

## ICIQ GENDER EQUALITY PLAN 2019-2023



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## **EQUALITY PLAN**

### **1.- PRESENTATION AND GROUNDS FOR THE SECOND EQUALITY PLAN**

We would like to present the second Equality Plan of the Institut Català d'Investigació Química for the period 2019-2023. On the one hand, our aim is to continue detecting and eradicating any possible inequalities between men and women in a work context and in the field of labour relations in accordance with our corporate identity while, on the other hand, meeting current legal obligations in terms of Equality.

The Equality Commission with the Support of ICIQ Management wishes to share the work we are undertaking to achieve effective equality between men and women and, through our commitment, contribute in the progress towards equal opportunities.

The implementation of equal opportunity policies within our organisational structure is a continuous process aimed at reducing possible situations of direct or indirect discrimination within the working environment. The aforementioned implementation does not require the use of significant resources, but it does require sincere and firm commitment, as well as close monitoring on the part of those responsible.

Consequently, we draw on the analysis which allows us to know the situation regarding equal opportunities at ICIQ as of June 2019 to elaborate an appropriate working plan adapted to our current specific needs.

The final purpose of this second plan is to gather past actions not formally coordinated within the plan and offer measures to progress in areas in need of improvement, adding in this way coherence to the entire process of creation of a Foundation sensitive to equality from all possible points of view.

### **2.- LEGAL FRAMEWORK IN TERMS OF EQUALITY**

#### **International Framework**

For the first time in history, in 1948, the Universal Declaration of Human Rights of the United Nations in its first article "all human are born free and equal in dignity and rights" established equality between the sexes as a fundamental right.

In 1919 the ILO (International Labour Organisation) proclaimed "all human beings, irrespective of race, creed or sex, have the right to pursue both their material well-being and their spiritual development in conditions of freedom and dignity..."

In 1951 the ILO Convention nº 100 recognises equal remuneration for male and female workers for work of equal value.

ILO Convention n<sup>o</sup>. 111 of 1958 also makes reference to discrimination in work and employment matters.

19th September 1966 the International Covenant on Civil and Political Rights was approved.

In 1979 the UN La ONU, en el año 1979, ratified the Convention on the Elimination of all forms of discrimination, defining the expression “discrimination against women” as “any distinction, exclusión or restriction on the basis of sex, which intentionally or unintentionally nullifies or impairs the recognition, enjoyment and exercise of women’s social, cultural, political and economic rights.”

Within the European Union, the Treaty of Amsterdam, ratified by Organic Law 9/98 of 16th December, states that the European Union’s task is to promote equal opportunities between men and women, mainstreaming this principle in all EU policies and programmes”.

## Spanish Legislation

In Spain since the establishment of democracy and the approval of the Constitution in 1978 the legal system has been adapted to principles of non-discrimination on grounds of gender. Consequently, these principle have been incorporated in different articles of the Constitution as follows:

Art. 1.1. Spain is defined as a social and democratic state governed by rule of law, which in its legal system holds as superior values freedom, justice, equality and political pluralism.

Art. 9.2. It is the responsibility of the Public Authorities to foster the conditions so that the freedom and equality of individuals and the groups of which they form part is real and effective, removing the obstacles which may impede or hinder this, and to enable the participation of all citizens in political, economic, cultural and social life.

Art. 14. Spanish people are equal before the law, without any discrimination prevailing on grounds of birth, race, gender, religión, opinión or any other condition or personal or social circumstances.

The Workers’ Statute also states in the following articles:

Art. 4.2.c. “...workers have the right not to face discrimination to work or when working on grounds of gender, civil status, etc...”

Art. 16.2. "... employment agencies must guarantee, within their scope of action, the principle of equality regarding access to work, without discrimination on grounds of race, civil status, etc..."

Art. 17.1. Principle of non-discrimination in labour relations.

Art. 24.2. Equal treatment in promotion criteria.

Art. 28. Equal pay on grounds of gender.

The Penal Code also makes reference to discrimination (articles 22.4, 314, 510, 511 y 512) establishing penalties and fines.

## **Catalan Legislation**

The 1979 Catalan Statute of Autonomy recognises equality between men and women as a fundamental right and granted the Government of the Generalitat de Catalunya the exclusive powers regarding the advancement of women.

On 18th June 1986 the Parlament de Catalunya approved Resolution 81/II on the advancement of women and created, with Decree 25/1987 of 29th January, the Interdepartmental Commission aimed at advancing equal rights and non-discrimination between men and women, as well as advancing equitably women's participation in social, cultural, economic and political life.

In 1989, Law 11/1989 of 10th July, an executive agency was created: the Institut Català de la Dona (the Catalan Institute of Women) whose objectives are to promote, in collaboration with other departments, the provision of specific services for women.

In 2015 the Generalitat passed Law 17/2015 of 21st July, on effective equality between women and men, published in DOGC nº 6919, 23rd July 2015. The objective of this law is to establish and regulate the measures and resources employed to make effective the right to equality and non-discrimination on grounds of gender in all areas, stages and circumstances of life.

## **Specific Equality Legislation**

In 1983, through Law 16/1983 of 24th October, the Instituto de la Mujer (the Women's Institute) was created to promote equal opportunities for women.

Law 39/1999, 5th November, to advance conciliation of family and working life for workers.

Organic Law 3/2007, 22nd March, for the effective equality between men and women, whose purpose is defined in its first article.

1. "Women and men are equal in human dignity and equal in rights and responsibilities. The objective of this law is to make effective equal opportunities and treatment between women and men, in particular through the elimination of discrimination against women, under all conditions or circumstances, in all areas of life and, singularly, in all political, civil, work, economic, social and cultural spheres to foster, through articles 9.2 and 14 of the Constitution, a more democratic, caring and fairer society".

2. "To this purpose the law establishes principles of action for Public Authorities, regulates rights and responsibilities of legal and physical persons, be they public or private, and provides special measures in order to eliminate or correct all forms of discrimination on grounds of gender that may exist in the public or private sector".

Finally, in 2019 the Royal-Decree Law 6/2019, 1st March, came into force introducing urgent measures to guarantee equal opportunities and treatment between women and men in work and employment. These measures imply modifications in both the Law of Equality and the Workers' Statute.

- In the case of companies with fifty or more workers, the equality measures referred to in the previous section should be addressed to the development and implementation of an equality plan with the scope and content established in this section, which must also be subject of negotiation in accordance with employment legislation.
- Equality plans must contain a coherent set of assessable measures addressed at removing obstacles which impede or impair the effective equality between women and men. Prior to the equality plan an analysis of the situation must be undertaken, negotiated, where necessary, with the legal representatives of the workers. The analysis must contain as a minimum the following points:
  - o Contracting and recruitment processes.
  - o Job classification.
  - o Training.
  - o Promotion.
  - o Working conditions, including an audit of salaries between women and men.
  - o The joint exercise of rights of private, working and family life.
  - o Under-representation of women.
  - o Salaries.
  - o Prevention of sexual and gender-based harassment.

- The development of the analysis will be undertaken in the heart of the Negotiating Commission of the Equality Plan, to which purpose management must provide all the data and information necessary for its elaboration.
- A Registry of Company Equality Plans will be created, as a part of the Registry of collective bargaining and agreements under the authority of the Ministry of Employment, Migration and Social Security and the Employment Authorities of the Autonomous communities.
- Companies must legally register their plans in the aforementioned registry.
- Legally, the analysis, content, areas of action, salary audit, assessment and monitoring of the equality plans must be undertaken, as well as the Registry of Equality Plans, with reference to their constitution, nature and conditions allowing for their registry and access.

### 3.- METHODOLOGY

In the methodology used in the development of the Second Equality Plan an Equality Commission responsible for the plan in all its phases has been created. The Equality Commission is coordinated by the ICIQ Equality Officer, who is the HR manager.

