

# Equality Plan

Vall d'Hebron Institute of Research  
(VHIR)

1/11/2021 – 31/10/2025

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## 1. MANAGEMENT COMMITMENT



### Management Commitment

Vall d'Hebron Institut de Recerca (hereinafter the VHIR) has always been committed to the principle of equality. For this reason, we hereby state our ongoing commitment to the development of policies, practices and initiatives that embrace equal opportunities for women and men, as well as diversity and inclusion.

Gender equality is one of our strategic principles, which is why we shall continue to work towards non-discrimination and also promote and foster the measures required to achieve effective equal opportunities.

In doing so, we, the Management, undertake to safeguard the following principles:

- To incorporate the principle of equal opportunities into all of the institution's organisational levels.
- To promote a culture of equality and gender equality among the organisation's employees.
- To promote diversity and inclusion in the institution's overall organisational structure.
- To guarantee equal opportunities in access to work and training, as well as in the professional development of women and men.
- To promote an organisation of work time conducive to achieving a work-family-life balance.
- To guarantee healthy, satisfactory and equal working conditions for the organisation's workforce overall.
- To prevent and take action in cases of harassment in the workplace.
- To guarantee equal, inclusive and non-sexist corporate communication.

In Barcelona, January 2023

Rosa Berola Berato

Director

Montserrat Giménez

Manager

## 2. INTRODUCTION

Equal opportunities for women and men are a universal right directly related to human dignity and freedom, as well as a social value and an internationally-recognised legal principle.

Nevertheless, different studies and indicators point to the persistence of cases of gender-based discrimination, evincing the need to implement standards that specify this right.

On a formal scale, and **at international level**, attention should be drawn to the Treaty derived from the [Convention on the Elimination of all Forms of Discrimination against Women](#) (CEDAW), which dates from 1979, as well as the [Four Global Conferences on Woman](#) organised by the United Nations Organisation. It should be emphasised that in 2015 the United Nations developed the 2030 Agenda containing the 17 Sustainable Development Goals, among which the fifth goal seeks to achieve gender equality and empower all women and girls.

In **Europe**, the [Treaty of Rome](#), signed in 1957, already addressed the principle of equality between women and men. Furthermore, the [Treaty of Amsterdam](#), which dates from 1999, establishes equality between women and men as a fundamental principle of the European Union, which was given powers to fight inequality. In addition, the [Charter of Fundamental Rights of the European Union](#) enshrines the principle of equality for men and women, prohibiting discrimination or advocating positive actions as measures consistent with equal opportunities.

Moreover, [in Europe](#), on account of the idiosyncrasy of the research sector, specific measures are called for in order to overcome persistent gender inequalities. The European Commission tackled these barriers through its main funding instrument, [Horizon 2020](#), and [Horizon Europe](#), within the [European Research Area](#), in collaboration with the member states and research organisations.

Furthermore, reference should be made here to the promotion of gender equality in the [European Research Area \(ERA\)](#). As part of the ERA 2012 Communication, the European Commission established three objectives to work on with the EU countries and to drive institutional change:

- > Gender equality in the scientific careers.
- > Gender balance in decision-making.
- > Integration of the gender dimension in the content of research and innovation.

In **Spain**, the [Constitution](#) of 1978 enshrines the principle of equality and non-discrimination, calling upon the public powers to promote conditions to ensure that freedom and equality are real and effective.

In this regard, the enactment of the Spanish [Organic Law 3/2007](#), on effective equality between women and men, and which was also ground-breaking in the legislative development of gender equality rights in Spain, laid down specific mechanisms to develop this principle, such as the Equal Opportunities Plans between men and women in organisations. These Plans are intended to apply the gender perspective across the board in all levels and areas of any organisation, responding to and correcting any instances of inequality and discrimination identified, while also improving and bolstering the positive aspects detected.

Moreover, the [Royal Decree-Law 6/2019](#), on urgent measures to guarantee equal opportunities between women and men in employment, heralded the enactment of a new integrated and cross-cutting law that addresses the guarantees required to enforce the principle of equality in this area, while also acknowledging that despite the importance of Law 3/2007, gender inequality and discrimination in the workplace persist.

The Royal Decree-Law 6/2019 was developed from the [RD 901/2020](#), which regulates equality plans and the registration thereof, and [RD 902/2020](#), on equal wages for women and men.

In the more specific domain of science, the basic law that regulates the sector is [Law 14/2011](#), of June 1, on Science, Technology and Innovation, which establishes the gender perspective as a cross-cutting category in scientific and technical research and that it must be taken into account in all aspects of the process in order to guarantee effective equality between men and women, and for which purpose it establishes specific measures for equality in this domain. Moreover, this law obliges research organisations to implement equality plans that must be followed up on a yearly basis and must include innovative improvements that contribute to improving gender indicators.

The **Statute of Autonomy of Catalonia** recognises the right of all women to freely develop their personality and personal capacity and to live with dignity, safety and independence, free of abuse, exploitation or discrimination, and to participate in all public and private areas on the basis of equal opportunities.

Despite this formal recognition, the development of cross-cutting policies continues to be a necessity, as is the implementation of action plans targeting the eradication of persistent discrimination and guaranteeing real and effective equality between women and men.

Furthermore, the [Catalan Law 17/2015](#), on effective equality between women and men, states, in its [article 28, point 2, in reference to universities and research](#):

2. *In order to fulfil the objective of achieving the effective equality of women and men in the universities and in research, universities must:*
  - a) *Promote the work of women researchers and their participation in research groups, affording visibility to the contributions made by them in the fields of science and technology.*
  - b) *Guarantee the training of their personnel in matters of gender perspective and of women in each and every one of the academic disciplines.*

- c) *Create specific modules or courses dealing with the gender perspective and women in each and every one of the academic disciplines.*

With regard to the prevention and handling of harassment in organisations, the current [Catalan Law 17/2020](#), which amends Law 5/2008, on the right of women to eradicate sexist violence, makes mandatory provision for the implementation of a protocol for prevention, detection and action in cases of sexist violence, including sexual harassment, on the grounds of sex/gender, sexual preference or gender identity or expression.

*Article 13.*

*“3. Universities must have protocols in place for the prevention, detection, attention to and resolution of situations of sexual harassment and harassment on the grounds of gender, as well as all other forms of sexist violence that may occur between or among members of the university community, providing adequate training in matters of gender perspective and the non-re-victimisation of people who intervene in the procedures and in the oversight of the informative or disciplinary proceedings resulting from the application of the protocol. Universities must prepare a periodic assessment report, which they must submit to the administrations with competence in university policies and in gender-equality policies, strictly fulfilling the personal data protection regulations.*

Similarly, the VHIR liaises closely with the *Institut Català de la Salut*, whereby mention should also be made of the [Catalan Law 8/2007](#) of the *Institut Català de la Salut*, particularly its chapter II, which addresses to the mission of guaranteeing equal opportunities for women and men and of integrating the gender perspective.

Finally, the [Catalan Law 11/2014](#), passed to guarantee LGBTI rights and to eradicate homophobia, biphobia and transphobia, establishes the legal grounds

that provide for action to be taken against LGTBI-phobic discrimination in the workplace, developing specific instruments for its prevention, detection and management.



## 3. REGULATORY FRAMEWORK

A chart summarising the most relevant standards, agreements and laws in matters of equality between women and men at regional, state and international level, is provided below:

**Table 1: Summary of the regulatory framework**

IN THE WORLD	The Universal Declaration of Human Rights (1948)	
	Convention on the Elimination of All Forms of Discrimination against Women, CEDAW (1979)	
	The United Nations' World Conferences on Women	Mexico (1975)
		Copenhagen (1980)
		Nairobi (1985)
Beijing (1995)		
IN EUROPE	The Treaty of Rome (1957)	
	The Treaty of Amsterdam (1999)	
	The Charter of Fundamental Rights of the European Union (Nice, 2000; Strasbourg, 2007)	
	The Council of Europe's Convention on Preventing and Combating Violence Against Women and Domestic Violence (2011).	
	European Directives	<p>Council Directive 2004/113/EC, implementing the principle of equal treatment between men and women in the access to and supply of goods.</p> <p>Directive 2006/54/EC of the European Parliament and of the Council on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation.</p>
IN THE SPANISH STATE	The Spanish Constitution (1978)	
	Law to promote the work-life balance of women workers (1999)	
	Organic Law on comprehensive protection measures against gender violence (2004)	
	Organic Law for the effective equality of women and men (2007)	
	Law on science, technology and innovation (2011)	
	The Workers' Statute (2015, recast)	
	Royal Decree-Law on urgent measures to guarantee equal treatment and opportunities between women and men in matters of employment and occupation (2019).	
	Royal Decree regulating equality plans and their registration (2020)	
	Royal Decree on equal remuneration for women and men (2020)	

<b>IN CATALONIA</b>	The Statute of Autonomy of Catalonia (2006)
	The Catalan Law on measures related to the work-family-life balance of personnel in the employment of the public administrations (2006).
	The Catalan Law of the <i>Institut Català de la Salut</i> (2007)
	The Catalan Law on women's right to eradicate sexist violence (2008)
	The Catalan Law to guarantee LGBTI rights and to eradicate homophobia, biphobia and transphobia (2014)
	The Catalan Law for effective equality between women and men (2015)
	The Catalan Law amending Law 5/2008 on women's' right to eradicate sexist violence (2020)

## 4. PHASES OF THE EQUALITY PLAN



### **Commitment phase**

Commitment refers to a type of obligation or agreement that an organisation takes on with regard to the fulfilment of the principle of gender equality and equal opportunities. Moreover, this commitment implies that the organisation therefore has the capacity to fulfil the established equality policies and measures and that it accepts responsibility for their implementation.

