



**SANT PAU**  
Campus Salut  
Barcelona



Institut  
de Recerca  
**Sant Pau**

Sant Quinti, 77-79  
08041 Barcelona

# **EQUALITY PLAN**

## **2023 – 2027**

**Parties of the Negotiating Committee that agree on the EQUALITY PLAN:**

**COMPANY REPRESENTED BY**

- Jaume Bacardit i Montagut  
*(delegates to Ms. Gisèle Doménech Sancelestino)*
- Miriam Ors Griera  
*(Delegates to Ms. M. Rosa Ballester Verneda)*
- Sílvia Ribas Martínez

**STAFF REPRESENTED BY**

- Pau Escartín Laso
- Mónica Pescador Romero
- Olga Bell Ramírez

**ADVISORS**

- Marina López Macías: IGUALIA Consulting Firm
- Ruth Acosta López: Equality Agent and Expert in labour conflicts

1. BACKGROUND INFORMATION .....	4
1.1. REFERENCE LEGAL FRAMEWORK.....	4
2. MANAGEMENT COMMITMENT.....	8
3. CONCLUSIONS OF THE SITUATION DIAGNOSIS .....	9
3.1. ORGANISATIONAL MANAGEMENT / COMMITMENT TO EQUALITY.....	9
3.2. CHARACTERISTICS OF THE STAFF.....	10
3.3. EQUAL PARTICIPATION IN THE WORKPLACE SELECTION AND HIRING PROCESSES .....	11
3.4. FEMALE UNDER-REPRESENTATION.....	12
3.5. SALARY POLICY: REMUNERATION.....	12
3.6. EQUAL WORKING CONDITIONS .....	23
3.7. JOINT EXERCISE OF THE RIGHTS TO BALANCE PERSONAL, FAMILY AND WORK LIFE .....	23
3.8. PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT .....	24
3.9. GENDER VIOLENCE .....	24
3.10. COMMUNICATION AND USE OF LANGUAGE .....	24
4. GENERAL OBJECTIVE .....	25
5. SCOPE OF APPLICATION AND VALIDITY OF THE EQUALITY PLAN.....	25
6. STRUCTURE OF THE EQUALITY PLAN.....	27
6.1.- Organisational Management / Commitment to Equality Area.....	28
6.2.- Selection, Hiring and Professional Classification Area .....	29
6.3.- Professional Promotion Area .....	29
6.4.- Training Area.....	30
6.5.- Remuneration Area .....	30
6.6.- Exercise of the rights to reconcile personal, family and work life Area.....	31
6.7.- Sexual Harassment / Gender-Based Harassment Prevention Area.....	32
6.8.- Occupational Health Area .....	33
6.9.- Gender Violence Protection Area .....	33
6.10.- Communication / Use of Language Area .....	33
6.11.- Monitoring Area.....	34
7. POSITIVE ACTIONS BY AREAS ACCORDING TO STRUCTURE .....	35
8. MONITORING AND ASSESSMENT .....	99
9. EQUALITY AGENT AND NEGOTIATING COMMITTEE .....	101
10. GLOSSARY OF TERMS .....	103
11. TIME FRAME .....	105

## 1. BACKGROUND INFORMATION

The Equality Plan of the SANT PAU RESEARCH INSTITUTE FOUNDATION (hereinafter, “The Foundation or the “IR SANT PAU”) is part of the current legislation, in particular, in the provisions of Organic Law 3/2007, of March 22, for the Effective Equality of Women and Men, as well as Royal Decree Law 6/2019, of March 1, on urgent measures to guarantee equal treatment and opportunities between women and men in employment and occupation.

Under article 46 of Organic Law 3/2007, of March 22, for the Effective Equality of Women and Men, company equality plans are an ordered set of actions, taken after establishing the situation, aimed at achieving Equality of treatment and opportunities between women and men in the company and eliminating gender-based discrimination.

Equality plans will establish the specific equality objectives to be achieved, the strategies and practices to be implemented to achieve them, and the development of effective systems for monitoring and assessing the objectives set.

To achieve the objectives set, equality plans may consider, including but not limited to, the issues of female under-representation, access to employment, selection and hiring, professional classification, professional promotion and training, remuneration, joint exercise of the rights to reconcile personal, family and work life, working conditions/organisation of working time to promote Equality between women and men, and prevention of sexual harassment and gender-based harassment.

As stated in art. 3 of Organic Law 3/2007, the principle of equal treatment between women and men implies the absence of all gender-based discrimination, direct or indirect, and, especially, discrimination based on motherhood, the assumption of family obligations, and marital status.

With this Equality Plan, we plan to continue working on integrating the principle of equal opportunities and treatment in personnel management at IR SANT PAU and thereby continue to improve the work environment and labour relations, as well as staff satisfaction, quality of life and occupational health.

### 1.1. REFERENCE LEGAL FRAMEWORK

Equality between women and men is a universal legal principle recognised in various international texts on human rights. This framework defines the general objective, specific objectives and actions contemplated in the IR SANT PAU Equality Plan.

#### At the International level:

- United Nations Charter (San Francisco, June 26 1945).
- Universal Declaration of Human Rights. Proclaimed by the United Nations General Assembly on December 10 1948.

- International Labour Organization (ILO) Conventions: Discrimination in Respect of Employment and Occupation Convention, 1958; Workers with family responsibilities Convention, 1981; Maternity protection Convention, 2000.
- The United Nations Convention on the Elimination of all forms of Discrimination against Women (CEDAW) was approved by the United Nations General Assembly in December 1979 and ratified by Spain in 1983.
- Resolution of the United Nations Commission on Human Rights of 1997.

**At the European level:**

Equality is also a fundamental principle in the European Union.

- Art. 14 of the Treaty of Rome (25/03/1957) establishing the European Economic Community introduces the principle of Equality and non-discrimination on the grounds of gender. Article 114 (formerly Article 119) establishes the principle of equal treatment between women and men as the right to equal pay for equal work or work of equal value. Under former Article 111, the *acquis communautaire* on gender equality was developed with great breadth and significance, and the Spanish Organic Law 3/2007 of March 22, for the effective Equality of women and men is directed, to a large extent, to its proper transposition.
- Article 6 of the Treaty of the European Union (Maastricht, 09/02/1992) provides that the principle of Equality will not prevent Member States from adopting positive action measures.
- Since the entry into force of the Treaty of Amsterdam on May 1, 1999, equality between women and men and the elimination of inequalities between them have been objectives that must be integrated into all policies and actions of the Union and the Member States.
- In particular, Organic Law 3/2007 incorporates two directives on equal treatment into Spanish law: 2002/73/EC, which reforms Directive 76/207/EEC on the implementation of the principle of equal treatment between men and women as regards access to employment, training and promotion, and working conditions; and Directive 2004/113/EC on the implementation of the principle of equal treatment between men and women in access to goods, services and supplies.
- Commission Recommendation, 27-XI-91, on the protection of the dignity of women and men in the workplace. Code of Conduct to combat sexual harassment.
- Recommendation of the Committee of Ministers of the Council of Europe on the non-sexist use of language under Article 15. b of the Statute of the Council of Europe, approved on February 21 1990.
- Community action programmes for equal opportunities between women and men.
- Report from the Commission to the Council, the European Parliament, the European Economic and Social Committee and the Committee of the Regions, of February 22 2006, on Equality between women and men.

- Recommendations of the European Council of Lisbon, 2006.
- European Directive 2006/54 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation.
- Recommendation of the Committee of Ministers on the protection of women against violence.
- Community framework strategies on Equality between women and men.
- Work Plan for Equality between women and men (2014-2017).
- European Parliament resolution of June 17 2010, on the gender dimension of the economic recession and the financial crisis.
- European Parliament resolution of September 7 2010, on the role of women in an ageing society.
- Council of Europe 2014, Istanbul Convention. International treaty to combat violence against women.

**At the National level:**

- Article 14 of the Spanish Constitution proclaims the right to Equality and non-discrimination based on gender, birth, race, religion, opinion, or any other personal or social condition or circumstance. Article 9.2 establishes the obligation of the public authorities to promote the conditions for real and effective Equality between people and the groups they belong to.
- Royal Legislative Decree 2/2015 of October 23, approving the revised Statute of Workers' Rights text. Article 17.
- Law 39/1999, of November 5, to promote the reconciliation of family and work life for workers.
- Royal Decree 1251/2001, which develops part of the law on the reconciliation of family and work life.
- Organic Law 1/2004, of December 28, on Comprehensive Protection Measures against Gender Violence.
- Law 39/2006, of December 14, on the Promotion of Personal Autonomy and Care for People in Situations of Dependency.
- State Plans for Equal Opportunities: The Strategic Plan for Equal Opportunities 2018-2021 is being drawn up to include measures against the wage gap and the mandatory registration of equality plans, among other issues.
- Organic Law 3/2007, of March 22, for the effective Equality of women and men.
- Law 9/2017, of November 8, on Public Sector Contracts, which transposes into Spanish law the Directives of the European Parliament and the Council 2014/23 / EU and 2014/24 / U, February 26, 2014. Entry into force on 09/03/2018.

- Royal Decree-Law 6/2019, of March 1, on urgent measures to guarantee equal treatment and opportunities between women and men in employment and occupation.
- Law 11/2018, of December, amending the Commercial Code, the consolidated text of the Capital Companies Law approved by Royal Legislative Decree 1/2010, of July 2, and Law 22/2015, of July 20, on Auditing of Accounts, in matters of non-financial information and diversity.
- Royal Decree 901/2020, of October 13, regulating equality plans and their registration and amending Royal Decree 713/2010, of May 28, on the registration and deposit of labour conventions and collective working agreements.
- Royal Decree 902/2020, of October 13, on equal pay between women and men.

**At regional level:**

**CATALONIA**

- Law 17/2015, of July 21, on effective Equality between women and men.
- Law 5/2008, of April 24, on the right of women to eradicate gender-based violence.

**Applicable collective agreements:**

- Collective labour agreement of the Sant Pau Research Institute Foundation (08010762012000).

## **2. MANAGEMENT COMMITMENT**

The management of IR SANT PAU declares its commitment to the establishment and development of policies that integrate equal treatment and opportunities between women and men, without direct or indirect gender-based discrimination, as well as to the promotion and encouragement of measures to achieve real Equality within our company, establishing equal opportunities between women and men as a strategic principle of our Corporate and Human Resources Policy, in accordance with the definition of said principle established by Organic Law 3/2007, of March 22, for effective Equality between women and men.

In every Area in which this company carries out its activity, from selection to promotion, including salary policy, training, working and employment conditions, occupational health, working time management and conciliation, prevention and action against sexual harassment and gender-based harassment, and the non-discriminatory use of language, communication and advertising, we assume the principle of equal opportunities between women and men, paying special attention to indirect discrimination, defined as "a situation in which a seemingly neutral provision, criterion or practice puts a person of one sex at a particular disadvantage compared to persons of the other sex".

All decisions regarding communication, both internal and external, will be reported, and the company will generate an image of full compliance with the principle of equal opportunities between women and men.

The principles stated will be put into practice by implementing an Equality Plan that represents improvements to the current situation, establishing the corresponding monitoring systems to advance towards achieving real Equality between women and men in the entity and, by extension, in society as a whole.

To achieve this goal, the workers will have legal representation, not only during the collective bargaining process, as established by Organic Law 3/2007 for effective Equality between women and men but throughout the process of preparing, monitoring and assessing the Equality Plan, according to RDL 6/2019 and RD 901/2020.

### **3. CONCLUSIONS OF THE SITUATION DIAGNOSIS**

The company has negotiated with the staff legal representatives within the Negotiating Committee (section 9) the Diagnosis of the situation in terms of Equality, identifying the areas and aspects of improvement so that the company moves towards real and effective Equality between women and men.

The conclusions drawn are:

#### **3.1. ORGANISATIONAL MANAGEMENT / COMMITMENT TO EQUALITY**

IR SANT PAU has a formal commitment to Equal treatment and opportunities, which is reflected in the different documents of the institution considered for the preparation of this equality plan, as well as in the implementation of the Equality Plan in 2014 and its subsequent review in 2018.

The collective agreement that governs it contains several articles aimed at Equality, family conciliation and victims of gender violence. On the other hand, it should also be mentioned that a mandatory procedure for detecting harassment is available. However, work is being done on updating the different protocols for workplace and sexual and/or gender-based harassment, as both are currently in one only document.

Work will continue in those areas and actions necessary for compliance with current regulations. Likewise, everything that, as a result of this diagnosis, is shown to be an element to be improved will be further investigated, with the application of positive actions that guarantee equal opportunities between men and women aimed at eliminating unconscious cultural biases that may be occurring.

On the other hand, the integration of diversity and inclusion, in addition to gender equality, in the document relating to the Responsible Research & Innovation (RII) Plan, is positively valued.

The staff will be informed of the purpose of drawing the Equality Plan to guarantee their participation or suggestions, and of its existence once it has been implemented and put into operation.

The IR SANT PAU will also guarantee the participation of the workforce in the preparation of the Diagnosis, as well as in the design and implementation of the Equality Plan, from their participation within the Equality Commission according to their recognised competencies, in compliance with the existing legal/regulatory framework.

The participation of the workforce representatives will take place in all phases of the Equality Plan:

- a) Initial declaration and commitment
- b) Diagnosis of the current situation
- c) Design of the Equality Plan
- d) Implementation and monitoring of the plan
- e) Annual assessment of the effectiveness of the actions taken

The Negotiating Commission will be trained in matters of Equality, as its competencies will include negotiating and validating the diagnostic work that will conclude with the Diagnostic Report on the situation regarding Equality.

### **3.2. CHARACTERISTICS OF THE STAFF**

This is a feminised workforce (2.65) with a distribution criterion of 72.62%—27.38% and a gender gap of 45.23%. These data will be used as a reference unit when establishing the achievement of Equality objectives in each Area of analysis in this Diagnosis.

It must also be taken into account that, despite this reality, as the analysis advances, we can see how the distribution criterion and the gender gap move away from that existing in different areas of analysis, thus establishing areas for improvement through the implementation of positive actions that allow achieving an equal distribution criterion in all areas and levels of the organisation.

The IR SANT PAU has a young workforce, approximately 50% of women and men in the 21 to 35 age group.

Regarding the level of education, the IR SANT PAU has a qualified workforce, mostly with secondary and university studies.

The IR SANT PAU has a relatively stable workforce, with a significant proportion having a seniority of 3 to 5 years, followed by 1 to 3 years.

Regarding the distribution of the workforce by hierarchical levels, a certain vertical segregation can be seen, given that the distribution of the workforce according to hierarchical level generates the highest gaps and the highest feminisation rates in the lower hierarchical levels, that is, Administrative Staff and Unskilled Staff. On the other hand, the hierarchical level with the most responsibility, in disagreement with the general criterion of workforce distribution, is masculinised with a distribution outside the limits established by the equilibrium criterion.

Horizontal segregation is found depending on the professional categories analysed. Specifically, the categories of Junior Management Administrator, Junior Management Technician, Senior Management Technician, Junior Laboratory Technician, Research Technician, Junior Research Nurse, Junior Senior Technician, and Senior Senior Technician are found to have high levels of feminisation.

