

# Equality Plan CVC 2021-2025

Translation from the original Catalan version



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## 1. Information of the Company

The consortium, COMPUTER VISION CENTER (CVC), with CIF Q-5856375-J, located in building “O” of the Campus of the Autonomous University of Barcelona, Bellaterra, Cerdanyola del Vallès (08193) does research, development and promotion of computer vision.

The CVC describes itself among other statements with the following:

The CVC is a non-profit research center with independent legal status. It was founded in 1995 by the Generalitat de Catalunya and the Autonomous University of Barcelona (UAB). The CVC is also a CERCA center.

Our mission is to perform top research in the field of computer vision with the highest international impact. We also promote transfer of knowledge to industry and society. Finally, we strive to prepare and train researchers at the highest European level.

Thanks to our good practices, the CVC has positioned itself as an expert in the field of computer vision and is considered a reference in the creation of knowledge for society.

## 2. Introduction

For the CVC, gender equality is part of our corporate values and culture. Our vision is that in the CVC all people must be treated with equality, dignity and respect, and our aim is to promote it, understand it and implement it in everything we do.

The CVC, as a group strategy, encourages zero tolerance policies of situations of discrimination in recruitment processes, promotions, or trainings and does not reject people because of gender, ethnicity, religion, age, sexual orientation, marital state or nationality. Even though equality is already part of our corporate culture, we know that maintaining equality is a continuous activity and it is always possible to improve in some way.

**The fundamental objective of this Equality Plan is to ensure complete equality of opportunities and of gender within the CVC. This objective is extended to promoting non-discrimination on the basis of sex, age, ethnicity, or social status. Furthermore, the plan aims to achieve a productive, motivating working environment, and so conciliation of the professional, personal and family life of the people working at the CVC will remain a weighty element, with measures adapted to the needs of the majority every year.**

This Equality Plan takes account of and adapts the recommendations and guidelines that the European Commission sets out in its 'Horizon Europe Guidance on Gender Equality Plans' guide, which are mentioned in point 5 of this document.

### 3. Legal Framework

Gender equality is a universal legal principle recognized in different international, European and national texts.

Equality between women and men is a universal legal principle recognized in different international human rights texts, within this framework, the general objective, specific objectives and actions foreseen in the Equality Plan have been defined.

#### **At international level:**

- United Nations Charter (San Francisco, 26 June 1945).
- Universal Declaration of Human Rights. It was proclaimed by the United Nations General Assembly on 10 December 1948.
- International Labor Organization (ILO) Conventions: Convention on Discrimination (occupation) of 1958; Convention on workers with family responsibilities of 1981; Convention on the Protection of Motherhood of 2000.
- The United Nations Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), approved by the United Nations General Assembly in December 1979 and ratified by Spain in 1983.
- Resolution of the United Nations Human Rights Commission of 1997.

#### **At European level:**

- Treaty of Rome (25/03/1957) which establishes the European Economic Community. Article 14 introduces the principle of equality and non-discrimination on the basis of sex. Article 114 (old 119) recognizes the principle of equal treatment between women and men as the right to equal pay for the same work position or a work position of equal value. Under the old Article 111, the *acquis communautaire* on gender equality of great scope and importance has been developed, and the appropriate transposition is, to a large extent, directed at the Spanish Organic Law 3/2007 of 22 March for the effective equality of women and men.
- Article 6 of the Treaty on European Union (Maastricht, 09/02/1992), states that the principle of equality will not prevent Member States from taking positive action measures.
- Since the entry into force of the Treaty of Amsterdam on 1 May 1999, equality between women and men and the elimination of inequalities between women and men are an

objective to be integrated into all the policies and actions of the Union and of the Member States.

- In particular, the Organic Law 3/2007 incorporates into the Spanish law two directives on equal treatment, 2002/73/EC, of the reform of Directive 76/207/EEC, on the application of the principle of equal treatment between men and women in terms of access to employment, training and professional promotion, and working conditions; and Directive 2004/113/EC, on the application of the principle of equal treatment between men and women to access to goods and services and supplies.
- Recommendation by the Commission, 27-XI-91 on the protection of the dignity of women and men in the workplace. Code of Conduct to Combat Sexual Harassment.
- Recommendation of the Committee of Ministers of the Council of Europe on non-sexistic use of language under Article 15.b of the Statute of the Council of Europe, adopted on 21 February 1990.
- Community action programs to promote equal opportunities for women and men.
- Report from the Commission to the Council, in the European Parliament, the European Economic and Social Committee and the Committee of the Regions of 22 February 2006 on equality between women and men.
- Recommendations of the Council of Europe in Lisbon, 2006.
- European Directive 2006/54 on the application of the principle of equal opportunities and equal treatment between men and women in employment matters.
- Recommendation of the Committee of Ministers on the protection of women against violence.
- European Community framework strategies on equality between women and men.
- Work Plan for Equality between Women and Men (2014-2017).
- European Parliament resolution of 17 June 2010, on the gender dimension of the economic recession and the financial crisis.
- European Parliament resolution of 7 September 2010 on the role of women in an ageing society.
- Council of Europe 2014, Istanbul Convention. International Treaty to deal with violence against women.
- Horizon Europe Guidance on Gender Equality Plans (European Commission).

## **At National level**

- Spanish Constitution, Article 14 proclaims the right to equality and non-discrimination on the basis of sex, birth, race, religion, opinion or any other personal or social conditions or circumstances and Article 9.2 embodies the obligation of public authorities to promote the conditions for the equality of individuals and groups in which they are integrated to be real and effective.
- Royal Legislative Decree 2/2015 of 23 October, approving the text of the Statute of Workers. Article 17.
- Law 39/1999 of 5 November to promote the reconciliation of the family and working life of workers.
- Royal Decree 1251/2001, which develops partly the law for reconciling family and work life.
- Organic Law 1/2004, of 28 December, on comprehensive protection measures against gender violence.
- Law 39/2006, of 14 December, on the Promotion of Personal Autonomy and Care for people in a dependency situation.
- State plans for equal opportunities in the process of elaborating the Strategic Equal Opportunities Plan 2018-2021, in which is being negotiated the inclusion of measures against the pay gap, mandatory registration of equality plans, among others.
- Organic Law 3/2007, of 22 March, for the effective equality of women and men.
- Law 9/2017, of 8 November, of Public Sector Contracts, transposing into the Spanish legal order the directives of the European Parliament and of the Council 2014/23/EU and 2014/24/O, of 26 February 2014. Entered into force 2018.03.09.
- Royal Decree Law 6/2019, of 1 March, urgent measures to guarantee equal treatment and opportunities for women and men in employment and occupation.
- Law 11/2018, of 28 December, amending the Code of Trade, the recast text of the law of capital companies approved by the Royal Legislative Decree 1/2010, of 2 July, and Law 22/2015, of 20 July, auditing of accounts, in the field of non-financial information and diversity.
- Royal Decree Act of Urgent Measures to ensure equal treatment and opportunities in employment.

#### **At autonomic level**

- Law 17/2015, of 21 July, on effective equality of women and men.
- Law 5/2008, of 24 April, on right of women to eradicate male violence.

## **4. Basic Principles of the Equality Plan**

The CVC's Equality Plan will be governed by the following guiding principles that will determine how the company and its entire personnel act in the business activity, making their own the key definitions of the Organic Law for effective Equality between women and men:

- **Equality Principle**

All CVC workers are equal, without direct or indirect discrimination on the grounds of birth, race, ethnicity, national origin, gender, religion, opinion, sexual orientation, age, or any other personal or social condition or circumstance.

- **Principle of Equal Treatment between Men and Women (Art. 3):**

Equal treatment between women and men means the absence of any discrimination, directly or indirectly, on the basis of gender, and, in particular, those resulting from pregnancy, motherhood, family obligations and marital status.

- **Equal treatment and opportunities in access to professional employment, training and promotion and in working conditions (Art. 5):**

The principle of equal treatment and opportunities for women and men, applicable in the area of private employment and in that of public employment, must be guaranteed, in the terms foreseen in the applicable regulation, in the access to employment, including self-employed workers, professional training, professional promotion, working conditions, including pay and dismissal, and in the affiliation and participation in trade union and business organizations, or in any organization, the participants can exercise a specific profession, including the benefits granted by them.

It does not constitute discrimination to the access of employment, including the necessary training, a different treatment based on a characteristic related to gender when, because of the specific nature of the professional activities or the context in which these are developed, this characteristic constitutes an essential and determining professional requirement if the objective is legitimate and the requirement proportional.

- **Principle of direct non-discrimination based on gender (Art. 6):**

Direct discrimination on the basis of gender is defined as the situation in which a person is or has been treated or could be treated, in the light of his/her gender, in a less favorable way than another in a comparable situation.

- **Principle of indirect non-discrimination based on gender (Art. 6):**

Indirect discrimination based on gender is defined as the situation in which an apparently neutral provision, criterion or practice places persons of one sex at a particular disadvantage with respect to persons of the other, unless the provision, criterion or practice can be objectively justified in attention to a legitimate purpose and that the means to achieve this purpose are necessary and adequate. In any case, any order to discriminate, directly or indirectly, on grounds of gender is considered discriminatory.

- **Prevention and action in cases of sexual harassment (Art. 7):**

Any behavior of a sexual nature, verbal or physical, that has the purpose or has the effect of attacking the dignity of a person is considered sexual harassment, particularly when an intimidating, degrading or offensive environment is created.

- **Prevention and action in harassment cases due to gender (Art. 7):**

Any behavior carried out on the basis of a person's gender is considered to be sexual harassment, with the purpose or effect of attacking his/her dignity and creating an intimidating, degrading or offensive environment. In any case, sexual harassment and harassment based on gender will be considered discriminatory. The conditioning of a right or expectation of the right to accept a situation constituting sexual harassment or harassment based on gender are also considered to be an act of discrimination on the basis of gender.

- **Principle of non-discrimination due to pregnancy or motherhood (Art. 8):**

It is direct discrimination on the basis of gender any unfavorable treatment of women related with pregnancy or motherhood.

- **Principle of indemnity against reprisals (Art. 9):**

It entails the ban (where gender discrimination is considered) on any adverse treatment or negative effect that occurs to a person as a result of the submission of a claim, complaint, demand or appeal, of any kind, aimed at preventing his/her discrimination and demanding effective compliance to the principle of equal treatment between women and men.



- **Conciliation rights of personal, family and work life (Art. 44):**

Conciliation rights of personal, family and work life will be acknowledged to workers in a way that promotes the balanced assumption of family responsibilities, avoiding any discrimination based on its exercise.

## **5. Commitment from the CVC Directorate**

The Directorate's commitment to this objective and the involvement of the workforce in this task is an obligation if this Equality Plan is to be used as an effective instrument for improving the working climate, optimizing the workers' skills and capabilities of the entire workforce and, in so doing, improving the quality of life and increasing productivity, and not just a document made by legal imposition.

