



**LEIBNIZ-INSTITUT
FÜR NUTZTIERBIOLOGIE**

Guideline

of the FBN Dummerstorf on the compatibility of life, family and career

The Leibniz Institute for Farm Animal Biology (FBN) Dummerstorf supports its employees in reconciling life, family and career.

This is done through an institute culture that takes into account different family and life-phase interests and includes concrete measures to improve compatibility.

This mission statement applies to the managers and employees of the Leibniz Institute for Farm Animal Biology (FBN) Dummerstorf.

Inhaltsverzeichnis

FBN's guiding principles for reconciling life, family and career	2
1. The promotion of the compatibility of life, family and career is an investment in the future of the Institute	3
1.1 Motivation and satisfaction at work	3
1.2 Personnel binding	3
1.3 Increasing the health rate.....	3
2. A good reconciliation of life, family and work is achieved by means of concrete measures and offers	4
2.1 Flexible working hours.....	4
2.2 Consulting	4
2.3 Information.....	4
2.3.1 Intranet	4
2.3.2 Regular information for employees and persons on leave	4
2.4 Further training possibilities in the job or for re-entering the job.....	5
2.5 Part-time employment	5
2.6 Mobile working for more flexible working hours	5
2.7 Support during care difficulties	5
2.8 ½ Day-time compensation day regulation.....	6
2.9 Possibility of a career break for the family	6
2.10 Parental leave also for grandparents	6
2.11 Care of relatives in need of care.....	6
3. Equality between women and men is a common objective	7
3.1 Gender equality as a mandatory objective	7
3.2 Substantially increase the percentage of women in leadership positions.....	7
4. The considerate and trusting interaction with each other is part of the institute's culture 8	
4.1 A respectful, supportive cooperation is the basis of our work	8
4.2 Leadership responsibility.....	8
4.3 Balance and appreciation of private interests and family goals	8
4.4 A good welcome culture promotes friendly cooperation	8



FBN's guiding principles for reconciling life, family and career

With its guideline for the compatibility of life, family and career, the FBN has established an institute culture that enables employees to work in a way that is family and life-phase oriented and promotes motivation, commitment and creativity.

In addition to professional qualifications, the motivation of FBN staff and the recruitment of top foreign and junior researchers in particular are essential prerequisites for the successful further development of the institute and for ensuring its scientific excellence. A good compatibility of life, family and career is essential both for the motivation of the employees and for the recruitment of external specialists. The management of the FBN has recognized this responsibility and contributes with concrete offers and with this guideline to the fact that the compatibility of life, family and career is a matter of course in our institute. We therefore offer all employees family and life-phase oriented working hours, which enable all employees to bring their individual life plans into line with the requirements of the service, taking into account legal and collective bargaining regulations.

This guideline for the compatibility of life, family and career documents the change in the Institute's culture initiated in recent years on the way to reconciling the private goals, family and career of FBN employees. Since 2014, the measures taken to reconcile work, private and family life have resulted in certificates for the berufundfamilie audit of berufundfamilie Service GmbH.

Our guiding principles for the compatibility of life, family and career are:

- The promotion of the compatibility of life, family and career is an investment in the future of the institute.
- A good compatibility of life, family and career is achieved through concrete measures and offers in a sustainable way.
- Equality between women and men is a common goal.
- The considerate and trustful interaction with each other is part of the institute's culture.
- A good welcome culture promotes cooperation based on partnership.

1. The promotion of the compatibility of life, family and career is an investment in the future of the Institute

1.1 Motivation and satisfaction at work

We achieve motivation and satisfaction for all through attractive, plannable framework conditions and concrete offers.

1.2 Personnel binding

By providing good framework conditions and realising the goals of this guideline, it should be possible for employees to enjoy working at FBN because they can harmonise their professional activities with their private goals and family commitments. They can concentrate on their tasks in the job and exploit their potential. In this way, we make use of expertise and engagement and ensure good scientific performance. Long-term effect: lower staff turnover, increase in scientific output and advantages when recruiting new specialists and executives.

