

# PLAN FOR EQUALITY

## BETWEEN MEN AND WOMEN

**IDIBGI 2018-2022**



**Institut  
d'Investigació  
Biomèdica  
de Girona  
Dr. Josep Trueta**

Salt, 11th May 2018

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## **1. INTRODUCTION**

In recent decades the principle of equality between men and women has evolved and a normative framework has been developed in order to eradicate discrimination, whether directly or indirectly, due to reasons of sex.

The inclusion of the principle of equality of women and men in the international legal order is encompassed in the United Nations Charter of 1945, which prohibits sex-based discrimination.

In 1967 the United Nations General Assembly proclaimed the Declaration on the Elimination of Discrimination against Women, a precursor to the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) of 1979, which came into force in the form of an international treaty in 1981

In 1961, the Council of Europe adopted the European Social Charter which is an important instrument in the protection of the fundamental rights of women, such as the right to work. It recognizes the rights of workers of both sexes to equal remuneration and refers to workers who have family responsibilities.

The European Community incorporated the principle of equality in the Treaty of Amsterdam of 1999, which advances this principle, especially with regards to the equal treatment between male and female workers.

The Charter of Fundamental Rights of the European Union includes the principles of non-discrimination, equality of women and men, and of cultural, religious and linguistic diversity.

Directive 2006/54, on the application of the principle of equality of women and men in matters of work and employment, is of particular relevance. This directive prohibits direct and indirect discrimination between men and women as regards to employment conditions, dismissal, training and professional promotion, as well as in the membership of organisations of workers and employers.

At state level, article 1.1 of the Spanish Constitution establishes equality as a higher value of the Spanish legal system. Article 14 proclaims the right to equality and expressly prohibits sex-based discrimination.

In 2007 the Spanish state passed Organic Law 3/2007, of 22<sup>nd</sup> March, for the effective equality of women and men (LOIEDH). This law establishes specific mechanisms for the development of this principle, as is the case of the Plan for Equal Opportunities between Women and Men in the Workplace.

In Catalonia the recognition of equality between women and men is also reflected in various texts of the Catalan legal system. The Statute of Autonomy of Catalonia of 2006 incorporates the equality and rights of women in various articles. It is particularly worth mentioning article 45 which urges the public authorities to adopt the necessary measures to guarantee labour and trade union rights for male and female workers.

## *Equality Plan*

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**2018-2022**

In 2015 the Parliament of Catalonia unanimously passed Act 17/2015, of 21<sup>st</sup> July, on effective equality between women and men, whose purpose is to establish and regulate the mechanisms and resources to ensure the right to equality and non-discrimination based on sex in all areas, stages and circumstances of life.

## **2. The IDIBGI**

The IDIBGI (2005), which has its origins in the Dr. Josep Trueta Private Foundation (1995), has the purpose of promoting, developing, managing and disseminating biomedical research in the area of the province of Girona. Since 2008, when the Generalitat joined the governing bodies, it has been a public organisation, and it is currently a member of the CERCA programme.

The CERCA Institution is a resource and technical service of the Administration of the Generalitat de Catalunya that monitors and provides support and assistance to the activity of the research centres of the CERCA system. Established as a foundation, it was created in 2010 to respond to one of the commitments made in the National Agreement for Research and Innovation: "The Administration of the Generalitat will create the Agency of Research Centres of Catalonia from existing resources in order to respond to the specific and unique needs that are faced in the development, monitoring and structural financing of Catalan research centres."

The CERCA research centre model has developed quantitatively and qualitatively over the last ten years and has achieved levels of scientific excellence in various areas.

The IDIBGI is structured with research groups at the Dr. Josep Trueta University Hospital of Girona (ICS) and the University of Girona, the Institute for Diagnostic Imaging (IDI), the Catalan Institute of Oncology (ICO), the Primary Care Institute (IAP) and the Sanitary Assistance Institute (IAS).

The main areas of research are the following:

- ✓ Cardiovascular
- ✓ Metabolism and inflammation
- ✓ Neurosciences
- ✓ Onco-Haematology
- ✓ Medical imagery
- ✓ Mental health

IDIBGI took on the commitment to apply the principles of the "Charter for Researchers and Code of Conduct for the Recruitment of Researchers" (C&C) in May 2011 and became part of the 4th Cohort of the Institutional Human Resources Strategy Group (HRS4R) in 2012. IDIBGI achieved the recognition of the European Commission with the "HR Excellence in Research" seal in March 2015.

IDIBGI's governing bodies approved the Strategic Plan of the IDIBGI 2013-2017 in December 2013. One of the main objectives of the plan was to promote measures for the selection and retention of talent.

IDIBGI aspires to be a centre of research excellence, which needs to be attractive for highly qualified talent. This attraction is achieved through organizational policies that guarantee mechanisms of transparency, well-being and professional development. With this objective IDIBGI has been working for years on drawing up procedures and is currently carrying out the necessary improvements to obtain the ISO 9001/2015 certificate by the end of 2018.

## **2.1. The commitment of CERCA to equal opportunities**

The group of CERCA centres and the people that integrate these centres base their activity on respect and equality between the people involved. Both the management of research and policies regarding eligibility, employability, institutional representation, distribution of resources and evaluation must be based on the fair assessment of people, avoiding possible biases and discriminatory tendencies.

In this respect, CERCA has proposed the following challenges:

- ✓ That each centre carry out a self-evaluation exercise and, based on this analysis, develop its own action plan that will allow it to progress with respect to its starting position.
- ✓ That all the centres taken together should show a decrease in gender differences, and also that each one of them should balance its governing bodies, centre representatives and salaries by gender, where appropriate.
- ✓ Obtain the necessary data to analyse minorities in the different CERCA centres.
- ✓ Become institutional points of reference in Catalonia in terms of equal opportunities and non-discrimination.

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### **3. THE 2014-2017 EQUALITY PLAN. RESULTS AND CONCLUSIONS**

The IDIBGI drafted its first equality plan in 2014. This equality plan, which was for a 3-year period, 2014-2017, has allowed the institution to initiate actions to encourage and promote equality between men and women at the IDIBGI in different areas.

As a result of the internal analysis carried out in 2014, an equality plan was developed with 23 measures to be carried out over the following three years. The measures that were planned in relation to each of the lines are set out below:

#### **Line 1: Social corporative responsibility**

##### **M.1: Train the Committee with regards to equal opportunities and gender equality**

- The members of the Equality Committee receive online training through “The online School of Equality” of the Ministry of Health, Social Services and Equality:
- The members of the Equality Commission receive online and face-to-face training through the Equality of Opportunities Department of the Department of Work, Social Affairs and Families of the Generalitat de Catalunya:

##### **M.2: Perform general awareness actions directed at all staff**

- Preparation of a poster and a leaflet. These are sent through internal mail to the support and research staff, they are published on the IDIBGI website and are printed out for putting up on bulletin boards (see Annex 1).

##### **M.3: To train staff in having a gender perspective in research methodology**

- Collaboration with the *RRI Tools Workshop "Practical tools for research and innovation with and for society"*, to which the IDIBGI collaborated in an organisational capacity together with the University of Girona. 2016.
- Organization of the *course "Incorporation of a gender perspective in health research"*, given by Dr. Maria del Mar García Calvente, a renowned specialist in this field.

##### **M.4: Communicate the IDIBGI's commitment to equal opportunities to supply companies and bodies it deals with**

- The Purchasing Department has sent a formal message to suppliers communicating the IDIBGI's commitment to equal opportunities.

#### **Line 2: Staff characteristics**

**M.5: Follow-up on candidates of over 45 years of age and the reasons why they were not successful.**

- Creation of an Excel file to follow up candidates who are 45 years or older who have applied for positions at the IDIBGI to understand the reasons why they were not successful.

**M.6: To adopt active employment policies for people with disabilities**

- The cleaning service of the M2 building is contracted to a CET company, which hires people with disabilities. An application for exceptionality is made to the Department of Employment of the Generalitat de Catalunya for alternative measures given the particularity of most jobs at the IDIBGI.
- The IDIBGI offers a place of work for a disabled person and a person with these characteristics joins the staff.

**M.7: To perform a longitudinal study to understand the evolution of the research staff of the IDIBGI and their degree of connection to the institute in the medium term.**

- An Excel file called "**Worker Update**" is made that gathers data in one tab from the workforce and active students on the person's full information and their working conditions at the IDIBGI. It also includes in a second tab the losses that take place. This data will allow a study of the evolution of workers and their conditions.

**Line 3: Access, training, promotion and development**

**M.8: Expand job descriptions, including their position in the organisational chart; training, experience and knowledge required; differentiating functions, competencies and responsibilities; incorporating working conditions.**

- Drafting of "**The IDIBGI Recruitment Manual**", which includes the description of research staff positions, their tasks, competencies and responsibilities.
- Revision of the **Job Information Sheets** for each of the positions of support for the research and administrative structure, including the description of the jobs, their functions, competencies and responsibilities.

**M.9: Provide basic training in gender selection and personnel management to all the principal investigators**

- Training of the Principal Investigators in the recruitment process based on the publication of the IDIBGI Recruitment Manual.
- Showing of the video made by CERCA to be seen before the meetings of the evaluation committees envisaged in the IDIBGI Recruitment Manual.

**M.10: Create standard templates that facilitate objectivity in the recruitment process (interview model, list of the definition of competencies, etc.)**

- Preparation of the “**IDIBGI Recruitment Manual**”, which includes the process of recruiting through standardised models.

**Line 4: Retribution Policy**

M.11: Clearly define the retribution policy of the IDIBGI both for the support and scientific staff

**Line 5: Conditions of work and occupational health**

M.12: Create career-position plans, which support occupational stability in the IDIBGI

- The IDIBGI Career Plan has been drawn up, which is pending approval by the IDIBGI's Internal Scientific Committee.

**Line 6: Prevention of workplace harassment**

M.13: Modify the informal resolution procedure based on mediation, applying this technique only when the complainant requests it

M.14: Apply mechanisms for coding files in the treatment of harassment situations

M.15: Appoint and train the staff that will make up the Research Committee; publish the channels by which it can be contacted

M.16: Carry out harassment awareness actions directed at the whole staff

M.17: Define penalty regime in the protocol against harassment

M.18: Define the protection mechanisms for the complainant during and after the process of investigation

M.19: Incorporate the principle of "reversal of the burden of proof" in the procedure for resolving a harassment situation

- The revision of the Protocol for the Prevention of Sexual Harassment and Harassment on the basis of Sex of IDIBGI was completed. Sent by mail to the staff and collaborators and made available to the support and research staff in the area of the researcher of the IDIBGI.
- The staff that will make up the research committee, which has been referred to in this latest protocol, have been named and trained.
- An act to raise awareness was performed in the publication of a leaflet that was sent out and made available to the staff and collaborators.

**Line 7: Communication and use of language**

M.20: Communicate the visibility policy of the female presence in science to the research groups, signing research papers and other publications with name and surnames

- The review of the document "CIA-INS-001- The signing of communications in research" was finalised. Sent to the research staff and made available in the IDIBGI researchers' area.

M.21: Systemize the policy on the use of inclusive language, making a guide or style manual available to the staff

- The Guide for the non-sexist use of language (RRH-DOC-016) was published, annexing the Guide published by the Generalitat de Catalunya.

M.22: To protocolise the IDIBGI's policies on time usage: detect needs, define available conciliatory measures and requirements that are made

- All rights and measures for the conciliation of work, family and personal life (document RRH-DOC-019) are set down in a single document and made available to staff.