A comprehensive diagnosis of the situation and position of women and men within the company has been made for the preparation of this plan, in order to detect the presence of discrimination and inequalities that require a series of measures to eliminate and correct them.

Achieving real equality means not only preventing discrimination on the basis of gender (equal treatment), but also achieving equal opportunities for women and men in accessing the company, recruitment and working conditions, promotion, training, pay, reconciliation of personal, family and work life, work health, etc.

Within the policies of the Human Resources Department are:

- ✓ Promote the development of female leadership
- ✓ Introduce conciliation measures in all the center.
- ✓ Promote equal opportunities within the center.
- ✓ Improve communication within the center.

Equality and diversity are an essential part of our company's culture. People working in our organization will always be treated with fairness, dignity, and respect. We all form a team where the strengths of one another boost and improve the productivity of the group.

The following Equality Plan ensures legal enforcement at European level. A GEP (Gender Equality Plan) Horizon Europe must comply with four mandatory requirements relating to the process that the Directorate is following:

1. To be a public document: The CVC Directorate commits to publish it on its website by showing the objectives and the derived measures.
2. Resources dedicated: The Directorate will provide the material and human resources needed to implement the positive measures.

3. Data treatment: The data of the personnel will be treated confidentially and broken down by gender. The information will be periodically updated.
4. Training: The GEP must include positive measures relating to equality awareness-raising and training.

In addition to these four legal requirements, there are five recommended areas relating to the content that are also specified in the positive measures of the Equality Plan and of which the committees will ensure their compliance:

1. Balancing work and personal life, and organizational culture.
2. Gender balance in leadership and decision making in the company.
3. Gender equality in the recruitment and professional promotion.
4. Integration of the gender dimension to research and teaching content.
5. Measures against gender violence and sexual harassment.

## **6. The Negotiating Committee and the Equality Committee**

The Equality Plan is signed by the company and the legal representatives of the workers through the Negotiating Committee.

This Committee has studied and analyzed together the gender diagnosis and adopted this plan through negotiation.

Any legal or conventional change that improves any of the measures provided in this plan will automatically be incorporated, without the need for an express pact between the parties, replacing the content that is now included. All of this without prejudice, at the request of one of the parties and once they have agreed to them, the agreements needed for the possible replacement of one of the original measures of this Equality Plan by another future one incorporated by needs arising from legislation, as a result of collective negotiating or extraordinary situations that could arise once this Equality Plan has been adopted.

All the documents generated by the Negotiation Committee will be annexed to this Equality Plan.

The Negotiation Committee was established on 8 November 2021.

The Negotiation Committee is a joint body, composed of representatives of the workers and representatives of the company, and they are the following people:

People	Area/Level
Marta Vallejo Tey	Manager
Pedro Luis Gaona Lucas	Head of the Administration and Finance Area
Eva Caballero Caballero	Responsible of the Human Resources Area
Claire Pérez-Mangado Lambión	Project Manager in the Projects Office (LRW)
Ana María García Castillo	Responsible of the Accounting Area (LRW)
Jacobus (Coen) Antens	Head of the Technological Innovation Unit (LRW)

\*Legal Representative of Workers

The Equality Committee, formed by business and social partners, will ensure that the positive measures reflected in the Equality Plan are properly implemented. This is the people of the Equality Committee.

People	Area/Level
Marta Vallejo Tey	Manager
Eva Caballero Caballero	Responsible of the Human Resources Area
Aura Hernández Sabaté	PhD researcher and Project Leader
Claire Pérez-Mangado Lambión	Project Manager in the Projects Office (LRW)
Fátima Itzel López Fernández	Head of the Transfer Knowledge Unit (LRW)
Oriol Ramos Terrades	PhD researcher and Project Leader
Sara Lumbreras Navarro	Researcher
Jacobus (Coen) Antens	Head of the Technological Innovation Unit (LRW)

\*Legal Representative of Workers

For the CVC, it is important to remain a reference and we are pleased that society benefits from what we have and continue to learn in this area, and that is why we share good practices among interest groups, customers, suppliers, employees and society in general.

It shows our continued interest to improve our organization so that it remains a reference, thus a permanent Equality Committee has been created which encourages and proposes continuous improvements in these areas. The Equality Committee is set up to ensure compliance with the

principle of equal opportunities and non-discrimination against women and men in the CVC and, in particular, for the implementation of the Equal Opportunities Plan for Women and Men.

The equality commission was established on 12 November 2021. And the functions to develop are:

- ✓ Follow-up the actions to be carried out and described in this Equality Plan.
- ✓ Create work studies, reports and/or proposals to enforce the principle of equal opportunities.
- ✓ Propose the modification of the Plan, if necessary, to adapt it to the new circumstances of the company.
- ✓ Collect and channel the initiatives and suggestions proposed by the staff in relation to equal opportunities for men and women

Both committees will ensure that the plan includes the five large blocks needed to develop a GEP, described below:

1. Audit phase: Data must be broken down by gender and possible gaps must be identified under the current legal prism.
2. Planning phase: It is important for planning phase to be able to allocate resources and people who will carry out the process; guaranteeing compliance to the measures.
3. Implementation phase: Create a specific working group capable of supporting the GEP throughout its process.
4. Monitoring phase: Periodical evaluation of the progress of the plan.
5. Evaluation phase: Evaluate the effectiveness of the measures implemented.



Figure 1: A typical GEP cycle

## **7. Personal and Territorial Scope**

The GEP refers to individual organizations applying for participation in any part of the Horizon Europe if they belong to the following categories of legal entities established in EU Member States or associated countries:

- Public organizations, such as research funding bodies, national ministries or other public authorities, including for-profit public organizations.
- Higher, public and private education entities.
- Research organizations, public and private.

This plan will apply to all workers in the CVC, regardless of their hierarchical level or any other aspect, and it will also apply to all (current or future) work centers of the company, which currently has its main headquarters in Cerdanyola del Vallès, Barcelona.

## **8. Time frame: Entry into force and validity period**

This CVC Equality Plan will enter into force on 23 December 2021 and will have a four-year period of validity, until 22 December 2025.

After the period of validity, the Committees will undertake a new diagnosis of the existing situation regarding equality between women and men and a new negotiation, while the previous Equality Plan will remain in force until the next one is adopted and registered at Regcon.

This plan will come into force from the day of its signature, ending its validity on 22 December 2025. The Equality Commission will hold meetings to develop the plan and monitor it, which can be updated in view of legislative developments in the field.

## **9. Monitoring Committee, evaluation and periodic review**

The permanent Equality Committee was established on 12 November 2021

This team of people who are diverse in terms of gender, type of work, address and occupation will ensure the success of those measures they decide to put into effect.

The Equality Committee will meet every six months for the development of the actions and every year they will monitor the annual development of the actions.

## **10. Means and resources for its implementation**

The development of the Equality Plan will have sufficient infrastructure, equipment, means as well as human and economic resources to meet the objectives proposed in this Equality Plan. In addition, members of the Commission will be provided with the necessary resources to develop their role within the framework of this plan.

## **11. General Objectives of the Equality Plan**

The Equality Plan is a set of equality measures and positive actions, which aim to integrate the principle of equality between women and men into the company.

The characteristics of this Equality Plan are:

- It is designed for the all the personnel, not exclusively for women.
- It adopts gender mainstreaming as one of its guiding principles and a strategy to make gender equality between men and women effective. This means incorporating gender perspective into the management of the company in all its policies and at all levels.
- It considers participation through dialogue and cooperation between the parties (directorate of the company, social part and all the staff) to be one of its basic principles.
- The plan is preventive, it eliminates any possibility of future discrimination on the grounds of gender.
- It has internal coherence, it is dynamic and open to changes, depending on the needs arising from its monitoring and evaluation.
- It stems from a commitment of the center, which guarantees the human and material resources necessary for its implementation, monitoring and evaluation.

The aim of this plan is to establish the organization's systems, policies and rules so that they can allow to maintain equal opportunities and conciliation as a cross-cutting principle of the CVC, at all levels of the organization and in all company policies.

Specifically:

- Favor a business culture that allows the principle of equal treatment and opportunities to be established throughout the company
- Ensure equal treatment and opportunities for women and men in access to:
  - ✓ Selection
  - ✓ Hiring
  - ✓ Promotion
  - ✓ Training
  - ✓ Reconciliation
  - ✓ Work health

- Preventive measures against sexual harassment and/or based on gender and gender violence in the workplace.
- Communication, raising awareness and business culture.
- Apply gender perspective to all areas, policies and decisions of the company (gender mainstreaming).
- Ensure access to employment on equal conditions between women and men.
- Enable access for women and men to all categories and departments of the company.
- Ensure salary non-discrimination on the basis of gender and the principle of equal pay.
- Enable conciliation of work, personal and family life and co-responsibility in the personnel.
- Ensure use of inclusive language in company's internal and external communications.
- Ensure specific working conditions for women who are victims of gender violence.
- Ensure gender mainstreaming in the assessment and prevention of occupational risks.

## 12. Gender Diagnosis

A gender diagnosis has been carried out from May to November 2021 and collected in the document "Diagnostic Report". The results obtained are as follows:

A diagnosis of the personnel situation regarding the last 12 months is made as a basic instrument for preparing the Plan.

General Data of the Personnel	Company's Culture / CSR
Seniority	Recruitment
Hierarchical levels	Training
Contract and work hours	Promotion
Employees' survey	Reconciliation
Remuneration policy	Communication
Prevention of sexual harassment	Harassment protocol

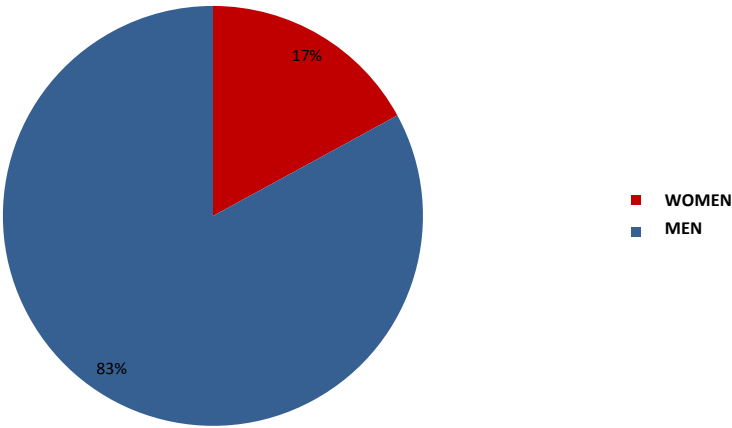
On this occasion part of the diagnosis has been included in the plan itself and is not presented as a separate document.

