



AMO GmbH.

# **Gender Equality Plan**

2022-2025

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*Note: this is a translation in English of the official document (Gleichstellungsplan, in German) approved and signed by AMO's management in April 2022. The official document can be downloaded [here](#).*

# 1 Preamble

AMO GmbH is a non-profit research company in the field of nanotechnology. For more than 20 years, we have been acting as pioneers for new technologies and closing the gap between academic research and industrial application. We are convinced that technological progress makes a decisive contribution to solving future societal challenges.

For AMO GmbH, equality does not only mean gender justice, but also an appreciative and non-discriminatory interaction with each other, regardless of gender, religion, origin, age, etc.. We see this as a prerequisite for a successful research environment. Especially in the field of scientific research, an environment in which employees can freely develop has an inspiring effect and promotes cutting-edge research.

This basic attitude is part of the values defined by the management and employees in 2019 and the lived organizational culture of AMO GmbH. The employees make AMO GmbH what it is and make it successful. As a community, the awareness of the value of each individual member in his or her wholeness is the basis of our cooperation and togetherness. This includes an unbiased and equal treatment of men and women.

For AMO GmbH, gender equality therefore does not primarily mean an equal distribution of genders in terms of employee numbers, but rather equal treatment of all employees, irrespective of gender, religion, origin, age, etc..

AMO GmbH already offers numerous opportunities to promote gender equality and to support the compatibility of work and family. However, further measures are needed to strengthen equal opportunities for women in science and research. This cannot be achieved by preferential hiring of women alone, but it also involves changes at the societal level. Especially in the engineering sciences women are still strongly underrepresented in Germany. An equal opportunity plan for AMO GmbH must therefore address both internal and external measures. Internally, possible unequal treatment must be identified and eliminated through balanced measures that do not disadvantage any employee - regardless of gender, religion, origin, age, etc. - at a disadvantage. In addition to internal measures, targeted public relations work must be carried out to arouse the interest of women in technical subjects in order to increase their participation in these areas.

Aachen, April 2022

Prof. Dr.-Ing. Max C. Lemme

Dr. Michael Hornung

## 2 Status quo 2022

### 2.1 Personnel structure

As of December 31, 2021, AMO GmbH had 82 employees (including support staff). Of these, 22 employees are female and 60 employees are male. 0 employees have indicated their gender as diverse.

The gender ratio varies greatly depending on the area of responsibility. In the scientific and technical area, male employees predominate. In the administrative area, male employees are underrepresented, but the proportion of female part-time employees is higher. The heads of research groups, on the other hand, are male.

This distribution is not only a phenomenon of AMO GmbH, but of many technical institutes in Germany. This can be explained by the presence of occupational groups that are more likely to be occupied by women or more likely to be occupied by men.

### 2.2 Recruitment and career development

AMO GmbH believes in equal opportunities for all employees throughout their career, regardless of gender, religion, origin, age, etc. under the criterion of performance. In this context, equal opportunity at AMO GmbH means not only the consideration of a balanced, gender-equal employment structure, but also an organizational culture that meets all requirements for an unbiased equal treatment of the sexes. An appreciative and participative environment as well as access to the resources needed for task fulfillment, performance and individual development and growth are fundamental characteristics and values that are lived at AMO GmbH.

#### 2.2.1 Recruiting

Every job advertisement of AMO GmbH is explicitly addressed to all female, male and non binary candidates who have the prerequisites to fulfill the respective vacancy. All positions are advertised in a gender-neutral and gender-sensitive manner. In general, all positions can also be filled on a part-time basis.

When inviting applicants for interviews, care is taken to achieve as balanced a ratio of female and male applicants as possible. In each selection procedure, equal opportunities are taken into account on the condition of equal suitability, ability and professional performance, as well as the respective gender distribution of the existing team.

#### 2.2.2 Remuneration

All employees are paid the same in accordance with the TV-L (collective wage agreement of the German federal states), regardless of gender, religion, origin, age, etc.