The Equality Commission is made up of 10 ICIQ employees, 5 of whom are workers' representatives. The Commission represents the different areas and posts at ICIQ (group leaders, postdoctoral researchers, doctorate students and technical staff from the admin and research support areas).

The analysis has different parts. On one hand, a survey of staff was carried out, revealing relevant qualitative data. And on the other hand, the analysis of the structure of the workforce segregated by gender has helped us form a clear image of the current state of affairs at ICIQ and to obtain exhaustive quantitative data. Finally, we have undertaken a qualitative analysis of all the information, using the assessment of the first equality plan, which finished in 2018, as a starting point.

The qualitative data correspond to the information extracted by the HR Department and Health and Safety Department, such as age, gender, salary, categories, nationality, and recruitment processes, training and absenteeism among others.

The analysis of all the information has provided us with exhaustive knowledge of the situation at ICIQ with respect to gender equality.

### 4.- PHASES

1. COMMITMENT ON THE PART OF THE ORGANISATION	Decision to undertake the second plan Definition of the working group
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2.EQUALITY COMMITTEE		Creation of the working group
3. ANALYSIS		Planning Information gathering Analysis and presentation of proposals
4. PROGRAMME		Development of the Equality Plan Planning the Plan (Objectives, actions, recipients, schedule, necessary resources, indicators and assessment and monitoring techniques, etc.)
5. IMPLEMENTATION		Execution of proposals Communication Monitoring and control
6. ASSESSMENT		Analysis of results obtained Recommended improvements
TRANSVER SAL MEASURES	7. COMMUNICATIO N	Communication, information, raising awareness for all staff about the organisation's commitment to equality and the actions scheduled and carried out. Communication, information and external image, projecting the commitment undertaken regarding equal opportunities between women and men.
	8. TRAINING	Guarantee specific training on equal opportunities and gender perspectives.
	9. MONITORING	Monitoring actions throughout the duration of the Plan

## 5.- RESULTS OF THE ANALYSIS OF THE SITUATION

Summary of the results of the analysis:

### 5.1. – CORPORATE CULTURE



1 What are the corporate objectives?
ICIQ defined a strategic plan for the period 2017-2021, consequently, objectives are currently defined at a corporate-strategic level.
2 What is the corporate philosophy? (Values and beliefs)
ICIQ defined the corporate values of excellence, commitment, ethical integrity and openness to change in its strategic plan ICIQ is committed to: increasing scientific excellence; transforming ICIQ into a platform for talent and completing and consolidating a model of innovation and technology transfer. These commitments are to be met respecting at all times the principles of ethical innovation and research.
3 What quality processes are to be developed?
No quality processes are followed by the centre in its entirety. The Crysforma unit follows ISO 9001:2015. All the Research Support and Admin Area which interact with Crysforma have developed procedures in accordance with ISO 9001:2015 regulations. ICIQ obtained the HR Excellence Logo in 2017 and continues to follow the principles laid down by the European Union in this respect.

## 5.2. - RECRUITMENT

1 What factors determine the initiation of the recruitment process?
ICIQ's main staff requirement is for staff to undertake new research projects. Additionally vacant posts can be covered and staff can be contracted to aid units with their work load, or due to the creation or expansion of new units, etc.
2 What candidate recruitment systems does the Company use?
ICIQ's main recruitment system is through its web page, which in the Jobs & Grants section allows anyone interested to apply for available offers.
3 Who is responsible for requesting new staff or the creation of a new post and how is this process carried out?
For posts in the research support area and the admin area, the unit manager makes a staff request to the director of the management area, who assesses the need for new staff. For posts in the research area, it is the group leader who proposes the incorporation of new staff in accordance with implementation of competitive projects and the available budget. The director of the management area is responsible for approving the publication of job offers.
4 Who is responsible for defining the job profiles necessary for each post and how is this process carried out?
For posts in the research support area and the admin area, the unit manager together with the director of the management area and with the support of the HR department define the required job profile.

For posts in the research area, it is the group leader who defines the required job profile. There is a recruitment procedure and also standardised documents for requesting staff (Personal Requisition form), the job offer and the offer letter for successful candidates.

5 Are ICIQ vacancies advertised internally?

Job offers are advertised on the ICIQ web page and are open to both staff at the centre and persons outside the organisation.

6 What methods are used to recruit staff?

The recruitment process depends on the post advertised. In the scientific area a scientific presentation is normally required. Tests on group dynamics or working relationships may also be used. An interview in the final phase of the process is one of the most common techniques.

7 Who takes part in each phase of the process?

For posts in the research area the group leader is responsible with the HR Department available when necessary.  
For posts in the research support area and the admin area the relevant unit manager is responsible with the director of the management area participating in the second phase of the process. HR usually offers support throughout the process.

8 Who takes the final decision regarding recruiting a new member of staff?

In the research area the group leader with the agreement of the director of the management area on a financial level.  
In the admin area the unit manager in agreement with the director of the management area.  
In the research support area the group leader with the agreement of the director of the management area on a financial level.

9 ¿Have internal, external or sectorial barriers to the recruitment of women in the centre been observed?

No internal barriers to the recruitment of women have been observed in ICIQ. In fact, efforts are made to recruit women in positions in which they are under-represented, as is the case for group leaders.  
On an external level, gender parity is observed in the sector in the first stages of careers in research (pre-doctoral researchers). However, as careers in research progress, in the categories of post-doctoral researcher and, above all, group leader it is more difficult to find women candidates to cover the aforementioned vacancies. This is a worldwide problem in science, irrespective of discipline and country.

10 Are there posts or departments with pronounced gender bias within the institute?  
 Yes       No

POST	REASONS
Group Leaders	Since 2013, when gender balance was introduced in the recruitment process, the number of women in this post has increased, although it still remains low.

Post-doctoral researchers	There is no specific strategy, however only 36% are women whereas 64% are men. This statistic is highly variable due to the rate of staff turnover in this category, nevertheless there are difficulties in finding the same amount of female and male candidates.
Finance Department	No specific strategy; 91% men
IT	No specific strategy; 100% men
Maintenance	No specific strategy; 100% men. Culturally masculine post.
HR	No specific strategy; 100% women. Culturally female post
Administrative support to research groups	No specific strategy; 100% women. Culturally female post
X Ray unit	No specific strategy; 66,67% men
Mass Spectrometry unit	No specific strategy; 100% women.
Cromatography unit	No specific strategy; 100% women.
Communication and Image	No specific strategy; 100% women, in previous years men have worked in this department
International Projects	No specific strategy; 100% women
Nuclear Magnetic Resonance	No specific strategy; 100% men.

