



Institut
de Recerca i Tecnologia
Agroalimentàries

IRTA'S EQUAL OPPORTUNITIES PLAN 2022-2025

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1. INTRODUCTION AND OBJECTIVES

The IRTA expresses its commitment to the establishment and implementation of policies to integrate equal treatment and opportunities for women and men, without directly or indirectly discriminating on the grounds of gender, and to promote and foster measures to achieve real equality within the organisation, establishing equal opportunities as a strategic principle of its corporate policy.

As an organisation we wish to highlight our majority of female talent at the service of innovative research and our undertaking to strive to remove any barriers or obstacles that may prevent effective equality in terms of gender.

We regard the Equal Opportunities Plan as a strategic tool which is designed to enhance the skills and talents of the people working at the IRTA while eliminating any stereotypes, attitudes or obstacles based on gender or any other potentially discriminatory conditions.

Equality plans constitute an orderly set of measures taken following the performance of a diagnosis of the situation that seek to achieve equal treatment and opportunities for women and men within the company and eliminate any discrimination on the grounds of gender. Organisations are obliged to respect equal treatment and opportunities in the workplace and, to this effect, we must take measures to prevent any kind of job discrimination between women and men, measures that must be negotiated and, as appropriate, agreed upon by the workers' legal representatives in the manner determined in the labour legislation.

This Equality Plan covers different areas, including access to work, the organisation of working hours to facilitate the reconciliation of personal, working and family lives, professional classification, career promotion and development, ongoing training, salary policies, sexual and gender-based harassment, non-sexist language and communication, aspects related to risk prevention and occupational health and staff mobility.

Objectives of the diagnosis

The diagnosis phase is key to identifying the situation facing companies in relation to the incorporation of the equal opportunities for women and men principle and to detecting any needs and the obstacles hindering its greater integration in the internal functioning of the organisation.

The above entails laying the foundations for the design, development and implementation of an Equal Opportunities Plan that refers to the management of the human resources and the company's activity.

More specifically, the diagnosis envisages the following goals:

- To systematise and analyse the information regarding the composition of the workforce and the participation of women and men in all the organisation's processes.
- To analyse the information on the features of the human resource management and the incorporation of equality.
- To analyse the opinions and beliefs of the workforce in relation to equal opportunities for women and men.
- To identify the areas for improvement and the needs of the entity in order to facilitate the integration of equality into the different areas of its internal operations.
- To formulate potential lines of intervention to promote equal opportunities for women and men with a view to drawing up the Equality Plan.

2. PERSONAL, TERRITORIAL AND TIME-RELATED SCOPE

This Equality Plan is governed by Organic Law 3/2007 of 22 March on the effective equality of women and men, Royal Decree Law 6/2019 of 1 March on urgent measures to guarantee equal treatment and opportunities for women and men in the workplace and in employment, RD 901/2020 regulating equality plans and their registration and RD 902/2020 on equality pay for women and men.

The objectives and measures approved in this document by the Equality Plan Negotiating Committee will affect all the IRTA's centres and staff, including its Management. A period of validity last four years (2022-2025) after it is signed is determined.

3. THE IRTA'S EQUALITY COMMITTEE

The Negotiating Committee for the IRTA's Equality Plan has been set up in compliance with articles 45 and 46 of Organic Law 3/2007 of 22 March on the effective equality of women and men and its implementing regulations and the amendments established by virtue of Royal Decree Law 6/2019 of 1 March on urgent measures to guarantee equal treatment and opportunities for women and men in the workplace and in employment and Royal Decrees 901/2020 regulating equality plans and their registration and 902/2020 on equal pay for women and men.

This Committee is made up of ten people, five representing the Company Workers' Committee and five representing the Management.

The people comprising this Committee, which was set up on 7 July 2021, are:

Representatives Company Workers' Committee	Management representatives
Joan Bosch Serra Support Technician for the Fruit Growing Programme	Àngels Codina Relat Head of Communication
Carmen Calahorra Gelabert Administration and Finance Support Technician for the Corporate Services	Aurora Hostench Virosella HR contact from the Food Industries Department
Sandra Franquesa Nájera In Vitro Laboratory Technician for the Fruit Growing Programme	Núria Tous Closa Animal Nutrition Programme Researcher
Montse Pastó López Head of CReSA Proximity Corporate Services	Maria José Aranzana Civit Genomics and Biotechnology Programme Researcher
Almudena Sánchez Chillón Support Staff for the Monells Administrative Services	Moisès Castillo Esteban IRTA Health and Safety Officer

These people will have the time and availability required to ensure their proper participation and their commitment to the tasks that are assigned.

The actions entrusted to the Committee are as follows:

- Negotiation and performance of the diagnosis and the measures comprising the Equality Plan.
- Drawing up of the report on the results of the diagnosis.
- Identification of the priority measures in the light of the diagnosis, their scope of application, the material and human resources required for their implementation and the competent people and bodies, including an action schedule.
- Ensuring the implementation of the Equality Plan within the company.
- Definition of the measurement indicators and information collection instruments required to monitor and assess the degree of compliance with the measures of the Equality Plan that is implemented.
- Referral of the Equality Plan to the competent labour authority for its approval, registration, deposit and publication.
- Promotion of the first informational initiatives and the staff's sensitisation.

4. PRIOR DIAGNOSIS

Pursuant to *article 46 of Organic Law 3/2007 of 22 March on the effective equality of women and men*, Royal Decree Law 6/2019 of 1 March on urgent measures to guarantee equal treatment and opportunities for women and men in the workplace and in employment, RD 901/2020 regulating equality plans and their registration and RD 902/2020 on equality pay for women and men, the Equality Plan is an orderly set of measures taken following the performance of a diagnosis of the situation that seek to achieve equal treatment and opportunities for women and men within the company and eliminate any discrimination on the grounds of gender.

The stages of the Equality Plan are as follows:



Following the commitment made by the Management, it is essential to conduct a prior diagnosis in order to implement the Equality Plan. This diagnosis consists of a quantitative and

qualitative study of the current situation of the institution in terms of equal opportunities for men and women.

The diagnosis provides information on equal opportunities for women and men, the organisational structure and their participation in all the processes, identifying any potential inequalities or discrimination.

Understanding the actual situation of the IRTA is a prior step required for the implementation of the plan and the establishment of measures. It entails understanding the reality of the workforce and the organisation and detecting the latter's needs so as to define the objectives enabling it to improve its position with respect to the equality of women and men by means of different actions.

The following aspects have been analysed to perform the IRTA's diagnosis:

- General data on the staff, disaggregated by gender, relating to the characteristics of the institution and the organisational structure, the characteristics of the workforce, access, career development, training, the working conditions within the company, fixed and variable remuneration, etc., to facilitate comparisons between the situations facing the women and men in the organisation.
- The contents of regulations, manuals, procedures, internal protocols, etc.

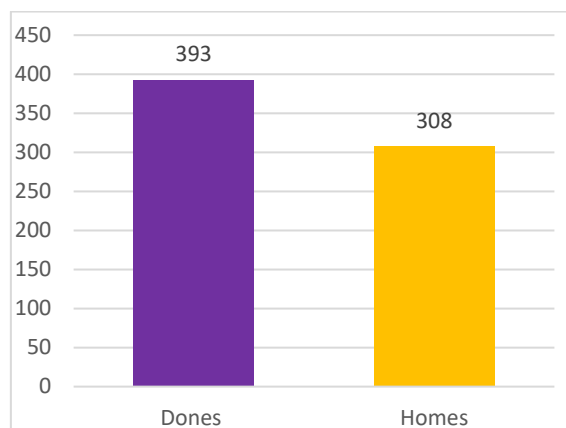
The data analysed has been provided by Human Resources. The annual data have taken into account the period from 01/01/2020 to 31/12/2020 (remuneration, recruitment, terminations, etc.) and the staff data are dated 31/12/2020.

Total workforce by gender

The IRTA is a research institute of the Government of Catalonia attached to the Ministry of Climate Action, Food and Rural Agenda whose activity is in keeping with the private legal system. The IRTA's lines of research are grouped together into three 3 main areas of activity: Plant Production, Animal Production and Food Industries, within which there are 16 research programmes.

To conduct the activity related to its Programmes, the IRTA has corporate services, 10 work centres, 5 experimental holdings, 3 farms and 2 consortium centres.

The IRTA employs a total of 701 people, of whom 393 are women and 308 are men, representing a female presence of 56% with respect to the total workforce (a figure almost the same as four years ago, when it stood at 55%).



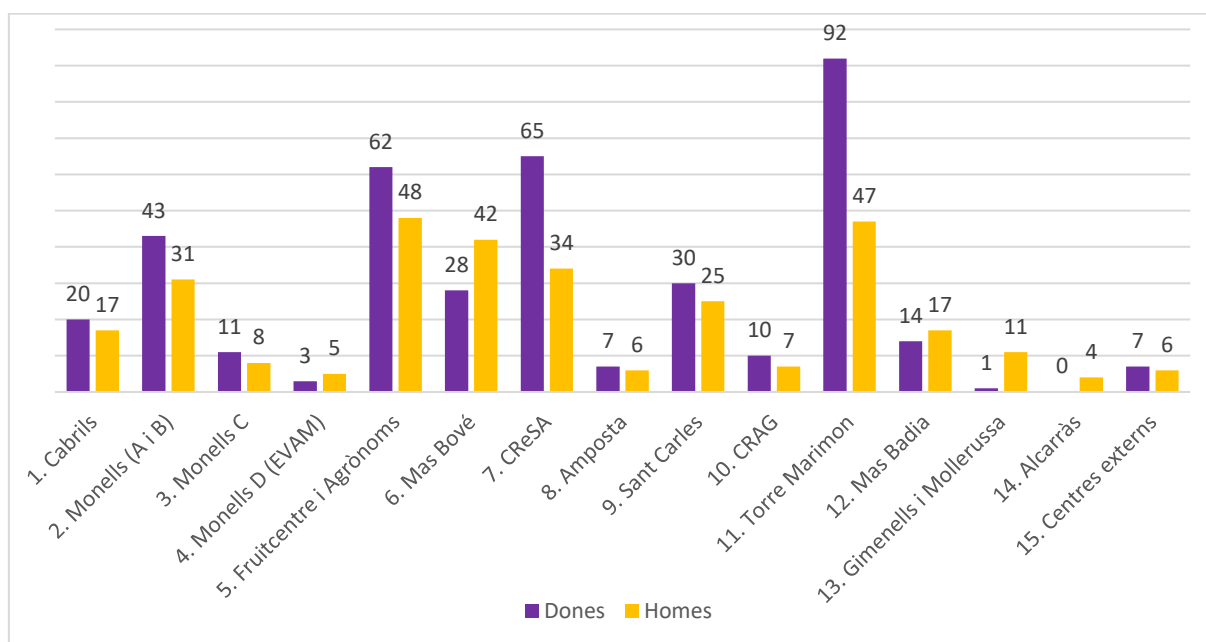
Women	%	Men	%	Total
393	56.06%	308	43.94%	701

This figure is highly positive in terms of Equal Gender Opportunities, as it lies within the parameters we regard as parity (60-40%).

Work centres

The IRTA has work centres located throughout the four provinces of Catalonia. They have been divided into 15 groups for this diagnosis:

Centres (2020)	Women	%	Men	%	Total
1. Cabrils	20	54.05%	17	45.95%	37
2. Monells (A and B)	43	58.11%	31	41.89%	74
3. Monells C	11	57.89%	8	42.11%	19
4. Monells D (EVAM)	3	37.50%	5	62.50%	8
5. Fruitcentre and Agrònoms	62	56.36%	48	43.64%	110
6. Mas Bové	28	40.00%	42	60.00%	70
7. CReSA	65	65.66%	34	34.34%	99
8. Amposta	7	53.85%	6	46.15%	13
9. Sant Carles	30	54.55%	25	45.45%	55
10. CRAG	10	58.82%	7	41.18%	17
11. Torre Marimon	92	66.19%	47	33.81%	139
12. Mas Badia	14	45.16%	17	54.84%	31
13. Gimennells and Mollerussa	1	8.33%	11	91.67%	12
14. Alcarràs	0	0.00%	4	100.00%	4
15. External centres	7	53.85%	6	46.15%	13
TOTAL	393	56.06%	308	43.94%	701



The data analysed reflect parity at most of the work centres.

There are three centres that lie outside the 60-40 parity range, although we do not regard them as situations that require specific remedial action. These are the CReSA centres, where 65.66% are women, the Torre Marimon centre, where 66.19% are women, and the EVAM farm, where 37.5% of the 8 people who work there are women.

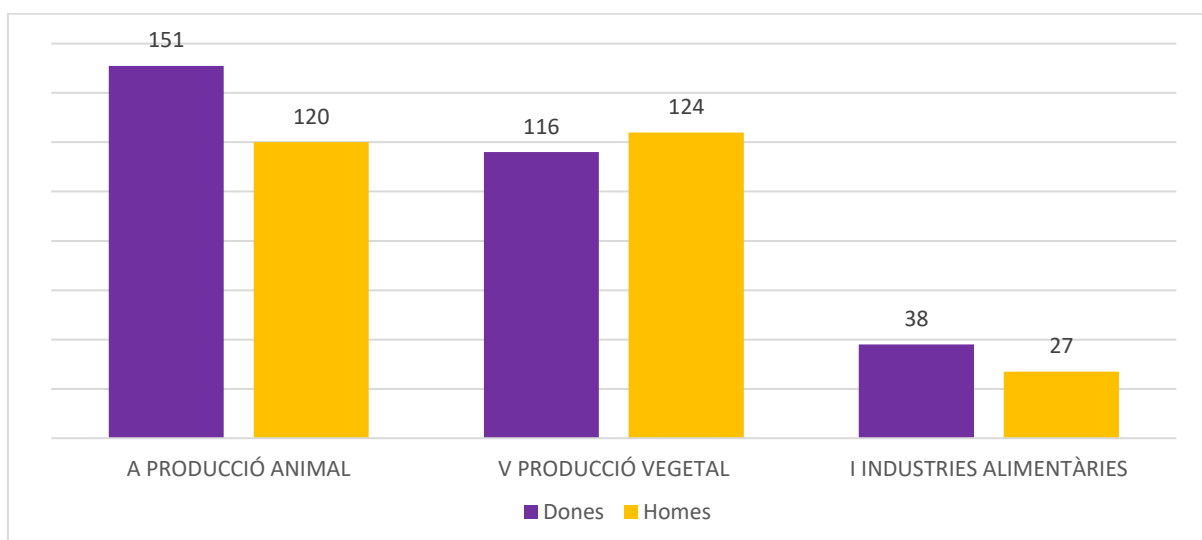
There is a clear under-representation of women on the Mollerussa and Gimènells holdings and the Alcarràs farm, with only one woman among the 16 people working at these centres.

We should also highlight the fact that the Mas Badia and Mas Bové centres are the only ones where men are in the majority (>50%) among those with more than 20 people.

Workforce by areas

The IRTA's research programmes are grouped together into three main areas: Animal Production, Plant Production and Food Industries. The proportions of men and women in these areas are as follows:

Areas (2020)	Women	%	Men	%	Total
A ANIMAL PRODUCTION	151	55.72%	120	44.28%	271
V PLANT PRODUCTION	116	48.33%	124	51.67%	240
I FOOD INDUSTRIES	38	58.46%	27	41.54%	65
TOTAL	305	52.95%	271	47.05%	576



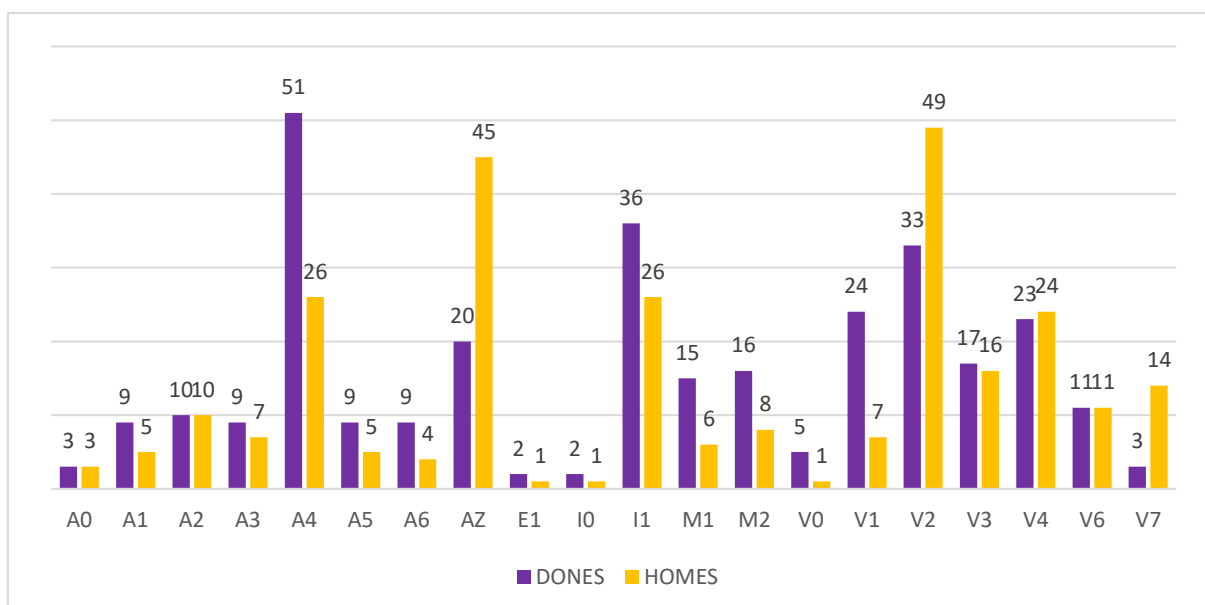
The workforces in all the areas display satisfactory values in terms of gender parity. There are a majority of men in the Plant Production area and a majority of women in the Animal Production and Food Industries areas.

Workforce by programmes

The IRTA's different programmes are the research units, each within its scope, designed to contribute to the modernisation, improvement and promotion of competitiveness, the sustainable development of the agrarian, food, agro-forestry, aquaculture and fisheries sectors, as well as those directly or indirectly related to the supply of healthy and high-quality foods to end consumers, food safety and transformation and, in general, the improvement of the well-being and health of the population. The proportions of men and women on the above programmes are as follows:

Programmes (2020)	Women	%	Men	%	Total
A0 Animal Production Area	3	50.0%	3	50.0%	6
A1 Animal Genetics and Breeding	9	64.3%	5	35.7%	14
A2 Animal Nutrition	10	50.0%	10	50.0%	20
A3 Aquaculture	9	56.3%	7	43.8%	16
A4 Animal Health	51	66.2%	26	33.8%	77
A5 Ruminant Production	9	64.3%	5	35.7%	14
A6 Animal Welfare	9	69.2%	4	30.8%	13
AZ Infrastructure Platform	20	30.8%	45	69.2%	65
E1 Agri-Food Economy	2	66.7%	1	33.3%	3
IO Animal Production Area	2	66.7%	1	33.3%	3

Programmes (2020)	Women	%	Men	%	Total
I1 Food Industries	36	58.1%	26	41.9%	62
M1 Sustainability in Biosystems	15	71.4%	6	28.6%	21
M2 Marine and Continental Waters	16	66.7%	8	33.3%	24
V0 Plant Production Area	5	83.3%	1	16.7%	6
V1 Post-Harvest	24	77.4%	7	22.6%	31
V2 Fruticulture	33	40.2%	49	59.8%	82
V3 Sustainable Extensive Crops	17	51.5%	16	48.5%	33
V4 Sustainable Plant Protection	23	48.9%	24	51.1%	47
V6 Genomics and Biotechnology	11	50.0%	11	50.0%	22
V7 Efficient Water Use	3	17.6%	14	82.4%	17
TOTAL	307	53.3%	269	46.7%	576



A distribution of men or women exceeding 60% of the workforce occurs in 9 of the 20 programmes or analysed groups.

Some of the deviations can be explained by the greater number of men or women with degrees in different studies. For example, the Animal Health, Ruminant Production and Animal Welfare programmes are mainly accessed by people with veterinary studies. Between 64 and 69% are women on these three programmes. According to the data provided by the Ministry of Research and Universities, 74% of veterinary degrees were awarded to women between 2000 and 2014.

A similar situation occurs on the Sustainability in Biosystems and Marine and Continental Waters programmes.