### **3.3. EQUAL PARTICIPATION IN THE WORKPLACE SELECTION AND HIRING PROCESSES**

Both the number of dismissals/terminations and the number of new hires are feminised. However, the number of dismissals/terminations is higher among men. A revision of all selection procedures and the final decision-making framework in the selection process is recommended in order to eliminate possible gender biases that may be contributing to perpetuating the usual trend about the presence of women and men in the company's organisation and, thereby, promote an improvement in the use of the talent it incorporates. The procedures to be analysed from a gender perspective are:

- Job description and assessment Manual
- Selection channels
- Communication used in the offers of employment
- Review of the selection process to ensure neutrality, objectivity and transparency in favour of equal opportunities.

It is recommended that a system of indicators be established to allow the monitoring of selection processes. This will contribute to compliance with the company's equal opportunity and treatment policy.

A suggestion is made to establish criteria and a classification system based on a correlational analysis between gender biases, jobs, classification criteria and remuneration, also relating to the Equality of remuneration between both genders provided for in art. 28.1 of the Statute of Workers' Rights.

### **PROFESSIONAL PROMOTION**

Last year, IR SANT PAU promoted 24 women and five men, corresponding to a distribution with more significant feminisation compared to the general workforce distribution.

A system of indicators must be considered to allow the monitoring of promotion in order to contribute to the company's policy on equal opportunities and treatment, so its inclusion as an action measure in the Equality Plan is recommended. Ensuring a promotion without gender bias will favour the use of talent, improving the company's functioning, the work environment, and the commitment and loyalty of the staff.

### **TRAINING**

Both staff participation in all training/courses and the number of training hours received show a feminisation trend.

Training in Equality directed to the HR Department is valued positively.

Training all members of staff in Equality, gender and co-responsibility is recommended, as well as including mandatory training actions in Equality in the annual training plan. Likewise, it is especially recommended to train the staff with training skills in Equality and gender issues.

### **3.4. FEMALE UNDER-REPRESENTATION.**

Despite female overrepresentation in the workforce, general management is masculinised. Therefore, vertical segregation is observed in the position with the greatest responsibility. However, there is a higher presence of women in intermediate management. Therefore, to a certain extent, the glass ceiling is broken up to middle management.

However, certain vertical segregation can be seen, given that the workforce distribution according to hierarchical level generates the highest gaps and the highest feminisation rates in the lower hierarchical levels, that is, Administrative Staff and Unskilled Staff. On the other hand, the hierarchical level with the greatest responsibility, in disagreement with the general criterion of workforce distribution, is masculinised with a distribution outside the limits established by the equilibrium criterion. So, as mentioned before, horizontal segregation is also observed.

Horizontal segregation is found depending on the professional categories analysed. Specifically, the categories of Junior Management Administrator, Junior Management Technician, Senior Management Technician, Junior Laboratory Technician, Research Technician, Junior Research Nurse, Junior Senior Technician, and Senior Senior Technician are found to have high levels of feminisation.

Thus, under equal conditions and capacities, it is recommended that the incorporation of the underrepresented gender in each area be prioritised. Similarly, the different factors that can influence the presence of women in different positions and at different hierarchical levels must be considered to allow the planning of career plans and promotions, considering the increase in the presence of the underrepresented gender.

### **3.5. SALARY POLICY: REMUNERATION**

The job assessment system used by the Institute in collaboration with the consulting firm Pitágoras is based on the Guide for the assessment of job positions prepared by the Ministry of Labour and Social Economy and the Institute for Women of the Ministry of Equality, as well as its accompanying tool. Quoting said Guide: *"The tool is the result of the work of the technical table for social dialogue made up of the most representative trade union and employer organisations, independent experts, the General Directorate of Labour of the Ministry of Labour and Social Economy, and the Institute for Women of the Ministry of Equality."*

*"This tool implements the mandate provided for in the first final provision of Royal Decree 902/2020, of October 13, incorporating a voluntary model of job assessment procedure that will allow:*

- a) *Compliance with the obligation to carry out the job assessment referred to in article 8.1.a) as a component of the diagnosis of the remuneration situation in the company, which is part of its equality plan.*

- b) *Compliance with the obligation to prepare the remuneration register referred to in article 6.a) of said regulation that, in the case of companies that carry out remuneration audits, must reflect the arithmetic averages and medians of the salaries, salary supplements and extra-salary payments of the workforce distributed by groups of jobs of equal value in the company.*
- c) *Conducting a gender-sensitive assessment of the company's jobs for any other purposes.*

*The assessment of jobs carried out with this tool complies with the formal requirements set out in Article 28 1 of the Statute of Workers' Rights and Article 4 of Royal Decree 902/2020, of October 13."<sup>1</sup>*

The job assessment procedure has been developed based on the previously mentioned tool, taking into account the following elements:

- (1) *Categories of assessment factors. The assessment factors that comprise this procedure have been grouped according to the classification established in Article 28 1 of the Statute of Workers' Rights and Article 4 2 of Royal Decree 902/2020 of October 13 (...)*
- (2) *Assessment factors and subfactors. These are the elements into which the previous classification is broken down, all those components that allow the characteristics of a certain job to be appreciated (...)*
- (3) *Levels. With the exception of the "other" factor, each factor and subfactor is completed with a predetermined scale of levels that allows measuring the intensity they occur together with for each job. This scale includes a "zero level" or "not relevant", which expresses the non-occurrence of the factor or subfactor for a given job (...)*
- (4) *Weighting of the assessment factors and subfactors. The tool, developed over a total of 1000 points, automatically and predeterminedly assigns a relative weight or value to each assessment factor and subfactor, as well as to their different levels, depending on the intensity with which they may occur in a given job. The mathematical formula used guarantees a balance between the assessment of the minimum and maximum levels of each factor or subfactor, assigning the maximum score of the factor to the maximum level defined.*
- (5) *Scoring of the jobs. Once the assessment of each job position has been completed after scoring each one of them by selecting a level of occurrence of each assessment factor and subfactor,*

---

1 Ministry of Labour and Social Economy, and Women's Institute of the Ministry of Equality. (2022). *Para qué sirve la herramienta*. In *Herramienta de Valoración de Puestos de Trabajo. Guía de uso* (p. 5). Ministry of Labour and Social Economy, and Ministry of Equality.

*The tool will calculate its total score. Next, it will group the jobs of equal value according to the criteria established in articles 28 1 of the Statute of Workers' Rights and 4 2 of Royal Decree 902/2020, of October 13.<sup>2</sup>*

The factors and subfactors established by the tool, and used to assess all the jobs in the organisation are the listed below:

**A) NATURE OF FUNCTIONS OR TASKS**

**A.1) VERSATILITY OR EXTENSIVE DEFINITION OF OBLIGATIONS**

*This factor, which seeks to make the totality of tasks assigned to the job visible, assesses versatility and the requirements in terms of the ability to alternate between different functions or functions of a different nature, taking into account both the heterogeneity of these tasks and the frequency with which they are performed. The number of functions assigned to a job, or the heterogeneous nature of the functions, is not related to the position's location in the company's organisational chart. A function is a set of homogeneous tasks, that is, developed to fulfil the same purpose or objective. For example, this factor may be relevant in sales staff positions in small businesses, where it is common to perform cleaning or product replenishment functions, in addition to advising and serving customers. Another example could be home care services, which perform cleaning or small home repairs in addition to taking care of the well-being of the person being cared for.*

**A.2) PHYSICAL EFFORT**

**A.2.1) Continuous position and awkward postures.**

*It reflects the frequency of continuous postures, such as standing and uncomfortable or awkward positions. Warning! Please note that there are jobs traditionally occupied by women in which this factor has not always been assessed and should, on the contrary, be taken into account. For example, the administrative staff position requires alternating between different functions: receiving correspondence, writing minutes, relations with companies and suppliers, telephone service, etc.*

**A.2.2) Repetitive movements**

---

<sup>2</sup> Ministry of Labour and Social Economy, and Women's Institute of the Ministry of Equality. (2022). *Elementos del procedimiento de valoración de puestos de trabajo*. In *Herramienta de Valoración de Puestos de Trabajo. Guía de uso* (p. 6- 8). Ministry of Labour and Social Economy, and Ministry of Equality.

*It reflects the frequency of repetitive or continuous movements during work execution. Repetitive movements are common among supermarket checkout line staff, painters, cleaners, tailors, hairdressers, cosmetic workers, harvesters, butchers or cutting plant workers, and assembly line production staff.*

#### **A.2.3) Visual effort**

*It assesses the job's requirements related to the performance of a continuous visual effort. Some activities that require a significant visual effort may be monitoring screens, working with computer equipment or in conditions of weak or excessive light, using optical instruments (such as microscopes or telescopes), air traffic control, radiology, technical laboratory work, quality inspection or precision work (such as nursing, sewing or assembling of small parts).*

#### **A.2.4) Auditory effort.**

*It measures the duration and intensity of the auditory effort the job requires. Significant auditory effort is often required in activities that require identifying, distinguishing or ordering sounds or words, such as music, including teaching music; sound editing, simultaneous interpretation or auscultation.*

#### **A.2.5) Other types of physical effort.**

*It assesses the physical effort exerted by carrying out activities such as cleaning, scrubbing, moving people, handling loads, lifting weights, pushing something, applying force to something, digging, chopping, cranking a handle, walking, performing manual activities that require strength or endurance, using protective equipment that causes discomfort, etc. It considers the intensity and frequency of the physical effort.*

### **A.3) MENTAL EFFORT**

*It assesses the duration and frequency of tasks that require intense mental concentration. Jobs that potentially require a significant mental effort are those that require concentration on complex, monotonous activities or that require great attention to detail, such as those in the translation or interpreting sector, R&D&I, complex problem solving, secretarial work, data recording, fruit and vegetable packaging, surgery, product quality control, or air traffic control.*

### **A.4) EMOTIONAL EFFORT**

*It reflects the demands of the job in situations of stress or pressure arising from the interpersonal relationships involved in the job, including the need to be flexible and regulate one's emotions during interactions with others. Professions that come into contact with clients or groups of particularly vulnerable people (for example, at risk of social exclusion or in situations of illness) usually imply a significant emotional effort. Some of these professions may be health-related, especially those related to psychology, care for dependent people, education and social work, or customer service.*

#### **A.5) RESPONSIBILITY FOR ORGANISATION, COORDINATION AND SUPERVISION**

##### *A.5.1) Responsibility for organisation and coordination.*

*It assesses the responsibility assigned to the job position, direct or delegated, about the planning, organisation, direction and coordination of other people's tasks or training. Responsibility for organisation and coordination can be found in the management of works, project management, operations management, territorial coordination, human resources, flight attendants, positions of head of commercial establishment, middle management, or housekeepers.*

##### *A.5.2) Responsibility for supervision of results and quality.*

*It measures responsibility for the results and quality of one's work and that of others. Jobs that involve responsibility for supervising results and quality include middle management positions, people in charge of assembly lines, product quality control, kitchens, dining rooms, purchasing, sales or logistics management, or internal auditing.*

#### **A.6) FUNCTIONAL RESPONSIBILITIES**

##### *A.6.1) Responsibility for the well-being of people.*

*It assesses the responsibility for the care, intellectual and emotional development, health, safety and physical, mental and social well-being of people. Responsibility for the well-being of people is a core element of activities such as care, health care, attention to the basic, social and leisure needs of people of all ages, the promotion of their physical or cognitive development, guidance, teaching or training tasks, or monitoring health and safety both at work and in other areas.*

##### *A.6.2) Economic responsibility.*

*It assesses the scope of responsibility for money, budgets and economic administration, as well as for machines, devices, buildings, environment or material resources. Examples of jobs with financial responsibility are jobs that require handling money (such as supermarket checkout line staff, bank tellers, purchasing managers, or those dedicated to accounting or financial management), payroll management, or the custody, surveillance, and security of company resources.*

#### **A.6.3) Responsibility for confidential information.**

*It assesses the responsibility derived from the position tasks that require working with confidential information and data. Both the type of information being handled and the consequences of its dissemination or handling errors in terms of financial damage or internal or external conflict for the company must be assessed. Some jobs with responsibility for confidential information are those related to psychological or health care, secretarial work, finance, product or procedure design, legal advice, interpretation and translation, occupational risk prevention, or human resources.*

#### **A.7) AUTONOMY**

*In relation to the execution of work and the planning and distribution over time of the assigned tasks, it measures the existence or absence of pre-established procedures for the development of these tasks or the concurrence of a certain degree of freedom, flexibility or initiative with respect to following the instructions and guidelines received. Autonomy in the development of a job is not related to its location in the company's organisational chart. Professions in which this factor becomes manifest are those related to research, landscape design and maintenance, occupational therapy, job guidance, commercial representation or sales, home help, cleaning of buildings and premises, leisure and free time activities or early childhood education.*

### **B) EDUCATIONAL CONDITIONS**

#### **B.1) REGULATED EDUCATION**

*It measures the minimum level of conventional training required to fill the position.*

### **C) PROFESSIONAL AND TRAINING CONDITIONS**

#### **C.1) KNOWLEDGE AND UNDERSTANDING**

##### **C.1.1) Procedures, materials, equipment and machines.**

*It assesses the need to understand, handle and carry out work with tools, equipment and machinery, as well as to install them, repair them and carry out maintenance tasks. This subfactor becomes manifest in those professions that involve using all types of work materials and tools, whether manual or motorised, measuring instruments, technical instruments, vehicles, computer or electronic equipment, diagnostic equipment or equipment to support reduced mobility, among others. Such jobs include research, engineering, control and use of collaborative robots, clinical or radiological analysis, cash register management, computing, etc.*

**C.1.2) Digital skills.**

*It measures the job requirements related to the use of information and communication technologies, as well as the computer knowledge necessary to carry out the tasks inherent to the job and achieve the set objectives. Digital skills manifest both in the use of general-use computer programs (email, word processing or databases, etc.) and specific programs related to the job functions (graphic design, business management, programming, drawing or modelling, photo, audio or video editing, web development, etc.).*

**C.1.3) Diversity management**

*It measures the knowledge required by the job to interact appropriately with people of different ages, cultures, ethnicities or races, gender expression or identity, sexual orientation or people with disabilities. Specific knowledge is required for managing diversity in jobs related to early childhood or special education, care for the elderly, leisure and free time activities, certain jobs with customer service (such as hospitality and tourism), social work and education, human resources, etc.*

**C.1.4) Knowledge or mastery of a foreign language.**

*It measures the level of knowledge and the number of foreign languages necessary to carry out the job functions. According to the Common European Framework of Reference for Languages (CEFR), basic knowledge of a foreign language corresponds to levels A1 and A2, intermediate knowledge corresponds to levels B1 and B2, and advanced knowledge corresponds to levels C1 and C2.*

**C.1.5) Non-regulated training.**

*It assesses the knowledge that is necessary to perform the job and that can be acquired and accredited through teaching that does not lead to obtaining*

*One of the degrees with official value is included in factor B.1) Regulated education. Some examples of non-regulated training may be courses in food handling, first aid, forklift driving, socio-cultural and leisure animation or animal training.*

#### **C.1.6) Experience.**

*It expresses the time of previous experience or professional practice required to perform the job.*

#### **C.1.7) Updating of knowledge.**

*It measures the job requirements related to the need to keep the knowledge necessary to perform the job functions up to date. These are areas in which the renewal of the knowledge necessary for job performance is required. A few examples are the health sectors, including veterinary and technological sectors, those related to teaching, and professions related to law, research, fashion, or event management.*

### **C.2) SKILLS**

#### **C.2.1) Dexterity**

*It assesses the use of precision and speed, as well as the level of coordination, both in hands and fingers and in other parts of the body for the performance of the job. Jobs that require dexterity are those related to physical therapy, music, dance, jewellery design or sports, veterinary medicine, as well as some traditional professions (lace and embroidery, sewing, shoe repair, carpentry, bakery, blacksmithing, glass work), non-automated manufacturing in the industrial field (processed seafood, canned goods, textiles), or fruit and vegetable harvesting, among others.*

