

GENDER EQUALITY PLAN

2021–2025



FUNDED BY:



Generalitat de Catalunya
**Departament d'Igualtat
i Feminismes**



UNIÓ EUROPEA

Fons Social Europeu

L'FSE inverteix en el teu futur



CONTENTS

| | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1. | INTRODUCTION AND PRESENTATION OF THE CENTER..... | 3 |
| | PRESENTATION OF THE CENTER..... | 3 |
| 2. | DETERMINATION OF THE PARTIES TO THE AGREEMENT..... | 6 |
| 3. | PERSONAL, TERRITORIAL, AND TEMPORAL SCOPE..... | 7 |
| 4. | NEGOTIATING COMMITTEE FOR THE GENDER EQUALITY PLAN..... | 8 |
| 5. | MAIN RESULTS OF THE EQUALITY DIAGNOSIS..... | 10 |
| | <i>STAFF PROFILE</i> | 10 |
| | <i>PROFESSIONAL CLASSIFICATION AND WORKING CONDITIONS</i> | 12 |
| | <i>WORKING CONDITIONS</i> | 16 |
| | <i>SELECTION AND RECRUITMENT</i> | 18 |
| | <i>PROMOTION</i> | 22 |
| | <i>TRAINING</i> | 24 |
| | <i>COMPENSATION</i> | 26 |
| | <i>CO-RESPONSIBLE EXERCISE OF PERSONAL, FAMILY, AND WORK-LIFE RIGHTS</i> | 28 |
| | <i>PREVENTION OF SEXUAL HARASSMENT AND GENDER-BASED HARASSMENT</i> | 30 |
| | <i>INCLUSIVE COMMUNICATION AND LANGUAGE</i> | 31 |
| 6. | GENDER EQUALITY PLAN GOALS..... | 32 |
| | GENERAL GOALS..... | 32 |
| | SPECIFIC GOALS..... | 32 |
| 7. | SUMMARY TABLE OF ACTIONS BY AREAS AND GOALS..... | 35 |
| | SUMMARY TABLE OF ACTIONS BY AREAS AND GOALS..... | 35 |
| 8. | ACTIONS SHEETS BY AREAS..... | 38 |
| 9. | UPDATE SCHEDULE..... | 53 |
| 10. | MODIFICATION PROCEDURE..... | 55 |
| 11. | COMPOSITION AND FUNCTIONING OF THE COMMITTEE OR JOINT BODY IN CHARGE OF MONITORING, EVALUATING, AND PERIODICALLY REVIEWING THE GENDER EQUALITY PLAN.. | 56 |

| | |
|--------------------------------------------------------------------------|----|
| 12. MONITORING AND EVALUATION | 56 |
| Responsible for monitoring and evaluating the Gender Equality Plan | 57 |
| Functions of the Equality Steering Committee | 57 |
| Operation of the Equality Steering Committee | 57 |
| Monitoring..... | 57 |
| Evaluation..... | 58 |

1. INTRODUCTION AND PRESENTATION OF THE CENTER

Equality between women and men is a universal legal principle recognized in international human rights texts. It is based on the principle of equality and refers to the active and balanced participation of all people, regardless of their gender, in the different areas of life: public and private.

Despite its formal acknowledgment, there are still obstacles present in our society, which prevent the full participation and integration of women in all spheres. One of the most evident consequences is that women and men do not access, participate in, or benefit under true equal conditions in the labor market.

The development of **specific Gender Equality Plan** in all organizations and processes for the integration of equal opportunities in the different areas of intervention is one of the strategies that equality legislation points to and is being adopted by a large number of companies, which have decided to bet on the transversality and integration of equality objectives in the management of their policies.

In this context, it frames the present **IPHES-CERCA Gender Equality Plan**, the elaboration of which is through funding of the Generalitat de Catalunya (Department of Feminism and Equality) through the call for grants for programs to support the fight against social exclusion and inequality aggravated by the social crisis derived from COVID-19. Under the Decree-Law 25/2020, of June 16, for extraordinary measures in social matters and of fiscal and administrative nature, call TSF/2934/2020 of November 20, 2020, and favorable resolution on 31/12/2020 with file TSF076/20/000237.

PRESENTATION OF THE CENTER

The Catalan Institute of Human Paleoecology and Social Evolution (IPHES-CERCA) is a transdisciplinary advanced research institute dedicated to investigating and training in the earth and life sciences, applied to the study of human evolution and social history, with the aim of promoting a prospective knowledge of the species.

The IPHES-CERCA was created in December 2004 as a non-profit foundation sponsored by the Generalitat de Catalunya, Rovira i Virgili University (URV), and the City Council of Tarragona.

The Institute advocates the empowerment of the species' thought and action through the creation of science-based knowledge. It is a matter of transforming information into training and knowledge into thought, emphasizing the articulating and transforming dimension of scientific research.

The Foundation is established with the aim of becoming an international reference center in the development of research, teaching, and transfer in the different branches of the study of evolution and human behavior.

IPHES's general goals and purposes are the study of the past applied to the analysis of the present with the perspective of working for the knowledge of the human society of the future. Thus, facilitating continuity and economic and organizational support for its founding purposes in areas such as:

- Research, communication, defense, and improvement of the historical, cultural, and natural patrimony that make up the heritage of evolution and human behavior, from an evolutionist and materialistic perspective.
- The sponsorship and promotion of excavations related to archaeological and paleontological work, as well as the scientific research of the resulting findings and discoveries, their communication in scientific forums and to the general public, and the realization of all the works, publications, conferences, studies, initiatives and activities of any kind, which may be deemed related under the applicable law.
- In collaboration with the Rovira i Virgili University (URV), the research staff of IPHES-CERCA teaches in the Bachelor's Degree in History (URV), Bachelor's Degree in Anthropology and Human Evolution (URV / UOC), Master's Degree in Quaternary Archaeology and Human Evolution (Erasmus Mundus), and Ph.D. Program in Quaternary and Prehistory (Erasmus Mundus). The IPHES-CERCA, is a research institute associated with the URV and provides its facilities for these degree courses.

One of the main goals of IPHES-CERCA is to communicate and involve the general public in the results of the research it carries out in the fields of human evolution and Prehistory. The institute organizes and participates in a series of activities for scientific outreach and communication (exhibitions, teaching workshops, lectures) aimed at different audiences, especially the educational community. For instance, its own non-formal education program "**IPHES-CERCA in schools**" promotes the interest in science and scientific careers among schoolchildren through specific content on research in Prehistory. This program also targets educational communities at risk of social exclusion.

In December 2017, IPHES-CERCA was awarded the "**HR Excellence in Research**" (**HRS4R**) logo by the European Commission. The Human Resources Strategy for Researchers (HRS4R) proves that IPHES-CERCA endorses the general principles of the European Charter of Researchers and the Code of Conduct for the Recruitment of Researchers (Charter & Code), and firmly supports its commitment to improving internal policies and procedures.

This recognition of excellence is an opportunity to establish a comprehensive and coherent Human Resources Strategy that enables us to achieve international visibility by providing a favorable work environment for research with equal opportunities, ethical integrity, and work-life balance.

Our Human Resources Strategy for Researchers Action Plan (HRS4R Action Plan) includes actions related to four pillars: ethical and professional aspects; recruitment; working conditions and Social Security; and training.

Action No. 4 of the HRS4R Action Plan established the implementation of a Gender Equality Plan with the following goals:

- Promote the diversity of opportunities between men and women as a strategic pillar to achieve greater efficiency, innovation, creativity, and competitiveness.
- Ensure equal opportunities in the recruitment of research staff and promote women's access to leadership positions in research groups.

In 2020 the center was awarded the Maria de Maeztu Unit of Excellence by the Spanish Ministry of Science. In the center's strategic program, and with the aim of improving gender equality standards in Working Package No. 5 (WP5), it is established that the Director, the Manager along with the Research Office, will be the persons responsible for encouraging regular meetings of internal committees that have among their objectives the promotion of gender equality. The Equality Commission, following its dynamics in recent years and its rules of procedure, will follow up the Gender Equality Plan through periodic meetings. Moreover, the recently constituted Responsible Research and Innovation Committee (RRI) will also participate in gender balance actions, as one of its six lines of work is dedicated to the gender perspective. The RRI Committee is represented in the IPHES Equality Commission and participates with voice and vote.

2. DETERMINATION OF THE PARTIES TO THE AGREEMENT

The Gender Equality Plan is agreed by both the center and the legal representatives of the employees through the IPHES-CERCA Equality Negotiating Committee. This Equality Negotiating Committee has jointly reviewed and analyzed the gender diagnosis carried out. The diagnosis approved by the Negotiating Committee has been submitted to the IPHES-CERCA Equality Commission, which proposed a set of measures and subsequently prioritized them by consensus. Finally, the Negotiating Committee approved this plan through negotiation.

Any legal or conventional modification that improves any of the actions foreseen for in this Plan will be automatically incorporated, without the need for an express agreement between the parties, replacing what is provided for herein. All this without prejudice that, at the request of one of the parties and once agreed upon by both, the necessary agreements may be drafted for the express substitution of one of the original actions of this Gender Equality Plan for other future ones incorporated due to needs derived from legislation, as a result of collective bargaining or due to extraordinary situations that may arise once this Gender Equality Plan has been approved.

All documents generated by the Equality Negotiating Committee will be attached to this Gender Equality Plan (the act of constitution of the Equality Commission, act of approval of the Gender Equality Plan, etc.).

3. PERSONAL, TERRITORIAL, AND TEMPORAL SCOPE

This Gender Equality Plan is governed by: Organic Law 3/2007 of 22 March, for the effective equality of women and men; by the Royal Decree-Law 6/2019 of 1 March, on urgent measures to guarantee equal treatment and opportunities for women and men in employment and occupation; by the Royal Decree 901/2020, which regulates Gender Equality Plan and registration; and by the Royal Decree 902/2020 on equal pay for women and men.

The goals and actions agreed in this document by the Negotiating Committee for the Gender Equality Plan shall reach **all the centers and staff of IPHES-CERCA**, including its Steering Committee. A term of **four years** is determined for this purpose starting from its signature **(2021–2025)**.

After this term, the negotiation of the new Gender Equality Plan will begin. During the period determined for the implementation of the new plan, the present one will remain in force.

4. NEGOTIATING COMMITTEE FOR THE GENDER EQUALITY PLAN

On January 17, 2021, **IPHES-CERCA** signed the Management Commitment to establish and develop policies that integrate equal treatment and opportunities between women and men.

To negotiate and approve a diagnosis of the situation in terms of equality, as well as an action plan, **IPHES-CERCA** formed on 16 July 2021 a joint **Gender Equality Plan Negotiating Committee**, integrated by four people: two representing the staff and two representing the center, in accordance with the guidelines of Royal Decree 901/2020 for centers without legal representation of workers.

| FIRST AND LAST NAME | POSITION AT THE CENTER | SOCIAL /BUSINESS PARTNER |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Mar Vázquez Oliveros | Secretary of Equality and Social Policies of the General Labor Union (UGT, Unión General de Trabajadores) in Tarragona and Territorial Delegate of the UGT Baix Penedès | Social Partner |
| Anna Buenafuente Sánchez | LOLS Delegate of the Union Section of the Vendrell City Council and Delegate of the Staff Board. | Social Partner |
| Maria Targa Montserrat | Manager | Business Partner |
| Laura Pérez Llord | HR Manager | Business Partner |

The main **duties** of the Commission are as follows:

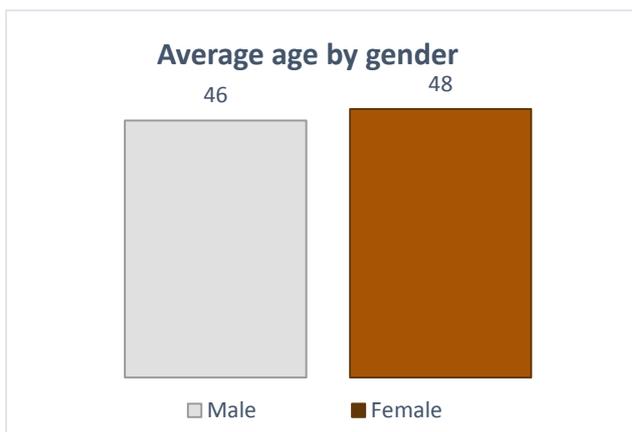
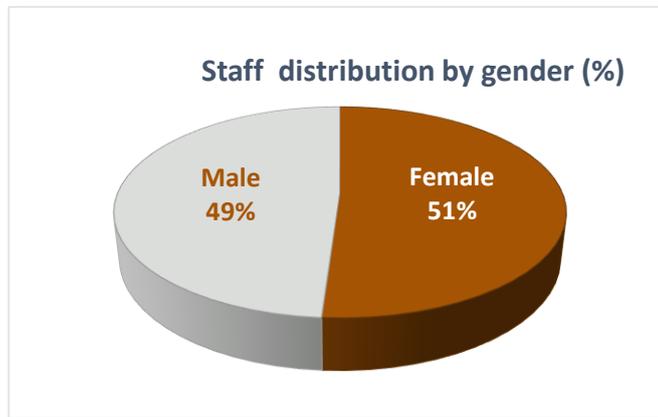
- Negotiation and elaboration of the diagnosis and actions that will integrate the Gender Equality Plan.
- Preparation of the diagnostic results report.
- Identification of the priority actions, in light of the diagnosis, their scope of application, the material and human resources required for their implementation, as well as the persons or bodies responsible, including a schedule of actions.
- Promotion of the implementation of the Gender Equality Plan at the center.

