

# EQUALITY PLAN FOR CIC biomaGUNE (2020-2023)



October 2020

*Technical Assistance:*





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## 1. SIGNATORIES

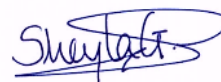
This Equality Plan is signed by the company management, and the staff, who are members of the Negotiating Commission or its Equality Commission.

**For CIC biomaGUNE:**

**Anna Llanes Pallàs,**  
General Manager



**Sheyla García Medel,**  
Administration and HR Manager

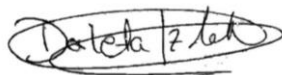


**For the workers:**

**Idoia Mikelez Alonso,**  
Predoctoral Student



**Dorleta Jiménez de Aberasturi,**  
Associate Researcher



**Lucia Cardo,**  
Postdoctoral Researcher



**Aitor Lekuona Fernández,**  
Platform Specialist



**Paola Ferreira,**  
Biosecurity and  
Radioprotection Manager



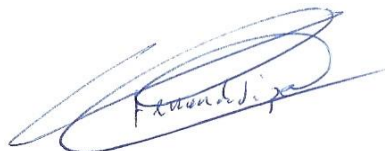
**Irantzu Larena Conde,**  
Platform Manager



**David Casado Barreros,** IT  
Technician



**Fernando López Gallego,**  
Group Leader



**Aitziber López  
Cortajarena,**  
Group Leader



And for whom it may concern, this document is signed on 27 October 2020 by the aforementioned persons, thereby approving the text of the 1st CIC biomaGUNE Equality Plan.

## 2. INTRODUCTION

*Donostia-San Sebastián, 27 October 2020.*

In 2020, CIC biomaGUNE has formalised a pathway to back equality that it has been developing from the outset as a strategic element in its internal and external management that it aims to maintain over time.

Equality is a universal legal principle recognised in many international texts on Human Rights. Compliance with Organic Law 3/2007 of 22 March dictates that we must produce what will be our first Equality Plan. However, our commitment stems not only from this legal compliance but also from the opportunity presented to generate consensus to deepen and optimise our culture, based on shared and explicit values via our R+D+i Policy and other directives that we have been adopting.

They are configured as determining factors to address this challenge: promotion and commitment expressed by the Management, and the intention of the Equality Commission to draft an Equality Plan that meets the further interests of improving the staff's working environment and quality of life.

So, now that the Diagnosis on the situation of men and women has been completed, we are presenting the Equality Plan 2020-2023, approached as an internal improvement process, affecting the processes, communication and learning, but also as a driving element with an external impact on our network of collaborators.



José M. Mato  
Director General



Luis M. Liz-Marzán  
Scientific Director

### 3. FRAME OF REFERENCE

The regulations used to uphold CIC biomaGUNE's First Equality Plan are as follows:

#### **STATE LAW ON EQUAL OPPORTUNITIES 3/2007**

##### *Article 45 Drafting and applying equality plans*

1. Companies must provide equal treatment and opportunities in the workplace and, for this purpose, they should adopt measures to avoid any type of labour-related discrimination between men and women, measures that they should negotiate and, when appropriate, agree, with the workers' legal representatives as determined in labour legislation.
2. In the case of companies with more than 250 workers, the equality measures referred to in the previous section should be used to draft and apply an equality plan that should be negotiated as determined by labour legislation.
3. Without affecting the previous section, the companies should draft and apply an equality plan when this is determined in the trade union agreement that is in force, in the terms laid out in this agreement.

#### **ROYAL DECREE 6/2019, OF 1 MARCH, ON URGENT MEASURES TO GUARANTEE EQUAL TREATMENT AND OPPORTUNITIES BETWEEN WOMEN AND MEN CONCERNING EMPLOYMENT AND OCCUPATION.**

Companies with more than 50 workers must negotiate an equality plan. Until then, it had been required for companies with more than 250 workers.

The implementation of this measure is subjected to a transitory regime that is established in the law itself:

- Companies with more than 150 workers and up to 250: deadline is 7 March 2020.
- Companies with more than 100 workers and up to 150: deadline is 7 March 2021.
- Companies with more than 50 workers and up to 100: deadline is 7 March 2022.

**LAW 4/2005, OF 18 FEBRUARY, FOR EQUALITY BETWEEN WOMEN AND MEN***Article 40 Gender equality plans and policies.*

“Companies that are mainly owned by public capital in all cases, and private companies according to the number of people employed or other criteria determined by regulations, will draft plans or programmes that include specific and effective measures to promote gender equality in their internal workings and their business outside the company.”

**GENERAL TRADE UNION AGREEMENT FOR THE CHEMICAL INDUSTRY (BOE 8.08.2018)***Article 110. Equality plans.*

“Companies must respect equal treatment and opportunities in the workplace and, for this purpose, they should adopt measures to avoid any type of labour-related discrimination between women and men, measures that they should negotiate and, when appropriate, agree with the workers’ representatives as determined in labour legislation.

In companies with more than 150 workers, that have one or more work centres, the equality measures mentioned in the previous paragraph should be used to draft and apply an equality plan. On the date that this collective labour agreement comes into force, companies that have more than 150 and less than 250 workers will have to carry out this obligation.”

## 4. DIAGNOSIS: General Conclusions

The conclusions from the Equality Diagnosis are provided in this section, given that their results have determined this Plan.

Consequently, from analysis of the existing documentation in the organisation, the information obtained in the opinion poll among the staff and studying the interviews held with staff at different levels of responsibility, we can extract the following general conclusions for each of the areas being analysed.

### ORGANISATIONAL CULTURE

- ❑ CIC biomaGUNE has a solid organisational culture, with a good track record in planning and implementing different types of plans and programmes. However, equality is barely included formally in specific policies, although it is perceived and scored positively by personnel in the working dynamic and environment. An intention to make change and commit is seen that must be locked down, guided and systematised.
- ❑ It is considered that the current scientific system has an impact on the capacity to guarantee equal opportunities in organisations such as CIC biomaGUNE.
- ❑ Non discrimination is included as one of the principles in the recruitment, selection and personnel contracting processes for CIC biomaGUNE, that can provide indicators divided by gender that help to analyse what is actually happening from the gender perspective, it has some experience in taking part in dissemination activities and promoting scientific vocations among young people, it has an Equality Committee and a commitment to equality, signed at the start of this process.