#### **C.2.2) Thoroughness.**

*It assesses job performance, attention to detail, and ability to discern between details relevant to service provision and those that are not. People dedicated to dressmaking, fruit and vegetable packaging, quality control, accounts auditing, panel monitoring in industrial sectors, mechanics, electronic component assembly, surgery, or pharmacy carry out work that requires great thoroughness.*

#### **C.2.3) Sensory skills**

*It assesses the use of sensory skills (sight, hearing, smell, taste, touch) for the performance of the job, measuring their intensity in each case. Jobs related to the decoration of spaces, the creation of perfumes,*

*music, cooking, and tasting are among the jobs that require sensory skills.*

#### *C.2.4) Ability to propose ideas and solutions.*

*It measures the complexity and heterogeneity of workplace situations or problems and the ability to propose or find solutions. Some professional sectors that require this ability may include advertising and marketing, journalism, industrial design, research, product development, law, secretarial work, or consulting.*

### **C.3) SOCIAL SKILLS**

#### *C.3.1) Communication skills*

*It assesses the skills required by the job to transmit information, instructions or knowledge, both due to the nature and complexity of the information and the characteristics of the interlocutors, which could make communication difficult or which could require persuasion, advice, inspiration, motivation or influence. People dedicated to activities such as teaching and educational guidance, journalism, health care and care for dependent people, work facing the public, telephone service, team management, advertising, international relations or representation and commercial advice usually require communication skills to develop their profession.*

#### *C.3.2) Emotional skills.*

*This factor, related to the job tasks whose execution depends on other people's response, measures empathy or the ability to perceive and understand their thoughts, feelings and emotional state and to respond appropriately to these, adapting the way of interacting with these people. Some professional activities that usually require emotional capacity are social health and psychological care, customer service, education or social work, teaching, human resources or educational guidance.*

#### *C.3.3) Conflict resolution ability.*

*It assesses the requirements of the job related to constructive intervention, whether orally or in writing, in resolving conflicts or situations of tension with people within the organisation (superiors, subordinates, colleagues, etc.) and outside it (clients, suppliers, etc.). Conflict resolution skills are usually required in professions dedicated to customer service,*

*claims management, debt collection, mediation, conciliation, arbitration, education, social work or management of teams and human resources.*

**D) WORKING CONDITIONS AND FACTORS STRICTLY RELATED TO PERFORMANCE**

**D.1) ENVIRONMENT**

*It identifies to what extent the environmental working conditions entail risks that may result in the possibility of workers suffering work-related harm, both physical and psychosocial.*

*D.1.1) Physical conditions.*

*This includes elements that generate material risks, whether physical (from vibrations, noise, radiation, temperature, humidity, etc.) or derived from the presence of chemical agents (any chemical compound, whether natural or synthesised, used or spilt during work) or biological agents (microorganisms likely to cause any type of infection, allergy or toxicity). People who work with animals, manufacturing jobs in the primary sector, courier and delivery personnel, transport, cleaning, agricultural tasks, assistance in residential establishments, waste collection or certain industries (such as the chemical, food or pharmaceutical industries) are often exposed to physical conditions that entail material risks.*

*D.1.2) Psychosocial conditions.*

*It assesses the existence of psychosocial risks, such as physical or geographical isolation, monotonous or repetitive work; tasks that are likely to lead to problems or conflicts, harassment (also sexual or gender-based), stress or anxiety; jobs that involve dealing with the public, customers, suppliers, colleagues, etc. It also includes psychosocial risks that emerge in the face of new forms of work, such as techno-stress or computer fatigue. Those who are usually exposed to psychosocial risks are, among others, health care personnel or home care and home help personnel, or people dedicated to social work, or education or hospitality.*

**D.2) ORGANISATIONAL CONDITIONS**

*It identifies the extent to which the company's organisational conditions affect workers' ability to use rest time and organise their personal, social, and family lives.*

*D.2.1) Schedules, breaks and vacations.*

*This factor assesses the need to adapt to irregular or unusual work schedules (night work, shift work) as well as the impact on the possibilities of having time off (work on holidays or weekends, the possibility of setting holiday periods, time availability, permanent digital connectivity, etc.). It can occur in sectors such as cleaning, transporting people and goods, working in production or continuous flow companies, emergency health care, pharmacy, 24-hour telephone service, commerce or hospitality.*

#### *D.2.2) Travel and journeys.*

*This factor assesses the need to travel or commute outside the workplace or between workplaces, as well as the nature and duration of these travels or commuting. Some professions that require travel or journeys are commercial representation, guided tourist visits, journalism, sports competition, courier, cleaning or home care.*

### **3.6. EQUAL WORKING CONDITIONS**

There are no substantial differences in the type of hiring and working conditions of men and women. It is recommended that an "exit interview" procedure be implemented for internal staff, which provides qualitative data on the reasons for leaving, mainly in cases where the worker leaves voluntarily.

It is recommended that data on resignations be periodically reviewed to ensure that they are for objective reasons unrelated to gender-based discrimination and to establish mechanisms for replacing the workers who leave.

### **3.7. JOINT EXERCISE OF THE RIGHTS TO BALANCE PERSONAL, FAMILY AND WORK LIFE**

Although the majority of the staff at SANT PAU RESEARCH INSTITUTE FOUNDATION do not have children, the majority of children in the care of the staff who do have children are between the ages of 7 and 14 and from 15 years onwards.

SANT PAU RESEARCH INSTITUTE FOUNDATION improves the minimum regulatory/convention requirements applicable in aspects of conciliation, specifically through flexible hours, given that the schedules are adapted according to the needs of the staff and the company.

It is recommended that awareness-raising campaigns on co-responsibility in the home be conducted to encourage men to use conciliation measures and stop associating care with female roles.

### **3.8. PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT**

The IR SANT PAU has a harassment protocol that includes work-related, sexual, and other discrimination. As indicated above, the protocol is being updated to adapt it to all current regulatory changes.

### **3.9. GENDER VIOLENCE**

Work is being done on the design, development and implementation of a specific care protocol for victims of gender violence, given that the IR SANT PAU does not have an established procedure in the case of gender violence.

### **3.10. COMMUNICATION AND USE OF LANGUAGE**

Given the use of masculine terms as generic language in corporate documents and on its website, such as, for example, “investigadors” (researchers), “els pacients” (the patients) and “els nostres professionals” (our professionals), it is advisable to thoroughly review all the internal and external communication tools of the IR SANT PAU, from a gender perspective, and to prepare and disseminate a Non-Sexist Language Guide.

Likewise, it is advisable that the people who must draft the internal and external documents of the IR SANT PAU receive training and technical support for implementing them in all the procedures to be developed, thereby contributing to generating a culture that is more respectful of gender and diversity as a whole.

#### **4. GENERAL OBJECTIVE**

Promote the development of a corporate culture in favour of the strategic integration of the principle of equal treatment and opportunities in the management of its human capital, incorporating the gender perspective and other diversity factors in all its internal and external operating procedures, thereby expanding its CSR strategy in the social sphere.

#### **5. SCOPE OF APPLICATION AND VALIDITY OF THE EQUALITY PLAN**

##### **PERSONAL SCOPE:**

The IR SANT PAU Equality Plan will apply to all current work centres and affect 100% of the workforce.

##### **TERRITORIAL SCOPE:**

The territorial scope will include the following work centres:

Province	Region	Staff
Barcelona	Catalonia	442

##### **TEMPORAL SCOPE:**

This Equality Plan will come into force when it is registered, and it will remain in force for four years. Six months before the end of this Plan, the negotiation process for the next Equality Plan will be carried out, based on the annual monitoring reports and final assessment of this Plan, as well as the update on the situation diagnosis.

##### **MODIFICATION PROCEDURE:**

If during the validity of the Plan any modification of it is required or any modification in the legislation occurs that motivates a new negotiation, the IR SANT PAU will activate the legal requirements protocol, which shows as a positive action of this Equality Plan, by which the legal requirements protocol text will be reviewed and adapted to the new needs that may have arisen, ensuring said modifications are approved by the persons authorised to do so in agreement with RD 901/2020. This will be the procedure to resolve possible discrepancies in the application, monitoring, assessment or review of the Equality Plan.

The equality plan must be reviewed whenever the following circumstances occur:

- a) When it must be done as a consequence of the planned monitoring and assessment results.
- b) When its lack of adaptation to the legal and regulatory requirements or its inadequacy as a result of the action of the Labour and Social Security Inspection is revealed.
- c) In the event of a merger, absorption, transfer or modification of the company's legal status.
- d) In the event of any incident that substantially modifies the workforce, its working methods, organisation or remuneration systems, including the implications of the agreement and substantial modifications of working conditions or the situations analysed in the diagnosis of the situation that has served as a basis for its preparation.
- e) When a court ruling condemns the company for direct or indirect gender-based discrimination or when it determines the lack of adaptation of the equality plan to the legal or regulatory requirements.

The Equality Monitoring Committee is entitled to address the modification in the event mentioned in letter (a), that is, when it must be carried out as a consequence of the monitoring and assessment. The Equality Monitoring Committee, based on the monitoring carried out on the measures of the equality plan, may review them at any time throughout its validity in order to add, reorient, improve, correct, intensify, attenuate or even stop applying any measure it contains based on the effects that are being appreciated in relation to the achievement of its objectives.

In order to proceed with the modification of the equality plan as a consequence of letters b), c), d) and e), the constitution of a new Equality Negotiating Committee must be promoted based on the provisions of article 5 of Royal Decree 901/2020, taking into account the representation of the staff at the time of constitution, at which time the Equality Monitoring Committee will be dissolved and without effect. This modification will entail a complete update of the diagnosis, as well as the measures of the equality plan.

In the event of an unresolvable conflict, recourse will be had to an external conflict resolution body, the SIMA Foundation, whose primary purpose is the out-of-court resolution of collective labour conflicts arising between employers and workers or their respective representative organisations through mediation and arbitration procedures. The SIMA must ensure that these procedures are governed by the principles of gratuity, celerity, procedural Equality, hearing of the parties, contradiction and impartiality established in article 9 of the ASAC, always seeking maximum effectiveness and agility in its development.

## 6. STRUCTURE OF THE EQUALITY PLAN

The Equality Plan is structured according to the areas analysed in the Situation Diagnosis:

- 6.1.- Organizational Management Area / Commitment to Equality.
- 6.2.- Selection, Hiring and Professional Classification Area
- 6.3.- Professional Promotion Area
- 6.4.- Training Area
- 6.5.- Remuneration Area.
- 6.6.- Exercise of the rights to reconcile personal, family and work life Area.
- 6.7.- Sexual Harassment / Gender-Based Harassment Prevention Area.
- 6.8.- Occupational Health Area.
- 6.9.- Protection against situations of gender violence Area.
- 6.10.- Communication / Use of Language Area.
- 6.11.- Monitoring Area.

Specific objectives have been identified for each of these areas that contribute to fulfilling the general objective.

To operationalise these specific objectives, a series of positive actions grouped into measures has been designed.

SPECIFIC OBJECTIVE	GROUP OF MEASURES	ACTIONS
	AP1	A.P.1.1.- A.P.1.2.- A.P.1.3.- A.P.1.4.- A.P.1.5.- A.P.1.6.- 

## 6.1.- Organisational Management / Commitment to Equality Area

SPECIFIC OBJECTIVE	GROUP OF MEASURES	ACTIONS
Materialise the commitment to Equality in the business strategy		A.P.1.1.- Review the Equality Policy document.
		A.P.1.2.- Verify the approval of the regulation by the Monitoring Committee.
		A.P.1.3.- Verify accredited training in matters of equal opportunities for the members of the Monitoring Committee.
	<b>AP1.- ORGANISATIONAL AND COMMITMENT TO EQUALITY MEASURE</b>	A.P.1.4.- Incorporate the gender variable in all people management indicators to improve knowledge of the situation of women and men in the company.
		A.P.1.5.- Establish an annual budget for the Equality Area that allows compliance with the Equality Plan.
		A.P.1.6.- Preparation and implementation of the legal requirements protocol referenced in section 5 of this Equality Plan.

## 6.2.- Selection, Hiring and Professional Classification Area

SPECIFIC OBJECTIVE	GROUP OF MEASURES	ACTIONS
Extend the review of the selection procedures to ensure equal treatment and opportunities to contribute to the proportional composition that exists in the workforce.	<b>AP2.- SELECTION, HIRING AND PROFESSIONAL CLASSIFICATION MEASURE</b>	<p>A.P.2.1.- Review and update job offers for using inclusive language.</p> <p>A.P.2.2.- Develop instruments (interview guidelines, blind CVs...) to ensure equal and objective selection and promotion processes.</p> <p>A.P.2.3.- Coordinate the implementation of the equality plan with the development of the HSR4R programme.</p> <p>A.P.2.4.- Conduct specific job termination interviews to detect voluntary resignations motivated by gender-based discrimination.</p>

## 6.3.- Professional Promotion Area

SPECIFIC OBJECTIVE	GROUP OF MEASURES	ACTIONS
Promote the presence of women in positions of responsibility and decision-making (according to the existing staff distribution criterion).	<b>AP3.- PROFESSIONAL PROMOTION MEASURES</b>	<p>A.P.3.1.-Review the objective criteria for the promotion process by applying the gender perspective and including a system of indicators that allow the monitoring of promotions.</p>

#### 6.4.- Training Area

SPECIFIC OBJECTIVE	GROUP OF MEASURES	ACTIONS
Incorporate the principle of Equality and the gender approach in the Training Policy to contribute to the creation of a work environment and culture of respect for gender diversity, among others.	<b>AP4.- TRAINING MEASURES</b>	A.P.4.1.- Review of the current Training Plan, which already incorporates equality actions, to ensure the correct application of the gender perspective.
		A.P.4.2.- Establishment of gender/diversity indicators in the design, implementation, dissemination, monitoring and assessment of training.
		A.P.4.3.- Carry out a Training Plan based on the needs detected in a participatory manner and in coordination with the different areas, including the gender perspective.
		A.P.4.4.- Training action on gender/diversity for the entire staff.
		A.P.4.5.- Offer specific mandatory training in equal opportunity and equity to people who occupy leadership positions or manage teams, which will be considered when prioritising projects.

#### 6.5.- Remuneration Area

SPECIFIC OBJECTIVE	GROUP OF MEASURES	ACTIONS
Monitor the application of the remuneration policy so that it does not generate inequalities between women and men.	<b>AP5.- REMUNERATION SYSTEM MEASURE</b>	A.P.5.1.- Review of the remuneration policy and its procedures from a gender perspective.
Comply with the mandatory motto "work of equal value, equal remuneration".		A.P.5.2.- Actions derived from the Remuneration Audit

#### 6.6.- Exercise of the rights to reconcile personal, family and work life Area

SPECIFIC OBJECTIVE	GROUP OF MEASURES	ACTIONS
		A.P.6.1.- Review and update the existing reconciliation measures document and distribute it to the entire workforce.
		A.P.6.2.- Measure of staff's co-responsibility in care and attention to people tasks.
Design a reconciliation policy to facilitate and promote the reconciliation of personal, family and work life.	<b>AP 6.- MEASURE FOR THE EXERCISE OF THE RIGHTS TO RECONCILE PERSONAL, FAMILY AND WORK LIFE</b>	A.P.6.3. - To find out the work-life balance workforce needs by preparing an open survey in order to establish a system of indicators for monitoring the access and use of work-life balance measures.
		A.P.6.4.- To inform the workforce, through the New Recruit's Handbook or any other relevant document, of all the permissions provided by the legal or conventional regulations regarding work-life balance.