- Definition of the measurement indicators and the instruments for collecting information necessary for monitoring and evaluating the degree of compliance with the actions implemented in the Gender Equality Plan.
- Submission of the approved Gender Equality Plan to the competent labor authority for the purpose of its registration, deposit, and publication.
- Promotion of the first information and awareness-raising actions for the staff.

5. MAIN RESULTS OF THE EQUALITY DIAGNOSIS

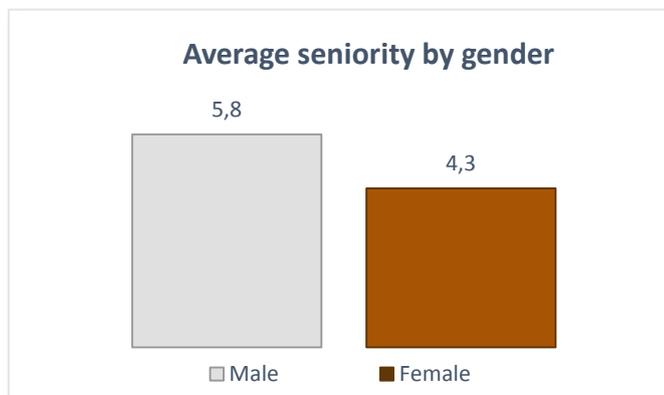
STAFF PROFILE

The **distribution** of the staff, with a total of 94 people, shows a **balanced staff**. The number of male employees is 46 (49%), while the number of female employees is 48 (51%).

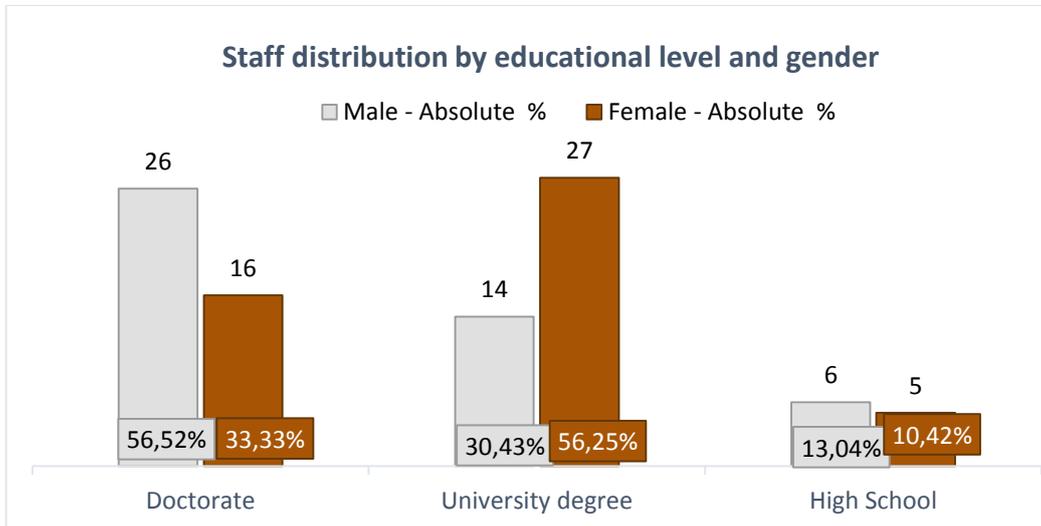


The **average age** between the two genders shows a difference of more than six years between male and female workers, being **36 for women** and **42.3 for men**.

The **average seniority** in the company is higher for male workers than for female workers, being **4.3 years for female workers** and **5.8 years for male workers**.



Regarding **university education**, female workers outnumber male workers. However, the opposite is true for doctoral education, 56.62% of men and 33.33% of women.



| STRENGTHS |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The staff shows a balance between men and women, with percentages close to 50% for each gender. |
| The educational level of the staff is high. Nearly 90% of the staff have a university degree, and almost half of them have a doctorate. |
| The average seniority of male and female employees is similar. Men have 1.5 years more seniority than women. |
| There is consistency between the average age of the staff and the professional categories of men and women. The higher the age, the higher the level of responsibility. |
| AREAS FOR IMPROVEMENT |
| The distribution of educational level shows significant differences by gender. Over half of men have a doctorate, compared to over half of women with a university degree. Analyze how the educational level influences access to positions of responsibility in the center, as well as the reasons for the differences detected in the diagnosis. |

PROFESSIONAL CLASSIFICATION AND WORKING CONDITIONS

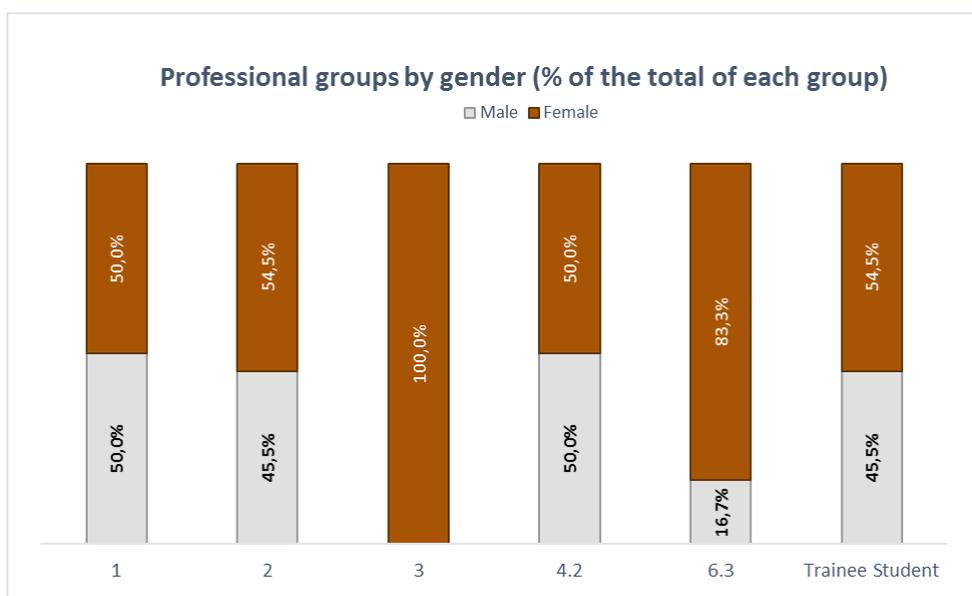
The IPHES-CERCA staff is divided into **six professional groups**:

- Group 1
- Group 2
- Group 3
- Group 4.2
- Group 6.3
- Scholar/Trainee

The concordance of professional categories concerning the professional group to which they belong is shown in the following table:

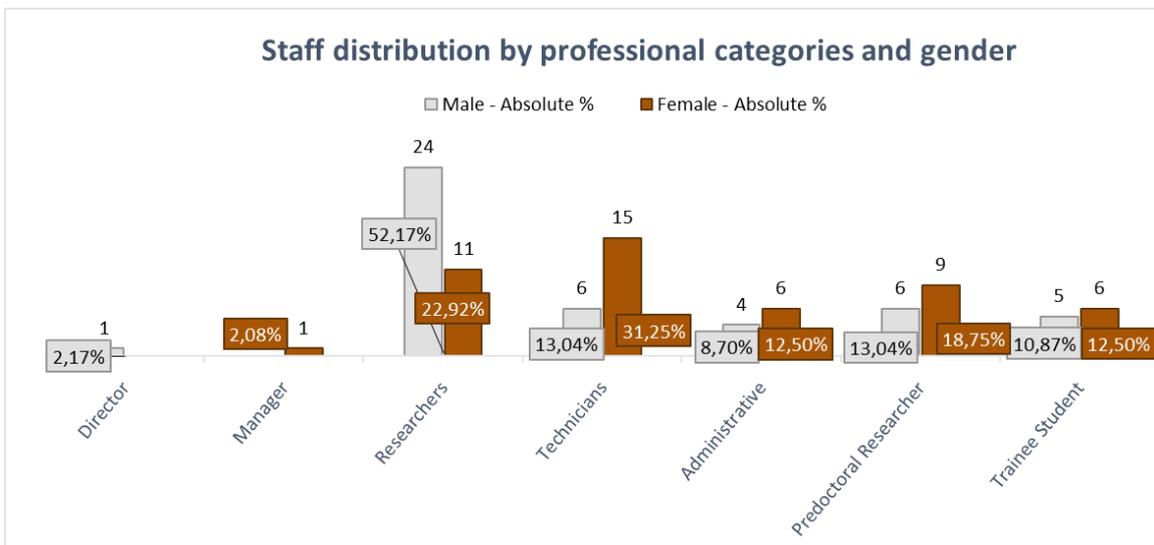
| Professional group | Professional categories included |
|--------------------|-------------------------------------------------|
| Group 1 | Management, Research Staff, Ph.D. Students |
| Group 2 | Technical Staff, Technical Administrative Staff |
| Group 3 | Technical Administrative Staff |
| Group 4.2 | Technical Administrative Staff |
| Group 6.3 | Competitive Technical Staff |
| Scholar/Trainee | Scholar/Trainee |

Analysis of the **professional groups** shows that group 3 is female-dominated since it is occupied by only one woman. There are differences in the composition of group 6.3, represented by 83.3% of women. The other groups are balanced.

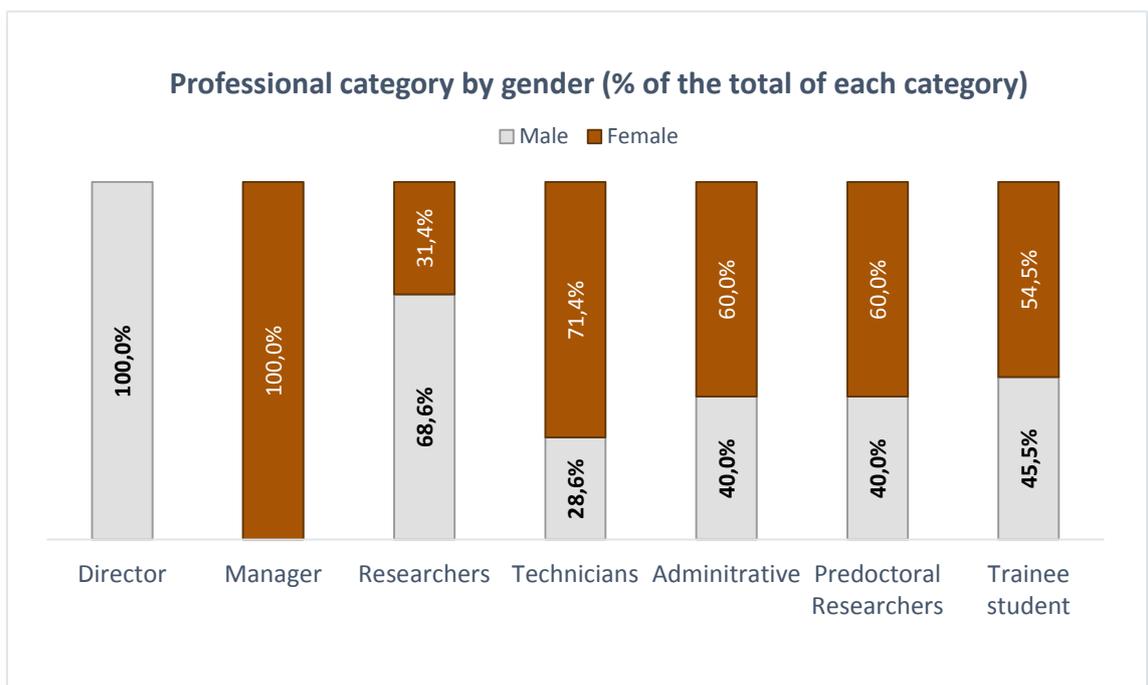


By **professional categories**, it can be seen that most of the staff is concentrated in research and technical personnel.