### STAFF AND WORKING CONDITIONS

- ❑ The staff is balanced by gender, with a certain horizontal segregation, characterised by a concentration of women in certain professional groups (technicians, students) although women are represented in key decision-making roles.

- Men and women share the same rate of temporary contracts (58%) and seniority, which is circumstantial and associated with the nature of the centre. More female workers have part-time contracts.

## PEOPLE MANAGEMENT

- Selection is systematised and follows a protocol, although several methods are used to cover job vacancies depending on the type of position. The agreement mentioned the opportunity to use positive action in contracting, which has not been used to date.
- There is a work performance evaluation process that differs according to the position, and a career development plan has been planned.
- Training is continuous and an essential part of the centre's strategy. Women were seen to take part in more training. There are no personnel trained in equality or gender issues.
- The organisation has the conciliation measures set by the agreement, plus some informal measures that are scored highly by the staff.
- CIC biomaGUNE has a formalised a health and safety policy that incorporates the perspective of gender although it lacks adequate deployment of training, preventive actions and procedure for specific action in matters of sexual and gender-related harassment.

## PARTICIPATION AND COMMUNICATION

- On the whole, the decision-making and participation structures are balanced from the gender perspective.
- Existing committees are gender-balanced structures, except for the Training Committee, made up of just two men, and the Ethics Committee on animal experimentation (IACUC) with 38% female representation.
- In both internal and external communication supports, there was acceptable use of language, images and inclusive content although it was not systematic.



## EXTERNAL DIMENSION

- ❑ The organisation, as a research centre with international projection, works from an optimum scenario to transfer and request equality commitments from its network of collaborators and make the most of its CSR actions to continue disseminating its commitment in this area.
- ❑ The centre organises conferences, workshops and seminars and since 2017, has put on multiple events for dissemination and promotion of scientific vocations among young people with majority participation from its female researchers. In addition, it regularly receives visits from secondary and university students.

## 5. GOALS AND SCOPE OF THE PLAN

### General Goal

Start the process to consolidate equality and gender opportunities as a strategic value in its organisational culture, research activity and relationship with its environment, through specific actions that make it possible not only to meet the legal arrangements but also to go into greater depth in the management model that can help it position itself as a benchmark research centre that guarantees effective gender equality.

### Scope and field of application

This Equality Plan will be applied to all CIC biomaGUNE staff.

Its scope considers implication from the whole organisation, participation from the different organisational levels, particularly anyone with a position of responsibility and decision-making capability, who will act as agents of change. Furthermore, due to its international projection, CIC biomaGUNE ensures that the impact of the measures to promote equality will be both internal and external.

### Validity

The Equality Plan will be valid from October 2020 to December 2023, after which it might be renewed or modified, following analysis on whether its implementation was effective and/or successful.

## 6. ACTION MEASURES (2020-2023)

The Equality Plan 2020-2023 is structured around different goals to be implemented in this period, divided into action **programmes**, that correspond to the areas of intervention mentioned in the standard (art. 46.2 LOI):

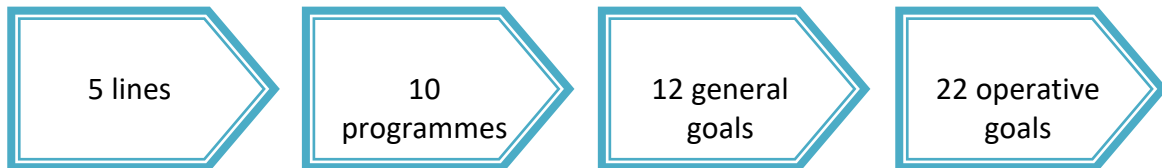
- Selection and contracting.
- Professional classification
- Training
- Professional promotion
- Salary policy
- Joint responsibility for the rights to a personal, family and work life.
- Infra-representation of women
- Payments
- Prevention of sexual and gender-based harassment.

The programmes are also grouped along **5 major lines**, following the structure of what was analysed in the diagnosis: A. Culture and strategy; B. People management and working conditions; C. Communication; D. Activity and environment and D. Research career development.





**Actions** are shown below that make up the 1st CIC biomaGUNE Equality Plan, **organised into programmes** and, in turn, split into **general and operative goals**, also indicating **who is responsible**<sup>1</sup> for implementing them, **expected results and monitoring indicators**.



<sup>1</sup> Some actions identify who is leading the operative goal, marked in bold.

## LINE A. CULTURE, POLICY AND STRATEGY

Programme: Management commitment

General goal 1.1 Implement the gender perspective within CIC biomaGUNE, to guarantee systematisation.

<b>O.O 1.1.1.</b>					
Incorporate equal opportunities as a strategic value in internal documents and specific goals in terms of equality in planning and management.					
<b>Actions</b>	<ul style="list-style-type: none"> <li>▪ Identify operative goals from the Equality Plan and prioritise them annually.</li> <li>▪ Incorporate these goals in the Annual Management Plans or the Strategic Plan when appropriate.</li> <li>▪ Explicitly incorporate equal opportunities as a further strategic value within the organisational culture: mission, vision and values, organisation policy.</li> </ul>				
<b>Managers</b>	<b>Management</b> and Equality Commission				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ No. of plans that include gender perspective</li> <li>✓ No. of specific goals included</li> <li>✓ Strategic documents that include equal opportunities as a strategic value</li> </ul>				
<b>Year of implementation</b>	2020	<b>Starting month</b>	October	<b>Action type</b>	Finalist

**O.O.1.1.2.**

Reserve an annual entry in the total budget for CIC biomaGUNE to implement Equality Plan actions or specific work on equality.

<b>Actions</b>	<ul style="list-style-type: none"> <li>▪ Decide annually on the proportion of the budget to invest, depending on the programmed actions</li> <li>▪ Approve the entry</li> <li>▪ Evaluate spending.</li> </ul>				
<b>Managers</b>	<b>Management</b> , Executive Management and Equality Committee				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ Annual entry for Equality</li> <li>✓ Hours of dedication / year for the staff</li> </ul>				
<b>Year of implementation</b>	Every year	<b>Starting month</b>	December	<b>Action type</b>	Continuous

**O.O.1.1.3**

Give continuity to the Equality Commission, equal representation and representation from management and staff.