### **QUANTITATIVE ANALYSIS:**

#### **i. Characteristics of the personnel:**

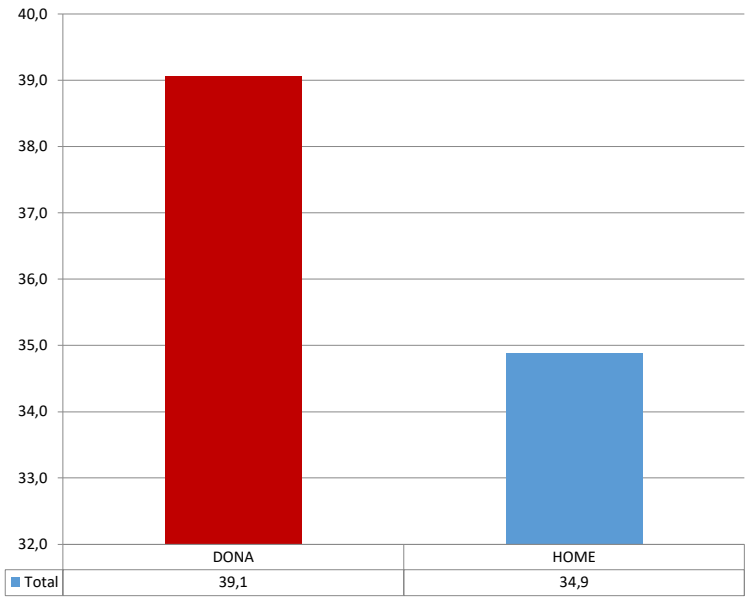
The Computer Vision Center is located in the Edificio O at the Universitat Autònoma de Barcelona campus, in Bellaterra, Cerdanyola del Vallès (08193).

The personnel is composed as follows (in percentages):



17% are women (14) versus 83% (68) who are men. In other words, the center is masculinized in the number of men versus women.

As an important fact in the CVC, we point out the average age of men and women:



We note that the CVC is a young entity with strong experience in the sector and with a strategy to boost its personnel’s talent on the basis of corporate wellbeing and gender and opportunity equality.

In an early analysis, three interesting rates were identified, the **distribution rate** that is the percentage of one gender in regards to the other (inter-gender), providing inter-gender information, i.e. observing differences between genders in a category (gender relations) through the company departments.



Next, **concentration rate** is of 1% in regards to its gender group, 0% intra-gender (referring each gender separately), providing intra-gender information, i.e. the distribution of each gender among the categories of a variable can be observed.

Finally, the **feminization rate** that is the representation of women in relation to men in a category of a variable.

These rates are analyzed on the basis of the comparable areas in the center that are: Administration (management), UST (Technological Innovation Unit), SI (Computer Services), Research/Projects. In other words, those departments with both male and female representation are shown.

The personnel **distribution rate** that has been identified by the different areas is as follows:

	BY DEPARTMENT			DISTRIBUTION RATE		
	WOMEN	MEN	TOTAL	% WOMEN	% MEN	% TOTAL
ADMINISTRATION	8	4	12	67%	33%	100%
UST	1	5	6	17%	83%	100%
SI	1	2	3	33%	67%	100%
RESEARCH/PROJECTS	2	26	28	7%	93%	100%
TOTAL	12	37	49	24%	76%	100%

The table shows us, gender distribution of the center's personnel by departments.

It is observed that women are mostly in the administration/management area compared to men. The remaining areas are masculinized; there is more male representation than female.

In reference to the **concentration rate** of the personnel, the percentage in regards to its gender group based on the different areas has been identified, with the aim of observing the distribution of each gender between them.

	BY DEPARTMENT			CONCENTRATION RATE		
	WOMEN	MEN	TOTAL	% WOMEN	% MEN	% TOTAL
ADMINISTRATION	8	4	12	67%	11%	100%
UST	1	5	6	8%	14%	100%
SI	1	2	3	8%	5%	100%
RESEARCH/PROJECTS	2	26	28	17%	70%	100%
TOTAL	12	37	49	100%	100%	100%

Most women are concentrated in the administration/management area followed by the research/projects area.

Instead, men are mainly concentrated in the research/projects area followed by the Technological Innovation Unit (UST).

Regarding the **feminization rate** (which is the representation of women in relation to men in the category of a variable), and in this case, the CVC, has the following data:

	BY DEPARTMENT		FEMINIZATION RATE
	WOMEN	MEN	
ADMINISTRATION	8	4	2
UST	1	5	0,2
SI	1	2	0,5
RESEARCH/PROJECTS	2	26	0,07
TOTAL	12	37	0,32

\*(For every man there are X women, in which the value of 1 would indicate equity. Values below 1: underrepresentation of women; and values above 1: feminization)

A rate of 0.32 is observed (12 women divided by 37 men), showing female underrepresentation. We find a feminized administration/management area while the rest is masculinized.

Therefore, areas of only men or women must be promoted and boosted towards fairness and representation of women in departments where there are only men.

## ii. Gender Equality in the Center

In the diagnosis of the situation performed from May to November 2021, it has been noted that training and information has been initiated to all the personnel on the Equality Plan and awareness-raising in Equality and Sexual Harassment, due to gender and psychological reasons.

Likewise, gender perspective must also be incorporated into the company's everyday actions, such as working procedures and the company's safety and health. Although a guide for inclusive language as such is not currently available, it is implied in the character of the CVC that all personnel affected is included in the wording.

The company will assess the convenience of assigning a person or the committee the competences to monitor the application of the gender perspective in communications to customers and/or templates or the creation of a specific body (a gender observatory, for example) to ensure compliance of an inclusive communication.

### **iii. Access to employment**

CVC recruitment processes are based on OTM-R (Open Transparent and Merit-based Recruitment). The following information about recruitments is available on the website, taking gender perspective into account:

#### OTM-R Recruitment Process

Recruitment of personnel at the CVC, as an organization subject to Public Law, has to be done through a public call and in accordance to the following principles:

1. Equality, merit-based and capacity: it is guaranteed that all citizens have the right to access public employment in accordance to these constitutional principles.
2. Publicity of the calls and their rules.
3. Transparency
4. Impartiality and professionalism of the selection committee.
5. The performance of the selection committee will be independent and with technical discretion.
6. Adequacy between the contents of the recruitment process and the tasks to be performed.
7. Agility, without prejudice of objectivity, in the recruitment process.

It can be requested the fulfilment of other specific requirements that have objective and proportionate relation with the accepted functions and the tasks to be developed.

#### Recruitment Process

The CVC is committed to Open Transparent and Merit-based Recruitment (OTM-R) for any potential candidate, in all our processes. In 2015 we received the Human Resources Strategy for Researchers (HRS4R) award. Through an extensive and continuous process, we improve the conditions and opportunities at CVC. With these actions, the CVC is committed to the principles of the European Charter for Researchers, as well as the Code of Conduct for the Recruitment of Researchers.

The recruitment process is done by the Human Resources department that can outsource the process.

#### Phases:

1. Job Advert

All new positions have to be advertised on our website, as well as the Euraxess website and other dissemination sites. Generally, job adverts are published for one month, unless there are other requirements from the recruitment process.

All the applications must be made through the CVC website. Once an application has been made, the applicant will receive an email with a message saying that he/she will be contacted if his/her profile fits the position.

## 2. Screening Phase

The lead recruiter and the HR department analyses the candidates' profiles in relation to the requirements established in the job description, and create a ranking list.

Selected candidates will be contacted to arrange an interview.

## 3. Interview Phase

Generally, the process consists of two interviews. One is conducted by the department in which the position is to be based, and the other by HR and/or management, except in the case of vacancies for PhD grants, which follow a different process.

Research group interview: technical interview and technical test (if required)

HR interview: competency and attitude-based interview

Interviews will be held in person or online.

For strategic positions or PhD grants, interviews will be organized by recruitment groups. The composition of these groups will depend on the vacancy.

When possible, women will be present on all recruitment groups. At least 20-25% of group members will be female.

## 4. Contract Proposal

Once we have a final candidate for the position, HR and/or management communicates to the candidate in order to inform him/her of the conditions of the position.

Once HR and/or management has done all the necessary checks, a contract proposal is sent to the candidate.

This proposal includes:

- Information about the position offered
- Conditions (annual gross salary, working hours, contract modality and duration, holidays)
- Benefits
- Starting date

Once we have the signed document, HR requests the necessary documents for the preparation of a contract.

Extra calls between HR and the candidate can be scheduled to explain and give support related to tax issues.

Relocation: for any candidate who is coming to live in Spain, we help with the process to obtain the work permit for her/him and her/his direct family (spouse and children) and we give support

to the administrative tasks to settle in Barcelona (NIE process, real state agencies, list of schools etc.).

#### 5. Unsuccessful applications

All the candidates who took part in the interview phase will be contacted by phone or e-mail to confirm the outcome of the recruitment process.

Throughout the recruitment process, candidates are able to contact HR (rrhh@cvc.uab.es) if they want to enquire about the status of the recruitment process.

#### Diversity and equal opportunities employment

The CVC practices an equal opportunities policy and it's committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, nationality, age, disability or any other basis protected by applicable state or local law.

#### Recruitment Groups

Women in CVC will be represented in recruitment groups; the minimum proportion is 20-25% of the members of each recruitment group. The objective is to promote the role of women in research.

#### Career Breaks

In the recruitment and screening charts, maternity leaves will have extra points in order to equal the breaks in women careers.

#### Data Protection

The applicants' database as well as all applications received through the CVC website are managed by the HR department. All information is handled with due confidentiality and only for the mentioned purpose. They will be made available to the members of the recruitment committee in so far as they are necessary for the management of the process.