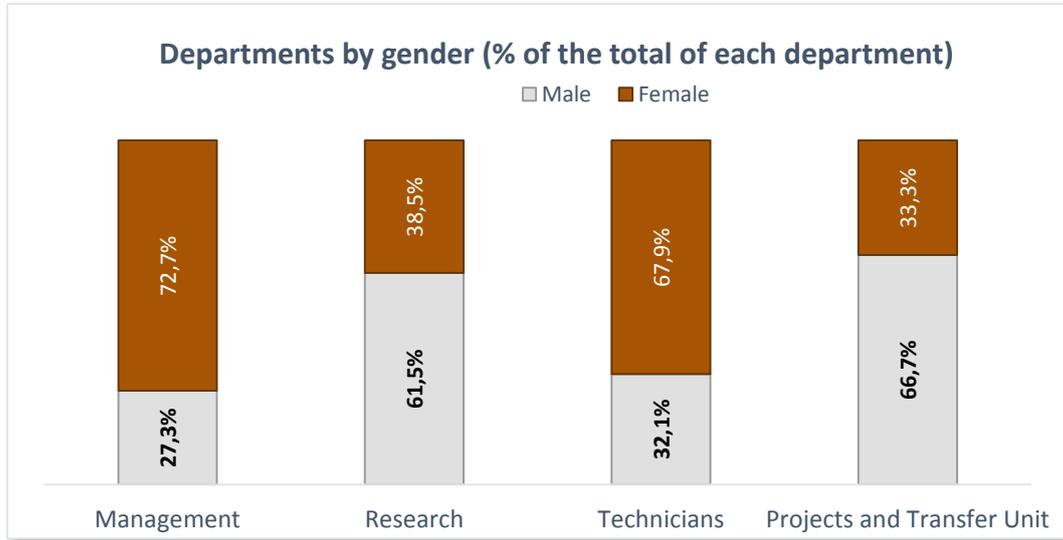
The majority of **women** belong to the **technical staff** category, 31.25%, while 13.05% of men are in this category.



In terms of the total of each professional category, considering that two of the seven are single-person, the remaining categories show that women outnumber men, except for research personnel. Of the research staff, 68.6% are men, while 71.4% of the technical staff are women.



By **departments**, we can see that the Management and Scientific-Technical Services departments are female-dominated, given that 72.7% and 67.9% of its members, respectively, are women. On the other hand, in Research and in the Projects and Transparency Unit, the main presence is men, representing 61.5% and 66.7% respectively.



Most positions cannot be analyzed in terms of gender because they are **occupied by a very small number of people**. All departments where both genders are represented are eligible for the study plan.

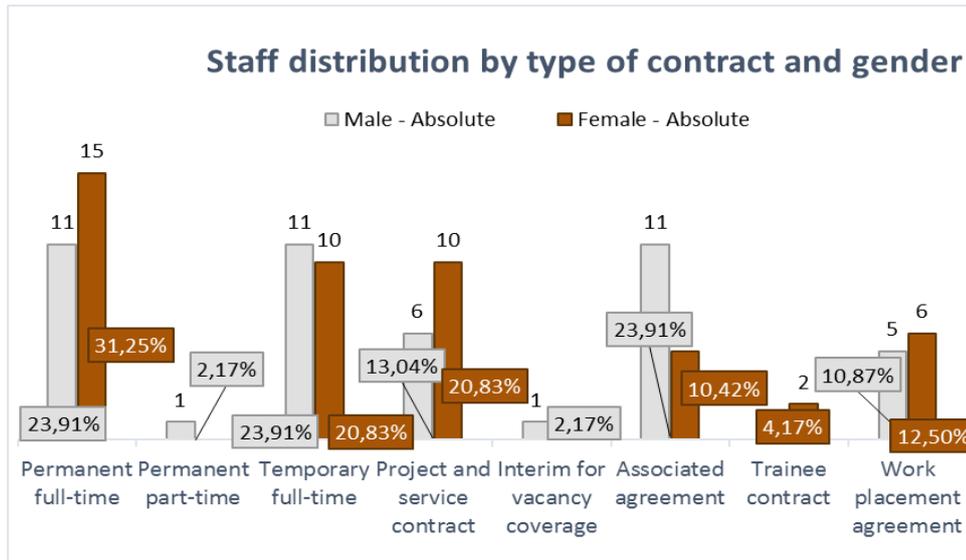
| Staff distribution by position and gender | | | | | | |
|---------------------------------------------|-----------|-------------|-----------|-------------|-----------|-------------|
| | Male | | Female | | Total | |
| | Number | % | Number | % | Number | % |
| Director | 1 | 2,17% | | 0,00% | 1 | 1,06% |
| Manager | | 0,00% | 1 | 2,08% | 1 | 1,06% |
| Researcher | 22 | 47,83% | 11 | 22,92% | 33 | 35,11% |
| Trainee Student | 5 | 10,87% | 6 | 12,50% | 11 | 11,70% |
| Predoctoral Researcher | 6 | 13,04% | 9 | 18,75% | 15 | 15,96% |
| Director's Personal Assistant | | 0,00% | 1 | 2,08% | 1 | 1,06% |
| Microscopy Technician | | 0,00% | 1 | 2,08% | 1 | 1,06% |
| Junior Researcher | 2 | 4,35% | | 0,00% | 2 | 2,13% |
| Conservation and Preparation Technician | | 0,00% | 4 | 8,33% | 4 | 4,26% |
| Support Technician | 4 | 8,70% | 4 | 8,33% | 8 | 8,51% |
| Archaeobotany Technician | | 0,00% | 1 | 2,08% | 1 | 1,06% |
| Technician+Scientific services coordination | | 0,00% | 1 | 2,08% | 1 | 1,06% |
| Micopaleontoly Technician | | 0,00% | 2 | 4,17% | 2 | 2,13% |
| Transfer technician | | 0,00% | 1 | 2,08% | 1 | 1,06% |
| Outreach technician | 1 | 2,17% | | 0,00% | 1 | 1,06% |
| Scientific Photography Technician | | 0,00% | 1 | 2,08% | 1 | 1,06% |
| Curator Technician | 1 | 2,17% | 1 | 2,08% | 2 | 2,13% |
| Finantial Technician | | 0,00% | 2 | 4,17% | 2 | 2,13% |
| Management Technician | | 0,00% | 1 | 2,08% | 1 | 1,06% |
| IT Technician | 1 | 2,17% | | 0,00% | 1 | 1,06% |
| HR Technician | | 0,00% | 1 | 2,08% | 1 | 1,06% |
| Project Manager | 1 | 2,17% | | 0,00% | 1 | 1,06% |
| Geoarchaeology Technician | 1 | 2,17% | | 0,00% | 1 | 1,06% |
| Purchasing & Logistic Technician | 1 | 2,17% | | 0,00% | 1 | 1,06% |
| Total general | 46 | 100% | 48 | 100% | 94 | 100% |

| STRENGTHS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Four of the six professional groups at IPHES-CERCA have a balanced composition of both genders. |
| The number of trainees and Ph.D. students is evenly balanced between men and women. |
| The Board of Trustees and External Advisory Committee have a balanced representation of women and men. |
| AREAS FOR IMPROVEMENT |
| Although the overall staff is balanced, horizontal segregation was detected in the Center. The research staff is male-dominated, while the technical and administrative staff is female-dominated. |
| There are not enough staff to create multi-person departments, so there are many single-person positions and categories. |
| No department is balanced between men and women. The percentage of the staff in each department corroborates the horizontal segregation detected in the positions. |
| The Center's organizational chart shows more male presence in positions of responsibility, even though women lead two areas. The Center's largest staff is dependent on one man, the Research Director. |

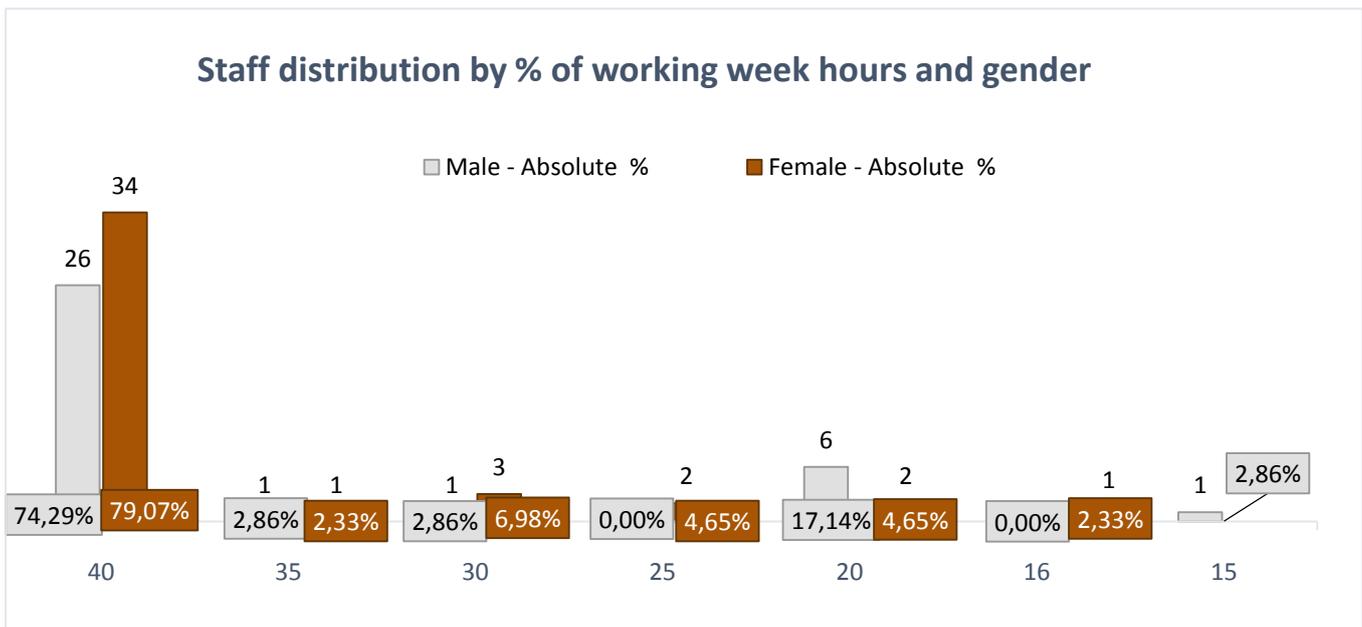
WORKING CONDITIONS

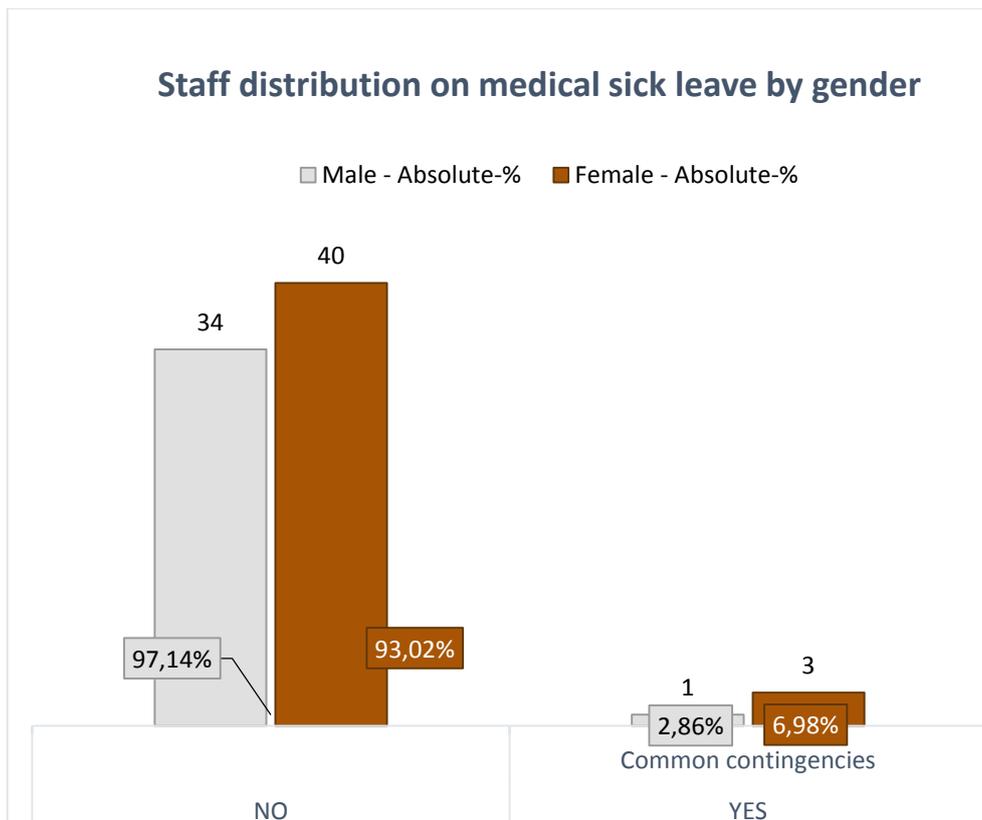
The most common types of contracts are permanent full-time, temporary full-time, and project and service contracts.