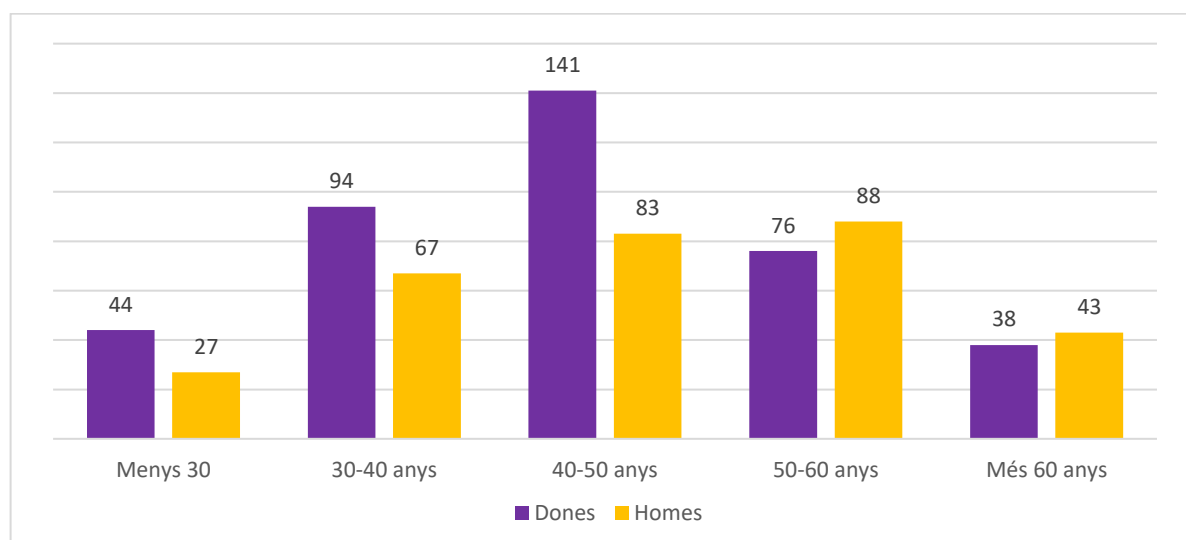
The Infrastructure Platform group is made up of 69.2% men and 30.8% women. This group includes all the IRTA farm and stable staff that work with live animals, many of them of significant weight and size (cows, pigs, etc.). These groups have a clear under-representation of women.

On the Post-Harvest and Efficient Water Use programmes, the former with 77.4% women and the latter with 82.4% men, we cannot observe any objective data to justify these percentages and, therefore, it could be argued that there is under-representation of women on the Efficient Water Use programme and men on the Post-Harvest Programme.

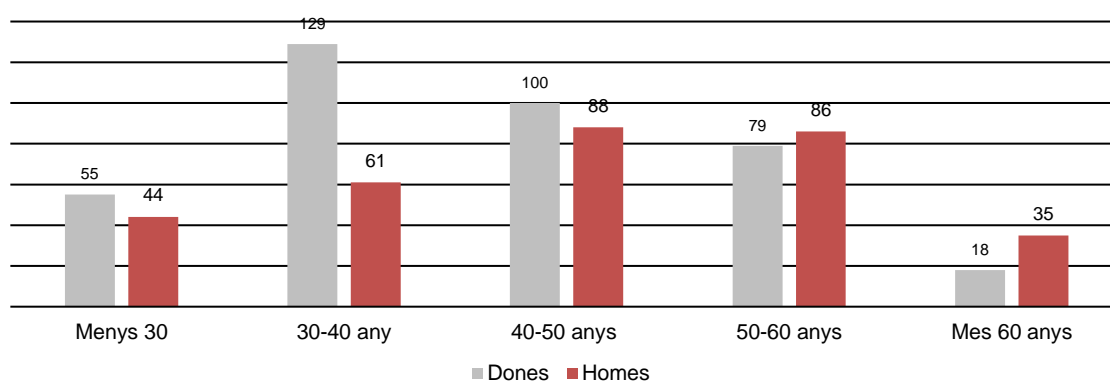
Total workforce by ages

Ages (2020)	Women	%	Men	%	Total
Under 30 years old	44	62.0%	27	38.0%	71
30-40 years old	94	58.4%	67	41.6%	161
40-50 years old	141	62.9%	83	37.1%	224
50-60 years old	76	46.3%	88	53.7%	164
Over 60 years old	38	46.9%	43	53.1%	81
TOTAL	393	56.1%	308	43.9%	701

<i>Ages (2016)</i>	<i>Women</i>	<i>%</i>	<i>Men</i>	<i>%</i>	<i>Total</i>
<i>Under 30 years old</i>	55	55.56%	44	44.44%	99
<i>30-40 years old</i>	129	67.89%	61	32.11%	190
<i>40-50 years old</i>	100	53.19%	88	46.81%	188
<i>50-60 years old</i>	79	47.88%	86	52.12%	165
<i>Over 60 years old</i>	18	33.96%	35	66.04%	53
TOTAL	381	54.82%	314	45.18%	695



2016 data



The data analysed by age display a presence of men and women in all the age groups. This presence is equal in the staff aged between 30 and 40 years and above 50.

There are higher percentages of women in the under-30 and 40-50 age groups, with respective 62.0% and 62.9% proportions of women. The greater presence of women in the under-30 age group could be explained by the greater presence of women on scientific degree courses, a factor reflected in the staff recruited at this age for internships and doctoral studies.

Compared to the data for 2016, the distribution by age groups is very similar, with a clear transfer of women aged under 40 in 2016 who are now in the following age group, from 40 to 50 years of age.

In comparison with 2016, the under-representation of women in the over-60 range has also been corrected, with a rise from 33.9% to 46.9%.

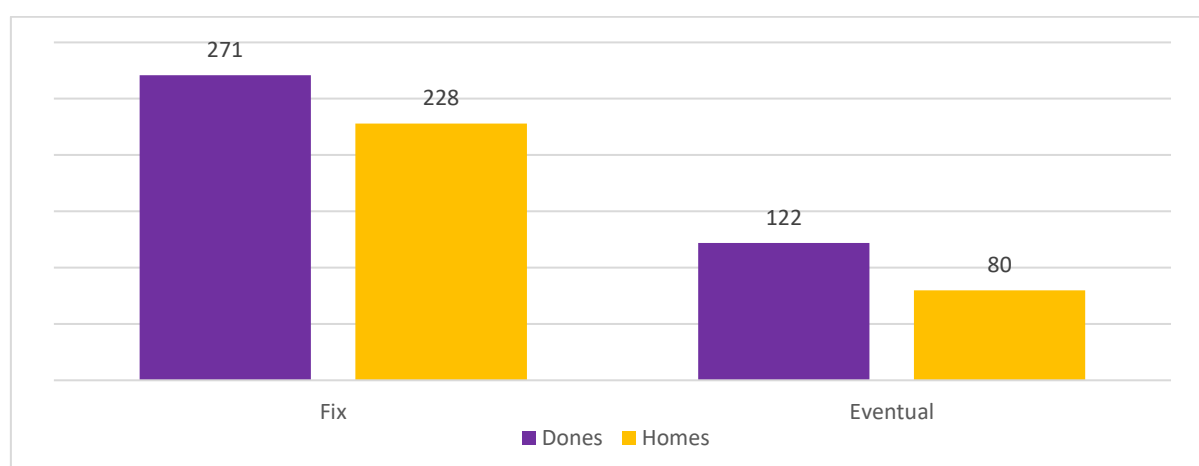
65% of the workforce (68% four years ago), a significant proportion, are aged under 50 and, therefore, they may be people who can enjoy reconciliation measures related to giving birth to children and caring for minors.

If we regard 44 as the age at which women are statistically fertile, a significant 54.9% of IRTA women are of reproductive age. Therefore, placing emphasis on positive actions to encourage motherhood, pregnancy and breastfeeding can be particularly relevant.

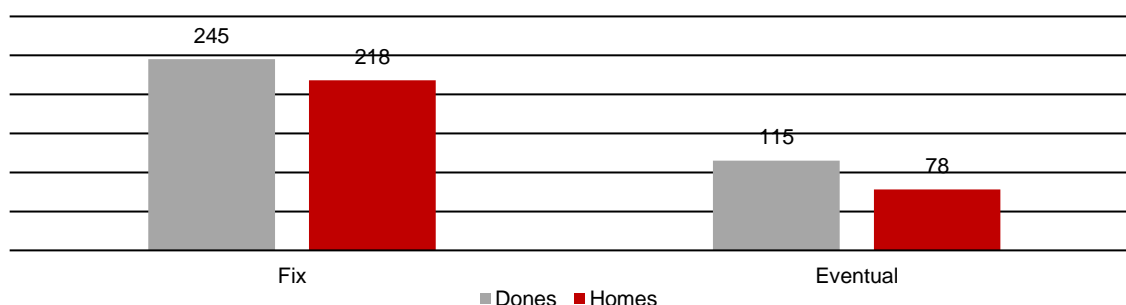
Total workforce by type of contract

Contract (2020)	Women	%	Men	%	Total
Permanent	271	54.3%	228	45.7%	499
Temporary	122	60.4%	80	39.6%	202
TOTAL	393	56.1%	308	43.9%	701

Contract (2016)	Women	%	Men	%	Total
<i>Permanent</i>	245	52.9%	218	47.1%	463
<i>Temporary</i>	115	59.6%	78	40.4%	193
TOTAL	360	54.9%	296	45.1%	656



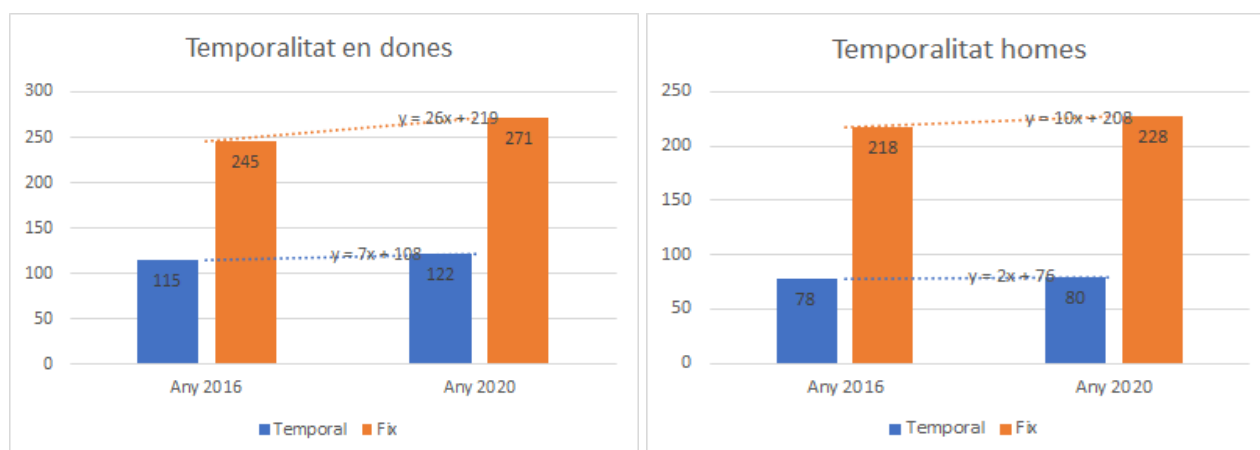
2016 data



The data show that the situation of the workforce with permanent and temporary contracts does not display any deviations due to gender, as the percentages like between 60% and 40%, thus reflecting parity from a gender standpoint.

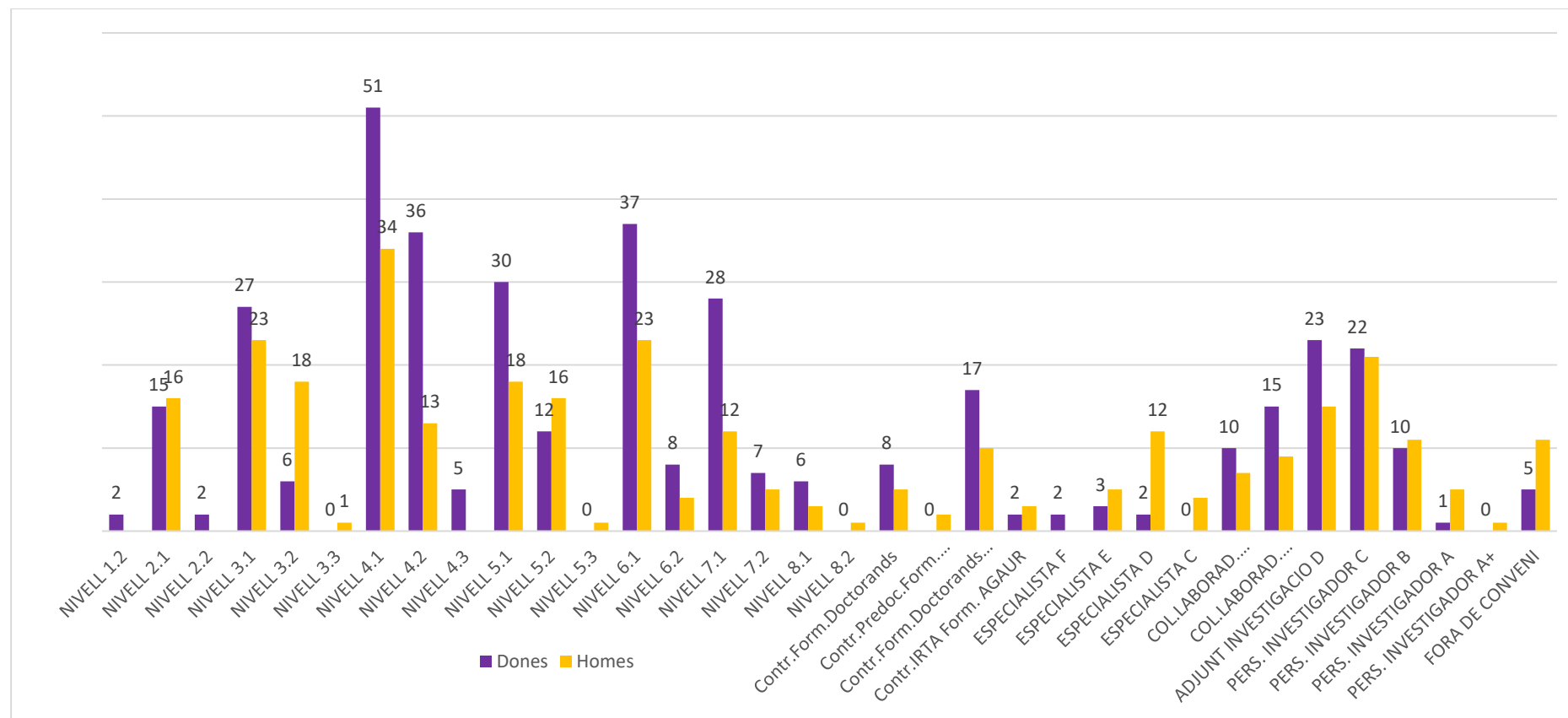
If we go into greater detail, we can see how the temporariness decreased slightly in 2020, compared with the data for 2016 (29.4% in 2016 and 28.8% in 2020).

The percentage of temporary work involving more women than men is largely due to the higher presence of women in the under-30 age group, in which 88.7% of the contracts are temporary (research staff undergoing training, paid internships, etc.)



If we segregate these data by gender, we can see how the temporariness affecting men fell from 40.4% in 2016 to 39.6% in 2020. Conversely, it rose from 59.6% in 2016 to 60.4% in 2020 in the case of women. The above is confirmed by the temporariness chart, on which the line reflecting the trend of the evolution of temporariness has a steeper slope for women than for men. We should therefore be vigilant when the upcoming data on female temporariness are published.

Workforce broken down into professional categories



The chart shows that women are in the majority in 55% of the categories while there are more men in the remaining 45%.

Research categories

The research categories are divided into different groups at the IRTA. The categories, as outlined in the collective agreement, are described below:

RESEARCHER: A professional who, in possession of a doctorate, contributes to the definition of the strategic lines of his/her IRTA programme and/or area and devotes his/her activity to the design and execution of R&D projects and the obtaining, generation, publication, transfer and dissemination of new knowledge, products, processes, methods and systems. He/she manages and carries out research projects and performs the dialogue and transfer with the respective sectors, in accordance with the provisions of IRTA Law 4/2009. It comprises levels A, B, C and D.

SPECIALIST RESEARCHER: A professional who, in possession of a doctorate and in agreement with the IRTA's management, contributes to the identification of the needs of the sector in terms of R&D and transfer. He/she participates in R&D projects and primarily specialises in directing and managing tasks involving dialogue, innovation and transfer to the sector. It comprises levels A, B, C and D.

POSTDOC RESEARCHER: A professional who, having obtained a doctorate, has curricular characteristics that enable him/her to participate in and, in some cases, manage certain R&D activities, carrying out scientific and technical research tasks and development, usually under the guidance and/or supervision of research staff with a higher level of experience. He/she also contributes and/or manages activities involving knowledge transfer and dialogue with the sector, as well as dissemination initiatives. It comprises levels E and F.

POSTDOC SPECIALIST RESEARCHER: A professional who, in possession of a doctorate and in agreement with the IRTA's management, contributes to the identification of the needs of the sector in terms of R&D and transfer. He/she participates in R&D projects and primarily specialises in participating in and, in some cases, directing and managing tasks involving dialogue, innovation and transfer to the sector, usually under the guidance and/or supervision of research staff or a specialist with a higher level of experience. It comprises levels E and F.

DOCTORAL STUDENT: A doctoral student or researcher undergoing training is a person who, after completing the required studies, is admitted to a doctoral or postgraduate programme and carries out his/her research work to obtain his/her doctoral degree under the management or co-management of the IRTA's researchers.

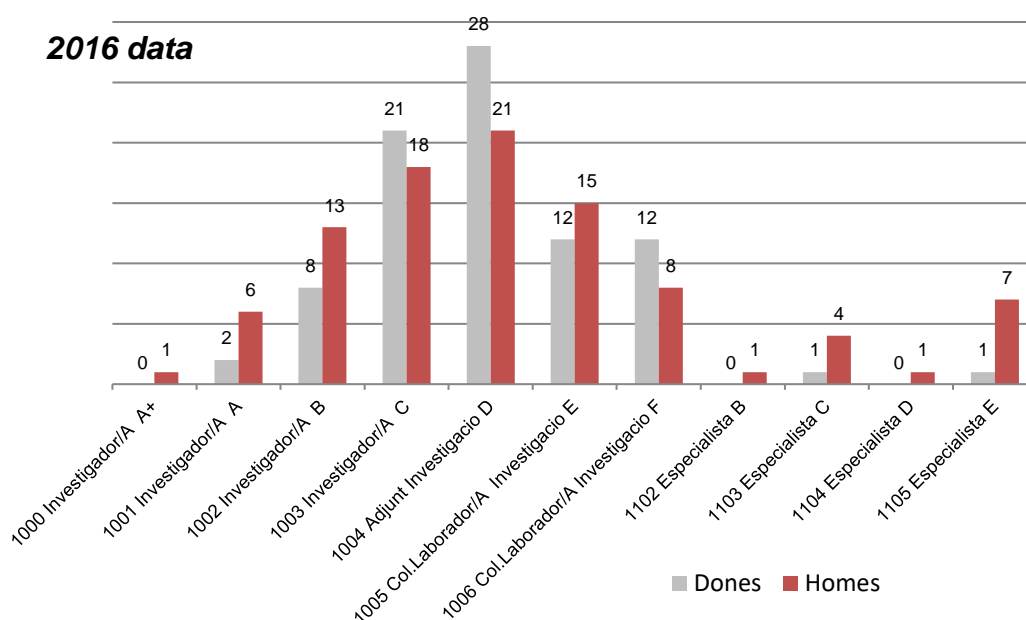
Research Categories (2020)	Women	%	Men	%	Total
Researcher A+	0	-	1	100%	1
Researcher A	1	16.7%	5	83.3%	6
Researcher B	10	47.6%	11	52.4%	21
Researcher C	22	51.2%	21	48.8%	43
Research Assistant D	23	60.5%	15	39.5%	38
Research Partner E	15	62.5%	9	37.5%	24
Research Partner F	10	58.8%	7	41.2%	17
Specialist C	0	-	4	100%	4
Specialist D	2	14.3%	12	85.7%	14
Specialist E	3	37.5%	5	62.5%	8
Specialist F	2	100%	0	-	2
Doctoral Student Training Contract	8	61.5%	5	38.5%	13
Predoc. Training Contract MINECO	0	-	2	100%	2
Training Contract State Doctoral Students	17	63%	10	37%	27
IRTA Training Contract AGAUR Doctoral Student	2	40%	3	60%	5
TOTAL	115	51.1	110	48.9	225

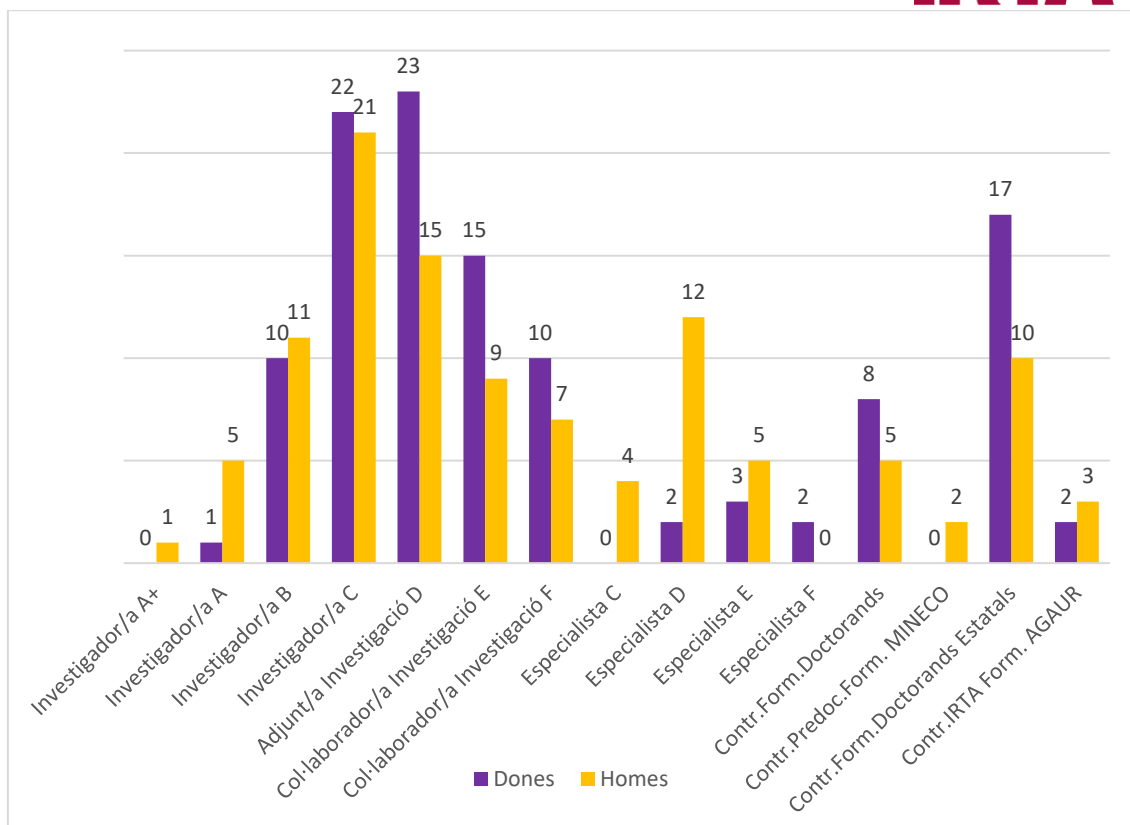
Research Categories (2016)	Women	%	Men	%	Total
Researcher A+	0	0%	1	100%	1
Researcher A	2	25%	6	75%	8
Researcher B	8	38%	13	61.9%	21
Researcher C	21	53.8%	18	46.1%	39
Research Assistant D	28	57.1%	21	42.8%	49
Research Partner E	12	44.4%	15	55.5%	27
Research Partner F	12	60%	8	40%	20
Specialist B	0	0%	1	100%	1
Specialist C	1	20%	4	80%	5
Specialist D	0	0%	1	100%	1
Specialist E	1	12.5%	7	87.5%	8
TOTAL	85	47.2%	95	52.7%	180

Overall, the research categories reflect an equal distribution, as 48.9% of the positions are employed by women and 51.1% by men. Parity, in this sense, already existed in 2016.