### **iv. Training and Promotion**

#### Training

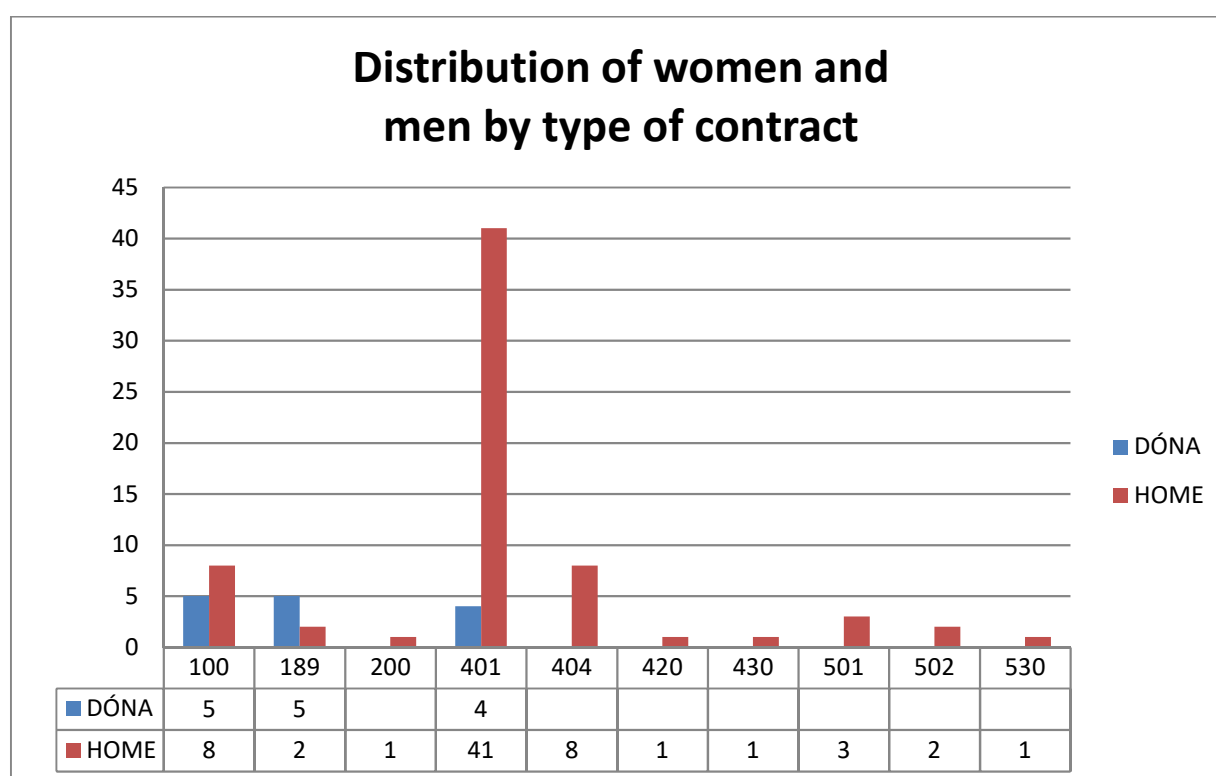
The CVC refers to Article 15 of its collective agreement. Applications for training are treated individually with the Directorate. Anyone can do training without discrimination of any kind.

#### Promotion

When possible, internal promotion is prioritized. In the last six months of 2021, two positions in the communication department were covered in this way. The two calls have been sent without discrimination by the internal communication channel via Teams and by email.

#### v. Employment Conditions

Most women have a 100 and 189 type of contract, i.e. permanent contracts. At the time of the drafting of this plan, only four female workers had a fixed-term contract (401 contract). In the case of men, up to 41 of them have a 401 contract. The other men are distributed in fixed part-time and temporary contracts. 10 men have permanent contracts.



#### vi. Personal and Family Life conciliation

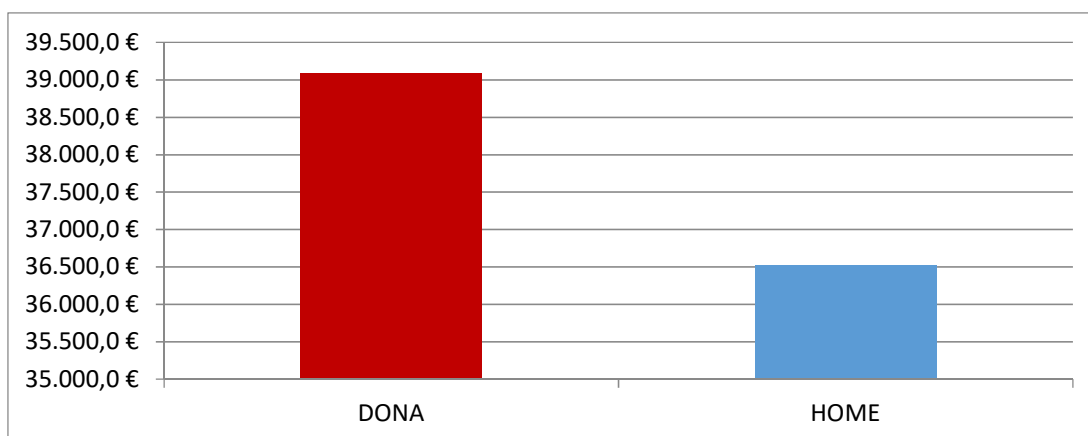
The CVC is linked to Article 25 of its agreement. Every case is studied individually, any person, without any discrimination, can make a request in issues related to conciliation, which the Directorate will analyze.

#### vii. Remuneration Policy and Structure

The diagnosis made related to salaries, according to information provided by the company, has been with the disaggregated data by gender, relating both to the basic salary and bonuses, as well as every type of salary and non-salary concepts, and differentiating the salary perceptions of the non-salary ones. It was also differentiated their nature and origin, crossed in turn by professional groups, place, type of working day, type of contract and duration, as well as any other indicator that could be considered appropriate for salary analysis such as, for example, the department.

The following conclusions are observed and that should be considered in the measures to be implemented

- The total percentage between men and women on the basis of annual total pay averages is -7%, which corresponds to positive discrimination.



- Total annual income average by department

UST	-2,9%
SI	-69,3%
RESEARCH	
ADMINISTRATION	17,0%
RESEARCH/PROJECTS	3,7%
GERENCIA	
COMUNICACIÓN	
TRANSFERENCIA TECNOLOGICA	

These data show that there are 4 comparable departments, but only two of them, "administration" and "research/projects" have a gap of 17% and 3.7% respectively. The remaining two, "UST" and "SI" have positive discrimination.

The data is then broken down, omitting the salaries that are sensitive.

DEPARTMENTS/AREAS WITH POSITIVE DISCRIMINATION:

When filtering by job position and contract type we see that the UST and SI areas are not comparable.

UST	Women	Men	-2,9%
UST MALE TECHNICIAN		*€	
100		*€	
200		*€	
UST FEMALE TECHNICIAN	*€		
189	*€		

<b>SI</b>	*€	*€	-69,3%
<b>SI MALE TECHNICIAN</b>		*€	
189		*€	
502		*€	
<b>SI FEMALE TECHNICIAN</b>	*€		
100	*€		

## DEPARTMENTS/AREAS WITH A SALARY GAP

### ADMINISTRATION:

In this area, only one job is comparable with a 18.3% gap that disappears when filtered by contracts and professional groups, where we do not find equal conditions between the two genders.

<b>ADMINISTRATION</b>	<b>Women</b>	<b>Men</b>	17,0%
<b>AMNISTRATIVE CLERK</b>	*€	*€	18,3%
100	*€		
1	*€		
5	*€		
189	*€	*€	37,41%
1		*€	
5	*€		
401	*€	*€	10,47%
1		*€	
5	*€		
<b>AUX ADMINISTRATIVE CLERK</b>		*€	
<b>HEAD OF THE DEPARMENT</b>		*€	
<b>SUPPORT TECHNICIAN</b>	*€		

### RESEARCH/PROJECTS

There is a 3.7% gap in this area. When filtering by job position, a single job is observed, the "technical project manager" with a minimum gap (1.7%). For the people working in this position with a 401 contract and in the professional group 1, the gap falls to 0.76% and becomes practically non-existent. However, for the professional group 5 the gap is 4.64%. In both cases, the basic salary is the same but the differences are explained due to seniority and voluntary bonuses.



RESEARCH / PROJECTS	WOMEN	MEN	3,7%
LEAD PROJECT MANAGER		*€	
PROJECT MANAGER	*€	*€	1,7%
401	*€	*€	5,7%
1	*€	*€	0,76%
2		*€	
3		*€	
5	*€	*€	4,64%
10		*€	
501		*€	

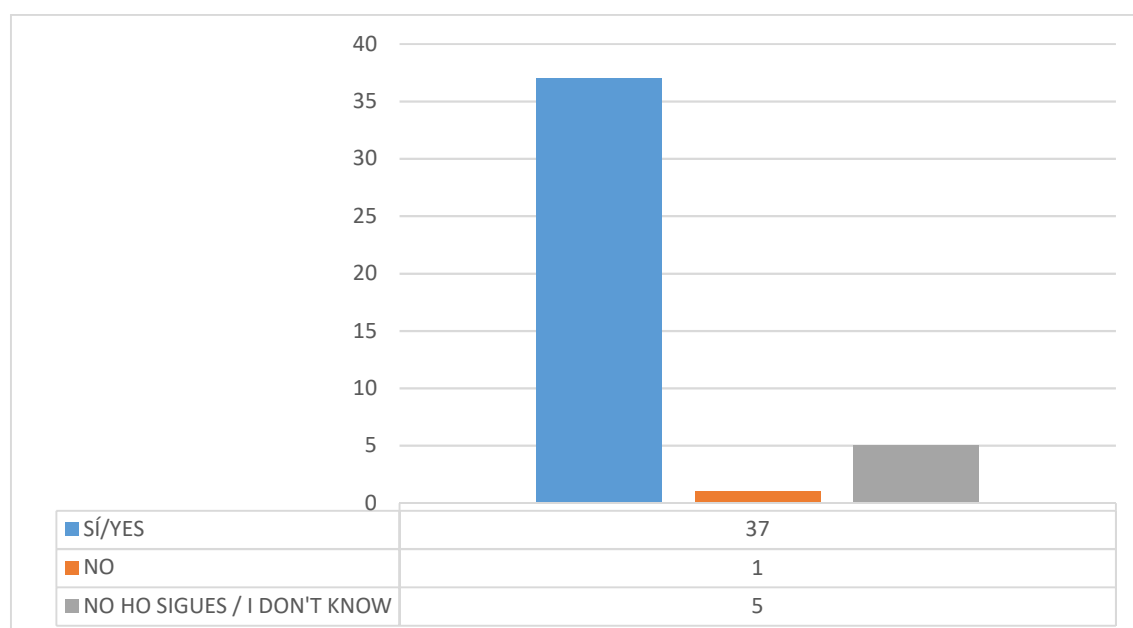
#### viii. Sexual Harassment and Harassment based on gender

The company has a specific protocol for cases of sexual harassment and harassment based on gender.

