



GENDER EQUALITY PLAN

This document is designed as DDT's general Gender Equality Plan. Monitoring relies as far as possible on the records, internal rules and reports that the institute already maintains.

2026–2031

1. Purpose of the document and management commitment

The Delavski dom Trbovlje Cultural Institute (hereinafter: DDT) adopts this Gender Equality Plan as a formal commitment to ensuring equal opportunities, equal treatment, and a safe, inclusive and respectful working and creative environment.

The Plan sets out management's public commitment, the responsibilities and resources for implementation, the method of data collection and monitoring, training, and concrete measures in the key areas of gender equality.

DDT will implement the Plan in proportion to the size of the institute. The key principle of implementation is that no new records are created where the required data are already available through existing HR, employment-law, project or annual reporting processes.

1.1 Key elements of implementing the Plan

Key element	Method of implementation	Record / monitoring method	Section
Public disclosure and management signature	The signed Plan is published on DDT's website and forwarded internally to employees.	Signed document, link/screenshot of the publication, internal notice.	3.1
Dedicated resources	The Director appoints a Gender Equality Coordinator and provides the working time needed for coordination; expert assistance is arranged externally where necessary.	Decision/authorisation, description of the task, evidence of training.	3.2
Data collection and monitoring	Once a year, a short monitoring sheet is drawn up from existing records; the public part may be included in DDT's Annual Report.	Annual monitoring sheet, or 1–2 pages in the Annual Report.	3.3 and Annex 1
Training and awareness-raising	The topic of gender equality and unconscious bias is incorporated into the existing training system for employees and management.	Programme/invitation, materials, attendance list or minutes.	3.4, Goal 6

2. DDT's starting points and existing records

The Plan is based on how DDT actually operates and is linked to the DDT Strategic Plan 2026–2031 and the DDT Annual Report for 2025. DDT already keeps a number of records and uses internal rules that can be used directly for implementing and monitoring this Plan.

- The Annual Report for 2025 already reports on the number of employees, types of employment and external forms of work. As at 31 December 2025, the institute had 16 employees.
- The Strategic Plan already defines the indicators "number of employees and external associates" and "number of staff training activities", so monitoring of this Plan is likewise based on the same annual reporting cycle.

- DDT already maintains the Register of Employees, the Register of Labour Costs and the Register of Working Time Use.
- DDT already has in place the Rules on Working Time, Breaks and Leave, the Rules on Working from Home, the Rules on the Right to Disconnect, and the Instructions for Preventing Workplace Bullying and Remedying Its Consequences.
- The Strategic Plan already provides for ongoing professional development, participation in professional meetings and training, and staff development.

Principle of minimum additional effort: for the purposes of implementing this Plan, DDT does not introduce any new mandatory record of gender identity and does not collect additional sensitive personal data. For mandatory monitoring of employees, data already lawfully kept in HR records are used. Data are published only in aggregated form and in a way that makes it impossible to identify individuals.

2.1 Legal and strategic basis

The Plan is based in particular on the Constitution of the Republic of Slovenia (Article 14), the Equal Opportunities for Women and Men Act (ZEMŽM), the Protection Against Discrimination Act (ZVarD), the Employment Relationships Act (ZDR-1), and the relevant collective agreements. In preventing harassment, particular account is taken of Article 7 of the ZDR-1, which prohibits sexual and other harassment and bullying in the workplace.

3. Core elements of implementing the Plan

3.1 Public disclosure

This Plan is a formal DDT document. It is signed by the Director of the institute. Once adopted, the document is published on DDT's official website, and employees are informed of its publication through the usual internal communication channel. For evidence of compliance, the signed version of the document and proof of its online publication are kept on file.

3.2 Dedicated resources and responsibility

Responsibility for implementing the Plan rests with the Director of DDT. By decision or other internal authorisation, the Director appoints a Gender Equality Coordinator. This task is carried out as part of regular duties; the institute provides the working time needed for basic annual monitoring, coordinating training and preparing a short report.

Where specialised expertise is needed for a particular issue, external expert assistance may be used, in particular within already planned training, project funds, or joint training with other public institutes. Given the size of DDT, no separate dedicated post for implementing the Plan is envisaged.