The research posts A and A+ are occupied by one woman and six men. Women are clearly under-represented. The gateway to these categories is proposed by the Scientific Management to the General Management, based on curricular merits and future strategies. The General Management, following these recommendations and after assessing the IRTA's strategic lines, submits the proposal to the IRTA's Board of Directors for approval. It is to be hoped that more women will be able to access this category in the coming years.

Only 25% of the total number of specialists from levels C to F are women. The collective of specialists are mostly (82.1%) from the Plant Production Area. We can also observe that, not counting the person from Mas Badia (a centre that joined the IRTA in the first quarter of 2020) and a woman working at Torre Marimon, the remaining 20 people have more than 15 years' seniority. The specialist staff chiefly participates in the Plant Production Area's transfer seminars, offering an image that's often projected to the sector and society (fairs, conferences, etc.) that the IRTA mostly employs men.





Support categories

The support categories at the IRTA are divided into eight levels. The levels, as outlined in the collective agreement, are described below:

LEVEL 1: This corresponds to jobs that perform basic and operational tasks in activity support work in keeping with direct and specific instructions which are clearly established or defined under standardised and repetitive work methods. They require close supervision and planning based on defined work routines. An ESO (compulsory secondary education) or equivalent qualification is required to access this professional group.

LEVEL 2: This corresponds to jobs that perform basic activity support tasks in keeping with direct and specific instructions which are guided by established routines. They resolve simple problems that require choosing between known alternatives and they are subject to systematic supervision. They require a level of professional knowledge of

an elementary nature. A level of training corresponding to an intermediate training cycle or an equivalent qualification is required to access this professional group.

LEVEL 3: This corresponds to jobs intended for the execution of basic activity support functions (management, maintenance, laboratory, field and farm) that are performed under specific instructions in application of established work procedures. Tasks are performed which, despite being under supervision with precise instructions, require professional knowledge and practical skills of a technical nature in the degree of trade. The level of initiative is geared towards improving efficiency in the performance of the tasks. A level of training corresponding to an intermediate or superior training cycle or an equivalent qualification is required to access this professional group.

LEVEL 4: This corresponds to jobs that manage processes and follow procedures with responsibility for their execution. Tasks with autonomous execution are performed which require specific knowledge or skills of a technical nature in the degree of trade. The assigned tasks are performed under generic instructions but have established procedures. They require supervision of the progress of the work. Initiative is required for continuous improvement and efficiency for the performance of these tasks. A baccalaureate level of training corresponding to a higher training cycle or an equivalent qualification is required to access this professional group.

LEVEL 5: This corresponds to jobs that manage diversified procedures requiring specific technical knowledge and skills, as well as professional practice in a specific field of action. These employees have responsibility and autonomy in the work processes covered by their field or function and they may coordinate the tasks of other workers. They have the capacity to coordinate and motivate work teams in lower groups in the same field. A sufficient degree of autonomy is required. A baccalaureate level of training corresponding to a higher training cycle or an equivalent qualification is required to access this professional group.

LEVEL 6: This corresponds to jobs that require a higher level of qualified technical knowledge in a specific field geared towards collaborating in work procedures and contributing elements to the decision-making. They are jobs involving analysis, study and the implementation of technical functions in a specific field, with decision-making capacity within a framework of standardised procedures. These employees may

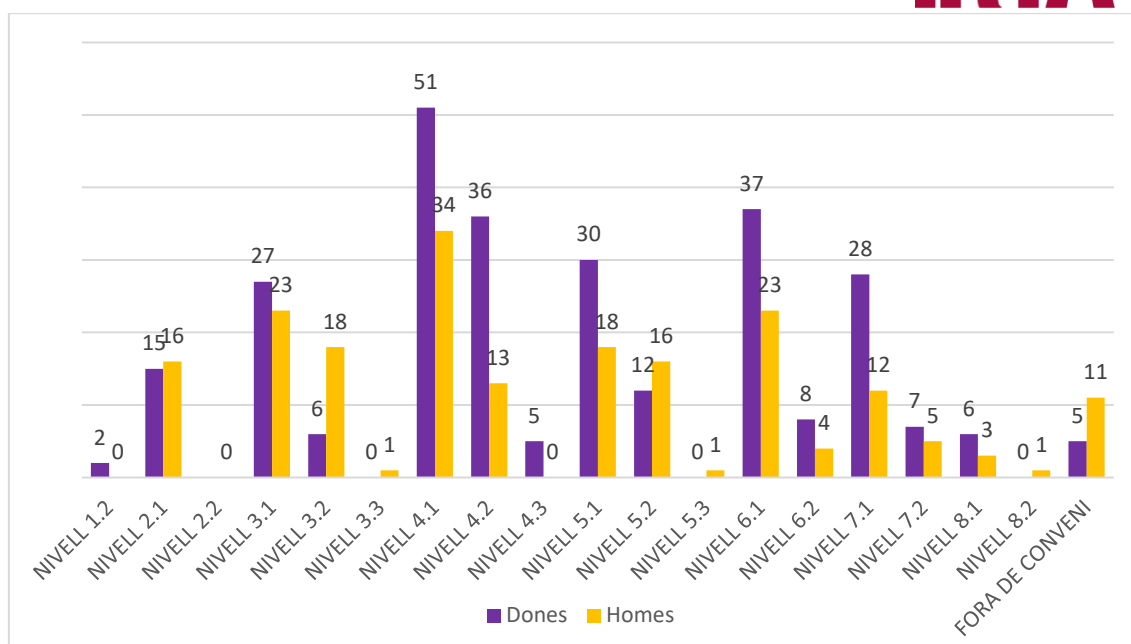
collaborate in research and experimental activities and participate in their design and the drawing up of data. They have the capacity to coordinate and motivate work groups. The tasks are performed with a considerable degree of autonomy. A bachelor's degree or an equivalent qualification is required to access this professional group.

LEVEL 7: This corresponds to jobs with a broad degree of higher technical knowledge in relation to specific areas of the organisation, allowing the employees to manage and resolve problems within their speciality. They require a high degree of professional autonomy for working towards goals and achieving results. They provide consultancy, interpretation or aid services within their speciality. Complex technical tasks, programme development and the application of techniques following general instructions are included. These employees may collaborate in research and experimental activities and participate in their design and the drawing up of data. They have the ability to manage teams so as to plan and coordinate their work from a functional standpoint. A bachelor's degree or an equivalent specialised supplementary qualification is required to access this professional group.

LEVEL 8: This corresponds to jobs that integrate key functions of the organisation and require a broad degree of professional autonomy for their performance. The employees work towards goals and achieve results. Their functions include integrating, coordinating and supervising the execution of a set of tasks with their own entity. These employees may collaborate in research and experimental activities and participate in their design and the drawing up of data. They have the ability to manage and direct teams in complex environments and/or projects. They have significant technical knowledge and a high degree of expertise allowing them to provide solutions based on their experience. They are the people responsible for achieving the objectives of their management unit or reference project. They may provide consultancy, interpretation or aid services to the rest of the Institute with regard to their management. A bachelor's and master's degree or an equivalent qualification with a high level of specialisation and experience are required to access this professional group.

Within each level there are sub-levels that can be accessed by means of a horizontal promotion procedure. This horizontal promotion has been suspended for over ten years due to economic factors affecting the company.

Support Categories (2020)	Women	% Women	Men	% Men	Total
LEVEL 1.2	2	100%	0	0%	2
TOTAL LEVEL 1	2	100%	0	0%	2
LEVEL 2.1	15	48%	16	52%	31
LEVEL 2.2	2	100%	0	0%	2
TOTAL LEVEL 2	17	52%	16	48%	33
LEVEL 3.1	27	54%	23	46%	50
LEVEL 3.2	6	25%	18	75%	24
LEVEL 3.3	0	0%	1	100%	1
TOTAL LEVEL 3	33	44%	42	56%	75
LEVEL 4.1	51	60%	34	40%	85
LEVEL 4.2	36	73%	13	27%	49
LEVEL 4.3	5	100%	0	0%	5
TOTAL LEVEL 4	92	66%	47	34%	139
LEVEL 5.1	30	63%	18	38%	48
LEVEL 5.2	12	43%	16	57%	28
LEVEL 5.3	0	0%	1	100%	1
TOTAL LEVEL 5	42	55%	35	45%	77
LEVEL 6.1	37	62%	23	38%	60
LEVEL 6.2	8	67%	4	33%	12
TOTAL LEVEL 6	45	63%	27	38%	72
LEVEL 7.1	28	70%	12	30%	40
LEVEL 7.2	7	58%	5	42%	12
TOTAL LEVEL 7	35	67%	17	33%	52
LEVEL 8.1	6	67%	3	33%	9
LEVEL 8.2	0	0%	1	100%	1
TOTAL LEVEL 8	6	60%	4	40%	10
OUTSIDE THE AGREEMENT	5	31%	11	69%	16
TOTAL	277	58%	199	42%	476



Except at Level 3 and in the “Outside the Agreement” group, there is a majority of women in all the support groups with respect to men. At Levels 1, 4, 6 and 7 the proportion of women is above 60%.

At the consolidated levels (x.2) the proportions of women and men are similar to the total for the level. This trend is only reversed at Levels 5 and 3. At Level 5 there are 55% women, but only 43% of the consolidated staff (5.2), and at Level 3 there are 44% women, but only 25% are among the consolidated staff (3.2).

In the “Outside the Agreement” group, which chiefly but not exclusively contains the Management Staff and Executive Committee, women are under-represented (only 31%). Despite not having parity in this collective (Outside the Agreement) the presence of women has risen with respect to 2016, from 18.8% to 31%.

<i>Support Staff (2016)</i>	<i>Wome n</i>	<i>%</i>	<i>Men</i>	<i>%</i>	<i>Total</i>
2101 Level 1.1	1	50%	1	50%	2
2102 Level 1.2	5	100%	0	0%	5
2201 Level 2.1	9	40.9%	13	59.1%	22
2202 Level 2.2	6	85.7%	1	14.3%	7
2301 Level 3.1	29	58.0%	21	42%	50
2302 Level 3.2	10	30.3%	23	69.7%	33
2303 Level 3.3	0	0.0%	1	100.0%	1
2401 Level 4.1	44	71.0%	18	29.0%	62
2402 Level 4.2	41	62.1%	25	37.9%	66

<i>Support Staff (2016)</i>	<i>Women</i>	<i>%</i>	<i>Men</i>	<i>%</i>	<i>Total</i>
2403 Level 4.3	4	100%	0	0%	4
2501 Level 5.1	12	66.7%	6	33.3%	18
2502 Level 5.2	21	53.8%	18	46.2%	39
2601 Level 6.1	18	58.1%	13	41.9%	31
2602 Level 6.2	10	62.5%	6	37.5%	16
2701 Level 7.1	22	64.7%	12	35.3%	34
2702 Level 7.2	9	64.3%	5	35.7%	14
2801 Level 8.1	5	62.5%	3	37.5%	8
2802 Level 8.2	0	0%	2	100%	2
2803 Level 8.3	0	0%	1	100%	1
6000 Outside the Agreement	3	18.8%	13	81.3%	16
Total	249	57.8%	182	42.2%	431

Positions of responsibility by gender

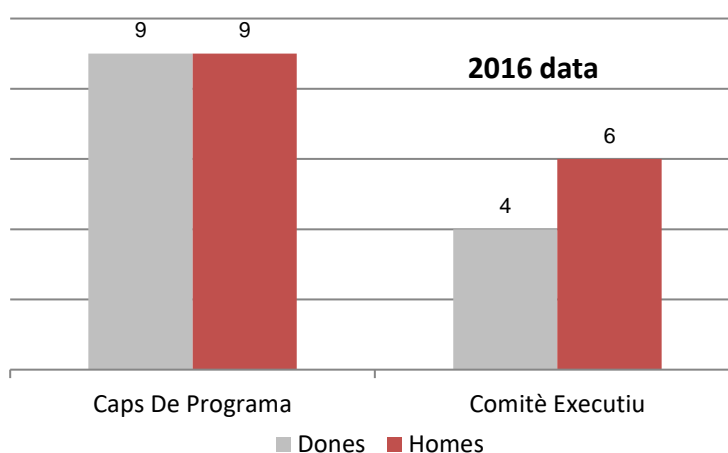
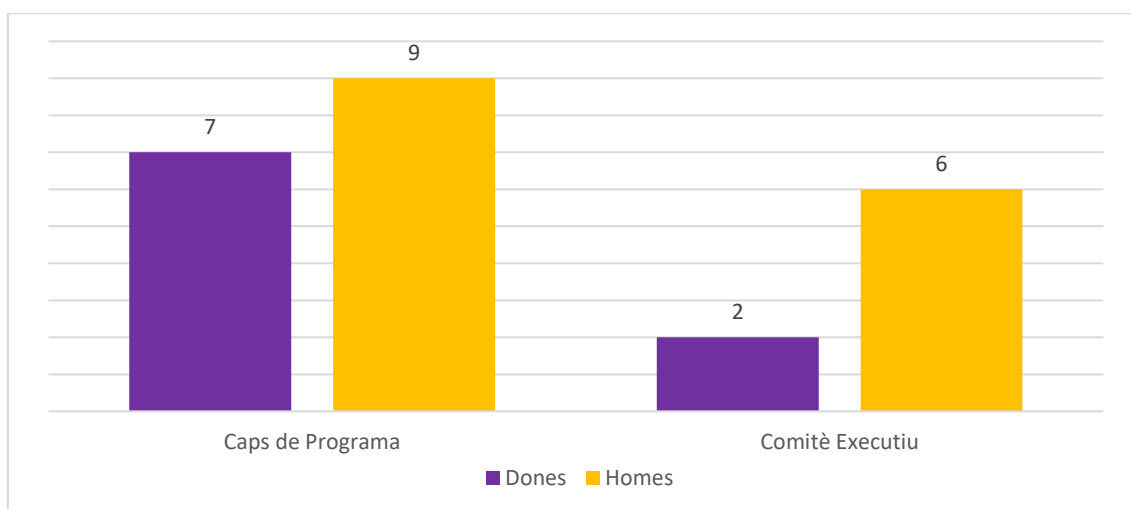
Positions of Responsibility (2020)	Women	%	Men	%	Total
Programme Heads	7	43.8%	9	56.3%	16
Executive Committee	2	25.0%	6	75.0%	8
TOTAL	9	37.5%	15	62.5%	24

<i>Positions of Responsibility (2016)</i>	<i>Women</i>	<i>%</i>	<i>Men</i>	<i>%</i>	<i>Total</i>
Programme Heads	9	50.0%	9	50.0%	18
Executive Committee	4	40.0%	6	60.0%	10
TOTAL	13	46.4%	15	53.6%	28

As shown in the table for 2020, only 37.5% of the workforce who are Programme Heads or on the Executive Committee are women. Within the Programme Head collective (which includes programme heads, area managers and infrastructure managers), 43.8% are women and 56.3% are men.

The biggest difference can be found on the Executive Committee, of which only 25% are women.

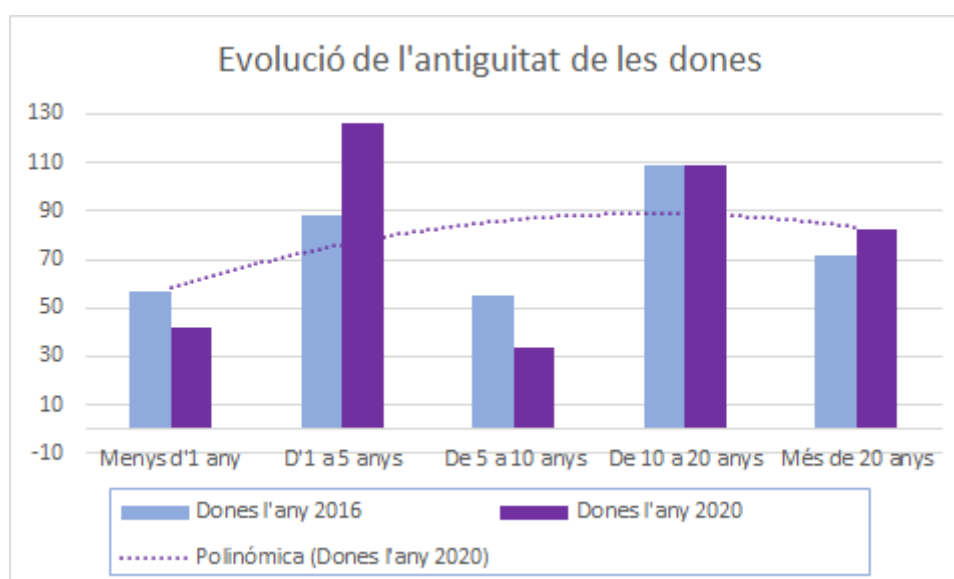
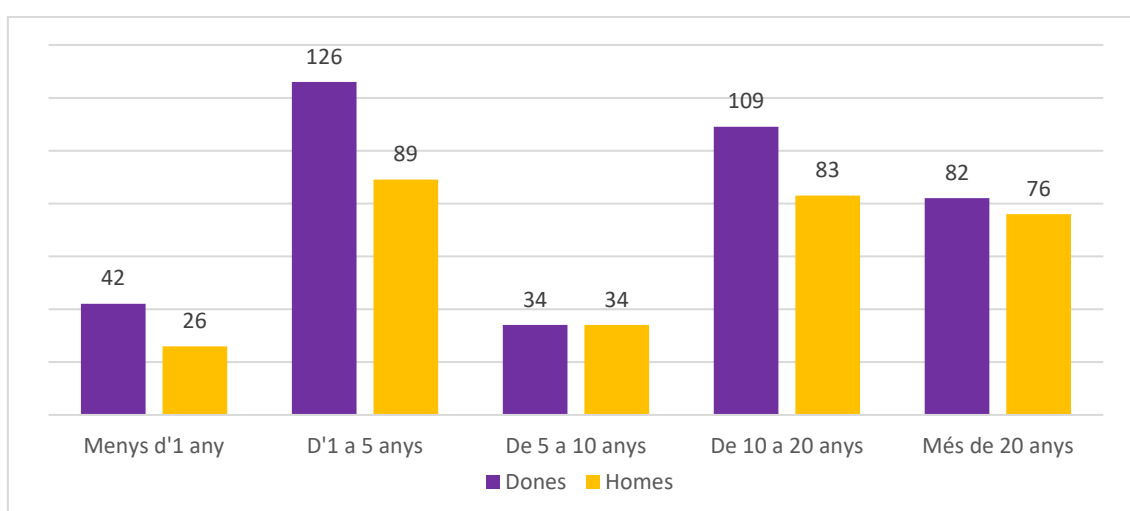
Moreover, the presence of women has decreased in the two collectives in comparison with 2016.