<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Ensure that the Equality Commission has equal representation (at least 40% women and men respectively), permanently throughout the process of implementing the Equality Plan and representative, making it possible for staff to take part (workers).</li> <li>▪ Draft an annual work plan and determine internal regulations for the Commission.</li> <li>▪ Identify indicators to measure the impact of actions implemented so far.</li> <li>▪ Assess the work of the Equality Commission.</li> </ul>				
<b>Managers</b>	<b>Equality Commission</b> and Management				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ Persons and positions that make up the Equality Commission (by gender)</li> <li>✓ Number of work sessions for the Equality Commission/year.</li> <li>✓ Topics covered in each Equality Commission (minutes).</li> </ul>				
<b>Year of implementation</b>	2020	<b>Starting month</b>	October	<b>Action type</b>	Continuous

**O.O.1.1.4**

Periodically analyse the how far equality has been incorporated into the organisation’s culture and environment to ensure that no one might feel discriminated for gender reasons.

<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Hand out the equality survey twice a year or include questions relating to equality in the organisational environment measuring tools.</li> <li>▪ Analyse and compare the results with the 2020 survey.</li> <li>▪ Include the necessary measures</li> </ul>				
<b>Managers</b>	<b>Management</b> , HR Dept. and Equality Committee				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ No. of persons who answer the survey, by gender.</li> <li>✓ Perception of the degree of gender discrimination analysed.</li> </ul>				
<b>Year of implementation</b>	2022	<b>Starting month</b>	January	<b>Action type</b>	Finalist

<b>EXPECTED RESULTS</b>	<ul style="list-style-type: none"> <li>▪ Strategic plan with quality goals included.</li> <li>▪ Annual resources for Equality Plan implementation.</li> <li>▪ Equality Commission with assigned actions, functions, responsibilities and calendar.</li> <li>▪ Perception of inclusive organisational culture and atmosphere.</li> </ul>				
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## LINE B. WORKING CONDITIONS AND PEOPLE MANAGEMENT

Programme: Representation:

**General goal 2.1 Guarantee balanced representation of men and women in the staff and in decision structures**

<b>O.O. 2.1.1.</b>					
Increase the proportion of women in the internal decision-making structures where they are under-represented until representation is balanced (minimum 40%) gradually in 2023.					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Ensure equal representation in internal structures where CIC biomaGUNE has decision-making capability: Training committee, Ethics committee on animal experimentation, explicitly indicating this criterion in the internal procedure that articles it (regulation).</li> <li>▪ Transfer this recommendation to the public and private organisations (foundations, companies, etc.) that make up the General Assembly and Board of Directors to maintain equal composition when proposing representatives.</li> </ul>				
<b>Managers</b>	<b>Equality Committee (Irantzu LLarena and Paola Ferreira )</b> , Management, Executive Board and HR Dept.				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ Evolution of Committee composition by gender.</li> <li>✓ Recommendation included in the Statutes.</li> </ul>				
<b>Year of implementation</b>	2020	<b>Starting month</b>	November	<b>Action type</b>	Finalist



**O.O.2.1.2.**

Encourage incorporating female workers into positions where they are under-represented, reaching at least 15% for 2023.

<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Use positive action to prioritise contracting women - with equal merit and skill - in these positions.</li> <li>▪ Transfer this commitment and message to the external organisations or entities that work with us in upcoming personnel selection calls.</li> <li>▪ Clearly include this message in the adverts and calls that are sent out internally and externally, making use of inclusive language, in the form of a clause.</li> </ul>				
<b>Managers</b>	<b>Management</b> , Executive Management and HR dept.				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ Number of new intake per gender/ and position / year</li> <li>✓ Proportion of CIC biomaGUNE PI / associate research personnel (excluding associates) per gender</li> <li>✓ Calls and/or job adverts including positive action message.</li> </ul>				
<b>Year of implementation</b>	2020	<b>Starting month</b>	October	<b>Action type</b>	Finalist

**EXPECTED RESULTS**

- Balanced composition of decision-making structures at CIC biomaGUNE.
- Rise in number of women in PI and associate researcher positions.

**Programme: Inclusive selection and promotion**

**General goal 2.2 Include the gender perspective in the personnel selection and promotion processes**

**O.O. 2.2.1.**

Including equality goals in the “HR management procedure” guaranteeing men and women the same opportunities to access, remain and develop professionally at CIC biomaGUNE.

<p><b>Measures</b></p>	<ul style="list-style-type: none"> <li>▪ Include a general clause that indicates that both selection and promotion processes respect equal opportunities for men and women.</li> <li>▪ Include this equality clause in published calls (Spanish/Basque).</li> <li>▪ <u>Selection, recruitment and contracting (section 7)</u>: Explicitly indicate that global scoring criteria are used for the applications, that do not penalise career breaks, considering them to be part of professional evolution and, therefore, a potential valuable contribution to professional development for the research personnel towards a multi-dimensional professional career.</li> <li>▪ <u>Training and promotion of the researcher talent (section 10)</u>. Include an allusion to the fact that <i>“the equal work opportunities promotion policy in the organisation values applicants and personnel without considering their personal characteristics such as race, skin colour, ethnic background, religion, heritage, ideology, gender, sexual orientation, age, gender identity or gender expression, national origin, civil status, pregnancy, parenthood or medical situation”</i></li> <li>▪ <u>Researcher talent development (section 12)</u>: incorporate a specific mention that <i>if a female laboratory worker is pregnant, this will never affect her professional development, or rule out her profile in internal training actions, promotion processes, calls or any other actions related to the usual development of her professional profile</i>, in order to minimise the impact of this situation on her work.</li> <li>▪ Formalise the procedure that currently exists regarding adapting the workplace (wherever possible) to pregnant workers to allow them to continue developing their career.</li> </ul>
<p><b>Managers</b></p>	<p><b>Equality Committee (Lucía Cardo)</b>, Biosecurity and Radioprotection Manager, Management and HR Dept.</p>

<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ Manual including equality clause and inclusive criteria.</li> <li>✓ Inclusive calls and/or selection adverts</li> <li>✓ No. of internal promotions by gender and position</li> <li>✓ Procedure to adapt posts for pregnant workers is included.</li> </ul>				
<b>Year of implementation</b>	2020	<b>Starting month</b>	October	<b>Action type</b>	Finalist

