



GENDER
EQUALITY
PLAN

INDEX

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INTRODUCTION

The Aragon Institute of Technology is at the forefront of technological innovation, aware of the importance of technology and innovation in society. As an organization focused on managing technological innovation projects, our asset is the experience and knowledge of the people who make up ITAINNOVA. Our philosophy is to innovate technologically around people, so that they are the ones at the center of progress and innovation.

The organization, aware of the difficulty that women have historically had in the labour market, especially in the technology sector, tries to promote and encourage female talent. This talent has made ITAINNOVA grow in quantitative and qualitative terms in a very positive way.

ITAINNOVA, through different action plans and doings, promotes and encourages equal opportunities and non-discrimination between women and men. Equal opportunities between women and men is adopted as a of the Corporate and Human Resources Policies. Principle of Equality understood as stated in **Article 3 of Organic Law 3/2007, of 22 March, for the effective equality of women and men:** *"It implies the absence of any discrimination on grounds of sex, whether direct or indirect, and especially those derived from maternity, the assumption of family obligations and marital status"*.

In the same way that Article 46 indicates the obligation to have an–Gender Equality Plan in companies, a situation that for the Public Administration is included in the Eighth Additional Provision of the Basic Statute of the Public Employee, section 2 of which states: *"In the case of companies with more than 250 workers, the equality measures referred to in the previous section must be aimed at the development and implementation of an Gender Equality Plan , with the scope and content established in this chapter, which must also be subject to negotiation in the manner determined in the labour legislation"*.

However, with the approval of **Royal Decree-Law 6/2019 on urgent measures to guarantee equal treatment and opportunities between women and men in employment**, it was made compulsory to have a negotiated Gender Equality Plan in companies with 50 employees, in addition to establishing the minimum content that the Gender Equality Plans should have. This content would later be detailed in **Royal Decree 901/2020, of 13 October; Royal Decree 902/2020, of 13 October, on equal pay for women and men**.

In turn, in the Autonomous Community of Aragon, 2018 saw the approval of **Law 7/2018, of 28 June, on equal opportunities between women and men in Aragon**. Its purpose is *"to give effect to the right to equal treatment and opportunities between women and men in the Autonomous Community of Aragon, in development of articles 9.2, 14 and 23 of the Constitution, and 6.2, 11.3, 24.c) and 73. 37.^a of the Statute of Autonomy of Aragon, and through the necessary measures, remove the obstacles that prevent or hinder its fullness to advance towards a more free, fair, democratic and supportive Aragonese society"*.

Within the framework of the **II Strategic Plan for Equality between women and men in Aragon**, The Plan for Equality between women and men in the field of General Administration of the Autonomous Community of Aragon 2021-2024 was approved on 23 December 2020. Although this Plan has served as a reference for the Aragon Institute of Technology during the 2021 financial year, it is necessary, bearing in mind the entire legal framework and the particularities of the Aragon Institute of Technology, to develop this 1st ITAINNOVA Gender Equality Plan.

The Aragón Institute of Technology's Gender Equality Plan is intended to guarantee equal opportunities between women and men who make up the Institute's staff, going one step further than all the actions and action plans that the organization has historically promoted and implemented. To this end, an in-depth initial diagnosis has been carried out, including quantitative and qualitative data that have served as the basis for the preparation of an action plan containing a

series of measures to correct, improve or continue working on those areas that could be improved or continued in terms of equal opportunities between women and men.

By achieving this, it also seeks to support the construction of prosperous and sustainable societies, which in the business sphere is intrinsically related to the promotion of safe, non-discriminatory environments focused on Continuous us improvement.

This action is aligned with the **Sustainable Development Goals that the United Nations¹ set in its 2030 Agenda**. Each goal has specific targets that involve working based on strong principles and values, with a shared vision that puts people and social progress at the center.



Specifically, the 1st Plan for Equal Opportunities between women and men of The Aragón Institute of Technology is aligned with **Objectives 5 and 8**.