FBN Dummerstorf is a modern research institute with an international reputation. The compatibility of family, care and career, the equality of women and men, personnel development, professional, social and intercultural competence as well as tolerance are our central concerns. This is how we advertise in our job offers and how we are measured.

1.3 Increasing the health rate

Performance depends, among other things, on health, career prospects, workplace design, work load, leading behaviour, collegial interaction, motivation and job satisfaction. Corporate health management is an important field of action for improving the health rate. This also has a positive and lasting effect on work motivation and the results of research and work.

Health prevention is a management task. With the support of all executives, appropriate prevention offers are developed in a demand-oriented manner. After a longer period of inability to work or in the case of acute health problems, which require a reduction in weekly working hours, the possibility of a gradual reintegration into working life is offered. All employees are gradually introduced to the normal workload at their previous or new workplace.

2. A good reconciliation of life, family and work is achieved by means of concrete measures and offers

2.1 Flexible working hours

The "Service Agreement on the Regulation of Flexible Working Hours" of 25 April 2017 gives all employees the opportunity to determine the start and end of their daily working hours and the lunch break within the defined limits and thus to adapt them to their personal needs, without affecting the duration of the statutory or collectively agreed weekly working hours. In addition, in order to better reconcile work, family and care, specific concerns of the employees with regard to the number of hours and distribution of working time will be taken into account if necessary, e.g. by temporarily abolishing the core working hours or the upper limits of credit hours or absences that can be transferred monthly, and implemented as individual case decisions within the framework of temporary agreements.

The introduction of flexible working hours for scientists, which was made possible by the service agreement of 25 April 2017 between the Executive Board and the Staff Council on the regulation of flexible working hours, made it possible to make a contribution to extending the freedom for research and to create another important prerequisite for the acquisition of scientists from the national and international research area.

2.2 Consulting

The employees of Subject Area I (General Administration, Organisation, Human Resources), the Staff Council and the Equal Opportunities Officer advise on the planning and design of working time models in accordance with the Equal Opportunities Act MV.

2.3 Information

2.3.1 Intranet

In the Intranet of FBN Dummerstorf, relevant information for the better reconciliation of life, family and career is available and compiled in an employee handbook for all employees. Moreover, job or training offers as well as current notices from the employer are stored there and the respective contact persons are indicated. In the FBN, all employees and those on leave have access to the intranet, whereby this is realised from the outside upon application and enabling of a VPN. For employees who do not have access to the intranet, a flow of information is guaranteed by other means. Subject Area I, the Staff Council and the Equal Opportunities Officer also provide information.

2.3.2 Regular information for employees and persons on leave

The management and administration, the Staff Council and the Equal Opportunities Officer regularly inform employees and persons on leave of absence about innovations in the organisation and structure of the Institute and offer the opportunity for joint exchange (e.g. administrative notices, service meetings).



2.4 Further training possibilities in the job or for re-entering the job

The respective managers, subject area I and the Equal Opportunities Officer are contact persons for all matters relating to professional development in order to maintain, refresh, further qualify, acquire new qualifications or prepare for re-entry. The FBN provides appropriate support to ensure participation in further training courses.

2.5 Part-time employment

FBN supports all colleagues who wish to work part-time in the realisation of their projects. It is ensured that family-related part-time work or leave of absence does not in principle have a negative effect on further career advancement. Employees who apply for part-time employment or leave of absence will be informed about the legal consequences of their decision in terms of employment, social security, employment and pensions as well as the financial consequences. Part-time employment is also possible during parental leave.

In order to better reconcile professional duties, personal health care and family work, employees can reduce their working hours for a limited period. When working hours are reduced, the workload is adjusted accordingly. For the organizational unit, there is a basic possibility of personnel compensation in accordance with the staffing plan.

In addition, as part of the medium-term personnel development at FBN ("Personnel Concept 2019 - 2023"), the conditions have been created for part-time employees to return to full-time employment at their request. Taking into account the current job situation and the expected job development, the personnel concept plans personnel measures to enable part-time employees to return to full-time employment as quickly as possible following their application.