Therefore, it is an initial phase that should be accompanied by a formal agreement communicated to the personnel: the general and specific objectives that are to be pursued through the implementation of the Plan are also established at the same time.

### **Creation of the Negotiation Committee**

Once the organisation has taken on the commitment to prepare the Plan, the EOP Negotiation Committee is set up<sup>1</sup>.

This commission will be tasked with negotiating both the diagnosis and the Plan's actual measures.

### **Diagnosis phase**

Diagnosis refers to the process of recognition, analysis and evaluation of a situation to determine its trends or tendencies, detect situations that can be improved or corrected and pinpoint positive aspects to be encouraged.

The diagnosis is made by collecting information through quantitative, qualitative and participative methods, after which the information is processed and interpreted.

### **Planning and dissemination phase**

Planning is the process and the effect obtained by organising, in a methodical and structured way, the objectives to be pursued over a given time-frame (four years) and in a given space. Therefore, all projects must be planned if they are to be produced conscientiously and responsibly.

In this phase, the measures to be implemented are established on the basis of the results of the diagnosis, and the time-frame, follow-up mechanisms and evaluation indicators are also specified.

Furthermore, in this phase, the organisation must inform all VHIR personnel of the Equal Opportunities Plan for women and men through the different corporate communication channels, both internal and external.

### **Execution phase**

The verb "execute" refers to the application of a measure or the implementation or deployment of an initiative.

Therefore, in this phase, the different actions envisaged are implemented on the basis of a staggered schedule, with an ongoing follow-up using pre-established indicators.

### **Follow-up and evaluation phase**

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<sup>1</sup> EOP: Equal Opportunities Plan

The final phase of the Equality Plan involves an analysis of the post-deployment results.

The evaluation therefore involves following up or monitoring the extent to which the measures have been carried out, the results achieved in relation to the pre-established objectives and the Plan's global impact.

## 5. NEGOTIATION COMMITTEE CONSTITUTION PHASE

The Negotiation Committee was constituted in accordance with the provisions of article 5 of RD 901/2020 of 25 February 2021.

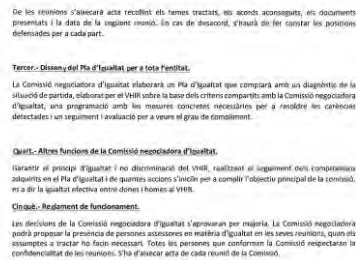
The Committee has a parity composition and is comprised of 3 representatives of the VHRI and 3 of the Workers' Legal Representatives.

The Vall d'Hebron Institut de Recerca's representatives are:

- Miriam Álvarez Rollan, holder of ID card no. 77317414Q
- Álvaro López Flores, holder of ID card no. 76659419M
- M. Teresa de la Campa Alonso, holder of ID card no. 39720563T

The workers' representatives are:

- Montserrat Molano i Flores, holder of ID card no. 43411843X
- Anna Penalba Morenilla, holder of ID card no. 41001371F
- Tao González Zaragoza, holder of ID card no. 47877520F

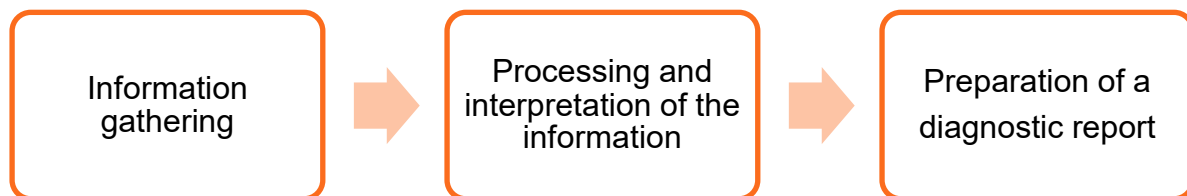


Signats:		
Representació de l'empresa	Miriam Álvarez Rollan	77317414Q
Representació de l'empresa	Álvaro López Flores	76659419M
Representació de l'empresa	M. Teresa de la Campa Alonso	39720563T
Representació de les persones treballadores	Montserrat Molano i Flores	43411843X
Representació de les persones treballadores	Anna Penalba Morenilla	41001371F
Representació de les persones treballadores	Tao González Zaragoza	47877520F

## 6. DIAGNOSIS PHASE

In order to work towards real and effective gender equality in the organisation, a detailed examination of the initial situation must be conducted. This involves analysing the extent of inclusion of equal opportunities for women and men at the VHIR in order to determine strong points that can be further boosted and any issues that may need to be corrected.

The diagnosis is structured in 3 phases:



The quantitative and qualitative information was obtained from the analysis and the data culled from:

- > The organisational chart and description of the VHIR's structure
- > Data pertaining to the composition and the characteristics of the organisation's team (structural and research personnel).
- > The personnel's remuneration data.
- > Access, recruitment and promotion procedures and job descriptions.
- > The collective bargaining agreement and any other regulations on labour relations.
- > Occupational risk prevention plan.
- > Gender-specific training.
- > The Institution's website and social media/networks.
- > Other corporate documents and reports.

The information about participation was obtained from:

- > Two (2) sessions to evaluate the diagnosis with the Negotiation Committee.

- > One (1) session to evaluate the measures contained in the Plan with the Negotiation Committee.
- > Four (4) in-depth interviews with key informants: human resources, research personnel with different records and positions in the organisation.
- > One (1) opinion survey to which 176 people responded, equivalent to 25% of the workforce, 134 of whom are women (76% of the respondents), 41 (23% of the respondents) men and 1 non-binary (1% of the respondents).

## STRUCTURE OF THE DIAGNOSIS

According to the Royal Decree 901/2020, which regulates equality plans and their registration, the diagnosis of the situation in terms of the EOP should make reference to at least the following topics or subjects:

1. Recruitment and hiring process.
2. Professional classification.
3. Training.
4. Professional promotion.
5. Conditions of employment (including the wage audit between women and men pursuant to the provisions of the Royal Decree 902/2020).
6. Joint responsibility in exercising the rights to a personal, family and occupational life.
7. Under-representation of women.
8. Remuneration.
9. Prevention of sexual and gender-based harassment.
10. Gender perspective-based corporate communication.
11. Gender equality culture.

With a view to putting this content in order, the diagnosis of this Plan was structured around the aforementioned strategic axes.



## 7. SCOPE OF THE EQUALITY PLAN AND ITS TERM

This Equality Plan will apply to all the activities that take place in the VHIR's organisational setting.

It will apply to all the workers in the organisation, both present and future, and to anyone who, although they report to a third party, engages in activities or renders services in the centre.

It will be effective as of **1 November 2021 and will have a term of four years, until 31 October 2025.**

Once the effective term has elapsed, a new Negotiation Committee will be set up with the main objective of conducting a new diagnosis and producing a subsequent Equality Plan that caters to the existing legislation and to the workforce's needs.

The diagnosis performed identified the VHIR's strong points, as well as areas where there is room for improvement, and on the basis of which the measures that are to be implemented throughout the term of the Plan are designed.

## 8. SUMMARY REPORT OF THE VHIR EQUALITY DIAGNOSIS

### RECRUITMENT AND HIRING PROCESS

This axis analyses the mechanisms of access and the VHIR's personnel recruitment processes in order to verify that the principle of equal opportunities for women and men in access to employment is applied. The training offered to the workforce is also analysed, as is the existence of other items or elements that are conducive to workers' professional development.

- > **Recruitment process:** comprising the publication of the job vacancy (where it is published and its content), the people and the department involved in the process, the gender training these people have received, tests and other candidate assessment tools.
- > The existence or lack of **detailed job descriptions** (evaluate whether they contain a detailed description of the job: name; training, knowledge, skills and experience required; the functions to be performed; types of responsibility, position in the organisational chart and relationships that need to be established; working conditions (working hours, physical/mental/emotional effort, etc.)).
- > **Instruments used in the recruitment processes:** scripted interviews, scoring matrix, tests, etc.