M.23: Offer tools to the staff to increase their efficiency in the use of time

- Three three-hour courses are offered with the psychologist Oriol Güell (June, September and November 2017)

## **4. THE 2018-2022 EQUALITY PLAN**

### **4.1. ORGANISATION**

#### **4.1.A. Equality Committee**

The IDIBGI Equality Committee is currently made up of:

- Judit Bassols, Principal Investigator
- Marta Riera, Secretary of the CEIC
- Israel Umbert, Technician of the Occupational Hazards Prevention Unit
- Maria Gifre, International Projects Manager
- Naiara Ganuza, Human Resources Technician
- Anna Ribas, Manager

The IDIBGI's Equality Committee has the following functions:

- ✓ To inform the staff of the development of the Equality Plan
- ✓ To promote staff participation in the process
- ✓ To design the actions of the Equality Plan
- ✓ To coordinate the implementation of the actions and follow them up
- ✓ To evaluate the results of the Equality Plan

#### **4.1.B. Objectives**

The main objective is to develop an equality plan for a 5-year period, from the year 2018, until 2022, which includes a diagnosis of the current situation that will serve as the basis for defining the actions that will be developed in the IDIBGI over the next 5 years.

#### **4.1.C. Methodology**

The Plan, as a living and dynamic tool, must be periodically reviewed, to determine its degree of application, its effectiveness in eradicating all types of discrimination based on gender, as well as unforeseen needs or those that may arise over time.

In order to define the measures to be developed in the coming years, the diagnosis of the current situation has been carried out again in terms of equal opportunities. From this, the strong points and the shortcomings and factors that can trigger discriminatory situations have been detected, and specific measures have been defined to correct deviations.

The analysis that was performed to make the diagnosis used the following methodology:

- Data regarding the staff were used and analysed (number of people, type of contracts, salaries, etc.) for 31/12/2017.
- The survey, based on the Charter & Code principles, was carried out again in 2014 to elaborate the strategy of the HRS4R and the IDIBGI Equality Plan to facilitate comparison. The survey was carried out using a scoring scale between 1 and 5, with 1 reflecting the lowest degree of satisfaction and 5 the highest.
- Questions related to work-life balance have been added to the previous survey, inspired by a survey prepared by IESE's "International Centre for Work & Family" in the framework of an international work project on work-family balance. These questions are analysed in section 4.2.I. The survey is attached as Annex 3.

#### 4.2. DIAGNOSIS

In the survey conducted by the IDIBGI of the staff and collaborators, the respondents positively valued the work environment with regards to non-discrimination. The score received by the IDIBGI in the 2018 survey is higher than that received in 2014, indicating that the measures carried out by the institution have been effective.

*"I consider that there is no discrimination at the IDIBGI on the basis of sex, age, ethnicity, origin, religion or faith, sexual orientation, language, any type of disability, political preference or socioeconomic condition".*

Non-discrimination	2014	2018
<b>IDIBGI compliance</b>	3.80	4.56
<b>Personal Importance</b>	4.29	4.72

*"As an investigator or other worker, I believe that the IDIBGI allows freedom of thought and expression, taking into account the ethical limitations of biomedical investigation as well as considerations derived, for example, from the supervision by superiors, of budget allocations and the protection of the intellectual property derived from the investigation".*

Freedom of expression [mean score on a scale from 1-5]	2014	2018
<b>IDIBGI compliance</b>	4.35	4.46
<b>Personal Importance</b>	4.65	4.60

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"I consider that the investigation at the IDIBGI follows national, regional and institutional research ethics codes".

Ethical principles	2014	2018
<b>IDIBGI compliance</b>	4.47	4.49
<b>Personal Importance</b>	4.69	4.68

"I recognise that at the IDIBGI all the investigators and other workers are responsible for the correct use of the funding aimed at investigation, especially when public funds are concerned and, therefore, cooperate with their supervisors and the competent authorities in research audits".

Responsibility	2014	2018
<b>IDIBGI compliance</b>	3.99	4.31
<b>Personal Importance</b>	4.56	4.61

"I think that at the IDIBGI the investigators and other workers are responsible for the dissemination to the society of research results and, where appropriate, for their industrial exploitation".

Dissemination and exploitation of results	2014	2018
<b>IDIBGI compliance</b>	3.80	4.08
<b>Personal Importance</b>	4.29	4.37

### POSITIVE ASPECTS:

- ✓ Commitment of the management.
- ✓ Drafting and implementation of the Equality Plan.
- ✓ Training of the people responsible for the Equality Plan in gender perspective.
- ✓ Existence of an Ethical Committee.
- ✓ High evaluation by contracted staff and collaborators of the compliance of the ethical principles of the IDIBGI and of non-discrimination.
- ✓ Communication of the IDIBGI's commitment to equality to the organisations that it deals with.
- ✓ Existence of prizes and grants to incentivise the career of young investigators.

### ASPECTS REQUIRING IMPROVEMENT:

- ✓ Need to draft and approve regulations for the operation of the Equality Committee in which the competencies and the functioning of this working group are regulated.
- ✓ Need to undertake dissemination activities to raise awareness of the leadership of women in biomedicine.

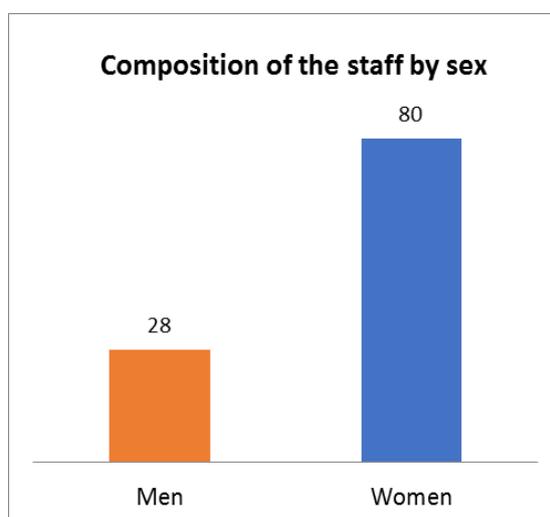
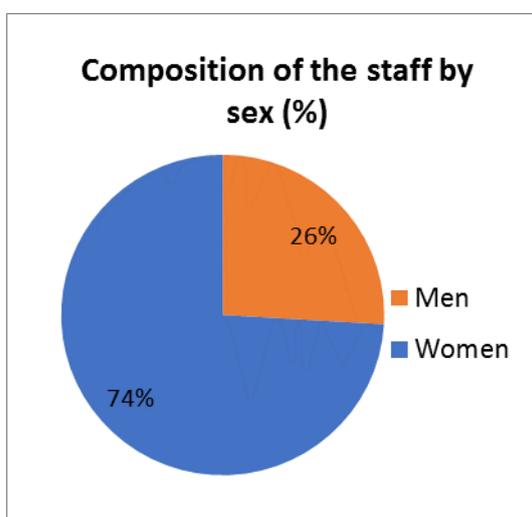
- ✓ Need to continue to continue performing general awareness actions regarding a gender perspective and equal opportunities aimed at the whole staff.
- ✓ Need to continue training staff in research methodology with a gender perspective.

#### 4.2.A. Characteristics of the staff

This section analyses the composition by sex of the workforce, considering the degree to which women and men participate equally in the organization as well as in the different departments and positions.

This analysis permits us to know:

- If the workforce of the IDIBGI tends towards parity – balance between the two sexes: men and women have a representation of between 40% and 60% of the total number of workers.
- If, on the other hand, the organisation is feminised or masculinised.
- If there is horizontal segregation: the concentration of each of the sexes in specific occupations.
- If there is vertical segregation: the concentration in the positions of most responsibility and of decision making of one of the two sexes.

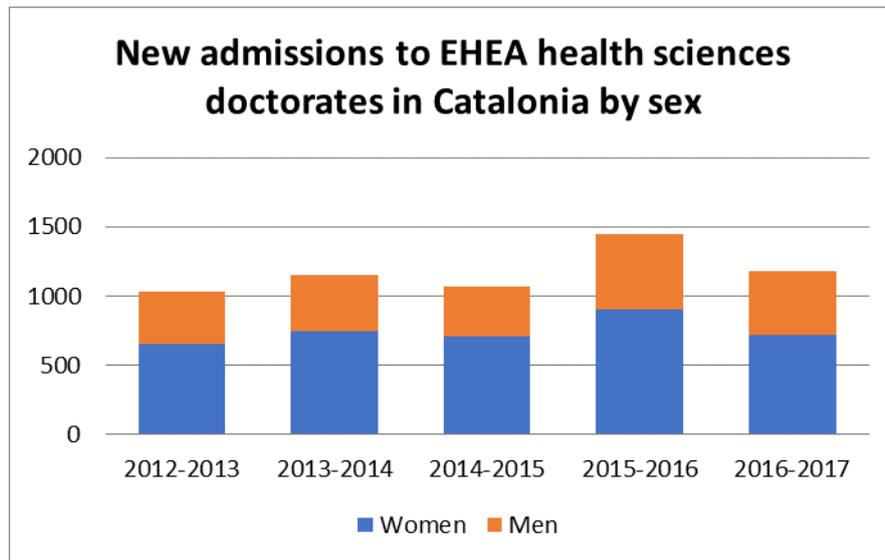


On the other hand, other variables are also crossed, such as age, seniority and level of studies, which allow us to capture more precisely the full complexity, which may respond to factors other than the "sex" variable.

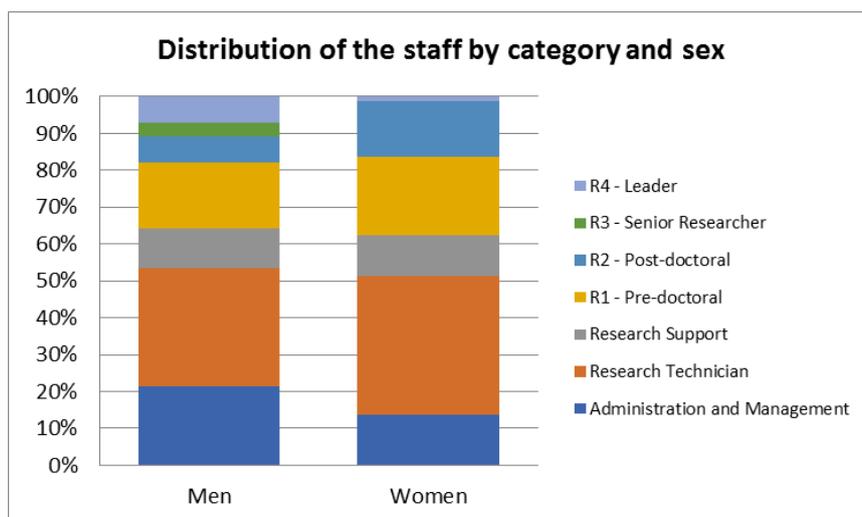
Furthermore, it is necessary to point out that the distribution of the staff in an organization does not respond only to internal elements of the organisation, but also to the social structure and the labour market: for example, the different type of training of women and men, and stereotypical social attributions of some professions to men and others to women.

As can be seen in the previous graphs, the IDIBGI is a highly feminised organisation since women make up 74% of the total workforce.