Goal 5: *Achieve gender equality and empower all women and girls. So that new structural frameworks for women's equality in the workplace are put in place and harmful practices against women are eradicated.*

Goal 8: *Promote inclusive and sustainable economic growth, employment, and decent work for all. As the creation of quality jobs remains a major challenge. To achieve sustainable economic development, societies must create the conditions for everyone to have access to decent employment conditions, stimulating diverse and equitable environments.*

In this way, the development of a corporate strategy that considers sustainable and socially responsible criteria is a guarantee of growth, given that it focuses on the culture, circumstances and challenges of The Aragón Institute of Technology.

On the other hand, ITAINNOVA is committed to the establishment and development of policies that integrate equal treatment and opportunities between women and men without discriminating directly or indirectly on the grounds of sex, as well as the promotion and encouragement of measures to achieve real equality within the organization, establishing equal opportunities between women and men as a strategic principle of its Corporate Policy.

¹ <https://www.un.org/sustainabledevelopment/es/objetivos-de-desarrollo-sostenible/>

PRESENTATION OF THE TECHNOLOGICAL INSTITUTE OF ARAGON

ITAINNOVA is a non-profit public law entity, recognized at regional and national level as a technology Center whose creation dates to 1984. We are a complex and unique organization.

Since our inception, we have had to adapt to three demanding ecosystems at the same time: the **business market for innovation, the excellence of R&D&I research activity, and public policies and their administrative processes.**

This particular legal nature and the heterogeneity of the activities we carry out obliges us in many cases to adapt and extend the regulatory compliance of our activity and to guarantee equal opportunities in different areas, including equality between women and men.

As a public law entity, the Aragon Institute of Technology would be included in the framework established by the **II Strategic Plan for Equality between women and men in Aragon**, which led to the approval on 23 December 2020 of the **Plan for Equality between women and men in the field of General Administration of the Autonomous Community of Aragon 2021-2024**. Although this Plan has served as a reference for the Aragon Institute of Technology during the 2021 financial year, it is necessary, bearing in mind the entire legal framework and the particularities of the Aragon Institute of Technology, to develop this 1st ITAINNOVA Gender Equality Plan.

Likewise, ITAINNOVA has a long cultural trajectory focused on a clear orientation towards equal opportunities through the deployment of its different action programs. In this respect, it should be pointed out that our field of activity leads us to participate in the Structural Fund Operational Programs, whose **horizontal principles and transversal objectives include equal opportunities, the two aspects of which are: equal treatment between people, and equality between women and men.** This general principle must be applied in all sectors, especially in professional life, education and access to health care, goods, and services.

In terms of equal opportunities, ITAINNOVA is active in R&D&I, where there is greater male employment (69%-70%) according to INE data.

Data According to INE ²³

Personal e investigadores en I+D por sectores. Serie 2016-2019 (% de mujeres)

| | Personal en I+D | | | | Investigadores | | | |
|--|-----------------|-------------|-------------|-------------|----------------|-------------|-------------|-------------|
| | 2019 | 2018 | 2017 | 2016 | 2019 | 2018 | 2017 | 2016 |
| Total sectores de alta y media-alta tecnología (A+D) | 30,8 | 30,3 | 31,0 | 30,3 | 31,6 | 31,2 | 31,3 | 30,7 |
| A. Sectores manufactureros de alta y media-alta tecnología (B+C) | 28,6 | 27,5 | 29,0 | 28,2 | 30,7 | 28,9 | 29,8 | 29,0 |
| B. Sectores manufactureros de alta tecnología | 38,1 | 37,5 | 38,9 | 38,0 | 36,3 | 34,2 | 36,3 | 35,1 |
| C. Sectores manufactureros de tecnología media-alta | 23,0 | 22,1 | 23,4 | 22,9 | 25,7 | 24,7 | 24,9 | 24,5 |
| D. Servicios de alta tecnología | 32,7 | 32,9 | 32,8 | 32,2 | 32,3 | 32,8 | 32,3 | 31,9 |
| Total sector empresarial | 30,7 | 30,1 | 30,1 | 29,8 | 31,6 | 31,0 | 30,9 | 30,5 |

Nota: en 2016 cambia la nomenclatura en los literales, obedece a una mayor claridad y no a un cambio metodológico
Fuente: Indicadores de alta tecnología. INE

²https://www.ine.es/dyngs/INEbase/es/operacion.htm?c=Estadistica_C&cid=1254736176979&menu=ultiDatos&idp=1254735576669