The recruitment policy developed by the VHIR is based on the principles of the Code of Conduct for the Recruitment of Researchers promoted by the European Commission and based on its Human Resource Strategy for Researchers – HRS4R, and more specifically on the Code of Conduct for Recruitment of Researchers: OTM-R, Open, Transparent and Merit-based Recruitment of Researchers.

The Onboarding Plan specifies that people will be “provided with training in the use of the Intranet, the training Plan they should carry out in the coming months

in relation to Occupational Risk Prevention, as well as the most relevant points of the Equality Plan and the management of diversity at the VHIR”.

As can be seen, the VHIR has a standard and automated recruitment process aligned with the European standards for open, transparent and merit-based recruitment processes. Moreover, it has supporting documentation for the holding of interviews and for overseeing the entire process.

However, the interviews with the key informants showed that the recruitment procedure is not always applied exactly. In the case of profiles that join the research groups (scientists, support technicians for the search for groups), sometimes the interview is only carried out by the responsible PI and he or she forwards the report to be signed by the rest for the ratification of the process. They attribute this practice to a lack of time. It also transpires that the people that participate in the recruitment process are not familiar with it. The survey also reveals that 27% of the people do not know if women and men have the same opportunities to access the VHIR.

STRONG POINTS	AREAS FOR IMPROVEMENT
Standard recruitment process.	-
The job vacancy offer is based on job descriptions.	-
The vacancy remains open for at least 15 days.	-
The minimum amount of information that the vacancy announced should contain is established.	The minimum amount of information that the vacancy should contain (provided for in the recruitment procedure) does not include information about work-life balance measures (although this information is provided in the job vacancy announcements analysed), and nor is the VHIR’s commitment to gender equality clearly conveyed.
Preparation of a pre-recruitment report which defines and scores the recruitment criteria.	-
Creation of a balanced Evaluation Committee of men and women with experience in the recruitment process.	When the people and the characteristics of the people who are to be part of the Committee are identified, it does not say whether they have received training in gender perspective-based recruitment processes in order to reduce unconscious biases.

The job vacancy offer is posted on different platforms and on the VHIR's website.	The job vacancy is not announced in-company.
There is an automated recruitment process that can be monitored by the applicant.	-
Summary of applications.	-
Final recruitment documents reviewed and created by different people.	-
The successful applicant is informed by telephone and by email and is sent all the information about the job.	-
Several channels are available for submitting claims or improvement proposals.	-

## PROFESSIONAL CLASSIFICATION

This axis analyses the characteristics of the people who work at the VHIR, such as gender, age, seniority or academic background on the one hand and, on the other, their distribution throughout the organisation, thus providing an overall snapshot of the workforce and of the workers' role in the organisation.

It should be mentioned that 38.10% of the women and 30.85% of the men fall within the 18-30 years-old bracket (most of them are students and personnel starting out on their research career). On the other hand, the age bracket of fifty-one years and above presents a low representation (8.53% and 13.93% of the women and men, respectively, of the workforce).

In terms of academic background, in general there is a greater number of women with a university education (diploma, degree and Master's); whereas, as far as PhDs are concerned, and while the number of women holding a PhD is greater than that of men (73 women as opposed to 56 men), the percentage of men out of the total number of men who hold a PhD is significantly greater than the percentage of women out of the total number of women who hold one (27.86% men versus 14.48% women).

In terms of distribution by areas, and while there are certain areas that are markedly feminised (Vascular biology and metabolism; Digestive and hepatic diseases; Immune-mediated diseases and innovative therapies; Infectious

diseases; Neurosciences; Obstetrics, paediatrics and genetics; Oncology; Research into surgery; Labour Relations Unit (Support unit to the Clinical Research Ethics Committee (CREC)), whereas in percentage terms the by-gender distribution is fairly homogeneous.

Finally, there is a slight horizontal segregation, particularly with regard to the concentration of women in traditionally feminised positions (administration and management).

STRONG POINTS	AREAS FOR IMPROVEMENT
A balanced distribution of men and woman by areas (although there is a certain tendency towards a concentration of woman in administrative positions).	Masculinisation of managerial positions and of responsibility that is inconsistent with the feminisation of the workforce.
-	Assess, by means of personal interviews, stability in the contractual relationship of the research staff.
-	A high presence of women in the pre-doctoral category not matched by their presence in the post-doctoral category.
-	Improve the system for the compilation of data related to the workforce's level of training.

## TRAINING

This section analyses training, defined as a process of ongoing learning conducive to professional advancement and promotion, helping to increase workers' knowledge, competencies and skills.

This means that the training should contribute to the personnel's professional development, while also catering to the organisation's strategic objectives.

The VHIR has a procedure in place for managing the centre personnel's training (VHIR-UDP-PGR-001), and the Professional Development Unit also produces a yearly training plan.

The procedure refers to two types of training: initial and continual/ongoing. One part of the initial training is provided for in the Onboarding Plan, the basic

onboarding training, whereas another part is specified in the following procedure: *specific onboarding training*.

Continual training may be either planned or unplanned.

Once the different managers have detected needs, they have to submit them to the Professional Development Unit by email. If the training is very specific, this process is managed directly by the research group.

With regard to the available budget, it should be mentioned that there is a FUNDAE credit for training in gender awareness, data protection, skills, leadership, to name but some. Training related to responsibilities detailed in the professional map are also funded.

The training plan is updated on a constant basis and the training provided and attendance are summarised every year.

Although the procedure is described in detail and there are criteria for the prioritisation of training, in the course of the interviews with the different key informants it transpired that people are unsure as to the criteria to be followed for workforce training. No sense of unequal access for women and men is detected, although an unequal interest is, and some personnel were rather passive about the equality training because they think that the fact that the VHIR is a feminised institution implies that it already promotes equal opportunities and equal treatment and that no further training is required in this regard.

In general, the perception of the survey respondents matches that of the interviews, namely that access to training is guaranteed in conditions of equal opportunities for men and women.

STRONG POINTS	AREAS FOR IMPROVEMENT
There is a training management procedure in place.	The interviews revealed a certain lack of knowledge of the criteria included in the procedure according to which the team can access the different types of training.
The specific onboarding training addresses occupational risk prevention, taking possible distinctive aspects in the impact on health between women and men into account. An explanation of sexual harassment or gender-	There is no initial training in awareness-raising in matters of equal opportunities and treatment.

based harassment is provided, as well as the VHIR's procedure for such situations.	
The onboarding training includes information about where the equality documents are to be found, as well as their content.	-
There is a process for the detection of training needs that makes provision for annual feedback interviews.	The annual feedback interviews do not take the gender perspective into account.
There is a possibility of funding training for flexible remuneration.++	The available training that people can fund through this type of system is neither shared nor disseminated regularly and neither do the respondents recall the existence of this resource.
	The perception of 10.5% of the respondents is that they do not know if there is equal access to training for women and men.

## PROFESSIONAL PROMOTION

There is no standard process for professional promotion. Article 16 of the VHIR's Collective Bargaining Agreement stipulates that the organisation is currently working on a professional career plan for the workforce in the course of the effective period of this agreement (2019-2023). A distinction is made between structural personnel and research personnel.

The following distinctions are made:

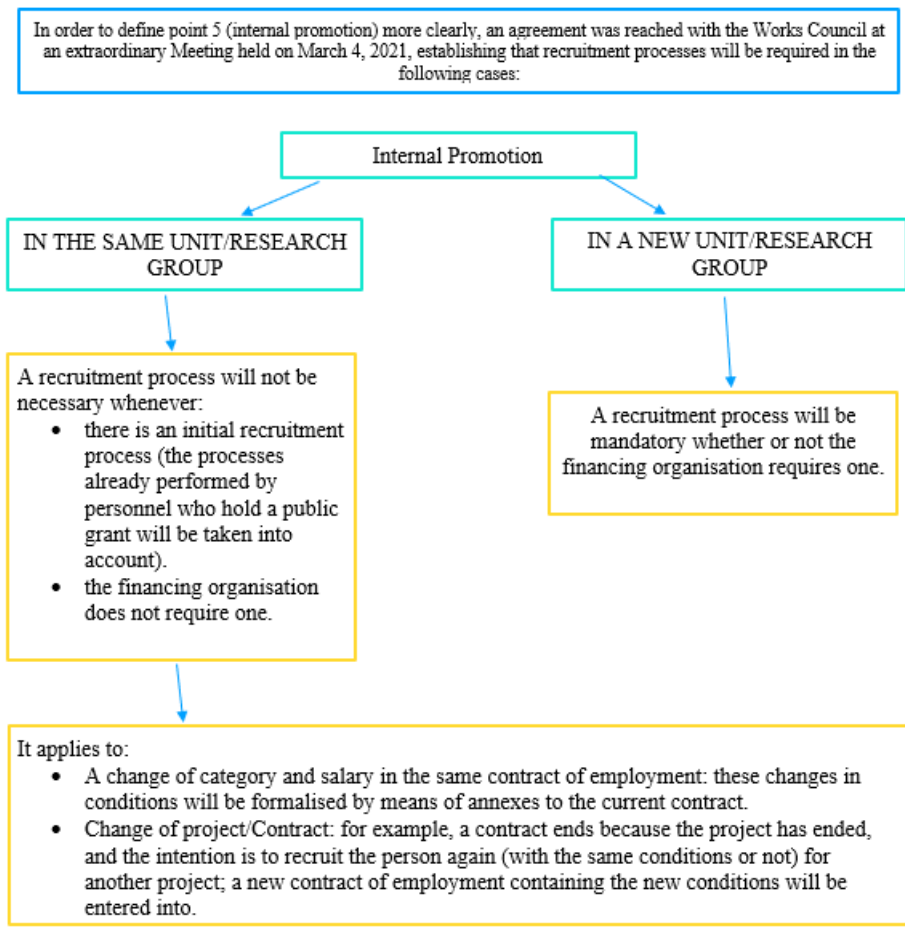
- > Management and Administration personnel: the career is the one defined, although the process is not standardised.
- > Research support personnel: the career has yet to be developed.
- > Research personnel: the career is due to be reviewed, although it has been produced and it is heavily regulated by calls/announcements and grants or fellowships. Promotion is regulated by the scientific career (also yet to be developed).