## 6.7.- Sexual Harassment / Gender-Based Harassment Prevention Area

SPECIFIC OBJECTIVE	GROUP OF MEASURES	ACTIONS
To materialise the company's commitment to zero tolerance for sexual harassment or gender-based harassment.	AP7: MEASURES FOR THE PREVENTION OF SEXUAL HARASSMENT/GENDER-BASED HARASSMENT	<p>A.P.7.1.- Update the institutional declaration against sexual harassment and gender-based harassment.</p> <p>A.P.7.2.- Provide training to staff on the prevention and handling of sexual harassment and gender-based harassment.</p> <p>A.P.7.3.- Provide training to middle management/directors on the management of cases of sexual harassment and gender-based harassment.</p> <p>A.P.7.4.- Review of the procedure for the prevention and management of sexual harassment and gender-based harassment.</p>
To establish a procedure for the prevention and channelling of situations of sexual harassment or gender-based harassment.		<p>A.P.7.5.- Dissemination of the Protocol for the Prevention of sexual harassment and gender-based harassment.</p> <p>A.P.7.6.-Include references to the harassment prevention protocol in the New Recruit's Handbook, as well as the names of the members of the Commission.</p>
		<p>A.P.7.7. Review the specific complaints channel to ratify its correct use and its availability to all staff.</p> <p>A.P.7.8 Promote collaboration with PRISMA (an association that gives visibility to LGTBIQA+ people in academia) to recognise the Institute as a 'safe research space' for LGTBIQA+ people</p>

#### 6.8.- Occupational Health Area

SPECIFIC OBJECTIVE	GROUP OF MEASURES	ACTIONS
Review the occupational risk prevention and risk assessment policy, taking into account the principle of Equality and the gender approach.	<b>AP8: OCCUPATIONAL HEALTH MEASURE</b>	<p>A.P.8.1.- Conducting a gender-sensitive psychosocial risk assessment.</p> <p>A.P.8.2.- Training for all staff in relation to the mental health and work environment area.</p> <p>A.P.8.3.- Create a Suggestions Box for staff use.</p> <p>A.P.8.4 Create a breastfeeding room for people returning from maternity leave.</p>

#### 6.9.- Gender Violence Protection Area

SPECIFIC OBJECTIVE	GROUP OF MEASURES	ACTIONS
Disseminate the legally established rights and those approved by the company for women victims of gender-based violence, contributing to their protection.	<b>AP9: PROTECTION MEASURE FOR SITUATIONS OF GENDER-BASED VIOLENCE</b>	<p>A.P.9.1.- Preparation of a practical guide for the management of Gender-Based Violence in the company and its dissemination among people with competencies in people management.</p> <p>A.P.9.2.- Preparation of a catalogue of rights and measures for women in situations of Gender-based Violence.</p>

#### 6.10.- Communication / Use of Language Area

SPECIFIC OBJECTIVE	GROUP OF MEASURES	ACTIONS
Disseminate all the commitments acquired and actions carried out within the framework of this Equality Plan to the entire staff.	<b>AP10: COMMUNICATION / USE OF LANGUAGE MEASURE</b>	<p>A.P.10.1.- Dissemination of the Equality Policy and Plan.</p> <p>A.P.10.2.- Review internal and external communications to use inclusive and bias-free language.</p> <p>A.P.10.3.- Preparation of a guide for the non-sexist use of language / inclusive language and its dissemination.</p> <p>A.P.10.4.- Training in the non-sexist use of language / inclusive language for people in charge of communications.</p> <p>A.P.10.5.- Work to communicate Equality by making female talent visible in the field of research.</p>

### 6.11.- Monitoring Area

SPECIFIC OBJECTIVE	GROUP OF MEASURES	ACTIONS
Contribute to strengthening the monitoring work of key procedures for the fulfilment of the equality objectives agreed in this plan.	<b>AP 11: MONITORING MEASURE</b>	<p>A.P.11.1- Training Control.</p> <p>A.P.11.2- Selection Control.</p> <p>A.P.11.3- Control of company dismissals/terminations.</p> <p>A.P.11.4- Regular meetings of the Monitoring Committee of non-sexist use of language / inclusive language for people in charge of communications.</p> <p>A.P.11.5- Preparation of an intermediate and final assessment of the implementation and monitoring of the Equality Plan.</p>

## 7. POSITIVE ACTIONS BY AREAS ACCORDING TO STRUCTURE

Organic Law 3/2007, of March 22, for the effective Equality of women and men continues to be the frame of reference for our work.

Article 11, Section "Positive Actions" for Public Authorities (section 1) reads, verbatim: "In order to make the constitutional right to Equality effective, specific measures will be taken in favour of women to correct obvious situations of de facto inequality with respect to men. Such measures, which will be applicable as long as such situations persist, must be reasonable and proportionate in relation to the objective pursued in each case."

In section 2 of the same article 11, the line of "Positive Actions" is extended to the private world by stating verbatim: "Private individuals and legal entities may also adopt this type of measures in the terms established in this Law."

Once the inequalities have been identified and based on the results obtained in each Area of analysis, the positive actions that form part of the SANT PAU RESEARCH INSTITUTE FOUNDATION Equality Plan are developed, thus fulfilling the strategic objective in terms of Equality.

Descriptive sheets have been prepared to facilitate the implementation, monitoring and assessment of each of the proposed positive actions, with the following contents identified:

- **Positive action code:** To identify the type of action and to relate the Positive Actions Planning table with the different development sheets for each one of them.
- **Positive action:** Name of the Action and a schematic description of the positive action to be carried out.
- **Recipient/s:** identification of the person/s to whom it is addressed.
- **Responsible Person(s):** An individual is given responsibility for each Positive Action compliance in order to integrate it into the Equality Plan throughout the company.
- **Coordinator:** The person who will coordinate the execution of the action is named.
- **Material resources:** The material resources necessary to guarantee the execution of the action are identified or their allocation is guaranteed.
- **Communication:** a communication channel is identified.
- **Indicators:** They allow monitoring of each of the proposed actions on three levels:
  - **Results level:** It allows us to know each action's degree of execution and compliance with the objectives, both the specific objectives agreed upon and the general objective.
  - **Process level:** whether the resources planned for the execution of each action have been available, monitoring of the planning and its management in case of excursions or unforeseen difficulties encountered.

- **Impact level:** degree of correction of the indicators that established areas of improvement in the diagnosis of the situation, which allows for demonstration of the improvements achieved, elimination, and reduction of inequalities of presence/representation in each Area of analysis.
- 
- **Timeframe:** period of execution of the action.
- **Economic assessment:** If possible, at least a forecast of the budget necessary for the execution is established.
- **Control and monitoring:** The Equality Commission is the entity responsible.

Other indicators will be incorporated for the monitoring/assessment of the action:

- **Degree of compliance with the indicators:** 3 levels.
- **Results obtained:** description of the results obtained.
- **Date of execution:** actual date of execution.
- **Commission Minutes No.:** where the action has been monitored.

## **AP1: ORGANIZATIONAL / COMMITMENT TO EQUALITY MEASURES**

<b>Positive action code:</b>	A.P.1.1					
<b>POSITIVE ACTION:</b>	Review the Equality Policy document.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
This document must include the basic general principles related to the strategy that the company wants to follow to create a business culture where the principles of Equality and equity are present, among others, and inspire and organise all its actions.						
Recipients	All staff.					
Responsible Person(s)	Company management.					
Coordinator	Monitoring Committee.					
Material Resources	All necessary to carry out the action.					
Communication	Usual company channels. This policy should be made known to all staff. It is advisable to post the policy in the company's work centres.					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Equality Policy Register signed by management.</li> <li>- Scope of the Equality Policy.</li> <li>- Records of perception of the policy.</li> </ul>					
Timeframe	First year (according to the attached schedule).					
Control and monitoring	Monitoring Committee.					
<b>Assessment and monitoring</b>						
Degree of compliance indicators	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

<b>POSITIVE ACTION CODE:</b>	A.P.1.2					
<b>POSITIVE ACTION:</b>	Verify the existence of the Monitoring Committee's Operating Regulations.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
Verify the approval of the regulation by the Monitoring Committee, developing all the necessary aspects to guarantee the functions assigned to it.						
Recipients	Monitoring Committee.					
Responsible Person(s)	Monitoring Committee.					
Coordinator	Monitoring Committee.					
Material Resources	All necessary to carry out the action.					
Communication	Not applicable.					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Operating Regulations.</li> <li>- Minutes of the Monitoring Committee in relation to the provisions of the Operating Regulations.</li> </ul>					
Timeframe	First year (according to the attached schedule).					
Control and monitoring	Monitoring Committee.					
<b>Assessment and monitoring</b>						
Degree of compliance indicators	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

<b>POSITIVE ACTION CODE:</b>	A.P.1.3					
<b>POSITIVE ACTION:</b>	Verify accredited training in matters of equal opportunities for the members of the Monitoring Committee.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
Each member of the Monitoring Committee must provide evidence of the training received in the subject. If they have it, they must be trained to guarantee the exercise of their functions.						
Recipients	Monitoring Committee.					
Responsible Person(s)	Monitoring Committee / HR.					
Coordinator	Monitoring Committee.					
Material Resources	All necessary to carry out the action.					
Communication	Not applicable.					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Prior accreditation record for each member.</li> <li>- Non-accreditation record and training needs to be covered.</li> <li>- Accreditation obtained in the training received.</li> </ul>					
Timeframe	First year (according to the attached schedule).					
Control and monitoring	Monitoring Committee.					
<b>Assessment and monitoring</b>						
Degree of compliance indicators	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

<b>POSITIVE ACTION CODE:</b>	A.P.1.4					
<b>POSITIVE ACTION:</b>	Incorporate the gender variable in all people management indicators to improve knowledge of the situation of women And men in the company.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
The Human Resources or People Management Department must include the gender variable in its data for its interpretation from a gender perspective in all its procedures and actions.						
Recipients	All staff.					
Responsible Person(s)	HR.					
Coordinator	Monitoring Committee.					
Material Resources	All necessary to carry out the action.					
Communication	Not applicable.					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Number of people who apply for the selection process for the different positions and their results (selected and hired).</li> <li>- Evolution of the gender composition of the workforce.</li> <li>- Transformation of temporary contracts into permanent contracts disaggregated by gender.</li> <li>- Transformation of part-time contracts into full-time contracts, disaggregated by gender.</li> <li>- Training contracts, internships and scholarships, disaggregated by gender.</li> <li>- Temporary contracts to fill vacant hours due to Maternity leave, paternity leave, reduced hours to care for minors in the family or leave for legal custody.</li> <li>- Part-time contracts for longer hours or full-time contracts that have been filled, giving preference to workers with part-time contracts who have requested it.</li> <li>- Use of teleworking, disaggregated by gender.</li> </ul>					
Timeframe	First year (according to the attached schedule).					
Control and monitoring	Monitoring Committee.					
<b>Assessment and monitoring</b>						
Degree of compliance indicators	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

<b>POSITIVE ACTION CODE:</b>	A.P.1.5					
<b>POSITIVE ACTION:</b>	Establish an annual budget for the company's Equality Area that allows compliance with the Equality Plan.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
The Equality Area must be one more area within the company, and as such, it must have a budget adapted to its needs. To this end, a budget allocation must be provided for, through communication to the corresponding departments, to allow compliance with the positive actions provided for in this Equality Plan, or a control of the budget designated to the equality area must be carried out throughout the implementation of the Equality Plan						
Recipients	Monitoring Committee					
Responsible Person(s)	Financial Department / General Management					
Coordinator	Monitoring Committee.					
Material Resources	All necessary to carry out the action.					
Communication	Communication will be made to all staff as established by the Monitoring Committee					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Annual budget allocation in writing and recorded in the minutes</li> </ul>					
Timeframe	Every year (according to the attached schedule).					
Control and monitoring	Monitoring Committee.					
<b>Assessment and monitoring</b>						
Degree of compliance indicators	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

## **AP2: SELECTION, HIRING AND PROFESSIONAL CLASSIFICATION MEASURES**



<b>POSITIVE ACTION CODE:</b>	A.P.2.1					
<b>POSITIVE ACTION:</b>	Review of the objective criteria for the promotion process by applying the gender perspective and including a system of indicators that allow the monitoring of promotions.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
All promotion procedures will be reviewed to ensure that the criteria system implemented at GIESECKE + DEVRIENT MOBILE SECURITY S.A. is objective.						
The following will be assessed:						
<ul style="list-style-type: none"> <li>• The existing types of promotion</li> <li>• The criteria required for promotion</li> <li>• The standardisation of objective tests for promotion</li> <li>• The standardisation of interviews for promotion</li> <li>• Prioritisation of promotion over external recruitment</li> </ul>						
Recipients	HR					
Responsible Person(s)	HR					
Coordinator	Monitoring Committee.					
Material Resources	All necessary to carry out the action.					
Communication	Not applicable					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- No. of offers analysed</li> <li>- Use of the generic masculine detected</li> <li>- Modifications made</li> </ul>					
Timeframe	Second year (according to the attached schedule).					
Control and monitoring	Monitoring Committee.					
<b>Assessment and monitoring</b>						
Degree of compliance indicators	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

<b>POSITIVE ACTION CODE:</b>	A.P.2.2.					
<b>POSITIVE ACTION:</b>	Develop instruments (interview guidelines, blind CVs...) to ensure equal and objective selection and promotion processes.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
Guarantee equal opportunities for access to work and training, as well as for professional development, for women and men using the necessary instruments that will be implemented in the selection process.						
Recipients	Personnel with skills in personnel selection					
Responsible Person(s)	HR					
Coordinator	Monitoring Committee.					
Material Resources	All necessary to carry out the action.					
Communication	Not applicable					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Interview analysis</li> <li>- Biased questions detected</li> <li>- Modifications made</li> <li>- Have two questions related to ensuring equal selection and promotion processes been incorporated?</li> </ul>					
Timeframe	Third year (according to the attached schedule).					
Control and monitoring	Monitoring Committee.					
<b>Assessment and monitoring</b>						
Degree of compliance indicators	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

<b>POSITIVE ACTION CODE:</b>	A.P.2.3.
<b>POSITIVE ACTION:</b>	Coordinate the implementation of the equality plan with the development of the HSR4R programme
<b>DEVELOPMENT AND ACTION PLAN:</b>	
<ol style="list-style-type: none"> <li><b>Needs analysis:</b> Identify the specific gender equality needs in your organisation. This could include pay gaps, unequal representation in leadership positions, work-life balance policies, and more.</li> <li><b>Integration of the Equality Plan:</b> Ensure that the equality plan is integrated into your organisation's overall HR strategy. This involves aligning the equality plan's objectives with the objectives and values of the HSR4R programme.</li> <li><b>Communication and awareness-raising:</b> Effectively communicate to all staff the importance of the equality plan and how it relates to the HSR4R programme. Raise employees' awareness of the benefits of gender equality in the workplace and the importance of their active participation.</li> <li><b>Training and development:</b> Provide gender equality-specific training and development to both leaders and employees. This may include workshops, online courses, or awareness-raising sessions to promote an inclusive culture.</li> <li><b>Monitoring and assessment:</b> Establish key performance indicators (KPIs) to measure progress in implementing the equality plan and the HSR4R programme. Conduct regular assessments to identify areas for improvement and adjust strategies as necessary.</li> <li><b>Employee participation:</b> Encourage active employee participation in implementing the equality plan and the HSR4R programme. This may include creating working groups or committees dedicated to promoting gender equality and excellence in research.</li> <li><b>Interdepartmental cooperation:</b> Work closely with other relevant departments, such as human resources and research and development, to ensure the effective and consistent implementation of the equality plan and the HSR4R programme.</li> </ol>	
Recipients	Personnel with skills in personnel selection
Responsible Person(s)	HR
Coordinator	Monitoring Committee.
Material Resources	All necessary to carry out the action.
Communication	Not applicable
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Has implementation been carried out?</li> </ul>

	<ul style="list-style-type: none"> <li>- Teams and areas that participated</li> <li>- What have been the main results?</li> </ul>		
Timeframe	Third year (according to the attached schedule).		
Control and monitoring	Monitoring Committee.		
<b>Assessment and monitoring</b>			
Degree of compliance indicators	High	Medium	Low
Results obtained			
Completion date			
Commission minutes No.			