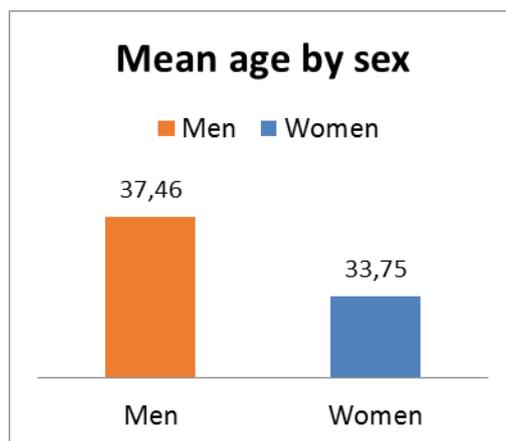
The feminisation of the research staff is consistent with the statistics published by the Department of Universities and Research of the Generalitat de Catalunya. In the 2016-2017 academic year, 61% of new people entering doctorates in the field of life sciences were women, while 39% were men. A proportion that has stayed similar over the years.



By categories, it cannot be said that the phenomenon of horizontal segregation - that is, a marked differential distribution by sex according to professional categories - exists at the IDIBGI: thus, in general, all positions and departments are feminised and those categories or departments that are masculinised are usually occupied by 1 or 2 men, a number that is not significant and so does not allow a comparative study by sex.



With regards to the demographic characteristics of IDIBGI staff, it should be noted that the average age is young (37.46 years for men and 33.75 for women), most are from the Spanish state and that there are no significant recognised disabilities.



The young mean age of the staff may be due to several factors:

- On the one hand, the IDIBGI is a relatively young institution (2005), although the Dr. Josep Trueta Private Foundation, from which it originates, dates back to 1995.
- The scientific career is usually linked to specific temporary projects, on the one hand, and on the other hand, mobility among different research organizations is highly valued, as this contributes to gaining experience as a researcher.
- There are budgetary and legal limitations on increasing the size of the workforce and formalising indefinite contracts.
- The researchers and the principal investigators (responsible for the different research groups), who are in general older and with more experience, are hired by the different centres and institutions that make up the IDIBGI (ICS, UdG, IDI, ICO, IDIAP).
- The high level of qualification required of the research staff may be a relevant factor when determining the age of the staff, since access to higher and tertiary education has increased exponentially in recent decades.

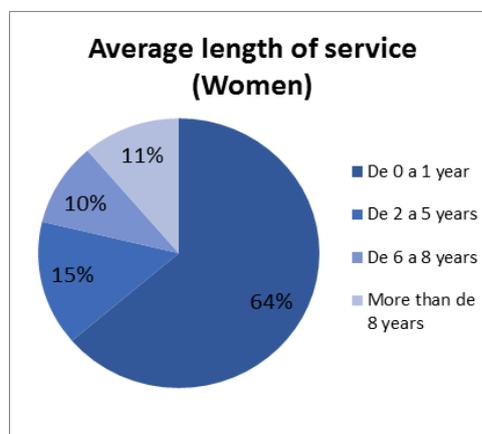
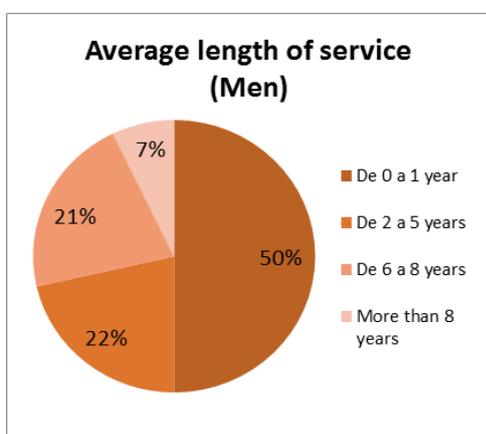
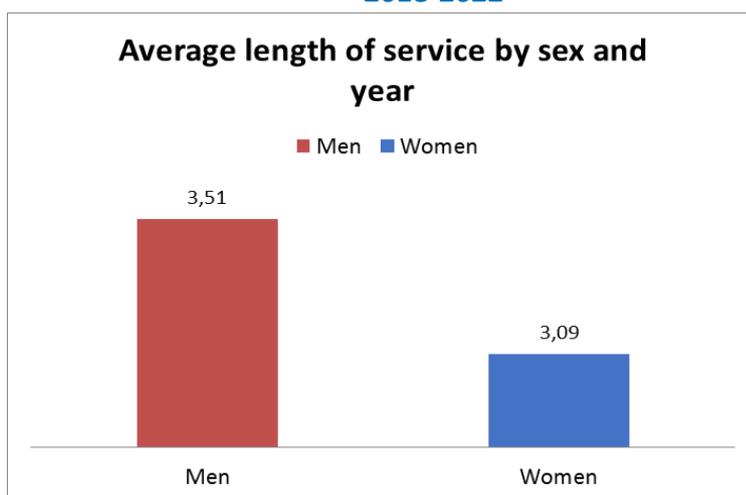
However, the absence of generational or any other type of discrimination in the selection procedures (Selection Manual) and promotion is ensured. In recent years internal procedures have been developed at the IDIBGI to ensure that these are open, transparent and based on the merits of the candidates.

Regarding the mean age, we observe that it is low and quite similar between men and women. This fact indicates that there is little work stability. As noted, most of the contracts are temporary and there is a high turnover of staff given the nature of the institution. In 2017, 30 contracts came to an end - most were due to voluntary redundancies (16) or the end of contracts associated with research projects (12) - and a similar number of people joined the staff.

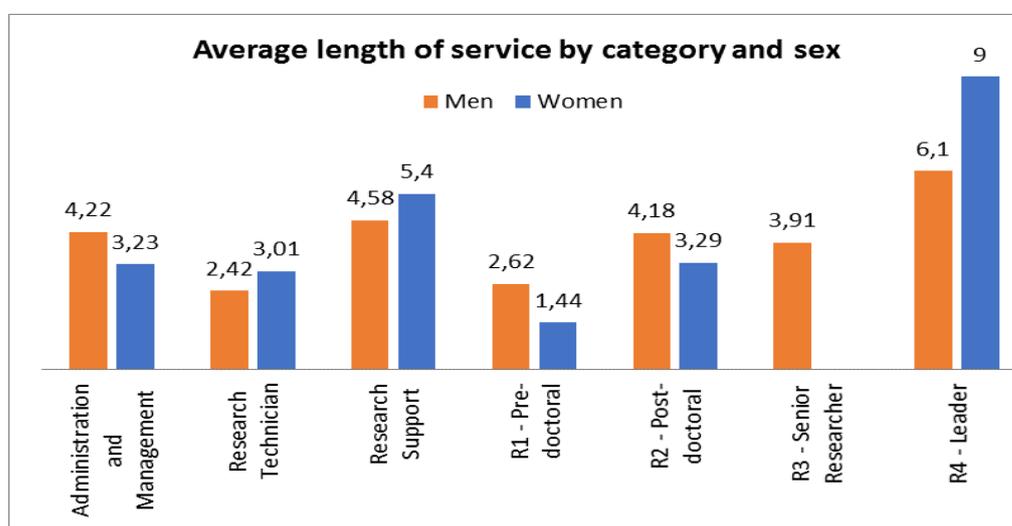
Notwithstanding, the mean age of staff has increased since 2015 both in men and women.

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By categories, those who have the longest mean length of service are staff leaders who have longer trajectories as researchers than the rest of the research staff. Following these are the research support staff, who together with the administration and management staff, form part of the structure of the IDIBGI and most have indefinite contracts.



With regards to the hierarchical distribution between women and men, it is necessary to point out the difference between research staff and support office staff.

With regards to the support office (or the structure of the organization), vertical segregation is not detected: positions related to scientific management, scientific-technical support, research promotion, procurement/recruitment, administration and accounting are feminised in the same way as the rest of the staff of the IDIBGI, but there is no hierarchical distribution by sexes.

On the other hand, we can speak of vertical segregation in the case of research staff. Although there is parity in the composition of the IDIBGI's management - the director is a man, the general manager is a woman - the positions of the research group leaders are highly masculinised. While it is true that the group leaders do not depend on the IDIBGI contractually, this reality, showing that women's scientific careers continue to be characterized by significant vertical segregation, cannot be overlooked. The under-representation of women as leaders and as recipients of contracts in excellence research in Spain is a widespread reality.<sup>1</sup>

Finally, although this is an eminently institutional issue and not dependent on the IDIBGI contracting policy, nor directly linked to the staff, it should be noted that both the Board of Trustees and the Delegate Committee are highly masculinised, which contrasts with the feminised profile of the workers:

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<sup>1</sup> García Calvente, Maria del Mar et al. *Gender inequalities in research in public health and epidemiology in Spain (2007-2014)*. Gaceta Sanitaria, Volume 29, Issue 6, November–December 2015, Pages 404-411. Online: <https://www.sciencedirect.com/science/article/pii/S0213911115001636>

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### **LEADERS OF RESEARCH GROUPS**

Cardiovascular Genetics: Ramón Brugada

Epidemiology: Rafael Ramos

Maternofoetal Metabolic Research: Judit Bassols

Microbiology and Infections in Critical Patients: Josep María Sirvent

Respiratory Diseases: Ramon Orriols/Montserrat Vendrell

Nutrition, Eumetabolism and Health: José Manuel Fernández-Real

Digestive Diseases and Microbiota: Xavier Aldeguer

Obesity and Cardiovascular Risk in Paediatrics: Abel López

Medical Imagery: Salvador Pedraza

Cerebrovascular Pathology: Joaquin Serena

Neurodegeneration and Neuroinflammation: Lluís Ramió-Torrentà

Ageing, Disability and Health: Josep Garre-Olmo

Descriptive Epidemiology, Genetics and Cancer Prevention: Rafael Marcos-Gragera

Hepatobiliary and Pancreatic Surgical Oncology: Joan Figueras

Haematology: David Gallardo Giralt

Molecular Oncology: Javier A. Menéndez

Chromosomic Replication: Jordi Frigola

Nephrology: Jordi Calabia

**COMPOSITION OF THE BOARD OF THE IDIBGI ON 31/12/2017**

In agreement with the statutes of the IDIBGI, the Board is composed of 17 members, of which 4 are ex officio and 13 are appointed by the leaders of the corresponding bodies.

The composition of the Board at the end of 2017 was as follows:

**EX OFFICIO**

President:	Minister of Health, Hon. Antoni Comín Oliveres*
1st vice-president:	Minister of Economy and Knowledge, Hon. Jordi Baiget Cantons*
2nd vice-president:	Rector UdG, Sergi Bonet Marull
Member:	Director General of Research, Francesc Ramon Subirada i Curcó

**APPOINTED**

By the Department of Health:

Members:	Dir. Gen. of Research and Innovation in Health, Albert Barberà Lluís Territorial Delegate, Miquel Carreras Massanet Manager of the Area of Operations and Institutional Relations, Jaume Reventós Puigjaner
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By the Department of Economy and Knowledge:

Members:	Universities Secretary, Arcadi Navarro Cuartiellas Deputy Director General of Research, Iolanda Font de Rubinat Garcia Director I-Cerca, Lluís Rovira Pato
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By the Rectorate of the University of Girona:

Members:	Manager, Fátima Calvo Rojas Vice-Rector of Research, Jordi Freixenet i Bosch Vice-Rector of Planning, Innovation and Business, Ramon Moreno Amich
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By the Health Institutions:

Members:	President IAS Girona (Sta. Caterina), Joan Profitós Tuset Managing Director ICO, Josep M <sup>a</sup> Vilà Cortasa Manager of the Dr. Josep Trueta Hospital, Glòria Padura Esnarriaga Territorial Manager ICS-Girona, Joaquím Casanovas Lax
Secretary:	Territorial Manager ICS-Girona, Joaquím Casanovas Lax

*\* The representation of people who have resigned has been covered in accordance with Article 6 of Royal Decree 944/2017, of 27<sup>th</sup> October, "which appoints bodies and authorities responsible for compliance with the measures directed to the Government and the Administration of the Generalitat of Catalonia, authorised by agreement of the Plenary of the Senate, of 27<sup>th</sup> October 2017, by which the measures required by the Government are approved, pursuant to Article 155 of the Constitution (BOE No. 261, of 11/28/2017)"*

**COMPOSITION OF THE EXECUTIVE COMMITTEE OF THE IDIBGI ON 31/12/2017**

The composition of the Executive Committee of the IDIBGI consists of 7 patron members, of whom 1 is an ex officio member and 6 are appointed by the corresponding institutions.