### 5.3. - TRAINING

1 Does the institute have a training plan? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
The first training plan was created in 2018 and since then has been developed annually by the HR Department's qualified staff.
2 How are staff training needs identified?
A standardised document was shared with admin unit managers and research support area managers. In the research area needs are identified through the academic commission.
3 In general what type of courses are offered?
Technical specialisation; Particularly for researchers regarding analytical and instrumental techniques. High attendance to symposiums and conferences for researchers. Career development; in 2017 we started training sessions and individual tutoring. General training <ul style="list-style-type: none"> <li>- Languages</li> <li>- IT; Excel</li> </ul> Transversal courses (interpersonal skills, time management, stress management, leadership, communication, etc.) A training itinerary has been set up for pre- and postdoctoral researchers. In general common courses are taken within the framework of the BIST (Barcelona Institute of Science and Technology), of which

<p>ICIQ forms part. For the rest of staff we have started to organise courses on soft skills.</p> <ul style="list-style-type: none"> <li>- Prevention of occupational risks.</li> <li>- Industrial property / entrepreneurship</li> <li>- Research projects / grant projects</li> </ul>
<p>4 How many women and men take part in the training courses?</p>
<p>There is gender parity in both the number of participants and hours of training taken by women and men. We do not have an IT system which allows us to monitor attendance or the register of training per worker. Information sources are decentralised and impractical and of little use when obtaining reliable data. The communication unit has started work on the creation of a registration and monitoring system to follow the development of the training plan via internet.</p>
<p>5 Is there a lower attendance by women than men in training courses?</p>
<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO In recent years men and women have participated in equal measure.</p>
<p>6 How are training courses publicised in ICIQ?</p>
<p>Via email, intranet and the “plan your week” bulletin. They are also advertised on the large screen located in ICIQ reception.</p>
<p>7 What criteria are used to choose who will participate in training courses?</p>
<p>Training sessions are addressed to appropriate groups according to the unit or area organising the sesión. They can include specific categories (group leaders, researchers, admin staff, etc.) or all staff; there is no standard procedure.</p>
<p>8 Is training voluntary or obligatory?</p>
<p>On the whole it is voluntary. In some cases (such as prevention of occupational risks) it is obligatory.</p>
<p>9 Courses are undertaken:</p>
<p>In the workplace: Almost always Outside the workplace: Occasionally On-line: Occasionally During the working day: Almost always Outside the working day: Never</p>

#### 5.4. - PROMOTION

<p>1 Broadly speaking what methods and criteria are used when deciding promotions?</p>
<p>There is no standardised procedure and being a public sector foundation prevents us from making internal promotions.</p>
<p>2 List in order of importance the requisits taken into account when promoting staff.</p>
<p>In the past some staff were promoted and in these cases the criteria followed were: technical ability, performance in the existing post, initiative, alignment with the institute’s values. There was no standardised procedure.</p>

<p>3 Is there a standard method in the institute for assessing staff performance?  <input type="checkbox"/> YES                      <input checked="" type="checkbox"/> NO  A standard procedure has not been established. There are plans for this in the near future.</p>
<p>4 Are there career plans at the institute?  <input checked="" type="checkbox"/> YES                      <input type="checkbox"/> NO</p>
<p>If this is the case, indicate in what they consist and to what type of posts they are addressed.  Only addressed to certain categories of researcher:</p> <ul style="list-style-type: none"> <li>- Group Leaders: five-yearly assessment by the Scientific Advisory Board  Three-yearly Scientific assessment for salary increases.</li> <li>- Pre-doctoral researchers: Annual Scientific assessment by the thesis supervisor, and on presenting the thesis Project, assessment by a Scientific panel allowing them to achieve the doctorate in chemistry.</li> </ul> <p>A standardised procedure has not been established for the rest of staff at the institute.</p>
<p>5 Do women face barriers to promotion at the institute?  <input type="checkbox"/> YES                      <input checked="" type="checkbox"/> NO</p>
<p>The last promotion was made in 2017 and in this case it was a woman. Legally we are not allowed to promote staff.</p>
<p>6 Has the institute put in place any initiatives to encourage the promotion of women?  <input checked="" type="checkbox"/> YES                      <input type="checkbox"/> NO</p>
<p>In the recruitment of the last three posts for the Starting Career Program the job advertisement specifically stated our interest in attracting women candidates. Specific advertising was made to attract women candidates.</p>

## 5.5. – SALARY POLICY

<p>1 What criteria are followed to establish salary increases?</p>
<p>Until 2011 for structural staff salary increases were linked to the CPI (Consumer Price Index). Between 2012 and 2015 wages were frozen due to the financial situation at ICIQ and in the public sector. In 2016 there was an increase determined by the public administration.  In the research area Group leaders may propose salary increases within the bands for profesional category. In any case, salary increases must be approved by the director of the management area and the process must be documented.</p>
<p>2 Briefly indicate existing incentives and benefits</p>
<p>There are incentives to group leaders based on the type of research projects considered strategic for ICIQ.  In general there are no other incentives.  There are no social benefits as legally we are not allowed to pay them. What we can do is reach beneficial agreements with different institutions (Banks, insurance companies, nurseries, hotels, gyms, etc.) so that staff can enjoy their services at competitive prices.</p>

3 What criteria are used to establish the distribution of social incentives and benefits?  
 Group Leaders: based on securing research projects considered strategic.

## 5.6. – TIME MANAGEMENT AND CONCILIATION OF WORK AND PRIVATE LIFE

1 Indicate if your institute offers any of the following mechanisms enabling work time management and favouring the conciliation of work, family and private life:  
 Legal conciliatory measures are available, such as reduced working day for looking after children, leave of absence and paid leave.  
 Moreover, in 2016 ICIQ reduced the annual hours worked to 1630 and offers a flexible timetable. Work starting time is from 8:00 to 9:30 a.m. and finishing time from 5:00 to 6:00 p.m. with 45 to 90 minutes for lunch. Personalized timetables are agreed to enable conciliation of work and family life. Telework is allowed on an occasional basis, for example to write the thesis from home during a limited period.

2 Who takes advantage of these measures? Women  Men

The current clocking in system does not allow an analysis of who takes advantage of the flexible working day.

With regards to the measures for reducing the working day to look after children, absence of leave to look after children and paid leave to accompany a family member during a medical visit, are measures used, on the whole, by women, probably for cultural reasons related to gender roles by which care tasks are considered women's work. It is also possible that this is because does not place obstacles preventing staff from enjoying these measures, when perhaps it is more complicated in other organisations.

3 Bearing in mind the realities of work, could requesting a reduced working day affect in any way the professional situation of staff in the institute?  
 YES  NO

## 5.7. - COMUNICACION

1 Indicate which are the internal communication channels used habitually within the institute.	
Meetings	Yes
Staff presentations	No
Email	Yes
Screen in reception	Yes
Notice board	Yes
Messages accompanying payslips	No
Surveys	Yes
Manuals	No
Internal magazine	Yes
Suggestion box	Yes
Intranet	Yes

Other, which?.....	No
2 Have communication or awareness-raising campaigns on specific issues been undertaken previously in the institute? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Awareness-raising campaigns are undertaken through the SHEQ unit: <ul style="list-style-type: none"> <li>- Awareness of risks of working in a chemistry laboratory</li> <li>- Awareness of environmental costs of bad habits such as use of plastic cups, printing in excess, etc.</li> </ul>	
3 Would you consider that both the outside and the internal image of the institute transmit the values of equal opportunities for women and men?	
The external image, the web page, does transmit an image of equal opportunities between women and men. Management is committed to equal opportunities and the first equality plan is in place, however communicating this information to staff has proved unsuccessful.	
4 Is there any channel of communication between staff and management? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
There is a workers' committee at the institute with 13 representatives, which regularly sends emails and organises assemblies for all staff. The committee and management hold 4 annual meetings. There is also a suggestion box on intranet open to all staff.	

## 5.8. – HELP, BONUSES AND SOCIAL POLICIES

1 Is the institute aware of the incentives, help and/or bonuses in existence for recruiting women? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Has it taken advantage of them at any time? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
2 Does the institute have occupational insertion, permanence or promotion programmes for special needs groups such as:	
Disabled persons.	No
Immigrants	No
Young people	Yes
Women who are victims of gender-violence	No
Others	No
The institute usually applies for projects to promote young persons employment with very positive results, financing the recruitment of persons younger than 30 years old. Moreover, ICIQ collaborates with centres with special needs workers. Through public tendering, we maintain a contract with a company employing special needs workers in the provision of cleaning and gardening services.  When we have vacancies, we contact the Fundació Adecco, which works towards the recruitment of disabled persons, to attract candidates.	