The agreement currently states that *"matters related to changes of functional group or levels fall to the competence of the Human Resources department"*.

At this moment in time, promotion is available when a person applies for open vacancies. In this regard, there is no perception that in-house personnel are given priority in external job vacancies, since they are not even announced by email, although they are posted on the organisation’s website.

The organisation and the Works Council recently reached an agreement on the regulation that says that a new job vacancy offer will not need to be published in the following situation:

### AGREEMENT BETWEEN THE EC AND HR



STRONG POINTS	AREAS FOR IMPROVEMENT
Work is currently ongoing on professional development planning within the Collective Bargaining Agreement.	Include the gender perspective in the promotion process.
	Differences of opinion in the surveys and the interviews with regard to whether men and



	woman have the same promotion opportunities.
	There is no systematic information about the previous and the new position held in promotions in the course of the last year.

## WORKING CONDITIONS

The working conditions which straddle safety, health and quality of life in the workplace are directly related to the working environment and also to the physical workplace or job station, materials and infrastructures, as well as to environmental and technological aspects and questions of work organisation, planning and remuneration.

The study of the general characteristics of the work centres - facilities/installations, equipment, products, as well as the nature of the physical, chemical and biological agents present in the working environment and the associated risks, in conjunction with other work-related characteristics, including those pertaining to psychological and social health, which impact the magnitude of the risks to which workers may be exposed, pertains to the area of occupational health and risk prevention.

### WORKING WEEK:

The working week is comprised of 40 hours, although the number of hours worked per week between the VHIR's personnel varies substantially. The mean number of hours worked a week is below 38 for all the professional families, and even below 35 hours in the case of male research personnel and research support personnel.

It should be mentioned that the VHIR's Collective Bargaining Agreement expands upon the reasons for reducing the working week with regard to the legally established number of hours. This right is not limited to being able to look after relatives, although any reduction must be agreed to with the company. Similarly, following an agreement between the company and the worker, the

compressed working week can be accumulated in a single day of the week, thereby limiting the working week to four days.

## **TYPE OF CONTRACT OF EMPLOYMENT:**

This section addresses the working relationship (in the employment of others) that is entered into between the centre and the personnel providing the service. We refer to these types of workers, since for the moment the VHIR does not use any staffing service employees (people hired through a temporary agency and who provide services to VHIR as external or subcontracted personnel). The new regulations mandate consideration of this personnel; however, since when the analysis was performed the VHIR did not employ this type of personnel, reference will be made only to in-company personnel.

In absolute and percentage terms, the majority of the workforce has a contract of employment, the term of which is determined by production circumstances (401), amounting to 37% of the total VHIR workforce. Of this number, 36.9% are women and 38.8% are men.

Similarly, occupational health must be redefined, exhaustively appraising the gender variable, not only with regard to the biological factor related to women's reproductive capacity, but also with regard to differences related to the body, socialisation, the roles to be performed and the demands encountered by women and men in the workplace.

It is therefore necessary to guarantee effective and full prevention for women and men, achieving effective equal treatment in matters of occupational health, considering that men and woman often find themselves in different working conditions and face different risks, for which purpose specific and adaptive measures need to be taken.

The VHIR has an occupational risk prevention manual for new recruits. This manual contains specific and accessible information. It also contains an operating procedure for the prevention of situations involving violence.

STRONG POINTS	AREAS FOR IMPROVEMENT
<p>The majority of the workforce is employed by means of a contractual relationship specific to the sphere of research and investigation, followed by a full-time indefinite contractual relationship.</p> <p>There are no significant gender-related differences in types of contract.</p>	<p>.</p>
<p>The Collective Bargaining Agreement clearly specifies the sections pertaining to the working day/week, schedule, holidays and vacations, bonuses, etc.</p>	<p>The Collective Bargaining Agreement has not been updated in accordance with the RD 6/2019.</p> <p>The Collective Bargaining Agreement has an article that is irregular in terms of gender perspective.</p> <p>The Collective Bargaining Agreement does not clarify who the beneficiary of prenatal examination leave is: the biological mother or the other parent.</p>
<p>Systematically-collected information broken down by gender of dependants and descendants is not available.</p>	<p>No clear and systematically defined document containing the work-life balance measures available and the criteria for opting into them has been created, as was established in the previous Equality Plan.</p>
	<p>The personnel lack knowledge of the work-life balance measures and they state that the dissemination of such measures needs to be improved.</p>
<p>Existence of a pilot test to adopt tele-work prior to the pandemic.</p>	<p>The results of the pilot test are unknown and the annex of the Collective Bargaining Agreement which is supposed to specify the conditions in which this should be done or the criteria for applying to opt into the Plan has not been developed.</p>
<p>Most of the respondents rated their work-life balance possibilities as medium-to-high.</p>	<p>The Collective Bargaining Agreement (or any other document) does not contain compensatory measures for people who do not have timetable flexibility, a regular compressed-hour working day, specific compressed working day periods and dates or tele-work.</p>

## JOINT RESPONSIBILITY IN EXERCISING THE RIGHTS TO A PERSONAL, FAMILY AND OCCUPATIONAL LIFE

The planning of work time is indispensable in order to guarantee the possibility of achieving a work-life balance, or in other words to ensure that the working life of employees is compatible with other areas of life, such as the family, leisure/recreation and rest or personal development.

However, it should be pointed out that an organisation's time policy may promote a better work-life balance although it can hardly be expected to solve the shortcomings and difficulties involved in striking a balance between two worlds with needs that are often counterpoised. Thus, the job setting and the personal and family domain are governed by underlying values and operating logics that are counterpoised and hierarchized, in which production needs and wishes have taken on a position of superiority over care and well-being needs.

In order to evaluate the VHIR team's work-life balance needs and for the institution to be able to plan time management policies that are in tune with real needs, quantitative information related to this area of study is provided below.

Although in absolute terms women have a greater number of descendants (irrespective of the number), both men and woman have the same medium number of dependent children - 0.4 children.

Therefore, it would be convenient to know who makes the greatest use of work-life/family balance leave (in absolute and relative terms), remembering that the mean number of descendants is virtually identical.

Other work-life balance needs, besides those that have to do with family matters, are related to the personal life of the people in the team and the development of different areas of life. Moreover, it should not be forgotten that the VHIR team is multinational, which may involve specific needs related to away-time or travel, which in some cases can involve major distances.

In this regard, chapter 3 of the applicable Collective Bargaining Agreement provides for certain measures which may, depending on how they are applied, facilitate work-life balance, such as discretionary days off or tele-work (in the

pilot test phase and only applicable to research support personnel in the administrative structure).

## UNDER-REPRESENTATION OF WOMEN

With regard to the current composition of the workforce, the VHIR may be said to be feminised, with 71% women and 29% men.

On the contrary, and as we saw in the section on organisation, this feminisation is not mirrored in the composition of the Board of Trustees, Management or group managers. Indeed, distribution by sex is inverted: 76% of research group managers are men as opposed to 24% women. There is only parity in terms of area managers (4 women and 5 men).

Therefore, actions geared towards fostering the promotion or hiring of women to positions of responsibility are recommended to do away with vertical segregation. For this purpose, in conjunction with the awareness-raising actions, inclusive recruitment processes should be implemented and the social barriers for woman in terms of access to science, and more specifically to positions of responsibility in the centre, should be eliminated.

## REMUNERATION

The remuneration or wage policy refers to the ensemble of principles and guidelines applied by the organisation in relation to the remuneration of workers, both male and female.

This policy pursues the following objectives, among others:

- > To capture and retain competent and efficient personnel.
- > To provide compensation for their competencies and the effort demanded.
- > To make it possible for the workforce to satisfy their personal, family and social financial needs.