<b>O.O. 2.2.2.</b>					
Inform new personnel about the existing equality commitments and resources.					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ In the “Welcome protocol” for new entries, include a specific mention on the commitment to equality, the existence of the equality plan, the inclusive selection policy and the available resources that they can access to find out more (access to the Plan on the Intranet, reference person, Equality Commission, Access protocol, etc.).</li> <li>▪ Provide this information in welcome interviews with new staff.</li> <li>▪ Draft the welcome protocol and make it available to all workers on the Intranet.</li> </ul>				
<b>Managers</b>	Executive management, Biosecurity and Radioprotection manager, HR Dept. and IT Dept.				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ New personnel are informed</li> <li>✓ Protocol is adapted</li> <li>✓ Welcome protocol is drafted</li> </ul>				
<b>Year of implementation</b>	2020	<b>Starting month</b>	November	<b>Action type</b>	Finalist

<b>EXPECTED RESULTS</b>	<ul style="list-style-type: none"> <li>▪ Non discriminatory staff selection and promotion process.</li> <li>▪ New-entry staff are informed about the centre’s equality strategy and commitment.</li> </ul>				
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**Programme: Salary policy**

**General goal 2.3 Determine procedures to analyse the pay gap that guarantee a non-discriminatory and transparent salary policy**

<b>O.O.2.3.1.</b>					
Determine payroll records as a mechanism to analyse the pay gap					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Annual register the average salary values, the complements and the extra-salary payments for the staff, separated by gender and professional category.</li> <li>▪ If differences of more than 25% are spotted between average salaries for women and men in the same category, duly justify this difference in writing to whom it may concern and guarantee that it is not due to the gender of female workers.</li> <li>▪ Send this information to the Equality Commission and to the personnel who require it, when appropriate.</li> </ul>				
<b>Managers</b>	HR Dept.				
<b>Indicators</b>	✓ Payroll records included in management				
<b>Year of implementation</b>	2020	Starting month	December	<b>Action type</b>	Continuous
<b>EXPECTED RESULTS</b>	<ul style="list-style-type: none"> <li>▪ Inclusive salary policy</li> </ul>				

**Programme: Conciliation**

**General goal 2.4 Establish a co-responsible and adapted conciliation model**

<b>O.O.2.4.1.</b>					
Distribute the co-responsible conciliation measures among the personnel so they are informed.					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Identify existing conciliation measures - in the agreement - and new measures in use (working from home) and compile them in a document or guide.</li> <li>▪ Send this document out to all staff and new entry personnel (Welcome Protocol) and put it in the Intranet folder.</li> <li>▪ Run a diagnosis on the use made of existing measures by men and women.</li> </ul>				
<b>Managers</b>	<b>Equality Committee (Irantzu Llarena and Dorleta Jiménez de Aberasturi )</b> and HR Dept.				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ Document with conciliation measures has been distributed</li> <li>✓ No. of women and men who take up conciliation measures/year.</li> </ul>				
<b>Year of implementation</b>	2021	<b>Starting month</b>	January	<b>Action type</b>	Finalist

<b>O.O. 2.4.2.</b>					
Identify measures that improve conciliation and promote joint responsibility and include them in the model.					
<b>Actions</b>	<ul style="list-style-type: none"> <li>▪ Analyse the feasibility of including measures that improve personal and work conciliation and promote joint responsibility and adapt them to the different positions or work areas.</li> <li>▪ Identify them, agree on them and include them in the drafted guide.</li> <li>▪ Revise annually and update the document when appropriate depending on any new standards.</li> </ul>				
<b>Managers</b>	<b>Management</b> , Executive management, HR Dept. and Equality Committee (Irantzu Larena and Dorleta Jiménez de Aberasturi ),				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ No. and type of improvement actions included in the model</li> <li>✓ Conciliation guide is updated and revised.</li> </ul>				
<b>Year of implementation</b>	2022	<b>Starting month</b>	January	<b>Action type</b>	Finalist
<b>EXPECTED RESULTS</b>	<ul style="list-style-type: none"> <li>▪ Personnel are informed about the existing conciliation measures</li> <li>▪ Personnel who take up conciliation measures per gender</li> <li>▪ Conciliation model is agreed on, expanded and updated.</li> </ul>				

**Programme: Training and awareness raising**

**General goal 2.5 Provide skills training and raise awareness among the staff on equality, gender and sexual and gender-based harassment.**

<b>O.O.2.5.1.</b>					
Deploy awareness-raising and training actions on equality aimed at all staff.					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Programme and evaluate training actions on equality aimed at the whole staff and particularly team leaders.</li> <li>▪ Awareness-raising activities on equality and science through guest seminars on this topic and making women visible in science.</li> <li>▪ Make the most of this to disseminate the main conclusions from the diagnosis and commitments from the Equality Plan.</li> <li>▪ Include a section on the website devoted to equality which promotes the centre's actions and commitments on equality.</li> <li>▪ Evaluate the training sessions.</li> </ul>				
<b>Managers</b>	Equality Committee ( <b>Aitziber López, Paola Ferreira and Idoia Mikelez</b> ), Training Committee ( <b>Dorleta Jiménez de Aberasturi</b> ), Executive Management and HR Dept				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ No. of hours/training actions given on equality and gender perspective.</li> <li>✓ Attendance, by gender and department</li> <li>✓ Evaluation of satisfaction, separated by gender</li> <li>✓ Evaluation of the impact of training actions on awareness-raising among the staff on equality.</li> </ul>				
<b>Year of implementation</b>	2021	<b>Starting month</b>	May	<b>Action type</b>	Continuous

<b>O.O.2.5.2.</b>					
Training on sexual and gender-based harassment.					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Deploy training actions on sexual and gender-based harassment aimed at all staff and particularly personnel involved in H&amp;S tasks (Biosecurity manager, Arbitration Committee to resolve conflicts) and team managers</li> <li>▪ Evaluate the training sessions.</li> </ul>				
<b>Managers</b>	<b>Biosecurity and Radioprotection manager</b> , and Equality Commission				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ No. of training actions performed</li> <li>✓ Personnel trained by gender</li> <li>✓ Evaluation of satisfaction, separated by gender</li> </ul>				
<b>Year of implementation</b>	2021	Starting month	January	<b>Action type</b>	Finalist
<b>EXPECTED RESULTS</b>	<ul style="list-style-type: none"> <li>▪ Skills training for all staff on equality and informed about the diagnosis and Equality Plan.</li> <li>▪ Awareness-raising among all staff on sexual and gender-based harassment.</li> </ul>				