**EX OFFICIO**

President: Director General of Health Research and Innovation, Albert Barberà Lluís

**APPOINTED**

By the Department of Health:

Member: Director General of Research, Francesc Ramon Subirada i Curcó

By the Department of Economy and Knowledge:

Member: Director I-Cerca, Lluís Rovira Pato

By the Rectorate of the University of Girona:

Members: Manager, Fátima Calvo Rojas

Vice-Rector Planning, Innovation and Business, Ramon Moreno Amich

By the Health Institutions:

Member: President IAS Girona (Sta. Caterina), Joan Profitós Tuset

Secretary: Territorial Manager ICS Girona, Joaquim Casanovas Lax

#### **4.2.B. Access, training, promotion and development**

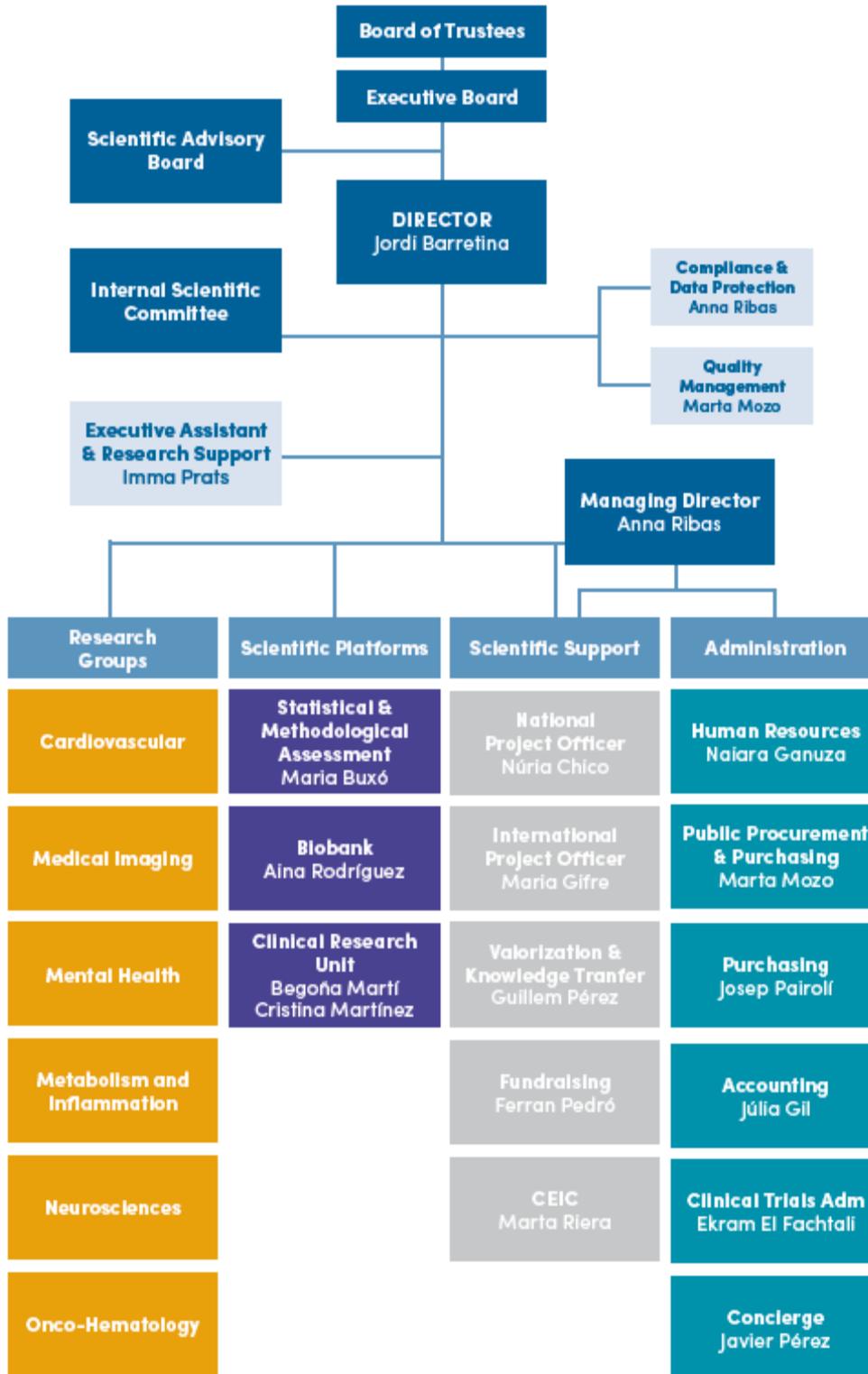
- ***Access and recruitment***

When the previous Equality Plan was drawn up, the IDIBGI did not have a staff recruitment policy. In January 2017 the Recruitment Manual, which was developed within the framework of the HR Excellence in Research 2014-2018 Action Plan, for the recruitment of research staff, was approved. The purpose of the Manual is to define open and transparent procedures for contracting that are based on the merits of the candidates, in line with the OTM-R report (*Open, Transparent and Merit-Based Recruitment of Researchers*) of the Steering Group of Human Resources Management in the European Research Area to ensure that no discrimination of any kind takes place.

The Manual was designed for research staff, but it is being applied to all new research, technical and administrative staff at the IDIBGI.

It is important to differentiate between staff that form part of the structure or support office (management, HR, accounting, purchases, communication, etc.) and the research or technical staff. The support office or structure is made up of the positions of Scientific Support, Scientific Promotion, Administration and Management.

IDIBGI organisational chart



## Equality Plan

2018-2022

In general, staff selection procedures are systematised, carried out by the HR staff, together with the head of a research group, and respond to pre-established definitions of positions. Compared with the previous Equality Plan, the definition of jobs has been expanded and improved to include the academic training, the required knowledge, the necessary experience, the professional competencies, the functions and tasks, responsibilities and dependency of the position. In this way, the standardisation of job offers has been improved.

However, it is important to point out that, as the previous equality plan already highlighted, each research group has a specific reality, both at the level of their needs and operational dynamics and at the budgetary level. This makes it difficult to unify selection criteria for the entire organisation and, although the minimum requirements for accessing each position are currently defined, there are others that are specific to each group.

As far as the perception of the staff regarding the transparency of the selection processes is concerned, it should be noted that the score continues to be positive and has improved since 2014. The main reason for this is the drawing up of documents such as the Selection Manual. However, IDIBGI compliance continues to be below the expression of the personal importance that is given to this matter. We present some extracts from the results of the survey regarding this line of study below:

*"I consider that the IDIBGI correctly defines the admissions criteria for investigators and other workers, especially for those who are in an unfavourable situation, such as, for example, those that are starting out on their professional careers, those returning to them after a certain period of time, etc."*

Recruitment	2014	2018
<b>IDIBGI Compliance</b>	3.29	3.87
<b>Personal Importance</b>	4.21	4.47

*"I consider that the IDIBGI has established open, transparent and efficient selection processes. The time between the date of the call and the date of presentation of the CVs is sufficient".*

Recruitment	2014	2018
<b>IDIBGI Compliance</b>	3.38	4.09
<b>Personal Importance</b>	4.35	4.49

*"I consider that the IDIBGI selection committees include different experts, skills, resources (external advice or personal interviews) and take into account gender balance".*

Recruitment	2014	2018
<b>IDIBGI Compliance</b>	3.31	3.87
<b>Personal Importance</b>	4.30	4.42

## Equality Plan

2018-2022

*"I consider that candidates who apply for jobs are informed, prior to the selection process, about the details of the entire process and the selection criteria, the number of available positions and the perspectives for professional development".*

Transparency	2014	2018
<b>IDIBGI Compliance</b>	3.31	4.10
<b>Personal Importance</b>	4.33	4.47

*"I consider that the selection process considers the entire experience of the candidates, emphasising their potential as researchers or other workers, their creativity and their degree of independence. The CV is evaluated both quantitatively and qualitatively, according to the overall results of the career in the field of research, not only based on the number of publications".*

Evaluation of merits	2014	2018
<b>IDIBGI Compliance</b>	3.29	4.15
<b>Personal Importance</b>	4.34	4.61

*"I consider that the selection process does not penalise interruptions during the research career, or variations in the usual order of the CV, but rather that the overall contribution of the professional is analysed from a multidimensional point of view".*

Alterations to the chronological order of the CV	2014	2018
<b>IDIBGI Compliance</b>	3.52	4.21
<b>Personal Importance</b>	4.33	4.52

*"At the IDIBGI, there is no type of gender-based discrimination. The selection, evaluation and recruitment committees of staff are composed of members of both sexes".*

Gender balance	2014	2018
<b>IDIBGI Compliance</b>	4.39	4.56
<b>Personal Importance</b>	4.62	4.72

As can be seen in the extracts of the survey presented, the aspects that receive a more positive assessment by the staff in relation to the level of compliance by IDIBGI are, on the one hand, that they are not penalised for interruptions during their research career nor for alterations in the chronological order of the curriculum (4.21 points average) and, on the other, non-discrimination based on gender (4.56 average points). These positive assessments should be considered as strengths of the IDIBGI in terms of gender equality, especially with regards to the promotion of the professional careers of women, which are often affected by the tendency to penalise time spent outside the labour market due to family obligations.

- ***Training and development of the professional career***

In this section we analyse the possibilities that women and men have for promotion within the organisation and to develop professionally. This is one of the aspects that the workers and workers consider most important in the survey and that has the highest index of priority (see Annex 7).

The IDIBGI set out in 2017 a Career Plan for the research staff: pre-doctoral, post-doctoral, senior researcher and leader. The plan describes the professional competencies for each category, the requirements for access to each stage, the selection, evaluation and monitoring criteria, and the expected duration. It should be taken into account that access to the different categories is highly conditioned by external financing being obtained and the requirements of the granting body. For this reason, the plan also includes the main public funding that is available for the financing of contracts for the different stages of the research career.

With regards to training, IDIBGI does not have a structured training plan but annually offers English courses and organises training activities. For example, in 2017 it organised courses on time management, gender perspective in research methodology, responsible research and investigation, risk prevention, updating laboratory techniques, among others. At the beginning of 2018 a cycle of conferences began, and seminars are organised regularly.

For their part, the principal investigators promote attendance at congresses of the research staff that make up their team.