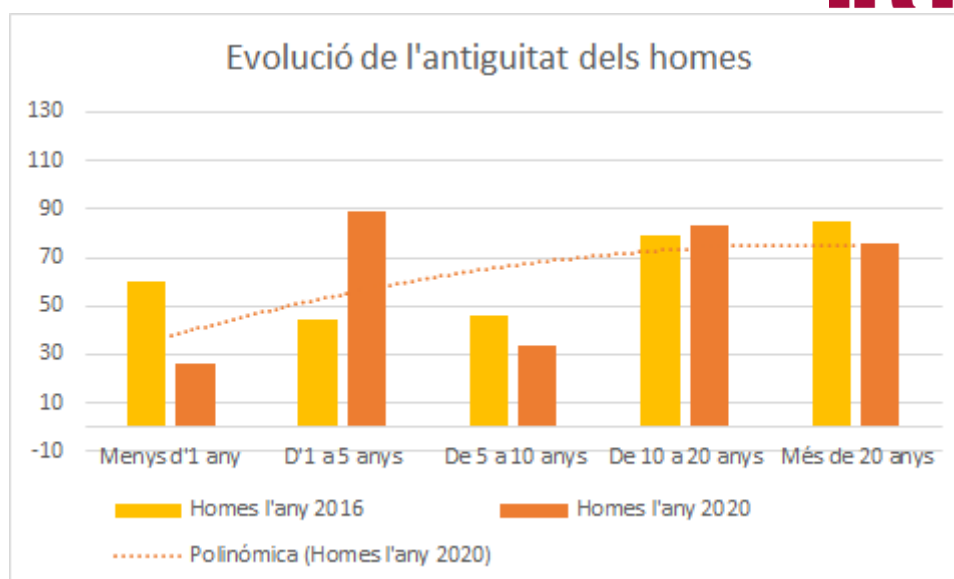


Total workforce by seniority

Contract (2020)	Women	%	Men	%	Total
Less than 1 year	42	61.8%	26	38.2%	68
From 1 to 5 years	126	58.6%	89	41.4%	215
From 5 to 10 years	34	50.0%	34	50.0%	68
From 10 to 20 years	109	56.8%	83	43.2%	192
More than 20 years	82	51.9%	76	48.1%	158
TOTAL	393	56.1%	308	43.9%	701

Contract (2016)	Women	%	Men	%	Total
Less than 1 year	57	48.72%	60	51.28%	117
From 1 to 5 years	88	66.67%	44	33.33%	132
From 5 to 10 years	55	54.46%	46	45.54%	101
From 10 to 20 years	109	57.98%	79	42.02%	188
More than 20 years	72	45.86%	85	54.14%	157
TOTAL	360	54.9%	296	45.1%	656





The 2020 data on seniority display a similar situation in all the ranges. The ranges from 1 to 5 years and 10 to 20 years are those with the highest presence of women, although, as a percentage, the greatest number of women in 2020 can be found in the less-than-1-year range (61.76%), unlike in 2016, when it was the 1-to-5-year range (66.67%).

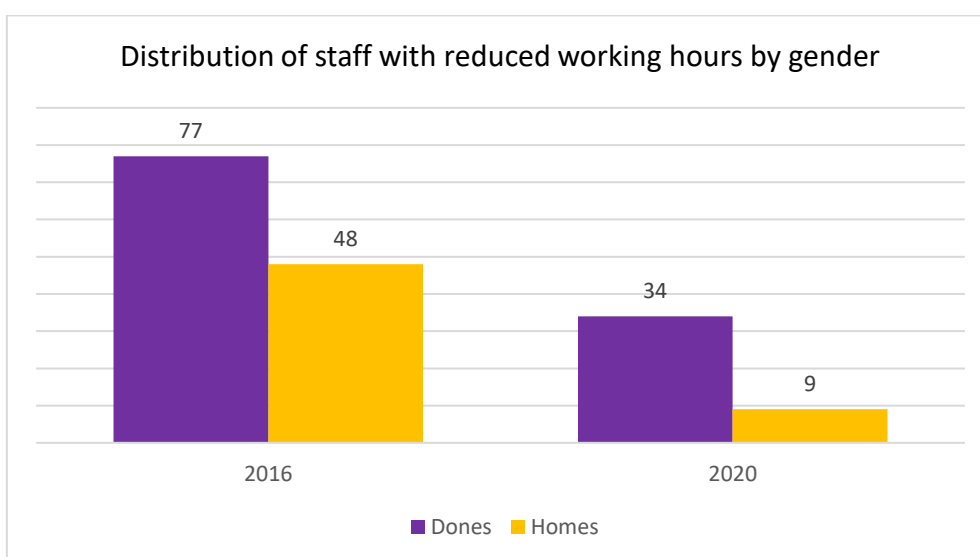
We should ask ourselves why the logical evolution of the range with the highest female presence in 2016 (from 1 to 5 years) is not reflected in the 5-to-10-year range in 2020. It may be due to the fact that 78.8% of the contracts lasting less than 5 years are temporary and many are related to doctoral contracts (research staff) or linked to research projects, many of which last less than 4 years. Furthermore, 61.2% of the temporary staff with less than 5 years' seniority and 57.5% of the research staff undergoing training are women. The greater presence of women in doctoral or temporary contracts linked to projects could be down to the greater presence of women studying scientific degrees and vocational training.

We can also observe how the trend lines display a greater willingness to consolidate seniority among men than among women in the more-than-20-years range.

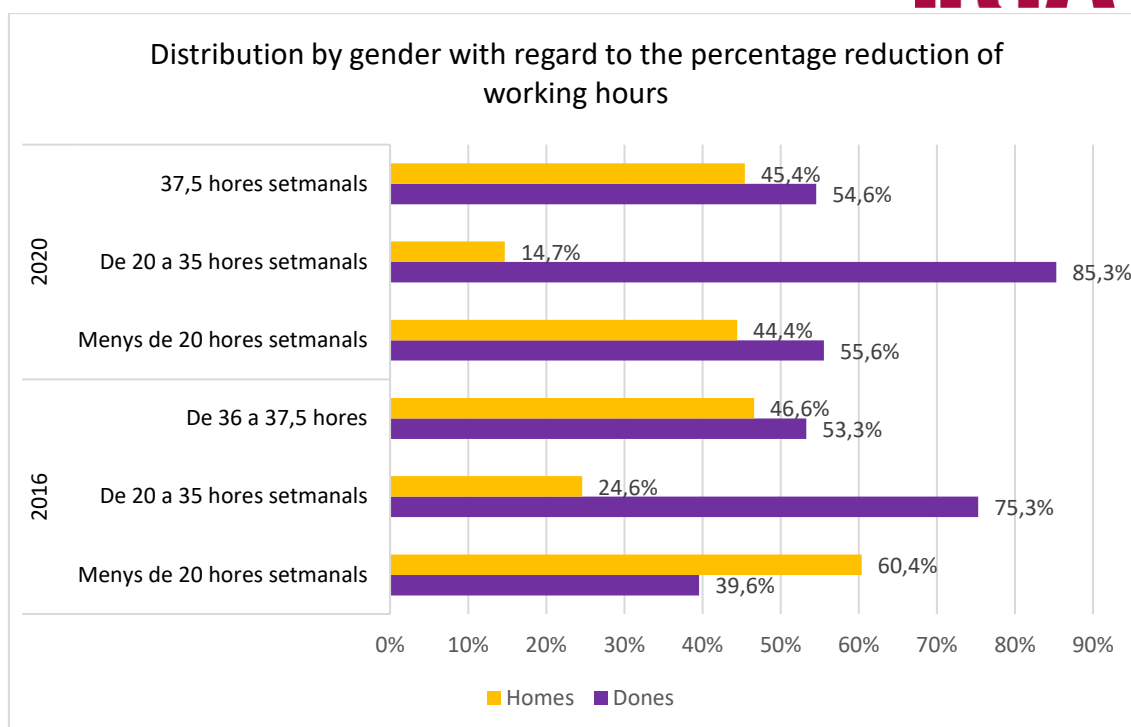
Total workforce broken down by weekly working hours

Weekly hours (2020)	Women	%	Men	%	Total
Less than 20 hours	5	55.6%	4	44.4%	9
From 20 to 35 hours	29	85.3%	5	14.7%	34
From 36 to 37.5 hours	359	54.6%	299	45.4%	658
TOTAL	393	56.1%	308	43.9%	701

Weekly hours (2016)	Women	%	Men	%	Total
Less than 20 hours	19	39.6%	29	60.4%	48
From 20 to 35 hours	58	75.3%	19	24.6%	77
From 36 to 37.5 hours	304	53.3%	266	46.6%	570
TOTAL	360	54.9%	296	45.1%	656



With the 2020 data we can observe that 93.87% of the workforce (of which 45.44% are men and 54.56% are women) work full-time (for 37.5 hours a week), which constitutes a significant increase compared to 2016, when the percentage stood at of 82.01%.



The percentage of women who work full-time (37.5 hours) is 91.35%, a figure that has increased compared to 2016, when it stood at 79.79%, while the percentage for men is 97.1%, a figure also higher than in 2016, when it stood at 84.71%.

Only 6.13% of the workforce enjoy any kind of reduced working hours, 79.07% of whom are women and 20.93% of whom are men.

We can observe a reduction in the staff who do not work full-time; the absolute figures are 125 people in 2016 and only 43 in 2020.

Only 1.28% of the total workforce works less than 20 hours a week, 55.56% of whom are women and 44.44% of whom are men.

4.85% of the total workforce work for between 20 and 35 hours a week. We can find the greatest differences between women and men in the upper hourly range:

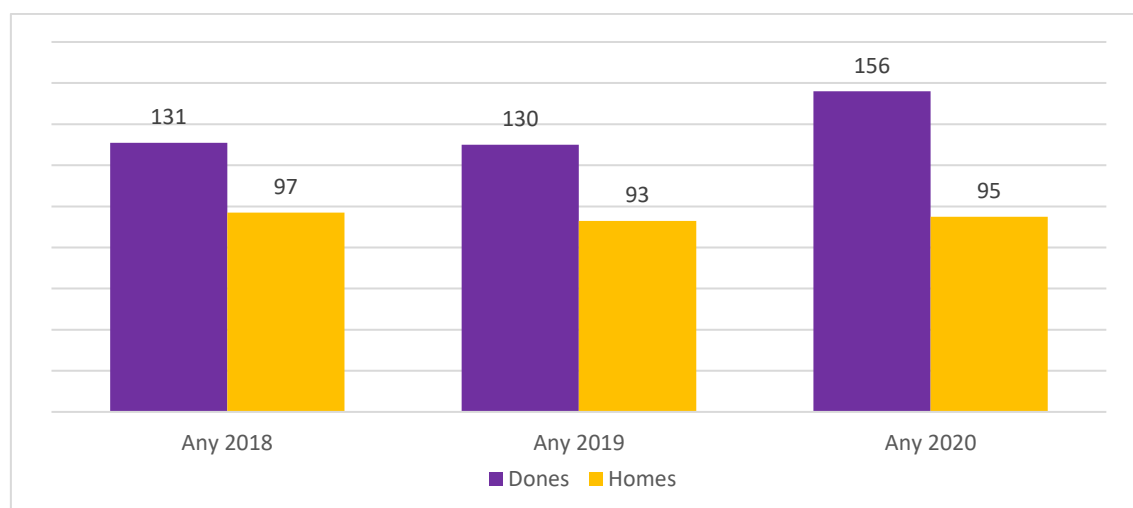
- 85.29% of the staff with this reduction in working hours are women in 2020, compared to 75.30% in 2016.
- 14.71% of the staff with this reduction in working hours are men in 2020, compared to 24.60% in 2016.

This is significant, as it is the degree of reduction that corresponds to part-time or reduced work used to reconcile work with personal and family responsibilities.

If we break down this profile of women with reduced working time who work for between 20 and 35 hours a week further, we can observe that 68.97% are aged between 33 and 48, 86.21% are support staff, 75.86% are located between Levels 4 to 7, and, specifically within this group, 45.46% are at Level 4. 75.86% have a permanent contract and, in terms of the distribution by centres, 44.83% work at CReSA or Torre Marimon. Therefore, the profile of a woman with reduced working hours is that of someone aged between 33 and 48 who carries out her activity in the field of support staff, with a permanent contract and a level between 4 and 7 (most likely to be at Level 4) and professionally based at the Torre Marimon or CReSA centre.

Contract terminations over the last three years

Contract terminations	Women	%	Men	%	Total
2018	131	57.46%	97	42.54%	228
2019	130	58.30%	93	41.70%	223
2020	156	62.15%	95	37.85%	251
TOTAL	417	59.40%	285	40.60%	702



We can observe a total of 702 people who have left the IRTA in the last three years, of which 417 (59.4%) are women and 285 (40.6%) are men.

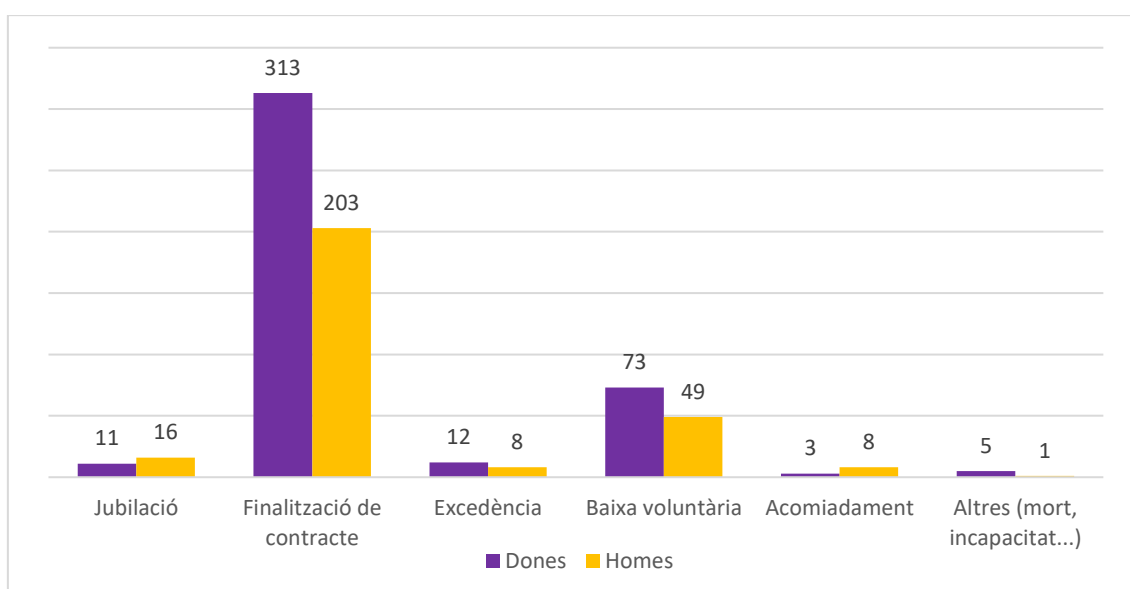
The numbers of people who have left the organisation have been similar for the past three years, with a small rise in the case of women in the last year.

During all the years more women have left than men, just as they are also in the majority in the workforce. Women make up 56.1% of the workforce and they accounted for 57% and 58% of terminations in 2018 and 2019 but 62% in 2020. In the year in which the COVID-19 pandemic broke out, a larger percentage of women than expected left the IRTA.

Types of contract terminations during the last three years

Types of Contract Terminations	Women	%	Men	%	Total
2018	131	57.5%	97	42.5%	228
Retirement	4	40.0%	6	60.0%	10
Termination of contract	88	55.3%	71	44.7%	159
Leave of absence	3	75.0%	1	25.0%	4
Voluntary termination	34	66.7%	17	33.3%	51
Dismissal	0	0.0%	2	100.0%	2
Others (death, disability, etc.)	2	100.0%	0	0.0%	2
2019	130	58.3%	93	41.7%	223
Retirement	2	33.3%	4	66.7%	6
Termination of contract	107	61.1%	68	38.9%	175
Leave of absence	4	57.1%	3	42.9%	7
Voluntary termination	15	48.4%	16	51.6%	31
Dismissal	1	33.3%	2	66.7%	3
Others (death, disability, etc.)	1	100.0%	0	0.0%	1
2020	156	62.2%	95	37.8%	251
Retirement	5	45.5%	6	54.5%	11
Termination of contract	118	64.8%	64	35.2%	182
Leave of absence	5	55.6%	4	44.4%	9
Voluntary termination	24	60.0%	16	40.0%	40
Dismissal	2	33.3%	4	66.7%	6
Others (death, disability, etc.)	2	66.7%	1	33.3%	3

Types of Contract Terminations (2018-2019-2020)	Women	%	Men	%	Total
Retirement	11	40.7%	16	59.3%	27
Termination of contract	313	60.7%	203	39.3%	516
Leave of absence	12	60.0%	8	40.0%	20
Voluntary termination	73	59.8%	49	40.2%	122
Dismissal	3	27.3%	8	72.7%	11
Others (death, disability, etc.)	5	83.3%	1	16.7%	6
TOTAL 2018-2019-2020	417	59.40%	285	40.60%	702



In the last three years there have been 702 permanent terminations, 417 affecting women and 285 affecting men. 73.5% have been caused by termination of contract, affecting 60.7% women and 39.3% men.

The percentages are similar in the cases of leave of absence and voluntary termination (60% for women and 40% for men).

In relation to the workforce, women request more voluntary terminations and leaves of absence than men. In the last three years, an average of 1% of women and 0.9% of men have applied for a leave of absence each year. And an average of 6.2% of women and 5.3% of men have applied for voluntary termination each year.

Contract terminations affected more than 60% of women in 2019 and 2020 (more than 56% for the total workforce). This may be partly due to the fact that most temporary contracts are held by women, while they also occupy the majority of the doctoral student positions (58%) which, by definition, are temporary.

The only two values for which the proportion is inverted and men account for most terminations are dismissals (72.7%) and retirement (59.3%).

Temporary disability leave 2018-2019-2020

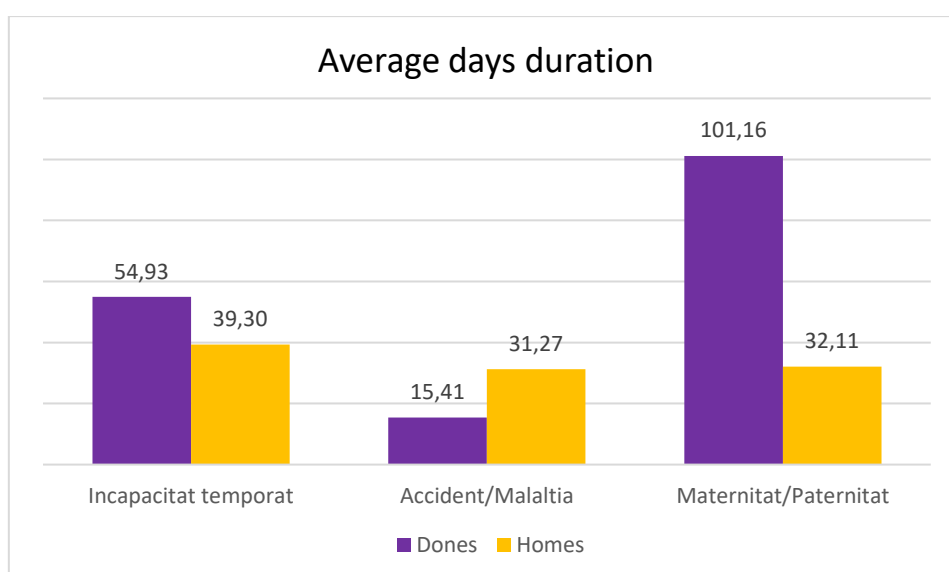
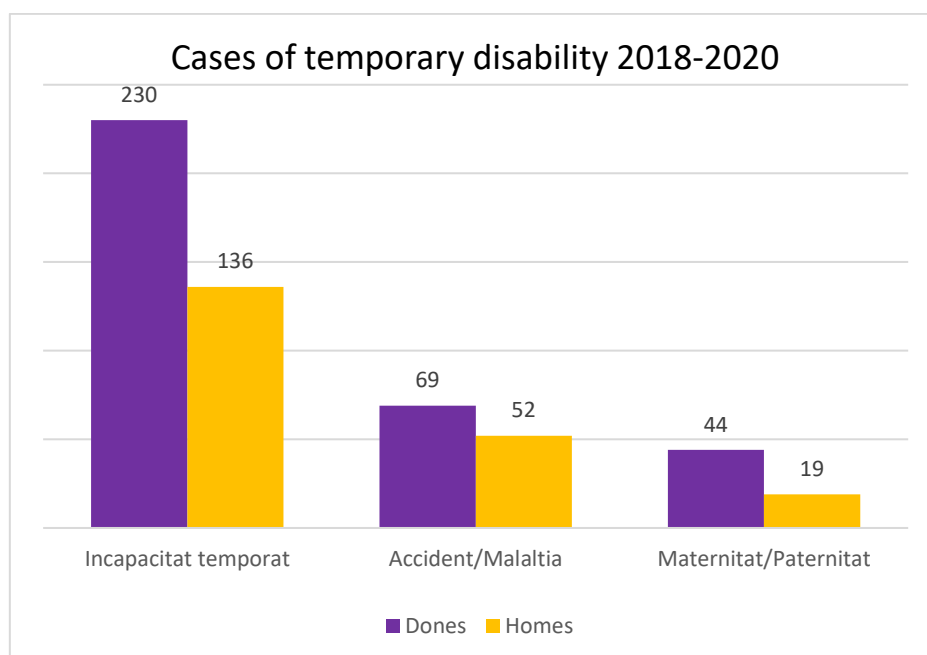
TD leave 2018-2019-2020	Women	%	Men	%	Total
Temporary disability	230	62.8%	136	37.2%	366
Occupational accident	69	57.0%	52	43.0%	121
Maternity/Paternity	44	69.8%	19	30.2%	63
TOTAL	343	62.4%	207	37.6%	550

TD days 2018-2019-2020	Women	%	Men	%	Total
Temporary disability	12,634	70.3%	5,345	29.7%	17,979
Occupational accident	1,063	39.5%	1,626	60.5%	2,689
Maternity/Paternity	4,451	87.9%	610	12.1%	5,061
TOTAL	18,148	70.5%	7,581	29.5%	25,729

62.8% of TD leaves correspond to women, a figure above the 56.1% that represents the total number of women at the IRTA. Women clearly suffer from more TD leave than men. On average, 19.5% of women initiate a sick leave process every year, compared to the figure of 14.7% for men. In addition, the duration of the temporary disability leave is 40% higher for women, compared to the average duration for men.