**Programme: Occupational Health**

**General goal 2.6 Achieve an inclusive H&S policy that includes a specific procedure to prevent and act against sexual and gender-based harassment**

<b>O.O. 2.6.1.</b>					
Design a protocol to act in cases of sexual and gender-based harassment.					
<b>Actions</b>	<ul style="list-style-type: none"> <li>▪ Come to an agreement with the Equality Commission on the protocol document and validate it.</li> <li>▪ Send out the protocol to all company personnel.</li> </ul>				
<b>Managers</b>	<b>External consultancy</b> and Equality Commission				
<b>Indicators</b>	✓ Protocol drafted				
<b>Year of implementation</b>	2020	<b>Starting month</b>	October	<b>Action type</b>	Finalist
<b>O.O. 2.6.2.</b>					
Include prevention and information actions to guarantee a workspace free from sexual and gender-based harassment.					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Continuously develop and deploy prevention actions aiming to guarantee a safe and respectful workplace: campaigns, info bulletins, etc.</li> <li>▪ Explain to outsourced H&amp;S services that it is important to include psychosocial risk assessment and associated preventive actions in the H&amp;S plan.</li> </ul>				
<b>Managers</b>	<b>Biosecurity and Radioprotection manager</b> , and Equality Commission				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ No. and type of preventive actions developed/year</li> <li>✓ Personnel informed, by gender and dept.</li> <li>✓ Psychosocial risk assessment included</li> </ul>				
<b>Year of implementation</b>	2021	<b>Starting month</b>	May	<b>Action type</b>	Finalist



**EXPECTED RESULTS**

- Protocol against sexual and gender-based harassment drafted and sent out
- New preventive actions included
- Occupational risk analysis with gender perspective

## LINE C. COMMUNICATION

**Programme: Inclusive and permanent communication**

**General goal 3.1: Guarantee inclusive internal and external communication in all documents and supports designed in CIC biomaGUNE and include communicative actions on progress in the Equality plan.**

<b>O.O. 3.1.1</b>					
Systematise the application of non-sexist use of language, images and contents in all materials published by CIC biomaGUNE.					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Draw up a manual with guidelines for use of non-sexist language, images and content.</li> <li>▪ Send out the manual to the most appropriate profiles for its application: administration, sales, HR, etc.</li> <li>▪ Run a systematic review and incorporate inclusive language in each and every document drafted internally from CIC biomaGUNE, fundamentally any related to people management, and all communication supports with personnel (emails, memos or info notes).</li> <li>▪ Include images of women in masculinised tasks/jobs.</li> <li>▪ Give indications on use of non-sexist language, images and content to outsourced companies who provide services or work with CIC biomaGUNE (such as H&amp;S company, design and communication, etc.).</li> </ul>				
<b>Managers</b>	<b>Equality commission</b> , Executive management, management secretary and outsourced communication company				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ Manual for use of non-sexist language, images and content drafted and handed out</li> <li>✓ No. of supports and documentation revised with gender perspective.</li> <li>✓ Degree of systematisation of the use of non-sexist language, images and content in communication.</li> <li>✓ Entities and groups of interest have been informed.</li> </ul>				
<b>Year of implementation</b>	2022	<b>Starting month</b>	January	<b>Action type</b>	Continuous

<b>O.O. 3.1.2</b>					
Compile the gender variable in all databases we work with.					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Incorporate the gender variable systematically in all data collection systems, indicators</li> <li>▪ Transfer the gender variable to all the documents/print outs/questionnaires making it possible to analyse the possible differences in men and women and articulate improvement actions.</li> </ul>				
<b>Managers</b>	<b>Project management dept</b> , Administration and HR dept. and IT dept.				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ No. of IT systems/programs which include the gender variable</li> <li>✓ No. of printouts or documents compiling information that include the gender variable.</li> </ul>				
<b>Year of implementation</b>	2021	<b>Starting month</b>	January	<b>Action type</b>	Continuous

<b>O.O. 3.1.3</b>					
Systematise transfer of periodic information on Equality Plan progress in the usual communication channels.					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Identify the channels and/or supports that will be used for this: Intranet, newsletter, team meetings</li> <li>▪ Include a section on the website devoted to equality which promotes the centre's actions and commitments on equality.</li> <li>▪ Agree on the information to be put out and how often the communications should go out.</li> <li>▪ Provide a suggestion box - managed by the Equality Commission - to channel the concerns, manifestations and suggestions regarding Equality from personnel.</li> </ul>				
<b>Managers</b>	<b>Equality Committee</b> , Executive management and HR Dept				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ Types of information channels used</li> <li>✓ Frequency of communications/year</li> </ul>				
<b>Year of implementation</b>	2020	<b>Starting month</b>	December	<b>Action type</b>	Continuous

<b>EXPECTED RESULTS</b>	<ul style="list-style-type: none"> <li>▪ Appropriate equality materials</li> <li>▪ Use of non-sexist language, images and content is guaranteed</li> <li>▪ Information collection and processing system includes the gender variable</li> <li>▪ Personnel are periodically informed about Equality Plan progress.</li> </ul>
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## LINE D. ACTIVITY AND RELATIONS WITH THE ENVIRONMENT

**Programme: External dimension and CSR**

**General goal 4.1 Include equality clauses in the outsourcing**

<b>O.O. 4.1.1</b>					
Incorporate a specific score for equality and conciliation plans in public calls and in criteria for contracting outsourcers.					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Identify possible criteria or clauses with people who have responsibility for and can make decisions on this matter (purchasing management, quality) and validate them, such as having an equality plan or specific measures to promote gender equality in their management</li> <li>▪ Incorporate the clauses in the corresponding procedure (in public calls such as contracting)</li> <li>▪ Test the degree of compliance</li> </ul>				
<b>Managers</b>	<b>Tender manager</b> and Executive Management				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ No. of equality clauses included in the contracting/public calls procedure</li> <li>✓ No. of compliant companies</li> </ul>				
<b>Year of implementation</b>	2023	<b>Starting month</b>	January	<b>Action type</b>	Finalist

<b>EXPECTED RESULTS</b>	<ul style="list-style-type: none"> <li>▪ Interest groups, beneficiary population and environment informed about the organisation's commitment to equality.</li> </ul>
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**General goal 4.2 Disseminate the organisation’s commitment to equality in the environment and CSR strategy, considering participation from the research personnel**