2.6 Mobile working for more flexible working hours

Mobile work opens up the possibility of working from home in combination with activities in the department. Both places of work are connected by electronic means of communication. Work can be continued or resumed without losing contact with the office or colleagues. As an individual case decision, teleworking can be granted on application if the relevant work organisation and logistical requirements mentioned above are met. Home work is agreed in written form whereby work tasks, control dates and daily attendance times within the core working hours (communication time) are determined. Employees of the service departments (administration, scientific organisation) must be present at the working place.

2.7 Support during care difficulties

Since 1 October 2013, all working mothers and fathers of the FBN are provided with two "family offices" (office space with children's room equipment), which enable parents to combine office work and childcare. Thus, in emergency care situations, i.e. when the usual care is so suddenly canceled that there is no adequate alternative, it is possible to bring the child to work and use one of the available parent-child rooms.

With the same aim, a cooperation agreement was concluded between the FBN and the day care centre (KITA) of the Arbeiter-Samariter-Bund "Sonnenblume" in the municipality of Dummerstorf on 1 September 2013. With this cooperation agreement, a cooperation was arranged with the aim of enabling, on the one hand, the care of children of FBN employees outside the normal KITA care hours, such as on weekdays from 4 p.m. to 8 p.m. or on Saturdays from 7.30 a.m. to 2.30 p.m., if necessary, and, on the other hand, enabling children of the "Sonnenblume" day care centre to receive educational offers at FBN. This gave the FBN staff greater freedom in planning their experimental work.

2.8 ½ Day-time compensation day regulation

In addition to the normal leave arrangements, it is possible to take up to 24 time compensation days per year as half days (max. 48 x ½ time compensation days, max. 4 x ½ time compensation days per month). These can also be used for the care of children and relatives in need of care. This regulation can also be used in the event of serious illness of children, spouses and life partners as well as parents/grandparents of employees and insofar as this results in care and support obligations for the employee(s) during working hours.

2.9 Possibility of a career break for the family

In the course of a working life, events may occur which require a conscious break from professional activity. We support our employees in this and at the same time enable them to return to work flexibly.

After the birth of a child, it is possible for fathers and mothers to apply for parental leave. Here, it is the employees alone who decide on the duration of the withdrawal from working life within the framework of the requirements of the Federal Parental Benefit and Parental Leave Act. After the selected period of parental leave has expired, the employee can resume work. If a further leave of absence is desired, the FBN will try to make this possible, taking into account the concrete work situation. In addition, leave of absence is also possible to care for relatives.

2.10 Parental leave also for grandparents

Grandparents can take "grandparent time" to care for their grandchild. The prerequisite is that the grandparents live with the grandchild in a household and one parent of the child is in education or is still a minor (§ 15 Para. 1 a Bundeselterngeld- und Elternzeitgesetz).

2.11 Care of relatives in need of care

For the care of relatives in need of care, the FBN offers the possibility to make individual decisions in individual cases, e.g. reduction of working hours or leave of absence. The care support centres in Mecklenburg-Vorpommern and the care telephone of the Federal Ministry of Family Affairs are contact points for people in need of care and caring relatives. They offer advice and support and provide information on legal regulations and financial assistance in accordance with current legislation.



3. Equality between women and men is a common objective

3.1 Gender equality as a mandatory objective

The enforcement of equal rights for women and men is an integral part of the FBN's management work. The basis of the Institute's work to promote equal opportunities is the FBN Dummerstorf's Equal Opportunities Promotion Plan. This plan is concluded between the board of directors and the institute's gender equality officer and is updated every two years. The equal opportunities promotion plan is based on the "Act on Equal Opportunities for Women and Men in Public Service of the State of Mecklenburg-Vorpommern", the "Implementation Agreement on Equal Opportunities" (AV-Glei)¹ and the "Leibniz Equal Opportunities Standards". The equality policy goals laid down there are binding for all institutes and departments of the FBN.

