

Gender Equality Plan of the Institute of the Estonian Language 2027–2029

Introduction

The Gender Equality Plan of the Institute of the Estonian Language (EKI) is based on the principles of equal treatment and gender equality laid down in national legislation, which aim to protect employees from discrimination and to promote gender equality and equal treatment as human rights. The plan has been prepared in accordance with the European Commission's guidance on developing gender equality plans.

The purpose of the plan is to integrate equality into everyday working life, to support the implementation of the Institute's core values by ensuring a working environment with equal opportunities for all employees, and to systematically support employees' career development.

Every employee contributes to the implementation of the Gender Equality Plan by following its principles in the performance of their duties.

EKI is committed to ensuring equal opportunities and a supportive and benevolent working environment for all employees, regardless of their sex and gender identity, sexual orientation, nationality and ethnic origin, race, religion and beliefs, disability, age, pregnancy and parenthood, or marital status.

The Gender Equality Plan has been approved by the EKI management and adopted by the directive of the Director. The plan is available on the EKI website.

Underlying documents:

1. Convention for the Protection of Human Rights and Fundamental Freedoms (European Convention on Human Rights)
2. Gender Equality Act
3. Equal Treatment Act
4. Occupational Health and Safety Act
5. Employment Contracts Act
6. Family Benefits Act
7. Act on the Protection of Persons Who Report Work-Related Breaches of European Union Law

Staff overview and objectives

As of 23 September 2026, EKI had 123 employees, of whom 103 (83.7%) were women and 20 (16.3%) were men (see Table 1). In line with the Institute's structure, positions are divided into core activities, including academic staff, and support activities. The proportion of women is higher than that of men in core activities and in specialist positions; the heads of support departments are evenly distributed in terms of gender balance. Based on EKI's activities and its opportunities to improve gender equality, we have set the following objectives:

1. Gender equality in recruitment, career advancement and remuneration
2. Equality at the management and decision-making levels of the organisation
3. Supporting work–life balance and developing the work culture
4. An organisational culture that values a considerate and bullying-free working environment

Staff group	Total	Women	Share %	Men	Share %
Management (incl. heads of department)	10	7	70.0	3	30.0
Core activities					
Academic staff (incl. research staff)	48	40	83.3	8	16.7
Specialists	52	46	88.5	6	11.5
Support activities					
Specialists	22	17	77.3	5	22.7
Scientific and Administrative Council (incl. external members)	13	9	69.2	4	30.8

Table 1. Overview of staff as of 23 September 2026

Principles for ensuring gender equality

In ensuring gender equality, we follow these principles:

1. Gender equality in recruitment, career advancement and remuneration

- Staff selection is based on objective criteria related to candidates' professional qualities and their fit with the requirements of the position. In both internal and external recruitment, we encourage everyone equally to apply, regardless of sex, age, nationality, or political or other preferences.
- Every employee is offered continuous self-development and growth opportunities, encouraging the acquisition of new subject-specific knowledge and skills and offering flexible horizontal and vertical career opportunities within the Institute.
- Promotion and periodic evaluation of academic staff follow EKI's procedure for the attestation of regular academic staff. A prerequisite for promotion is meeting, attestation, the requirements of the position at the next career level.
- Each employee's career plan and development opportunities are discussed and agreed with their direct manager at the annual performance and development review.

2. Equality at the management and decision-making levels of the organisation

- We follow the principles of equal treatment in decision-making and stakeholder involvement.
- Every employee can have a say in shaping their own area of work, the organisation's processes and culture, and the opportunities offered to employees. Information on these opportunities is shared through internal communication channels and addressed, among other things, at periodic

meetings at various levels and in individual performance and development reviews; proposals can always be submitted directly to management.

3. Supporting work–life balance and developing the work culture

- Our institution values flexibility and understanding, offering employees opportunities to achieve a harmonious balance between work and private life. We are committed to creating an environment where people feel supported, inspired and valued. To this end, we have put together a comprehensive and well-considered employee value proposition package.

4. An organisational culture that values a considerate and bullying-free working environment

- EKI regularly reviews its internal procedures and regulations to ensure that they are up to date and take equal opportunities for all into account.
- We care about employees' mental health and offer free psychological counselling.
- We have zero tolerance for workplace bullying and harassment. In the event of an incident, we follow statutory regulations and guidelines issued by the Ministry of Education and Research.
- Employees can submit a report of a breach through the reporting channel set up by the Ministry of Education and Research, which allows confidential reporting in writing, orally, or both.
- We comply with regulations related to gender equality and provide employees with training and information on gender equality and equal treatment.
- We support gender diversity in all our communication channels.