The accident rate is almost the same for men and women (5.6% and 5.9% respectively). However, the average duration in the case of men is longer than that for women.

Average duration TD 2018-2019-2020	Women	Men
Temporary disability	54.93	39.30
Accident/Illness	15.41	31.27
Maternity/Paternity	101.16	32.11



The difference in the average length of the maternity and paternity periods for women and men is related to the maximum length allowed by law in the period under study, which totalled 4 weeks (28 days) in 2018 for fathers and 16 weeks (112 days) for mothers.

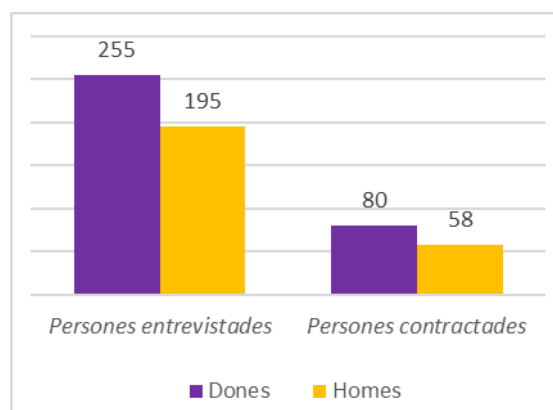
Selection processes

The IRTA has a procedure with an internal methodology for selecting research and support staff for new recruitments.

156 places were announced in 2018, 2019 and 2020, of which 18 remain vacant. 138 people (58% women and 42% men) people were recruited by the call and subsequent selection procedure.

People recruited following calls for places	Women	%	Men	%	Total
2018	33	63.5%	19	36.5%	52
2019	24	60.0%	16	40.0%	40
2020	23	50.0%	23	50.0%	46
TOTAL	80	58.0%	58	42.0%	138

TOTAL INTERVIEWS	
Women	Men
255	195
56.7%	43.3%



As can be observed in the data, the percentages of women interviewed almost correspond to the percentage of women selected. In fact, they're 1.3% higher. Similarly, the interviewees fall within the Male/Female 40-60 percentage range that the Equality Plan Negotiating Committee accepts for equality data to be deemed valid.

No women were interviewed for 18 places and no men were interviewed for 31 places. If we just analyse the places for which men and women competed in the interviews separately, the data change slightly, but they remain within the margins of equal opportunities.

INTERVIEWS WITH CANDIDATES OF BOTH GENDERS		PEOPLE SELECTED FOLLOWING THESE INTERVIEWS	
Women	Men	Women	Men
181	146	45	37
55.4%	44.6%	54.9%	45.1%

If we analyse the data, we can state that there are no signs to indicate that there was no equality of opportunity for men and women to be the person elected for each position during the selection of staff to fill the places offered in 2018, 2019 and 2020.

Incorporation of new staff

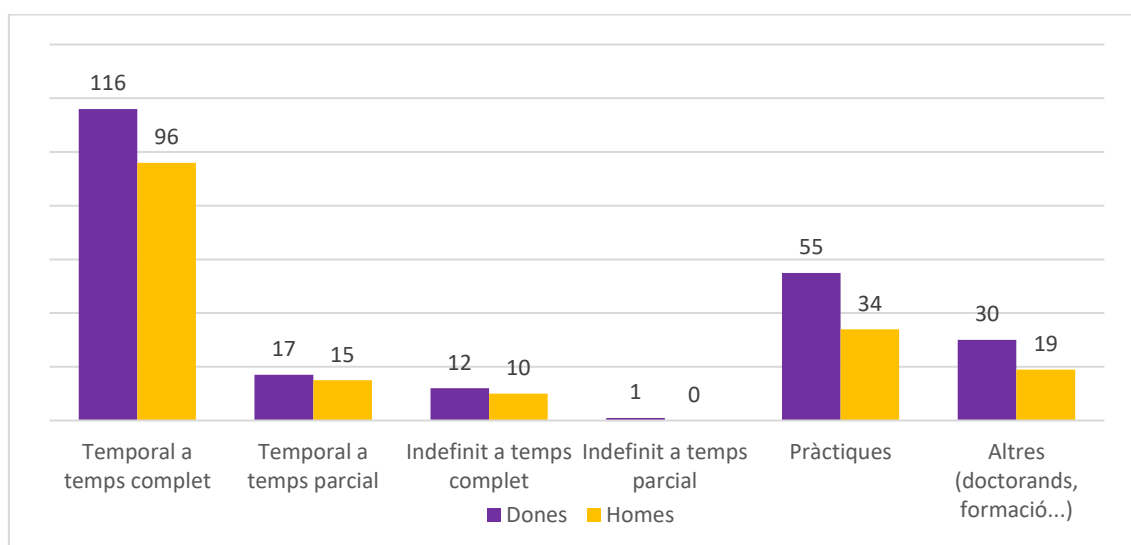
The incorporation of new staff may stem from the above-mentioned selection processes or short-term contracts (always less than 12 months) due to the specific needs of the activity or service or internship or doctoral student contracts. If we add all these cases together, 405 people were recruited by the IRTA in 2018, 2019 and 2020.

The new incorporations have included 57% women compared to 43% men.

Type of contract for the incorporations in 2018, 2019 and 2020

Type of contract 2018-2019-2020	Women	%	Men	%	Total
Full-time temporary	116	54.72%	96	45.28%	212
Part-time temporary	17	53.13%	15	46.88%	32
Full-time permanent	12	54.55%	10	45.45%	22
Part-time permanent	1	100.00%	0	0.00%	1
Internships	55	61.80%	34	38.20%	89
Others (grants, training, etc.)	30	61.22%	19	38.78%	49
TOTAL	231	57.04%	174	42.96%	405

Type of contract (2016)	Women	%	Men	%	Total
Full-time temporary	39	51.3%	37	48.7%	76
Part-time temporary	4	40%	6	60%	10
Full-time permanent	12	46.1%	14	53.8%	26
Part-time permanent	1	50%	1	50%	2
Internships	1	33.3%	2	66.7%	3
Others (grants, training, etc.)	0	0%	1	100%	1
TOTAL	57	48.3%	61	51.7%	118



No significant deviation between women and men is observed by type of contract for the new incorporations. There are a majority of women for all the types of contracts, but in similar proportions to each other and with the number of women in the workforce.

Staff training

Staff training is an essential area at research centres where the staff's qualifications are of a high level and they need ongoing and updated training.

In keeping with its corporate philosophy, the IRTA does not impose any kind of limitations or obstacles on the training activities at the institution on the grounds of gender. Women and men have equal access and the same opportunities for career and personal development within the field of the training.

The training of the IRTA's staff is regarded as a fundamental tool for proper adjustment to their work and career and personal development. This is why equal opportunities in the field of training are guaranteed through its Training Plan, in which the training actions to be implemented are determined in keeping with the needs detected in each area and/or job and not on the basis of gender or any other discriminatory aspect.

The training needs are established through the requests made by the staff and their immediate superiors. Other sources of detection come from HR, the Scientific Directorate and other functional managements, which also make proposals at a corporate level.

At the end of each year, Human Resources asks all the heads and managers with staff under them (from all the centres, programmes and functional areas) to conduct a survey with them to compile the training needs for the following year, in order to include them in the Training Plan. In addition, proposals for new training needs that have not been included in the annual Training Plan can be made at any time of the year.

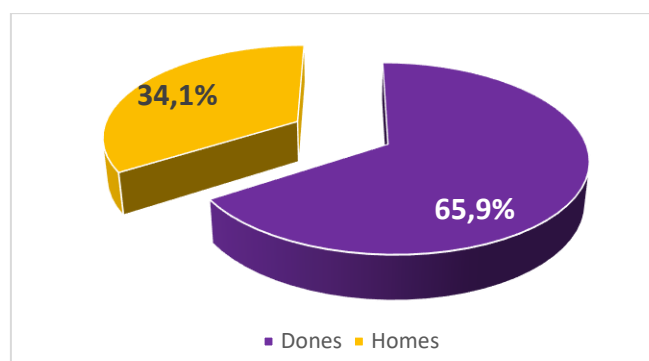
Anyone can go to the training module to propose training relevant to their career development. Subsequently, the head or the immediate superior will be the first person to assess the suitability of the training proposals and, as appropriate, approve them. Secondly, human resources will have to confirm the approval of the proposed training.

The training takes place during the working hours and is assigned a budget per programme or functional management. In the event that the training is corporate, it is paid for centrally, in other words, outside the previous budget.

The training initiatives are conducted both outside the inside the organisation and courses are also taught with online methodologies. It should be emphasised that the training, except any in the field of Health and Safety, is voluntary.

Number of enrolments on training courses in 2019 and 2020

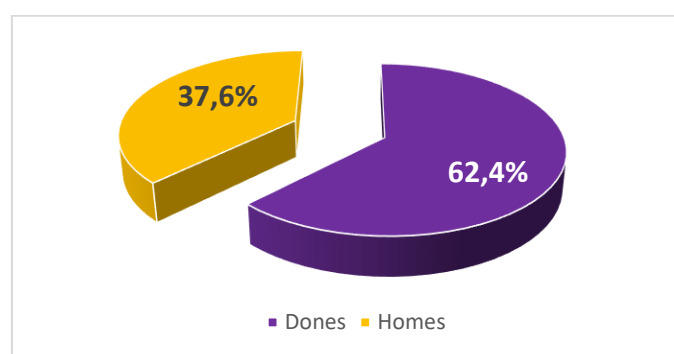
Enrolments on training courses	Women	%	Men	%	Total
2019	863	63.2%	502	36.8%	1,365
2020	804	69.0%	361	31.0%	1,165
TOTAL	1,667	65.9%	863	34.1%	2,530



There are clearly a majority of enrolments on training courses among women.

If we analyse the data of the people who have received some form of training (1 or more enrolments), the results also show that the participation of women in the training plans is higher than that of men.

People enrolled	Women	%	Men	%	Total
2019	374	59.3%	257	40.7%	631
2020	374	66.0%	193	34.0%	567
TOTAL	748	62.4%	450	37.6%	1,198



The average length of the training courses is 36 hours and, if we compare women and men, the former attend training for an average of 39 hours, while the latter do so for 32 hours.

% people enrolled 2020	Women	Men	Total
Workforce 2020	393	308	701
People enrolled 2020	374	193	567
% people enrolled 2020	95%	63%	81%

In relation to the total workforce, 81% received at least one training course in 2020. 95% of women received at least one training course and 63% of men did so. With the same opportunities, there are a large number of men (36%) at the IRTA who did not take part in any training in 2020.

ENROLMENTS by type of Training Initiative	Women	%	Men	%	Total
2019 Congresses	14	60.9%	9	39.1%	23
2020 Congresses	23	71.9%	9	28.1%	32
TOTAL Congresses	37	67.3%	18	32.7%	55
2019: Talks-Workshops-Seminars	18	72.0%	7	28.0%	25
2020: Talks-Workshops-Seminars	33	58.9%	23	41.1%	56
TOTAL: Talks-Workshops-Seminars	51	63.0%	30	37.0%	81
2019: Courses-Sessions-Modules	831	63.1%	486	36.9%	1,317
2020: Courses-Sessions-Modules	748	69.5%	329	30.5%	1,077
TOTAL: Courses-Sessions-Modules	1,579	66.0%	815	34.0%	2,394
TOTAL TRAINING INITIATIVES	1,667	65.9%	863	34.1%	2,530

If we break down the enrolments by the type of training initiative, we can observe that the proportions of women and men remain similar to the total, with more than 63% of enrolments among women in all three cases. Moreover, if we extract the doctoral staff from the data, people who usually receive a lot of the training, we can see that the proportions of staff in the workforce are also maintained.

We contacted the research staff and we were told that not all the attendances at congresses are currently registered as training and that there are actually more than 55

registered registrations. Therefore, with regard to attendance at congresses, we cannot guarantee that the proportions of women and men are accurate.

Promotion of staff

The equal opportunities policy, which forms part of the IRTA's philosophy, guarantees equal treatment in the promotion and access of women to other jobs within the organisation.

Promoting women and improving their access to positions of responsibility and contributing to reducing inequalities and imbalances which, regardless of their origin, may occur at the institution form part of the areas of study within the organisation from a gender standpoint.

The development of a professional career and being able to access certain higher positions is, in many cases, a highly complicated task for women, particularly in the field of science. We find what is known as the "glass ceiling", in other words, a veiled limitation on the promotion of women within organisations.

When there are vacancies, a formal procedure is put in place and they are announced to the rest of the staff on the company's intranet, in the weekly newsletter and on the IRTA's website.

The organisation abides by certain criteria in the promotion processes: if the staff meet certain requirements, such as seniority at the level, they can apply and undergo assessment by a promotion committee with parity in terms of the representation of IRTA's workers and management. This committee decides by applying a technical method.

Although there are career plans to cope with years of crisis and reduced public funding, the company's career plans have been stalled for ten years. Fortunately, the vertical reclassification has once again been reactivated in 2021 and, from 2022 onwards, it is intended to activate the horizontal promotion.

These plans are designed for both the RDT staff (the single research staff promotion system) and the support staff (vertical reclassification entailing a change of functions or horizontal promotion in the same workplace).

Horizontal promotion of the support staff

A horizontal promotion system is in place to ensure that the technical and support staff have opportunities for career advancement within their workplace, based on an evaluation of their levels of experience, skill and knowledge and the results achieved.

Six degrees are established in the course of the professional promotion to recognise the individual progression of the workers: Initial Degree, Consolidated Degree 1, Consolidated Degree 2, Expert Degree, Senior Degree and Master Degree. The first three, once achieved, are not lost and the second three, which are voluntary, require monitoring of the fulfilment of the annual objectives to access and/or maintain them.

A technical and support staff Evaluation Committee is set up each year to evaluate the applications submitted in accordance with an internal procedure, which will be specific to each area of the scientific structure and/or functional or corporate field. Its composition will have parity and it will consist of a person from the technical and support scale of each of the areas or corporate services, the Human Resources Management (or whoever is delegated) and two people chosen by the staff representation. These committees will evaluate both horizontal and vertical promotions.

Vertical promotion of the support staff

Vertical promotion involves the reclassification of the support staff within the eight levels of professional classification of the jobs. The classification of the technical and support jobs is carried out using the HAY method, based on an evaluation of the levels of technical competence, problem-solving and responsibility.

Vertical promotion of the research staff

In order to acknowledge careers and contributions to the fulfilment of the institutional objectives, the IRTA has established a procedure for changes in the level of the research scale for staff with permanent contracts on Levels F and B. This procedure is the *IT-09-04 Methodology for RDT staff promotions*.

The initial criteria for access to the promotion include having a permanent contract, a doctoral qualification and minimum seniority, depending on the level. The minimum seniority at each level is 6 years at Level C, 5 years at Level D, 4 years at Level E and 3 years at Level F.

There is an annual call for the submission of applications, in accordance with the strategic plan and the financial resources that are available.

The evaluation system for the promotion includes an analysis of the CVN (standardised curriculum), a descriptive report of the work carried out and a plan for the future.

It also includes the indicators associated with the research activity carried out by the candidate and a report from the head which, together with the above-mentioned information, facilitate an assessment of the capabilities, merits and potential, elements that must substantiate any change of level.

A specific Evaluation Committee will be set up for each year and area, which will comprise the Scientific Management (or whoever is delegated), two researchers (one proposed by the staff representation), two experts (unrelated to the IRTA), the area manager and the Human Resources Management (or whoever is delegated), who will act as the secretary, with a right to speak but not vote. The Institutional Relations Management (or whoever is delegated) will also be added to the scale of specialist researcher.

Salary policy

With regard to equal pay and working conditions, the organisation remunerates its staff in accordance with their category and the functions and responsibilities that they perform.

The salary tables apply equally to everyone, ensuring that there is no kind of discrimination, and they are disclosed to all the staff at the institution.

A salary audit (attached as an appendix) has been conducted, which analyses the salary payments by gender and category, taking into account the base salary and all the payroll variables (overtime, seniority, variables related to objectives, etc.).

In summary, the total remunerations at the IRTA are as follows:

Average total annual remuneration				Median of the total annual remuneration			
	Woman	Home	Gap		Woman	Home	Gap
STAFF IN MANAGEMENT AND OUTSIDE THE AGREEMENT			27%	STAFF IN MANAGEMENT AND OUTSIDE THE AGREEMENT			30%
RESEARCH A			0%	RESEARCH A			3%
RESEARCH B			5%	RESEARCH B			3%
RES./SPECIALIST C			4%	RES./SPECIALIST C			2%
RES./SPECIALIST D			6%	RES./SPECIALIST D			0%
RES./SPECIALIST E			1%	RES./SPECIALIST E			4%
RESEARCH F			-5%	RESEARCH F			-1%
SUPPORT LEVEL 8			7%	SUPPORT LEVEL 8			2%
SUPPORT LEVEL 7			7%	SUPPORT LEVEL 7			5%
SUPPORT LEVEL 6			7%	SUPPORT LEVEL 6			7%
SUPPORT LEVEL 5			16%	SUPPORT LEVEL 5			16%
SUPPORT LEVEL 4			-4%	SUPPORT LEVEL 4			-6%
SUPPORT LEVEL 3			14%	SUPPORT LEVEL 3			12%
SUPPORT LEVEL 2			12%	SUPPORT LEVEL 2			13%
SUPPORT LEVEL 1			-	SUPPORT LEVEL 1			-
General total			4%	General total			2%

Reconciliation of work and personal life

The IRTA is aware of the importance of the social aspects related to the field of reconciling personal and working lives and therefore implements the following measures:

- **Working day:**
 - Intensive hours from 8:00 am to 3:00 pm from 15 June to 15 September and on 5 January, Holy Thursday, 23 April and 24 December.
 - Voluntary intensive hours from 1 to 15 June, following recovery of the reduced hours within the period between 1 January and 31 May of the same year and from 27 December to 4 January, following recovery of the corresponding hours.
- **Working hours:**
 - Compulsory presence for staff from 9:00 am to 1.30 pm. The remaining time of the 7.5 daily hours will be completed from 8:00 am to 7:00 pm from Monday to Friday.
 - During the intensive working day there will be flexible arrival until 8:30 am.
 - Staff with children under 12:
 - Flexible arrival until 9:30 am is permitted.
 - Until 9:00 am in the case of the intensive working day.
- **Holidays and personal affairs:**
 - The holidays can be divided into three parts, each with a minimum period of 7 calendar days.
 - 5 out of the total number of days' holiday can be taken individually.
 - Each year the staff have a total of 45 paid hours for their personal affairs (equivalent to 6 days), which can be taken from 1 January to 15 January of the following year.
- **Paid leave:**
 - **Leave for giving birth**, adoption, custody for the purpose of adoption and foster care. From 1 January 2021 onwards, a 16-week suspension; the first 6 immediately after the causal event (birth, adoption, etc.) will be obligatory and the remaining 10 will take place within twelve months of

the causal event. In the case of international adoption, when it is necessary to travel to the country of origin, the permit can be brought forward by up to 4 weeks.

- **Leave to care for premature children** who have to remain in hospital following birth for up to 3 hours a day.
- Leave for **breastfeeding**: one hour of daily absence until the infant reaches 9 months of age. This leave can be made more compact so that it can be taken on consecutive or separate full working days.
- **Leave for pregnant workers**:
 - Leave for pre-natal examinations and childbirth preparation techniques.
 - Leave to make the working day more flexible and make it easier to carry out regular work without having to travel to the work centre during the final month of pregnancy.
- **Leave to see a doctor** on the occasion of a medical examination (for the time required, with prior notice and justification of the medical examination).
- Leave providing **hourly flexibility to care for children with disabilities**: two hours of daily flexible working hours with entitlement to leave of absence from work to attend meetings or visits to the educational or health centres where they receive support.
- **Wedding leave** lasting 15 calendar days.
- **Leave for relatives' weddings** up to the second degree of consanguinity or affinity lasting 1 or 2 days, depending on whether they take place in or outside Catalonia.
- **Leave for divorce** or legal separation lasting 2 days.
- **Leave for moving house** lasting 2 days or up to 4 days for a different locality.

- **Leave to sit for exams** when studying for an academic or professional qualification.
- **Leave** lasting 1 to 5 days, depending on the reason, **in the event of serious illness**, hospitalisation, an accident, surgery with home rest **of relatives** with a first degree of consanguinity or affinity.
- **Leave for situations involving gender violence**. Victims of situations of gender-based violence who have to remain absent from work for this reason are entitled to have these absences regarded as justified in accordance with the provisions of the corresponding social, police or health services.
- **Unpaid leave:**
 - Leave to assist relatives up to the second degree due to serious illness lasting from 10 days to 3 months, a period that be extended by three further months in exceptional circumstances.
 - **Leave to accompany ascendants or descendants up to the second degree of consanguinity to see a doctor or tutor** or to attend rehabilitation or physiotherapy sessions lasting from 1 to 7.5 hours (time that will be recovered within the following 30 calendar days).
 - Absences due to circumstances not provided for in the agreement must be recovered within 15 days of the causal event, after informing the person directly responsible and providing the appropriate proof. In the event that such absences are not justified, the person in question must take a day off for personal affairs or a holiday.
- **Reductions of working hours:**
 - Reduction of working hours **for legal custody** of a child under 12 years of age.
 - Reduction of working hours **to care for** dependent or disabled **relatives**.
 - Reduction of working hours **due to a child's serious illness** involving long-term hospitalisation.