3 Has any type of specific action been undertaken to foster equal opportunities for special needs groups?  
 YES                       NO

### 5.9. – GENDER BALANCE

1 Bearing in mind the quantitative part of this study, in which areas are women most present?

Communication and Image Unit.  
 International Projects Unit.  
 Chromatography, Thermal Analysis and Electrochemistry Unit  
 Chemical Reaction Technology Unit.  
 Mass Spectrometry Unit.  
 HR Unit  
 Research Group Administrative Support.

And least?

Purchasing and Procurement Unit  
 Information Technology Unit  
 Maintenance Unit  
 X-Ray Diffraction Unit  
 At certain times in some of the research groups, above all in the case of postdoctoral researchers.

What are the reasons for this?

Some units have long been in this situation and there is no staff rotation in place to modify gender-based under-representation.  
 In other cases there are few women candidates, for example in IT, Logistics and Maintenance or few male candidates, such as in HR or Administrative Support in general.

### 5.10. – PREVENTION OF SEXUAL AND GENDER-BASED HARRASSMENT

1 Has any type of survey been undertaken to detect possible cases of both psychological and sexual harrassment?  
 YES                       NO

10.2 Have any measures against sexual and gender-based harrassment been put in place?  
 YES                       NO

In 2015 the Protocol against Sexual and Sexist Harrassment was created. In 2017 the scope of this protocol was widened to include moral and discriminatory harrassment.

### 5.11. – OCCUPATIONAL RISKS AND WORKPLACE HEALTH

1 Has any type of survey been undertaken to detect needs relative to occupational risks and workplace health?  
 YES                       NO



Have specific needs for women been identified in the survey? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
2 Are there workplace health or occupational risks measures specifically for women in place? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Protection of maternity.
3 Are there measures in this area which improve upon those established by law or the collective bargaining agreement for the sector? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

## 5.12. – COLLECTIVE BARGAINING AGREEMENT

1 Are there any specific measures in the <u>institute established through collective bargaining</u> regarding equal opportunities for women and men? <input type="checkbox"/> SI <input checked="" type="checkbox"/> NO <input type="checkbox"/> In process of negotiation with the legal representatives of the workers

## CONCLUSIONS:

Overall ICIQ has an adequate gender balance. Between 2015 and 2018 the first equality plan was put in place, but active policies to include gender perspectives in staff recruitment processes need to be further developed.

On the other hand, although there is a good working atmosphere at ICIQ with low levels of labour unrest, up until now no analysis of psychosocial risks have been undertaken. These analysis help to reinforce an optimum working atmosphere and to prevent the appearance of potential future conflicts.

Moreover, transparency and communication channels between staff and management need to be improved so that initiatives in equality issues can be implemented

Work must be actively carried out in these areas. In this respect, ICIQ is dedicating the necessary human and material resources to meet these challenges and which will allow us to maintain the level of scientific excellence reached until now and to achieve excellence in the working environment.

Additionally, we believe that the creation of an equality commission including, for the first time, representatives from all areas of the institute will ensure the success of the second ICIQ gender equality plan.

## 6.- EQUALITY PLAN GOALS

**Long-term goals;** fostering a working and scientific environment in which equal opportunities for women and men prevails, and where all types of direct or indirect discrimination on grounds of race, gender, religion, opinion or any other personal or social conditions or circumstances are rejected.

Short-term goals, areas and calendar of action:

CORE IDEA	Nº	ACTION	2019	2020		2021		2022		2023	
			2nd Sem	1st Sem	2nd Sem	1st Sem	2nd Sem	1st Sem	2nd Sem	1st Sem	2nd Sem
CULTURE OF EQUAL OPPORTUNITES	1	Dissemination Campaign for Second Equality Plan									
	2	GRC Power Hour									
	12	Gender Equality seminar for all staff									
	13	Creation and incorporation of a Gender Equality workshop within training for new PhDs, applicable to the rest of ICIQ staff									
	14	LIBRA Project poster campaign									
EQUALITY IN STAFF SELECTION AND RECRUITMENT	3	Revise staff recruitment procedures in accordance with OTMR principles and LIBRA project guidelines									
	15	Training in “Unconscious biases” in staff recruitment for Group Leaders unit managers									
EQUALITY IN TRAINING AND PROFESSIONAL DEVELOPMENT	4	Ensure equal participation in ICIQ training sessions									
	16	Design a career development workshop specific to women									
EQUAL PAY	5	Monitor annually all staff salaries									
REPRESENTATIVENESS	6	Monitor the composition of ICIQ commissions and correct deviations									
	7	Monitor parity of speakers in the Seminar Programme, PhD Day and other activities organised in ICIQ									
GENDER AND SCIENCE	8	Promote scientific careers: Outreach activities in education centres									
	19	Women in science day campaign									

	20	Visibilisation of women scientists campaign										
	21	Biannual participation in the BIST Women in Science grant programme										
	22	Participation in the biannual BIST programme of seminars in gender equality										
PREVENTION OF DISCRIMINATION AND SEXUAL HARASSMENT	9	Revision of the protocol against harassment, with the introduction of a procedure for conflict resolution as a preliminary step										
	10	Creation and dissemination of a leaflet summarising the protocol against harassment										
	11	Study of psychosocial risks										
EQUAL ACCESS TO THE RECONCILIATION OF PERSONAL, FAMILY AND WORKING LIFE	17	Creation and dissemination of a document detailing reconciliation measures at ICIQ										
NON-SEXIST COMMUNICATION	18	Creation of an inclusive communication manual										

## 7.- EQUALITY PLAN ACTIONS

It should be pointed out that all the actions to be implemented are intended to incorporate gender perspectives in all areas of ICIQ.

The following is a summary of the 22 equality plan actions:

<p><b>ORGANIZATION:</b> ICIQ</p> <p><b>LEAD BY:</b> EQUALITY COMMISSION</p> <p><b>STARTING AND FINISHING DATES:</b> September - October 2019</p> <p><b>REVISION DATE:</b> December 2023</p> <p><b>CORE IDEA:</b> Culture of equal opportunities</p> <p><b>ACTION Nº: 1</b></p> <p><b>ACTION:</b> Dissemination campaign for second equality plan</p>
<p><b>Area, Department, Unit or procedure affected:</b> HR and Communication</p>
<p><b>Action goals:</b> The goal of this action is to raise awareness of the second equality plan as we have detected that the first equality plan was not sufficiently publicised.</p> <p>In accordance with the welcome plan implemented in Autumn 2019, new incorporations will be informed of the second equality action plan.</p> <p>Additionally, a space on intranet will be created for both the first and second equality plans, including initial diagnosis, action plans, assessment and other related documents.</p> <p>An email will also be sent in September/October 2019 once the plan has been approved to make known the initial diagnosis, action plan, assessment of the first plan and the intranet space.</p> <p>The equality plan actions will be publicised on social media (Instagram, twitter, Facebook).</p>
<p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Number of people completing the welcome plan (checklist of awareness equality plan marked).</li> <li>- Intranet space created and up to date.</li> <li>- Number of emails sent with mailchip and information analysis (number of readers, how many people Access the intranet content, etc.)</li> <li>- Number of posts and interactions on social media.</li> </ul>
<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Information on equality plan included in welcome plan</li> <li>- Space on intranet on the ICIQ equality plan.</li> <li>- Emails with mailchip campaign</li> <li>- Posts on social media publicising actions</li> </ul>
<p><b>Persons responsible for undertaking action:</b> Equality commission, HR and Communication.</p>

