space for learning and feedback to enable adjustments and improvements to interventions.

Gender Equality Plan implementation

- Publication and official endorsement of the GEP:
 - Following the above-described steps, the OeWF's GEP will be published and reviewed every 3 years.
- Dedicated resources
 - As mentioned above, OeWF is a medium-size, not-for-profit organisation. The Board of Directors shall oversee the development of the GEP. The Director is responsible for implementing the GEP and will provide updates to the Board of Directors.

Data collection and monitoring

- Data collection will be key to the effective implementation of the GEP. Being a medium-sized organisation, without a large number of employees or full-time consultants, the data collected will focus solely on the organization.



- Team members numbers by sex/gender at all levels, by function and by contractual relation to the organisation.
- Staff numbers and Consultancy fees by sex/gender and description of services.
- Numbers of women and men in decision-making positions.
- Numbers of female and male candidates applying for roles (consultancy contracts within the organisation) for staff members.
- Numbers of female and male staffs and consultants leaving the organisation, specifying the numbers of years spent in the organisation.
- Number of training hours/credits attended by women and men.

Training

OeWF is actively involved in projects with a gender-focus and draws on the expertise of the gender office of the University of Innsbruck, Austria and other academic institutions. The Board actively seeks opportunities to support women in STEAM (e.g. activities by Women in Aerospace – Europe (wia-europe.org)) and members have participated in diversity events and training at the various scientific congresses. Board members and staff members are involved in preparing commentaries for various Journals which comment on gender and inclusion in the European geoscience/planetary community.

In addition, the OeWF has issued an internal guideline to prevent harassment and observe children's rights as part of their Standard Operating Procedures.

Opportunities for training will be monitored and training provided where skills gaps are identified.

OeWF Gender Equality Objectives for 2024-2027

The OeWF GEP will be reviewed every 3 years, but a yearly report will be published. For the period 2024-2027, OeWF aims at the following objectives defined following the SMART (Specific, Measurable, Achievable, Realistic, Traceable) approach:

- Maintain a balance in sex/gender representation consultants working on the project.
- Establish and maintain a gender-balanced Advisory Board and decision-making framework.

2.10. OEWf ANTI-HARASSMENT POLICY

The purpose of this anti-harassment policy is to create a safe and respectful environment for all members of the OeWF. This policy applies to all members, employees, students, visitors, and contractors. Harassment is unwelcome conduct that is based on a person's race, colour, religion, national origin, sex, sexual orientation, gender identity or expression, age, or disability. Harassment can include verbal or physical conduct, as well as unwelcome sexual advances, requests for sexual favours, and other forms of unwelcome sexual attention.



Examples of Harassment

- **Verbal harassment:** This includes any unwelcome verbal conduct, such as epithets, slurs, jokes, or other verbal abuse.
- **Physical harassment:** This includes any unwelcome physical contact, such as grabbing, touching, or hitting.
- **Unwelcome sexual advances:** This includes any unwelcome sexual advances, requests for sexual favors, and other forms of unwelcome sexual attention.
- **Sexual coercion:** This is the use of force, threats, or pressure to coerce someone into sexual activity.
- **Quid pro quo harassment:** This is when someone offers or threatens to take away something of value, such as a job or a grade, in exchange for sexual favors.
- **Hostile environment harassment:** This is when unwelcome conduct creates a hostile or intimidating environment for a person.

Reporting Harassment

Any member of the OeWF who believes they have been harassed should report the incident. You may consider contacting a member of the Board of Directors or any other person of choice if you prefer to do it yourself. The OeWF will promptly investigate all reports of harassment. The investigation will be conducted in a confidential manner and will include the following steps:

1. The complainant will be interviewed to gather information about the incident.
2. The alleged harasser will be interviewed to gather their response to the allegations.
3. Witnesses to the incident will be interviewed.
4. Any other relevant evidence will be gathered.

If the investigation finds that harassment has occurred, the research institution will take appropriate disciplinary action. This may include counselling, suspension, termination of employment, termination of OeWF membership, or expulsion from the institution. The OeWF will not tolerate retaliation against anyone who reports harassment or cooperates in an investigation. Anyone who retaliates against another person will be subject to disciplinary action.

We are committed to creating a climate of respect and inclusion in which harassment is less likely to occur.