³

https://www.ine.es/ss/Satellite?L=es_ES&c=INESeccion_C&cid=1259925527911&p=%5C&pagename=ProductosYServicios%2FPYSLayout¶m1=PYSDetalle¶m3=1259924822888

OBJECTIVES OF THE GENDER EQUALITY PLAN

This **Gender** Equality Plan includes a series of objectives, of a general nature and application to the whole organization⁴ :

- ✓ Promote the principle of equal treatment between women and men, guaranteeing equal professional opportunities in employment, selection, remuneration, training, development, promotion and working conditions.
- ✓ Guarantee the absence of direct or indirect discrimination on grounds of sex, and especially those derived from maternity, paternity, the assumption of family obligations, marital status and working conditions.
- ✓ Eliminate all manifestations of discrimination in internal promotion and selection in order to achieve a balanced representation of women in the workforce.
- ✓ Apply a gender perspective to all areas, policies and decisions of the organization (gender mainstreaming).
- ✓ Preventing sexual harassment and harassment based on sex, training and developing, where appropriate, actions related to conduct, as well as knowledge of the protocol for action to protect all female and male employees.
- ✓ Promote through communication and training actions equal opportunities and the elimination of unconscious gender bias at all organizational levels and especially in those positions that involve decision-making.
- ✓ To promote the reconciliation of professional and personal life for all ITAINNOVA employees, regardless of their seniority.
- ✓ Ensure equal pay for work of equal value.
- ✓ Integrate the gender dimension throughout the organization and especially in the field of Research, by: promoting women's participation in science and research; and addressing the gender dimension in research.
- ✓ Generate a positive social impact on equal opportunities, through actions in the context of science and technology and in the economic and business fabric.

SCOPE OF APPLICATION

This Gender Equality Plan will **apply to all employees of The Aragón Institute of Technology (Q5095008H)** regardless of their hierarchical level or any other aspect and will be equally applicable to all work centers.

The Collective Bargaining Agreement applicable is the so-called "Pact for the Application of the VII Collective Bargaining Agreement for the employment personnel of the Government of Aragón, at the Technological Institute of Aragón (agreement code 72000342012009).

The Technological Institute of Aragón has **two work centers**, one located in Zaragoza and the other in Huesca. The activity of both centers is in R&D, through the development of projects and services.

The **Zaragoza work center** is located at C/ María de Luna nº 7-8 in Zaragoza. Composed of 214 people⁵, of which 82 are women and 132 men.

The **Huesca work center** is located at CR/ de Zaragoza, Km.566 - Parque Tecnológico Walqa-Huesca. Composed of 2 people⁶, all of them men.

⁴ These objectives, both quantitatively and qualitatively, are developed through the section "Lines of action and measures of the Gender Equality Plan".

⁵ Data as of the reference date for the analysis of the Gender Equality Plan.

⁶ Data as of the reference date for the analysis of the Gender Equality Plan.

ENTRY INTO FORCE AND PERIOD OF VALIDITY

This ITAINNOVA's Gender Equality Plan **come into force the day after its signature and will be in force until 31 December 2024.**

Three months before the end of the plan, the parties will meet to set up the Negotiating Committee for the next **Gender** Equality Plan, whose mission will be to draw up and approve a new diagnosis and subsequent **Gender** Equality Plan, adapted to current legislation and including a salary audit.

MEANS AND RESOURCES FOR ITS IMPLEMENTATION

In the development of the **Gender** Equality Plan, ITAINNOVA has the **facilities, equipment, technical and material means for the deployment of the Gender Equality Plan**; likewise, the leadership of its deployment is assumed by the Organizations' Management with the assignment of people with training and experience in equality in the Human Resources team, focused on its deployment, as well as through the assignment of sufficient economic resources to fulfil the proposed objectives.

There is a shared commitment with social representation, through the allocation of means and resources, as developed both in the section on "Axes and Measures of the Gender Equality Plan " and in the section on "Equality Commission: Monitoring and Evaluation".

PARTIES TO THE CONTRACT

A Negotiating Committee is created, made up of representatives of the entity and legal representatives of the workers at the Zaragoza center and the trade union committee constituted in accordance with the terms established in the applicable regulations, in representation of the workers at the Huesca center.