<p><b>ORGANIZATION:</b> ICIQ</p> <p><b>LEAD BY:</b> EQUALITY COMMISSION</p> <p><b>STARTING AND FINISHING DATES:</b> 16 July 2019</p> <p><b>REVISION DATE:</b></p> <p><b>CORE IDEA:</b> Culture of equal opportunities</p> <p><b>ACTION N°:</b> 2</p> <p><b>ACTION:</b> GRC Power Hour</p>
<p><b>Area, Department, Unit or procedure affected:</b> Equality commission with the collaboration of HR and Communication</p>
<p><b>Action goals:</b> The goal is to organize this group debate activity on issues of gender equality and inclusion in the world of science.</p> <p>The proposal is for Dr. Nancy Grey, CEO to make a brief presentation followed by discussion in small groups.</p>
<p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Completion of action</li> <li>- Number of persons attending</li> <li>- Assessment of activity</li> <li>- Number of dissemination actions</li> </ul>
<p><b>Actions:</b></p> <p>After contacting the speaker and fixing a date, a call will be sent to all ICIQ staff as this is an action open to all staff at the institute.</p> <p>Once the action has been completed a summary of the issues dealt with will be published in the ICIQ July Bulletin. There will also be dissemination on twitter.</p>
<p><b>Persons responsible for undertaking action:</b></p> <p>Equality commission, specifically Catherine Holden, who is in contact with the speaker, Nancy Grey.</p>

<b>ORGANIZATION:</b> ICIQ	<b>LEAD BY:</b> EQUALITY COMMISSION
<b>STARTING AND FINISHING DATES:</b> September 2019 to December 2020	
<b>REVISION DATE:</b>	
<b>CORE IDEA:</b> Equality in staff selection and recruitment	
<b>ACTION N°: 3</b>	
<b>ACTION:</b> Revise staff recruitment procedures in accordance with OTMR principles and LIBRA Project guidelines.	
<b>Area, Department, Unit or procedure affected:</b> HR	
<b>Action goals:</b> The goal of this action is to adapt recruitment procedures in place at ICIQ since 2017 to OTMR principles (Open, Transparent and Merit based Recruitment). Moreover, guidelines for equality in recruitment in the LIBRA Project recruitment handbook will be followed. Information on this Project is available on the following link: <a href="https://www.eu-libra.eu/">https://www.eu-libra.eu/</a>	
<b>Indicators:</b>	
<ul style="list-style-type: none"> <li>- Recruitment policy</li> <li>- OTMR Checklist</li> <li>- New recruitment procedure</li> </ul>	
<b>Actions:</b>	
<p>Although the action will be lead by by the HR unit, a working group with different profiles will be created (pre and postdoctoral researchers, group leaders, admin research Support area staff). The idea is to follow the OTMR checklist together followed by a focus group discussion with participation extended to include more ICIQ staff.</p> <p>Finally, a recruitment policy and a new procedure based on OTMR principles and the LIBRA recruitment guide should be agreed.</p>	
<b>Persons responsible for undertaking action:</b> HR unit with support from the equality commission and the participation of ICIQ staff in the working and focus groups.	

<b>ORGANIZATION:</b> ICIQ	<b>LEAD BY:</b> EQUALITY COMMISSION
<b>STARTING AND FINISHING DATES:</b> September 2019 to December 2023	
<b>REVISION DATE:</b>	
<b>CORE IDEA:</b> Equality in training and profesional development	
<b>ACTION N°: 4</b>	
<b>ACTION:</b> Ensure equal participation in ICIQ training sessions	

<b>Area, Department, Unit or procedure affected:</b> HR
<p><b>Action goals:</b> The goal is to ensure equal access and participation by women and men oin the ICIQ training plan.</p> <p>For this reason, the level of participation by women and men in the available courses will be analyzed, including the total hours dedicated to training and the number of sessions followed. Measures will be taken if necessary.</p>
<p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Annual number of courses taken by women and men.</li> <li>- Total annual hours of training taken by women and men.</li> </ul>
<p><b>Actions:</b></p> <p>Although the action will be lead by the HR unit, the training commission of the workers’ committee, which includes staff with a range of different professional profiles, will be informed.</p> <p>A training plan will be put in place annually and assessed. In this assessment the number of courses undertaken by women and men and the number of hours of training they take, among other data, will be analyzed. If inequalities are observed, corrective measures will be taken.</p>
<p><b>Persons responsible for undertaking action:</b> Equality commission. HR unit with the participation of the members of the training commission of the workers’ committee.</p>

<b>ORGANIZATION:</b> ICIQ	<b>LEAD BY:</b> EQUALITY COMMISSION
<b>STARTING AND FINISHING DATES:</b> September 2019 to December 2023	
<b>REVISION DATE:</b>	
<b>CORE IDEA:</b> Equal pay	
<b>ACTION N°:</b> 5	
<b>ACTION:</b> Monitor annually all staff salaries	
<b>Area, Department, Unit or procedure affected:</b> HR	
<p><b>Action goals:</b> The goal of this action is to undertake an annual study of ICIQ staff salaries with the aim of preventing differences between men and women. Every March we will undertake a study of salaries by profesional category and area of work.</p>	
<p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Annual study of salaries</li> </ul>	



**Actions:** The actions will be undertaken by HR. The information about staff salaries will be gathered giving us a snapshot of the centre on 31/12 of every year. The report will be shared with the equality commission and the workers' committee and will also be published on intranet.

**Persons responsible for undertaking action:** Equality commission. HR unit.

**ORGANIZATION:** ICIQ

**LEAD BY:** EQUALITY COMMISSION

**STARTING AND FINISHING DATES:** September 2019 to December 2023

**REVISION DATE:**

**CORE IDEA:** Representation

**ACTION N°:** 6

**ACTION:** Monitor the composition of ICIQ comisiones and correct deviations

**Area, Department, Unit or procedure affected:** HR

**Action goals:** The goal of the action is to undertake an anual study of the make up of ICIQ commissions and propose corrective measures wherever possible when there is a clear gender-based imbalance.

The commissions to be analyzed are: management committee, workers' committee, equality commission, academic commission, health and safety committee.

**Indicators:**

- Annual study of ICIQ committees and commissions.
- Corrective measures, when necessary.

**Actions:**

The actions will be undertaken by HR. Information on the composition of the different committees and commissions will be gathered giving a snapshot of the centre on 31/12 of every year. Thereport will be shared with the equality commission. If inequalities are detected, the commission will present a proposal to management to achieve parity in our commissions or committees. The report will also be published on intranet.

**Persons responsible for undertaking action:** Equality commission. HR unit.

<b>ORGANIZATION:</b> ICIQ	<b>LEAD BY:</b> EQUALITY COMMISSION
<b>STARTING AND FINISHING DATES:</b> September 2019 to December 2023	
<b>REVISION DATE:</b>	
<b>CORE IDEA:</b> Representation	
<b>ACTION Nº:</b> 7	
<b>ACTION:</b> Monitor parity of speakers in the Seminar Programme, PhD Day and other activities organised in ICIQ	
<b>Area, Department, Unit or procedure affected:</b> HR	
<b>Action goals:</b> The goal of this action is to undertake an annual study of the gender of speakers in the different seminar programmes organised by ICIQ or PhD Day. Corrective measures will be established where necessary.	
<b>Indicators:</b>	
<ul style="list-style-type: none"> <li>- Annual study of Seminar Programme speakers.</li> <li>- Annual study of PhD Day speakers.</li> <li>- Annual study of speakers in other activities organised by ICIQ, where necessary.</li> <li>- Corrective measures where necessary.</li> </ul>	
<b>Actions:</b>	
The action will be undertaken by the HR unit with Support from Communication. Information on the gender of speakers in the different seminar programmes organised by ICIQ will be gathered. If inequalities are discovered, the commission will present management with proposals to improve gender parity in our seminar programmes. The report will also be published on ICIQ intranet.	
<b>Persons responsible for undertaking action:</b> Equality commission. HR unit with support from the Communication unit.	