<b>O.O. 4.2.1</b>					
Disseminate and promote the centre’s commitment to equal opportunities externally and in its CSR actions.					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Use the website and other media - advertising/marketing supports - to highlight CIC biomaGUNE’s commitment to equal opportunities.</li> <li>▪ Include a section on the website devoted to equality which promotes the centre’s actions and commitments on equality.</li> <li>▪ Make the most of belonging to networks, forums and other external participation spaces to raise awareness on the organisation’s commitment and achievements in terms of equality.</li> <li>▪ Send out messages on the commitment to equality in CSR actions: visits from young students, open days, etc.</li> <li>▪ Keep participating in dissemination actions related to promoting scientific vocations among young women and campaigns on significant days (11th Feb, 8th March, 25th Nov)</li> <li>▪ Value the participation/organisation of these programmes as a criterion when appraising research personnel’s work performance.</li> <li>▪ Ensure the presence of female scientists in seminars/conferences organised by the centre.</li> </ul>				
<b>Managers</b>	<b>Equality Committee</b> , Executive management, management secretary and outsourced communication company				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ Number of news items sent out/year</li> <li>✓ Types of supports used</li> <li>✓ No. of campaigns to promote equality in which it has participated/year.</li> <li>✓ No. of professionals who have actively taken part in these actions by gender/year.</li> <li>✓ “Participation from research personnel in actions to disseminate equality and promote scientific vocations” included as an evaluation criterion for performance appraisals.</li> </ul>				
<b>Year of implementation</b>	2023	<b>Starting month</b>	January	<b>Action type</b>	Finalist

<b>EXPECTED RESULTS</b>	<ul style="list-style-type: none"> <li>▪ Interest groups and environment informed about the organisation’s commitment to equality.</li> <li>▪ Active participation from CIC biomaGUNE in CSR actions and dissemination that promote equality.</li> <li>▪ Dedication from the research personnel in dissemination and/or promotion actions on equality considered in their performance appraisal.</li> </ul>
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## LINE E. RESEARCH CAREER DEVELOPMENT

**Programme: Research work**

**General goal 5.1 Analyse the centre’s research work from the gender perspective**

<b>O.O. 5.1.1</b>					
Analyse separately contributions and development of scientific career in CIC biomaGUNE					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Identify indicators that make it possible to analyse scientific career development by stage and gender, such as:               <ul style="list-style-type: none"> <li>▪ Attendance at seminars</li> <li>▪ Presentations at conferences</li> <li>▪ Scientific publications and contributions</li> <li>▪ PhD supervisors</li> <li>▪ No. of projects and research grants (applications and granted) by gender</li> <li>▪ Analyse its incidence among men and women and propose areas for improvement when appropriate</li> <li>▪ Compile these indicators in the centre’s usual publications (activity report, etc.) for monitoring and evolution</li> </ul> </li> </ul>				
<b>Managers</b>	<b>Equality committee</b> (Fernando López Gallego), IT dept. (David Casado) and Project Management dept (Cristina Díez)				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ No. of indicators included</li> <li>✓ Types of supports used</li> </ul>				
<b>Year of implementation</b>	2021	<b>Starting month</b>	January	<b>Action type</b>	Continuous

<b>EXPECTED RESULTS</b>	<ul style="list-style-type: none"> <li>▪ Shine a light on contributions by women and men at CIC biomaGUNE</li> <li>▪ Analysis of the research activity from the gender perspective</li> </ul>
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**General goal 5.2 Include the gender perspective in the personnel's research talent development**

<b>O.O. 5.2.1.</b>					
Find out the degree of professional development achieved by students who have worked at the centre to see how far their scientific careers have progressed, by gender.					
<b>Measures</b>	<ul style="list-style-type: none"> <li>▪ Carry out twice-yearly monitoring to identify where PhD students work after CIC biomaGUNE through the appropriate media and supports</li> <li>▪ Record this information to analyse whether are any gender differences in the level of scientific career development achieved.</li> </ul>				
<b>Managers</b>	<b>Equality committee</b> (Fernando López Gallego), IT dept. (David Casado) and Training Committee, HR dept and Executive Management				
<b>Indicators</b>	<ul style="list-style-type: none"> <li>✓ No. of students per level of professional development achieved in research and by gender</li> <li>✓ No. phone calls made/questionnaires sent, and response level attained</li> </ul>				
<b>Year of implementation</b>	2021	<b>Starting month</b>	October	<b>Action type</b>	Continuous

<b>EXPECTED RESULTS</b>	<ul style="list-style-type: none"> <li>▪ Contribution of CIC biomaGUNE in developing research talent among women and men.</li> </ul>
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**TIME LINE 2020-2023**

ACTIONS		2020			2021												2022												2023											
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Dec			
<b>LINE A. CULTURE AND STRATEGY</b>																																								
1.1.1	Incorporate equal opportunities as a strategic value in internal documents and specific goals in terms of equality in planning and management.																																							
1.1.2	Reserve an annual entry in the total budget for CIC biomaGUNE to implement Equality Plan actions or specific work on equality.																																							
1.1.3	Give continuity to the Equality Commission, equal representation and representation from management and staff.																																							
1.1.4	Periodically analyse the how far equality has been incorporated into the organisation’s culture and environment to ensure that there no one might feel discriminated for gender reasons.																																							
<b>LINE B. WORKING CONDITIONS AND PEOPLE MANAGEMENT</b>																																								
2.1.1	Increase the proportion of women in the internal decision-making structures where they are under-represented until the composition is balanced (minimum 40%) gradually in 2023.																																							
2.1.2	Encourage incorporating female workers into positions where they are under-represented, reaching at least 15% for 2023.																																							
2.2.1	Including equality goals in the “HR management procedure” guaranteeing men and women the same opportunities to access, remain and develop professionally at CIC biomaGUNE.																																							
2.2.2	Inform new personnel about the existing equality commitments and resources.																																							
2.3.1	Determine payroll records as a mechanism to analyse the pay gap																																							
2.4.1	Distribute the co-responsible conciliation measures among the personnel so they are informed.																																							
2.4.2	Identify measures that improve conciliation and promote joint responsibility and include them in the model.																																							
2.5.1	Deploy awareness-raising and training actions on equality aimed at all staff.																																							



## 7. MONITORING AND ASSESSMENT

To implement the Plan correctly, a Plan promotion and coordination structure will be set up through an Equality Standing Committee that will use the planning for a monitoring system.