3.3 Data collection, monitoring and annual reporting

Monitoring is carried out once a year and, as a rule, coincides with the preparation of the institute's Annual Report. The Coordinator completes the monitoring sheet in Annex 1, using existing records and data already available. The public summary may be short – normally 1 to 2 pages – and may be included in DDT's regular Annual Report instead of the institute preparing a separate, lengthy report.

The basic mandatory dataset is limited to: (1) the number of employees by gender, (2) the gender structure of management or decision-making positions, where the data are lawfully and reliably available, (3) the delivery of training/awareness-raising activities, and (4) the implementation of measures under this Plan. Additional analyses are carried out only if the data reveal a significant imbalance or if a specific project requires it.

Because of the small number of employees, the principle of confidentiality is observed in any public disclosure. For sensitive events, in particular reports of harassment or violence, no data that could identify an individual are published.

3.4 Training and awareness-raising

DDT will incorporate gender equality and unconscious gender bias into its existing staff training system. No later than within the first two years of implementing the Plan, training or a content-equivalent workshop will be held for employees and management; the topic will then be refreshed at least once every two years, or upon significant staff changes. In the meantime, awareness-raising may be carried out through shorter internal presentations, materials, or an agenda item at management meetings.

This links the Plan to DDT's existing strategic goal, which provides for at least two staff training activities per year, without the need to set up an additional, separate training system.

4. Principles of implementation

- proportionality to the size, organisation and activities of DDT;
- use of existing records and processes before introducing new ones;
- equal treatment and prevention of direct and indirect discrimination;
- respect for privacy, personal data protection and confidentiality;
- taking intersectionality into account where gender inequalities overlap with other personal circumstances;
- acting on the basis of actually identified needs and data, not automatic quotas;
- integrating the gender dimension into research, development, educational and project content only where it is relevant to the content.

5. Action plan – thematic areas

GOAL 1: Work-life balance and organisational culture

DDT already uses flexible working time and has internal rules on working time, working from home and the right to disconnect. The Plan therefore focuses on maintaining access to these arrangements, transparent work organisation and respectful communication, rather than on introducing new records.

Measure and goal	Responsible party	Timeframe	Indicator and data source	Financial framework
1.1 Maintaining flexible working time arrangements and other lawful accommodations, where the nature of the work allows it.	Director	ongoing	Implementation of existing rules; source: working-time records and internal rules. No new record.	within regular duties
1.2 Non-discriminatory application of the rules on working from home and the right to disconnect.	Director	ongoing	Existence and application of the rules; if necessary, only the number of formal requests, if these are already recorded.	within regular duties
1.3 When scheduling evening, weekend and festival work, the needs of the process and, as far as possible, employees' caregiving responsibilities are taken into account.	Management	ongoing	Annual qualitative confirmation of implementation; additional statistics only if a problem is identified.	within regular duties
1.4 Once a year, a short discussion of organisational culture, workload and equal opportunities at a management meeting or staff meeting.	Gender Equality Coordinator	once a year	Minutes or a short internal note.	within regular duties

GOAL 2: Balanced gender representation in leadership and decision-making

DDT has no direct influence over the composition of all the institute's bodies, so the Plan does not set quotas for appointments that fall within the competence of the founder or other appointing bodies. DDT does, however, monitor the situation and, for appointments or proposals within its own competence, applies the principle of balanced representation.

Measure and goal	Responsible party	Timeframe	Indicator and data source	Financial framework
2.1 Annual review of gender representation in management or decision-making positions within DDT.	Gender Equality Coordinator	once a year	Aggregated data from HR/organisational records; no additional questionnaire.	within regular duties
2.2 For proposals and appointments within DDT's own competence, where candidates' qualifications are comparable, the goal of balanced gender representation is taken into account.	Director	at appointments	A brief record of the appointment or minutes; additional statistics on candidates are not mandatory.	within regular duties

Measure and goal	Responsible party	Timeframe	Indicator and data source	Financial framework
2.3 Equal opportunities to lead projects, festival teams and working groups, and for professional development.	Management	ongoing	If necessary, an annual review, by gender, of the leaders of key projects, based on existing project documentation.	within regular duties