<b>POSITIVE ACTION CODE:</b>	A.P.2.4.					
<b>POSITIVE ACTION:</b>	Conduct specific job termination interviews to detect voluntary resignations motivated by gender-based discrimination					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
<ol style="list-style-type: none"> <li><b>Planning:</b> Before the interview, make sure you have a clear plan on how to conduct it. Define the objectives of the interview, the questions you will ask, and who will be present during the interview.</li> <li><b>Confidentiality and trust:</b> Ensure the employee that the interview is strictly confidential so they feel comfortable sharing their experiences. Emphasise that any information provided will be maintained confidential and that there will be no retaliation for sharing their concerns.</li> <li><b>Specific questions:</b> Prepare specific questions related to gender discrimination, such as whether the employee experienced or witnessed situations of gender discrimination in their workplace, whether they felt that development or promotion opportunities were limited because of their gender, etc.</li> </ol> <p><b>Active listening:</b> During the interview, practice active listening to fully understand the employee's experiences and concerns. If necessary, ask follow-up questions to obtain more details and show empathy for their experiences.</p>						
Recipients	Personnel with skills in personnel selection					
Responsible Person(s)	HR					
Coordinator	Monitoring Committee.					
Material Resources	All necessary to carry out the action.					
Communication	Not applicable					
Indicators (disaggregated gender, where relevant)	<ul style="list-style-type: none"> <li>- Number of interviews conducted</li> <li>- Frequency of gender discrimination reports</li> <li>- Actions taken in case harassment is detected</li> </ul>					
Timeframe	Third year (according to the attached schedule).					
Control and monitoring	Monitoring Committee.					
<b>Assessment and monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

## AP3: PROFESSIONAL PROMOTION MEASURES

<b>POSITIVE ACTION CODE:</b>	A.P.3.1					
<b>POSITIVE ACTION:</b>	Review of the objective criteria for the promotion process by applying the gender perspective and including a system of indicators that allow the monitoring of promotions.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
All promotion procedures will be reviewed to ensure that the criteria system implemented at GIESECKE + DEVRIENT MOBILE SECURITY S.A. is objective.						
The following will be assessed:						
<ul style="list-style-type: none"> <li>• The existing types of promotion</li> <li>• The criteria required for promotion</li> <li>• The standardisation of objective tests for promotion</li> <li>• The standardisation of interviews for promotion</li> <li>• Prioritisation of promotion over external recruitment</li> </ul>						
Recipients	HR					
Responsible Person(s)	HR					
Coordinator	Monitoring Committee.					
Material Resources	All necessary to carry out the action.					
Communication	Not applicable					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Record of report of improvements incorporated</li> <li>- % of people promoted by gender</li> </ul>					
Timeframe	Second year (according to the attached schedule).					
Control and monitoring	Monitoring Committee.					
<b>Assessment and monitoring</b>						
Degree of compliance indicators	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

## AP4: TRAINING MEASURES

**POSITIVE ACTION CODE:**

A.P.4.1

**POSITIVE ACTION:**  
 Review of the current Training Plan, which already incorporates equality actions, to ensure the correct application of the gender perspective

**DEVELOPMENT AND ACTION PLAN:**

The existing Training Plan on Equality will be reviewed, as well as the topics it covers (awareness of the integration of the principle of Equality and treatment, non-sexist use of equality language, among other topics).

Recipients	<ul style="list-style-type: none"> <li>- Management and Middle Management.</li> <li>- Core staff.</li> <li>- HR people/Department</li> <li>- Staff</li> </ul>		
Responsible Person(s)	HR		
Coordinator	Monitoring Committee		
Material Resources	All necessary to carry out the action.		
Communication	Usual channels of the company that guarantee the participation of 100% of the staff		
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Number of training actions carried out by target.</li> <li>- Training actions on Equality carried out by target.</li> <li>- % of staff trained per year by target</li> <li>- % categories trained per year.</li> <li>- No. of training hours provided.</li> <li>- Records of the No. of training hours provided.</li> </ul>		
Timeframe	First year (according to the attached schedule).		
Control and monitoring	Monitoring Committee.		
<b>Assessment and monitoring</b>			
Degree of compliance indicators	High	Medium	Low
Results obtained			
Completion date			
Commission minutes No.			

<b>POSITIVE ACTION CODE:</b>		A.P.4.2.					
<b>POSITIVE ACTION:</b>		Establishment of gender/diversity indicators in the design, implementation, dissemination, monitoring and assessment of training.					
<b>DEVELOPMENT AND ACTION PLAN:</b>							
The Training Plan must generate a report of gender/diversity indicators in the design, implementation, dissemination, monitoring and assessment of all training provided in the company, regardless of the subject or type.							
These indicators will ensure that:							
<ul style="list-style-type: none"> <li>• The training provided is accessible to 100% of the workforce.</li> <li>• Women and men have equal access to the training offered.</li> </ul>		There is no gender bias in the content offered in training.					
Recipients	All staff						
Responsible Person(s)	HR						
Coordinator	Monitoring Committee.						
Material Resources	All necessary to carry out the action.						
Communication	Usual channels of the company that guarantee the participation of 100% of the staff						
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- % of staff that access the training.</li> <li>- % of women that access the training</li> <li>- Number of women and men who attend each training activity</li> <li>- Application of the gender perspective to training activities not related to Equality.</li> </ul>						
Timeframe	First year (according to the attached schedule).						
Control and monitoring	Monitoring Committee.						
<b>Assessment and monitoring</b>							
Degree of compliance indicators	High	Medium	Low				
Results obtained							
Completion date							
Commission minutes No.							

<b>POSITIVE ACTION CODE:</b>		A.P.4.3.					
<b>POSITIVE ACTION:</b>		Carry out a Training Plan based on the needs detected in a participatory manner and in coordination with the different areas, including the gender perspective.					
<b>DEVELOPMENT AND ACTION PLAN:</b>							
The objectives of this action include, among others:							
<ul style="list-style-type: none"> <li>• To know basic concepts in terms of equality/equity</li> <li>• To avoid unconscious gender biases</li> <li>• To further understand the differences between sexual diversity and gender identity.</li> <li>• To know the benefits of integrating the principle of equal treatment and opportunities</li> <li>• To know the risks of not integrating the principle of equal treatment and opportunities.</li> </ul>		<p>With these objectives, we intend to better understand the individualities in society that contribute to a diverse environment, where talent is shown and manifested without any barrier or bias causing inequalities or discrimination.</p>					
Recipients	All staff						
Responsible Person(s)	Monitoring Committee / HR						
Coordinator	Monitoring Committee.						
Material Resources	All necessary to carry out the action.						
Communication	Usual company channels						
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Number of people who have received the training.</li> <li>- Number of records and signatures</li> <li>- Number of women and men who receive the training activity</li> <li>- Record of accreditations obtained</li> <li>- Pre- and post-training perception on the need to integrate Equality in people management.</li> </ul>						
Timeframe	Second year (according to the attached schedule).						
Control and monitoring	Monitoring Committee.						
<b>Assessment and monitoring</b>							
Degree of compliance indicators	High	Medium	Low				
Results obtained							
Completion date							
Commission minutes No.							

<b>POSITIVE ACTION CODE:</b>	A.P.4.4.					
<b>POSITIVE ACTION:</b>	Training action on gender/diversity for the entire staff					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
The objectives of this action include, among others:						
	<ul style="list-style-type: none"> <li>• To know basic concepts in terms of equality/equity</li> <li>• To avoid unconscious gender biases</li> <li>• To further understand the differences between sexual diversity and gender identity.</li> <li>• To know the benefits of integrating the principle of equal treatment and opportunities</li> <li>• To know the risks of not integrating the principle of equal treatment and opportunities.</li> </ul>					
With these objectives, we intend to better understand the individualities in society that contribute to a diverse environment, where talent is shown and manifested without any barrier or bias causing inequalities or discrimination.						
Recipients	All staff					
Responsible Person(s)	Monitoring Committee / HR					
Coordinator	Monitoring Committee.					
Material Resources	All necessary to carry out the action.					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Number of people who have received the training.</li> <li>- Number of records and signatures</li> <li>- Number of women and men who receive the training activity</li> <li>- Record of accreditations obtained</li> <li>- Pre- and post-training perception of the need to integrate Equality in people management.</li> </ul>					
Timeframe	Second year (according to the attached schedule).					
Control and monitoring	Monitoring Committee.					
<b>Assessment and monitoring</b>						
Degree of compliance indicators	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						





<b>POSITIVE ACTION CODE:</b>		A.P.4.5			
<b>POSITIVE ACTION:</b>		Offer specific mandatory training in equal opportunities and equity to people who occupy leadership positions or manage teams and that will be taken into account when prioritising projects			
<b>DEVELOPMENT AND ACTION PLAN:</b>					
The objectives of this action include, among others:					
<ul style="list-style-type: none"> <li>• To know basic concepts in terms of equality/equity</li> <li>• To avoid unconscious gender biases</li> <li>• To further understand the differences between sexual diversity and gender identity.</li> <li>• To know the benefits of integrating the principle of equal treatment and opportunities</li> <li>• To know the risks of not integrating the principle of equal treatment and opportunities.</li> </ul> <p>With these objectives, we intend to better understand the individualities in society that contribute to a diverse environment, where talent is shown and manifested without any barrier or bias causing inequalities or discrimination.</p>					
Recipients	All staff				
Responsible Person(s)	Monitoring Committee / HR				
Coordinator	Monitoring Committee				
Material Resources	All necessary to carry out the action.				
Communication	Usual company channels				
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Number of people who have received the training.</li> <li>- Number of records and signatures.</li> <li>- Number of women and men who receive the training activity</li> <li>- Result of the training assessment</li> </ul>				
Timeframe	Second year (according to the attached schedule).				
Control and monitoring	Monitoring Committee.				
<b>Assessment and monitoring</b>					
Degree of compliance indicators	High	Medium	Low		
Results obtained					
Completion date					
Commission minutes No.					

## AP5: REMUNERATION SYSTEM MEASURES

<b>POSITIVE ACTION CODE:</b>		A.P.5.1.			
<b>POSITIVE ACTION:</b>		Review and update the remuneration policy and its procedures from a gender perspective.			
<b>DEVELOPMENT AND ACTION PLAN:</b>					
Review the definition of the remuneration policy so that it does not contain unconscious gender biases that could prevent or hinder equal remuneration for women. To do this, it is advisable to establish an order of remuneration elements classified by positions of equal value, in which at least the base salary range according to the agreement, supplements and bonuses, variable and in-kind remuneration according to a position of equal value are specified.					
All concepts/complements that present differences for positions of equal value that do not have an objective justification (seniority, dangerousness, night work, bonuses for objectives, etc.) but are due exclusively to gender bias will be unified.					
Recipients	Monitoring Committee / HR				
Responsible Person(s)	Monitoring Committee				
Coordinator	Monitoring Committee				
Material Resources	All necessary to carry out the action				
Communication	Usual company channels				
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Identification of the company's remuneration concepts.</li> <li>- Identification of the requirements for access to the different remuneration concepts.</li> <li>- Assessment of the requirements from a gender perspective.</li> <li>- Changes made</li> </ul>				
Timeframe	Second year (according to the attached schedule)				
Control and monitoring	Monitoring Committee				
<b>Assessment and monitoring</b>					
Degree of compliance indicators	High	Medium	Low		
Results obtained					
Completion date					
Commission minutes No.					

<b>POSITIVE ACTION CODE:</b>	A.P.5.2.		
<b>POSITIVE ACTION:</b>	e actions arising from the remuneration audit		
<b>DEVELOPMENT AND ACTION PLAN:</b>			
Recipients	All staff		
Responsible Person(s)	Monitoring Committee / HR		
Coordinator	Monitoring Committee		
Material Resources	All necessary to carry out the action		
Communication			
Indicators (disaggregated by gender, where relevant)			
Timeframe	First year (according to the attached schedule)		
Control and monitoring	Monitoring Committee		
<b>Assessment and monitoring</b>			
Degree of compliance indicators	High	Medium	Low
Results obtained			
Completion date			
Commission minutes No.			

## **AP6: MEASURES FOR THE EXERCISE OF THE RIGHTS TO RECONCILE PERSONAL, FAMILY AND WORK LIFE**

<b>POSITIVE ACTION CODE:</b>	A.P.6.1.																																		
<b>POSITIVE ACTION:</b>	Review and update the reconciliation measures document and distribute it to all the staff.																																		
<b>DEVELOPMENT AND ACTION PLAN:</b>																																			
The existing conciliation measures document will be reviewed and updated to include the conciliation measures that the company has implemented, according to the Statute of Workers' Rights, the Collective Agreement, the Royal Decree-Law 6/2019 urgent measures and the company agreements, in order to facilitate their knowledge to the entire workforce, proactively.																																			
<table border="1"> <tr> <td>Recipients</td> <td colspan="3">All staff</td> </tr> <tr> <td>Responsible Person(s)</td> <td colspan="3">Monitoring Committee / HR</td> </tr> <tr> <td>Coordinator</td> <td colspan="3">Monitoring Committee</td> </tr> <tr> <td>Material Resources</td> <td colspan="3">All necessary to carry out the action</td> </tr> <tr> <td>Communication</td> <td colspan="3">Usual channels of the company that guarantee the participation of 100% of the staff</td> </tr> <tr> <td>Indicators (disaggregated gender, where relevant)</td> <td colspan="3"> <ul style="list-style-type: none"> <li>- Record of the Catalogue of Conciliation Measures</li> <li>- % of informed staff</li> <li>- % of use of measures</li> </ul> </td> </tr> <tr> <td>Timeframe</td> <td colspan="3">First year (according to the attached schedule)</td> </tr> <tr> <td>Control and Monitoring</td> <td colspan="3">Monitoring Committee</td> </tr> </table>				Recipients	All staff			Responsible Person(s)	Monitoring Committee / HR			Coordinator	Monitoring Committee			Material Resources	All necessary to carry out the action			Communication	Usual channels of the company that guarantee the participation of 100% of the staff			Indicators (disaggregated gender, where relevant)	<ul style="list-style-type: none"> <li>- Record of the Catalogue of Conciliation Measures</li> <li>- % of informed staff</li> <li>- % of use of measures</li> </ul>			Timeframe	First year (according to the attached schedule)			Control and Monitoring	Monitoring Committee		
Recipients	All staff																																		
Responsible Person(s)	Monitoring Committee / HR																																		
Coordinator	Monitoring Committee																																		
Material Resources	All necessary to carry out the action																																		
Communication	Usual channels of the company that guarantee the participation of 100% of the staff																																		
Indicators (disaggregated gender, where relevant)	<ul style="list-style-type: none"> <li>- Record of the Catalogue of Conciliation Measures</li> <li>- % of informed staff</li> <li>- % of use of measures</li> </ul>																																		
Timeframe	First year (according to the attached schedule)																																		
Control and Monitoring	Monitoring Committee																																		
<b>Assessment and Monitoring</b>																																			
Degree of compliance	High	Medium	Low																																
Results obtained																																			
Completion date																																			
Commission minutes No.																																			