Women concentrate mostly on full-time indefinite (31.25%), while men concentrate on permanent full-time (23.91%), temporary full-time (23.91%), and associated personnel (23.91%).



The 40-hour workday is predominant among both men and women. By gender, the percentage is slightly higher among women than among men. Seventy-nine percent of the female staff is on 40 hours, compared to 74.29% of male staff.





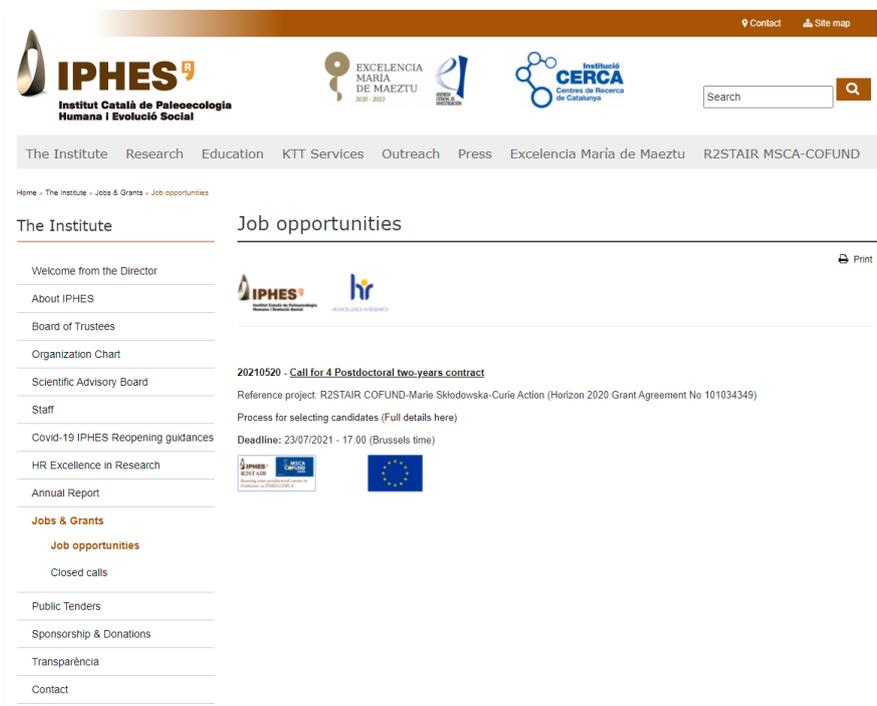
| STRENGTHS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Center offers a lot of time flexibility to its staff. |
| Leaves of absence due to common contingencies represent an insignificant percentage of the staff. There have been no occupational accidents or occupational diseases. |

SELECTION AND RECRUITMENT

IPHES-CERCA has a **Research Personnel Recruitment Protocol**, which aims to “define and establish the different steps in the search, selection, and recruitment of research personnel, as well as related policies and regulations, in order to identify the most suitable professionals to join the institution with the maximum guarantees of transparency and equal opportunities”.

The recruitment sources used are as follows:

- IPHES-CERCA web site
- EURAXESS (job search platform for research staff at European level)
- Infojobs
- Social Media: Twitter, Facebook
- IPHES-CERCA information panel
- Dissemination via e-mail to specific contacts linked to the research world and the university.



Job offers are published both internally and externally. In some cases, the people who are part of the Committee have equality training, but this is not always the case.



Laura Pérez <lperez@iphes.cat>

Oferta de treball : Researcher on quantitative methods applied to Prehistory and Human Evolution

Laura Pérez <lperez@iphes.cat>

6 de novembre de 2018, a les 12:14

Per a: totiphes <totiphes@iphes.cat>, totdoctorat@iphes.cat, totmaster@iphes.cat

Bon dia a tots/es,

L'IPHES busca a una persona que cobreixi la vacant d'investigador/a en mètodes quantitius aplicats a la prehistòria i l'evolució humana, mitjançant un contracte a 40 hores setmanals a partir del mes de gener de 2019.

Adjunto el link de l'oferta de treball que apareix a EURAXESS:

<https://euraxess.ec.europa.eu/jobs/349055>

Per aplicar a l'oferta s'ha d'enviar una carta de presentació i el CV a l'adreça jobs@iphes.cat. La data màxima per la recepció de candidatures és el 23/11/2018.

Moltes gràcies.

Salutacions,

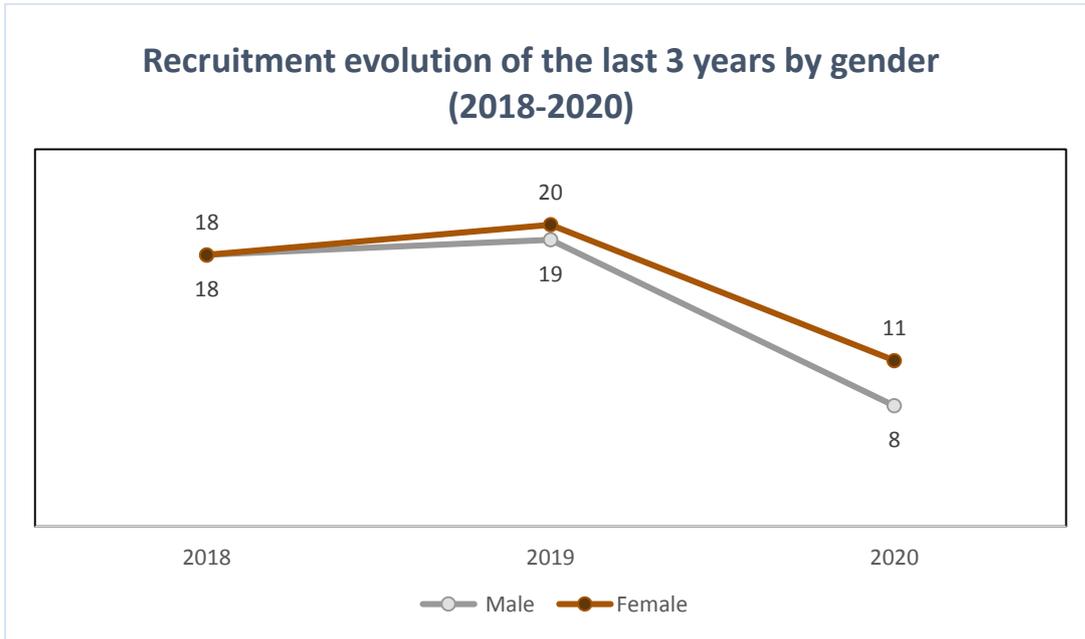
--

Laura Pérez Llorc
Coordinació Projecte SUMA - IPHES - ICAC - ICRPC
Responsable de RRHH - IPHES
Institut Català de Paleoecologia Humana i Evolució Social (IPHES)
Zona Educacional 4
Campus Sescelades URV (Edifici W3)
43007 - Tarragona
Tel. 607 981 468

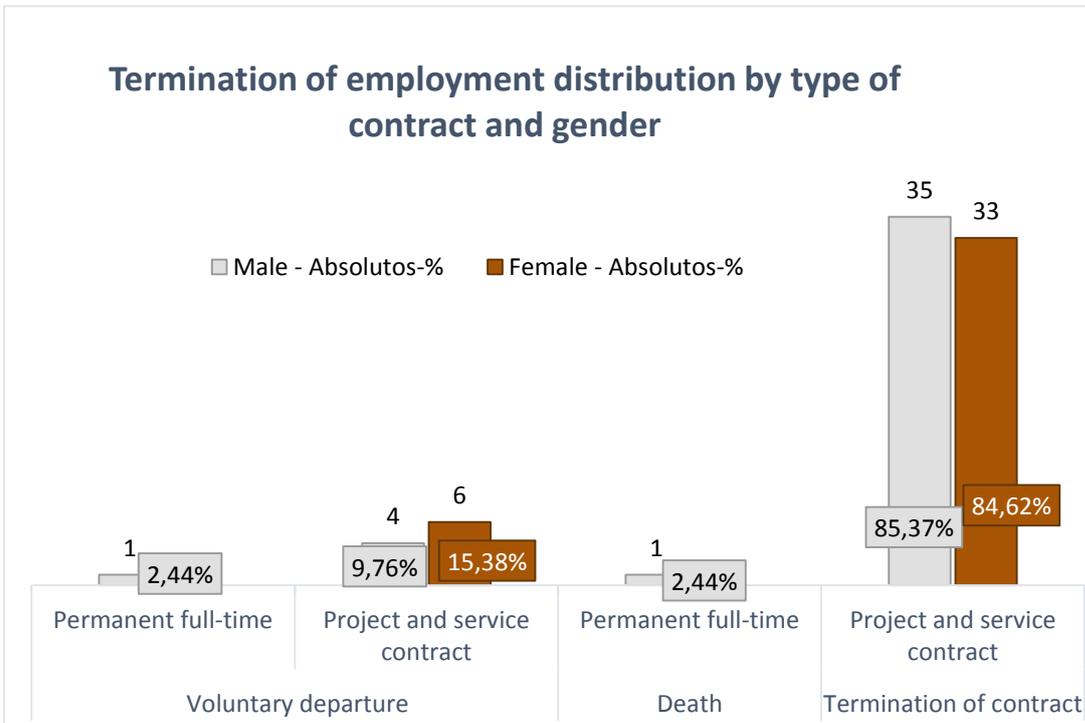
Selection processes for new staff will depend on the profiles to be included. The most commonly used methods are:

- Resume assessment: elimination phase, if the candidate does not meet the requirements of the job offer.
- Personal Interview: it is usually the final stage of the selection process. It is eliminatory.
- Psycho-technical testing: usually not done. When applied, they are eliminatory.

Between 2018 and 2020, there were **94 new recruitments to the organization**, 45 male workers and 49 female workers.



Concerning terminations, between 2018 and 2020, there were **80 terminations in the organization**, 41 male workers and 39 female workers. The most common reason for termination is “**End of contract**”, with 85.37% of terminations occurring in the male workforce (35 men) and 84.62% of terminations occurring in the female workforce (33 women).



STRENGTHS

The IPHES-CERCA has a well-defined, structured, and transparent selection protocol. It contains all the stages of the selection process, depending on the type of profile required.

The job offers describe the position to be filled in detail. They are published through numerous channels, including internally.

There have been more recruitments than terminations, especially among women. This means that IPHES-CERCA's staff has grown over the last three years.

Some of the people involved in selection processes have received equality training.

AREAS FOR IMPROVEMENT

Standardize gender training for all staff participating in the evaluation and selection Committees.

New recruitments continue to maintain the male profile of the researcher. More men have been hired in this category than women. Women, on the other hand, have a greater presence among technical staff, students, and interns. It is recommended to observe the evolution of research personnel recruitment in the coming years. The current trend is toward more female Ph.D. students, which could transform into more female researchers in the future.

PROMOTION

IPHES-CERCA has a **Career Plan** for research staff, with the following stages:

- R1: First stage researcher (up to Ph.D.)
- R2: Recognized researcher (Ph.D. or equivalent not yet fully independent)
- R3: Established researcher (researchers who have developed a level of independence)
- R4: Leading researcher (researchers who are leaders in their area or field of research).

This career plan outlines the characteristics that research staff must have at each stage and the skills required to move from one stage to the next (R1 - R2 - R3 - R4).

The number of female researchers in the leading research projects is very low concerning the total number of active projects, and even among those requested. This not only affects the leadership and organization of the Center but also access to resources to finance research and its management. Indirectly, the fact that they do not lead projects or publications makes resumes less good and therefore less likely to get projects.

| | Indexed articles led | | | | | |
|--------------|----------------------|-------|------|------|------|-------|
| | 2020 | | 2019 | | 2018 | |
| Women | 22 | 35.5% | 16 | 32% | 23 | 46.9% |
| Men | 40 | 65.5% | 34 | 68% | 26 | 52.1% |
| Total | 62 | 100% | 50 | 100% | 49 | 100% |

To address this difficulty, IPHES-CERCA has proposed two goals:

- Increase the number of applications and number of projects granted to female researchers.
- Increase the number of articles led and signed by a woman.

Although in absolute numbers at IPHES-CERCA there is equality between men and women, also in pre-doctoral stages, there is a clear bias in the number of women occupying consolidated positions (R4), which is much lower than that of men.

To date, there are still non-equal operating bodies of the Center, such as the Scientific Committee, and the presence or visibility of women in positions of responsibility is still inadequate.