#### QUALITATIVE ANALYSIS:

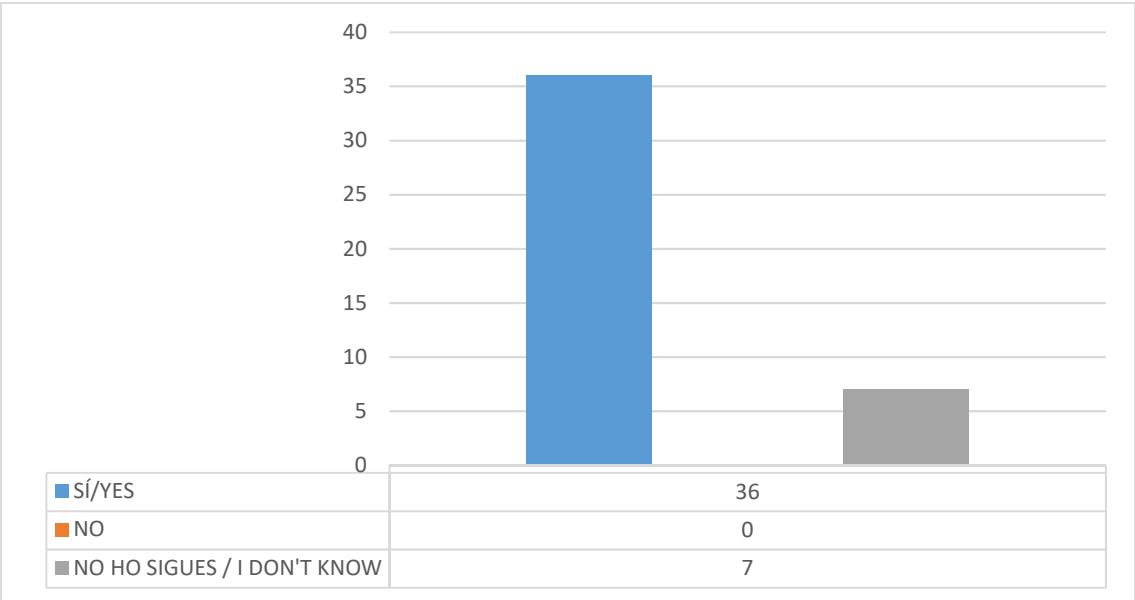
In November 2021, all CVC staff was surveyed on equality. This survey was entirely confidential and anonymous and consisted of 7 questions with a response time of less than 5 minutes.

#### 1. Do you consider that the CVC takes into account equal opportunities between men and women?



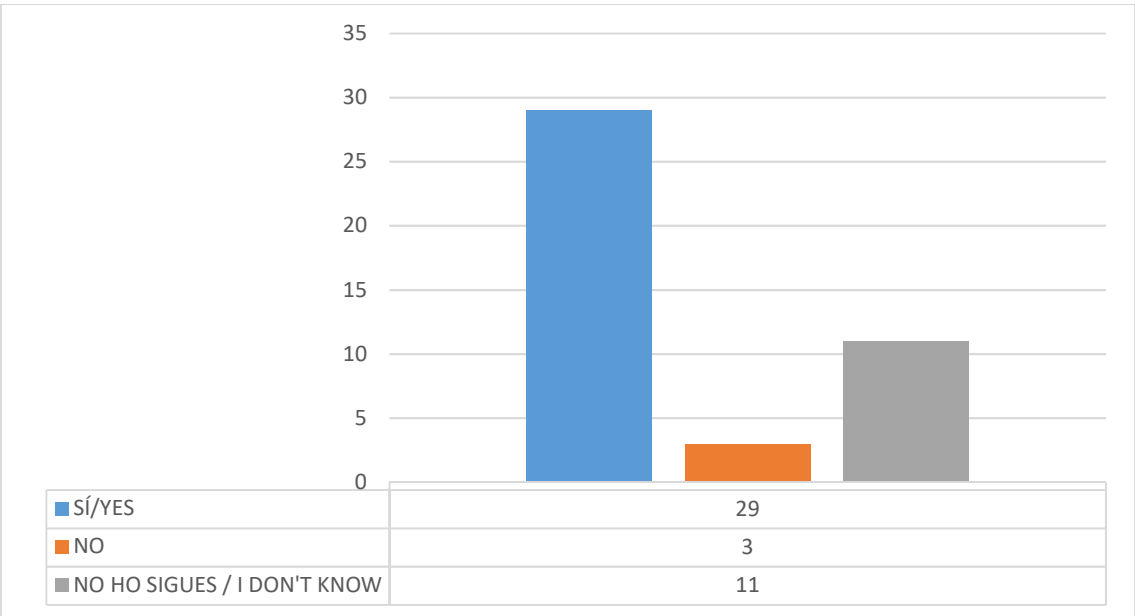
A total of 37 people believes that equal opportunities for women and men are taken into account at the CVC, 1 thinks not and 5 do not know.

**2. Do women and men have the same access opportunities to the personnel recruitment processes at the CVC?**



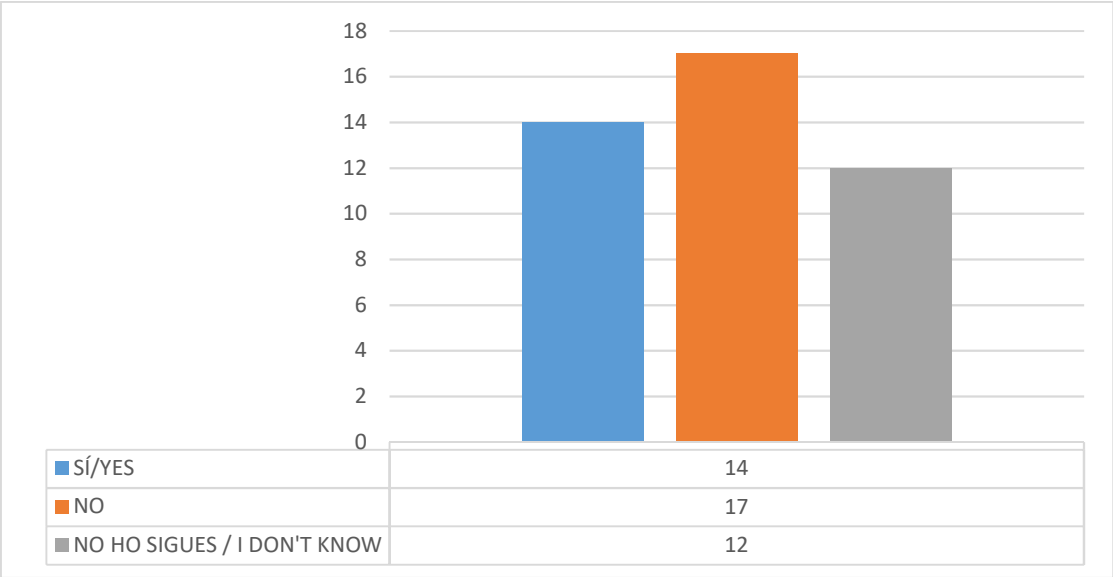
A total of 36 people believe that women and men have the same access opportunities to the recruitment process at the CVC, and 7 do not know.

**3. Are workers are equally promoted in the CVC?**



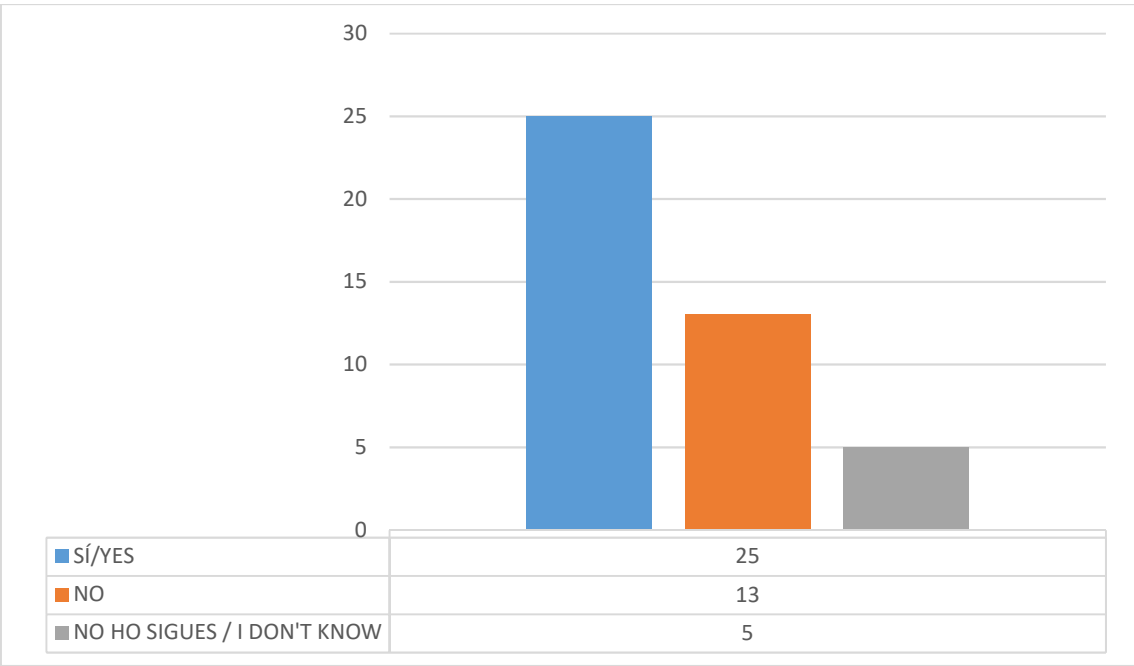
A total of 36 people believe that women and men are equally promoted, 3 people think not and 11 do not know.

**4. Do you know the conciliation measures available at the CVC?**



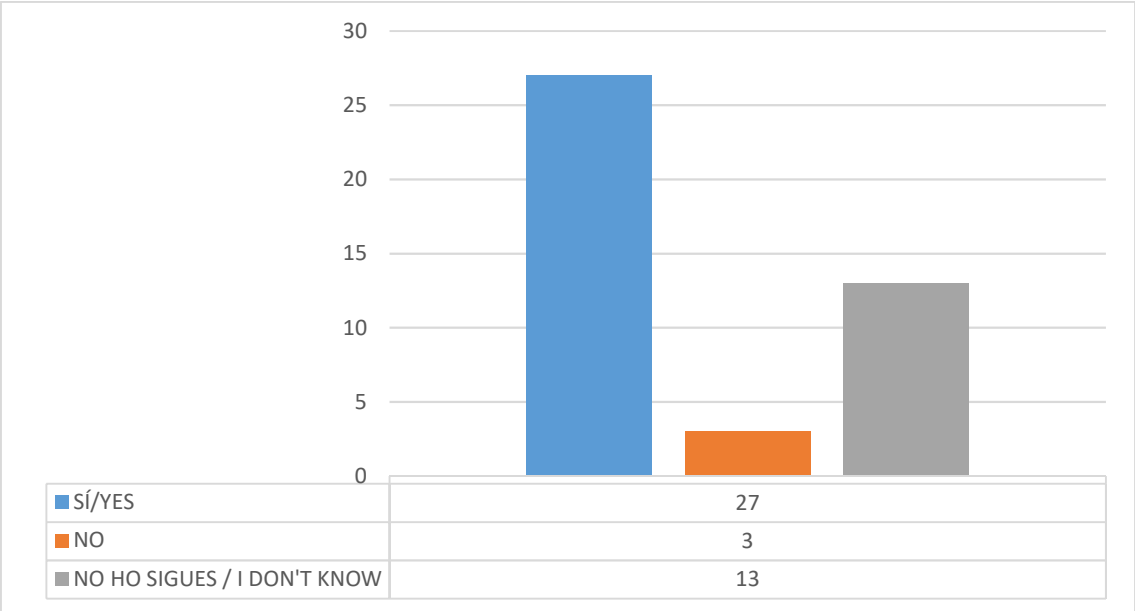
A total of 14 people are aware of the CVC conciliation measures, 17 people do not know and 12 people think they do not know.