<b>POSITIVE ACTION CODE:</b>	A.P.6.2.					
<b>POSITIVE ACTIONS:</b>	Implementation of measures of co-responsibility for staff in care and attention to people tasks.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
The staff database will incorporate indicators of requests, access, and use of measures by women and men and the measures themselves.						
Recipients	All staff					
Responsible Person(s)	Monitoring Committee / HR					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Not applicable					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"><li>- Number of measures implemented</li><li>- Number of people adhering to the measures</li><li>- Number of campaigns carried out to disseminate them</li></ul>					
Timeframe	First year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						



<b>POSITIVE ACTION CODE:</b>	A.P.6.3.
<b>POSITIVE ACTION:</b>	To find out the work-life balance workforce needs by preparing an open survey to establish the system of indicators for monitoring the access and use of work-life balance measures.
<b>DEVELOPMENT AND ACTION PLAN:</b>	
<p>1. <b>Planning:</b></p> <ul style="list-style-type: none"> <li>• Designate a team responsible for developing and executing the survey.</li> <li>• Establish a timeline with deadlines for each stage of the process.</li> </ul>	
<p>2. <b>Survey Design:</b></p> <ul style="list-style-type: none"> <li>• Identify key work-life balance areas (flexible schedules, teleworking, family care, etc.) to explore.</li> <li>• Develop clear and concise questions that address each of these areas.</li> <li>• Include demographic questions to gain insight into workforce diversity.</li> <li>• Ensure the survey is anonymous to encourage candid responses.</li> </ul>	
<p>3. <b>Survey Dissemination:</b></p> <ul style="list-style-type: none"> <li>• Clearly communicate the purpose of the survey and the importance of participation.</li> <li>• Use a variety of communication channels (email, intranet, posters, meetings, etc.) to reach all employees.</li> <li>• Establish an appropriate time frame so that everyone has the opportunity to respond.</li> <li>• Anonymous perception surveys will be conducted periodically with the workforce regarding work-life balance to adapt to staff needs that may arise.</li> </ul>	
<p>4. <b>Data Collection and Analysis:</b></p> <ul style="list-style-type: none"> <li>• Collect and organise the data collected from the survey systematically.</li> <li>• Conduct a thorough analysis of the responses to identify patterns and trends.</li> <li>• Consider collaboration with human resources experts or external consultants if necessary.</li> </ul>	
Recipients	All staff
Responsible Person(s)	Monitoring Committee / HR
Coordinator	Monitoring Committee
Material Resources	All necessary to carry out the action
Communication	Not applicable
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Identify the key indicators that reflect the work-life balance needs of the workforce.</li> <li>- Number of specific measures based on these results that have been implemented to improve work-life balance.</li> </ul>

	<ul style="list-style-type: none"> <li>- Actions to disseminate the survey that have been carried out.</li> </ul>		
Timeframe	First year (according to the attached schedule)		
Control and Monitoring	Monitoring Committee		
<b>Assessment and Monitoring</b>			
Degree of compliance indicators	High	Medium	Low
Results obtained			
Completion date			
Commission minutes No.			



<b>POSITIVE ACTION CODE:</b>		A.P.6.4.						
<b>POSITIVE ACTION:</b>	To inform the workforce, through the New Recruit's Handbook or any other document that is deemed relevant, of all the permissions provided by the regulations, legal or conventional, in terms of work-life balance.							
<b>DEVELOPMENT AND ACTION PLAN:</b>								
Integrate information on work-life balance permissions into the company's New Recruit's Handbook or any other relevant document provided to new employees during their onboarding process. Ensure that the New Recruit's Handbook is distributed in a timely manner to all new employees and is available for consultation at all times.								
Recipients	All staff							
Responsible Person(s)	HR / Monitoring Committee							
Coordinator	Monitoring Committee							
Material Resources	All necessary to carry out the action							
Communication	Usual company channels							
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Record of employees informed of permits</li> <li>- Record of permits requested by staff, separated by gender.</li> </ul>							
Timeframe	Second and third years (according to the attached schedule)							
Control and Monitoring	Monitoring Committee							
<b>Assessment and Monitoring</b>								
Degree of compliance indicators	High	Medium	Low					
Results obtained								
Completion date								
Commission minutes No.								

## **AP7: MEASURES FOR THE PREVENTION OF SEXUAL HARASSMENT/GENDER-BASED HARASSMENT**

<b>POSITIVE ACTION CODE:</b>	A.P.7.1					
<b>POSITIVE ACTION:</b>	Institutional declaration against sexual harassment and gender-based harassment					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
The Company's Management and the Monitoring Committee must sign the Declaration.						
Recipients	All staff					
Responsible Person(s)	General Management / Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Signature of the institutional declaration</li> <li>- % of staff receiving the communication</li> </ul>					
Timeframe	First year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance indicators	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

<b>POSITIVE ACTION CODE:</b>	A.P.7.2					
<b>POSITIVE ACTION:</b>	Provide training to staff on the prevention and handling of sexual harassment gender-based harassment.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
In addition to being aware of the existence of the protocol and the reporting channel, the staff must receive sufficient and appropriate training on Sexual Harassment and/or Gender-Based Harassment in accordance with the provisions of Art. 48 of Law 3/2007, of March 22, for the effective equality of women and men.						
Recipients	All staff.					
Responsible Person(s)	HR / Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- 100% of staff trained</li> <li>- Staff perception regarding harassment</li> <li>- Result of the training action</li> </ul>					
Timeframe	First year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						



<b>POSITIVE ACTION CODE:</b>	A.P.7.3					
<b>POSITIVE ACTION:</b>	Provide training to middle management/directors on the management of harassment and gender-based harassment					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
Management and middle management must receive sufficient and appropriate training on Sexual Harassment and Gender-Based Harassment Management in accordance with the provisions of Art. 48 of Law 3/2007, of March 22, for the effective equality of women and men.						
Recipients	Management and Middle Management					
Responsible Person(s)	HR / Monitoring Committee					
Coordinator	Monitoring Committee.					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"><li>- 100% of management staff trained</li><li>- 100% of middle management staff trained</li></ul>					
Timeframe	First year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						



<b>POSITIVE ACTION CODE:</b>	A.P.7.4					
<b>POSITIVE ACTION:</b>	Review of the procedure for the prevention and management of sexual harassment and gender-based harassment.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
The procedure for the prevention and management of possible cases of sexual and gender-based harassment must be implemented. The reporting and resolution procedure is essential for the anti-harassment policy to be successful.						
<p>Two aspects that must be included and clarified are to whom and how the complaint must be made and what the rights and duties of both the alleged victim and the alleged harasser are during the procedure's processing.</p> <p>It is recommended that the procedure include a provision for assigning a person to offer advice and assistance and participate in resolving problems in both formal and informal procedures.</p> <p>The procedure must provide company personnel with the assurance that their complaints and allegations will be treated in all seriousness, so it is recommended that, unlike normal complaint procedures, these complaints are not lodged in the first instance with the complainant's immediate superior but directly with the person(s) specifically designated to intervene in harassment procedures. Investigations must be carried out with complete respect for all parties and be independent and objective. A time limit must be set for the investigation in order to avoid an excessively long process and the impossibility of resorting to the legal system.</p>						
It is advisable that the parties appear in the investigations with someone they trust, that the investigation be carried out in a contradictory regime, and that confidentiality be maintained.						
Recipients	All staff					
Responsible Person(s)	Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Record of the Protocol for the Prevention of Sexual Harassment and Gender-Based Harassment</li> <li>- No. of requested information disaggregated by sex</li> <li>- No. of cases that have required the activation of the protocol</li> <li>- No. of conclusion reports</li> </ul>					
Timeframe	First year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

<b>POSITIVE ACTION CODE:</b>	A.P.7.5					
<b>POSITIVE ACTION:</b>	Dissemination of the Protocol for the Prevention of sexual harassment and nent					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
Once the Protocol for the Prevention of Sexual Harassment and Gender-Based Harassment is in place, its dissemination is essential for all staff.						
Recipients	All staff					
Responsible Person(s)	Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	- 100% of staff informed					
Timeframe	First year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						



<b>POSITIVE ACTION CODE:</b>	A.P.7.6					
<b>POSITIVE ACTION:</b>	Incorporate references to the harassment prevention protocol into the New Handbook, and the names of the members of the Commission.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
Identify sections of the New Recruit's Handbook where relevant information about the harassment prevention protocol can be incorporated. Include an overview of the protocol, highlighting the company's zero-tolerance policy toward harassment and the importance of reporting incidents.						
Recipients	All staff					
Responsible Person(s)	Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"><li>- Verification of the incorporation of references in the New Recruit's Handbook</li></ul>					
Timeframe	First year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						



<b>POSITIVE ACTION CODE:</b>	A.P.7.7					
<b>POSITIVE ACTION:</b>	Review of the specific complaints channel, in order to ratify its correct use and its availability to all staff					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
IR SANT PAU already has an operational and effective complaints channel that allows these cases to be dealt with quickly. It will be reviewed to ensure that it is easy to access and disseminate, and that it is functioning correctly.						
Recipients	All staff					
Responsible Person(s)	Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Verification of the validity of the channel.</li> <li>- 100% of the workforce is informed of the existence of the channel.</li> <li>- Number of people making use of it.</li> <li>- Type of complaints lodged and complaints management.</li> <li>-</li> </ul>					
Timeframe	First year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						



<b>POSITIVE ACTION CODE:</b>	A.P.7.8					
<b>POSITIVE ACTION:</b>	Promote collaboration with PRISMA (an association that gives visibility to LGTBIQA+ people in academia) to recognise the Institute as a 'safe research space' for LGTBIQA+ people					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
<p>1. <b>Research and Contact with PRISMA:</b></p> <ul style="list-style-type: none"> <li>Conduct research on PRISMA, its objectives, previous projects and its LGTBIQA+ safe space accreditation process.</li> <li>Establish contact with PRISMA through its communication channels to express the institute's interest in collaborating and obtaining accreditation.</li> </ul> <p>2. <b>Initial meeting with PRISMA:</b></p> <ul style="list-style-type: none"> <li>Schedule an initial meeting with PRISMA representatives to discuss the objectives and benefits of mutual collaboration and the requirements for accreditation as a 'safe space for research'.</li> </ul> <p>3. <b>Institute assessment:</b></p> <ul style="list-style-type: none"> <li>Provide PRISMA with detailed information on the Institute's policies, practices, and institutional culture regarding inclusion and respect for LGTBIQA+ diversity.</li> <li>Identify areas for improvement and possible actions to ensure a safe and welcoming environment for LGTBIQA+ researchers and students.</li> </ul>						
Recipients	All staff					
Responsible Person(s)	Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>PRISMA has been contacted</li> <li>What requirements must be fulfilled to become a 'Secure Centre'?</li> <li>Has accreditation been achieved?</li> </ul>					
Timeframe	First year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						

Commission minutes No.

## AP8: OCCUPATIONAL HEALTH MEASURES

<b>POSITIVE ACTION CODE:</b>	A.P.8.1					
<b>POSITIVE ACTION:</b>	Conducting a gender-sensitive occupational risk assessment					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
A gender-sensitive assessment of occupational risks will be carried out, and specific protocols will have to be established depending on the results obtained in planning preventive measures.						
To this end, the gender variable is incorporated both in the data collection and processing systems and in the study and general research on the prevention of occupational risks, to detect and prevent possible situations in which the damage derived from work may appear to be linked to the worker's gender.						
Recipients	All staff.					
Responsible Person(s)	Occupational Risks Prevention / Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Risk assessment record of all jobs for women and men.</li> <li>- Accident rates (accidents at work and occupational diseases) broken down by gender, department/unit, category, and level.</li> <li>- Annual statistical report and measures implemented for improvement.</li> <li>- % or degree of increase in the number of uses and type of measures by staff.</li> <li>- No. of people informed and assessed.</li> </ul>					
Timeframe	Third year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

<b>POSITIVE ACTION CODE:</b>	A.P.8.2					
<b>POSITIVE ACTION:</b>	Training for all staff in relation to the mental health and work environment Area					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
Staff training on mental health and the working environment will be carried out to raise awareness of the importance of mental health in all aspects of life, including work.						
Recipients	All staff.					
Responsible Person(s)	Occupational Risks Prevention / Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Record of trainings carried out.</li> <li>- Attendance disaggregated by gender.</li> </ul>					
Timeframe	Third year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						



<b>POSITIVE ACTION CODE:</b>	A.P.8.3					
<b>POSITIVE ACTION:</b>	Creation of a Suggestions box for use by the staff					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
Participation in detecting cases or situations of risk in occupational health is very important, and it is therefore recommended that a communication channel be established with the entire workforce.						
The Suggestions Box should be reviewed periodically (at least fortnightly or at most monthly) so that the team can respond to proposals or cases detected, whether positively or not.						
Recipients	All staff.					
Responsible Person(s)	HR / Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- No. of new channels for this purpose.</li> <li>- No. of already existing channels for this purpose.</li> <li>- No. of communications received.</li> <li>- No. of communications dealt with.</li> <li>- Type of communications received.</li> </ul>					
Timeframe	Third year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						



<b>POSITIVE ACTION CODE:</b>	A.P.8.4
<b>POSITIVE ACTION:</b>	Creation of a breastfeeding room for people coming back from maternity leave.
<b>DEVELOPMENT AND ACTION PLAN:</b>	
<p>1. <b>Identification of Location:</b></p> <ul style="list-style-type: none"> <li>• Select a suitable location for the breastfeeding room that is quiet, private and accessible to those who need it.</li> <li>• Prioritise locations close to work areas, preferably with access to running water and electricity.</li> </ul>	
<p>2. <b>Design and Equipment:</b></p> <ul style="list-style-type: none"> <li>• Design the breastfeeding room space with attention to comfort and privacy, including a lockable door, curtains or blinds to cover windows, comfortable seating and a table or flat surface.</li> <li>• Equip the room with a comfortable chair for breastfeeding or expressing milk, a table or surface to support the pump, a sink, disinfectant wipe dispensers and safe storage for expressed milk.</li> </ul>	
<p>3. <b>Setting up the Space:</b></p> <ul style="list-style-type: none"> <li>• Ensure the breastfeeding room is well-lit, ventilated, and temperature-controlled for the comfort of those using it.</li> <li>• Install accessible electrical outlets for connection of breast pumps and other electrical devices that may be needed.</li> </ul>	
<p>4. <b>Access and Privacy:</b></p> <ul style="list-style-type: none"> <li>• Ensure the breastfeeding room is clearly signposted and easily identifiable for people who need it.</li> <li>• Resources Needed:</li> <li>• Budget for the design, equipment, and space setup.</li> </ul>	
<p>5. <b>Communication</b></p> <ul style="list-style-type: none"> <li>• Collaboration with the Facilities or General Services Department to implement the project.</li> <li>• Management support and organisational commitment to the creation of the breastfeeding room.</li> <li>• Disseminate and communicate the creation of the breastfeeding room.</li> </ul>	
<b>Recipients</b>	All staff.
<b>Responsible Person(s)</b>	HR / Monitoring Committee
<b>Coordinator</b>	Monitoring Committee
<b>Material Resources</b>	All necessary to carry out the action
<b>Communication</b>	Usual company channels
<b>Indicators (disaggregated by gender, where relevant)</b>	<ul style="list-style-type: none"> <li>- Has the room been created?</li> </ul>

	- Record of breastfeeding people who have used it		
Timeframe	Third year (according to the attached schedule)		
Control and Monitoring	Monitoring Committee		
<b>Assessment and Monitoring</b>			
Degree of compliance	High	Medium	Low
Results obtained			
Completion date			
Commission minutes No.			