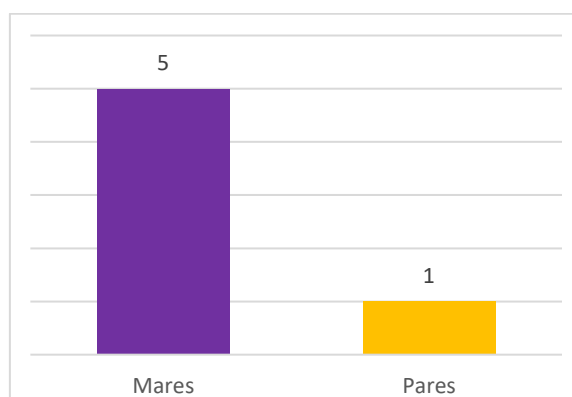
- Reduction of working hours to attend to a **first-degree relative due to a very serious illness**.
- Reduction of working hours in **exceptional cases** (victims of gender violence, terrorism, etc.).
- **Voluntary leave**
 - **Due to a personal decision**, for a minimum of 4 months and a maximum of 5 years. A worker who takes voluntary leave will only retain the preferential right to rejoin the IRTA in a position in the same or a similar category that becomes vacant. The period of absence will not count in terms of seniority.
 - **For the care of a child**, up to a maximum of 3 years. The period of absence is calculated in terms of seniority and the person is entitled to retain his/her job position.
 - **For the care of relatives up to the second degree** of consanguinity or affinity, lasting a minimum of 3 months and a maximum of 3 years. The period of absence is calculated in terms of seniority and the person is entitled to retain his/her job position.
 - **For the maintenance of cohabitation** lasting a minimum of 1 year and a maximum of 15 years when the spouse or cohabitant has to reside in another municipality because he/she has obtained a stable job. It does not count for the purposes of seniority or guarantee that a job position will be retained.
 - **For gender violence**. Leave is granted to workers who are victims of gender-based violence for the period they request. It counts for the purposes of seniority and retaining the job position for six months, without detriment to this period being extended in accordance with the provisions of the regulations on gender violence. Victims of gender-based violence will be entitled to be transferred to another unit, a measure which will be regarded as forced.

- **For reasons of incompatibility.** Leave is granted to workers who provide services in the field of the Public Administration throughout the performance of this service. It does not count for the purposes of seniority and does not guarantee that a job position will be retained.
- **Forced leave.** This is granted due to a worker being designated for or elected to a public or trade union position or working for a company or a programme linked to the IRTA. It counts for the purposes of seniority and the person is entitled to retain his/her job position.
- **Sabbatical years.** Research staff, from the category of Researcher “C” upwards, may apply for leave for training and enhancement (a sabbatical year) for a period of one year and once every seven years, with the option of obtaining up to one hundred per cent of the salary they are receiving at the moment of applying for said leave, depending on the specific conditions of each case. This leave or “sabbatical” period will normally take place at a renowned Research Centre or University Department, which will be jointly agreed on by the Institute and the worker.
- **Stays in prestigious centres.** From 3 months to 2 years, with an agreement to stay at the IRTA with the current job and salary.

Maternity/Paternity

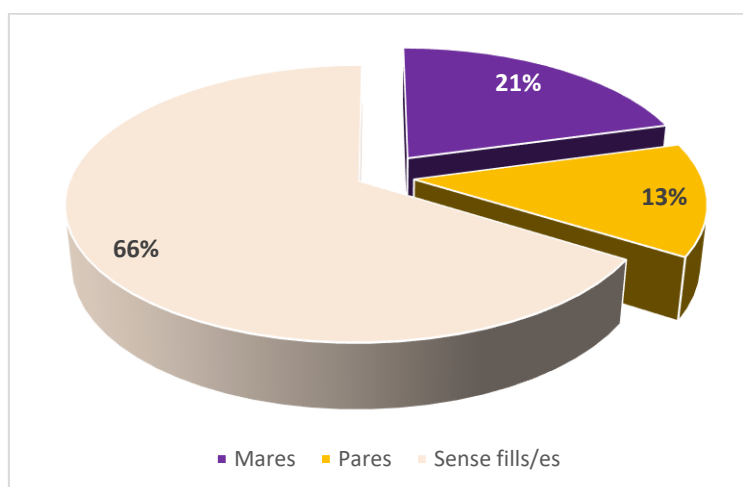
The maternity and paternity data that staff report to Human Resources are basically for the purposes of calculating personal income tax and are not mandatory. Although almost all the staff report the above, we cannot guarantee that the following data faithfully correspond to 100% of the workforce, although we regard them as fully credible.

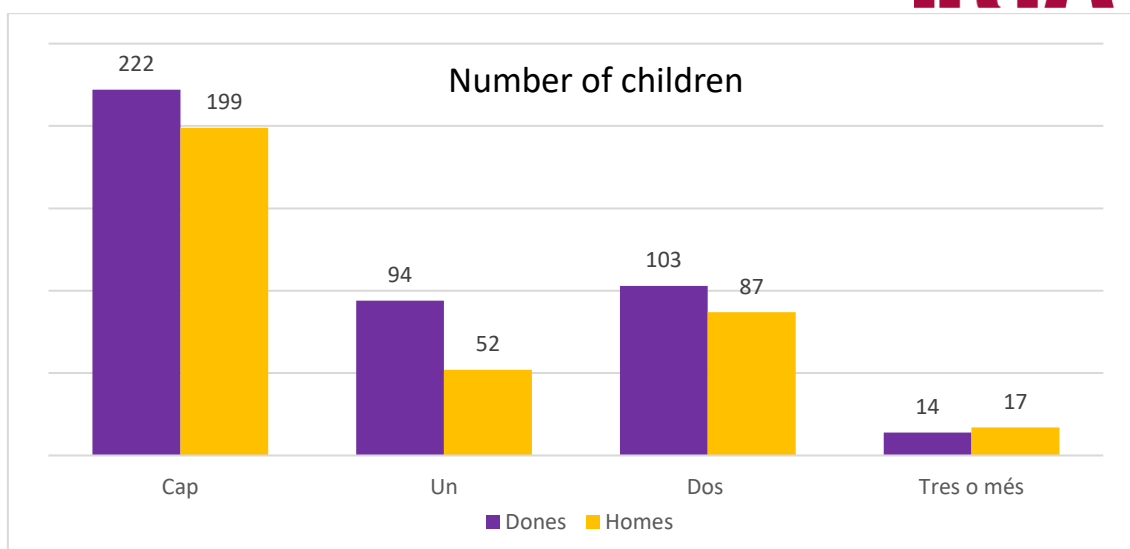
5 new maternities and 1 new paternity were reported in 2020.



Family responsibilities: Number of children under 18 years of age

Number of children	Women	%	Men	%	Total
None	270	62.36%	251	70.70%	521
One	79	18.24%	48	13.52%	127
Two	72	16.63%	49	13.80%	121
Three or more	12	2.77%	7	1.97%	19

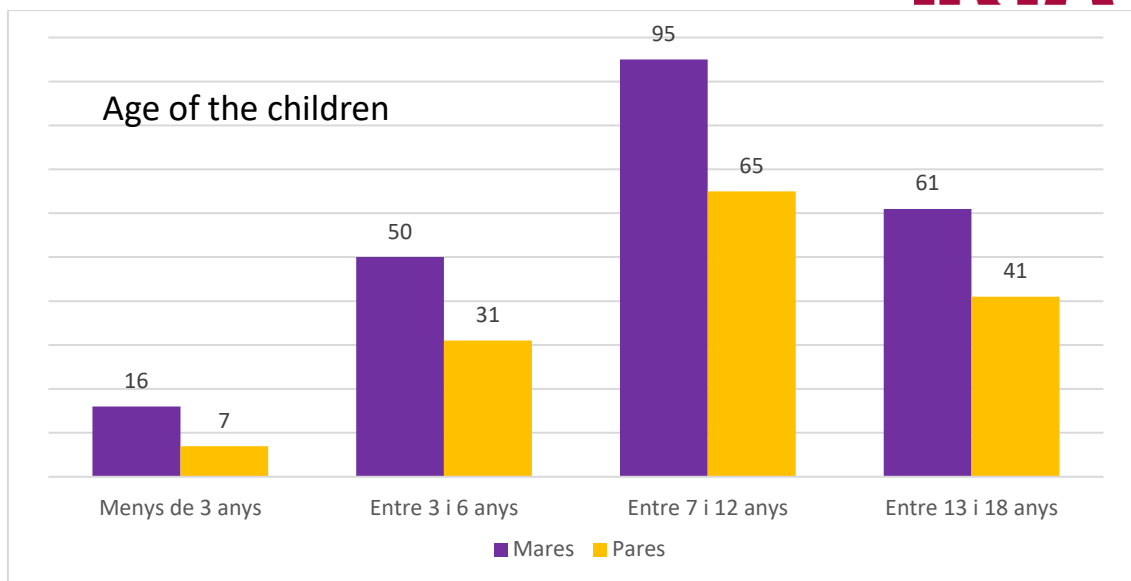




There are currently 267 people (163 mothers and 104 fathers), comprising 38.1% of the workforce, who have at least one child under the age of 18.

Family responsibilities: Age of the children

Age of the children	Women	%	Men	%	Total
Under 3 years old	16	7.21%	7	4.86%	23
Between 3 and 6 years old	50	22.52%	31	21.53%	81
Between 7 and 12 years old	95	42.79%	65	45.14%	160
Between 13 and 18 years old	61	27.48%	41	28.47%	102
TOTAL	222	100.00%	144	100.00%	366



Within the group of parents, there are 188 people (114 mothers and 74 fathers), comprising 16.7% of the workforce, who have at least one child under the age of 12.

Most women have children aged between 7 and 12 (42.8%) or between 13 and 18 (27.5%). As for men, 45.1% have children aged between 7 and 12, followed by those with children aged between 13 and 18 (28.5%).

There are more mothers than fathers in all the children's age ranges.

Risk Prevention and Occupational Health

In relation to Occupational Health and Safety, the IRTA has completely updated its Occupational Risk Prevention Plan, in compliance with all the current legislation on safety.

Permanent studies are conducted related to occupational hazard and health issues:

- Initial, regular and specific workplace risk assessments, (safety, hygiene, ergonomics and applied psycho-sociology).
- Regular internal security inspections.
- Ad hoc reports on the suitability of jobs for women who report their pregnancy status.

Risk assessments and internal safety inspections are carried out, taking into account the people who work in each position (gender, age, special needs, etc.).

The following specific measures on occupational health and prevention for women have been implemented:

- Ad hoc reports on the suitability of jobs for women who report their pregnancy/breastfeeding status.
- Risk-free jobs for pregnant women are defined (R-58-01-01).

There is a specific protocol for pregnant women based on the reports drawn up by Health Surveillance. When a woman reports her pregnancy status, actions are taken to adapt the workplace; these are discussed with the worker and the direct head (avoiding tasks that pose a risk due to pregnancy and contact with certain chemicals, travel restrictions, etc.). If this is not possible, an attempt is made to relocate the worker to a workplace with no risks for pregnant women (R-58-01-01), and, if this is not possible, the mutual insurance company will be asked to process the situation in relation to pregnancy and/or breastfeeding risks.

Protocol for the prevention of sexual and gender-based harassment

In the field of the **prevention of sexual harassment**, IRTA has a *“Protocol for detection and action and the resolution of situations of psychological harassment, sexual harassment, harassment on the grounds of gender or sexual orientation and other discrimination at work (PG-67)”*. Since its launch, the Prevention Service has held two rounds of in-person talks at all the centres to publicise it and resolve any queries. Two cases of sexual harassment have been detected during this period. Neither of the cases involve any violence or aggression. The two harassers were dismissed and the two harassed people continue to work at the IRTA in the same workplace.

There are certain measures such as regular psycho-social studies at all the centres and the Conflict Management Protocol (PG-88) that can analyse and resolve cases of interpersonal conflict before they escalate.

Communication and non-sexist language

In order to guarantee information, commitment, the internalisation of corporate values and the possibility of participation in the different initiatives on equal opportunities for all the staff, it is essential to have resources and an internal communication plan focused on their sensitisation concerning equality and information campaigns.

From the standpoint of external communication and advertising, organisations also offer an image and a commitment to equality by reviewing the type of language used, promoting specific events and seminars, generating collaboration with other institutions and caring for the type of image and/or making visible the contribution of women to the world of research and science.

The IRTA has a Quality System via which complaints and opportunities for improvement can be sent. Comments on the information/communication that is published can also be sent from the weekly internal information magazine.

There are different ways in which the participation of the company's staff can be enhanced: team meetings, decentralised management briefings, etc.

The use of non-sexist language is a relevant element within organisations when we analyse their situation from a gender perspective. The aim is to ensure that the language used in the entity's internal and external communication makes women visible while acting in keeping with the policies on equal opportunities that are implemented within the organisation.

Language is a cultural acquisition, it is the instrument through which we express our thoughts, our ideas and our way of conceiving the world and it is, therefore, a reflection of the culture of a society at any given time. If language is sexist, it tends to perpetuate values and stereotypes that harm real equality and women's visibility.

The non-sexist use of language is one of the instruments for positive action that we can and must use if we wish to effectively promote the real equality of women at our institution.

The IRTA's internal and external communication channels

External communication channels:

- The website (it receives about 170,000 visits each year).
- Press releases (sent via email) addressed to journalists interested in the IRTA's activity, usually from Catalonia and the rest of the State.
- A monthly newsletter addressed to people from outside the Institution, which includes the most significant news at the IRTA during the previous month (2,900 subscribers).
- Publications (such as the activity report, brochures, etc.).
- Social media: Twitter (12,000 followers), Facebook (2,300 followers) and YouTube (3,000 subscribers, 20,000 views a year).
- LinkedIn professional network (27,000 followers).
- People who are our ambassadors are also channels of communication with the outside world, because they project the institution beyond our headquarters.

Internal communication channels:

- Weekly newsletter (a compilation of information, commonly known as the "RDI"). External and internal news stories are included and addressed to the workers. It is sent out on Fridays. It has an audience of about 900 people.
- IRTAnet (currently being improved).
- A Christmas greeting. This is obviously created each year as Christmas approaches. It is a means of communication between the Institution with its workers.
- #CompartimIRTA (We Share IRTA): internal communication sessions, usually between the General Management and the workers.
- Conversations via TEAMS and video calls.
- Emails.
- Interpersonal relationships.

5. CONCLUSIONS DRAWN FROM THE DIAGNOSIS OF THE EQUALITY PLAN

Prior to the IRTA's Equality Plan, a diagnosis of the current situation of the entity in terms of equality was performed.

By means of a qualitative and quantitative study, updated information was obtained to identify any aspects of the institution that should be improved in order to achieve effective and real equality of opportunities for women and men.

This diagnosis is cross-cutting throughout the IRTA, all its internal processes, its human resources management policies, its internal and external communication, its working conditions and the proportions of women and men in the different workplaces, professional categories and the levels of responsibility. The diagnosis serves as a basis for establishing the priorities and actions that will form part of the Equality Plan.

The different fields analysed and their conclusions are presented below in order to establish the positive actions that will make up the Equality Plan.

The staff at the IRTA are more female (56.06%) than male (43.94%) and it is evident from the data collected that there is no kind of discrimination when it comes to joining the organisation.

Equality and non-discrimination on the grounds of gender, age, family conditions, etc. are values inherent in the institution.

The areas of action from a gender perspective are as follows:



Egalitarian organisational management

This area of the Equality Plan refers to the management's awareness and sensitisation and its commitment to equal opportunities.

It assesses the level of commitment based on the degree of implementation of policies and actions related to equality, which, in the case of the IRTA, can be described as of a high level, as actions have been conducted that go beyond the law, e.g. in relation to the reconciliation of family and working lives:

- 80% of the salary is paid to parents who have a one-third reduction of their working hours (66% of work) until a child reaches the age of six.
- 60% of the salary is paid to parents who reduce their working hours by a half (50% of work) until a child reaches the age of six.

- Leave to make the working day more flexible and make it easier to carry out regular work without having to travel to the work centre during the final month of pregnancy.

The IRTA also actively participates in the seminars on equality that are held at the different CERCA centres, while we should also mention that it holds the “HR Excellence in Research Award” certificate promoted by the European Commission, which involves the implementation of a code of conduct relating to equality in terms of working and contractual conditions, transparency in the recruitment process and continuous training and career development based on purely professional criteria, with a commitment to include it in the policies of the organisation.

IRTA has its own Code of Ethics for Research. This document contains a series of rules of application for all the staff who carry out scientific activity at the IRTA in order to define an ethical framework of behaviour and to guarantee the integrity of the conduct of the research staff, as well as the quality of the research generated.

With regard to the Equality Plan, the Management has expressed its commitment to its design, implementation, monitoring and regular updating.

To carry out the design phase of the Equality Plan, the IRTA receives the technical assistance of an external entity with a long history in the field of gender-based equality of opportunities (CRITERIA).

Staff participation and involvement

In this field it is assessed whether the policy on equal opportunities and its objectives, principles and values have been disclosed to all the people in the organisation and whether all the staff are properly informed of the actions carried out in this area.

For the development of the Plan, the Equality Plan Negotiating Committee was set up for the implementation of the plan, made up of ten members (8 women and 2 men), 5 of them appointed by the Management and 5 by the Company Workers’ Committee. They meet regularly and frequently to make contributions and agree on all the aspects related to the diagnosis and design of potential improvement actions.

Non-discriminatory use of language and corporate communication

This equality area studies and evaluates the institution's internal and external communication in matters of equal opportunities, as well as the use of non-discriminatory language in written documentation and oral communication.

In some cases we observe sexist language, as in the case of the denominations of jobs. No audits have been carried out to review the use of language in external or internal documents, nor is there a Style Manual available to the staff.

The IRTA implements different actions to encourage the participation and information of the staff in matters of equality: decentralised management briefings, work meetings, the intranet, noticeboards, emails, etc.

Equal participation in workplaces

Real equality of opportunities in access to any job is analysed in this area. The incorporation of the other gender is promoted in workplaces where it is under-represented. The indicators included in this area are intended, on the one hand, to analyse the extent to which women and men participate equally in all workplaces and, on the other, to identify the levels at the IRTA, bearing in mind that the balance is reached when both genders have a representation between 40 and 60 per cent of the total number of workers.

At the IRTA the majority of the workforce is female (56.02%) and access without barriers or obstacles on the grounds of gender making it difficult for women to join is guaranteed. These data confirm the institution's express commitment to equal opportunities and the absence of gender-based barriers preventing anyone from belonging to it. No significant differences by sex are observed at the centres with more than 20 people.

According to the data that are available, 57% of the new recruits in 2018, 2019 and 2020 were women.

There is a formal, public and transparent procedure for carrying out all the processes for the incorporation of new staff. The criteria for excellence in the selection of staff have been published on the website.

66% of the training initiatives were received by women and 34% were received by men. The possibility of analysing the reason for this difference in order to increase the participation of the male staff in them arises.

It can be observed that certain jobs such as Researcher A, Specialist D and Level 3.2 have a significantly higher percentage of male presence, far above the global presence of men in the workforce.

In addition, jobs such as Level 4.2, Level 6.2, Level 7.1 and Level 8.1 have a much greater presence of women, reflecting the need to balance the presence by gender in the positions indicated. We can observe a certain degree of horizontal segregation.

Presence of women in positions of responsibility

The organisation seeks to promote and consolidate women in positions of responsibility, particularly in technical positions and among the management, with the aim of achieving and/or maintaining a balance between women and men (between 40% and 60% of each gender), taking into account the different professional competences.

This area analyses the position of women within the organisation and the distribution of the staff among the different levels of responsibility. This involves assessing whether the staff information should be systematically broken down by gender and hierarchical levels. And ensuring that women are represented in all the levels and professional categories of the organisation. Presence in positions of responsibility and team management tends to favour men.

It can be observed that the higher categories are preferably occupied by men, despite their lower presence in the workforce, leading us to assess the potential existence of a case of vertical segregation, a common occurrence in the world of science.

There is a procedure for internal professional promotion processes for positions of responsibility, but it does not include specifications from a gender standpoint.

No specific training in management skills has been carried out to date to promote women's promotion to positions of responsibility.

Another measure of action is the implementation of a potential detection system for women who may hold positions of greater responsibility in the future.

Equal pay

This area assesses the company's remuneration policy and whether the principle of equal pay is complied with; this states that women are entitled to equal pay in the same jobs or ones of equal value.

At the IRTA the remuneration policies abide by the principle of equality and the staff are remunerated in accordance with their category and functions and the responsibilities they carry out, without any appreciation of differences owing to gender issues in this field. The salary tables, except for the supplements, are disclosed to all the staff.

However, it should be noted that only in the "Outside the Agreement" collective, in which the management staff are situated, a gap of more than 25% is detected when it comes to analysing the total remuneration, due to the fact that men occupy the positions with the greatest responsibility.

Health and Occupational Hazard Prevention

The aim in this area is to assess the extent to which the organisation has incorporated the gender perspective into the monitoring and promotion of the health of its staff. The IRTA complies with all the legal requirements in terms of risk prevention and occupational health.