With regard to training, the staff surveyed gave a mean score that was lower than the assessments in the field of selection or institutional ethics:

*"The IDIBGI as an institution has a training plan adapted to each stage of the professional career of its workers, regardless of their employment situation. There are mentors within the Institution who are actively involved in the professional development of researchers and other workers, supporting the internal and/or external promotion of the latter".*

Professional development	<b>2014</b>	<b>2018</b>
<b>IDIBGI Compliance</b>	2.89	3.26
<b>Personal Importance</b>	4.37	4.41

*"The IDIBGI has a training plan that includes and facilitates interdisciplinary, national and/or international mobility of each researcher or other worker at any point in their professional careers".*

Recognition of mobility	<b>2014</b>	<b>2018</b>
<b>IDIBGI Compliance</b>	2.82	3.38
<b>Personal Importance</b>	4.33	4.26

*"I consider that the IDIBGI gives opportunities for professional growth by providing access to measures to develop skills and competencies".*

## Equality Plan

2018-2022

	2014	2018
Access to research training and ongoing training		
<b>IDIBGI Compliance</b>	3.13	3.39
<b>Personal Importance</b>	4.40	4.43

On the other hand, the staff who responded to the survey gave a high score with regards to the relationship that staff in the process of training have with their superiors and the feedback that they receive from them:

*"I believe that researchers and other workers in training at the IDIBGI establish a structured and regular relationship with their superiors that allows them to obtain good results through the feedback that is received".*

	2014	2018
<b>IDIBGI Compliance</b>	3.85	4.15
<b>Personal Importance</b>	4.51	4.46

*"The IDIBGI provides adequate training and equipment, promotes transferability between groups and facilitates and guarantees the correct development of the tasks that each worker carries out within the legal framework and current regulations regarding health and occupational safety".*

	2014	2018
Environment in the investigative work		
<b>IDIBGI Compliance</b>	3.43	3.76
<b>Personal Importance</b>	4.50	4.47

*"I consider that the IDIBGI values geographic, cross-sectoral, interdisciplinary, virtual and public-private sector mobility as a way to enhance scientific knowledge and professional development, and facilitate the administrative tools needed to carry it out".*

	2014	2018
Valuing mobility		
<b>IDIBGI Compliance</b>	3.28	3.62
<b>Personal Importance</b>	4.24	4.29

*"I consider that co-authorship is evaluated positively in the IDIBGI, as evidence of a constructive way of conducting research, and strategies are developed so that the conditions are presented to allow researchers and other workers, even in the earliest stages of their careers to be considered as co-authors of publications, patents, etc."*

## *Equality Plan*

**2018-2022**

Co-authorship	2014	2018
<b>IDIBGI Compliance</b>	3.45	3.81
<b>Personal Importance</b>	4.25	4.38

With regards to professional promotion, as we have seen in the section on the composition of the staff, the positions of the research group leader are highly masculinised, despite the feminisation of the staff, which is why we can refer to the existence of vertical segregation by sex at the IDIBGI.

At the IDIBGI the performance assessment policy is linked to obtaining competitive grants, which define the requirements, the process, the evaluation, the working conditions, etc. of the people who receive the grants. Currently, systematic monitoring of the highest professional profiles is being undertaken. The support office advise staff on HR grants and the suitability of the candidates is assessed, considering the basis of the grants.

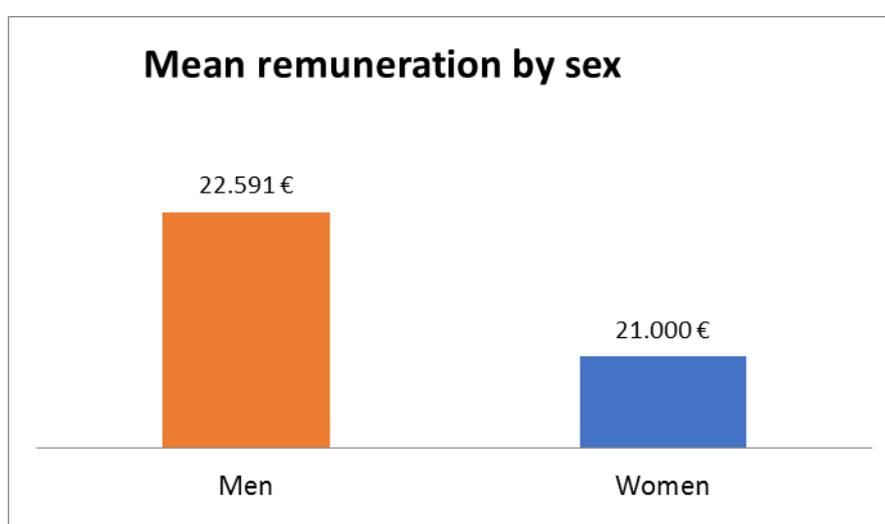
From the perspective of equal opportunities, it is important to note the importance of the systematisation of the professional career monitoring mechanisms, in order to guarantee neutrality in job promotion and the absence of any type of discrimination. For this reason, within the framework of the present Plan, the IDIBGI is urged to adopt measures that allow this systematisation.

#### 4.2.C. Retribution policy

This section assesses whether the organisation complies with the principle of equal remuneration, which establishes that for the same place of work or work of the same value the same remuneration must be received (Directive 2006/54/EC).

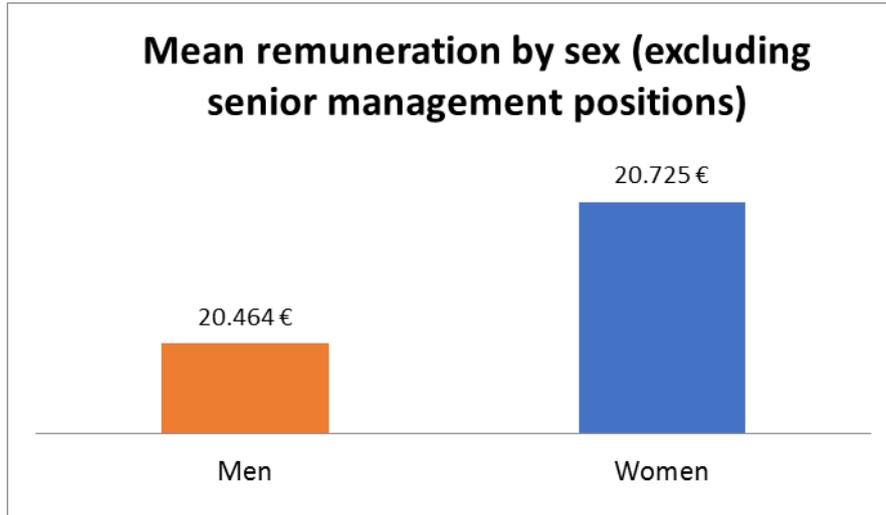
A key indicator to analyse the salary policy from a gender perspective is the **salary gap** between men and women, which measures the difference between the mean retributions of men and women as a percentage of the retributions.

At the IDIBGI the average annual retribution is higher in men than in women:



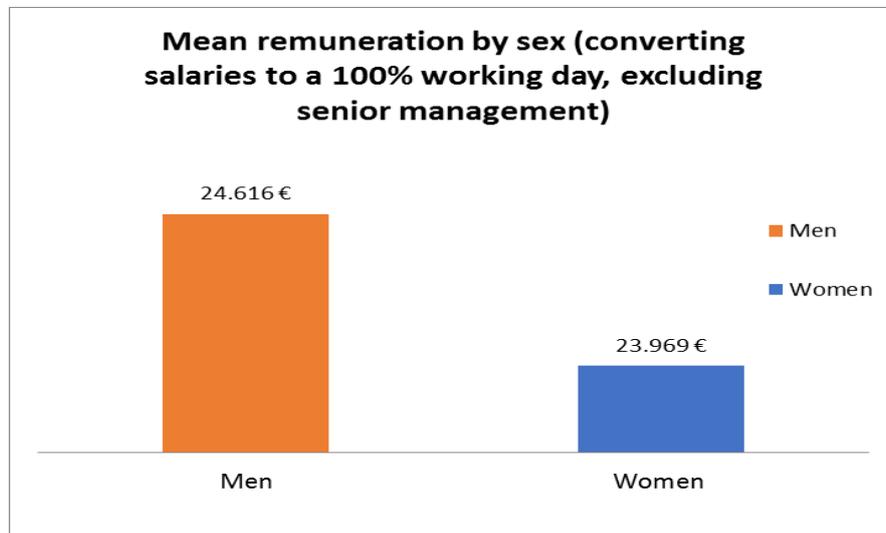
Average salary data indicate that the wage gap in IDIBGI is 7.04%, women are paid 7.04% less than men. This difference is much lower than the European wage gap, which is 16%, and the Spanish gap, which stands at 14%. The wage gap at the IDIBGI in 2014, when the previous equality plan was prepared, was 9.84%.

If this same calculation of average salary is made without considering the executive positions, the result is as follows:



The average salaries of men are 1.28% lower than the average salaries of women, in this analysis the salary gap is favourable to women.

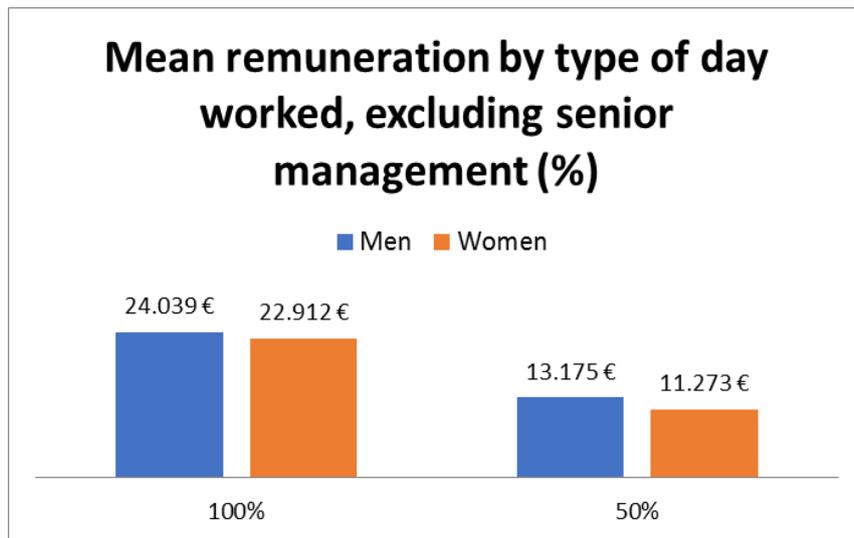
If we calculate the equivalence of the part-time salaries for a full 100% working day and we exclude the executive positions from the analysis, we find that the men's salaries are higher than that of the women's:



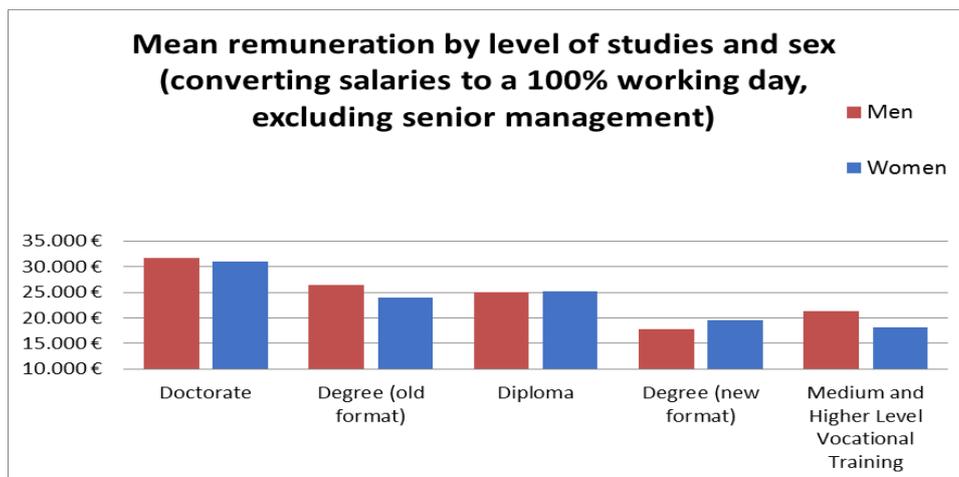
Approximately 30% of the people who work part-time at the IDIBGI do so part-time, a figure which is very similar between men and women. The differences found here are explained by the fact that proportionally men perform shorter part-time working days than women, and once converted into full days, we observe that men's average pay is in fact higher. However, in this last graph, the pay gap would be 2.63%, which is not of great significance.