The elimination of existing discrimination on the basis of gender is mandatory for the FBN. To this end, target quotas were introduced in 2013, which are regularly adjusted to the existing employee structure. FBN's female employees are promoted at all levels of qualification and responsibility in order to achieve real equality between women and men.

3.2 Substantially increase the percentage of women in leadership positions

As a key measure of the successful implementation of gender equality measures, we aim to substantially increase the proportion of women in leadership positions. The target quotas defined in the current programme budget provide an appropriate orientation framework. The gender equality promotion plan and the FBN personnel concept provide for appropriate measures to implement this goal. These measures range from conceptual management development to the prioritisation of women in management and representative positions with appropriate aptitude to participation in mentoring programmes for young female scientists. Transparent and formalised recruitment procedures are an essential structural prerequisite for the improved participation of women in the scientific qualification process. For this reason, the FBN ensures a procedure that is transparent for all participants in order to implement equal opportunities in recruitment processes. In addition to the participation of equal opportunities officers in all selection processes, the FBN demands binding compliance with the recommendations of the Science Council of 25 May 2012².

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- 1) Ausführungsvereinbarung zum GWK-Abkommen über die Gleichstellung von Frauen und Männern bei der gemeinsamen Forschungsförderung“ 22.04.2016
 - 2) „Fünf Jahre Offensive für Chancengleichheit von Wissenschaftlerinnen und Wissenschaftlern – Bestandaufnahmen und Empfehlungen“ 25.05.2012



4. The considerate and trusting interaction with each other is part of the institute's culture

4.1 A respectful, supportive cooperation is the basis of our work

Based on the realization that the ambitious goals of FBN can only be achieved with each other and that successful work can only be accomplished in a positive atmosphere appreciated by all, humanity, fairness, friendliness, courtesy and mutual respect are essential elements of cooperation in FBN.

Every employee may come into the situation of having to cope with a personal situation that requires the consideration of colleagues. Relief for one person may mean extra work for others elsewhere. Therefore, burdens are communicated openly, because only in this way solutions can be found jointly and the better compatibility of life, family and career can be achieved.

4.2 Leadership responsibility

FBN Dummerstorf employs highly motivated, efficient, independent employees who think in terms of work and performance goals. Leaders actively support the compatibility of life, family and career. This is achieved through openness, acceptance, supportive motivating reactions, exchange, agreements, commitment and trust. The 'Compatibility of life, family and work' is an important prerequisite for achieving a proper balance between life, family and work. Mutual understanding makes it possible to find solutions and promotes satisfaction.

4.3 Balance and appreciation of private interests and family goals

Every goal, every interest and every task is individually important. At FBN, the different needs are met with mutual appreciation without discrimination or preference of persons. Through planning, trustworthy discussions and agreements as well as mutual support, it is possible for every employee to achieve his or her goals and interests. Necessary agreements on vacation days, working hours and service times are generally made with each other. The principle of reconciling life, family, care and work, including all the measures and offers mentioned, applies to all employees of the Leibniz Institute for Farm Animal Biology (FBN) Dummerstorf, i.e. also to management positions.

4.4 A good welcome culture promotes friendly cooperation

The recruitment of foreign top researchers and junior researchers in particular is another important prerequisite for the long-term achievement of excellence at FBN. In addition to the attractiveness of the institute itself, the safeguarding of a good welcoming culture for especially foreign researchers plays an important role for cooperative relationship with each other. The FBN provides all new employees with suitable information about the institute and the living environment in the country, the region and the community. In addition, the FBN assures all new staff members support in the handling of practical matters such as obtaining residence permits, handling registrations, obtaining KITA places or finding accommodation.



By ensuring that the contact persons are bilingual, new foreign-language employees, in particular, are supported in completing e.g. registration formalities at FBN. In addition, English courses are held at the FBN in order to ensure that technical and administrative staff are able to work in two languages. Until successful implementation, all foreign-language employees are supported by FBN in their German language training.



Prof. Dr. K. Wimmers

Vorstand