The management of the entity and the Works Council have each appointed their representatives to the Equality Committee. The structure of this Committee is set out in minutes at the time of its constitution.

The Gender Equality Plan Negotiating Committee is made up of, representatives of the Company, 5 representatives; and on the social side by the Works Committee of the Zaragoza center (3 representatives) and the most representative Trade Union Organizations CCOO (1 representative) and UGT (1 representative), according to ITAINNOVA's sector of activity.

The aim of this Commission is to create a space for dialogue where its members can have fluid communication, so that the agreements and measures adopted throughout the development of the actions are carried out with the consensus of the people and parties involved.

The **main functions of the** Equality Commission are:

- Negotiation and elaboration of the diagnosis, as well as the negotiation of the measures that will make up the Gender Equality Plan.
- Preparation of the report on the results of the diagnosis.
- Identification of the priority measures, in the light of the diagnosis, their scope of application, the material and Human Resources necessary for their implementation, as well as the persons or bodies responsible, including a timetable of actions.

- Promoting the implementation of the Gender Equality Plan in the entity.
- Definition of the measurement indicators and the instruments for collecting information necessary for monitoring and evaluating the degree of compliance with the measures of the Gender Equality Plan implemented.

Both the commitment made by the company and all the information relating to the plan will be communicated to the workforce through the established means of communication to ensure the widest possible dissemination of the information.

DIAGNOSIS

Methodology

For the preparation of this Plan, a diagnosis of the situation has been carried out in which **quantitative data** has been analyzed in depth, completing the diagnosis with an analysis of **qualitative data** to examine those phenomena that could be observed but not measured.

In both analyses, the areas of analysis agreed by the commission and those used by the general administration of the Government of Aragon have been used as a reference, adapting them to the reality, needs and particularities of the Aragon Institute of Technology, as well as the parameters and areas established by the general regulations.

An analysis has been carried out with a study of the data, by sex, analyzing the **horizontal segregation in order to** identify whether there is a concentration of data in certain positions or particularities of each variable analyzed; and the **vertical segregation so as to** identify whether there could be an unequal distribution of these data between men and women.

Object of study

Staff of The Aragón Institute of Technology who have an employment relationship with the organization.

In order to analyze all the data and to know the degree of compliance with the principle of equality, a quantitative study of the situation of the organization has been carried out through the exhaustive collection of data on the staff, as well as on the personnel and employment policies of the organization in the following areas:

General data

- Distribution of staff by gender.
- Distribution of the workforce by age.
- Distribution of the workforce by educational level and gender.
- Distribution of staff by type of contract.
- Distribution of staff by seniority.
- Professional categories.

Selection and recruitment process

- Number of new recruits.
- Number of new recruits.
- Number of new recruits undergoing training.
- Number of applications received.

Professional classification

- Number and percentage of women and men by professional category.
- Number and percentage of women and men per post, according to catalogue of posts.

Training

- Working hours of training. Number and average values.
- Total hours of training. Number and average values.
- Number of grants received for training, according to agreement.
- Number of people with access to the Internal Training Plan, by corporate areas and training blocks.

Under-representation of women

- Bodies or committees where women are under-represented (board of directors, management committee, business advisory committee, management committee, works council, health and safety committee, etc.).

Career advancement

- Number of persons employment stabilisation, recent years.
- Number of people with access to pay changes, recent years.

Working conditions, wage audit:

- Number and percentage of men and women by type of contract and working day.
- Number of employees who have taken some kind of leave of absence or leave of absence to care for family members.
- Number of hours of unjustified annual absenteeism.
- Other measures such as teleworking, digital disconnection, prevention of occupational risks.
- Wage audit.

Remuneration

- Distribution of the workforce by pay grade and job/professional classification, broken down by gender.

Prevention of sexual and gender-based harassment

- Processes and, where appropriate, actions aimed at preventing sexual or gender-based harassment.

Co-responsible exercise of the rights of personal, family and working life.

- Measures implemented in work-life balance, and distribution of use of measures, by sex.