GOAL 3: Gender equality in recruitment and career development

Measure and goal	Responsible party	Timeframe	Indicator and data source	Financial framework
3.1 Job vacancy announcements use inclusive, gender-balanced language and contain non-discriminatory criteria.	Director or the responsible person	for each vacancy announcement	Share of announcements reviewed: target 100%. Source: published vacancy announcements.	within regular duties
3.2 Candidate selection is based on pre-defined job requirements, competencies and comparable criteria.	Selection committee / management	during recruitment	Recruitment procedure documentation; no additional collection of candidates' gender is introduced.	within regular duties
3.3 Equal access to professional training, conferences, exchanges and project opportunities.	Management	ongoing	The existing strategic indicator for the number of training activities is used; participation is analysed by gender only where a list of participants is already available.	according to the financial plan
3.4 Annual basic review of the staff structure by gender and type of employment.	Gender Equality Coordinator	once a year	Register of Employees; the same reference date as the Annual Report (recommended: 31 December).	within regular duties

GOAL 4: Integrating the gender dimension into research, development, project and educational content

For DDT, this area is relevant mainly in research, development, project and educational activities, artistic research, cultural-artistic education, lectures, workshops and other content where gender may affect target groups, methodology, the use of technologies, or outcomes. For the regular cultural programme, mandatory counting of all performers by gender is not introduced.

Measure and goal	Responsible party	Timeframe	Indicator and data source	Financial framework
4.1 When preparing a research, development or European project, a short question is answered: “Is the gender dimension relevant to the project’s content, target groups, data or effects?” If yes, it is explained how it will be taken into account; if no, a brief justification is recorded.	Project leader	when preparing a relevant project	One answer in the project checklist or application documentation. Target: 100% of relevant projects have an assessment.	within project work
4.2 In educational and artistic-research content, stereotypical portrayals of gender are avoided where meaningful, and inclusive communication is ensured.	Programme/project team	ongoing	Qualitative review of up to five of the institute’s major projects/programmes per year; no complete inventory of the programme.	within regular duties
4.3 Gender-sensitive and inclusive language is used in calls, key internal templates, and public project communication, where linguistically appropriate.	All employees	ongoing	Sample review of selected documents as part of the annual monitoring.	within regular duties

GOAL 5: Preventing gender-based violence, sexual harassment and other harassment

DDT already has Instructions for Preventing Workplace Bullying and Remedying Its Consequences. As part of implementing this Plan, it will be checked whether the existing rules and procedures clearly enough also cover sexual harassment, harassment based on gender, and other forms of gender-based violence.

Measure and goal	Responsible party	Timeframe	Indicator and data source	Financial framework
5.1 Review of existing instructions and procedures and, where necessary, their amendment with a clear prohibition of sexual harassment and gender-based violence.	Director	by 31 December 2027; thereafter upon changes to legislation	Review completed; amendment to the rules adopted where necessary.	within regular duties; external legal assistance where necessary
5.2 Employees are informed of the confidential reporting procedure, the responsible person, and the prohibition of retaliatory measures.	Director and Coordinator	upon adoption/amendment of the procedure and for new hires	Internal notice, minutes, or confirmation of having been informed.	within regular duties

Measure and goal	Responsible party	Timeframe	Indicator and data source	Financial framework
5.3 Cases are handled promptly, confidentially and in accordance with the applicable rules and legislation.	Authorised/responsible person	as cases arise	Confidential internal documentation. Small numbers that could allow identification are not published in the public report on implementing the Plan.	within regular duties

GOAL 6: Knowledge, awareness-raising and unconscious bias

Measure and goal	Responsible party	Timeframe	Indicator and data source	Financial framework
6.1 Delivery of basic training for employees and management on gender equality, unconscious bias and preventing harassment.	Gender Equality Coordinator / external provider	no later than 31 December 2027	At least 1 training session held; evidence: programme/invitation and attendance.	within the existing training plan
6.2 Refresher on the topic at least once every two years; may take the form of a workshop, an online module, or an internal presentation.	Gender Equality Coordinator	at least once every 2 years	Number of activities; included in the existing staff-training indicator.	within regular duties
6.3 Persons involved in recruitment or major HR decisions receive brief materials on unconscious bias.	Gender Equality Coordinator	as needed	Materials distributed, or inclusion in training.	within regular duties