Furthermore, and from the gender perspective, the wage policy should be governed by the principles of equality and equal opportunities, attaching value -

and consequently, adequate remuneration - to both traditionally feminised and traditionally masculinised work.

It should be pointed out that wage inequality between women and men is a fact in Catalonia, with a gender divide of around 22.2%<sup>2</sup>.

The VHIR presents an overall wage gap of 5.7% unfavourable to woman, although the median (the central value) is identical for women and men.

On the other hand, when wages are compared on a by-hour basis, this difference is almost doubled, rising to 9.9%, whereas the gap related to the median stands at 4.7%.

The fact that the gap based on the mean is greater than the gap based on the median tells us that the male dataset is influenced by a group of men in the high wage bracket.

With regard to the overall basic wage (fixed remuneration assigned to each worker per unit of time), the gap is 8.2% unfavourable to woman, which in principle should be justified by the different distribution of women and men in professional categories within the VHIR or by other demonstrable factors, since this remuneration does not include extras such as those specific to the job, bonuses, overtime or performance assessment.

It should be mentioned that in fulfilment of the relevant point of the Royal Decree-Law 902/2020 on wage equality between women and men, all organisations are obliged to apply a job assessment system that applies a gender perspective in all positions, and in this regard the VHIR should study the system compatible with the scientific career evaluation procedure which also applies to non-research personnel (technical, administrative, etc.).

STRONG POINTS	AREAS FOR IMPROVEMENT
Absence of a wage gap in the “Management and administration” and “Support to research” families.	18.7% wage gap in the “Research personnel” family.

<sup>2</sup>Source: IDESCAT, data from February 2021

	Wage gap both in terms of overall annual remuneration and remuneration by our, the basic wage and supplements
	The need to itemise the set of supplements and define each one of them.
Existence of a five-yearly assessment of the research career (this only applies to personnel pursuing a Scientific Career).	Absence of a job assessment system with a gender perspective applicable to all VHIR personnel, both research and non-research.

## PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT

Harassment is a serious violation of a person’s freedom, integrity and dignity and may be said to take place when it results from unequal gender relationships, a manifestation of sexist violence or of LGTB-phobia.

Sexual harassment is defined as the ensemble of unwanted verbal, non-verbal or physical behaviour of a sexual nature intended to or which actually produces the effect of violating the dignity of a person or of creating an intimidatory, hostile, denigrating, humiliating, offensive or disturbing environment or atmosphere.

Although harassment is a type of aggression characterised by repetition, in particularly serious cases a single instance of behaviour may be regarded as constituting sexual harassment.

It is a form of abuse exercised from a perception or sensation of mental or physical power over the person harassed and may or may not coincide with hierarchical superiority.

In this regard, the VHIR has subscribed to the “Procedure for the prevention, action and resolution of situation of psychological or sexual harassment on the grounds of gender or sexual preference and other discriminations in the workplace”, of the *Institut Català de la Salut*, approved in 2010.

Regarding the survey results, and while most of the people that participated answered that they regard their workspace as a safe space free of harassment and other sex- or gender-based discriminatory situations, most of them said that they are not acquainted with the whistle-blowing procedure to be followed by a victim or a witness of harassment (81% of women and 71% of men), and more than half of the respondents said that they would not know what to do in such a situation.

STRONG POINTS	AREAS FOR IMPROVEMENT
Existence of a reference protocol of the <i>Institut Català de la Salut</i> .	<ul style="list-style-type: none"> <li>&gt; This protocol does not provide for other situations of harassment beyond those envisaged in article 48 of the Organic Law 3/2007.</li> <li>&gt; Produce a specific protocol for VHIR personnel, indicating:                             <ul style="list-style-type: none"> <li>• The Investigation Committee (names and surnames, contact details, incompatibilities).</li> <li>• Preventive, corrective and reparatory measures.</li> <li>• Investigation procedure.</li> </ul> </li> </ul>
	Workforce’s lack of awareness of the protocol.
	Inform the entire VHIR workforce of the existence of the organisation’s specific protocol.

## GENDER PERSPECTIVE-BASED CORPORATE COMMUNICATION



This section focused on analysing gender perspective-based in-company and external corporate communication.

Therefore, on the one hand, the use of language was studied to ensure that it is inclusive, ensuring that the presence of men, women and persons belonging to LGBTBI groups in society and in the workplace is visible, using masculine and feminine language forms and eradicating the use of false male-gendered language.

Moreover, the internal communication mechanisms were studied to verify whether the organisation provides equal access to information for the workforce overall, so that each worker, female and male, has the information they need to perform the work assigned to them and for their professional advancement.

Finally, gender perspective-based communication is also that which conveys equality, or in other words, which is geared towards achieving equal opportunities and gender equality by means of campaigns, signs and posters, awareness-raising sessions, etc.

Inclusive corporate communication refers to both external communication (the information and the image projected outwardly by the organisation) and to internal communication (documentation and other information material intended for the personnel).

By way of summary, and in relation to the analysis of the use of language and corporate communication in the organisation, the need to create a clear procedure incorporating the gender perspective as a strategic pillar of the communication policy must be stressed.

Although the VHIR team is evidently well aware of the need to do away with androcentrism in corporate communication, there is no clear guideline that generates standard contents. For this reason, it would be a good idea to have a non-sexist and inclusive communication manual, specific to the domain of research, intended for the persons responsible for the centre's publications and communication. It would also be necessary to repeat the training that was provided within the framework of the first Equality Plan in order to update its content and considerations.

Finally, there is also a need for the creation of a VHIR Communication Plan containing all these proposals, together with the analysis of the channels and flows for the transfer and exchange of internal information to ultimately improve efficiency.

STRONG POINTS	AREAS FOR IMPROVEMENT
Trend in the use of inclusive language.	The use of the male-gendered language form is detected in many corporate publications and documents.  Non-existence of a research domain-specific manual to guarantee the systematic use of inclusive writing.
Presence of news items on the web portal and the social media that promote the empowerment of women in research.	-
A positive assessment of communication in terms of gender equality by the workforce.	Women are rendered invisible by academic citation standards or regulations.
Clear, well-defined and varied internal communication mechanisms.	-
Existence of documents with non-sexist language.	The personnel tasked with communication have not received any training in the use of inclusive language and non-sexist communication in the last seven years.  No awareness-raising campaigns about inclusive language and non-sexist communication have been performed in the last four years.
-	Absence of a Communication Plan.

## GENDER EQUALITY CULTURE

This axis analysed the VHIR's culture in terms of equal opportunities for women and men, non-discrimination on account of gender and gender equality. Therefore, a study was conducted to ascertain whether the specific actions implemented by the organisation to promote this culture and to create or raise awareness among male and female workers in relation to equal opportunities have been efficient and have had an impact.

In this section, different indicators that allow us to gauge the extent of the development of the gender equality culture were analysed. However, it should

also be mentioned that it is a cross-cutting axis, since it impregnates the other axes that conform the diagnosis.

It transpired that despite the VHIR's recognition of the principle of equal opportunities and the production of two previous equality plans, this principle has not been developed systematically; most of the measures established in previous plans have not been fulfilled, there are scant awareness-raising actions in matters of equality, and, more specifically, there has been no specific training related to the inclusion of the gender perspective in recruitment and promotion processes or in the prevention of and action to be taken in situations of harassment and other types of sexist violence in the workplace.

STRONG POINTS	AREAS FOR IMPROVEMENT
Work has been done to promote equal treatment and opportunities: the production of two previous Equality Plans.	There has been no systematic follow-up of the measures of the previous Equality Plan or of its results.  Some of the actions provided for in the previous Plan will enjoy continuity in the current Plan.
The Collective Bargaining Agreement establishes the obligation to produce an Equality Plan.  The Code of Ethics includes equal opportunities as one of its values.  The VHIR is part of the <i>Institució CERCA</i> which actively promotes equal treatment and opportunities.	The irregular clause related to gender violence contained in the Collective Bargaining Agreement has not been amended.
Parity in the coordination of research areas.	Gender-biased distribution in the different organs:  > Masculinised Board of Trustees, Delegate Commission and Management.  > Masculinised group management.
The Onboarding Manual specifies the organisation's commitment to equal opportunities and states the obligation to report the existence of the Plan in the onboarding procedure.	40.91% of the respondents consider that equal opportunities are not taken into account.
There are Human Resource profiles with equality officer training.	No widespread awareness-raising actions targeting the workforce overall have been implemented.

<p>The annual training plan allocates a budget for the training of a new member of the Committee as equality officer.</p>	<p>No specific training has been provided in bringing the gender perspective into recruitment processes or in the prevention of and action to be taken in cases of harassment.</p>
<p>The HRS4R is currently working on promoting equal opportunities in research.</p>	<p>The need to describe the specific measures derived from this work in detail and develop them.</p>

## 9. PLANNING AND DISSEMINATION PHASE

The planning phase is the stage in which the action measures intended to promote a culture of gender equality and to correct the deficiencies detected during the diagnosis phase are designed.