To move towards research and organization of IPHES-CERCA increasingly aligned with European guidelines and funding agencies on **Responsible Research and Innovation (RRI)**, and within the framework of the María de Maeztu Unit of Excellence, the RRI Commission was created. Its objective is to ensure the implementation of the six lines of work contemplated by responsible research: gender, ethics, science education, citizen participation, governance, and open access.

| STRENGTHS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IPHES-CERCA is actively working to promote women's leadership and equality between women and men. Despite the difficulties encountered by women in the research career, the Center is on the right track and has clear objectives set to achieve gender equity. |
| Research career development is standardized in a publicly available protocol. |
| AREAS FOR IMPROVEMENT |
| There are currently no performance evaluations for IPHES-CERCA personnel. It is recommended that these actions be implemented for the entire staff. |
| There are no career plans for all positions, only for research positions. |
| Despite the progress made and the objectives set, which are on the right track, women continue to be a minority in the leadership of projects and articles. There is still a glass ceiling in the research career. |

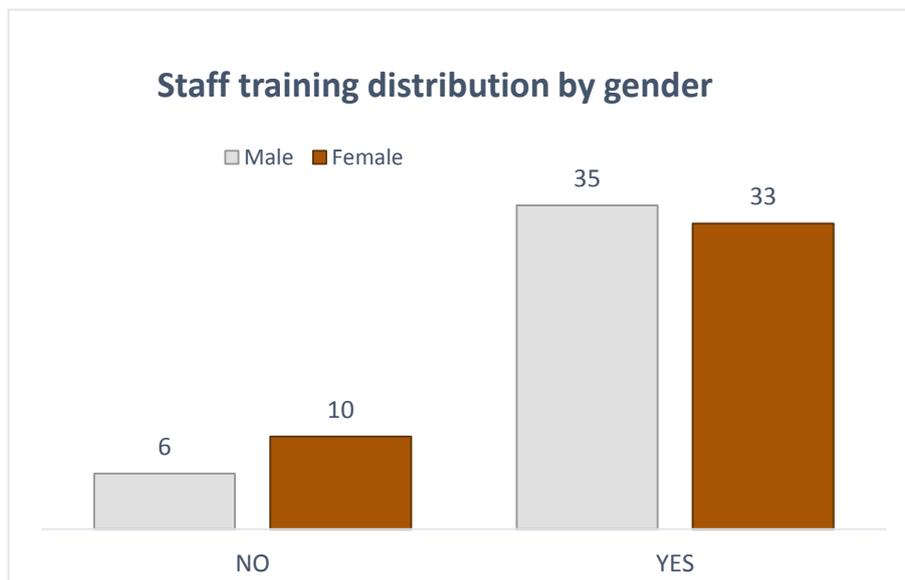
TRAINING

The staff proposes and carries out training in different areas. Mandatory training courses (Occupational Risk Prevention) are also provided. The topics of the courses usually offered are: languages, PRL, specialized in the workplace, and equality.

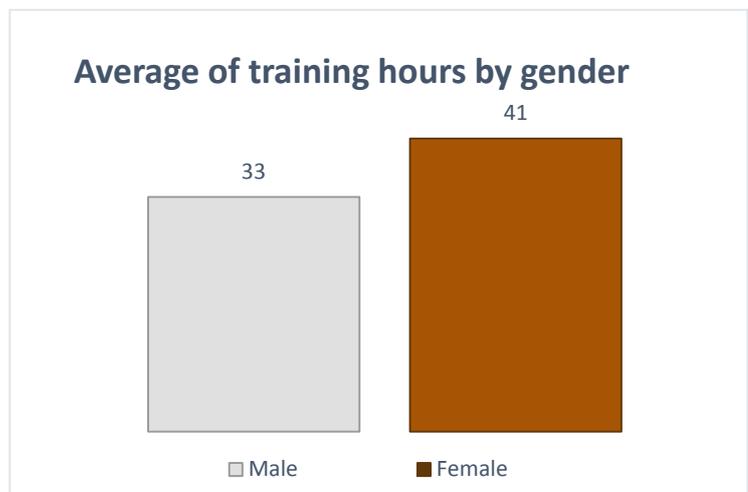
In addition, IPHES-CERCA staff receive regular **equality training**.

In the last year, 84 people have received mandatory training (not including the training of research and internship staff, which is associated with their respective research projects).

By gender, 33 women and 35 men were trained, which implies percentages of 49% and 51%, respectively. The percentage of trained men is higher than their overall weight in the staff.

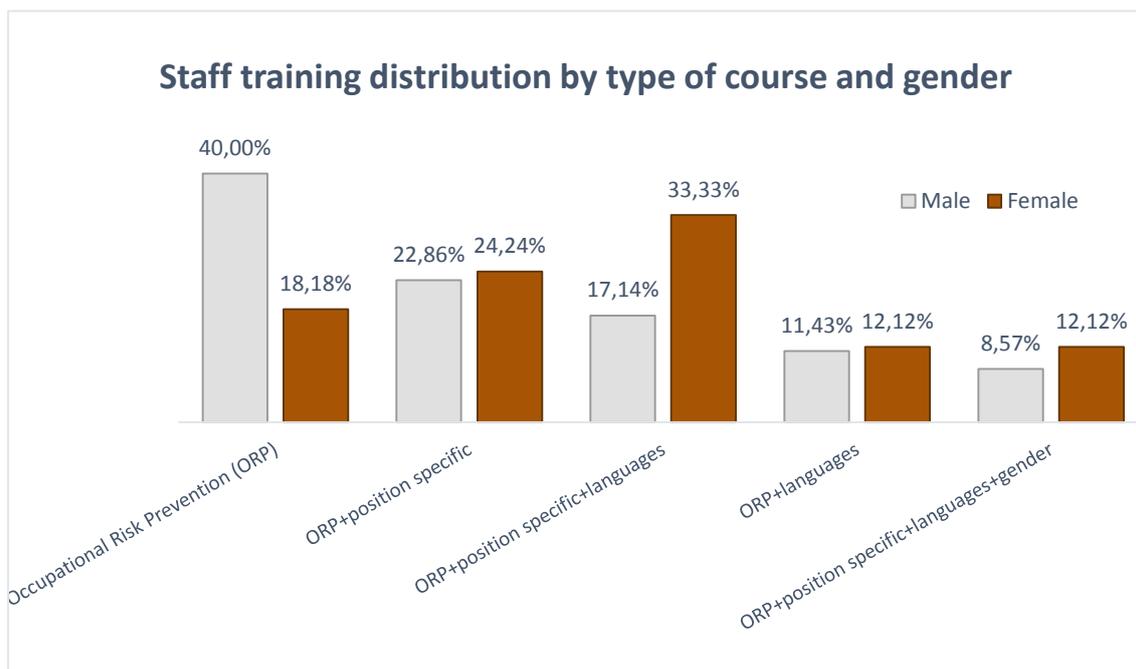


Although women have received less training than men, **the average number of training hours they have spent in the last year is higher than that of men**. Thus, women have trained for an average of 41 hours, compared to 33 hours for men.



When analyzing the type of courses, we can see that most men only take Occupational Risk Prevention courses (40% of men), while women concentrate in a higher percentage in a combination of Occupational Risk Prevention courses, position-specific courses, and languages (33.33%).

A higher percentage of women have equality training compared to men.



The mandatory training data indicates that, despite the fact that a higher percentage of men than women have trained, women have trained for more hours and in a greater variety of courses than men.

| STRENGTHS |
|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Women have trained for more hours than men and in a greater variety of courses. |
| Equality training for all staff has been provided regularly for some years. |
| The Center offers a variety of specialized courses for its staff: languages, specific courses adapted to the position, Occupational Risk Prevention. |
| The training takes place during working hours, in the classroom, and online sessions. |
| AREAS FOR IMPROVEMENT |
| Not all the people on the selection committees have equality training. |
| There is no Center-wide Training Plan. |

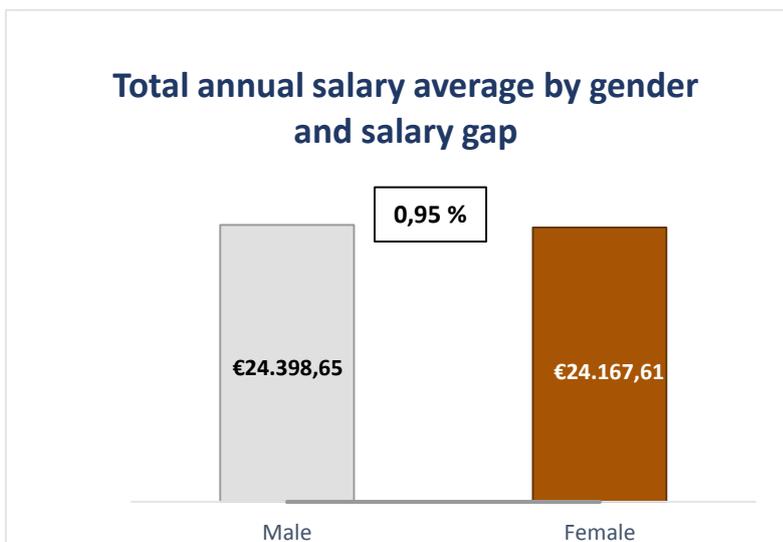
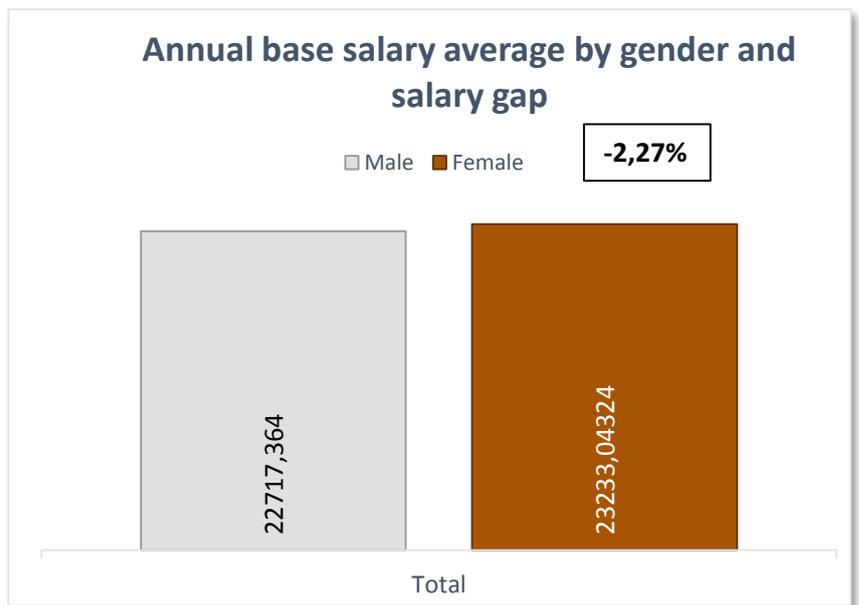
COMPENSATION

The **salary gap** is the difference between the average salary of women and men expressed as a percentage. It is an indicator of pay discrimination since it indicates the extent to which the compensation received by men is higher than that of women.

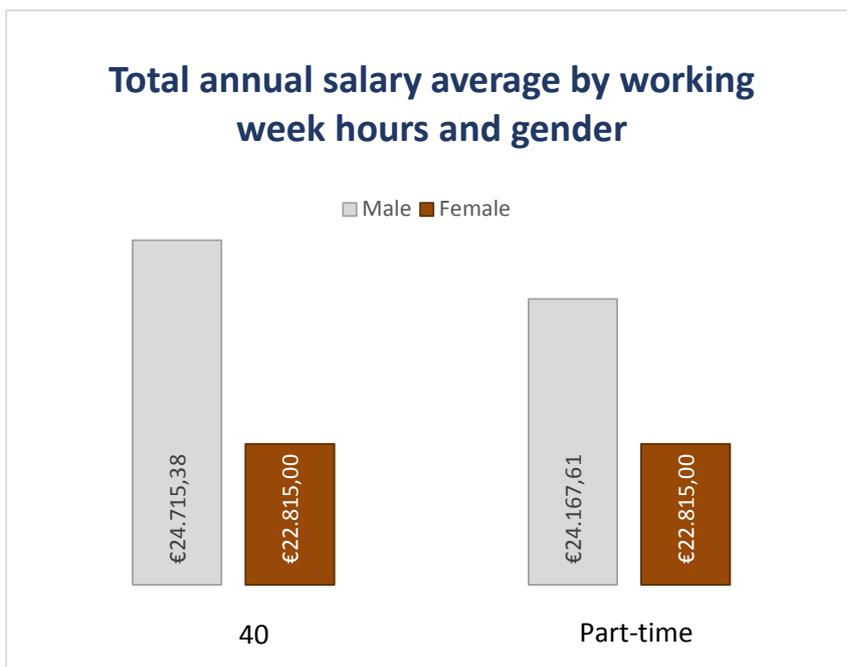
- If the gap is > 0%, women are paid less than men.
- If the gap is 0%, women and men receive the same compensation.
- If the gap is <0%, women receive higher compensation than men.