In order to **complete the analysis of the diagnosis**, a **survey** was carried out on the state of equality. All the people who have a professional relationship with ITAINNOVA were able to take part in the survey.

Responses were received from 81 people, representing a 37% participation rate.

This participation, by sex, was balanced, with 36 women (44%) and 41 men (51%) responding to the different questions posed, with 4 people (5%) not identifying their sex for the purposes of participation and response to the socio-demographic variable.

Likewise, the distribution of participation in the survey, according to age groups and educational levels, is like the distribution of the data used in the quantitative analysis.

The survey was divided into **different areas** that were agreed upon in order to segment the diagnosis and deepen the data obtained in the qualitative analysis. The areas included in the analysis are:

- **Reconciliation measures**
- **Equal pay**

- Diversity
- Sexual and gender-based harassment
- The Institute's commitment to equality
- Access to employment
- Professional career
- Training
- Working conditions

Time period analyzed

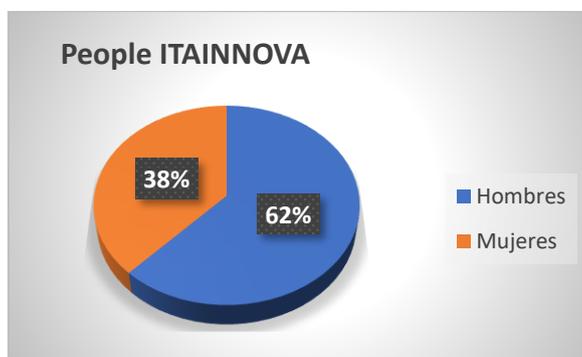
For each of the variables analyzed, the starting point was the study of quantitative data for the year 2020.

Once these initial data had been analyzed, we proceeded to analyze their trend by analyzing at least two or three previous years, always depending on the existence of data, due to the complexity of obtaining some from the corporate information systems, as well as the agreements and usefulness detected by the committee, and in some of the variables we analyzed the trend over the last five years.

Diagnostic Report

General characteristics

At the time of closing the diagnostic analysis carried out, the Aragon Institute of Technology had a **staff of 216 people: 82 women (38%) and 134 men (62%)**. This figure is close to, although it does not reach, the recommendation of the first additional provision of Organic Law 3/2007, of 22 March, for the effective equality of women and men, in relation to the balanced presence or composition⁷, and improves on the data for the sector⁸.



In terms of **age distribution**, it can be seen that the percentage of women in the workforce varies throughout the time series in the 24-34 age range. This situation is consistent with the existing turnover in the organization, due to the incorporation and departure of personnel undergoing training within the scholarship program.

It is a staff with a high **level of seniority and stability**: around 74-75% of both women and men have been with ITAINNOVA for 9 years or more.

About the distribution in terms of **educational level**, the most representative group is the group with a university degree, without a doctorate, where the representation of women reaches a maximum of 35.83 %.

⁷ Balanced presence is understood as the ratio in which neither sex is above 60% or below 40%.

⁸ See section of the report "Presentation of the Instituto Tecnológico de Aragón".

The **type of recruitment** follows the same pattern in terms of the representation of women and men as that observed in general percentages, so there is no pattern that could reflect any inequality by sex in this respect.

In terms of **professional categories**, the "Technician" category⁹ is the category with the highest percentage of representation in the organization: 72% of women and 82% of men. The gender distribution within this "Technician" category is 35% women and 66% men, which follows a similar pattern to the composition of the workforce.

Other professional categories, whose representativeness in the organization is lower, do not comply with the premise of balanced composition established by law, being feminized ("Administrative") or masculinized ("Auxiliary Technician").

With this structuring of the organization, the following conclusions have been drawn from the analysis.

Selection and recruitment process.

The total sum of new recruits by gender for the period analyzed shows a **similar range of equality (40% / 60%) to the staff configuration (38% / 62%)**.

The greatest number of new recruits with contracts is produced by people on training periods, i.e. scholarships with internships, with significant variability and a difference in the number of women compared to men, so it was decided to analyze, in relation to this data, the applications received by the organization. The percentage of women who apply to join the Institute is substantially lower than that of men.

In relation to the access to employment, the survey revealed that 80% of people consider that both sexes have the same options for access to grants and positions on the ITAINNOVA staff. And 82% consider that there is no discrimination on the grounds of sex in access to job offers.

