

Declaration of Commitment¹

Promoting gender equality as a social criterion in public procurement contracts awarded by the Federal Ministry of Health and Women's Affairs which do not exceed EUR 100,000

In accordance with the number of staff as illustrated in the table below,

Up to 20 staff	One measure appreciated
21 to 50 staff	At least one measure
51 to 100 staff	At least two measures
101 staff and more	At least three measures, whereby one must be chosen from sections A to C

Candidate commits itself to the following measures from the attached Catalogue of Measures in the event of being awarded the contract, whereby the catalogue of measures is deemed to be an integral part of this Declaration of Commitment²:

In the event of being awarded the contract, Candidate is obliged to have implemented this/these measure(s) halfway through the term of the contract and shall provide written proof thereof to Contracting Authority. The latter must be either signed by the Company Officer for Women's Affairs and Gender Equality or by a member of the Worker's Council's tasked with women's affairs and gender equality. Should there be no Worker's Council, Contracting Authority reserves the right to request any other form of written proof which is adequate to confirm Candidate's abidance with this Declaration of Commitment. If Candidate has been awarded the contract, yet fails to submit written proof of this/these measure(s), Contracting Authority will request it to do so within a term of four weeks.

If Candidate fails to present proof of this/these measure(s) halfway through the contract, it shall pay a contractual penalty of 1 per mil of the total amount of the contract per day. This contractual penalty shall be limited to a maximum amount of EUR 10,000.

In addition, Candidate accepts and acknowledges that any non-abidance of this Declaration of Commitment by not implementing this/these measure(s) is deemed to be a breach of contract.

Finally, Candidate shall comply with the legal stipulations as to § 11a Austrian Gender Equality Act (*Gleichbehandlungsgesetz*) concerning the compilation of wage reports as well as the use of gender-neutral language in job advertisements related to the contract.

¹ This is an unofficial translation which serves the purpose of information.

² There is no obligation to implement new measures. Candidate may also select measures which have already been implemented. If candidates have already been awarded contracts under this Declaration of Commitment, they may choose the same measures over and over again.

Candidate:	Date and signature:

Annex 1 – Catalogue of Measures

A. Employment and Career Advancement
<ol style="list-style-type: none"> 1. Balanced selection processes, in which male and female assessors participate in order to ensure equal opportunities for women and men in the application process 2. Plan to increase the share of women in middle and high-ranking (management/leadership) positions – special consideration of women in case of internal and external company recruitment – preference for female applicants 3. Increase of the share of female apprentices; notably in jobs where women are still under-represented or which are still deemed untypical for women 4. Special consideration of female apprentices in takeovers by the company; at least proportionate to their share among apprentices 5. Internships for girls and young women, notably in jobs where women are still under-represented or which are still deemed untypical for women 6. Special consideration of women in career advancement; addressing women to apply for jobs explicitly
B. Qualification
<ol style="list-style-type: none"> 1. Special education and training measures for women in order to empower them to hold qualified positions 2. Reservation of seats for women as to other company-related education or training measures; at least in the amount of their share among staff 3. Reservation of seats for women as to external education and training measures financed by the company; at least in the amount of their share among staff 4. Universal access to all kinds of education and training measures independent from work hours per week 5. Balanced trainer teams (gender sensitivity, gender competence)
C. Reconciliation of work and family life
<ol style="list-style-type: none"> 1. Flexible organisation of working time tailored to individual needs 2. Tele-work 3. Part-time work models in management positions 4. On-site day-care for children or external childcare offers 5. Assistance with care-duties: Adapting working time, offering on-site day-care or external childcare 6. Planning reintegration into the labour market after parental leave, inclusive of the right to go back to full-time work after a period of part-time work 7. Promotion of paternity leave and part-time work for fathers 8. HR policies which are in line with parents' needs; particularly with regard to issues of time management

D. Structural measures	
1.	Further education and training on equality between men and women; particularly for persons who hold management positions, train apprentices or work in the HR department
2.	Appointment of Officers for Women's Affairs or Women's Committees
3.	Clear rules on sexual harassment
4.	Use of gender symmetric or gender neutral language both internally and externally
5.	Mentoring programmes; women in management positions as potential target group
6.	Wage check – measures to reduce the pay gap
7.	Compilation and regular updates of a plan for the promotion of women

Annex 2 – Notes on the Catalogue of Measures

The following demonstrative list of examples is to give an idea of how to implement the measures as proposed above. Of course other instruments may serve this purpose as well.