<b>ORGANIZATION:</b> ICIQ	<b>LEAD BY:</b> EQUALITY COMMISSION
<b>STARTING AND FINISHING DATES:</b> September 2019 to December 2023	
<b>REVISION DATE:</b>	
<b>CORE IDEA:</b> Gender and Science	
<b>ACTION Nº:</b> 8	
<b>ACTION:</b> Promotion of careers in science: Outreach activities in education centres	
<b>Area, Department, Unit or procedure affected:</b> HR	

**Action goals:** The goal of this action is to analyze the Scientific outreach undertaken annually. Improvements can be proposed when necessary.

**Indicators:**

- Number of ICIQ researchers participating in school outreach activities.
- Number of ICIQ researchers participating in other outreach activities such as summer school, “bojos per la química”, “química en familia”, “nit de la ciencia”, etc.
- Nuber of participants in the outreach activities (% women and men).
- Improvements can be proposed when necessary.

**Actions:**

The action will be undertaken by the HR unit with the help of the person responsible for dissemination. Information on ICIQ’s different outreach activities will be gathered from January to December of each year. Th report will be shared with the equality commission. If gender inequalities are discovered, the commission will present management with proposals to achieve parity in our outreach activities. The report will also be published on ICIQ intranet.

**Persons responsible for undertaking action:** Equality commission. HR unit and the Communication unit. - Outreach

**ORGANIZATION:** ICIQ

**LEAD BY:** EQUALITY COMMISSION

**STARTING AND FINISHING DATES:** September 2019 to December 2020

**REVISION DATE:**

**CORE IDEA:** Prevention of discriminatory and sexual harrassment

**ACTION Nº:** 9

**ACTION:** Revision of the protocol against harrassment with the introduction of a procedure for conflict resolution as a preliminary step

**Area, Department, Unit or procedure affected:** HR

**Action goals:** The goal of this action is to revise the current action and prevention protocol against harrassment at work at ICIQ, as well as the creation of a procedure for conflict resolution. In this way each different case may be analyzed individually, the protocol against harrassment only being set in motion when necessary. The revised protocol and the new procedure will be published on intranet and staff will be duly informed by email. these measures will also be publicised on social media (Instagram, twitter, Facebook).

**Indicators:**

- Creation and dissemination of the new conflict resolution procedure and publication on intranet
- Revision y dissemination of the harrassment protocol.

<ul style="list-style-type: none"> <li>- Number of emails sent with mailchimp and information analysis (number of readers, number of people consulting content on the intranet, etc.)</li> <li>- Number of posts and related interactions on social media.</li> </ul>
<p><b>Actions:</b></p> <p>The action will be carried out by HR together with the equality commission's gender-balanced working group and with the support of the communication unit in publicising the actions. The modification of the protocol against harrasment will include the Health and Safety committee.</p> <ul style="list-style-type: none"> <li>- Creation of the conflict resolution protocol</li> <li>- Revision of the protocol against harrasment</li> <li>- Dissemination: publication of document on intranet, mailchimp email campaign, informative social media campaign</li> </ul>
<p><b>Persons responsible for undertaking action:</b> Equality commission. HR unit. Health and Safety Committee and the Communication unit.</p>

<p><b>ORGANIZATION:</b> ICIQ</p> <p><b>LEAD BY:</b> EQUALITY COMMISSION</p> <p><b>STARTING AND FINISHING DATES:</b> September 2019 to December 2023</p> <p><b>REVISION DATE:</b></p> <p><b>CORE IDEA:</b> Prevention of discriminatory and sexual harrasment</p> <p><b>ACTION N°: 10</b></p> <p><b>ACTION:</b> Creation and distribution of a leaflet summarising the protocol against harrasment.</p>
<p><b>Area, Department, Unit or procedure affected:</b> HR</p>
<p><b>Action goals:</b></p> <p>The goal of this action is the creation of a leaflet explaining what is and what is not harrasment, how we can prevent it and how to act within the ICIQ framework. Once created, the document will be published on intranet and an informative email will be sent to staff. It will also be publicised on social media (Instagram, twitter, Facebook). Additionally, new staff will be presented with a copy of the leaflet on joining ICIQ.</p>
<p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Leaflet on harrasment</li> <li>- Publication of leaflet on intranet</li> <li>- Number of emails sent with mailchimp and information analysis (number of readers, number of people consulting content on the intranet, etc.)</li> <li>- Number of posts and related interactions on social media.</li> <li>- Number of new ICIQ staff who have received the leaflet</li> </ul>

**Actions:**

The action will be undertaken by the HR unit with help from the equality commission, the health and safety commission and support in publicising the leaflet from the communication unit.

- Creation of the leaflet
- Dissemination: publication of document on intranet, mailchimp email campaign, informative social media campaign
- Welcome guide updated to include leaflet.

**Persons responsible for undertaking action:** Equality commission. HR unit. Health and Safety Committee and the Communication unit.

**ORGANIZATION:** ICIQ

**LEAD BY:** EQUALITY COMMISSION

**STARTING AND FINISHING DATES:** January 2020 to June 2021

**REVISION DATE:**

**CORE IDEA:** Prevention of discriminatory and sexual harrassment

**ACTION N°: 11**

**ACTION:** Survey of psychosocial risks.

**Area, Department, Unit or procedure affected:** HR and SHEQ

**Action goals:** The goal of the action is to undertake a survey of psychosocial risks, with the aim of establishing corrective measures for the risks detected and improve the health of our organisation.

The survey will involve all ICIQ staff. The health and safety commission and the equality commission will be informed of the conclusions derived from the survey and any corrective measures to be applied.

**Indicators:**

- Completion of survey of psychosocila risks
- Corrective measures

**Actions:** The action will be undertaken by the SHEQ unit (Safey, Health, Environment and Quality), with support from the HR unit and the equality commission. The health and safety commission will also lend its support if necessary.

- Selection of type of survey
- Execution of the survey on psychosocial risks
- Corrective measures to be applied, and monitoring of their impact

**Persons responsible for undertaking action:** Equality commission. HR unit. Health and Safety Committee and the Communication unit.

<b>ORGANIZATION:</b> ICIQ	<b>LEAD BY:</b> EQUALITY COMMISSION
<b>STARTING AND FINISHING DATES:</b> July to December 2020	
<b>REVISION DATE:</b>	
<b>CORE IDEA:</b> Equal opportunities culture	
<b>ACTION N°: 12</b>	
<b>ACTION:</b> Gender equality seminar for all staff	
<b>Area, Department, Unit or procedure affected:</b> HR	
<p><b>Action goals:</b> the goal of this action is the organisation, within the the ICIQ seminar programme, of a seminar open to all staff on gender equality, above all focusing on its implementation in the field of research.</p> <p>The idea is for the seminar to be lead by the LIBRA Project, being coordinated by the CRG (The Centre for Genomic Regulation). The experience of another research centre can help ICIQ staff to understand the importance and advantages of gender equality policies in science.</p>	
<p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Completion of the activity</li> <li>- Number of participants</li> <li>- Assessment of the activity</li> <li>- Amount of dissemination</li> </ul>	
<p><b>Actions:</b></p> <p>After contacting the LIBRA Project and establishing the assignment of their speaker, a date will be set and a call will be sent to all ICIQ staff as this action is open everyone at the institute.</p> <p>Once the activity has been undertaken, a summary of all the issues discussed will be produced and published in the ICIQ bulletin. The summary will also be publicised on social media.</p>	
<b>Persons responsible for undertaking action:</b> Equality commission. HR unit and the Communication unit (dissemination)	

<b>ORGANIZATION:</b> ICIQ	<b>LEAD BY:</b> EQUALITY COMMISSION
<b>STARTING AND FINISHING DATES:</b> January 2020 to June 2021	
<b>REVISION DATE:</b>	
<b>CORE IDEA:</b> Equal opportunities culture	
<b>ACTION N°: 13</b>	