Royal Decree 902/2020 establishes the obligation to justify those salary gaps whose average and median exceeds 25%.

The average **annual base salary** of the staff is 22,975.20 euros. By gender, there are few differences between men and women. Women have received, on average, 515.68 euros more than men, so the salary gap is -2.27% in favor of female workers.



The **total salary** takes into account the sum of the base salary and the salary supplements (responsibility supplement). In this case, the gap between men's and women's salaries is smaller than that of the base salary, with a difference of only 0.95% in favor of men.



By working days, there are salary differences in the full-time shifts, whereas in the part-time shifts the salaries are identical. The difference in full-time salaries is very slight, with men receiving 2.21% more in total annual salary than women.

| STRENGTHS |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The overall base salary and the total salary of the staff show a very insignificant salary gap (below -2.27%, in favor of women). Salaries are practically identical if base salary and total salary (with salary supplements) are taken into account. |
| AREAS FOR IMPROVEMENT |
| Salary gaps were detected in salary supplements in favor of women. |
| The center does not have a Position Evaluation. |
| Define the criteria for assigning salary supplements and formalize a salary policy document. |

CO-RESPONSIBLE EXERCISE OF PERSONAL, FAMILY, AND WORK-LIFE RIGHTS

IPHES-CERCA's actions to promote work-life balance are as follows:

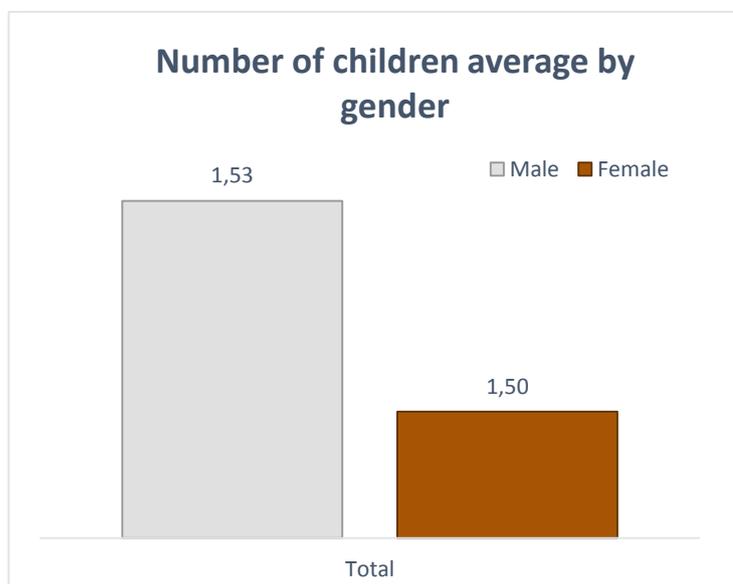
- Flexibility of schedules.
- On the eve of public holidays and during the school summer vacation, administrative and technical staff may work from 08:00 to 15:00 hours.
- Total flexibility for research staff.
- The 30 minutes for lunch are included in the 40-hour working day, as an improvement of the Collective Bargaining Agreement.

Although the center has not yet received any request for a reduction in working hours or care leave, requesting a reduction in working hours would not affect the professional situation within the center.

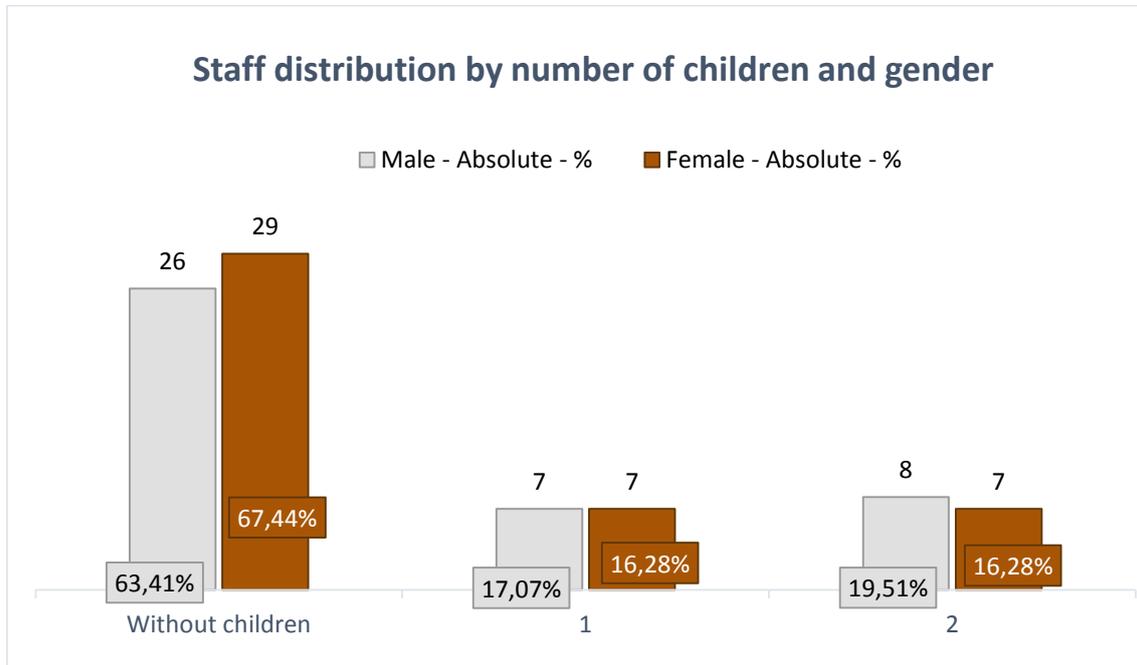
In addition, teleworking was encouraged during the pandemic and the period of the state of alert.

To inform staff about their work-life balance rights, the center contacts its employees through an information note sent by email.

In 2020, no worker became a parent. Currently, according to the data provided by the Center, the average number of dependent children of the staff is 1.52. In both cases, it is slightly above the fertility rate in Spain (1.23 children per woman).



The distribution of men and women according to the number of children shows that 65.48% of the staff has no dependent children (26 men and 29 women). Among those with one or two children, we find a balance between women and men.



| STRENGTHS |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The center offers flexibility of entry and exit for the staff. |
| Requesting a reduction in working hours would not affect the professional situation within the center, although currently, the entire staff works without a reduction. |
| The staff is balanced in terms of distribution by number of children. |
| There is no work-life balance action that is taken exclusively by women; rather, the entire staff makes use of all the measures offered by the Center without distinction. |
| AREAS FOR IMPROVEMENT |
| Inform the staff about the leaves of absence established by law/collective agreement or improvements agreed upon in the work center. |

PREVENTION OF SEXUAL HARASSMENT AND GENDER-BASED HARASSMENT

IPHES-CERCA **does not have a Prevention and Action Protocol for Sexual Harassment** exclusively, but it does have an action protocol for harassment and violence in the workplace, including psychological, sexual, discriminatory, gender, and age-based harassment.

So far, no situations of sexual or gender-based harassment **have been detected in the organization.**

| AREAS FOR IMPROVEMENT |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Protocol does not distinguish between procedures to report, take action and investigate depending on the type of harassment. It is recommended, following the regulations, to draw up a protocol for prevention and action against sexual and gender-based harassment, separate from other types of harassment in the workplace. Or to separate, in the current protocol, the channels for reporting these and other types of harassment. |
| Train people involved in the investigation of harassment cases in gender perspective, sexual and gender-based harassment. |
| Train staff in the prevention of sexual and gender-based harassment and how to deal with it. |

INCLUSIVE COMMUNICATION AND LANGUAGE

At IPHES-CERCA, there are numerous channels of communication with the staff:

- Meetings
- Staff presentations
- E-mail
- Bulletin Board
- Questionnaires to obtain information

The center **has a manual of good practices and inclusive language**, available in Catalan, Spanish, and English. However, there is no training on inclusive uses of language.

IPHES-CERCA considers that the image, both external and internal of the center, transmits the values of equal opportunities between women and men, emphasizing that the way it communicates says a lot about the organization. The center is committed to using inclusive language, both spoken and written, which conveys the degree of sensitivity of who is communicating. Therefore, an action to improve inclusive language was included in the old Gender Equality Plan and promoted by the IPHES-CERCA Equality Commission.

| STRENGTHS |
|---------------------------------------------------------------------------------------------------------------------------|
| The communication channels are clear. |
| The center, overall, shows great interest and sensitivity for equality between women and men. |
| Use of impersonal and peer-to-peer images on the website. |
| They have a manual of good practices in communication and inclusive language, available in Catalan, Spanish, and English. |
| AREAS FOR IMPROVEMENT |
| To continue working to mainstream the culture of equality in all areas of the Center, both internally and externally. |

6. GENDER EQUALITY PLAN GOALS

GENERAL GOALS

1. Integrate into IPHES-CERCA **the principle of equal treatment and opportunities** between women and men. As well as apply this principle in all the center's areas and incorporate it in its management model.
2. Guarantee at the center **the absence of discrimination**, direct or indirect, based on gender and, especially, those derived from maternity, paternity, the assumption of family obligations, marital status, and working conditions.
3. Eliminate all forms of discrimination in internal promotion and selection, to achieve a **balanced representation** of women and men in the center.

SPECIFIC GOALS

Area 1: Selection and recruitment

- Guarantee equal opportunities between women and men in job offers and the selection and recruitment system.

Area 2: Professional classification

- Level out professional categories.
- Incorporate the gender perspective in all professional classification processes.

Area 3: Training

- Improve the training offer with equality training courses available to all the center's employees.

Area 4: Professional promotion and underrepresentation of women

- Guarantee the presence of equality criteria in all processes related to internal promotion.
- Reverse the vertical segregation detected in the organization.

Area 5: Working conditions, compensation and salary auditing

- Conduct a review of the organization's compensation policy.

Area 6: Co-responsible exercise of personal, family and work-life rights

- Promote co-responsibility and conciliation with the family sphere.
- Facilitate time management for the staff.
- Define a strategy to make work obligations compatible with the time and space of people's lives.

Area 7: Preventing sexual and gender-based harassment

- Ensure a safe work environment free of sexual and gender-based harassment.
- Raise awareness and train staff on sexual and gender-based harassment issues.

Area 8: Occupational health

- Promote self-care from a gender perspective.

Area 9: Inclusive communication and language

- Convey IPHES-CERCA's commitment to equality between men and women.
- Disseminate the use of inclusive language and an image of women and men that does not reproduce gender stereotypes.

7. SUMMARY TABLE OF ACTIONS BY AREAS AND GOALS

| SUMMARY TABLE OF ACTIONS BY AREAS AND GOALS | | |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AREAS | SPECIFIC GOALS | ACTIONS |
| SELECTION AND RECRUITMENT PROCESS | Guarantee equal opportunities between women and men in job offers and the selection and recruitment system. | Prepare an equality training manual for selection aimed at people who participate in the selection, recruitment, and promotion processes, to guarantee objectivity. |
| PROFESSIONAL CLASSIFICATION | Level out professional categories. | Implement actions to recruit female workers in male-dominated areas and male workers in female-dominated departments, through the application of positive actions in favor of one or the other gender in the event of a tie and under equal conditions and competencies. |
| TRAINING | Improve the training offer with equality training courses available to all the center's employees. | Provide training and awareness-raising activities on equality and women's leadership. |
| PROFESSIONAL PROMOTION AND UNDERREPRESENTATION OF WOMEN | Guarantee the presence of equality criteria in all processes related to internal promotion. | Establish gender balance as a requirement in the composition of expert groups and evaluation and personnel selection panels. |
| | Reverse the vertical segregation detected in the organization. | Promote the application for competitive projects by female researchers (R3 and R4). |

SUMMARY TABLE OF ACTIONS BY AREAS AND GOALS

| AREAS | SPECIFIC GOALS | ACTIONS |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>Include new indicators related to scientific activity in the evaluation criteria for research staff.</p> <p>Incorporate women in the supervision and follow-up of the scientific careers of the center's R3- R4 female researchers.</p> |
| WORKING CONDITIONS, COMPENSATION AND SALARY AUDITING | Conduct a review of the organization's compensation policy. | Implement a formal, written compensation policy procedure. |
| CO-RESPONSIBLE EXERCISE OF PERSONAL, FAMILY AND WORK-LIFE RIGHTS | Promote co-responsibility and reconciliation with the family sphere. | Create an e-mail address to receive suggestions on co-responsibility actions and reconciliation of personal, family, and work-life. |
| PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT | Ensure a safe work environment free of sexual and gender-based harassment. | <p>Develop a specific protocol for prevention and intervention in situations of sexual and gender-based harassment.</p> <p>Establish a Commission of Inquiry dedicated exclusively to cases of sexual and gender-based harassment.</p> |
| | Raise awareness and train staff on sexual and gender-based harassment issues. | Annual information and sensitization of the staff on the channels for reporting sexual and gender-based harassment situations, persons of reference, and procedures to be followed. |

| SUMMARY TABLE OF ACTIONS BY AREAS AND GOALS | | |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| AREAS | SPECIFIC GOALS | ACTIONS |
| OCCUPATIONAL HEALTH | Promote self-care from a gender perspective. | Implement a satisfaction and work environment survey to obtain more comprehensive information on the psychosocial health and risks of the staff. |
| INCLUSIVE COMMUNICATION AND LANGUAGE | Convey IPHES-CERCA's commitment to equality between men and women. | Promotion of the presence and role of female scientists in the center's activities. |
| | Disseminate the use of inclusive language and an image of women and men that does not reproduce gender stereotypes. | Provide training courses on the non-sexist use of language. |