A2	<ul style="list-style-type: none"> - Preference given to female candidates when internally recruiting for management positions provided that they are equally qualified - Consideration of gender aspects in selection procedures - Definition of a target value
A3	<ul style="list-style-type: none"> - Preference given to female candidates when recruiting apprentices - Consideration of gender aspects in selection procedures - Definition of a target value
A4	<ul style="list-style-type: none"> - Preference given to female candidates when taking over apprentices provided that they are equally qualified
A5	<ul style="list-style-type: none"> - Selectively addressing women and young girls - Cooperation with organisations or the Austrian Labour Market Service ("AMS") specialised in bringing women into untypical jobs - Participation in Girls' Days and the like - Cooperation with education facilities (schools but also kindergartens)
A6	<ul style="list-style-type: none"> - Preference with regard to internal job promotion
B1	<ul style="list-style-type: none"> - Respective measures or financial support for external seminars - Selective notification of qualification seminars by giving special consideration to part-time workers
C1	<ul style="list-style-type: none"> - Introduction/Further development of flexible work models
C2	<ul style="list-style-type: none"> - Meeting the preconditions for tele-work in terms of technological, organisational and HR-related aspects - Reaching out to all staff members in accordance with business needs
C3	<ul style="list-style-type: none"> - Assessment of the possibilities of qualified part-time work in management positions - Reaching out and offering these models to staff members
C4	<ul style="list-style-type: none"> - Assessment of the need for inhouse day-care and, subsequently, creation of such facilities - Cooperation with existing or planned inhouse day-care facilities of other companies - Holiday childcare - Flexible day-care for children
C5	<ul style="list-style-type: none"> - Possibility of temporarily adapting work hours - Establishment of a social centre, possibly in cooperation with other businesses
C6	<ul style="list-style-type: none"> - Comprehensive parental leave management, e.g. with the help of experts

	<ul style="list-style-type: none"> - Talks featuring parental leave and return to work before workers go on parental leave - Contact with staff members on parental leave (e.g. newsletters, “parents breakfast”, regular information about new developments) - Invitation to further education and training seminars - Appointment of a Parental Leave Officer - Right to return to full-time job after having taken on a part-time job; giving preference to inhouse part-time workers when recruiting for full-time jobs externally
C7	<ul style="list-style-type: none"> - Explicit support of parent-sensitive behaviour of fathers; portraying active fathers as an asset - Discussing reconciliation of work and family life as a matter for both, women and men
C8	<ul style="list-style-type: none"> - Education and training programmes featuring instruments for parent-sensitive HR policies targeted at persons in management positions - Promotion of family-friendly work hours and processes (e.g. scheduling important meetings and appointments exclusively during hours which are easy to integrate into parenthood)
D1	<ul style="list-style-type: none"> - Supporting participation in such programmes (sabbatical, financial support, promoting offers/seminars) - Further education and training measures featuring equality between men and women which are primordially targeted at persons who hold management or positions or train apprentices and the HR department
D2	<ul style="list-style-type: none"> - Appointing Officers of Gender Equality and Women’s Affairs who directly report back to the management and are granted competences and a budget; independency is crucial - Consultation of the Worker’s Council concerning the question whether to explicitly charge a member with this issue - Establishment of a Women’s Council, possibly as part of the Worker’s Council
D3	<ul style="list-style-type: none"> - Making clear that sexual harassment will not be tolerated and that it is not just a trivial offence - Conclusion of an agreement with the Worker’s Council on this
D6	<ul style="list-style-type: none"> - Compilation of an income report in accordance with the Austrian Gender Equality Act (<i>Gleichbehandlungsgesetz</i>), also voluntarily - Non-discriminative wage schemes (e.g. pre-determined wage scales) - Transparency in terms of wage policies; transparency as to wage schemes and actual wages (inhouse and externally)
D7	<ul style="list-style-type: none"> - Contains <i>status quo</i>, targets and measures concerning the total number of women and their number in terms of function