**5 Would you know what to do or who to address if you were sexually or work harassed, or any other type of discrimination in your job position?**



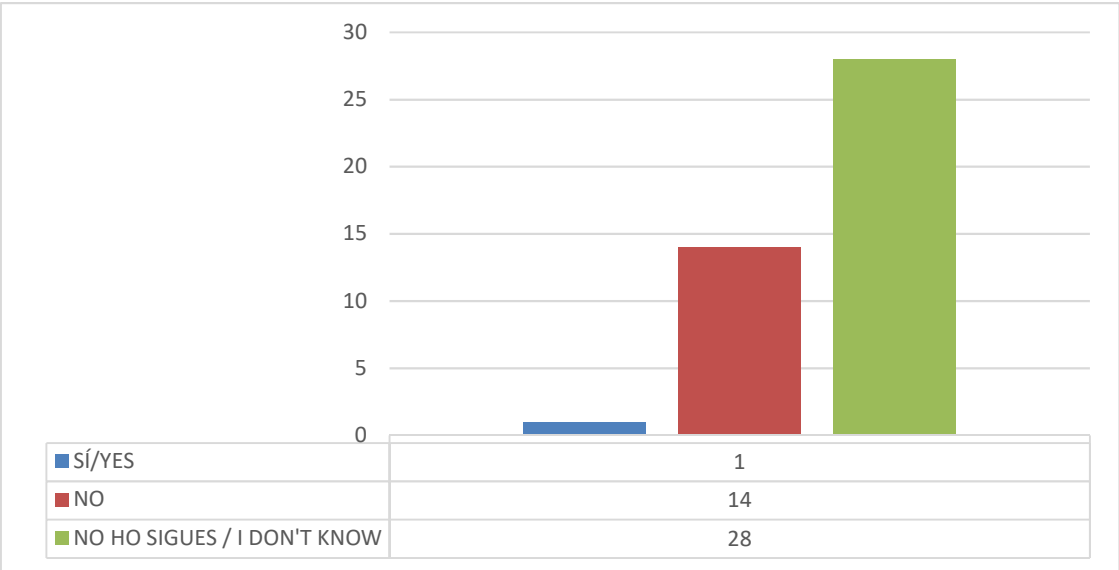
A total of 25 people would know what to do in the event of sexual harassment, 13 people think they do not and 5 do not know.

**6. Do you think that an Equality Plan is necessary at the CVC?**



A total of 27 people believe that an Equality Plan is needed in the CVC, 3 people think don't think is necessary and 13 people do not know.

**7. Do you earn less that your colleague in the same category, although you perform the same tasks?**



Just 1 person thinks that he/she earns less that his/her colleague in the same category, 14 people do not think so and 28 do not know.

### 13. Action Strategies: Positive measures

1. Communication, image and language. Culture and Policies of Equal Opportunities
2. Selection and Recruitment
3. Impact in Society and RSC
4. Gender Representation
5. Human Resource Management Processes: Training
6. Human Resource Management Processes: Promotion and professional development
7. Payment Policy
8. Conciliation of work and family life
9. Prevention of harassment and discrimination
10. Occupational health with a gender perspective

We will now describe the actions included in the Equality Plan.

Action 0	Qualitative Questionnaire to all the personnel of the CVC
<b>Description</b>	<p>In order to optimize the management of HR by integrating and promoting Equality of Opportunities between working men and women.</p> <p>The opinions given by the qualitative questionnaire to all the CVC personnel will be of great importance and will facilitate the elaboration of the qualitative diagnosis and the verification of the Equality Plan. Since it is an opinion questionnaire, it will be requested to reply with the most utmost sincerity to each of the issues outlined. Collaboration will be appreciated. Anonymity and confidentiality of all answers is guaranteed.</p>
<b>Addressed to</b>	All personnel
<b>Person/Department Responsible</b>	HR Department and CVC Equality Committee
<b>Specific Actions</b>	Send qualitative questionnaire using GESEME's website
<b>Indicators</b>	
- Results report and participation index	
<b>Proposed Date</b>	November 2021

## 1. Communication, image and language. Culture and Policies of Equal Opportunities

With the following objectives:

- Ensure neutrality in the image projected by the organization, both internally and externally, and the neutrality of language in written and verbal communication,
- Maintain the principle of equal opportunities across the company culture.

The following actions are proposed:

Action 1	Dissemination of the Equality Plan
Description	Announce to all the personnel the existence of the Equality Plan and its actions
Addressed to	All CVC personnel
Person/Department Responsible	HR and Marketing and Communications Departments
Specific Actions	<p>Human Resources will prepare an informative document with an explanation of the company's Equality Plan and the Equality Policy, as well as information on the composition, responsibilities and means of communication and the company's Equality Committee, within two months. following the signing of the plan.</p> <p>This action must have a record that ensures it will be possible to know how many people on the staff has received this information.</p> <p>Actions will be carried out each year, during the life of the plan, as a reminder of those parts of the plan that we want to refresh.</p> <p>Information to the staff about the performance of this action will be released in a brochure including the actions to be carried out in the Equality Plan, website and bulletin board.</p>
Indicators	
<ul style="list-style-type: none"><li>- Preparation of the informative document</li><li>- Number of impacts per year</li></ul>	
Proposed Date	After the signature of the plan

<b>Action 2</b>	<b>Communicate every year the advances of the plan</b>
<b>Description</b>	Communicate periodically to all the staff the advances made in the Equality Plan and conciliation in the CVC.
<b>Addressed to</b>	All CVC personnel
<b>Person/Department Responsible</b>	HR and Marketing and Communications Departments
<b>Specific Actions</b>	<p>Definition of the communication strategy</p> <p>Definition of the most suitable communication channels (intranet, monitors, bulletin board, e-mail, etc.)</p> <p>Definition of the initiatives that will be released</p>
<b>Indicators</b>	
- Number of impacts per year	
<b>Proposed Date</b>	Annually, every December

<b>Action 3</b>	<b>Monitoring and evaluation of the plan</b>
<b>Description</b>	Define a control panel with the quantitative and qualitative equality indicators
<b>Addressed to</b>	<p>Management</p> <p>Equality and Conciliation Committee</p> <p>Workers' Committee</p>
<b>Person/Department Responsible</b>	HR Department
<b>Specific Actions</b>	<p>Define the indicators</p> <p>Review them annually</p> <p>Every year share with management, the Equality and Conciliation Committee and Workers' Committee</p>
<b>Indicators</b>	
- Documentary evidence of the annual report and the deviations found	
<b>Proposed Date</b>	Annually, every December

Action 4	Raise awareness among the CVC staff about Equal Opportunities
Description	<p>Raise awareness among the staff of the importance of achieving equal opportunities and treatment between women and men.</p> <p>Raise awareness of the importance of complying with the company's equality policy</p> <p>Avoid discriminatory treatment and inequalities based on gender</p>
Addressed to	All CVC personnel
Person/Department Responsible	HR and Marketing and Communications Departments
Specific Actions	<p>The HR and the Marketing and Communications Departments will work jointly on the most appropriate procedure for raising awareness among the staff regarding gender equality, people who are part of the Equality Committee, the way of contacting them, etc.</p> <p>Raise awareness of the importance of complying with the company's equality policy</p>
Indicators	
<ul style="list-style-type: none"> <li>- Number of people informed per year</li> <li>- Analysis of the qualitative questionnaire</li> </ul>	
Proposed Date	During the first trimester of 2022

Action 5	Extension of Equality into the value chain
Description	Disseminate among our contractors and subcontractors a declaration of the principles of the CVC on Equality of Opportunities and the organization of work with a gender perspective
Addressed to	Current suppliers/clients
Person/Department Responsible	HR and Marketing and Communications Departments
Specific Actions	<p>Drafting of the declaration of principles of the CVC.</p> <p>Meeting with the Marketing and Communications Department to define how to start the initiative (mailing to suppliers, etc.)</p>
Indicators	
<ul style="list-style-type: none"> <li>- Number of suppliers/clients that received the information per year</li> </ul>	
Proposed Date	During the first trimester of 2022



<b>Action 6</b>	<b>Draft, disseminate and apply the manual/protocol of inclusive/gender language</b>
<b>Description</b>	<p>Preparation, communication and dissemination of the manual/protocol of inclusive language to all the people who work in the CVC</p> <p>That all business management and communication documents, both internal and external, have an inclusive language perspective</p>
<b>Addressed to</b>	All CVC personnel
<b>Person/Department Responsible</b>	HR and Marketing and Communications Departments, Equality Committee
<b>Specific Actions</b>	<p>Prepare and/or disseminate a gender language guide: Specific communication campaign on the existence of this procedure</p> <p>Identification of the most appropriate channels (mail, paper, monitors, bulletin board)</p> <p>Location of this procedure on the intranet</p> <p>Revise texts, such as the collective agreement and any other document progressively, applying the perspective of inclusive language</p>
<b>Indicators</b>	
- Signature of having being received by the Workers' Committee	
<b>Proposed Date</b>	Second trimester of 2022

## 2. Selection and Recruitment

General objectives:

- Ensure access to the workplace under equal conditions between men and women, ensuring that in all areas of the center there is a balanced presence of women and men.
- Ensure inclusive language in the center's job offers.