The 26 measures proposed in this Equality Plan correspond to the strategic axes developed in the diagnosis phase, as well as to the **7 objectives addressed** during the commitment phase, namely:

Objective 1: To incorporate the principle of equal opportunities into all of the institution's organisational levels.

Objective 2: To promote a culture of equality and gender equality among the organisation's employees.

Objective 3: To guarantee equal opportunities in access to work and training, as well as in the professional development of women and men.

Objective 4: To promote an organisation of work time conducive to achieving a work-family-life balance.

Objective 5: To guarantee healthy, satisfactory and equal working conditions for the organisation's workforce overall.

Objective 6: To prevent and take action in cases of harassment in the workplace.

Objective 7: To guarantee equal, inclusive and non-sexist corporate communication.

**1. Objective: To incorporate the principle of equal opportunities into all of the institution's organisational levels.**

<b>Measure 1</b>	<b>To allocate resources to this Equality Plan in order to implement all the actions envisaged in the project.</b>
Axis	Gender equality culture
Objective	To incorporate the principle of equal opportunities into all of the institution's organisational levels.
Managed by	Human Resources Management of the VHIR + the VHIR Equality Committee.
Time-frame	Annual
Resources	Time in hours of the person managing the action + other possible costs. Computer/Internet/Printer.
Follow-up indicators	Annual budget for the implementation of the Equality Plan.

<b>Measure 2</b>	<b>To implement the measures of the Equal Opportunities Plan at the VHIR.</b>
Axis	Gender equality culture
Objective	To incorporate the principle of equal opportunities into all of the institution's organisational levels.
Managed by	Human Resources Management of the VHIR + the VHIR Equality Committee.
Time-frame	Annual
Resources	Time in hours of the person managing the action + other possible costs. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; A Plan follow-up report has been produced</li> <li>&gt; The Plan has been evaluated</li> <li>&gt; Number of actions implemented (facilitators/obstacles encountered)</li> <li>&gt; Result of the implementation of the Plan.</li> </ul>

<b>Measure 3</b>	<b>To define the working system of the Follow-up and Evaluation Committee and evaluation of the frequency of meetings, the distribution of responsibilities, follow-up of the Plan, reporting and information transfer.</b>
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Axis	Gender equality culture
Objective	To incorporate the principle of equal opportunities into all of the institution's organisational levels.
Managed by	VHIR Equality Committee
Time-frame	Q4 2022.
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; Operating regulations of the Plan Follow-up and Evaluation Committee.</li> <li>&gt; Minutes of the meetings.</li> <li>&gt; Annual meeting schedule.</li> </ul>

<b>Measure 4</b>	<b>To convey the Equality Plan to the entire workforce of the VHIR through the centre's usual communication channels.</b>
Axis	Gender perspective-based corporate communication
Objective	To incorporate the principle of equal opportunities into all of the institution's organisational levels.
Managed by	HR Management.
Time-frame	Q1 2023/Annual.
Resources	Time in hours of the person managing the action + possible cost of a trainer if the action is outsourced. Computer/Internet/Printer/Training room
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The workforce has been informed.</li> <li>&gt; Through which channels?</li> <li>&gt; It has been guaranteed that everyone is aware of it.</li> <li>&gt; Main results.</li> </ul>

**2. Objective: To promote a culture of equality and gender equality among the organisation's employees.**

<b>Measure 5</b>	<b>To offer specific training in equal opportunities and equality to managers or team leaders.</b>
Axis	Training
Objective	To promote a culture of equality and gender equality among the organisation's employees.
Managed by	Human Resources Management-Professional Development Unit + EC + Training Committee.
Time-frame	Q2 2023/Annual.
Resources	Cost of training (or FUNDAE credit) Training room/Projector/Printer
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The training has been provided.</li> <li>&gt; Number of people trained, itemised by gender.</li> <li>&gt; Training content.</li> <li>&gt; Result of the assessment of the training.</li> </ul>

<b>Measure 6</b>	<b>To provide gender awareness-raising training targeting all personnel.</b>
Axis	Training
Objective	To promote a culture of equality and gender equality among the organisation's employees.
Managed by	Human Resources Management-Professional Development Unit + EC + Training Committee.
Time-frame	Q4 2022/Annual.
Resources	Cost of training (or FUNDAE credit) Training room/Projector/Printer
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The training has been provided.</li> <li>&gt; Number of people trained, itemised by gender.</li> <li>&gt; Training content.</li> <li>&gt; Result of the assessment of the training.</li> </ul>



### 3. To guarantee equal opportunities in access to work and training, as well as in the professional development of women and men.

<b>Measure 7</b>	<b>To create an interview model/script, accompanied by guidelines for the interviewer.</b>
Axis	Recruitment and hiring process
Objective	To guarantee equal opportunities in access to work and training, as well as in the professional development of women and men.
Managed by	Human Resources Management - Professional Development Unit.
Time-frame	Q1 2023
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; Has the interview model been produced?</li> <li>&gt; Have all the persons who participate in recruitment processes been informed?</li> <li>&gt; Since the interview model was introduced, has a change in tendency been detected?</li> </ul>

<b>Measure 8</b>	<b>To document the possibilities for continuity of research personnel at the VHIR (possible fellowships, the existence of mentoring programmes, assessment, etc.).</b>
Axis	Professional promotion
Objective	To guarantee equal opportunities in access to work and training, as well as in the professional development of women and men.
Managed by	Human Resource Management + Communication
Time-frame	Q4 2023
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; Have questions related to the contractual stability of the research team been added to interviews/onboarding?</li> <li>&gt; Has any document that demonstrates or accredits these questions been delivered?</li> <li>&gt; Result obtained in relation to this matter.</li> </ul>

<b>Measure 9</b>	<b>To conduct an emailing with the twice-yearly calls or announcements published at the VHIR in order to</b>
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	<b>explicitly convey our commitment to in-house promotion and talent retention of centre personnel.</b>
Axis	Professional promotion
Objective	To guarantee equal opportunities in access to work and training, as well as in the professional development of women and men.
Managed by	HR Management.
Time-frame	Q1 2023/Annual.
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; Has the emailing been sent?</li> <li>&gt; Through which channels?</li> <li>&gt; Number and type of job vacancies reported</li> <li>&gt; Feed-back from the workforce.</li> </ul>

<b>Measure 10</b>	<p><b>To reinforce the communication/explanation of the flexible Remuneration Plan.</b></p> <p><b>To provide specific information about the training product (option of financing training through the flexible remuneration policy).</b></p>
Axis	Joint responsibility in exercising the rights to a personal, family and occupational life
Objective	To guarantee equal opportunities in access to work and training, as well as in the professional development of women and men.
Managed by	HR Management.
Time-frame	Q1 2023/Annual.
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; How was the communication carried out?</li> <li>&gt; Through which channels?</li> <li>&gt; Result obtained following the communication (% increase in training).</li> </ul>

<b>Measure 11</b>	<b>To create a systematic register itemised by gender with the number of women and men promoted every year, indicating both the original and the new promotion position.</b>
Axis	Professional promotion/Professional classification

Objective	To guarantee equal opportunities in access to work and training, as well as in the professional development of women and men.
Managed by	HR Management. - Labour Relations Unit.
Time-frame	Q2 2023/Annual.
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The systematic register has been created</li> <li>&gt; Number of women and men (% differential)</li> <li>&gt; Corrective actions proposed according to the results.</li> </ul>

<b>Measure 12</b>	<b>To promote the representation of women in decision-making bodies.</b>
Axis	Under-representation of women/Professional classification
Objective	To guarantee equal opportunities in access to work and training, as well as in the professional development of women and men.
Managed by	HR Management.
Time-frame	Q4 2023/Annual.
Resources	Human and material internal resources (Computer/Internet/Printer)
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; Number of women represented on Committees/decision-making bodies.</li> <li>&gt; Percentage of women in positions of responsibility by unit compared to men.</li> </ul>

#### 4. To promote an organisation of work time conducive to achieving a work-family-life balance.

<b>Measure 13</b>	<b>To disseminate the measures established in the applicable collective bargaining agreement (2019-2023) regarding time management policies to the entire workforce.</b>
Axis	Joint responsibility in exercising the rights to a personal, family and occupational life.
Objective	To promote an organisation of work time conducive to achieving a work-family-life balance.
Managed by	Human Resources Management + VHIR Equality Committee.
Time-frame	Q1 2023/Annual.
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The measures have been communicated.</li> <li>&gt; Through which channels?</li> <li>&gt; Feedback received from the workforce.</li> </ul>