These data seem to make clear a **perception of equal opportunities in access**.

Professional classification

A double analysis is carried out, based on the **professional categories**¹⁰ set out in the **collective bargaining agreement** and based on the **catalogue of posts** approved in 2017 in the organization. The data analyzed in this section correspond to 2020.

As can be seen from the data, as well as from different aspects of the typology of the organization described in the section on general characteristics in relation to the incorporations into the organization, the "Technician" category is the most representative in the organization. In turn, there are **feminized professional categories** in the organization, **such as the "Administrative" category; or masculinized ones, such as "Assistant Technician"**. However, there is little turnover in these categories, as well as representing a small number within the organization (6% and 10% respectively), which would make it difficult to act on them and for the measures adopted to have a significant impact in terms of correcting the situation.

The **"Technical" category** is where the greatest number of people in the organization are concentrated (79%), being **the most representative** and where the possibility of carrying out a greater number of actions to have an impact in terms of gender equality is contemplated.

⁹ In this report, the names of the professional categories included in the Collective Bargaining Agreement are used, although these names will be reformulated in terms of inclusive language.

¹⁰ The denomination established in the professional classification (Technician/Assistant Technician/Administrative, etc.) is used for a better understanding. The denomination will be neutralised according to the action plan.

The analysis of the data, according to the classification established by the organization's catalogue of posts, shows a **pattern of distribution between women and men in all the technical profile posts linked to the technological field** ("R&D&I Technician" and "Transfer Technician") **like that shown in the distribution of the general workforce (32% women - 68% men)**. However, in the "Corporate Technician" posts, **women (59%) represent a higher percentage** than men (41%), being a balanced percentage between 60% and 40% respectively.

An analysis of the **distribution of the workforce among the different professional categories in relation** to the qualifications required for access to jobs shows that **there is no gender gap**, with more than three quarters of the workforce, both men and women, being classified in the **most highly qualified professional category**.

Training

The analysis has shown a **balanced situation in access to total hours of training over the years**, although this situation deviates slightly in favor of men in the year 2020.

Although women's working hours of training are slightly lower than men's, compared to the percentage weight of both sexes within the organization, the ratio of working hours of training to total hours of training is higher for women.

The average information on access to training, by sex, shows that the participation of women (54%) is slightly higher than that of men (46%), so there does not seem to be a gap on this point.

Looking at the access to the training aid provided for in the collective agreement, access to it is equally balanced between women and men.

In relation to the internal training plans promoted by the organization, there was a balanced participation of both women and men in the different areas of internal training, except in one of them, "ITAINNOVA Technologies", where the participation of women was lower than that of men. This last aspect (ITAINNOVA Technologies) will be taken into consideration in the design and deployment of internal training plans.

As far as access to training is concerned, according to the survey results, 86% of people consider that there is no discrimination of any kind and the remaining 14% do not take a position.

Of all of them, 95% consider that they personally have not had any problems in accessing training because of their gender.

Career advancement

For the purposes of professional promotion, the analysis of this variable has been analyzed in two ways: **the stabilization of the hiring of people**, moving from temporary to permanent contracts; **and changes in remuneration**, regardless of the type of post occupied.

In relation to the **stabilization of hiring**, of the total number of permanent hires made in the period 2017-2020, 35% are women and 65% men. These data show a similar pattern to the composition of the workforce.

In relation to **pay changes**, in the period 2018-2020, 57% of the total changes in pay levels are for women and 43% for men.

In addition, and in relation to this area of analysis, the committee identifies the existence of a formula, through the designation for technological coordination, consultancy, or technological reference tasks, which could also be understood as professional promotion through the assignment of

accessory activities/functions that may also be associated with changes in remuneration. This issue will be addressed in the action plan.

When asked whether they consider that there are equal opportunities for **promotion in the Institute** for women and men throughout their professional life, 63% of the people in the organization consider that there are equal opportunities; 14% consider that this equality does not exist, 82% of them are women. 20% of the participants do not position themselves in any of the directions and 4% consider that women are having more opportunities.

These figures are data to be explored through the action plan, to avoid favouring, if any, one sex over the other, which could represent a globality in the organization.