### 7.1. EQUALITY STANDING COMMITTEE

Once there is a consensus on the Plan and in order to promote and manage correct implementation of the goals, and the measures and actions which were agreed upon, it is advisable to maintain the **Equality Commission** that has worked on drafting the Plan, maintaining the same members.

However, if it is considered appropriate, 1 or 2 workers might also join, by opening a process inviting any worker who wishes to join it.

If there are several volunteers, they should come to an agreement on who should join the commission, with the same duties and responsibilities.

#### *Composition*

Name and surname	Position
Anna Llanes Pallàs	General Manager
Sheyla García Medel	Administration and HR Manager
Idoia Mikelez Alonso	PhD Student
Dorleta Jiménez de Aberasturi	Associate Researcher
Lucia Cardo	Postdoctoral Researcher
Aitor Lekuona Fernández	Platform Specialist
Paola Ferreira	Biosecurity and Radioprotection Manager
Irantzu Llarena Conde	Platform Manager
David Casado Barreros	IT Technician
Fernando López Gallego	Group Leader
Aitziber López Cortajarena	Group Leader

The Equality Commission will meet at least once a quarter to monitor the Plan appropriately. It can also call extraordinary meetings whenever it deems fit.

## 7.2. EQUALITY MANAGER

At the request of the Equality Commission, the Management appoints Dorleta Jiménez de Aberasturi as Equality Manager who will oversee the following matters:

- Constant monitoring and evaluation of implantation of the agreed measures.
- Become a contact point between the Equality Commission and the organisation as a whole.
- Work jointly on transfer of statistical information or other types of documentation to be analysed by the Commission, and drafting reports that are deemed necessary by it, always abiding by GDPR.

## 7.3. PLANNING AND EVALUATION

### Planning actions

The Equality Commission will design an annual schedule of actions in the last quarter of the previous year and its corresponding budget, that will be approved by Management.

### Continuous assessment

This assessment will look at how far actions have been met, and any difficulties found, through periodic meetings of the Equality Commission and compiling information through the minutes.

### Annual Assessment (Report)

This assessment will report on the results of the Plan and the impact of the actions. Annual assessments are scheduled, prior to the annual programming. Consequently, the following aspects will be included in a report:

#### *Regarding performance.*

- Level of development of the planned actions: partial, total or null.
- Degree of difficulty encountered when developing the actions; high, medium or low.
- Type of difficulties and solutions undertaken

*Regarding results:*

- Month that the action began and planned duration / real starting month and duration
- Estimated budget / actual budget
- Expected results / Result obtained

*Regarding the impact (internal and external)*

- Degree of goal completion: indicators

The action calendar for the next year will be adjusted according to the results.

**Final assessment**

When the plan implementation period finishes (2023), a final assessment will be run, focusing on how far the general goals were met for each strategic line of intervention. Depending on the resulting performance level, it might be decided to extend it by one year.

Once the goals have been met, it will be decided whether to update the situation diagnosis to draft a 2nd Equality Plan.

Therefore, there are **3 assessment plans**: continuous, annual and four-yearly

<b>COMPLIANCE EVALUATION</b>	<b>Actions performed</b>	<b>Continuous</b>
<b>RESULTS ASSESSMENT</b>	<b>Results</b>	<b>Annual</b>
<b>IMPACT ASSESSMENT</b>	<b>General goals met</b>	<b>Four-yearly</b>

## 8. INDICATOR PANEL

LINE	Indicator	2020	2023 Goal
<b>A. CULTURE AND STRATEGY</b>	• No. of plans that include gender perspective	0	1
	• No. of specific goals included	0	22
	• Strategic documents with equality included as a strategic value	0	1
	• Annual budget entry for Equality	€ 11,120	€5,000/year
	• Hours of dedication / year for the staff	90 hours	120 hours
	• Persons and positions in the Equality Commission (by gender)	7W/3M	7W/3M
	• Number of work sessions for the Equality Commission/year.	0	3
	• Topics covered in each Equality Commission (minutes).	0	3
	• No. of persons who answer the survey, by gender.	65W/40M (70%)	80%
	• Perception of the degree of gender discrimination analysed.	11% W/3% M	0%
<b>B. PEOPLE MANAGEMENT</b>	• Equal Composition of Committees		40%/60%
	• Recommendation included in the centre's Statutes.		YES
	• Number of new intake per gender/ and position / year	29W/17M	-
	• Proportion of PI/associate research personnel, by gender	9%/20%	15%/26%
	• Calls / job adverts including positive action message.		YES
	• HR management manual including equality clause and inclusive criteria.		YES
	• Inclusive calls and/or selection adverts		YES
	• New CIC biomaGUNE personnel are informed about equality commitment		YES
	• Welcome protocol is adapted		YES
	• Record of no. of PhD students who have worked in the centre by level of professional development in research achieved by gender		YES

	• Payroll records included in management		YES	
	• Document with conciliation measures has been distributed		YES	
	• No. of women and men who take up conciliation measures/year.	22 W/0 M (0%M)	10% M	
	• No. and type of improvement actions included in the model		YES	
	• No. of hours/training actions given on equality and gender perspective.		3 sessions	
	• No. of hours/training actions given on sexual harassment.		2 sessions	
	• Attendance, by gender and department		-	
	• Evaluation of satisfaction, separated by gender		Yes	
	• Action protocol in cases of sexual and gender-based harassment.		YES	
	• No. and type of preventive actions developed/year	0	1	
	• Personnel informed, by gender and dept.		YES	
	• Psychosocial risk assessment included		YES	
	<b>C. COMMUNICATION</b>	• Manual for use of non-sexist language, images drafted and handed out		YES
		• No. of supports and documentation revised with gender perspective.		1 Support / 2 Procedures
• Degree of systematisation of the use of non-sexist language, images and content in communication.		Medium	High	
• Collaborating entities informed about the need for inclusive communication			YES	
• No. of IT systems/programs which include the gender variable			100%	
• No. of printouts or documents compiling information that include the gender variable.			100%	
• Type of information channels used to report on progress to the Plan			Intranet	
• Frequency of communications/year			3/year	
• Equality suggestion box set up		yes		