<b>Measure 14</b>	<b>To create joint-responsibility campaigns in work related to people care.</b>
Axis	Joint responsibility in exercising the rights to a personal, family and occupational life.
Objective	To promote an organisation of work time conducive to achieving a work-family-life balance.
Managed by	Human Resources Management + VHIR Equality Committee.
Time-frame	Q2 2023/Annual.
Resources	Time in hours of the person managing the action + cost of printing or cost of producing the campaign. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The campaigns have been created.</li> <li>&gt; What is the content?</li> <li>&gt; Through which channels were they communicated?</li> <li>&gt; Results.</li> </ul>

<b>Measure 15</b>	<b>To adapt the wording of the future collective bargaining agreement to the provisions of the RD6/2019, also</b>
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	<b>clarifying who the beneficiary of prenatal examination leave is: the biological mother or the other parent.</b>
Axis	Joint responsibility in exercising the rights to a personal, family and occupational life.
Objective	To promote an organisation of work time conducive to achieving a work-family-life balance.
Managed by	HR Management - Labour Relations Unit.
Time-frame	At the time of negotiation of the new collective agreement (effective period of the current one: 2019-2023). Q2 2024
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The text has been amended.</li> <li>&gt; The workforce has been informed.</li> </ul>

<b>Measure 16</b>	<b>To produce a survey about time uses in order to detect work-life balance needs in the workforce.</b>
Axis	Joint responsibility in exercising the rights to a personal, family and occupational life.
Objective	To promote an organisation of work time conducive to achieving a work-family-life balance.
Managed by	Human Resources Management + VHIR Equality Committee.
Time-frame	Q1 2023
Resources	Time in hours of the person managing the action + IT resources. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The survey has been produced</li> <li>&gt; What questions are addressed</li> <li>&gt; Number of people who participate itemised by gender.</li> <li>&gt; Actions proposed on the basis of the results obtained.</li> </ul>

**5. To guarantee healthy, satisfactory and equal working conditions for the organisation's workforce overall.**

<b>Measure 17</b>	<b>To implement a systematic remuneration policy based on gender perspective-based job assessment.</b>
Axis	Remuneration
Objective	To guarantee healthy, satisfactory and equal working conditions for the organisation's workforce overall.
Managed by	Human Resources Management + EC
Time-frame	Q2 2024
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; A systematic register has been created.</li> <li>&gt; Results of the register.</li> <li>&gt; Actions proposed to reduce the gap every year.</li> </ul>

<b>Measure 18</b>	<b>To create a systematic register broken down by gender, type of funder and wage structure (separate ABS [annual basic salary] according to the collective agreement wage tables and the <i>ad personam</i> complement), with a view to detecting the source of possible wage gaps.</b>
Axis	Working conditions
Objective	To guarantee healthy, satisfactory and equal working conditions for the organisation's workforce overall.
Managed by	Human Resources Management + VHIR Equality Committee.
Time-frame	Q1 2023/Annual.
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The itemisation has been produced.</li> <li>&gt; Results.</li> <li>&gt; Complements that generate a greater gap.</li> </ul>

## 6. To prevent and take action in cases of harassment in the workplace.

<b>Measure 19</b>	<b>To include, specifically in the VHIR's Communication Plan, the aspects related to harassment (current action protocols, procedures involved - the internal investigation and resolution procedure in the event of a situation of harassment, etc.).</b>
Axis	Prevention of sexual and gender-based harassment
Objective	To prevent and take action in cases of harassment in the workplace.
Managed by	Human Resources Management + VHIR Equality Committee.
Time-frame	Q1 2023/Annual.
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; It has been included in the Communication Plan.</li> <li>&gt; Specific actions carried out.</li> </ul>

<b>Measure 20</b>	<b>To plan awareness-raising sessions about harassment targeting all personnel.</b>
Axis	Prevention of sexual and gender-based harassment
Objective	To prevent and take action in cases of harassment in the workplace.
Managed by	Human Resources Management - Professional Development Unit.
Time-frame	Q4 2022/Annual.
Resources	Time in hours of the person managing the action + cost of a training/awareness-raising teacher or (FUNDAE). Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The training-awareness raising sessions have been planned</li> <li>&gt; Number of sessions held (they are mandatory)</li> <li>&gt; Number of female and male attendees.</li> </ul>

<b>Measure 21</b>	<b>To offer specialised training in the prevention and handling of harassment to the people on the VHIR's anti-harassment Committee.</b>
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Axis	Prevention of sexual and gender-based harassment
Objective	To prevent and take action in cases of harassment in the workplace.
Managed by	Human Resources Management - Professional Development Unit.
Time-frame	Q2 2023/Annual.
Resources	Time in hours of the person managing the action + cost of a training/awareness-raising teacher or FUNDAE. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The training has been provided.</li> <li>&gt; Number of people trained, itemised by gender.</li> <li>&gt; Training content.</li> <li>&gt; Result of the assessment of the training.</li> </ul>

## 7. To guarantee equal, inclusive and non-sexist corporate communication.

<b>Measure 22</b>	<b>To review in-company and external communication to eradicate the use of male-gendered language definitively.</b>
Axis	Gender perspective-based corporate communication
Objective	To guarantee equal, inclusive and non-sexist corporate communication.
Managed by	Human Resources Management - Communication Unit.
Time-frame	Q1 2023/Annual.
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The communication has been reviewed.</li> <li>&gt; Number of internal documents reviewed.</li> <li>&gt; Number of amendments (old document and new reviewed document)</li> </ul>

<b>Measure 23</b>	<b>To work to communicate equality by ensuring that female talent is visible in the domain of research.</b>
Axis	Gender perspective-based corporate communication
Objective	To guarantee equal, inclusive and non-sexist corporate communication.




Managed by	Human Resources Management - Professional Development Unit + Communication Unit.
Time-frame	Q1 2023/Annual.
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	> This has been carried out.

<b>Measure 24</b>	<b>To integrate gender perspective-based communication as a strategic axis in a Communication Plan defined periodically in conjunction with the VHIR's Communication Management.</b>
Axis	Gender perspective-based corporate communication
Objective	To guarantee equal, inclusive and non-sexist corporate communication.
Managed by	Communication Unit.
Time-frame	Q4 2022
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; What work has been done on the gender perspective by the VHIR's communication area.</li> <li>&gt; The workforce has been informed.</li> <li>&gt; Main results.</li> </ul>

<b>Measure 25</b>	<b>To produce a VHIR HR Communication Plan validated by the Campus's Communication Management.</b>
Axis	Gender perspective-based corporate communication
Objective	To guarantee equal, inclusive and non-sexist corporate communication.
Managed by	Communication Unit.
Time-frame	Q1 2023
Resources	Time in hours of the person managing the action. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; An HR Communication Plan has been developed.</li> <li>&gt; Main content.</li> <li>&gt; Communication channels and flowchart established.</li> <li>&gt; Facilitators of and obstacles to its development.</li> </ul>

<b>Measure 26</b>	<b>To provide training in inclusive communication to VHIR employees who generate institutional communication.</b>
Axis	Gender perspective-based corporate communication
Objective	To guarantee equal, inclusive and non-sexist corporate communication.
Managed by	Human Resources Management - Professional Development Unit.
Time-frame	Q4 2023/Annual.
Resources	Time in hours of the person managing the action + cost of a training/awareness-raising teacher or FUNDAE. Computer/Internet/Printer.
Follow-up indicators	<ul style="list-style-type: none"> <li>&gt; The training has been provided.</li> <li>&gt; Number of people trained, itemised by gender.</li> <li>&gt; Training content.</li> <li>&gt; Result of the assessment of the training.</li> </ul>