## **AP9: PROTECTION MEASURES FOR SITUATIONS OF GENDER-BASED VIOLENCE**



<b>POSITIVE ACTION CODE:</b>	A.P.9.1.					
<b>POSITIVE ACTION:</b>	Preparation of a practical guide for managing Gender-Based Violence in the company and its dissemination among people with competencies in people management.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
A Practice Guide for managing Gender-Based Violence in the company should be developed as a manual. This guide will develop the concepts in more detail and set out the attitudes and preventive measures to be followed by the company and its staff. The goal is to make the company more aware of the current problems and, above all, prepared for a possible situation of gender-based violence.						
Recipients	HR					
Responsible Person(s)	Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Recording of the Practical Guide for the Management of Situations of Gender-Based Violence.</li> <li>- 100% of people with responsibility should receive the Guide.</li> <li>- 100% of people with responsibility in the management of people have received training in gender-based violence.</li> <li>- No. of cases dealt with and solutions given.</li> </ul>					
Timeframe	Third year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

<b>POSITIVE ACTION CODE:</b>	A.P.9.2.					
<b>POSITIVE ACTION:</b>	Preparation of a catalogue of rights and measures for women in situations of Gender-based Violence.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
A catalogue of rights and measures will be developed (both what is legally recognised and the improvements that the company has agreed to). The measures and rights will be developed in more detail and will also include a procedure for requesting the necessary measure.						
Recipients	All staff.					
Responsible Person(s)	Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Recording of Catalogue of Rights and Measures</li> </ul>					
Timeframe	Third year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

## **AP10: COMMUNICATION / USE OF LANGUAGE MEASURES**



<b>POSITIVE ACTION CODE:</b>	A.P.10.1.					
<b>POSITIVE ACTION:</b>	Dissemination of the Equality Policy and Plan					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
A statement will be prepared containing information on the actions to be taken in the field of equality.						
The topics to be covered are the company's policy on equality, the basic concepts of equality, and the actions the company plans to take in this area.						
This information should reach the entire workforce and, if necessary, inform external parties (customers, suppliers, etc.).						
Recipients	All staff					
Responsible Person(s)	Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Publication of the Equality Plan in all the usual channels.</li> <li>- 100% of the workforce is informed of the existence of the Equality Plan.</li> <li>- The degree to which people have received it.</li> <li>- No. of suggestions received.</li> </ul>					
Timeframe	First year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

<b>POSITIVE ACTION CODE:</b>	A.P.10.2.																
<b>POSITIVE ACTION:</b>	Review internal and external communications to use inclusive and bias-free language.																
<b>DEVELOPMENT AND ACTION PLAN:</b>																	
1. <b>Analysis of Current Communication:</b>																	
<ul style="list-style-type: none"> <li>Review the company's internal and external communication, including emails, official documents, social media posts, and marketing materials, to identify inappropriate use of the generic male form and other forms of gender bias.</li> </ul>																	
2. <b>Develop Guidelines and Resources:</b>																	
<ul style="list-style-type: none"> <li>Create style guides and internal resources that provide clear guidelines and practical examples on how to write communications using inclusive language.</li> <li>These resources should include alternatives to the generic, masculine form, such as the use of neutral language or inclusive forms that encompass all gender identities.</li> </ul>																	
3. <b>Revision of Documents and Templates:</b>																	
<ul style="list-style-type: none"> <li>Update standard company documents and templates to eliminate the use of the generic, masculine form and ensure they reflect inclusive language.</li> <li>This includes employment contracts, employee handbooks, internal policies, forms, and presentations, among others.</li> </ul>																	
4. <b>External Communication:</b>																	
<ul style="list-style-type: none"> <li>Extend the review of inclusive language to external communications, such as the company's website, press releases, advertising material and any other means of communication directed at the general public.</li> </ul>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Recipients</td> <td>All staff</td> </tr> <tr> <td>Responsible Person(s)</td> <td>Monitoring Committee</td> </tr> <tr> <td>Coordinator</td> <td>Monitoring Committee</td> </tr> <tr> <td>Material Resources</td> <td>All necessary to carry out the action</td> </tr> <tr> <td>Communication</td> <td>Usual company channels</td> </tr> <tr> <td>Indicators (disaggregated by gender, where relevant)</td> <td> <ul style="list-style-type: none"> <li>- Has communication been reviewed?</li> <li>- Number of documents reviewed</li> </ul> </td> </tr> <tr> <td>Timeframe</td> <td>Second year (according to the attached schedule)</td> </tr> <tr> <td>Control and Monitoring</td> <td>Monitoring Committee</td> </tr> </table>		Recipients	All staff	Responsible Person(s)	Monitoring Committee	Coordinator	Monitoring Committee	Material Resources	All necessary to carry out the action	Communication	Usual company channels	Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Has communication been reviewed?</li> <li>- Number of documents reviewed</li> </ul>	Timeframe	Second year (according to the attached schedule)	Control and Monitoring	Monitoring Committee
Recipients	All staff																
Responsible Person(s)	Monitoring Committee																
Coordinator	Monitoring Committee																
Material Resources	All necessary to carry out the action																
Communication	Usual company channels																
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Has communication been reviewed?</li> <li>- Number of documents reviewed</li> </ul>																
Timeframe	Second year (according to the attached schedule)																
Control and Monitoring	Monitoring Committee																

<b>Assessment and Monitoring</b>			
Degree of compliance	High	Medium	Low
Results obtained			
Completion date			
Commission minutes No.			



<b>POSITIVE ACTION CODE:</b>	A.P.10.3.					
<b>POSITIVE ACTION:</b>	Preparation of a guide for the non-sexist use of language / inclusive language and its dissemination.					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
To develop a Guide that facilitates the understanding of the importance of language in shaping our thinking and, based on this, a description of the linguistic resources applicable to the healthcare/health field in order to facilitate their application in all the company's internal and external communication tools.						
Recipients	All staff					
Responsible Person(s)	HR / Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Recording of the Guide to the non-sexist use of language.</li> <li>- 100% of recipients receive the Guide.</li> <li>- No. of guides disseminated.</li> <li>- The degree to which people have received it.</li> <li>- No. of suggestions received.</li> <li>- Degree of dissemination.</li> </ul>					
Timeframe	Second year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

<b>POSITIVE ACTION CODE:</b>	A.P.10.4.					
<b>POSITIVE ACTION:</b>	Training in the non-sexist use of language / inclusive language					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
To train all staff, mainly staff with communication skills, on the importance of the use of language in shaping our thinking and shaping the culture of the society to which we belong, and serve as a transmission belt for the learning acquired by unconsciously dragging along gender prejudices and stereotypes.						
Recipients	Staff with communication skills					
Responsible Person(s)	Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- 100% of staff have been trained in the non-sexist use of language.</li> <li>- Pre-training and post-training perception of the need to modify the use of language that is carried out at an individual level.</li> </ul>					
Timeframe	Second year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						



<b>POSITIVE ACTION CODE:</b>	A.P.10.5.
<b>POSITIVE ACTION:</b>	Work to communicate equality by making female talent visible in the field of research.
<b>DEVELOPMENT AND ACTION PLAN:</b>	
<b>Objective:</b>	
Promote gender equality and make female talent visible in the field of research through strategic communication actions.	
<b>Steps to follow:</b>	
1. <b>Analysis of the Situation:</b>	
• Conduct an analysis of the current situation in the organisation to identify possible gender inequalities in the field of research, including the representation of women in leadership positions and participation in projects, recognitions and awards, among others.	
2. <b>Identification of Female Talents:</b>	
• Identify outstanding women in the field of research within the organisation, whether in leadership roles, as principal investigators, or contributing significantly to projects and discoveries.	
3. <b>Development of Contents and Narratives:</b>	
• Create content that highlights the achievements and contributions of women in research, including interviews, profiles, success stories, and case studies.	
• Use inclusive language and avoid gender stereotypes in communication to promote a positive and empowering image of female talent in research.	
4. <b>Communication Platforms:</b>	
• Use various internal and external communication platforms to disseminate the content created, including the organisation's website, newsletters, social networks, blogs, and events.	
<b>Recipients</b>	Staff with communication skills
<b>Responsible Person(s)</b>	Monitoring Committee
<b>Coordinator</b>	Monitoring Committee
<b>Material Resources</b>	All necessary to carry out the action
<b>Communication</b>	Usual company channels

Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Number of contents that have been published to communicate female talent.</li> <li>- Number of channels and publications made.</li> </ul>		
Timeframe	Second year (according to the attached schedule)		
Control and Monitoring	Monitoring Committee		
<b>Assessment and Monitoring</b>			
Degree of compliance	High	Medium	Low
Results obtained			
Completion date			
Commission minutes No.			

## **AP11: COMMUNICATION / USE OF LANGUAGE MEASURES**

<b>POSITIVE ACTION CODE:</b>	A.P.11.1.					
<b>POSITIVE ACTION:</b>	Training Control					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
It is recommended that indicators be established in the training procedure for subsequent Monitoring and control, in order to ensure equal opportunities for men and women, both in terms of the types of courses given and the number of courses given.						
Therefore, the indicators (always disaggregated by gender) that should be established for Monitoring and controlling training actions should be quantitative (number of courses, number of hours, etc.) and qualitative (type of courses, cost of the courses, etc.).						
Recipients	All staff					
Responsible Person(s)	HR / Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Minutes of the Monitoring Committee.</li> <li>- Review of the indicators established in the actions of the training area.</li> </ul>					
Timeframe	Every year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

**MONITORING MEASURES**

<b>POSITIVE ACTION CODE:</b>	A.P.11.2.					
<b>POSITIVE ACTION:</b>	Selection Control					
<b>DEVELOPMENT AND ACTION PLAN:</b>						
It is recommended that indicators be established in the selection procedure for subsequent Monitoring and control to ensure equal opportunities for men and women in access to employment.						
Recipients	Staff newly employed					
Responsible Person(s)	HR / Monitoring Committee					
Coordinator	Monitoring Committee					
Material Resources	All necessary to carry out the action					
Communication	Usual company channels					
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Minutes of the Monitoring Committee.</li> <li>- Review of the indicators established in the actions of the selection area.</li> </ul>					
Timeframe	Every year (according to the attached schedule)					
Control and Monitoring	Monitoring Committee					
<b>Assessment and Monitoring</b>						
Degree of compliance	High	Medium	Low			
Results obtained						
Completion date						
Commission minutes No.						

**MONITORING MEASURES**

<b>POSITIVE ACTION CODE:</b>	A.P.11.3.		
<b>POSITIVE ACTION:</b>	Control of company dismissals/terminations		
<b>DEVELOPMENT AND ACTION PLAN:</b>			
Recipients			
Responsible Person(s)	Monitoring Committee		
Coordinator	Monitoring Committee		
Material Resources	All necessary to carry out the action		
Communication	Usual company channels		
Indicators (disaggregated by gender, where relevant)	-		
Timeframe	Second year (according to the attached schedule)		
Control and Monitoring	Monitoring Committee		
<b>Assessment and Monitoring</b>			
Degree of compliance	High	Medium	Low
Results obtained			
Completion date			
Commission minutes No.			

<b>POSITIVE ACTION CODE:</b>	A.P.11.4.																																		
<b>POSITIVE ACTION:</b>	Regular meetings of the Monitoring Committee																																		
<b>DEVELOPMENT AND ACTION PLAN:</b>																																			
<p>The Monitoring Committee will meet periodically, as established in the Operating Regulations, to monitor the implementation of the Equality Plan, so that the meetings will review the positive actions and their implementation, planning and execution.</p> <p>Likewise, the staff proposals (suggestions box or similar) that may lead to positive actions will also be monitored, and, where appropriate, the data from the periodic surveys will be analysed.</p>																																			
<table border="1"> <tr> <td>Recipients</td> <td colspan="3">All staff</td> </tr> <tr> <td>Responsible Person(s)</td> <td colspan="3">Monitoring Committee</td> </tr> <tr> <td>Coordinator</td> <td colspan="3">Monitoring Committee</td> </tr> <tr> <td>Material Resources</td> <td colspan="3">All necessary to carry out the action</td> </tr> <tr> <td>Communication</td> <td colspan="3">Usual company channels</td> </tr> <tr> <td>Indicators (disaggregated by gender, where relevant)</td> <td colspan="3"> <ul style="list-style-type: none"> <li>- Recording of the Minutes of the Monitoring Committee.</li> <li>- No. of reports drawn up in accordance with the Regulations and what has been agreed in this Plan.</li> </ul> </td> </tr> <tr> <td>Timeframe</td> <td colspan="3">Every year, quarterly (according to the attached schedule)</td> </tr> <tr> <td>Control and Monitoring</td> <td colspan="3">Monitoring Committee</td> </tr> </table>				Recipients	All staff			Responsible Person(s)	Monitoring Committee			Coordinator	Monitoring Committee			Material Resources	All necessary to carry out the action			Communication	Usual company channels			Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Recording of the Minutes of the Monitoring Committee.</li> <li>- No. of reports drawn up in accordance with the Regulations and what has been agreed in this Plan.</li> </ul>			Timeframe	Every year, quarterly (according to the attached schedule)			Control and Monitoring	Monitoring Committee		
Recipients	All staff																																		
Responsible Person(s)	Monitoring Committee																																		
Coordinator	Monitoring Committee																																		
Material Resources	All necessary to carry out the action																																		
Communication	Usual company channels																																		
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- Recording of the Minutes of the Monitoring Committee.</li> <li>- No. of reports drawn up in accordance with the Regulations and what has been agreed in this Plan.</li> </ul>																																		
Timeframe	Every year, quarterly (according to the attached schedule)																																		
Control and Monitoring	Monitoring Committee																																		
<b>Assessment and Monitoring</b>																																			
Degree of compliance	High	Medium	Low																																
Results obtained																																			
Completion date																																			
Commission minutes No.																																			