<b>ACTION: Creation and implementation of a Gender Equality workshop within training for new PhDs, applicable to the rest of ICIQ staff.</b>
<b>Area, Department, Unit or procedure affected:</b> HR
<p><b>Action goals:</b> The goal of the action is the creation of a brief workshop on gender equality within training of new BIST PhDs, in which ICIQ will participate activity. Subsequently, the workshop will be held with the rest of ICIQ staff.</p> <p>The idea is to design a workshop lasting from one to two hours and implement it in training sessions for new BIST PhDs to be held in January and February of each year. A pilot test will be undertaken in the first year of implementation and, if necessary, the content, methodology and materials will be modified.</p>
<p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Workshop design (goals, content, methodology, activities, etc.)</li> <li>- Annual number of participants</li> <li>- Assessment of the activity</li> <li>- Amount of dissemination of the workshops undertaken</li> </ul>
<p><b>Actions:</b></p> <p>The workshop will be designed (goals, content, methodology, activities, etc.) and a pilot test will be undertaken for new BIST doctorate students during January and February of 2021. The results of the assessment questionnaire will be analyzed and any necessary modifications will be applied. Subsequently, the number of participants and the results of the assessment questionnaire will be analyzed.</p>
<b>Persons responsible for undertaking action:</b> HR unit and Communication unit (dissemination)

<b>ORGANIZATION:</b> ICIQ	<b>LEAD BY:</b> EQUALITY COMMISSION
<b>STARTING AND FINISHING DATES:</b> second semester 2020, 2021, 2022, 2023	
<b>REVISION DATE:</b>	
<b>CORE IDEA:</b> Equal opportunities culture	
<b>ACTION N°:</b> 14	
<b>ACTION:</b> LIBRA Project poster campaign	
<b>Area, Department, Unit or procedure affected:</b> HR	
<p><b>Action goal:</b> The goal of this action is to raise awareness among ICIQ staff of the importance of gender equality and the consequences of it not being implemented appropriately</p> <p>The idea is to put up 5 posters designed by the LIBRA Project in various spaces in ICIQ. These posters make reference to gender stereotypes, gender wage gap and career barriers suffered by women. Staff</p>	

will be informed of the campaign, which will be posted on the intranet and social media. Once the posters have been taken down, staff will be surveyed on the impact generated.

**Indicators:**

- Total time the poster campaign is visible
- Number of people answering the assessment questionnaire
- Results of the assessment questionnaire
- Amount of dissemination and impact of the poster campaign

**Actions:**

5 posters will be put up in different ICIQ areas (kitchens, toilets, canteen, notice board, etc.) for one month a year duringg thesecond semester. The campaign will be publicised both internally and outside ICIQ. Subsequently, staff will receive an assessment questionnaire, the results of which will be analyzed.

**Persons responsible for undertaking action:** Equality commission. HR unit and Communication unit (dissemination)

**ORGANIZATION:** ICIQ

**LEAD BY:** EQUALITY COMMISSION

**STARTING AND FINISHING DATES:** January to Decembre 2021

**REVISION DATE:**

**CORE IDEA:** Equality in Staff Selection and Recruitment

**ACTION N°: 15**

**ACTION:** Training on “Unconconscious biases” in recruitment for group leaders and unit managers

**Area, Department, Unit or procedure affected:** HR

**Action goals:** The goal of this action is to raise awareness of unconscious gender biases which can have detrimental consequences on recruitment processes. This will be achieved through the organization of practical training addressed to the persons who normally undertake recruitment processes at ICIQ (Group Leaders and unit managers).

**Indicators:**

- Number of participants in the training sessions
- Results of the workshop assessment questionnaire
- Comparison of number of women recruited annually in different categories before and after implementation of the course

**Actions:**

During 2020 we will search out the best organisation to carry out this specific training and we will Schedule the workshop for 2021. Depending on the number of persons interested, we may offer 2 sessions.



Subsequently, the number of participants and the results of the assessment questionnaire will be analyzed.

**Persons responsible for undertaking action:** HR unit

**ORGANIZATION:** ICIQ

**LEAD BY:** EQUALITY COMMISSION

**STARTING AND FINISHING DATES:** July 2020 to June 2021

**REVISION DATE:**

**CORE IDEA:** Equality in Training and Professional Development

**ACTION N°:** 16

**ACTION:** Design a career development workshop specific to women

**Area, Department, Unit or procedure affected:** HR

**Action goals:** The objective of the action is to set up a career development workshop specific to women. The workshop will be focused on overcoming barriers to promotion and career development for women in research.

The idea is to design a 2 hour workshop and include it in the ICIQ career Service. A pilot test will be carried out and content, methodology and materials will be modified if necessary.

**Indicators:**

- Workshop design (goals, contents, methodology, activities, etc.)
- Number of participants in pilot test
- Assessment of activity
- Amount of dissemination of workshops

**Actions:**

A workshop will be designed (goals, content, methodology, activities, etc.) and a pilot test will be carried out in the second semester of 2020 within the workshops offered by the ICIQ career Service. The pilot test assessment questionnaire will be evaluated and any necessary modifications will be made.

Subsequently, the number of participants in the workshops and the results of the assessment questionnaire will be analyzed.

**Persons responsible for undertaking action:** HR unit + Communication unit (dissemination)

<b>ORGANIZATION:</b> ICIQ	<b>LEAD BY:</b> EQUALITY COMMISSION
<b>STARTING AND FINISHING DATES:</b> January 2020 to December 2023	
<b>REVISION DATE:</b>	
<b>CORE IDEA:</b> Equal Access to the reconciliation of personal, family and working life	
<b>ACTION N°: 17</b>	
<b>ACTION:</b> Creation and dissemination of a document detailing reconciliation measures at ICIQ	
<b>Area, Department, Unit or procedure affected:</b> HR	
<b>Action goals:</b> The goal of this action is the creation of a document clearly and concisely detailing the reconciliation measures available at ICIQ and the procedure for requesting them. Subsequently, the document will be disseminated (email, social media and inclusion in the welcome pack for new staff).	
<b>Indicators:</b>	
<ul style="list-style-type: none"> <li>- Document designed and completed</li> <li>- Number of emails sent with mailchip and analysis of the information (number of readers, people accessing intranet content, etc.)</li> <li>- Number of posts and corresponding interactions on social media</li> <li>- Comparison of annual amount of reconciliation measures requested before and after creation of the document.</li> </ul>	
<b>Actions:</b>	
A document detailing the available reconciliation measures, who may request them and how to do so. The document will be brief and concise. Staff will be informed of the existence of the document, it will also be posted on intranet and publicised on social media and sent to all new staff.	
<b>Persons responsible for undertaking action:</b> Equality Commission, HR unit + Communication unit (document design + dissemination)	

<b>ORGANIZATION:</b> ICIQ	<b>LEAD BY:</b> EQUALITY COMMISSION
<b>STARTING AND FINISHING DATES:</b> January 2021 to December 2023	
<b>REVISION DATE:</b>	
<b>CORE IDEA:</b> Non-sexist communication	
<b>ACTION N°: 18</b>	
<b>ACTION:</b> Creation of an inclusive communication manual	
<b>Area, Department, Unit or procedure affected:</b> HR	

<p><b>Action goals:</b> The goal of this action is the creation of an inclusive communication manual to help ICIQ staff to communicate in a non-discriminatory manner. The manual will be brief and clear with practical examples to enable learning.</p> <p>Subsequently, the document will be disseminated (email, social media and inclusion in welcome pack for new staff).</p>
<p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Design and completion of manual</li> <li>- Number of emails sent with mailchip and analysis of the information (number of readers, people accessing intranet content, etc.)</li> <li>- Number of posts and corresponding interactions on social media</li> </ul>
<p><b>Actions:</b></p> <p>A guide for communicating in a neutral, inclusive and non-discriminatory manner will be created. The document will be brief and with practical examples.</p> <p>Staff will be informed of the existence of the document, it will also be posted on intranet and publicised on social media and sent to all new staff.</p>
<p><b>Persons responsible for undertaking action:</b> Equality Commission, HR unit + Communication unit (document design + dissemination)</p>