### 2.2.3 Professional development

AMO GmbH actively promotes the professional development and further training of all staff. All employees are encouraged to continue their education according to their needs - as long as this is compatible with their official duties.

In addition, all doctoral students who are also enrolled at RWTH Aachen University are welcome to benefit from the wide range of continuing education opportunities offered by the [RWTH Center for Doctoral Studies \(CDS\)](#). Participation in external training events (lectures, conferences, seminars on various fields of expertise) is also welcome and is financially supported after prior consultation with the responsible group leader and/or the management. Internal training courses on laser and chemical safety are offered annually and are mandatory for everyone working in the cleanroom.

## 2.3 Organizational culture

The organizational culture of AMO GmbH is reflected in the official statement of [AMO's mission and values](#), which was formulated in December 2019 based on a two-day workshop that involved all AMO's employees. Key concepts are respect, responsibility, mutual support and open communication, as well as an institutional culture that supports learning (also through failure) and provides the opportunity to maintain space for personal regeneration. AMO GmbH does not tolerate any behavior that violates liberal rights.

### 2.3.1 Compatibility of career and family

The compatibility of career and family as well as a work-life balance are important components of the organizational culture of AMO GmbH.

- All employees have the opportunity to arrange flexible working hours.
- All employees have the opportunity to work flexibly on a mobile basis, provided that their work tasks allow this and after consultation with their respective superiors.
- All employees have the opportunity to adjust their working hours flexibly and individually within the framework of the legal requirements. E.g. parental leave, care of dependents, reduction or increase in working hours, etc.
- Meetings are generally held at family-friendly times and take into account the working hours of part-time employees.
- When sharing information, care is taken to ensure that all employees have access to the information that is relevant to them, taking into account their respective working hours, work locations and working practices.
- The working hours of all employees are recorded. All employees have the opportunity to regularly observe their break times. The distribution of tasks is such that all employees can

generally fulfill their respective tasks within the respective agreed working hours. All employees are given the opportunity to plan their recreational leave individually and flexibly.

### 2.3.2 Institutional communication

AMO GmbH strives to avoid gender bias in all its internal and external communications. In practice, this means routine revision of texts, messages and images from a gender and diversity perspective - in both German and English.

## 2.4 Promoting women's interest in research and development

AMO regularly participates in [Girl's Day](#) in cooperation with RWTH Aachen University. This is a nationwide initiative designed to spark the interest of female students in grades 5 to 10 in STEM subjects by giving them the opportunity to get an idea of a technical or technology-related profession.

Particularly in the area of research and development, women are given preferential support due to their underrepresentation, taking into account the provision of services.

## 3 AMO Equality Plan Objectives

The gender-specific personnel structure partly reflects the distribution of the general labor market in Germany. At AMO GmbH, for example, women are underrepresented in the areas of research, development and management and overrepresented in the area of administration, even though the ratio is better than in the general labor market.

This is the first equality plan of AMO GmbH, by means of which measures to improve gender equality at AMO GmbH are defined and implemented and incentives are created for a balanced relationship between the sexes in all areas. The equality plan has a term of four years (2022 - 2025) and will be continuously adapted as a "living working document".

The objectives to be achieved relate first of all to the optimization and expansion of the measures already in place in the areas previously mentioned

- Recruiting
- Hiring and career development
- Compatibility of career and family
- Institutional communication
- Promoting women's interest in research and development.

### 3.1 Implementation

The initial goals are as follows:

- Process optimization, standardization and digitalization of the entire recruiting process
- Expansion of personnel marketing and employer branding
- Digitization of personnel administration and introduction of personnel and management work based on key figures
- Modernization of the IT environment and tools
- Creation of a Mobile Working Policy
- Training and guidelines on the topics of leading, leading at a distance, meeting and protocol culture
- Expansion of internal communication

### 3.2 Monitoring

HR management reports regularly to management on the status of implementation of the objectives for the purpose of joint evaluation and adjustment, or further development.

## 4 Final provision

The equality plan comes into force on 01 April 2022. It will be announced in the respective current version on the homepage of AMO GmbH.