The salary gap at the IDIBGI in 2014, according to the same criterion as in the previous graph, was 4.91% and, therefore, there has been an improvement in recent years. This improvement is likely to have taken place because of the desire for standardisation of the institution, which has been considered in the selection processes since the creation of the HR Department in 2016. Although there are no approved salary tables, recommended remuneration tables are available.

With regards to the working day, we can only perform a comparison by sex among those who perform 100% and 50% of the day (modalities of work that we find in both men and women). In this case the average salary of men is higher than that of women:



When analysing the data of the average remuneration in relation to the level of studies and sex with 100% of the day, the results are as follows:



It is observed that according to the level of studies, the average male salary is slightly higher amongst those with doctorate and old format degree studies and between those with superior

technical staff qualifications or equivalent studies. On the other hand, for those with diploma level studies, the salary level is very similar whereas, on the other hand, in the case of staff with the new format degree studies, women are paid slightly more than men.

We can not speak of a salary gap just on the basis of this data, since it is necessary to compare the remuneration based on the tasks carried out, which depends on the professional category and the department in which each person is located. At the IDIBGI, the results of this analysis show that in most categories there is no discriminatory gender-based pay gap, independently of whether average salary data is analysed or by making a calculation using the same data for full-time job equivalence.

Based on the data shown in the previous graphs, we cannot speak of a discriminatory wage policy at the gender level, but of a poorly defined salary retribution policy, which does not seem to respond directly to the level of studies, the position held nor, necessarily, the percentage of the day that is worked, although there is a tendency to homogenise salaries by categories and similar tasks.

It should be taken into account that some levels of compensation at the IDIBGI are determined by grant calls and, depending on the calls, the differences in the levels of remuneration levels are very large, especially between national calls and European calls. On the other hand, the budgetary situation of each research group often results in it not being possible to complement grants, or that different wages are offered for the same position in the event that they are not linked to a particular grant.

Finally, the IDIBGI does not have a remunerative policy at this time, although it has a recommended salary table, and therefore there is a lack of coherence in established remuneration that does not respond directly to the level of studies, job position occupied, nor necessarily to the percentage of the day that is worked. However, in recent years, as indicated above, with the creation of the Human Resources Department, there has been a desire to standardise salaries taking into account the professional category and the level of studies required to accede to the category.

In any case, establishing a Retribution Policy for the IDIBGI is a priority action of the present Equality Plan.

- ***Evaluation of the positions***

We can define the evaluation of the positions as the procedure by which the content of each position in a company is analysed and compared in order to establish, in this way, the fair corresponding salary. It can be said, therefore, that each position has its own individual value.

Consequently, a system of job valuation that allows a clear and equitable remuneration policy to be defined must start from a previous definition of each of the jobs that makes up the organisation, which must be detailed and exhaustive. In this regard, it is important for the IDIBGI to work on two convergent lines:

- ✓ The extension of the current descriptions of positions.

- ✓ The implementation of a clear retribution policy based on objectifiable systems of evaluation of the positions.

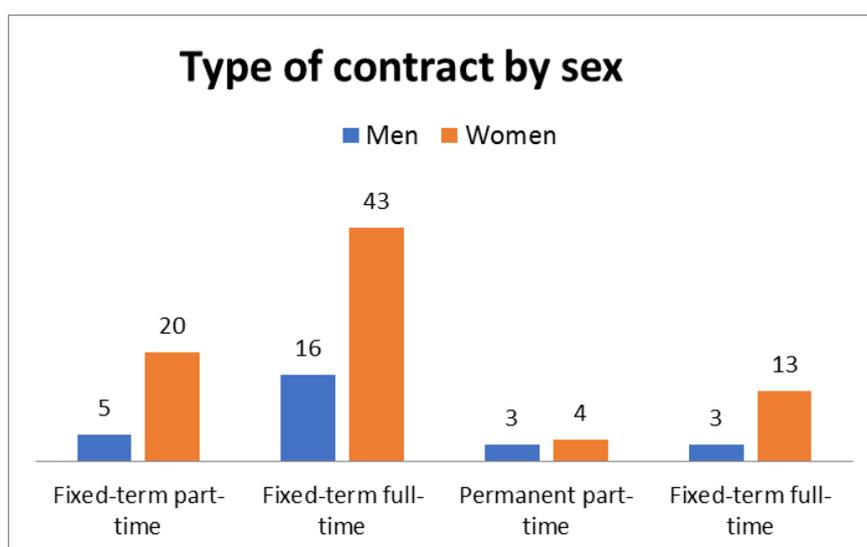
#### 4.2.D. Working conditions

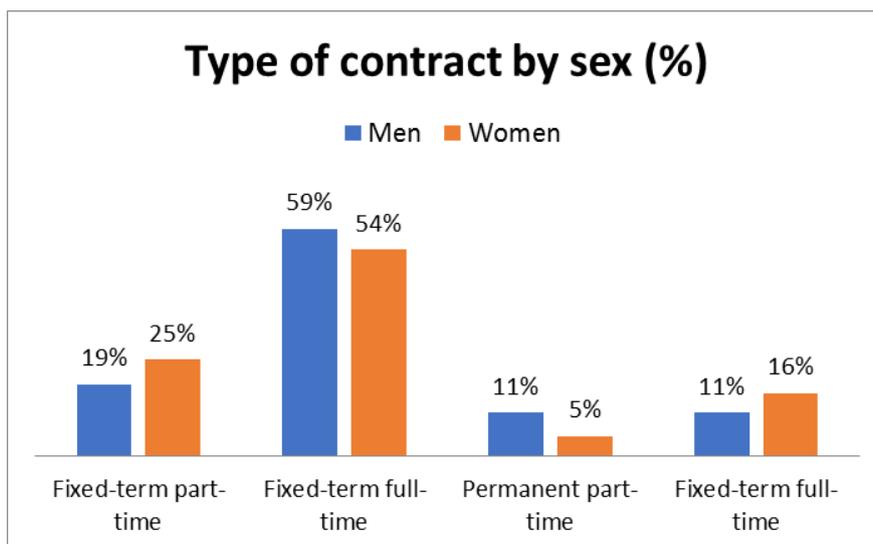
In this area, several aspects are analysed that directly affect working conditions and, therefore, condition the well-being of the staff. In particular, an analysis is made of whether there are differences by the type of contract and working day.

Working conditions determine the life and health of people. However, these conditions are distributed very unevenly: social class, employment, gender and to a lesser extent, age and ethnicity, determine the relationship of the working conditions binomial.

At the IDIBGI a series of factors have been analysed to determine whether the working conditions favour or are an impediment to the wellbeing of the staff, taking into account:

- Type of contract and occupational stability.
  - Possibility of professional development (analysed in section 4.2.C)
  - Physical working environment (analysed in section 4.2.F)
  - Prevention of occupational risks (analysed in section 4.2.F)
  - Possibility of conciliation of personal and working life (analysed in section 4.2.I).
- ***Contract and working day***





As can be seen, most of the IDIBGI's staff have a temporary contractual relationship, a reality that is practically equal between the two sexes (78% of men have a temporary contract compared to 79% of women). This is a question that the IDIBGI has to consider, since professional instability is one of the main factors of psychosocial risk in the workplace. While it is true that the special characteristics of the IDIBGI as an entity dedicated to scientific research that works for projects partly justifies this situation, it is necessary to emphasise the importance of promoting a stable contracting policy, which contributes to greater welfare of the workforce, in general, and women, who make up the majority of temporary salary earners both in Spain and Catalonia, in particular.

Compared to the results of the previous Equality Plan, it can be said that there is no longer any difference between the two sexes. Earlier, 65% of men had a temporary contract compared to 79% of women. Therefore, the percentage of women with a temporary contractual relationship remains the same, while that of men has increased from 65% to 78%.

With regards to the type of working day, most IDIBGI staff perform a full day, without gender differences (70% of men and 70% of women). The fact that there are no differences by sex is a positive aspect, since, in general, labour bias is a highly feminised phenomenon that responds to an unequal distribution between women and men of family and domestic responsibilities, a reality that leads many women to opt for a reduced working day in their paid jobs in order to face the "double" - professional and domestic - workday.

There has been a slight variation in comparison with the previous Equality Plan as 74% of men previously did a full day as compared to 75% of women. Although now the percentage is equal between women and men, the percentage of full-time contracts is lower than it was in the 2014 data.

As has been explained in section 4.2.C, the IDIBGI is committed to the professional development of its staff, a key factor for the attraction of researchers and researchers and,

therefore, for achieving scientific excellence. For this reason, in 2017 a Career Plan was developed for the first time, which will be expanded and developed over the coming years.

With regards to the assessment that the staff makes of the working conditions at the IDIBGI, according to the survey, the score is positive but there is room for improvement. The sections referring to job stability and particularly to professional development are those that receive the lowest scores.

*"The IDIBGI seeks to maintain adequate working conditions within the legal framework and the current regulations on health and work flexibility. I consider that working at the IDIBGI allows a good combination with having children and/or studying for a degree, which does not prevent remote or part-time work, sabbatical periods, holidays and free hours, regardless of gender".*

Working conditions	2014	2018
<b>IDIBGI Compliance</b>	4.00	4.24
<b>Personal Importance</b>	4.67	4.81

*"I consider that the IDIBGI seeks to ensure occupational stability and the internal and external promotion of its workers".*

Stability of the position	2014	2018
<b>IDIBGI Compliance</b>	3.20	3.41
<b>Personal Importance</b>	4.56	4.60

#### **4.2.E. Occupational health. The physical working environment and and the prevention of occupational hazards.**

The staff of the IDIBGI principally perform their activity at two sites:

1. The Dr. Josep Trueta University Hospital of Girona, on the 3rd and 4th floors of the administration block.
2. At the Martí i Julià Hospital Park of Salt, at the M2 building.

The facilities at the Dr. Josep Trueta University Hospital have been completely renewed and those at the Hospital Park, the M2 building, were completely renovated in 2015. In addition, in 2016 and 2017 initial risk assessments were carried out at both facilities.

With regards to the prevention of occupational hazards, the IDIBGI has a management system structured in 6 chapters, whose contents are as follows:

- 1) Preventive policy, fundamental principles and commitments.
- 2) Organisation of the preventive activity, functions and responsibilities.

- 3) Planning: timing, priorities, economic resources, material and human resources, scope and responsibilities of the Plan.
- 4) Practices, procedures, processes and resources.
- 5) Control and supervision mechanisms.
- 6) Revision of the Plan.

The IDIBGI has a Basic Prevention Unit (BPU) and a Human Resources Department that are coordinated to inform and train staff in matters related to risk prevention, adapting the contents to the different positions. Thus, new staff receive the Welcome Manual and the Notebook of Occupational Risks and their prevention at the IDIBGI with all the necessary information, along with other documents. Risk prevention training courses are also regularly offered for all professional categories.