8. ACTIONS SHEETS BY AREAS

AREA 1: SELECTION AND RECRUITMENT PROCESS

| | | | |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|
| ACTION 1 | Prepare an equality training manual for those involved in the selection, recruitment, and promotion processes to guarantee objectivity. | | |
| SPECIFIC GOAL | Guarantee equal opportunities between women and men in job offers and the selection and recruitment system. | | |
| DESCRIPTION OF THE ACTION | <p>Develop a training manual to provide the necessary knowledge and tools to staff involved in the selection, recruitment, and promotion processes to ensure they carry out these processes objectively and free of gender stereotypes.</p> <p>The manual shall include the following contents:</p> <ul style="list-style-type: none"> ▪ Neutral definition of positions and career profiles. ▪ Description of positions requirements tailored to actual needs. ▪ Unbiased selection and promotion tests. ▪ Objective personal interviews. | | |
| TARGET GROUP | HR Staff + Evaluation Commission in selection processes | | |
| RESOURCES | Financial | | |
| PEOPLE RESPONSIBLE | HR Manager | | |
| TIMING | Occasional | SCHEDULE | 1st semester - 2024 |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ Manual preparation: yes/no. ▪ Subjects included in the manual adjusted to the action contents: yes/no. ▪ Number of people receiving the manual disaggregated by gender. ▪ Percentage of people who receive the manual disaggregated by gender. ▪ Number and type of channels through which the manual is disseminated. | | |

AREA 2: PROFESSIONAL CLASSIFICATION AND WORKING CONDITIONS

| | | | |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|
| ACTION 2 | Set up actions to recruit female employees in male-dominated areas and male employees in female-dominated departments. Through the application of positive actions in favor of one or the other gender in the event of a tie and under equal conditions and competencies. | | |
| SPECIFIC GOAL | Level out professional categories. | | |
| DESCRIPTION OF THE ACTION | Define positive actions for recruitment if both candidates bring the same value, in terms of training, professional experience, skills, etc., by favoring the gender that is underrepresented in the area in question. For this purpose, the conditions and functions of the position must be defined beforehand objectively and neutrally. | | |
| TARGET GROUP | Candidates | | |
| RESOURCES | Personal | | |
| PEOPLE RESPONSIBLE | Equality Commission | | |
| TIMING | Ongoing | SCHEDULE | 1st semester 2022 |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ Number of positive actions implemented in case of a tie. ▪ Number of people hired in the last year in female- and male-dominated positions, disaggregated by gender. | | |

AREA 3: TRAINING

| | | | |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|
| ACTION 3 | Provide training and awareness-raising activities on equality and women's leadership. | | |
| SPECIFIC GOAL | Improve the training offer with equality training courses available to all the center's employees. | | |
| DESCRIPTION OF THE ACTION | <p>Provide training to the entire staff on equal opportunities between women and men and women's leadership. During the implementation of this action, it is possible to expand to other relevant topics as training needs are identified.</p> <p>Equality training helps to break down stereotypes and provide staff with tools to build equal relationships and detect situations of abuse and discrimination.</p> | | |
| TARGET GROUP | The entire staff | | |
| RESOURCES | Financial | | |
| PEOPLE RESPONSIBLE | HR Manager | | |
| TIMING | Yearly | SCHEDULE | 1st semester (2022-2025) |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ No. of equality training courses given. ▪ Number of people trained, disaggregated by gender. ▪ Percentage of staff trained, disaggregated by gender. ▪ Number of women's leadership training courses given. ▪ Number of women trained. ▪ Adjust the training contents to the description of the action: yes/no. ▪ Conduct a satisfaction survey of attendees: yes/no. | | |

AREA 4: PROFESSIONAL PROMOTION AND UNDERREPRESENTATION OF WOMEN

| | | | |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------|
| ACTION 4 | Establish gender balance as a requirement in the composition of expert groups and assessment and staff selection panels. | | |
| SPECIFIC GOAL | Guarantee the presence of equality criteria in all selection processes. | | |
| DESCRIPTION OF THE ACTION | <p>It is established, whenever possible, that the groups of experts and assessment and staff selection panels should have a balanced composition. This balanced composition must include at least 40% representation of women.</p> <p>This standard will be defined and implemented. In addition, the entire staff needs to be aware of it.</p> | | |
| TARGET GROUP | Expert groups, evaluation panels, and staff selection panels | | |
| RESOURCES | Personal | | |
| PEOPLE RESPONSIBLE | HR Manager | | |
| TIMING | Ongoing | SCHEDULE | Beginning 2nd semester 2021 |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ Standardized procedure design: yes/no. ▪ Communication of the procedure to the staff: yes/no. ▪ Number of processes carried out with balanced groups of experts and assessment panels. ▪ Percentage of processes carried out with balanced groups of experts and assessment panels. | | |

| | | | |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|
| ACTION 5 | Promote the application for competitive projects by female researchers (R3 and R4). | | |
| SPECIFIC GOAL | Reverse the vertical segregation detected in the organization. | | |
| DESCRIPTION OF THE ACTION | <p>Carry out empowerment campaigns for female researchers (R3 and R4) to promote their application for competitive projects annually.</p> <p>Implement a training activity including the following contents:</p> <ul style="list-style-type: none"> ▪ Personal skills development. ▪ Time management tools. ▪ Self-esteem and self-confidence building. ▪ Women's empowerment. <p>Subsequently, we will conduct interviews with each of the female researchers.</p> | | |
| TARGET GROUP | Female researchers (R3 and R4) | | |
| RESOURCES | Financial | | |
| PEOPLE RESPONSIBLE | Equality Commission | | |
| TIMING | Yearly | SCHEDULE | 2nd semester (2022-2025) |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ Number of campaigns developed. ▪ Number of training courses given. ▪ Number of female attendees. ▪ Percentage of female attendees. ▪ Adequacy of the training contents to the description of the action: yes/no. ▪ Complete a satisfaction survey of female attendees: yes/no. ▪ Number of interviews conducted. ▪ Number of women interviewed. ▪ Percentage of women interviewed. | | |

| | | | |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|
| ACTION 6 | Include new indicators related to scientific activity in the evaluation criteria for research staff. | | |
| SPECIFIC GOAL | Reverse the vertical segregation detected in the organization. | | |
| DESCRIPTION OF THE ACTION | <p>All activities carried out by IPHES-CERCA research staff, as well as their interpretation from a gender perspective, will be defined based on the report of data disaggregated by gender. Once the activities are listed, there will be a proposal to include the research-related tasks that women most commonly perform, which are not considered indicators of scientific productivity. They can become evaluation criteria for the center's research staff.</p> <p>A study will include the conclusions obtained and then disseminated to the entire staff for their knowledge.</p> | | |
| TARGET GROUP | Research Staff | | |
| RESOURCES | Personal | | |
| PEOPLE RESPONSIBLE | Equality Commission + Responsible for Research | | |
| TIMING | Occasional | SCHEDULE | 2nd half 2024 |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ Development of the analysis: yes/no ▪ Number of scientific productivity indicators included. ▪ Number of common tasks detected in women included as indicators of scientific productivity. ▪ Study design: yes/no. ▪ Study diffusion: Yes/No. | | |

| | | | |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|
| ACTION 7 | Include women in the supervision and monitoring of the scientific careers of the center's R3- R4 female researchers. | | |
| SPECIFIC GOAL | Reverse the vertical segregation detected in the organization. | | |
| DESCRIPTION OF THE ACTION | <p>Incorporate a greater number of women in the tasks of supervision and monitoring of the scientific careers of the center's R3 - R4 female researchers.</p> <p>It shall be ensured, availability permitting, that at least 40% of the persons in charge of these functions are women.</p> | | |
| TARGET GROUP | R3-R4 female researchers | | |
| RESOURCES | Personal | | |
| PEOPLE RESPONSIBLE | Responsible for Research | | |
| TIMING | Ongoing | SCHEDULE | 1st semester 2023 |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ Number of women incorporated into the supervision and monitoring of the scientific careers of (female researchers R3 - R4). ▪ Percentage of women in charge of supervising and monitoring the scientific careers of (female researchers R3 - R4). | | |

AREA 5: WORKING CONDITIONS, COMPENSATION AND SALARY AUDITING

| | | | | | |
|---------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------|
| ACTION 8 | | Implement a formal, written compensation policy procedure. | | | |
| SPECIFIC GOAL | | Conduct a review of the organization's compensation policy. | | | |
| DESCRIPTION OF THE ACTION | | <p>Design of a formal, standardized, and gender-sensitive procedure for the organization's salary policy to guarantee compensation is distributed based on the principle of equal pay, ensuring equal salaries for work of equal value.</p> <p>The compensation policy will include the different benefits existing in the organization (base salary and salary supplements), determining the criteria for the allocation of each of them.</p> | | | |
| TARGET GROUP | | The entire staff | | | |
| RESOURCES | | Personal and financial | | | |
| PEOPLE RESPONSIBLE | | Director and Manager | | | |
| TIMING | | Occasional | <table border="1"> <tr> <td>SCHEDULE</td> <td>2nd semester 2022- 1st semester 2023</td> </tr> </table> | SCHEDULE | 2nd semester 2022- 1st semester 2023 |
| SCHEDULE | 2nd semester 2022- 1st semester 2023 | | | | |
| MONITORING AND EVALUATING INDICATORS | | <ul style="list-style-type: none"> ▪ Design a compensation policy from a gender perspective: yes/no. ▪ Implement compensation policy: yes/no. ▪ Include all positions in the center in the compensation policy: yes/no. | | | |

AREA 6: CO-RESPONSIBLE EXERCISE OF PERSONAL, FAMILY AND WORK LIFE RIGHTS

| | | | |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|
| ACTION 9 | Create an e-mail address to receive suggestions on co-responsibility actions and reconciliation of personal, family, and work-life. | | |
| SPECIFIC GOAL | Promote co-responsibility and reconciliation with the family sphere. | | |
| DESCRIPTION OF THE ACTION | <p>Create a mailbox for employees to submit suggestions to improve or make new proposals regarding IPHES-CERCA's actions for the reconciliation of personal, family, and work-life and co-responsibility.</p> <p>This mailbox will consist of an e-mail to receive different proposals and include them in a summary report prepared by the Equality Steering Committee. These proposals will apply after evaluation.</p> | | |
| TARGET GROUP | The entire staff | | |
| RESOURCES | Supplies | | |
| PEOPLE RESPONSIBLE | HR Manager + Equality Commission | | |
| TIMING | Occasional | SCHEDULE | 2nd semester 2021 |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ Suggestion box creation: yes/no. ▪ Number of suggestions received. ▪ Number of suggestions carried out. ▪ Summary report: yes/no. | | |