<b>Action 7</b>	<b>Incorporate equality values into the welcome plan of new employees</b>
<b>Description</b>	Provide new employees with information regarding equality and conciliation, since the first moments at the CVC are key to incorporate our culture and identity in matters of equality and conciliation into the new employee's way of doing things
<b>Addressed to</b>	New hired employees
<b>Person/Department Responsible</b>	HR Department
<b>Specific Actions</b>	<p>The Equality Plan will be included in the Welcome Pack, which will include:</p> <ul style="list-style-type: none"> <li>- Management's commitment</li> <li>- Equality Plan</li> <li>- Equality and Conciliation Team</li> </ul>
<b>Indicators</b>	
<ul style="list-style-type: none"> <li>- Number of people hired by the CVC per year</li> </ul>	
<b>Proposed Date</b>	First trimester of 2022

<b>Action 8</b>	<b>Training to personnel involved in recruitment</b>
<b>Description</b>	<p>Have equalitarian recruitment selection processes regarding gender, as much as possible.</p> <p>Promote an increment in the percentage of women in positions traditionally occupied by men</p>
<b>Addressed to</b>	Responsible of HR
<b>Person/Department Responsible</b>	HR Department
<b>Specific Actions</b>	<p>Audiovisual training material will be sent to the heads of departments and lead researchers.</p> <p>This material will include questions to avoid asking in recruitment selection processes, gender perspective to have into account, etc.</p>
<b>Indicators</b>	
<ul style="list-style-type: none"> <li>- Quantity of people who has received the information</li> </ul>	
<b>Proposed Date</b>	Third trimester of 2022

<b>Action 9</b>	<b>Training in Equality (Equality officer course)</b>
<b>Description</b>	One person from the CVC will train as Equality Officer
<b>Addressed to</b>	CVC personnel
<b>Person/Department Responsible</b>	HR Department, Management
<b>Specific Actions</b>	Train one person from the CVC in Equality issues with the objective to become the Equality Officer in the center.
<b>Indicators</b>	
<ul style="list-style-type: none"> <li>- Check that the training has been done.</li> </ul>	
<b>Proposed Date</b>	During 2022

<b>Action 10</b>	<b>Balance the number of men and women in all departments</b>
<b>Description</b>	Whenever possible, it will be guaranteed that the number of men and women is balanced throughout the center
<b>Addressed to</b>	Internal and external personnel
<b>Person/Department Responsible</b>	HR Department
<b>Specific Actions</b>	<p>In recruitment processes, the hiring of the gender less represented will be encouraged.</p> <p>Whenever possible, it will be encouraged women to be present in the final phases of recruitment processes.</p> <p>In recruitment processes with a great volume of people, it will be encouraged to have 5% more of women,</p>
<b>Indicators</b>	
<ul style="list-style-type: none"> <li>- Number of men and women that submit an application and the final result of the recruitment process, by area and position</li> <li>- Number of men and women distributed by area</li> </ul>	
<b>Proposed Date</b>	For new hirings

### 3. Impact on society and CSR

With the objective to disseminate to society and the environment in which CVC works the values of equality the following action is proposed:

Action 11	CSR and Equality
Description	Whenever possible, participation in forums, campaigns and volunteer actions that are centered on women and the promotion of equality of opportunities at all levels at the CVC (management and employees)
Addressed to	Society, community in which CVC and its personnel works
Person/Department Responsible	HR and Communications Departments
Specific Actions	Identify the forums in which the CVC can participate Identify awareness campaigns that could be implemented Identify volunteer actions in which the CVC personnel can participate
Indicators	
<ul style="list-style-type: none"> <li>- Number of forums/year</li> <li>- Number of campaigns/year</li> </ul>	
Proposed Date	Last trimester of 2022

#### 4. Gender representation

With the objective to promote policies and measures that favor an equilibrated representation of men and women in all areas and levels of the company, the following actions are proposed:

Action 12	Talent Development Programs
Description	The creation of talent development programs will be promoted in those levels of the organizations in which any of the genders is underrepresented.
Addressed to	Areas in which one gender is underrepresented.
Person/Department Responsible	HR Department
Specific Actions	Focus in the areas in which there is women underrepresentation Identify people with potential to occupy positions of more responsibility Design of actions/ programs for talent development
Indicators	
<ul style="list-style-type: none"> <li>- % men vs. % women in the CVC, annual consolidated</li> <li>- % men vs % women in the CVC by area/year</li> </ul>	
Proposed Date	Fourth trimester of 2022

Action 13	Responsible Declaration of Good Practices
Description	When the process is carried out by an external consultant, prior to its initiation, the company will have to sign the "Responsible Declaration of Good Practices", where a formal commitment is requested not to incur in any type of discrimination, either for reasons of ethnicity, sex, religion, family situation or other forms of discrimination that could pose some type of barrier, at a personal or professional level, of the people who participate in the recruitment and selection processes by CVC
Addressed to	Consultancy and Temporary Work Agencies
Person/Department Responsible	HR Department
Specific Actions	Send the Responsible Declaration of Good Practices to the selected agencies before the beginning of any recruitment process.
Indicators	
- Recruitment agencies with a signed Responsible Declaration of Good Practices vs. recruitment agencies without a signed Responsible Declaration of Good Practices	
Proposed Date	Last trimester of 2022

## 5. Human Resources Management Processes: Training

Action 14	Assess and study the training procedure to guarantee priority access to it for people who return from a permit related to conciliation
Description	Guarantee the priority of people who have used a maternity, paternity or any other conciliation leave to access the training organized after their return to work, within the training calendar established for the company in the current year.
Addressed to	All personnel
Person/Department Responsible	HR Department
Specific Actions	Enlist the people who have not been able to attend a training due to a conciliation leave to the next available training session within the training calendar in the current year.
Indicators	
- Number of people/year that have done a training session after returning from a leave	
Proposed Date	Third trimester of 2022

With the objective of guaranteeing a neutral and objective recruitment process, the following action is proposed:

Action 15	Training for the Equality Committee
<b>Description</b>	<p>Prevent and eliminate any direct or indirect discrimination based on gender in access to training.</p> <p>Make the equality committee aware of the importance of achieving equal opportunities between women and men</p> <p>Know how to act in certain cases such as those related to complaints of gender inequality, sexual harassment, harassment based on gender, direct and indirect discrimination, etc.</p> <p>Know the management procedures of equality plans.</p>
<b>Addressed to</b>	Equality Committee
<b>Person/Department Responsible</b>	HR Department
<b>Specific Actions</b>	The Equality Committee will receive specific training material on aspects of its responsibility in the execution, monitoring and evaluation of the Equality Plan, ways of acting in cases of direct and indirect discrimination, etc.
<b>Indicators</b>	
- Number of members of the Equality Committee that have received training	
<b>Proposed Date</b>	First trimester of 2022

Action 16	Training to the Management Committee
<b>Description</b>	<p>Prevent and eliminate any direct or indirect discrimination based on gender to access the training</p> <p>Make the management committee aware of the importance of achieving equal opportunities between women and men</p> <p>Raise awareness of the importance of complying with the company's equality policy</p> <p>The management committee should know the way to act in certain cases such as those related to complaints of gender inequality, sexual harassment, harassment based on gender, direct and indirect discrimination, and the procedure to follow for the evaluation and monitoring of the Equality Plan.</p>
<b>Addressed to</b>	Management Committee

<b>Person/Department Responsible</b>	HR Department and Equality Committee
<b>Specific Actions</b>	The Management Committee will receive specific training material on aspects of its responsibility in the execution, monitoring and evaluation of the Equality Plan, ways of acting in cases of direct and indirect discrimination, etc.
<b>Indicators</b>	
- Number of members of the Management Committee that have received training	
<b>Proposed Date</b>	First trimester of 2022

## 6. Human Resources Management Processes: Promotion and professional development

With the objective of guaranteeing that the promotion process and professional development comply with equal opportunities, the following action is proposed:

<b>Action 17</b>	<b>Elimination of the “sticky floor” and the “glass ceiling” in career advancement</b>
<b>Description</b>	<p>Guarantee that in free appointment promotions only criteria of merit and ability will be used, ensuring that in all processes the criteria of balance between people of different genders are taken into account and that the results bring the previous situation closer to parity in each professional categories/groups and levels of responsibility</p> <p>Adopt positive action measures of "equal conditions and skills", gender preference is given in promotion to professional positions or groups.</p>
<b>Addressed to</b>	All personnel
<b>Person/Department Responsible</b>	HR Department and Equality Committee
<b>Specific Actions</b>	<p>HR will publish the promotions and will inform all staff, regardless of their gender or family situation, ensuring that everyone linked to the company is aware of the processes in a timely manner.</p> <p>In the face of curricular equality, whenever possible, the least represented gender in the category / professional level group to be promoted will have preference in the promotion.</p>
<b>Indicators</b>	
<ul style="list-style-type: none"> <li>- Publicized vacant positions</li> <li>- Number of people that have submitted their promotions and new hiring, disaggregated by gender and category</li> </ul>	
<b>Proposed Date</b>	First trimester of 2022

Action 18	Development of Career Plans
Description	Ensure the development of professional careers through training, mentoring, etc., to balance the distribution of men and women in all positions.
Addressed to	All personnel
Person/Department Responsible	HR Department and Equality Committee
Specific Actions	Identify profiles of women who will be part of a mentoring program and to have lists of women prepared to occupy positions of responsibility  Development of a mentoring and training program
Indicators	
<ul style="list-style-type: none"> <li>- Number of women and men in positions of responsibility</li> <li>- Number of women that are part of the program</li> </ul>	
Proposed Date	During 2022

## 7. Remuneration policy:

In order to guarantee the principle of equal pay and implement new forms of compensation, the following action is proposed:

Action 19	Review of the Salary Gap
Description	Guarantee that the company continues to maintain an equal remuneration policy, trying to reduce the salary gap and ensure that the retribution criteria comply with gender equality between men and women
Addressed to	All personnel
Person/Department Responsible	HR Department and Equality Committee
Specific Actions	<p>The Human Resources Department will use a self-testing gender salary gap tool to help identify and, therefore, correct salary inequalities based on gender. In an Excel template that allows the entry of data related to the center's personnel, the impact of the salary gap can be visualized by combining different variables (bivariate analysis): for example, gender salary gap according to age and number of children.</p> <p>Thus, in a continuous and periodic manner, possible discrepancies in the salary of men and women in the different departments must</p>



	be observed to assess that the work that is carried out really requires the same characteristics: capacities, effort, responsibilities and working conditions. If found any, we would find ourselves faced with discrimination based on gender that the Equality Plan has to correct or avoid.
<b>Indicators</b>	
- Index used by the study regarding salary gap	
<b>Proposed Date</b>	Once every semester as from January 2022

<b>Action 20</b>	<b>Description and classification of job positions</b>
<b>Description</b>	A professional classification system will be established based on the reviews performed during performance evaluations
<b>Addressed to</b>	All personnel
<b>Person/Department Responsible</b>	HR Department and Equality Committee
<b>Specific Actions</b>	<p>To ensure that the professional classification reflects the principle of equal opportunities, an attempt has been made to detect possible gender bias in performance evaluations by analyzing:</p> <ul style="list-style-type: none"> <li>- The evolution of personnel disaggregated by gender in performance evaluation</li> <li>- The performance evaluations of the personnel benefiting from conciliation measures, to verify that they are being evaluated exclusively for their performance</li> <li>- Performance evaluations segregated by men and women and the verification of the possible existence or non-existence of systematic biases in women in relation to the evaluations received by men and vice versa</li> </ul> <p>The analysis shows that there is no gender bias and therefore the professional classification system based on performance evaluations is suitable for guaranteeing development opportunities and equal salary for men and women in the company.</p>
<b>Indicators</b>	
- Salary gap indexes used by the study under the professional classification system based on the reviews done during the performance evaluations	
<b>Proposed Date</b>	Fourth trimester of 2022

## 8. Conciliation of work and personal life

With the aim of promoting the organization of working time that allows the balance of work and family life, the following is proposed:

- Facilitate the conciliation of personal, family and work life of the personnel, helping to achieve an appropriate balance between personal needs and their professional development within the center.
- Promote co-responsibility and conciliation of personal, family and work life in an equitable manner between women and men.
- There will not be negative consequences on the chances of promotion, remuneration, access to incentives and/or social benefits of the personnel who exercise their right to these conciliation rights.