	<p>Institut Català de la Salut Unitat Bàsica de Prevenció Girona Departament Riscos Laborals - t 972.94.02.01 Ext. 2201 Hospital Dr. Josep Trueta Av. França s/núm. 17007 Girona Email : ubp.girona.ics@gencat.cat</p>		<p>Institut d'Investigació Biomèdica de Girona Dr. Josep Trueta</p>
<b>ANNEX II. JUSTIFICANT DE RECEPCIÓ DE LA INFORMACIÓ SOBRE RISCOS LABORALS</b>			
Lloc de Treball:			
Empresa: Institut d'Investigació Biomèdica de Girona Dr. Josep Trueta			
Codi Servei: .....		Codi Unitat: .....	
Registre núm. ....		Data entrada UBP .....	
En/na .. , ha rebut de l'Àrea de Recursos Humans la informació sobre riscos laborals següent:			
<input checked="" type="checkbox"/> Manual de benvinguda de l' IDIBGI.			
<input checked="" type="checkbox"/> Informació sobre els riscos i les mesures correctores del seu lloc de treball (quadern informatiu).			
<input checked="" type="checkbox"/> Informació sobre el Pla d'emergència del centre.			
<input checked="" type="checkbox"/> Informació sobre les normativa de prevenció de riscos laborals.			
<input checked="" type="checkbox"/> Oferiment examen de salut inicial			
<input type="checkbox"/> Altres procediments i/o protocols, informacions			
.....			
.....			
Lloc de treball: ..... Categoria professional: .....			

Noteworthy aspects are that it covers planning for the detection of harassment at work and the actions to be taken in these situations, for the prevention of violence and the actions to be taken in situations of violence, as well as for the identification, intervention and resolution of

situations that are possibly of a psychosocial aetiology, all of which are often characterised by an important gender component.

On the other hand, the occupational risk prevention plan covers pregnancy as a situation that requires special attention in terms of preventive action and actions are carried out for the assessment of risks in the workplace and health surveillance.

UNITAT BÀSICA DE PREVENCIÓ

UNITAT BÀSICA DE PREVENCIÓ

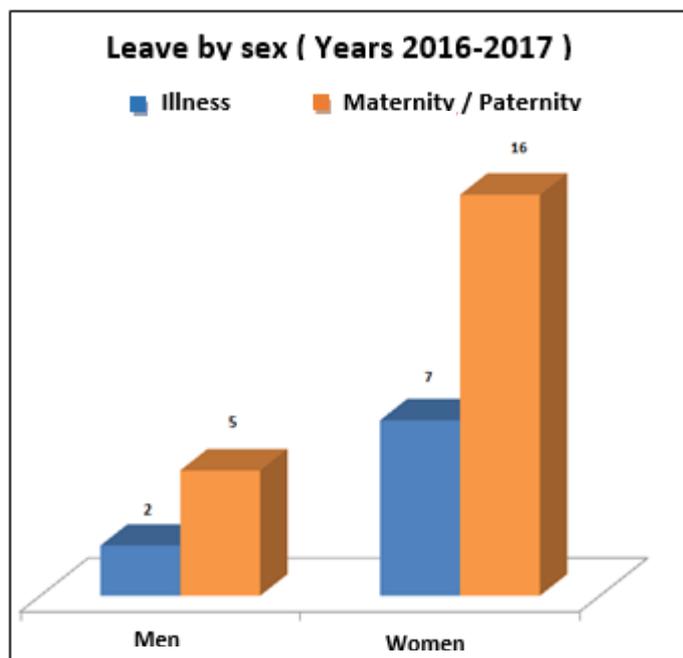
AVALUACIÓ de RISCOS LABORALS

AVALUACIÓ de RISCOS LABORALS



ESPAIS DEL PAVELLÓ DE GORVERN DE L'HOSPITAL UNIVERSITARI DE GIRONA DR. JOSEP TRUETA

With regards to sick leave, as can be seen in the chart below, the number is small, which suggests that working conditions at the IDIBGI do not have a negative impact on the health of its staff. On the other hand, the number of sick leaves for women is higher than that of men, which corresponds to the greater numerical presence of women in the organization and does not seem to deserve specific follow-up, since most are casualties for maternity (even those that appear under the name "illness" refer mainly to leave taken before giving birth):



Finally, we people who sensitive

need to refer to are in especially circumstances.

Although measures are taken, and monitoring is carried out through the health and safety department of the Basic Unit of Prevention, there is no protocol for especially sensitive workers at the IDIBGI (workers sensitive to certain ergonomic, psychosocial, physical, chemical, or biological risks, women who are pregnant or in period of lactation and workers with disabilities).

The creation of this document will establish the procedure to be followed in the event that situations of special sensitivity are detected and how workplace adaptation measures should be introduced. This protocol should also mention the different needs of women and men in relation to the prevention of risks and occupational health, and specifically cover the situation of pregnant or breastfeeding women.

#### **4.2.F. Prevention and action against sexual harassment and harassment on the basis of sex**

Workplace harassment, whether sexual, by reason of sex, or psychological, is a serious attack against the integrity and dignity of a person.

The IDIBGI has a protocol for the prevention of and action against harassment in the workplace that is specific to the institution. This protocol, which has been extensively developed, includes:

- ✓ Legal framework
- ✓ Area of application
- ✓ Description and examples of behaviour that are susceptible to be considered harassment as well as those that are not
- ✓ Description of preventive actions
- ✓ Description of intervention actions and formal and informal resolution procedures
- ✓ Form requesting intervention for a situation of harassment
- ✓ Form giving informed consent for the investigation of harassment situations
- ✓ Template of a report informing of the result of an intervention procedure in a situation of harassment
- ✓ Template of a prevention service report for the management
- ✓ Template of a data communication file for the monitoring and evaluation of a harassment situation

Furthermore, some aspects of the protocol have recently been modified or improved:

- With regards to the informal procedure, reference is made to the fact that a person who considers that she or he is the subject of a harassment situation will resolve the conflict directly or with the intervention of a mediator.
- All communications of alleged sexual harassment or by reason of sex will be included in the general register of incidents of risks due to harassment, correctly coded by the Occupational Hazards Prevention Unit and the HR Service for statistical treatment. This information will be subject to the regime established by article 22 of Law 31/1995, of 8<sup>th</sup> November, on Occupational Risk Prevention, and the register is regulated by the LOPD (Organic Law for Data Protection), guaranteeing the confidentiality of the data it contains.
- The members of internal research committee are named.
- The harassment protocol included sensitisation actions directed at the whole staff. Awareness strategies have been developed and the information has been disseminated through intranets and other media (leaflets, equality poster, etc.).
- A sanctions regime has been included in the harassment protocol.
- Mention is made of measures for post-exposure prevention.
- Reference is made to the principle of "burden of proof" in the formal procedure section.

Taking into account that the IDIBGI staff can work with staff from other related institutions, if situations of conflict arise between institutions, a series of coordination measures will be included in the Harassment Protocol in accordance with the obligations of coordination of business activities.

Finally, it should be noted that the existence of the protocol has been duly communicated to all staff by e-mail, and has been posted on the intranet, making it available to all the workers. New staff are informed about its existence.

#### **4.2.G. Communication and use of language**

In this section, an analysis is made of whether the corporate communication is inclusive, without being androcentric or sexist, contributing to the visualisation of women in the workplace and not stereotyping masculine and feminine images.

Furthermore, an evaluation is made as to whether the communication tools of the organisation facilitate equal access to the information for the whole of the staff, as well as the existence of upstream and downstream channels of communication, which guarantee the bidirectionality of the information flow.

In relation to the use of language and non-androcentric, inclusive communication, a systematic policy has been applied, for the use of inclusive language in all forms of communication of the IDIBGI through a **Guide to the Non-Sexist Use of Language** (see Annex 9).

The IDIBGI website contributes to the visualisation of the presence of women in the scientific field, through the presence of photos of the researchers and their full names, thus enhancing the expansion of social imaginaries in relation to the presence of women in various professional fields.

Likewise, in order to increase women's visibility in science, the research groups have been informed of the need for articles and other publications to be signed with their full names and surnames, and not just the first letters of their names followed by their surnames so that the presence of women becomes visible (a strategy that appears in different European recommendations in order to make clear the female presence). This information has been drafted in a document on **the signing of research communications** (see Annex 10) and is available on the researchers' intranet. This policy, however, is subject to the specific requirements of authorship of each scientific journal.

Both the use of inclusive language and the signing of communications are the responsibility of each researcher, so the IDIBGI makes reminders to the staff to use it correctly and apply it in all their communications and work (emails, papers, projects, projects, etc.).

With regards to external communication of the work undertaken by each scientific team, the IDIBGI publishes articles on its website about the research performed by the research groups that form part of it.

With regards to guaranteeing internal communications and access to information by staff, although there is no established communication plan, internal communications are common and there is a corporate intranet. The preparation of a bulletin or corporate newsletter is recommended to facilitate communication. On the other hand, as a mechanism for accessing information and as a way of knowing the internal dynamics of the IDIBGI, the existence of an informal mentoring system for research personnel in practice particularly stands out. The development of a mentoring procedure to ensure a common way of acting throughout the institution is recommended.

#### **4.2.H. Use of time and conciliation of personal and professional life.**

Conciliation is understood as the possibility of balancing work time with time devoted to other areas of life, such as the personal and family sphere, so that each person can develop satisfactorily and can give a full meaning to their daily lives.

Companies, organisations and public administrations need to adopt measures aimed at improving the balance between the different spheres of life addressed to men and women indistinctly in order to promote joint responsibility.

In January 2017, the Board of Trustees of the IDIBGI approved the procedure on "**Rights and measures for the conciliation of family and personal work life**" in order to respond to the need to define a series of measures with the objective of guaranteeing a time management that facilitates the conciliation of the different spheres of life (see Annex 11)

This document describes the various forms of paid leave and reduction in the working day to which IDIBGI workers are entitled, situations in which a reduction in working hours may be requested, and when a voluntary leave may be requested.

It also describes a series of measures permitting flexibility in the distribution of time and work space to adjust to the needs of work, family and personal conciliation such as flexible starting and finishing times and the possibility of requesting tele-working for those who reside at a significant distance from the workplace, for example.

This document recommends actions that can be introduced by the research groups to improve the time management of day-to-day tasks:

- ✓ Call meetings and training sessions during the working day and avoid calling them at times that are close to the rest period or at the end of the day.
- ✓ Plan meetings and training sessions that are to be held away from the usual place of work well in advance.
- ✓ Introduce time management measures in the research groups to improve task planning.

During the first quarter of 2018, the same survey that was used for the previous equality plan was used again. On this occasion, however, questions that refer to work conciliation and gender equality have been added.

The information obtained in this area is of a qualitative and quantitative nature and the aim is to analyse the perception of the staff with regards to the favouring of the balance between family life, personal and work by the institution, as well as aiming to analyse whether the management of working time helps to ensure the equality of opportunity between men and women.

This section consisted of 11 statements with an answer that valued the degree of agreement, a question about the degree of knowledge of the conciliation measures and an open question.

It should be taken into account that approximately 40% of people did not respond. Of the 60% who did respond it is seen that the staff are satisfied in how they divide their time between their work and their personal or family lives, as well as the relationship that they have with the head of their groups, units or departments. Less than 5% give an unfavourable evaluation.

- **Question 1:** To what extent are you satisfied with the way in which you divide your time between your work and your personal or family life.