From the point of view of an analysis with a gender perspective, studies have been carried out taking into account the specificity of women and men in the definition, as well as their age, personal needs, etc., and there is a specific protocol for women in situations of pregnancy.

Training has been conducted at the institution on stress management, emotional intelligence and mindfulness, thus promoting the job satisfaction of the participants and the prevention of psycho-social risks in general.

The organisation also has a protocol for prevention, detection and action and the resolution of situations involving sexual and gender-based harassment.

The accident rates in 2020 were similar for men and women (about 5%), although, if we analyse other years, the rate for men is usually 2 to 3 times higher than the one for women.

Working conditions

We can observe no differences with respect to the typology of the full-time and part-time permanent contracts. The same can be said of the other contracts.

Equality is observed in the typology of the contracts for new incorporations.

93.87% of the workforce worked between 36 and 37.30 hours per week in 2020. 43 people had reduced working hours (35 or fewer hours per week). Of the above, 79% were women and 21% were men.

Similar percentages of definitive terminations between men and women can be observed.

Reconciliation of work, family and personal life

A large part of the workforce (464 people or 66.2%) are between 25 and 50 years old, and therefore the existence and new incorporation of measures to promote the reconciliation of personal, family and work lives respond to their real needs.

38.1% of the people who make up the workforce have descendants who are minors and 2.7% have 3 or more children who are minors.

However, the organisation already provides numerous services in this area (hour bank, flexitime, etc.).

The staff have not received any training on equality awareness sensitisation or team management orders from a gender standpoint.

Mobility

The organisation has several work centres. Although the agreement provides for flexitime, the company does not offer any aid or support for transport.

Strengths and areas for improvement

Egalitarian organisational management

Strengths

- An egalitarian workforce from a gender perspective, with a 56.06% presence of women.
- Respect, equality and non-discrimination form part of the corporate culture.
- There is a Code of Ethics.
- The management's commitment to the drawing up and subsequent implementation of the Equality Plan.
- Expressly highlighting the role and presence of women in the IRTA's communication initiatives, such as public presentations, seminars, talks, etc., in such a way that women carrying out scientific activities is regarded as a standardised and regular occurrence.

Areas for improvement

- Increasing the commitment to equality. Expressly incorporating the term "equality" into the IRTA's corporate values.
- Raising awareness among the staff. Developing internal sensitisation campaigns to raise the staff's awareness of equal opportunities and diversity management as a core corporate value.

Staff participation and involvement

Strengths

- A wide range of channels that promote internal communication (emails, business meetings, noticeboards, weekly internal newsletter, etc.).
- Joint participation with other professionals from different CERCA research centres in seminars for pooling experiences and creating good practices in the field of equal opportunities.
- Specific training for the Equality Plan Negotiating Committee before the start of the diagnosis in terms of objectives, phases, detection methodologies, improvement initiatives, etc.

Areas for improvement

- The need to establish specific channels (intranet, suggestion box, etc.) to facilitate the staff's participation and information in the matter of equal opportunities.

Non-discriminatory use of language and corporate communication

Strengths

- Information provided to the entire staff on the design and implementation of an Equality Plan.
- A wide range of channels that promote internal communication.
- Images and photographs that include women and men.

Areas for improvement

- Although there is a document drawn up and reviewed by the previous Equality Committee, the internal protocol on the use of non-sexist language has not been approved or published. Approving it and disclosing it to the entire staff.

- A language audit. A review of communications (website, regulations, action protocols, minutes of meetings, job offers, etc.) in order to remedy, if necessary, any aspect related to sexist language.
- Increasing the commitment to equality. Publicising IRTA's commitment to equality and making it visible in its job offers.

Equal participation in workplaces

Strengths

- Selection processes that are non-discriminatory on the grounds of gender.
- Institution attached to the Code of Good Practice for the Recruitment of Research Staff (CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS).
- A formal protocol applicable to all the entity's selection processes.
- Female participation in all the areas of the Training Plan.

Areas for improvement

- A review of the job offers with regard to non-sexist language in the denomination of the job position. Appearance of the "generic masculine" in a large number of the job offers.
- Training everyone involved in processes and committees or selection processes in aspects and techniques to promote equality of selection and prevent discrimination based on stereotypes or prejudices related to gender issues.
- There are no data broken down by gender to ascertain the rate of participation and the attendance of the men and women in the workforce at congresses, symposia, seminars and courses that involve travel and overnight stays outside the centre.
- The least represented sex prevails in the staff selection process under equal conditions.

Presence of women in positions of responsibility

Strengths

- Egalitarian representation in the positions of programme heads from a gender perspective.

Areas for improvement

- Review of the promotion criteria, eliminating any requirement that may have direct or indirect discriminatory consequences. Establishing a formal procedure and promotion criteria with objective elements and training for the staff who form part of the promotion processes.
- Promoting women's access to management positions.

Reconciliation of personal lives and work

Strengths

- Compliance with the legal regulations and the incorporation of new measures that go beyond it.
- A reconciliation policy as a priority factor at the IRTA.
- Flexitime.
- The use of video conferences to avoid travel and trips with greater technological resources is encouraged for the jobs that so permit.
- Specific reconciliation measures for pregnant women.

Areas for improvement

- Understanding the response of the workforce in terms of reconciliation by creating a contributions account or a portal for ideas and suggestions that subsequently generate a process of analysis and improvement.

- A specific communication campaign. Informing the staff of all the rights they have from the point of view of reconciliation. Drawing up a guide to FAQ on the most relevant concerns with regard to reconciliation, including all kinds of information on maternity leave, paternity leave, leaves of absence, new benefits brought by working at the IRTA and its disclosure to the workforce.

Health and occupational hazard prevention

Strengths

- The IRTA complies with all the legal requirements in terms of risk prevention and occupational health.
- Risk assessments and internal safety inspections are carried out, taking into account the people who work in each position (gender, age, special needs, etc.).
- A specific protocol for pregnant women.
- From a health standpoint, specific workshops and seminars have been held on such topics as stress prevention, emotional intelligence and mindfulness.
- There is a protocol for the prevention and resolution of situations involving sexual and/or gender-based harassment.
- Awareness-raising and information campaigns have been conducted for the workforce with regard to harassment, its typology and the mechanisms for reporting and punishing it.

Areas for improvement

- The protocol for the detection and prevention of sexual and gender-based harassment is integrated into the psychological harassment protocol and it would be a good idea to have two independent protocols.
- Expanding the training initiatives devoted to health, such as workshops on nutrition and diet, time management, etc.

- Conducting regular awareness-raising and information campaigns for the workforce with regard to harassment, its typology and the mechanisms for reporting and punishing it.

Equal Pay

Strengths

- Equal pay based on the responsibilities and functions of each job position.
- Public salary policy.

Areas for improvement

- Monitoring gender-segregated pay to remedy potential deviations, especially once the horizontal promotion of support the staff begins in 2022.

Egalitarian working conditions

Strengths

- Equal distribution of the different types of contracts.
- Compliance with the LISMI Law.

Mobility

Areas for improvement

- Implementing measures to facilitate the movement and mobility of staff in the workplace.

6. EQUALITY PLAN

In addition to complying with the current legislation on equality, the implementation of the IRTA's Equality Plan aims to respond to the organisation's interest in articulating actions to ensure equal opportunities for men and women in a real and effective manner and, above all, integrating opportunities into the institution's management system.

By means of the implementation of the Equality Plan, the aim is to further an analysis tailored to the current internal situation at the institution and devote efforts to strengthening, structuring and implementing actions in the field of equality, with the ultimate objectives of:

- Providing an image of the IRTA committed to the principle of equality for women and men.
- Carrying out a cross-cutting audit from a gender perspective with the aim of detecting strengths and points for improvement.
- Planning and formalising new measures to reconcile personal, family and working lives focused on promoting co-responsibility.
- Integrating gender perspectives into all the areas of the organisation.
- Implementing measures aimed at promoting selection processes to ensure neutrality and preventing any kind of barrier or obstacle from a gender point of view.
- Promoting equal opportunities throughout all the levels of the organisation by means of communication and training initiatives.
- Establishing indicators with a gender perspective to gauge the evolution of the situation regarding equal opportunities in the fields of intervention.
- Distributing the internal protocol on moral, sexual and gender-based harassment among the workforce.

Positive Actions

The IRTA, after diagnosing the real situation of the organisation in terms of equality, proposes a series of specific improvement measures and actions that will be applicable to the workforce as a whole when such situations occur.

ACTION 1

Publicise the institution's commitment to equality and make it visible in its job offers.

THEMATIC AREA: Egalitarian organisational management and staff participation (selection).

OBJECTIVES:

- To publicise the institution's commitment to equal opportunities and make it visible in all its job offers.
- To eliminate any barriers or obstacles that make it difficult for women to submit applications.

TASKS TO BE PERFORMED:

- Choosing the content/iconography that reflects equal opportunities and non-discrimination.
- Incorporating commitment into present and future job offers.

RECIPIENTS: People who want to form part of the IRTA

IMPLEMENTATION MANAGER: HR

IMPLEMENTATION SCHEDULE: 2022-2024

INDICATORS:

- Incorporation of commitment into present and future job offers.
- Annual number of offers that reflect this commitment.
- Annual rate of increase in the submission of women's applications.

ACTION 2

Add a general Welcome Manual or one for each centre that refers to the IRTA's commitment to equal opportunities and the development and implementation of the Plan.

THEMATIC AREA: Egalitarian organisational management and equal participation

OBJECTIVES:

- To make newcomers aware of the centre's commitment to equal opportunities.
- To inform everyone joining the organisation of the existence of the Equality Plan, its functions, the members of the Committee, the communication channels, etc.

TASKS TO BE PERFORMED:

- Choosing the contents to be incorporated.
- Incorporation of a specific section with the necessary information.

RECIPIENTS: New IRTA recruits

IMPLEMENTATION MANAGER: Communication

IMPLEMENTATION SCHEDULE: 2022

INDICATORS:

- Introduction of the specific section with the selected information.

ACTION 3

Development of a contribution account, a formalised system for collecting suggestions, contributions and ideas to analyse the visibility of reconciliation issues by involving the entire workforce.

THEMATIC AREA: Staff participation and involvement

OBJECTIVES:

- To facilitate the participation of the IRTA's staff in equality and reconciliation issues.
- To set up a mailbox for suggestions so that queries and suggestions regarding equality can be sent by email.

TASKS TO BE PERFORMED:

- Creation of an email account.
- Informing the workforce of its existence so that proposals, suggestions and queries related to equal opportunities for women and men at the IRTA can be sent.
- Collecting and replying to the emails received.

RECIPIENTS: IRTA staff

IMPLEMENTATION MANAGER: Equality Committee (digital)

IMPLEMENTATION SCHEDULE: 2022

INDICATORS:

- Availability of the suggestion box among the entire workforce.
- Number of ideas and suggestions received.
- Percentage of emails replied to.
- Number of actions implemented upon the basis of the proposals made by the workforce.

ACTION 4

Promote and contribute to a policy of all the information produced by the IRTA (emails, technical instructions, records, etc.) being written in non-sexist and non-discriminatory language, seek the Management's approval and distribute the Manual on the Use of Non-Sexist Language among the staff.

THEMATIC AREA: Use of non-discriminatory language and internal communication

OBJECTIVES:

- To eliminate the potential presence of sexist language and train the workforce for its proper use.
- To incorporate criteria for the use of non-sexist language by means of the implementation of a Style Manual throughout the organisation to encourage the use of non-discriminatory language.

TASKS TO BE PERFORMED:

- Submitting the Guide on inclusive use of the language to the Management for its approval.
- Distributing the Guide to inclusive use of the language among all the workforce and encouraging its use.

RECIPIENTS: The IRTA workforce

IMPLEMENTATION MANAGER: Equality Committee.

IMPLEMENTATION SCHEDULE: 2022

INDICATORS:

- Submission of the Guide to the Management.
- Approval of the Guide to inclusive use of the language.
- Number of internal channels for access to it.
- Collection of suggestions concerning the Manual.

ACTION 5

Review of the internal and external documentation used for the detect and correction of sexist language.

THEMATIC AREA: Use of non-discriminatory language and internal communication

OBJECTIVES:

- To ensure that there will be no sexist language at the institution by means of the implementation of the Equality Plan.
- To guarantee the use of neutral, non-sexist and non-discriminatory language in all the IRTA's corporate communication materials.

TASKS TO BE PERFORMED:

- Collection of diverse internal and external documentation for its review.
- Rectification of the documents that use sexist language or images that may be discriminatory.

RECIPIENTS: The IRTA workforce

IMPLEMENTATION MANAGER: Management

IMPLEMENTATION SCHEDULE: 2023-2024

INDICATORS:

- Number of internal documents reviewed.
- Number of external documents reviewed.
- Report with the conclusions.

ACTION 6

Design a form for people conducting interviews to select new recruits or evaluate vertical promotions, with a list of objective questions to be used and questions to be avoided (with references of a personal and potentially discriminatory nature).

THEMATIC AREA: Equal participation in workplaces

OBJECTIVES:

- To prevent gender stereotypes in the people conducting the selection interviews.

TASKS TO BE PERFORMED:

- Making a list of questions as a selection instrument. Delivery and training for the staff conducting the interviews.

RECIPIENTS: Staff responsible for conducting selection interviews at the IRTA

IMPLEMENTATION MANAGER: HR

IMPLEMENTATION SCHEDULE: 2023

INDICATORS:

- Preparation of the document.
- Distribution among all the people responsible for participating in the staff selection interviews.

ACTION 7

Prepare everyone involved in processes and committees and selection processes in aspects to promote equality of selection and prevent discrimination based on stereotypes or prejudices related to gender issues.

THEMATIC AREA: Equal participation in workplaces

OBJECTIVES:

- To train the IRTA's staff to participate in the interviews of for its selection processes.
- To identify the main biases, prejudices and obstacles in a staff selection interview.

TASKS TO BE PERFORMED:

- Budget to carry out the training initiative.
- Information for the participants.
- Training dossier.

RECIPIENTS: Staff who form part of processes and committees or selection processes.

IMPLEMENTATION MANAGER: HR

IMPLEMENTATION SCHEDULE: 2022-2023

INDICATORS:

- Number of people who participate in the interviews and attend the training.
- Level of satisfaction with the training received.
- Documentation delivered.
- Number of hours of training received.

ACTION 8

Establish a procedure that stipulates that the staff selection processes, in equal conditions, ensure a prevalence of the gender less represented in the position to be occupied.

THEMATIC AREA: Equal participation in workplaces

OBJECTIVES:

- To achieve a representation of men and women that is as equal as possible in the workplace.

TASKS TO BE PERFORMED:

- Drawing up a procedure for the selection and promotion processes which establishes that, with equal merits and abilities, the least represented gender will be chosen.

RECIPIENTS: Staff responsible for selection and promotion at the IRTA.

IMPLEMENTATION MANAGER: Management

IMPLEMENTATION SCHEDULE: 2023

INDICATORS:

- Carrying out of the procedure.
- Distribution among the staff responsible for the processes.
- Number of people and gender selected throughout a period of one year by means of the application of this procedure.

ACTION 9

Obtain data broken down by gender to ascertain the rate of participation and the attendance of the men and women in the workforce at congresses, symposia, seminars, courses, training, etc.

THEMATIC AREA: Presence of women in positions of responsibility

OBJECTIVES:

- To detect the presence of barriers or obstacles that prevent access to and participation in seminars and professional training on the grounds of gender.

TASKS TO BE PERFORMED:

- Collecting all the data related to attendance at events that require travel.
- Preparation of a report with conclusions.
- Establishment of any measures that are necessary.

RECIPIENTS: The IRTA's HR

IMPLEMENTATION MANAGER: Programme Heads

IMPLEMENTATION SCHEDULE: 2023-2025

INDICATORS:

- Report on the collection of data broken down by gender.
- Final report with conclusions and corrective measures, as appropriate.
- Number and types of measures adopted.

ACTION 10

Have an exclusive protocol for the prevention and detection of sexual and/or gender-based harassment, separating it from the protocol on psychological harassment.

THEMATIC AREA: Health and Occupational Hazard Prevention

OBJECTIVES:

- To divide the current Harassment Protocol into two, one on psychological factors, for reasons of origin, religion, etc., and a specific one on sexual and gender-based harassment.
- To approve the two separate protocols.
- To distribute the two protocols among the workforce.

TASKS TO BE PERFORMED:

- Drawing up the protocol for the prevention and detection of sexual and gender-based harassment.
- Approving the protocol for the prevention and detection of sexual and gender-based harassment.
- Planning the distribution of the protocol among the workforce.

RECIPIENTS: IRTA staff

IMPLEMENTATION MANAGER: Prevention Service

IMPLEMENTATION SCHEDULE: 2022-2024

INDICATORS:

- Having the protocol for the prevention and detection of sexual harassment.
- Distribution among the workforce. Number of internal channels for access to it.

ACTION 11

Announce the reconciliation measures according to the Agreement and those that have been specifically adopted to the staff. Provide information on the leaves and leaves of absence in the Collective Agreement and the labour regulations.

THEMATIC AREA: Reconciliation of personal, family and working life

OBJECTIVES:

- To inform the staff of the rights established in the Agreement in this area.
- To promote the use of the reconciliation measures offered by the organisation.

TASKS TO BE PERFORMED:

- Collection of all the information. Choice of the contents.
- Choosing the channels to be used to publicise them.

RECIPIENTS: The IRTA workforce

IMPLEMENTATION MANAGER: Company Workers' Committee and HR

IMPLEMENTATION SCHEDULE: 2022-2023

INDICATORS:

- Drawing up of a document with all the IRTA's reconciliation measures.
- Number of channels to be used to publicise them.
- Increase in the annual rate of use of these measures after their application.

ACTION 12

A leaflet for all the centres summarising the Equality Plan and its actions.

THEMATIC AREA: Corporate communication

OBJECTIVES:

- To make all the staff at the different IRTA centres aware of the actions to be carried out in the Equality Plan and the role of the Equality Committee.

TASKS TO BE PERFORMED:

- Choice of the contents and design.
- Printing of the leaflet.
- Distribution in easily accessible places in all the centres.

RECIPIENTS: IRTA staff

IMPLEMENTATION MANAGER: Equality Committee

IMPLEMENTATION SCHEDULE: 2022-2023

INDICATORS:

- Preparation of the leaflet (contents/format).
- Number of copies and access to the same places available to the workforce.

ACTION 13

The Equality Committee is convinced that teleworking is a reconciliatory measure that contributes to equal opportunities for women and men. A working group involving the company and the representation of the staff in question is currently being set up. When an agreement is reached, it will be reviewed by the Equality Committee from a gender perspective.

THEMATIC AREA: Reconciliation of personal, family and working life

OBJECTIVES:

- To offer the IRTA's staff the possibility of enhancing the reconciliation of their personal and professional lives.

TASKS TO BE PERFORMED:

- Reviewing the agreement or report that stems from the IRTA's working group on teleworking and assessing it from a gender perspective so that, if necessary, this can be taken into account by the Management.

RECIPIENTS: IRTA staff

IMPLEMENTATION MANAGER: Equality Committee

IMPLEMENTATION SCHEDULE: When the working group on teleworking publishes its conclusions.

INDICATORS:

- Drawing up of the assessment report.

ACTION 14

Schedule a training and awareness campaign on gender equality and diversity aimed at all the staff .

THEMATIC AREA: Equal participation in workplaces

OBJECTIVES:

- To raise the staff's awareness and sensitisation with regard to gender equality and diversity.

TASKS TO BE PERFORMED:

- Searching for suppliers and a budget to carry out the training action.
- Providing the training.

RECIPIENTS: IRTA staff

IMPLEMENTATION MANAGER: HR

IMPLEMENTATION SCHEDULE: 2022-2023

INDICATORS:

- Number of sessions organised.
- Number of people attending each session.
- Percentage of the workforce that has received the training.

ACTION 15

Design of an Equality Committee communication and dissemination plan for the company's staff

THEMATIC AREA: Corporate communication

OBJECTIVES:

- To make the whole workforce aware of the actions that are being carried out in the Equality Plan.
- To raise the staff's awareness and sensitisation with regard to opportunities, gender equality and diversity.

TASKS TO BE PERFORMED:

- Deciding on topics and a communication schedule so as to send informative pills related to equal opportunities to the whole workforce.
- Implementing the communication plan.

RECIPIENTS: IRTA staff

IMPLEMENTATION MANAGER: Equality Committee + Communication

IMPLEMENTATION SCHEDULE: 2022-2025

INDICATORS:

- Calendar for publication of informative pills.
- Number of pills published each year.

ACTION 16

Train the next agreement negotiating team to ensure that a gender impact report is drawn up in the new agreement.

THEMATIC AREA: Equal participation in workplaces

OBJECTIVES:

- To provide training in equal opportunities to the IRTA person who takes part in the next agreement negotiations.
- To ensure that the next agreement negotiating team can draw up a gender impact report.

TASKS TO BE PERFORMED:

- Searching for suppliers and a budget to carry out the training action.
- Selecting the people targeted by the training and providing it.

RECIPIENTS: Agreement negotiating team

IMPLEMENTATION MANAGER: HR

IMPLEMENTATION SCHEDULE: When the next agreement negotiating team is set up.

INDICATORS:

- Number of people participating in the negotiation of the agreement and attending the training.
- Level of satisfaction with the training received.
- Documentation delivered.
- Number of hours of training received.

ACTION 17

Draw up a report on the low presence of women in the IRTA's Management: the situation at the IRTA and comparison with other CERCA centres and a recommendation to seriously consider recruiting or promoting a woman in order to cover any potential future departure.