And, for this reason, the following actions are proposed:

Action 21	Increase awareness in the company regarding the balance between personal and professional life
Description	Create a plan that includes behaviors that favor conciliation, such as sending emails during working hours; setting up meetings within a certain time frame to respect time flexibility, etc. Reflect: who do you summon? What are the objectives of the meeting? Do I have to prepare something first? Learn to prioritize; simplify, propose new ways of doing things, etc.  Raise awareness among CVC personnel about the rights related to conciliation, including frequently asked questions
Addressed to	All personnel
Person/Department Responsible	HR Department and Equality Committee
Specific Actions	Choose the initial areas in which the Plan will be worked as initial impact to later extrapolate it to other areas in the company
Indicators	
<ul style="list-style-type: none"><li>- Documents that prove the dissemination</li><li>- Satisfaction rate</li><li>- Psychosocial evaluation</li></ul>	
Proposed Date	Third trimester of 2022

Action 22	Information and dissemination of conciliation rights
<b>Description</b>	<p>Include the gender perspective in actions to balance work, family and personal life in the center in an equitable manner between women and men.</p> <p>Promote and encourage co-responsibility and facilitate conciliation of work, family and personal life in the center.</p> <p>Promote co-responsibility and the conciliation of personal, family and work life in an equitable manner between women and men.</p> <p>Ensure that the exercise of these conciliation rights does not have negative consequences on the chances of promotion, remuneration, access to incentives and/or social benefits.</p> <p>Make known and guarantee the existing conciliation possibilities.</p> <p>Increase the personnel's satisfaction with the possibilities of conciliation.</p>
<b>Addressed to</b>	All personnel
<b>Person/Department Responsible</b>	HR Department and Equality Committee
<b>Specific Actions</b>	<p>The HR department will compile the rights regarding conciliation contained in current legislation, in the company's collective agreement and all the actions carried out by the HR department for balancing work, family and personal life, to write an information leaflet.</p> <p>HR, together with the communication department, will design the procedure for disseminating the leaflet in the way that is considered most appropriate.</p> <p>Carry out informative and awareness-raising actions aimed at men on the permits related to conciliation as to make visible and encourage their use among the male personnel.</p>
<b>Indicators</b>	
<ul style="list-style-type: none"> <li>- Number of people (segregated by gender) informed and number of people who know their rights</li> <li>- Quantitative detail of the use of the various conciliation rights</li> </ul>	
<b>Proposed Date</b>	Third trimester of 2022

Action 23	Conciliation of family, work and personal life
<b>Description</b>	<p>To achieve an adequate balance between personal needs and their professional development within the company.</p> <p>Improve legal measures to facilitate the conciliation of personal, family and work life.</p>

	Promote the use of positive action measures for conciliation among the men of the workforce.
<b>Addressed to</b>	All personnel
<b>Person/Department Responsible</b>	HR Department and Equality Committee
<b>Specific Actions</b>	<p>Upon request of the worker, the adaptation of the working day will be assessed, without reducing it, for those who have dependents (minors and family members).</p> <p>Meeting Policy:</p> <ul style="list-style-type: none"> <li>• Work meetings will take place during working hours. If it is not possible during this time, it will be necessary to give due notice in order to guarantee the conciliation of the affected people, regardless of the compensation that applies to them.</li> <li>• Calls for meetings will always be made during the established working hours, and convening sufficiently in advance as soon as possible.</li> </ul> <p>When possible, the necessary time will be provided for workers undergoing assisted reproductive treatments.</p> <p>In the case of those workers who, by a divorce or separation agreement, have assigned vacation dates for the care of their children under 16, priority will be given to them to choose the dates of these days.</p> <p>Suspension of contract with reservation of the position: in cases of premature deliveries with low weight and those others in which the newborn needs, due to some clinical condition, hospitalization after delivery, for a period greater than seven days, the suspension period will be extended by as many days as the newborn is hospitalized.</p> <p>In cases of international adoption, when it is necessary to travel to the child's country, the suspension period, provided for each case in this section, may begin up to four weeks before the resolution by which the adoption is constituted.</p>
<b>Indicators</b>	
<ul style="list-style-type: none"> <li>- Establish records segregated by sex of the use of the different conciliation measures in force at the company</li> </ul>	
<b>Proposed Date</b>	As from January 2022

## 9. Harassment and Discrimination Prevention

In order to guarantee a safe work environment, free from harassment, discrimination and conditions contrary to the well-being of the personnel, the following action is proposed:

<b>Action 24</b>	<b>Protection protocol for victims of gender violence</b>
<b>Description</b>	Support by conciliation, time flexibility, data protection
<b>Addressed to</b>	All personnel
<b>Person/Department Responsible</b>	HR Department and Equality Committee
<b>Specific Actions</b>	Specific communication campaign on the existence of this procedure Localization of the procedure to the intranet Distribution to employee's representatives
<b>Indicators</b>	
<ul style="list-style-type: none"> <li>- Number of communication campaigns</li> <li>- Signature of the company's committee</li> </ul>	
<b>Proposed Date</b>	Last trimester of 2022

#### 10. Occupational Health with a gender perspective:

General objectives:

- Guarantee the inclusion of gender perspective in the evaluation and prevention of work risks.

<b>Action 25</b>	<b>Occupational Health Area with a gender perspective</b>
<b>Description</b>	Improve the knowledge of the personnel about the measures implemented in Occupational Health and prevention of occupational risks specifically aimed at women.  Review, by Human Resources, the procedures and measures from a gender perspective.
<b>Addressed to</b>	All personnel
<b>Person/Department Responsible</b>	HR Department
<b>Specific Actions</b>	Carry out an occupational risk assessment with a gender perspective.  The measures implemented in Occupational Health and in the prevention of occupational risks aimed specifically at women will be compiled, and informative material will be drafted which will be disseminated in the most appropriate way.
<b>Indicators</b>	

<ul style="list-style-type: none"> <li>- Number of people (segregated by sex) informed / number of people (segregated by sex) in the workforce x 100</li> <li>- Number. of people (segregated by sex) who know the measures / Number of people (segregated by sex) of the workforce x 100</li> </ul>	
<b>Proposed Date</b>	During the second trimester of 2022

## CALENDAR

Number	ACTION	2022				2023				2024				2025			
		T1	T2	T3	T4	T1	T2	T3	T4	T1	T2	T3	T4	T1	T2	T3	T4
1	Dissemination of the Equality Plan	X															
2	Inform once a year the progress in the plan				X				X				X				X
3	Monitoring and evaluation of the plan				X				X				X				X
4	Raise awareness among the CVC personnel about Equal Opportunities	X															
5	Qualitative opinion questionnaire to the personnel	X															
6	Prepare, disseminate and apply the inclusive language/gender manual/protocol		X														
7	Incorporate the values of equality in the welcome plan for new employees	X															
8	Training for people involved in recruitment processes			X													
9	Equality training (Equality agent course)																
10	Balance the presence of men and women in all departments																
11	CSR and Equality				X												
12	Talent Development Programs				X												
13	Responsible declaration of good practices	X															
14	Assess and study the training procedure to guarantee priority access to it for people who return from a permit related to conciliation			X													
15	Training for the Equality Commission	X															
16	Training for the Management Committee	X															
17	Elimination of the “sticky floor” and the “glass ceiling” in career advancement				X												
18	Development of career plans																

19	Salary Gap Review		X		X		X		X		X		X		X		X
20	Description and classification of job positions				X												
21	Increase awareness in the company about the balance between professional and personal life			X													
22	Information and dissemination on conciliation rights			X													
23	Conciliation of family, work, personal life																
24	Protection Protocol for victims of gender violence				X												
25	Occupational Health Areas with a gender perspective		X														



## 14. Evaluation and monitoring

The center will use the following monitoring indicators:

Area	Basic Indicators
<b>1. Communication, image and language. Culture and Policies of Equal Opportunities</b>	Preparation of the informative document Number of impacts per year Number of people trained per year
<b>2. Selection and Recruitment</b>	Verify by the monitoring committee that the record has been modified  Number of people incorporated to the CVC per year  Check that the training has been carried out.  Number of people participating in the selection and percentage trained  Verify that the procedure has been carried out  Number of men and women who apply and the final result of the selection, by area and job position  Number of women and men distributed by areas in the company.
<b>3. Impact in Society and RSC</b>	Number of Forums per year Number of Campaigns per year Number of volunteer actions per year
<b>4. Gender Representation</b>	% men vs % women in the CVC annual consolidated % men vs % women in the CVC annual by department Recruitment agencies with a signed declaration vs recruitment agencies without the signed declaration
<b>5. Training</b>	Number of people per year who, having used a permit, do training at the CVC after their reincorporation.  No. of men and women trained on the Committee.  No. of members from the Management Committee trained  Number of people per year trained.
<b>6. Promotion and professional development</b>	Vacancies posted  Number of people who have applied themselves for promotions and those incorporated disaggregated by gender and category.  Number of women and men in positions of responsibility  Number of women who are part of the program

<b>7. Payment policy</b>	Salary gap rated used for the study. Description and classification of jobs
<b>8. Conciliation of work and family life</b>	Documentary evidence of the dissemination Satisfaction rate Psychosocial Evaluation Number of people (segregated by sex) informed and number of people who know their rights Quantitative detail of the usage of the various conciliation rights Establish a record segregated by sex of the use of the different conciliation measures in force in the company
<b>9. Prevention of harassment and discrimination</b>	Number of communication campaigns Signature of the committee
<b>10. Occupational health with a gender perspective</b>	No. of people (segregated by sex) informed / No. of people (segregated by sex) in the workforce x 100 No. of people (segregated by sex) who know the measures / No. of people (segregated by sex) on the workforce x 100

The Equality and Conciliation Committee will be the body that will ensure compliance of this plan and the monitoring of the indicators described here will be carried out annually at a meeting established for this purpose.

## 15. Discrepancy Resolution Procedure.

If there are discrepancies of the Equality Committee in the application, monitoring, evaluation or review, an attempt will be made to resolve it internally, submitting it to a vote and assuming the commitments that can be achieved by a simple majority.

In the event that the discrepancy persists, it will be submitted to the Labor Arbitration Court of Catalonia.

signed in the original in Catalan by the

**Negotiating Committee:**

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43685197D

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