<b>POSITIVE ACTION CODE:</b>	A.P.11.5.																																		
<b>POSITIVE ACTION:</b>	Preparation of an intermediate and final assessment of the implementation and Monitoring of the Equality Plan																																		
<b>DEVELOPMENT AND ACTION PLAN:</b>																																			
Within the framework of the provisions of Royal Decree 901/2020, there must be a minimum of two assessments during the plan's life, one at mid-term and one at the end of the plan. These assessments must allow the company to establish mechanisms to remedy the non-conformities detected.																																			
<table border="1"> <tr> <td>Recipients</td> <td colspan="3">All staff</td> </tr> <tr> <td>Responsible Person(s)</td> <td colspan="3">HR / Monitoring Committee</td> </tr> <tr> <td>Coordinator</td> <td colspan="3">Monitoring Committee</td> </tr> <tr> <td>Material Resources</td> <td colspan="3">All necessary to carry out the action</td> </tr> <tr> <td>Communication</td> <td colspan="3">Usual company channels</td> </tr> <tr> <td>Indicators (disaggregated by gender, where relevant)</td> <td colspan="3"> <ul style="list-style-type: none"> <li>- No. of audits carried out.</li> <li>- No. of non-conformities detected.</li> <li>- No. of corrections made.</li> <li>- Degree of implementation of positive actions.</li> <li>- Degree of implementation of groups of measures.</li> </ul> </td></tr> <tr> <td>Timeframe</td> <td colspan="3">Second and fourth years (according to the attached schedule)</td></tr> <tr> <td>Control and Monitoring</td> <td colspan="3" rowspan="2">Monitoring Committee</td></tr> </table>				Recipients	All staff			Responsible Person(s)	HR / Monitoring Committee			Coordinator	Monitoring Committee			Material Resources	All necessary to carry out the action			Communication	Usual company channels			Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- No. of audits carried out.</li> <li>- No. of non-conformities detected.</li> <li>- No. of corrections made.</li> <li>- Degree of implementation of positive actions.</li> <li>- Degree of implementation of groups of measures.</li> </ul>			Timeframe	Second and fourth years (according to the attached schedule)			Control and Monitoring	Monitoring Committee		
Recipients	All staff																																		
Responsible Person(s)	HR / Monitoring Committee																																		
Coordinator	Monitoring Committee																																		
Material Resources	All necessary to carry out the action																																		
Communication	Usual company channels																																		
Indicators (disaggregated by gender, where relevant)	<ul style="list-style-type: none"> <li>- No. of audits carried out.</li> <li>- No. of non-conformities detected.</li> <li>- No. of corrections made.</li> <li>- Degree of implementation of positive actions.</li> <li>- Degree of implementation of groups of measures.</li> </ul>																																		
Timeframe	Second and fourth years (according to the attached schedule)																																		
Control and Monitoring	Monitoring Committee																																		
<b>Assessment and Monitoring</b>																																			
Degree of compliance	High	Medium	Low																																
Results obtained																																			
Completion date																																			
Commission minutes No.																																			

## 8. MONITORING AND ASSESSMENT

Article 46 of Law 3/2007, regulating the concept and content of equality plans in companies, states that 'Equality plans will establish the specific equality objectives to be achieved, the strategies and practices to be adopted for their attainment, as well as the establishment of effective systems for monitoring and assessing the objectives set'.

An Equality Plan is a dynamic project that requires constant revision and updating. To maintain and improve it in the necessary aspects, it is undoubtedly necessary to organise the formulas and procedures for Monitoring and assessment.

The requirements for Public Authorities bodies set out in Title II, 'Public Equality Policies', Chapter I ', General Principles' of Law 3/2007, are a good reference as a starting point to achieve systematisation in data collection on equality. Article 20, 'Adequacy of statistics and studies' sets out some guidelines to ensure the effective integration of equality in ordinary activities, and these are included for their interest and applicability to our equality plan:

- a) Systematically include the gender variable in the statistics, surveys, and data collection carried out.
- b) Establish and include in statistical operations new indicators that enable a better understanding of the differences in the values, roles, situations, conditions, aspirations and needs of women and men, their manifestation and interaction in the reality to be analysed.
- c) Design and introduce the necessary indicators and mechanisms that allow for the knowledge of the incidence of other variables, which together generate situations of multiple discrimination in the different areas of intervention.
- d) Analyse sufficiently large samples so that the different variables included can be exploited and analysed according to the gender variable.
- e) Exploit the data available so that the different situations, conditions, aspirations and needs of women and men in the different areas of intervention can be known.
- f) Review and, if necessary, adapt existing statistical definitions to contribute to the recognition and appraisal of women's work and avoid negative stereotyping of certain groups of women.

### Monitoring and assessment indicators

This plan has been designed with a definition of objectives and indicators that ensure the monitoring of the execution of processes, results, and impact, thus measuring the degree of compliance and impact generated.

It should be noted that the indicators required by Royal Decree 901/2020, regulating equality plans and their registration and modifying Royal Decree 713/2010, of May 28, on the registration and deposit of labour conventions and collective working agreements, and Royal Decree-Law 6/2019, of March 1, on urgent measures to guarantee equal treatment and opportunities between women and men in employment and occupation, have been taken into account in the Diagnosis phase.

The monitoring and assessment system of the Plan will involve the preparation of:

- Annual monitoring report
- Final report (at the end of the Plan)

The time limit for issuing these reports is two months after the end of the year.

The persons responsible for Monitoring and assessment will be the members of the Equality Commission, who will be correlated with the Equality Agent responsible for developing the Equality Plan in the company.

## 9. EQUALITY AGENT AND NEGOTIATING COMMITTEE

The company will designate an Equality Agent, formalised in the designation act, whose role will be to assume the functions of coordination and supervision of the process of drawing up the Equality Plan (in all its phases: commitment, diagnosis, design, implementation and Monitoring), and, in general, of the company's equality policies, in addition to supporting, advising and contributing to the training of the Equality Committee and/or the work team. Therefore, he/she must have the necessary accredited training.

The Negotiating Committee is the joint structure (Company and Legal Representation of Workers —LRW) as a reference for the negotiation process of this Equality Plan. IR SANT PAU has the appropriate LRW, and therefore, in accordance with RD 901/2020, this negotiation has been carried out through the creation of a Negotiating Committee made up of:

Company representative: 3 people representing the company

- Mr. Jaume Bacardit i Montagut (*delegates to Mrs. Gisèle Doménech Sancelestino*)
- Miriam Ors Griera (*delegates to Ms. M. Rosa Ballester Vernerda*)
- Sílvia Ribas Martínez

Social Representative: 3 persons representing the Committee

- Pau Escartín Laso
- Mónica Pescador Romero
- Olga Bell Ramírez

Likewise, the Monitoring Committee is the body for monitoring, implementing the Equality Plan, and integrating equality in the company, which is designated for this purpose by the Negotiating Committee. For this reason, the staff must be aware of its existence and composition so that they can communicate the needs and suggestions that may arise throughout the process.

### Members of the Monitoring Committee:

Company representative:

- Mr. Jaume Bacardit i Montagut (*delegates to Mrs. Gisèle Doménech Sancelestino*)
- Miriam Ors Griera (*delegates to Ms. M. Rosa Ballester Vernerda*)
- Sílvia Ribas Martínez

Social Representative:

- Pau Escartín Laso
- Mónica Pescador Romero
- Olga Bell Ramírez

**Objective of the Monitoring Committee:**

To monitor compliance with the agreed Equality Plan and assess its impact on improving equality in the company.

Functions of the Monitoring Committee:

- To promote the dissemination of the Equality Plan.
- To monitor possible discrimination, both direct and indirect, to ensure the application of the principle of equality.
- To raise staff awareness of the importance of incorporating equal opportunities.
- To ensure the implementation of all the actions planned to achieve the general objective of the Equality Plan.
- To interpret the Equality Plan
- To know the possible incidents derived from the application and their resolution.
- To incorporate those indicators not included in the initial diagnosis to improve knowledge of the situation, and on this basis, if appropriate, propose the implementation of positive actions that respond to the conclusions derived from the results of these indicators.
- To receive information from the departments in charge of their implementation on all the established monitoring indicators disaggregated by gender for their subsequent interpretation from a gender perspective. To receive an annual update on the diagnosis of the situation in order to know the evolution of the indicators and, thus, the impact that may be caused by the implementation of the measures.
- To prepare an annual follow-up report on the Equality Plan.

## 10. GLOSSARY OF TERMS

- **Sex:** Classification system of human beings assigned according to the set of physical, biological and bodily characteristics with which we are born.
- **Gender:** Classification system of human beings assigned according to socially constructed behaviours, activities and attributions that a particular society considers to be those of women or men. Historical, modifiable characteristics that change with and over time. It establishes the discrimination between 'Feminine' and 'Masculine'.
- **Equal Opportunities:** Right and principle that implies that all human beings should have the same rights and opportunities, regardless of sex, culture, or religion... to achieve the same living conditions on a personal and social level.
- **Formal equality:** When the legal bases establish equal rights, but this equality is not translated into reality. It is a precondition for the development of real equality.
- **Real Equality:** Interposition of the necessary measures to make equality effective, removing cultural and other obstacles that hinder its achievement.
- **Gender Equality:** It considers and values equally the different behaviours, aspirations and needs of both women and men, without the intervention of gender roles and stereotypes assigned according to the sex to which one belongs.
- **Gender Equity:** Fairness in the distribution of goods and resources, it is the means to achieve gender equality (it is the intended outcome).
- **Prejudice:** Value judgment, opinions about something that is not known or is poorly known, usually unfavourable.
- **Gender role:** A set of different roles, tasks and/or occupations and expectations that are culturally assigned to women and men. They are the cause/origin of stereotypes.
- **Gender stereotype:** Beliefs, without any scientific basis, about what the personal attributes of women and men (traits, attitudes or behaviours that are clearly different for each gender) should be.
- **Sexism:** A cultural tendency to consider one sex as superior to the other and to behave accordingly. It results in discrimination of one sex against the other and also in privileges of one sex over the other.
- **Balanced presence or composition:** Balanced composition means the presence of women and men in a group so that the percentage of persons of each sex is not above 60% or below 40%.
- **Occupational segregation:** It is the disproportionate concentration of women in certain sectors and jobs and of men in others, and it is caused by the gender-based social division of labour.
- **Horizontal segregation:** (by productive activity/sector). It happens when there is a majority of women or men in a given sector of activity, profession, trade, or job.

- **Vertical segregation:** (by professional category). It is the difference in the presence of women and men when moving up in the organisational hierarchy.
- **Glass ceiling:** An invisible barrier, it describes the specific moment in a woman's professional career when, instead of growing due to her preparation and experience, she stagnates within a work structure, occupation or sector. Difficulty of access to positions of responsibility.
- **Reconciliation:** Maintaining a balance in the different dimensions of life in order to improve well-being, health and work capacity.
- **Co-responsibility:** Sharing responsibility, involving people in the sharing of domestic and family responsibilities.
- **Feminisation index:** The ratio of the number of women to a number of men.
- **Gender gap:** It refers to the difference/distance between female and male rates or percentages in the areas of analysis, in our case, the difference in women's participation/presence in each area.
- **Gender-based violence:** Any violence against a woman because she is a woman or that affects women disproportionately.

## 11. TIME FRAME

Measures	First-year				Second year				Third year				Fourth-year				
A.P. 1.1.-Review the Equality Policy document																	
A.P.1.2.- Verify the existence of the Monitoring Committee's Operating Regulations.																	
A.P.1.3.- Verify accredited training in matters of equal opportunities of the members of the Monitoring Committee.																	
A.P.1.4.- Incorporate the gender variable in all people management indicators to improve knowledge of the situation of women and men in the company.																	

A.P.1.5.- Establish an annual budget for the Equality Area that allows compliance with the Equality Plan.	Yellow	Yellow	Yellow	Yellow	Green	Green	Green	Blue							
A.P.1.6.- Preparation and implementation of the legal requirements protocol.	Yellow	Yellow	Yellow	Yellow	Green	Green	Green	Blue							
A.P.2.1.- Review and update job offers for using inclusive language.	White	White	White	White	Green	Green	Green	White							
A.P.2.2. Develop instruments (interview guidelines, blind CVs...) to ensure equal and objective selection and promotion processes.	White	White	White	White	White	White	White	Blue	Blue	Blue	Blue	White	White	White	White

A.P.3.1.- Review the objective criteria for the promotion process by applying the gender perspective and including a system of indicators that allow the monitoring of promotions																
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

A.P.4.1.- Application of a Training Plan that incorporates training actions on equality for all the staff	Yellow	Yellow	Yellow	Yellow										
A.P.4.2.- Establishment of gender/diversity indicators in the design, implementation, dissemination, Monitoring and assessment of training.	Yellow	Yellow	Yellow	Yellow										
A.P.4.3.- Training action on gender/diversity for the entire staff					Green	Green	Green	Blue	Blue	Blue				
A.P.5.1.- Review of the remuneration policy and its procedures from a gender perspective.					Green	Green	Green							
A.P.5.2.- Actions derived from the Remuneration Audit (include when negotiated)														

A.P.6.1.- Review and update the existing reconciliation measures document and disseminate it to the entire workforce													
A.P.6.2.- Establishing a system of indicators to monitor access to and use of the reconciliation measures.													
A.P.6.3.- Develop awareness-raising and sensitisation campaigns on family co-responsibility.													
A.P. 6.4. Perception surveys in relation to the reconciliation measures.													
A.P.7.1.- Institutional declaration against sexual harassment and gender-based harassment													

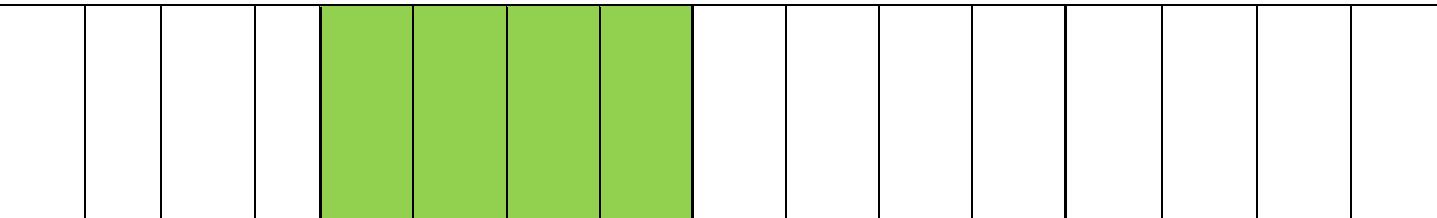
A.P.7.2.- Provide training to staff on the prevention and handling of sexual	Yellow	Yellow	Yellow	Yellow	White														
--	--------	--------	--------	--------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------

harassment and gender-based harassment..													
A.P.7.3.- Provide training to middle management/directors on the management of cases of sexual harassment and gender-based harassment.													
A.P.7.4.- Creation/review of the procedure for the prevention and management of sexual harassment and gender-based harassment													
A.P.7.5.- Dissemination of the Protocol for the Prevention of Sexual Harassment and Gender-based harassment.													
A.P.7.6.- Creation of a specific reporting channel.													

A.P.8.1.- Conducting a gender-sensitive psychosocial risk assessment.																						
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

A.P. 8.2. Training for all staff in relation to the mental health and work environment Area													
A.P. 8.3. Creation of a Suggestions box for the use of the staff													
A.P.9.1 Preparation of a practical guide for the management of Gender-Based Violence in the company and its dissemination among people with competencies in people management.													
A.P.9.2.- Preparation of a catalogue of rights and measures for women in situations of Gender-based violence.													
A.P.10.1.- Dissemination of the Equality Policy and Plan	Yellow	Yellow	Yellow	Yellow									
A.P.10.2.- Application of an Information plan					Green	Green	Green						

A.P.10.3.- Preparation of a guide for the non- sexist use of language / inclusive language and its dissemination																			
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



A.P.10.4.- Training in the non-sexist use of inclusive language														
A.P.11.1- Training Control														
A.P.11.2- Selection Control														
A.P.11.3- Control of company dismissals/ terminations														
A.P.11.4- Monitoring Committee Meetings														
A.P.11.5- Preparation of an annual report on monitoring the Plan and assessment after completion.														