THEMATIC AREA: Presence of women in positions of responsibility

OBJECTIVES:

- To achieve a representation of men and women in positions of responsibility that is as equal as possible.
- To encourage the presence of women in management positions.

TASKS TO BE PERFORMED:

- Searching for providers who can draw up this report. If one is found, the report would be drawn up by members of the Equality Committee.
- Drawing up the report.
- Submitting the report to the Management.

RECIPIENTS: Management

IMPLEMENTATION MANAGER: Equality Committee

IMPLEMENTATION SCHEDULE: 2022-2024

INDICATORS:

- Drawing up of the report.

ACTION 18

Provide the Equality Committee with a budget and highlight the resources allocated and those that are expected to be allocated for the implementation of the gender equality policies carried out by the company in the annual budgets.

THEMATIC AREA: Egalitarian organisational management

OBJECTIVES:

- To provide a budget for the Equality Committee
- To underline the IRTA's commitment to equal opportunities.

TASKS TO BE PERFORMED:

- Providing a budget for the Equality Committee for ordinary expenses: printing leaflets, support for campaign designs, purchasing of audiovisual contents to support awareness campaigns, translations, etc.

RECIPIENTS: Equality Committee

IMPLEMENTATION MANAGER: Management

IMPLEMENTATION SCHEDULE: 2023-2025

INDICATORS:

- Annual budget allocated to the Equality Committee.

ACTION 19

Encourage the presence of women as expert voices and institutional representatives in the media.

THEMATIC AREA: Equal participation in workplaces

OBJECTIVES:

- To achieve a representation of IRTA men and women in the media that is as equal as possible.
- To encourage the presence of women as expert voices.

TASKS TO BE PERFORMED:

- Encouraging the presence of women as expert voices and institutional representatives in the media.

RECIPIENTS: IRTA women

IMPLEMENTATION MANAGER: Management + Communication

IMPLEMENTATION SCHEDULE: 2022-2025

INDICATORS:

- Annual number of IRTA women participating in the media.
- Evolution of the number of female participants throughout the term of this Equality Plan.

ACTION 20

Propose that the General Management should not participate in events at which the speakers are only men.

THEMATIC AREA: Equal participation in workplaces

OBJECTIVES:

- To achieve a representation of men and women that is as equal as possible in the workplace.
- To encourage the presence of women as expert voices.
- To underline the IRTA's commitment to equal opportunities.

TASKS TO BE PERFORMED:

- Preparing a text with the commitment to be submitted to the Management.
- With the amendments that the Management deems appropriate, publishing the commitment not to participate in events at which the speakers are only men.

RECIPIENTS: IRTA staff

IMPLEMENTATION MANAGER: Equality Committee + Management

IMPLEMENTATION SCHEDULE: 2022-2023

INDICATORS:

- Events that IRTA attends each year at which there are no women among the speakers.

ACTION 21

Ensure that women are not only given secondary roles at public events (hostesses, waitresses, etc.).

THEMATIC AREA: Equal participation in workplaces

OBJECTIVES:

- To achieve a representation of men and women that is as equal as possible in the workplace.
- To incentivise gender parity in the workforces of the companies that are hired.
- To underline the IRTA's commitment to equal opportunities.

TASKS TO BE PERFORMED:

- Informing all the people involved in the organisation of public events that women should not only be given secondary roles. That, for example, if hostesses and waitresses are involved, there should also be men.
- Conducting random surveys of the attendees at public events organised by the IRTA to verify compliance with this measure.

RECIPIENTS: People who take part in the organisation of public events.

IMPLEMENTATION MANAGER: Management + Equality Committee

IMPLEMENTATION SCHEDULE: 2022-2025

INDICATORS:

- Events organised by the IRTA at which the secondary roles (hostesses, waitresses, etc.) are only given to women.

ACTION 22

Course on communication for female researchers, including postdocs and doctoral students.

THEMATIC AREA: Equal participation in workplaces + Corporate communication

OBJECTIVES:

- To provide training in communication for the female researchers at the IRTA who require it.

TASKS TO BE PERFORMED:

- Searching for suppliers and a budget to carry out the training action.
- Selecting the people targeted by the training and providing it.

RECIPIENTS: IRTA female researchers

IMPLEMENTATION MANAGER: HR

IMPLEMENTATION SCHEDULE: 2023-2025

INDICATORS:

- Number of female researchers who attend the training.
- Level of satisfaction with the training received.
- Documentation delivered.
- Number of hours of training received.

ACTION 23

Creation of an Open-Forum, chaired by the Equality Committee, to receive and discuss proposals for action on specific days, ideas to improve equal opportunities, etc.

THEMATIC AREA: Staff participation and involvement. Reconciliation of personal, family and working life.

OBJECTIVES:

- To facilitate the participation of the IRTA's staff in equality and reconciliation issues.
- To receive ideas on topics that may be of interest to the staff to as to take action on designated days or to improve the equality plan.

TASKS TO BE PERFORMED:

- Creation of an Open-Forum accessible to all the staff.
- Informing the staff of its existence.
- Chairing and proposing the topics for discussion, which may stem from the committee or from other people within the organisation.

RECIPIENTS: IRTA staff

IMPLEMENTATION MANAGER: ICT + Equality Committee

IMPLEMENTATION SCHEDULE: 2022

INDICATORS:

- Availability of the Open-Forum for the entire workforce.
- Number of open debates.
- Number of people participating in the different debates.
- Number of actions carried out based on the proposals stemming from the debates.

ACTION 24

Add an extra score for companies that can certify parity between men and women in their workforces (minimum 40%-60%) to tenders.

THEMATIC AREA: Equal participation in workplaces + Corporate communication

OBJECTIVES:

- To incentivise gender parity in the workforces of the companies that are hired.
- To publicise the IRTA's commitment to equal opportunities.

TASKS TO BE PERFORMED:

- Assessing whether the proposal complies with the law and regulations applicable to IRTA on procurement.
- If it is feasible, incorporating it into the tenders.
- Quantifying how many tenders have introduced the scoring criterion and how many have been awarded to companies that meet the 40%-60% parity ratio in their workforces.

RECIPIENTS: Contracted companies

IMPLEMENTATION MANAGER: Legal Services

IMPLEMENTATION SCHEDULE: 2022-2025

INDICATORS:

- A report or communiqué from the Legal Services to determine whether the measure would comply with the regulations.
- Number of annual tenders that include the criterion.
- Evolution of the number of companies contracted under the bidding process that comply with the 40%-60% parity ratio in their workforces.

Methodology, monitoring schedule and evaluation

Monitoring is the process of observing the progress of the Plan to allow the obtaining of information related to its development and implementation, thus decisively contributing to enhancing the image of an organisation committed to the advancement of equal opportunities within its field of action.

The Equality Committee is the body responsible for monitoring and promoting the implementation of positive actions to achieve equality and evaluating the IRTA's Equality Plan.

The Committee will meet on a regular basis, **at least once every 6 months** (once between January and February and again between June and July) to monitor the implementation of the actions in this Plan.

Once the implemented improvement initiatives have been evaluated, the impact of the Equality Plan will be assessed, using the following methodologies and indicators if so desired:

- Comparative reports on indicators before and after the completion of the initiative.
- Meetings with the different interlocutors: Management, Centre Managers, Programme Heads, the staff at the different centres, etc.
- Conducting of interviews and surveys with the above-mentioned collective.
- Analysis of the implementation of the Equality Plan.

Indicators

The same indicators that have been reflected in the defined actions will be used.

The continuous improvement cycle starts up again at this point.

After evaluating the implemented Equality Plan, other initiatives can be incorporated to remedy and improve the results that are obtained by means of the implementation of an IMPROVEMENT PLAN, which can be divided into the following elements.

1. Identification of problems

This involves listing the problems detected during the implementation of the Equality Plan, as well as other needs related to equal opportunities that have arisen as a result of the continuous changes within the organisation.

2. Definition of objectives

Defining the objectives (at an operational level) that are proposed to remedy problems or meet any new needs that arise.

3. Definition of improvement actions

Defining the improvement actions to fulfil the specified objectives, outlining:

- Description.
- Required human resources.
- Material resources.
- Execution deadline.
- Time.

4. Implementation of the improvement actions.

Performing the implementation of the defined improvement actions.

5. Monitoring and evaluation of the actions.

Monitoring the actions and evaluating the degree of achievement of the objectives.

Approval of the Equality Plan

The Negotiating and Monitoring Committee for IRTA's 2022-2025 Equality Plan was set up on 7 July 2021. It comprises ten members, has parity from a gender perspective and includes the representation of the Company Workers' Committee, as well as people holding different positions and hierarchies within the organisation. Its functions are the planning, diagnosis, development, monitoring, evaluation and disclosure and distribution of the Equality Plan.

This Equality Plan was approved on 20 January 2022.

Representatives Company Workers' Committee	Management representatives
Joan Bosch Serra Support Technician for the Fruit Growing Programme	Àngels Codina Relat Head of Communication
Carmen Calahorra Gelabert Administration and Finance Support Technician for the Corporate Services	Aurora Hostench Virosella HR contact from the Food Industries Department

Sandra Franquesa Nájera In Vitro Laboratory Technician for the Fruit Growing Programme	Núria Tous Closa Animal Nutrition Programme Researcher
Montse Pastó López Head of CReSA Proximity Corporate Services	Maria José Aranzana Civit Genomics and Biotechnology Programme Researcher
Almudena Sánchez Chillón Support Staff for the Monells Administrative Services	Moisès Castillo Esteban IRTA Health and Safety Officer

7. APPENDICES

APPENDIX 1. Glossary

Positive action. A temporary measure that seeks to correct, prevent or eradicate situations of inequality suffered by women with respect to men, usually related to social beliefs, customs and roles.

Organic Law 3/2007 of 22 March on the effective equality of women and men includes:

“Article 11. Positive actions.

In order to give effect to the constitutional right to equality, the Public Authorities shall adopt specific measures in favour of women to correct obvious situations of de facto inequality with respect to men. These measures, which shall be applicable for as long as such situations persist, must be reasonable and proportionate to the objective pursued in each particular case.

Gender-based harassment. Any behaviour related to the gender of a person with the purpose or effect of violating his/her dignity and creating an intimidating, degrading or offensive environment. (Organic law on the effective equality of women and men, article 7.2).

Androcentrism. A social model that situates the male element as a prototype and a reference to be imitated. The experience of men is interpreted as universal, belittling and concealing women’s learning and experiences. History and everyday reality are interpreted from a male perspective.

Gender gap. The difference between the male and female rates in the category of a variable; it is calculated by subtracting the female rate from the male rate. The smaller the gap, the closer we will be to equality. It refers to the different positions of men and women and the unequal distribution of resources, access and power within a given context. The existence of a gender gap in a given context usually means that there is an

unequal distribution within it, whereby the group that belongs to the female gender forms the one with the least resources, power, etc.

Wage gap. This refers to the wage differences between women and men in the exercise of the same work and any performed in “feminised” jobs.

Technology gap: This is used to designate inequalities between women and men in the training and use of new technologies.

Direct discrimination. This involves unfavourable treatment of a group of persons for reasons expressly prohibited in the national and international legal systems.

Indirect discrimination. Formally neutral criteria, measures, standards and social and political interventions that are unfavourable to a group, given that they do not take into account the unequal initial position this collective lies in.

Positive discrimination. A positive mode of action that favours the disadvantaged collective. It chiefly affects the point of arrival. It guarantees the result.

Gender stereotypes. Gender stereotypes refer to ideas and beliefs commonly accepted in society with regard to what men and women should be like and how they should behave. They determine social expectations.

Gender. 1. A grammatical category that serves to classify nouns into masculine and feminine and, in the case of adjectives and determinants, to establish their concordance.
2. A concept that refers to social differences (as opposed to biological ones) between men and women which have been learnt; they change over time and display major variations between different cultures and within the same culture.

Equal or formal rights. The equalisation of men and women by means of legislative measures that also prohibit discrimination. However, social inertia continues to support the structural barriers that make it difficult to achieve equality.

De facto or real equality. This designates a social, economic or political situation in which the inequalities between women and men have disappeared while the biological and individual differences between people are maintained.

Equal opportunities for men and women. A principle that refers to the need to ensure that women and men have equal access to resources, thus offsetting the different starting point of women. This constitutes a guarantee that women and men can participate in the different economic, political, social participation and decision-making spheres and educational, training and labour activities an equal footing.

Language (linguistic). An exclusively linguistic sign system, a code that we have internalised in our memory, social convention, abstraction.

Language (communication). A sign system and means of communication, whether it be pictorial, gestural, linguistic, etc.

Male chauvinism. An attitude, way of thinking or belief that regards men as superior to women.

Mainstreaming. An Anglo-Saxon term that is used to designate the integration of the gender dimension into general policies, in such a way that the principle of equality is their backbone. It entails that issues related to equal opportunities for men and women

should be taken into account across all policies and actions and that they should not be addressed solely beneath a focus of direct and specific actions in favour of women.

Patriarchal. A patriarchal society or culture is one in which it is recognised that the authority and power correspond to the patriarch and that they are passed on from man to man. It has constituted the way of displaying the different social positions of men and women, underlining the “power” of the male sex (patrimony, parental authority, etc.) and the subordination of the female.

Equal opportunities policies. These constitute the instrumentalisation of equal opportunities. The interventions by means of which this principle is put into practice.

Principle of equality. A legal principle that protects gender equality and condemns discrimination. It reminds is that all people are equal before the law. It is synonymous with the principle of non-discrimination.

Sexism. This is behaviour that involves reducing the value of women, rejecting them or not taking them into account. Sexism entails the assignment of lower values, abilities, and roles to women on the grounds of their gender.

Gender. An organic and biologically identifiable condition that distinguishes between male and female living beings.

Appendix 2. Regulations of the Equal Opportunities Committee

Functions of the Negotiating and Monitoring Committee

The negotiating parties agree that the Committee will have the following powers:

- Negotiation and performance of the diagnosis and the measures comprising the Equality Plan.
- Drawing up of the report on the results of the diagnosis.
- Identification of the priority measures in the light of the diagnosis, their scope of application, the material and human resources required for their implementation and the competent people and bodies, including an action schedule.
- Ensuring the implementation of the Equality Plan within the company.
- Definition of the measurement indicators and information collection instruments required to monitor and assess the degree of compliance with the measures of the Equality Plan that is implemented.
- Referral of the Equality Plan to the competent labour authority for its approval, registration, deposit and publication.
- Promotion of the first informational initiatives and the staff's sensitisation.

Operational system of the Negotiating and Monitoring Committee

The Negotiating Committee agrees that **Aurora Hostench Virosella** should be appointed as **Secretary of the Negotiating and Monitoring Committee**.

The duties of the **Secretary** will be as follows:

- To write the minutes of each meeting and send them to all the members.
- To call the Committee's ordinary and extraordinary meetings.

Meetings of the Negotiating and Monitoring Committee

The committee agrees to have ordinary meetings twice a year and, in addition, extraordinary ones, provided that they are called at least fifteen days in advance by half of its members.

Minutes will be drawn up for each meeting to record:

- A summary of the issues discussed.
- The total or partial agreements that are approved.
- The issues regarding which there is no agreement, which can be further discussed at other meetings, as appropriate.

A minimum of four meetings will be held during the process of drawing up the Equality Plan, between September and December 2021.

The Equality Committee will be declared validly constituted with the assistance of half plus one of each of the two parties.

The decisions of the Equality Committee will be made by virtue of a simple majority of those attending each meeting.

Adoption of agreements

The parties will negotiate in good faith with a view to reaching an agreement, and a majority of each of the parties will be required for the adoption of partial and total agreements. In any event, these agreements will require the approval of the majority of the representation of the workers who make up the Committee.

The Committee can rely on the support and external advice of experts on equality between women and men in the workplace, who will have the right to speak but not to vote.

The results of the negotiations will be expressed in writing and signed by the negotiating parties for their subsequent submission by the Negotiating Committee to the competent labour authority for the purposes of the registration, deposit and publication of the

Equality Plan, under the terms provided for in Royal Decree 713/2010 of 28 May on the registration and deposit of agreements and collective bargaining agreements.

Confidentiality

The members of the Negotiating and Monitoring Committee, as well as, as appropriate, the experts who attend its meetings, must at all times observe the duty of secrecy with regard to the information which has been expressly disclosed to them in a confidential manner.

In any event, no document delivered by the company to this Committee may be used beyond the strict scope of the Committee or for purposes other than those for which it is delivered.

Replacement of the members of the Negotiating and Monitoring Committee

The members of the Committee will be replaced in the event of a vacancy, absence, resignation, termination of term of office or withdrawal by the persons who appoint them due to incapacity or a justified reason.

The people ceasing to be members of the Committee who represent the company will be replaced by the latter, and, if they represent the staff, they will be replaced by the staff's body of legal and/or trade union representation, in accordance with its internal operational system.

In the event of a replacement, the date of the replacement and the reason for it will be formalised in writing, indicating the names, surnames and positions of the outgoing and incoming people. The document will be attached to the minutes of the constitution of the Negotiating and Monitoring Committee.

Appendix 3. IRTA SALARY AUDIT (2020)

This **Salary Audit** document includes the data on the salaries of the workforce, broken down by professional categories and men and women, collected during 2020.

The data are the result of the calculations performed on the spreadsheets.

1. Data based on total annual remuneration.

Average total annual remuneration				Median of the total annual remuneration			
	Woman	Home	Gap		Woman	Home	Gap
STAFF IN MANAGEMENT AND OUTSIDE THE AGREEMENT			27%	STAFF IN MANAGEMENT AND OUTSIDE THE AGREEMENT			30%
RESEARCH A			0%	RESEARCH A			3%
RESEARCH B			5%	RESEARCH B			3%
RES./SPECIALIST C			4%	RES./SPECIALIST C			2%
RES./SPECIALIST D			6%	RES./SPECIALIST D			0%
RES./SPECIALIST E			1%	RES./SPECIALIST E			4%
RESEARCH F			-5%	RESEARCH F			-1%
SUPPORT LEVEL 8			7%	SUPPORT LEVEL 8			2%
SUPPORT LEVEL 7			7%	SUPPORT LEVEL 7			5%
SUPPORT LEVEL 6			7%	SUPPORT LEVEL 6			7%
SUPPORT LEVEL 5			16%	SUPPORT LEVEL 5			16%
SUPPORT LEVEL 4			-4%	SUPPORT LEVEL 4			-6%
SUPPORT LEVEL 3			14%	SUPPORT LEVEL 3			12%
SUPPORT LEVEL 2			12%	SUPPORT LEVEL 2			13%
SUPPORT LEVEL 1			-	SUPPORT LEVEL 1			-
General total			4%	General total			2%

This item includes all the remuneration received by each person, whether it be the basic salary, supplements, variables or overtime.

CAUSES OF THE WAGE GAP (*Justification of wage gaps above 25%*)

In relation to the total annual remuneration, the annual remuneration/hour and the basic salary in average and median terms, we can identify a wage gap of around 30% between the

MANAGEMENT STAFF and THOSE OUTSIDE THE AGREEMENT. Even if we removed the CEO(a man) from this collective, the gap would still be over 25%.

With regard to the wage gap between the MANAGEMENT STAFF and THOSE OUTSIDE THE AGREEMENT, it should be noted that the IRTA has historically been made up mostly of men. The same occurs with most managements, made up of IRTA staff with a high level of seniority at the Institute. In these collectives the men have an average of 16 years' seniority while women have 9.5 years. And there are three men with more than 20 years' seniority.

With regard to the differences in the wage supplements for the support staff, the seniority (three-year periods) and service assignments are analysed separately.

The differences above 25% in the seniority table are solely due to an objective factor, namely the starting date of the contract with respect to the present, and, therefore, we do not consider that we have to make any assessment or proposal for correction.

If we analyse the service assignments and position supplements, we can observe that in the higher-ranking categories, such as the Management Staff, Research B, Research C, and Support Levels 8 and 4, the gap is above 25%. In the others there is no gap and, if there is one, it is in favour of the group of women.

By conducting a comparative analysis between the two previous sets of data (seniority and position supplements), we can observe a correlation between the categories in which men have more seniority and those in which they receive more positions supplements and service assignments.

This leads us to think that the fact that men have more seniority than women may be the reason for them accumulating more salary supplements. It remains to be seen whether these data will be corrected over time or not. 24 men and 19 women currently receive position supplements.

Since the job assignments may be or effectively are a prelude to effective promotion, they could also be regarded as one of the factors that give rise to the glass ceiling for women if these assignments are mostly given to men. The job assignments are received by 22 men and 26 women.

The variables and overtime items have a median equal to zero because they are very few people with respect to the total in each category.

In the salary variable item (bonuses, annual objectives and fulfilment of objectives, plus special commitment and internal services) we can also observe differences that need to be explained. In 2020, 46 women and 47 men received some of these items. The gap is concentrated in the

Research C/D levels, with 59%/87% respectively, and in the 2/3/4 support Levels, with gaps ranging from 100% to 41%.

If we break down these categories by gender, we can observe that almost all of them maintain an equal distribution when it comes to gender, except for the Level 4 support, in which women account for 65% of the workforce and suffer a 41% gap.

The variables item is very heterogeneous between categories and between genders. It largely depends on specific cases. As it does in the case of overtime. However, in both cases, if we look at the average total of the whole of the IRTA in terms of variables and overtime, in both cases the wage gap is much lower than 25%, with 7% in the case of variables and -1% (in favour of women) in the case of overtime.