6. Monitoring, responsibility and updating the Plan

Once a year, as a rule at the time the DDT Annual Report is being prepared, the Gender Equality Coordinator reviews the implementation of measures and completes the monitoring sheet in Annex 1. In doing so, no parallel records are created; existing data are used instead. If a particular piece of data cannot be obtained without a disproportionate amount of extra work and is not essential for monitoring the goals and measures of this Plan, it is marked as “not specifically monitored”, and no new record is introduced merely for the sake of an indicator.

Measures may be adjusted on the basis of the annual review. If a significant imbalance or a recurring problem emerges, a more targeted measure is defined for the following year. If there is no such problem, the basic, administratively light monitoring system is maintained. The Plan will be comprehensively reviewed no later than the end of the 2026–2031 period, or earlier if the requirements of Horizon Europe, the legislation, or the organisation of DDT change significantly.

6.1 Records of implementing the Plan

- the signed and dated Gender Equality Plan;
- evidence that the Plan has been published on DDT’s website;
- the decision or internal authorisation appointing the Gender Equality Coordinator;
- the annual monitoring sheet or a short chapter in the Annual Report;
- evidence of at least one training/awareness-raising activity carried out on gender equality and unconscious bias;
- where relevant, evidence of the review of internal procedures, job postings, or the project-level assessment of the gender dimension.

This set of evidence is deliberately short and clear enough to be kept in a single electronic folder, organised by year.

7. Validity and signature

The Gender Equality Plan of the Delavski dom Trbovlje Cultural Institute applies for the period 2026–2031 and enters into force on the date it is signed by the Director. The document is published on DDT's website, and all employees are informed of it.

Trbovlje, 10.9.2026

mag. Špela Pavli Perko
Director
Delavski dom Trbovlje Cultural Institute

ANNEX 1: Minimum annual monitoring sheet

The annex is designed as a one-page, or at most two-page, overview. It is completed once a year using data that are already available. It can be included directly in DDT's Annual Report.

Indicator / question	Source already held by DDT	Result for year —	Change compared to previous year	Note / measure
1. Total number of employees; broken down by gender.	Register of Employees / Annual Report			
2. Type of employment (permanent/fixed-term) by gender – if the data can be extracted easily.	Register of Employees			
3. Management/decision-making positions by gender – where the data are reliably available.	HR and organisational documentation			
4. Number of job vacancy announcements and whether all of them used inclusive language.	Published vacancy announcements			
5. Number of staff training activities; of these, activities that covered gender equality / unconscious bias.	Existing training record / strategic indicator			
6. Are the rules on working time, working from home and the right to disconnect valid and accessible to employees?	Internal rules			
7. Was a short annual discussion/review of organisational culture held at a staff meeting?	Minutes / internal note			
8. Number of relevant research, development and educational projects in which the gender dimension was assessed.	Project documentation			

Indicator / question	Source already held by DDT	Result for year —	Change compared to previous year	Note / measure
9. Was a sample of up to 5 of the institute's major programmes/projects reviewed for inclusive representation and stereotypes?	Programme documentation			
10. Is the procedure for reporting harassment clear and up to date?	Internal rule / notice to employees			

Confidentiality note: in the publicly disclosed report, data for very small groups are aggregated or omitted where disclosure could lead to the identification of an individual.

ANNEX 2: Mini checklist for the gender dimension in projects

The checklist is used only for research, development and major educational or other projects. The purpose is to record that the gender dimension has been considered, not to have it automatically included in every project.

1. Can gender affect the problem, the target group, the use of technology, accessibility, data, or the outcomes of the project?	☐ YES ☐ NO
2. If YES: how will the gender dimension be taken into account?	
3. If NO: a brief justification of why it is not relevant.	
Project / date / responsible person:	