<b>D. ACTIVITY AND ENVIRONMENT</b>	• Indicators that make it possible to analyse scientific career development by stage and gender included in internal publications		YES
	• No. of equality clauses included in the contracting/public calls procedure		1
	• No. of compliant companies or entities		60%
	• Number of news items sent out/year		1 quarterly
	• Types of supports used		Website
	• No. of campaigns to promote equality in which it has participated/year.	3	3
	• “Participation from research personnel in actions to disseminate equality and promote scientific vocations” included as an evaluation criterion for performance appraisals.		YES
<b>E. RESEARCH CAREER DEVELOPMENT</b>	• No. of indicators included that analyse scientific career development by stage and gender	-	4
	• Twice-yearly monitoring of the level of professional development in research achieved by students that have worked at the centre, by gender		YES



# ANNEXES



## DECLARATION OF COMMITMENT TO THE EQUALITY OF WOMEN AND MEN

Anna Llanes Pallás with ID number 78092460-P and address for this purpose in Paseo Miramón 182, 20014. On behalf of Center for Cooperative Research in Biomaterials – CIC biomaGUNE with VAT Nº G20788840 in her capacity as General Manager

### DECLARES

That the entity she represents has not been sanctioned for a very serious infraction or convicted by an administrative decision or a final judicial decision for breach of the obligations on equality of the Statute of the workers or the applicable agreement. That it complies with the provisions of the legislation for the effective equality of women and men that is applicable at all times (Law 4/2005, of february 18 and / or organic law 3/2007, of march 22).

It also declares its commitment in the establishment and development of policies that integrate equal treatment and opportunities between women and men, without directly or indirectly discriminating on the basis of sex, as well as in the imposition and promotion of measures to achieve real equality within our organization, 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.

CIC biomaGUNE is committed to promoting the measures incorporated in the aforementioned laws by integrating positive action and the principle of equal treatment, opportunities for women and men regarding diversity and difference in each and every one of the areas in which develops its activity: selection, promotion, training, salary policy, working conditions, balanced representation of women and men, social responsibility, occupational health, ordering of work time and conciliation, prevention and action against sexual harassment and harassment for reason of sex, and the non-discriminatory use of language, communication and advertising.

The stated principles will be put into practice through the implementation of an Equality Plan that involves improvements with respect to the present situation, the corresponding monitoring systems being arbitrated, in order to advance in the achievement of real equality between women and men in the entity and by extension, in the society as a whole. To carry out this purpose, the participation of working people will be included in the entire process of elaboration, monitoring and evaluation of the Equality Plan.

And for the record, I sign this declaration in San Sebastián on the 27<sup>th</sup> of February 2020

  
**CICbiomaGUNE**  
CENTRO DE INVESTIGACIONES COOPERATIVAS EN BIOMATERIALES  
G-20788840  
Parque Científico y Tecnológico de Gipuzkoa  
Paseo de Miramón 182  
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## GLOSSARY OF TERMS

### **Positive actions**

In order to exercise the constitutional right to equality, companies could adopt specific measures in favour of women to correct situations of patent inequality regarding men. These measures, that will be applicable as long as these situations continue, will have to be reasonable and proportional to the chosen goal in each case.

### **Gender-based harassment**

Any behaviour depending on a person's gender, attacking their dignity and creating an intimidating, degrading or offensive environment.

### **Sexual harassment**

Any unwanted sexual behaviour, verbal or physical, used against a person, to attack their dignity, particularly when an intimidating, degrading or offensive environment is created (Law 4/2005, of 18 February, for Equality between Women and Men).

### **Gender equality clauses**

Set of requirements, criteria, obligations, duties or commitments that are included in contracting or agreement for the purpose of making progress towards gender equality.

### **Joint responsibility**

Social commitment from men, women, public administration, companies and trade unions to care and take on the burden in equal measures and value for the reproductive and productive, domestic and public, care and sustenance.

### **Organisational Culture**

Values, beliefs and attitudes that determine individual and collective behaviour within an organisation.

### **Rights to conciliate working, family and personal life**

Rights to conciliate working, family and personal life will be recognised for male and female workers so as to promote balanced assumption of family responsibilities, avoiding any discrimination based on exercising these rights.

### **Direct and indirect discrimination**

**Direct gender-based discrimination** is considered to be the situation of any person who might be treated less favourably due to their gender than in another comparable situation.

**Indirect gender-based discrimination** is considered to be the situation where an apparently neutral arrangement, criterion or practice puts people of one gender at a disadvantage compared to the other, with the exceptions given in the Law.

### **Discrimination due to pregnancy or motherhood**

Any unfavourable treatment to women related to their pregnancy is considered direct gender-based discrimination.

### **Equal treatment and opportunities in access to jobs, training and professional promotion and in working conditions**

The principle of equal treatment and opportunities between women and men, applicable in the field of private and public employment, in the terms given in the applicable regulations, in access to employment, even when self-employed, in professional training, in affiliation and participation in trade union and business organisations, or in any organisation whose members perform a specific profession, including the services conceived by them.

### **Gender mainstreaming - Integration of the gender perspective**

Systematic consideration of the different situations, conditions, aspirations and needs for men and women, including objectives and specific actions intended to eliminate inequality and promote equality in this case in the programmes, processes and actions of a labour organisation. (Law 4/2005, of 18 February, for Equality between Men and Women).

## **Equality Plan**

A business's equality plan is an ordered set of measures, adopted after a situation diagnosis, tending to attain equal treatment and opportunities for men and women in the company and eradicate gender-based discrimination. Equality plans will set the targets to reach for equality, the strategies and practices to follow to achieve this, and determine effective systems to monitor and evaluate the targets. To meet the targets, equality plans could consider aspects such as access to employment, professional classification, promotion and training, payments, organisation of work time to encourage real equality between women and men; work, family and personal conciliation, and prevention of sexual and gender-based harassment.

Equality plans will encompass the whole company, without affecting special appropriate actions for certain work centres.

## **Principle of equal treatment between women and men**

This represents the absence of all direct or indirect discrimination due to gender and particularly any derived from motherhood, assuming family obligations and civil status.

## **Corporate Social Responsibility (CSR)**

This represents for the company, not only meeting legal obligations, but voluntary integration in government and management of actions and procedures for social, labour, environmental and human rights concerns that arise in their internal and external relations.

## **Segregation in the job market**

Dividing women and men into different types and levels of activity and employment, where women are confined to a narrower range of occupations than men (horizontal segregation) and inferior jobs (vertical segregation).