AREA 7: PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT

| | | | |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|
| ACTION 10 | Develop a specific protocol for prevention and intervention in situations of sexual &/or gender-based harassment. | | |
| SPECIFIC GOAL | Ensure a safe work environment free of sexual and gender-based harassment. | | |
| DESCRIPTION OF THE ACTION | <p>Design and implement a Sexual and Gender-Based Harassment Protocol to address the situations included in these types of harassment that may occur in the center.</p> <p>The procedure will include actions to prevent cases of sexual and gender-based harassment. It will also contain information about the defined reporting channels and the steps to follow.</p> | | |
| TARGET GROUP | The entire staff | | |
| RESOURCES | Financial + Personal | | |
| PEOPLE RESPONSIBLE | Management + HR Manager | | |
| TIMING | Occasional | SCHEDULE | 1st semester 2023 |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ Design of Sexual and Gender-based Harassment Protocol: yes/no. ▪ Implement the Sexual and/or Gender-Based Harassment Protocol: yes/no. ▪ Number of reporting channels created. ▪ Number of research procedures created. ▪ Number of complaints received by the Commission of Inquiry. ▪ Number of cases resolved by the Commission of Inquiry. | | |

| | | | |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|
| ACTION 11 | Establish a Commission of Inquiry dedicated exclusively to cases of sexual &/or gender-based harassment. | | |
| SPECIFIC GOAL | Ensure a safe work environment free of sexual and gender-based harassment. | | |
| DESCRIPTION OF THE ACTION | <p>Establish a Commission of Inquiry for sexual and gender-based harassment cases integrated by persons duly trained in the matter. The Commission's operating regulations, the procedures for attending to and resolving cases, and their due confidentiality will be established.</p> <p>The Commission of Inquiry will receive proper training to prevent and take action in cases of sexual and gender-based harassment.</p> | | |
| TARGET GROUP | Commission of Inquiry | | |
| RESOURCES | Personal | | |
| PEOPLE RESPONSIBLE | Management + HR Manager | | |
| TIMING | Occasional | SCHEDULE | 1st semester 2023 |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ Establish the Commission of Inquiry: yes/no. ▪ Percentage of female and male members of the Commission of Inquiry. ▪ Training received based on what is established in the description of the action: yes/no. | | |

| | | | |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|
| ACTION 12 | Annual information and sensitization of the staff on the channels for reporting sexual and gender-based harassment situations, persons of reference, and procedures to follow. | | |
| SPECIFIC GOAL | Raise awareness and train staff on sexual and gender-based harassment issues. | | |
| DESCRIPTION OF THE ACTION | <p>Launch a dissemination campaign through all the media available at IPHES-CERCA of the Protocol for the prevention and action against sexual and gender-based harassment.</p> <p>The dissemination shall include the complete document of the Protocol of prevention and action against sexual and gender-based harassment, highlighting the following contents:</p> <ul style="list-style-type: none"> ▪ Definitions of the different types of sexual and gender-based harassment. ▪ List the behaviors that constitute sexual harassment. ▪ Explanation of the consequences of sexual harassment. ▪ Tools to detect cases of sexual harassment in the workplace. ▪ Explain the reporting channels and procedures defined in the Sexual and/or Gender-Based Harassment Protocol. | | |
| TARGET GROUP | The entire staff | | |
| RESOURCES | Supplies | | |
| PEOPLE RESPONSIBLE | HR Manager | | |
| TIMING | Yearly | SCHEDULE | 1st semester 2023 |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ Dissemination: yes/no. ▪ Inclusion of the contents detailed in the action in the dissemination: yes/no. ▪ Number of communication channels used. ▪ Number of employees receiving information disaggregated by gender. ▪ Percentage of employees receiving information disaggregated by gender. | | |

AREA 8: OCCUPATIONAL HEALTH

| | | | |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|
| ACTION 13 | Implement a satisfaction and work environment survey to obtain more comprehensive information on the psychosocial health and risks of the staff. | | |
| SPECIFIC GOAL | Promote self-care from a gender perspective. | | |
| DESCRIPTION OF THE ACTION | <p>Perform labor climate surveys to determine the degree of satisfaction of the staff with their working conditions.</p> <p>Work climate surveys shall include, at least, items related to the physical, psychological, and social health and well-being of the staff.</p> <p>Work climate surveys will be conducted annually. The results will be in a report that will include an action plan to correct any deficiencies detected, which will be submitted to the Equality Steering Committee for its information.</p> | | |
| TARGET GROUP | The entire staff | | |
| RESOURCES | Supplies | | |
| PEOPLE RESPONSIBLE | Management + HR Manager | | |
| TIMING | Every 2 years | SCHEDULE | 2nd semester 2022–2024 |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ Work climate survey design: yes/no. ▪ Conduct of work climate survey: yes/no. ▪ Number of items included in the work climate survey. ▪ Type of items included in the work climate survey. ▪ Number of employees completing the survey disaggregated by gender. ▪ Percentage of employees completing the survey disaggregated by gender. ▪ Follow-up report: yes/no. ▪ Forward the report to the Equality Steering Committee: yes/no. ▪ Action plan design: yes/no. ▪ Implement the action plan: yes/no. | | |

AREA 9: INCLUSIVE COMMUNICATION AND LANGUAGE

| | | | |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------|
| ACTION 14 | Promotion of the presence and role of female scientists in the center's activities. | | |
| SPECIFIC GOAL | Convey IPHES-CERCA's commitment to equality between men and women. | | |
| DESCRIPTION OF THE ACTION | Awareness campaigns will promote the achievement of a change in the collective imaginary, calling on women to promote their growth in the center, making visible and giving value to the center's female workers who can serve as references. | | |
| TARGET GROUP | The entire staff | | |
| RESOURCES | Personal | | |
| PEOPLE RESPONSIBLE | Socialization technician | | |
| TIMING | Ongoing | SCHEDULE | Beginning 1st semester 2022 |
| MONITORING AND EVALUATING INDICATORS | <ul style="list-style-type: none"> ▪ Number of campaigns carried out. ▪ Number of women referents visible. | | |

| | | | | | |
|---------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------|-------------------|
| ACTION 15 | | Provide training courses on the non-sexist use of language. | | | |
| SPECIFIC GOAL | | Disseminate the use of inclusive language and an image of women and men that does not reproduce gender stereotypes. | | | |
| DESCRIPTION OF THE ACTION | | Design and implement knowledge capsules aimed at the entire staff to raise awareness of the importance of an inclusive and stereotype-free use of language and images. | | | |
| TARGET GROUP | | The entire staff | | | |
| RESOURCES | | Financial | | | |
| PEOPLE RESPONSIBLE | | HR Manager | | | |
| TIMING | | Yearly | <table border="1"> <tr> <td>SCHEDULE</td> <td>1st semester 2024</td> </tr> </table> | SCHEDULE | 1st semester 2024 |
| SCHEDULE | 1st semester 2024 | | | | |
| MONITORING AND EVALUATING INDICATORS | | <ul style="list-style-type: none"> ▪ Number of knowledge capsules delivered. ▪ Number of people trained, disaggregated by gender. ▪ Percentage of people trained disaggregated by gender. ▪ Carry out a satisfaction survey of the persons trained: yes/no. ▪ Positive training evaluation of at least 80% of the trainees: yes/no. | | | |

9. UPDATE SCHEDULE

| N.º | ACTION | 2021 | 2022 | | 2023 | | 2024 | | 2025 |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|----|------|----|------|----|------|
| | | 2S | 1S | 2S | 1S | 2S | 1S | 2S | 1S |
| 1 | Prepare an equality training manual for selection aimed at people who participate in the selection, recruitment, and promotion processes, to guarantee the objectivity of the process. | | | | | | | | |
| 2 | Implement actions to recruit female workers in male-dominated areas and male workers in the most female-dominated departments, through the application of positive actions in favor of one or the other gender in the event of a tie and under equal conditions and competencies. | | | | | | | | |
| 3 | Provide training and awareness-raising activities on equality and women's leadership. | | | | | | | | |
| 4 | Establish gender balance as a requirement in the composition of expert groups and evaluation and personnel selection panels. | | | | | | | | |
| 5 | Promote the application for competitive projects by female researchers (R3 and R4). | | | | | | | | |
| 6 | Include new indicators related to scientific activity in the evaluation criteria for research staff. | | | | | | | | |
| 7 | Incorporate women in the supervision and follow-up of the scientific careers of the center's R3- R4 female researchers. | | | | | | | | |
| 8 | Implement a formal, written compensation policy procedure. | | | | | | | | |
| 9 | Create an e-mail address to receive suggestions on co-responsibility actions and reconciliation of personal, family, and work life. | | | | | | | | |
| 10 | Develop a specific protocol for prevention and intervention in situations of sexual and gender-based harassment. | | | | | | | | |

| | | | | | | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|
| 11 | Establish a Commission of Inquiry dedicated exclusively to cases of sexual and gender-based harassment. | | | | | | | | |
| 12 | Annual information and sensitization of the staff on the channels for reporting sexual and gender-based harassment situations, persons of reference, and procedures to be followed. | | | | | | | | |
| 13 | Implement a satisfaction and work environment survey to obtain more comprehensive information on the psychosocial health and risks of the staff. | | | | | | | | |
| 14 | Promotion of the presence and role of female scientists in the center's activities. | | | | | | | | |
| 15 | Provide training courses on the non-sexist use of language. | | | | | | | | |

10. MODIFICATION PROCEDURE

Taking into account that the Gender Equality Plan is a flexible document with a purpose and that it consists of: measures, responsible persons, indicators, and temporality; **all the provisions of this document may be modified by a decision of the Equality Steering Committee in the event of:**

- a. Detect errors regarding the understanding or implementation of the action, preventing its use, or encouraging improper use.
- b. Do not have the correct or sufficient indicators for subsequent impact monitoring.
- c. If the center removes the position designated as responsible for an action, it is necessary to look for another position to fill the same competencies.
- d. The period established is found to be insufficient or, on the contrary, too long to be able to detect the factors to be analyzed correctly.

A meeting is necessary to discuss such changes, following a voting procedure as set out in the policy of the Equality Steering Committee of the Center's Gender Equality Plan. In the event of substantial changes, the entire staff must be made aware of the changes.

All discrepancies in the evaluation or review reading will be reflected in the meeting's report and may influence the preparation of plans to improve them.

If legal or conventional regulations require changes that affect the content and distribution of this document, it must be modified to comply with the relevant obligations within the time specified in the regulations.

11. COMPOSITION AND FUNCTIONING OF THE COMMITTEE OR JOINT BODY IN CHARGE OF MONITORING, EVALUATING, AND PERIODICALLY REVIEWING THE GENDER EQUALITY PLAN.

The following is the composition of the IPHES-CERCA Equality Steering Committee, as long as there is no legal representation of the employees:

| FIRST AND LAST NAME | POSITION AT THE CENTER | SOCIAL PART/BUSINESS PART |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------|
| Mar Vázquez Oliveros | Secretary of Equality and Social Policies of the UGT in Tarragona and Territorial Delegate of the UGT Baix Penedès. | Social Partner |
| Anna Buenafuente Sánchez | LOLS Delegate of the Union Section of the Vendrell City Council and Delegate of the Personnel Board. | Social Partner |
| Maria Targa Montserrat | Manager | Business Partner |
| Laura Pérez Llord | HR Manager | Business Partner |

12. MONITORING AND EVALUATION

The **monitoring system** of the Gender Equality Plan is included in the Organic Law 3/2007, of March 22, for the effective equality of women and men, and its subsequent amendment by 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, as well as in Royal Decree 901/2020, of October 13, which regulates Gender Equality Plan and their registration and amends Royal Decree 713/2010, of May 28, on the registry and deposit of collective bargaining agreements.

Specifically, Article 46 of the Equality Law states that:

“The Gender Equality Plan will establish the specific equality goals to be achieved, the strategies and practices to be adopted for their attainment, as well as the establishment of effective systems for monitoring and evaluating the goals set”.

The monitoring throughout the execution of the Gender Equality Plan will make it possible to check the degree of achievement of the goals proposed for each action. Also, it will allow knowing the development process to introduce other actions, if necessary, or correct possible deviations.

The evaluation of the Gender Equality Plan will allow the revision of the practices according to the results to facilitate the fulfillment of the plan's general goals.

Responsible for monitoring and evaluating the GENDER EQUALITY PLAN

The parties signing this Gender Equality Plan agree to constitute themselves as a Monitoring Commission, which will be in charge of interpreting and evaluating the degree of fulfillment of the actions developed.

Functions of the Equality Steering Committee

- Dynamization and control of the implementation of the actions of the Gender Equality Plan.
- Supervision of the execution of the Plan.
- Compiling and interpreting the information obtained through the different monitoring tools, especially on the indicators.
- Assessment of the impact of the actions implemented.
- Propose improvement actions to correct possible deficiencies detected, as well as new actions to consolidate the company's commitment to Equal Opportunities.

Operation of the Equality Steering Committee

- Meet at least **every six months** or whenever deemed necessary on extraordinary dates upon justification by request of any of the parties.
- Collect employees' suggestions and complaints related to the Gender Equality Plan to analyze them and propose solutions.
- Furthermore, it shall perform the duties set forth in the attached Rules of Procedure.

Monitoring

The information collected will be presented in **semi-annual reports**. The reports describe the current situation of IPHES-CERCA and the evolution experienced with the implementation and development of the Gender Equality Plan actions.

The reports prepared will be transferred to Management for their knowledge and assessment of the center's achievements. In addition, it will inform the progress in the implementation of equal opportunities for women and men in their administration.

Evaluation

The evaluation of the Gender Equality Plan will take place during the last quarter of the year the Plan is in force.

For the evaluation, the necessary instruments will be available to collect and analyze information, such as files, meeting acts, six-monthly reports, and any other documentation that the Equality Steering Committee deems necessary for the evaluation process.

In conformity with the abovementioned, they will sign the present document in Tarragona on November 8, 2021.