Question 1		
	n	(%)
<b>Not satisfied at all</b>	-	
<b>Very little satisfied</b>	-	
<b>Little satisfied</b>	3	(4.4)
<b>Quite satisfied</b>	21	(30.9)
<b>Very satisfied</b>	11	(16.2)
<b>Totally satisfied</b>	6	(8.8)
<b>No response</b>	27	(39.7)
<b>Total</b>	68	(100.0)

- **Question 2:** My head of group/unit/department is prepared to listen to my personal and professional problems and has time for me
- **Question 3:** My head of group/unit/department organises the department in such a way that it benefits the workers and the IDIBGI

	Question 2		Question 3	
	n	%	n	%
<b>Strongly disagree</b>	-		-	
<b>Disagree</b>	2	(2.9)	1	(1.5)
<b>Somewhat disagree</b>	1	(1.5)	-	
<b>Somewhat agree</b>	12	(17.6)	11	(16.2)
<b>Agree</b>	11	(16.2)	17	(25.0)
<b>Strongly agree</b>	15	(22.1)	11	(16.2)
<b>No response</b>	27	(39.7)	28	(41.2)
<b>Total</b>	68	(100.0)	68	(100.0)

With respect to other areas of life, the majority perception of staff is that the IDIBGI does respect their personal lives.

- **Question 4:** At the IDIBGI, workers who participate in work and family conciliation programmes (for example part-time work) are perceived as less committed to the development of their careers than those who do not participate in these programmes
- **Question 5:** At the IDIBGI, workers are expected to continue working from home at night and/or at weekends

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- **Question 6:** To be well regarded by our bosses, the workers must constantly put work ahead of their family or personal life

	Question 4		Question 5		Question 6	
	n	(%)	n	(%)	n	(%)
<b>Strongly disagree</b>	10	(14.7)	17	(25.0)	23	(33.8)
<b>Disagree</b>	10	(14.7)	8	(11.8)	5	(7.4)
<b>Somewhat disagree</b>	11	(16.2)	9	(13.2)	10	(14.7)
<b>Somewhat agree</b>	5	(7.4)	5	(7.4)	2	(2.9)
<b>Agree</b>	2	(2.9)	-	-	-	-
<b>Strongly agree</b>	2	(2.9)	-	-	-	-
<b>No response</b>	28	(41.2)	29	(42.6)	28	(41.2)
<b>Total</b>	68	(100.0)	68	(100.0)	68	(100.0)

With regards to the perception of professional development, there is no perception that it is more difficult to progress in the IDIBGI as a woman.

- **Question 7:** It is easier for men to progress at the IDIBGI than women
- **Question 8:** It is easier for women to progress at the IDIBGI than men

	Question 7		Question 8	
	n	(%)	n	(%)
<b>Strongly disagree</b>	18	(26.5)	22	(32.4)
<b>Disagree</b>	9	(13.2)	9	(13.2)
<b>Somewhat disagree</b>	9	(13.2)	9	(13.2)
<b>Somewhat agree</b>	2	(2.9)	-	-
<b>Agree</b>	-	-	-	-
<b>Strongly agree</b>	-	-	-	-
<b>No response</b>	30	(44.1)	28	(41.2)
<b>Total</b>	68	(100.0)	68	(100.0)

It is important to highlight that, in general, people feel identified with the IDIBGI, with opportunities for independence and freedom to perform their work.

- **Question 9:** I have opportunities for independence and freedom to decide how to do my work
- **Question 10:** I feel identified with the IDIBGI

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	Question 9		Question 10	
	N	%	n	%
<b>Strongly disagree</b>	-		1	(1.5)
<b>Disagree</b>	-		-	
<b>Somewhat disagree</b>	2	(2.9)	6	(8.8)
<b>Somewhat agree</b>	13	(19.1)	16	(23.5)
<b>Agree</b>	16	(23.5)	13	(19.1)
<b>Strongly agree</b>	9	(13.2)	5	(7.4)
<b>No response</b>	28	(41.2)	27	(39.7)
<b>Total</b>	68	(100.0)	68	(100.0)

Companies, organisations and the public administration, apart from adopting measures aimed at improving the balance between the different spheres of life, must ensure that workers and workers know about these measures.

The survey reveals a need to improve communication of the institution's policies – specifically with regards to work and family life conciliation – since it is clear there is a lack of awareness of the existence of these measures and that they are not adequately communicated to staff.

- **Question 11:** Select all of the policies that you have access to at the IDIBGI. If you chose “I don’t know if I have access to these policies”, make sure that you have not selected any of the previous options

	Yes		No	
	n	(%)	n	(%)
1. Flexible working hours	29	(42.6)	39	(57.4)
2. Reduction in length of working day/modification of working hours	22	(32.4)	46	(67.6)
3. Leave of absence to care for a child	18	(26.5)	50	(73.5)
4. 1-hour reduction for lactation	17	(25.0)	51	(75.0)
5. Leave for a death, accident, ...	29	(42.6)	39	(57.4)
6. Leave for hospitalisation or surgical intervention	26	(38.2)	42	(61.8)
7. Flexible holiday calendar	31	(45.6)	37	(54.4)
8. Permission to leave the place of work	24	(35.3)	44	(64.7)
9. Tele-work	14	(20.6)	54	(79.4)
10. Easy access to conciliation benefits	13	(19.1)	55	(80.9)
11. Gender perspective and time management seminars	20	(29.4)	48	(70.6)
12. I don’t know if I have access to these policies	8	(11.8)	60	(88.2)

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### 4.3. ACTION PLAN

<b>RESPONSIBILITY</b>	
<b>EQUAL</b> = Equality Committee <b>HRS4R</b> = HRS4R Committee <b>HR</b> = Human Resources Department <b>MAN</b> = Management <b>ISC</b> = Internal Scientific Committee IDIBGI	<b>COM</b> = Communication Department <b>STATS</b> = Department of Statistics and Methodology <b>BPU</b> = Basic Prevention Unit <b>PROJ</b> = Project Management Department <b>WC</b> = Works Council

<b>Line: Corporate Social Responsibility</b>				
Measure number	Description of the measure	Responsibility	Period	Indicator(s)
1	Draw up and approve a regulation for the operation of the Equality Commission where the competencies and the functioning of this working group are regulated	EQUAL	4th quarter 2018	Document drawn up
2	Carry out dissemination activities to publicise the leadership of women in biomedicine.	EQUAL COM	4th quarter 2021 (*)	Number of activities and participants
3	Carry out general awareness actions in gender perspective and equal opportunities for the whole staff.	EQUAL	4th quarter 2022 (*)	Number of activities and participants
4	Continue training staff in research methodology with a gender perspective.	EQUAL	4th quarter 2022 (*)	Courses held and number of participants

<b>Line: Characteristics of the staff</b>				
Measure number	Description of the measure	Responsibility	Period	Indicator(s)
5	To carry out a longitudinal study to reveal the evolution of the research staff at the IDIBGI and their degree of connection to the institute in the medium term.	HR STATS	1st quarter 2022 (*)	Statistical analysis and report
6	Carry out a valuation survey when there is a contract termination.	HR	3rd quarter 2018	Document has been prepared
7	Promote equality in the creation of the committees that are formed within the scope of the IDIBGI to avoid vertical segregation.	EQUAL	2nd quarter 2020	Documents that show the incorporation of a gender perspective in committee work
8	Look for calls for projects that promote women as the principal investigators.	PROJ EQUAL	3rd quarter 2021	Calls identified and projects

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<b>Line: Access, training, promotion and development</b>				
<b>Measure number</b>	<b>Description of the measure</b>	<b>Responsibility</b>	<b>Period</b>	<b>Indicator(s)</b>
9	To create an internal committee with research staff and PIs to evaluate career and training plans.	MAN HR HRS4R	4th quarter 2018	Creation of the committee
10	Implement a career tracking method.	MAN HR HRS4R	3rd quarter 2019	Documents drawn up and minutes of meetings
11	Draw up a training plan.	MAN HR EQUAL	3rd quarter 2020	Document drawn up
12	Continue training team leaders in selection procedures.	HR	2nd quarter 2021 (*)	Training activities undertaken

<b>Line: Retribution policy and valuation of work positions</b>				
<b>Measure number</b>	<b>Description of the measure</b>	<b>Responsibility</b>	<b>Period</b>	<b>Indicator(s)</b>
13	Clearly define the retribution policy of the IDIBGI, both of support and scientific staff.	HR MAN ISC WC	1st quarter 2021	Document drawn up
14	Carry out a study of positions at the IDIBGI, prior to their valuation/remuneration	HR EQUAL	1st quarter 2020	Report drawn up
15	Improve the information sheets of the work positions, standardising their descriptions, the format, the competencies, etc.	HR	2nd quarter 2019	Updated information sheets

<b>Line: Working conditions</b>				
<b>Measure number</b>	<b>Description of the measure</b>	<b>Responsibility</b>	<b>Period</b>	<b>Indicator(s)</b>
16	Contribute to defining strategies for the stabilisation of the staff.	HR MAN ISC	2nd quarter 2021	Document with defined strategies
17	Take measures to favour the professional development and stabilisation of the staff (advice on grants)	PROJ EQUAL	3rd quarter 2020	Document with measures taken

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### Line: Occupational health. Physical environment and occupational hazards

Measure number	Description of the measure	Responsibility	Period	Indicator(s)
18	Create a protocol for workers who are in particularly sensitive circumstances.	BPU	4th quarter 2018	Protocol

### Line: Prevention of harassment at the workplace

Measure number	Description of the measure	Responsibility	Period	Indicator(s)
19	Include coordination in the case of conflict between IDIBGI staff and staff from external companies in the harassment protocol.	BPU HR	4th quarter 2019	Document updated
20	Continue communicating to and informing all the staff about the existence of the harassment protocol.	BPU HR COM	1st quarter 2022	Communications and information for staff

### Line: Communication and use of language

Measure number	Description of the measure	Responsibility	Period	Indicator(s)
21	Give reminders to the staff about the correct use of inclusive language in all of the communications of the IDIBGI.	EQUAL	2nd quarter 2022	Communications sent to all IDIBGI staff
22	Create a corporate bulletin or newsletter to facilitate internal communication.	MAN COM	1st quarter 2020	Bulletin or newsletters have been sent
23	Establish a mentoring procedure for staff and students.	EQUAL	2nd quarter 2021 (*)	Document has been prepared

### Line: Use of time and personal and professional life conciliation

Measure number	Description of the measure	Responsibility	Period	Indicator(s)
24	Continue offering time management training	EQUAL	4th quarter 2021 (*)	Courses undertaken and number of participants
25	Improve communication of the existence of conciliation measures procedures, placing emphasis on communication to men so that they are aware that they are aimed at them	HR COM	3rd quarter 2022 (*)	Communications made to the staff of the IDIBGI
26	Undertake actions and/or awareness	HR	4th	Number of

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	courses on joint responsibility and conciliation	COM	<b>quarter 2022</b>	courses and actions undertaken
<b>27</b>	Create an information gathering system on the conciliation measures that are applied for and undertake a longitudinal study	HR	<b>2nd quarter 2022</b>	Document/ Information gathering programme and study

(\*) Activities that are performed periodically

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#### **4.5. ANNEXES**

- **Annex 1:** Poster and leaflet on awareness
- **Annex 2:** Harassment leaflet
- **Annex 3:** HRS4R survey and conciliation
- **Annex 4:** Diplomas of the Equality Commission
- **Annex 5:** Programmes incorporating a gender perspective
- **Annex 6:** Post-residency call
- **Annex 7:** Table summarising the results of the HRS4R survey 2018
- **Annex 8:** System of position evaluation
- **Annex 9:** Guide to the Non-Sexist Use of Language
- **Annex 10:** Signing of research communications
- **Annex 11:** Rights and measures for the conciliation of the personal and professional life