## 10. ACTION SCHEDULE

			Equal Opportunities Plan																
			2021				2022				2023				2024				2025
N	Axis	Measure	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1	Gender equality culture	To allocate resources to this Equality Plan in order to implement all the actions envisaged in the project.																	
2	Gender equality culture	To implement the measures of the Equal Opportunities Plan at the VHIR.																	
3	Gender equality culture	To define the working system of the Follow-up and Evaluation Committee and evaluation of the frequency of meetings, the distribution of responsibilities, follow-up of the Plan, reporting and information transfer.																	
4	Gender perspective-based corporate communication	To convey the Equality Plan to the entire workforce of the VHIR through the centre's usual communication channels.																	
5	Training	To offer specific training in equal opportunities and equality to managers or team leaders.																	
6	Training	To provide gender awareness-raising training targeting all personnel.																	
7	Recruitment and hiring process	To create an interview model/script, accompanied by guidelines for the interviewer.																	
8	Professional promotion	To document the possibilities for continuity of research personnel at the VHIR (possible fellowships, the existence of mentoring programmes, assessment, etc.).																	
9	Professional promotion	To conduct an emailing with the twice-yearly calls or announcements published at the VHIR in order to explicitly convey our commitment to in-house promotion and talent retention of centre personnel.																	
10	Jointly-responsible exercise of the rights to a personal, family and occupational life.	To reinforce the communication/explanation of the flexible Remuneration Plan. To provide specific information about the training product (option of financing training through the flexible remuneration policy).																	
11	Professional promotion/Professional classification	To create a systematic register (itemised by gender with the number of women and men promoted every year, indicating both the original and the new promotion position).																	
12	Under-representation of women/Professional classification	To promote the representation of women in decision-making bodies.																	
13	Joint responsibility in exercising the rights to a personal, family and occupational life	To disseminate the measures established in the applicable collective bargaining agreement (2019-2023) regarding time management policies to the entire workforce.																	
14	Joint responsibility in exercising the rights to a personal, family and occupational life	To create joint-responsibility campaigns in work related to people care.																	
15	Joint responsibility in exercising the rights to a personal, family and occupational life	To adapt the wording of the future collective bargaining agreement to the provisions of the RD6/2019, also clarifying who the beneficiary of prenatal examination leave is: the biological mother or the other parent.																	
16	Joint responsibility in exercising the rights to a personal, family and occupational life.	To produce a survey about time uses in order to detect work-life balance needs in the workforce.																	
17	Remuneration	To implement a systematic remuneration policy based on gender perspective-based job assessment.																	
18	Working conditions	To create a systematic register broken down by gender, type of funder and wage structure (separate ABS [annual basic salary] according to the collective agreement wage tables and the ad personam complement), with a view to detecting the source of possible wage gaps.																	
19	Prevention of sexual and gender-based harassment	To include, specifically in the VHIR's Communication Plan, the aspects related to harassment (current action protocols, procedures involved - the internal investigation and resolution procedure in the event of a situation of harassment, etc.).																	
20	Prevention of sexual and gender-based harassment	To plan awareness-raising sessions about harassment targeting all personnel.																	
21	Prevention of sexual and gender-based harassment	To offer specialised training in the prevention and handling of harassment to the people on the VHIR's anti-harassment Committee.																	
22	Gender perspective-based corporate communication	To review in-company and external communication to eradicate the use of male-gendered language definitively.																	
23	Gender perspective-based corporate communication	To work to communicate equality by ensuring that female talent is visible in the domain of research.																	
24	Gender perspective-based corporate communication	To integrate gender perspective-based communication as a strategic axis in a Communication Plan defined periodically in conjunction with the VHIR's Communication Management.																	
25	Gender perspective-based corporate communication	To produce a VHIR HR Communication Plan validated by the Campus's Communication Management.																	
26	Corporate communication with a gender perspective	To provide training in inclusive communication to VHIR employees who generate institutional communication.																	

## 11. FOLLOW-UP AND EVALUATION PHASE AND SYSTEM

The final phase in the Plan is evaluation. This phase is crucial, since it allows us to ascertain the effectiveness and the results, as well as any obstacles encountered along the way, and therefore help us to address the next edition of the Equal Opportunities Plan.

The evaluation is comprised of three stages:



The initial evaluation, which is performed in the diagnosis phase. Subsequently, during the implementation of the Plan, a follow-up evaluation must be conducted based on the indicators associated with each measure, which will indicate the extent of development of the measures and the fulfilment of the established schedule, as well as the personnel's degree of acceptance of the measures.

It is important to remember that the continual evaluation or process evaluation is an indispensable requirement, since the Plan is an organic tool intended to transform reality and is not a mere protocol mandated by law. Therefore, the Committee will meet periodically and will produce annual follow-up reports that will be made available to the workforce through the established mechanisms.

More specifically:

- Depending on whether the measure involved is a recurring one or not, contacts and meetings will be set up every 1-3 months with the persons responsible for implementing each measure of the Plan. These meetings will include an evaluation of the results to date, the indicators, as well as any possible deviations, in accordance with the follow-up methodology included for each one of the Plan's actions. If deviations are detected, corrective measures will be established.

- When each action of the Plan has concluded, a data file will be completed for it, designed especially for this purpose by the Equality Committee. It is a follow-up tool that includes a description of the action, the related indicators and results. Any deviations detected will also be included in it.
- Over the first 2 years of the Plan, the Committee will meet on a quarterly basis to analyse and evaluate the overall degree of fulfilment of the Plan. After 2 years have elapsed, these meetings will be twice-yearly.

At the end of the Plan's term, a final evaluation of the actions implemented will be performed through the Plan's indicators with a view to ascertaining the impact of its implementation and the degree of consolidation. The final evaluation should measure:

- > The degree of attainment of the objectives established in the Plan.
- > The Plan's impact:
  - Dissemination of the equal opportunities culture in the organisation.
  - Reduction in the imbalances detected in terms of the presence, participation and working conditions of women and men at the institution.
  - Increase in the tools and mechanisms available to guarantee equality and non-discrimination.
  - Impact on the culture of time and on the work-life balance opportunities available to employees.

All the annual follow-up reports must be available for the final evaluation for the purpose of producing a final report.

The Equality Plan Follow-up and Evaluation Committee will be responsible for producing and disseminating the final evaluation report to the workforce.

## 12. AMENDMENT PROCESS AND PROCESS FOR HANDLING DISCREPANCIES

The Plan may be changed at the request of one of the members of the Equality Plan Negotiation Committee: this includes adding, reorienting, improving,

correcting, intensifying or toning down any of the Plan's original measures. If the need to amend the Plan does arise, these changes will be made by the majority decision of the Committee members.

In any event, this Equality Plan will be **reviewed/amended** in the following cases:

- If mandated or thus decided by a competent authority.
- In the event of merger, takeover, transmission or any modification of the Institution's legal status.
- In the event of any incident that substantially changes the workforce, its working methods, organisation or remuneration systems and which alters the situations analysed in the Situation Diagnosis.

Any discrepancy arising during the implementation of this Plan will be settled by means of the same mechanisms applied during the equality diagnosis negotiation phase. In other words, a negotiation in the Follow-Up and Evaluation Committee (comprised of the organs of representation and the centre) until an agreement is reached by both parties. Should the disagreement or discrepancy persist, the Committee may have recourse to independent conflict-solving procedures and bodies. These bodies may be those defined by the Tribunal Laboral de Catalunya [Labour Tribunal of Catalonia] or by the parity commission established in the applicable collective bargaining agreement.

The result of the negotiations will be recorded in writing and will be signed by the negotiating parties and subsequently sent to the competent labour authority for the purpose of registration, safe-keeping and dissemination in the terms provided for by the law.

## 13. IMPROVEMENTS INCORPORATED DURING THE TERM OF THE PLAN

With a view to adapting to changes and legal requirements, as well as the evolution of the Institution, the following changes were made to this Equality Plan in December 2022 and January 2023:

- The Management Commitment was added (p. 3)

- The description of the Equality Committee was included (p. 15)
- The dates for implementing the measures were updated (p. 40-52)
- An additional measure (measure 12) related to the axis addressing the under-representation of women was included (p. 45)
- The definition of the objectives of the measures was extended (p. 39)
- The corresponding axis of each measure was added (p. 40-52)
- A section including the Plan follow-up system was added (p. 54-55)
- The Plan amendment procedure was included (p. 56)
- The action calendar (*Gantt Chart*) was added (p. 51)
- The data sheet for the follow-up of the measures was added to the Annexes (p. 58-59)
- The content of the Plan was reviewed in accordance with *Horizon Europe Guidance on Gender Equality Plans*

## 14. ANNEX I: MEASURES FOLLOW-UP DATA SHEET

MEASURES FOLLOW-UP DATA SHEET			
Area			
Measure	(Specify)		
Responsible Person(s)/Unit(s)			
Implementation <u>deadline</u>			
Implementation date			
Follow-up date/s	- dd/mm/yyyy - dd/mm/yyyy - dd/mm/yyyy		
Total hours	-		
Budget used	-		
Completed by			
Follow-up indicators			
(Specify the indicators used in each measure)			
Result indicators			
Level of execution	<input type="checkbox"/> Pending	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Completed
State the reason why the measure has not yet been undertaken or been fully completed	Lack of human resources		<input type="checkbox"/>
	Lack of material resources		<input type="checkbox"/>
	Lack of time		<input type="checkbox"/>
	Lack of participation		<input type="checkbox"/>
	Lack of coordination with other departments		<input type="checkbox"/>
	Lack of awareness of the development		<input type="checkbox"/>
	Other reasons (specify)		<input type="checkbox"/>
Process indicators			
Suitability of the resources assigned			
Implementation difficulties and barriers encountered			



Solutions applied (as applicable)	
<b>Impact indicators</b>	
Reduction in inequalities	
Improvements made	
Proposals for the future	
Documentation substantiating the implementation of the measure	
<b>Comments</b> (e.g., suppliers, next steps, other noteworthy aspects)	

## 15. ANNEX II: SIGNATURE OF THE PLAN BY THE CURRENT EQUALITY COMMITTEE

Representing the VHIR:

Miriam Álvarez Rollan  
DNI 77317414Q



M. Teresa de la Campa Alonso  
DNI 39720563T



Milda Galkute  
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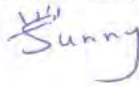


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Barcelona, January 2023