<p><b>ORGANIZATION:</b> ICIQ</p> <p><b>LEAD BY:</b> EQUALITY COMMISSION</p> <p><b>STARTING AND FINISHING DATES:</b> Second semester 2020, 2021, 2022 and 2023</p> <p><b>REVISION DATE:</b></p> <p><b>CORE IDEA:</b> Gender and science</p> <p><b>ACTION Nº:</b> 19</p> <p><b>ACTION:</b> Women in science day campaign</p>
<p><b>Area, Department, Unit or procedure affected:</b> Communication</p>
<p><b>Action goals:</b> The goal of this action is to break gender stereotypes with regards to research and to make women scientists visible by organizing various activities.</p> <p>This action has been carried out in previous years and usually begins around the 11th February, day of the woman scientist, and will be coordinated together with action nº 20. There will be various different coordinated actions, such as visits to educational centres to explain the work of women scientists with the aim of promoting careers in science (particularly for girls). Moreover, institutional activities will be held. The different actions will be publicised on social media.</p> <p>A summary of the actions undertaken in this campaign will be included in the ICIQ monthly bulletin.</p>

<p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Design of the campaign</li> <li>- Number and type of activities carried out</li> <li>- Number of posts and corresponding interactions on social media</li> </ul>
<p><b>Actions:</b></p> <p>Different actions will be carried out, such as visits to different educational centres by women scientists from ICIQ and presence at insitutional acts, etc. The actions will be publicised on social media (Twitter, Instagram, Facebook). The impact of the posts will be analyzed.</p> <p>Staff will be informed of the campaign and the balance will be included in the bulletin.</p>
<p><b>Persons responsible for undertaking action:</b> Communication unit (document design + dissemination). The Equality Commission and HR unit will give support and analyze the info gathered on the impact.</p>

<p><b>ORGANIZATION:</b> ICIQ</p> <p><b>LEAD BY:</b> EQUALITY COMMISSION</p> <p><b>STARTING AND FINISHING DATES:</b> Second semester 2020, 2021, 2022 and 2023</p> <p><b>REVISION DATE:</b></p> <p><b>CORE IDEA:</b> Gender and science</p> <p><b>ACTION N°:</b> 20</p> <p><b>ACTION:</b> Visibilisation of women scientists campaign</p>
<p><b>Area, Department, Unit or procedure affected:</b> Communication</p>
<p><b>Action goals:</b></p> <p>The goal of the action, which has been carried out in previous years, is to make visible women scientists who have undertaken significant academic and industrial works. This action is normally coordinated with action n° 19, day of the woman scientist (11th February). Basically, the idea is to post on different social media (Twitter, Facebook, Instagram) the photo and a career summary of women scientists.</p> <p>Once the campaign material has been completed, it will be poste don intranet. Staff will be informed by email.</p>
<p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>- Design of the campaign</li> <li>- Number of posts and corresponding interactions on social media</li> <li>- Number of emails sent with mailchip and analysis of the information (number of readers, people accessing intranet content, etc.)</li> </ul>
<p><b>Actions:</b> A visibilization campaign of women in science will be created and disseminated on social media (Twitter, Facebook, Instagram). The impact of the posts will be analyzed.</p>

Staff will be informed of the campaign, which will be posted on intranet. The number of people consulting the material will be analyzed.

**Persons responsible for undertaking action:** Communication unit (document design + dissemination). The Equality Commission and HR unit will give support and analyze the info gathered on the impact.

**ORGANIZATION:** ICIQ

**LEAD BY:** EQUALITY COMMISSION

**STARTING AND FINISHING DATES:** to be carried out in 2020 and 2022

**REVISION DATE:**

**CORE IDEA:** Gender and science

**ACTION Nº:** 21

**ACTION:** Participation in the biannual BIST Women in Science grant programme

**Area, Department, Unit or procedure affected:** HR

**Action goals:** The goal of the action is to help women scientists with potential to become Group Leaders through a programme of grants and coaching.

This action is coordinated and led by BIST with the collaboration of its 7 member centers. A call will be made every two years offering grants and help to women scientists with potential to become independent researchers, and to enable professional advancement. To this end, they will be offered financial assistance for 12 months and the chance to participate in a coaching process. ICIQ will take responsibility for the corresponding financial assistance. Once the call has been made, all staff will be informed by email, as well as publicising the programme on social media. BIST will select the women participants through an external and independent selection committee.

Once the women participants have been chosen, the programme will be publicised both internally and externally. The process will be repeated once the programme finishes.

**Indicators:**

- Call for Women in Science grants (BIST)
- Number of women candidates and those chosen in each phase of the selection process
- Results of the satisfaction questionnaires of the women participants in the programme
- Number of posts and corresponding interactions on social media

**Actions:**

The BIST will publish a grant programme for women with the aim of boosting Scientific careers. ICIQ will give support to BIST when necessary and will disseminate internally among women at ICIQ who meet the programme requirements. Once the participants have been selected, ICIQ will pay the established grant for 12 months and will take part in any necessary actions.

Internal and external dissemination of the programme will be carried out through different social media (Twitter, Facebook, Instagram). The impact of posts will be analyzed.

Once the programme has finished, the results of the satisfaction questionnaires of the participants will be analyzed. The BIST will elaborate a report on the results of the programme which will be taken into account for future calls.

**Persons responsible for undertaking action:** Equality Commission, HR Unit. The Communication unit will give support in disseminating the programme.

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**REVISION DATE:**

**CORE IDEA:** Gender and science

**ACTION N°:** 22

**ACTION:** Participation in the biannual BIST Women in Science grant programme

**Area, Department, Unit or procedure affected:** HR

**Action goals:** The goal of this action is to raise awareness in the Scientific community of the situation of women in science, and of the importance of incorporating gender perspectives to achieve a more equal and inclusive system.

This action is coordinated and lead by BIST with the collaboration of its 7 member centres. Every two years a workshop or seminar focused on science and gender issues will be organised. The programme and content of the workshop will be defined in the BIST People Working Group, made up of staff from the 7 member centres of the BIST. Once the date and content have been established, the event will be publicised both internally and externally as it will be open to all staff from any university or CERCA centre.

**Indicators:**

- Workshop programme (BIST)
- Number of participants and % men and women
- Results of satisfaction questionnaire by workshop participants
- Number of posts and corresponding interactions on social media

**Actions:**

The BIST, through its People Working Group, will establish a date and content for the programme. Subsequently, the BIST and each individual member centre will publicise the event both internally and externally. The impact of posts on social media will be analyzed.

Once the workshop has been held, the results of the satisfaction questionnaire will be analyzed together with the number and profile of participants. This analysis will be taken into account in the organisation of future workshops.

**Persons responsible for undertaking action:** Equality Commission, HR Unit. The Communication unit will give support in disseminating the programme.

## **8.- ASSESSMENT**

The equal opportunities officer will make a continuous assessment of the equality plan. To this end we have available monitoring documents for the plan's actions and a summary document of the state of each action (completed, in progress, pending).

Every semester the equal opportunities officer will inform the commission of the state of the of the action plan at that moment, taking corrective measures when necessary.

Working groups will be formed within the equality commission to work on issues which require the colaboration of different members so that the actions are carried out appropriately.

The equality commission will meet twice a year to take stock of the actions undertaken and to ensure compliance with the equality plan.

Information on the continuous assessment of the plan will be posted on the intranet so that staff can follow the plan's progress.