On the other hand, in relation to the possibilities of **changing jobs**, 60% of people consider that both women and men always have the same opportunity, the remaining 40% consider that there is the possibility, although less frequently.

75% of people consider that there is no **gender discrimination in career development**, compared to 6% who consider that there is, or 19% who do not take a position one way or the other.

Finally, the organization was asked about their perception of **the impact or handicap that the fact of being a parent could have had on their professional development**. 48% considered that this vital fact did not represent a handicap; 41% did not take a position and 10% considered that being a parent did represent a handicap, of which 88% were women. It is considered that these data should be considered when encouraging that this fact is not a problem for anyone and, therefore, when developing the action plan.

Working conditions, including gender pay audit.

Different working conditions applicable to people at the Aragon Institute of Technology have been analyzed.

In relation to the **type of contract**, the existing pattern of type of contract and working hours indicates that there is no gender criterion that makes a difference in relation to the type of contract or working hours. The pattern, in this sense, is the same as that detected in the configuration of the staff data.

With a view to identify differences in working conditions, the **distribution of accidents at work** is analyzed. The level of accident rate is low and there is no evidence of a gender pattern leading to a higher percentage of accidents.

Likewise, in relation to **occupational risk prevention** and the consideration of the sex variable when assessing risks, we asked about the belief that this variable was considered in the assessment of occupational risks. In this sense, there is a high degree of ignorance, as 57% of people say they do not know or did not answer, compared to 28% who believe that sex is considered in risk assessments and 15% who consider that it is not considered. This aspect will be addressed through the action plan.

The survey also analyses aspects relating to working conditions (working hours, working time and distribution, work teams), especially with a view to subsequently working on the improvement or action plan. In this sense, the following aspects are collected:

- In relation to the **type of working day**, 74% of people consider that the type of working day favours equality of opportunities. The remaining 26% consider that the working day has no impact on equality.

- In relation to **working hours and the possibility of spreading them over the working day**, 88% consider that they do help to reconcile personal, professional, and family life.
- In relation to the Institute's **work teams**, it was considered appropriate to find out to what extent they are suitable, taking gender into account. All the people considered them to be adequate.

Wage audit

In order to carry out the salary audit, we have taken as a reference the remuneration data (average basic salary, salary supplements and extra-salary supplements) for the year 2020¹¹. We have worked on average and median data.

The **average data**, for the entire **wage bill**, indicate an overall wage gap of 4% (understood as salary, salary supplements and non-wage supplements). Analyzing this gap in more detail, in the professional categories, the data indicate a 4% in favour of men in the "Technician" category; 2% in favour of men in the "Assistant Technician" category; and 19% in favour of women in the "Administrative" category,

The deviation detected in the "Administrative" category is due to the fact that, within this category, the posts of administrative, administrative assistant and service personnel are included, so that the data are distorted and there is no gap.

Differentiating the data broken down into the different professional categories and salary concepts, we find the following:

1. Analysis of wage concepts:

- I. Category "Administrative". There is a deviation in the basic salary of 21%, with women's earnings being higher than those of men.
 - II. "Technician" category. There is a gap in basic salary of 3% on average, with men receiving a higher salary.
2. **Analysis of salary supplements.** In both the "Technician" and "Assistant Technician" categories, there is a gap of 22% and 17% respectively, with men receiving more. The allowances included are seniority, ancillary tasks, social action, training agreement, supplementary hours, overtime, allowances and mileage.
 3. **Analysis of non-wage items.** Although the gap seems high, it is analyzed as a small amount.

A **median analysis of the wage gap** indicates that it is 5%, taking into account all the data (basic salary, salary supplements and non-wage supplements).

The median data yield the same conclusions as those displayed for average data purposes.

In addition to all the information and conclusions that have been developed on salaries, these will be further elaborated in the section "Remuneration", which is developed below.

Co-responsible exercise of the rights of personal, family and working life.

The Aragon Institute of Technology has implemented different measures that can contribute to the co-responsible exercise of the rights of personal, family and working life.

¹¹ In this section, the number of people is higher as it takes into account all the people who have been in the organization during the year analyzed and not exclusively the data at 31 December as in the rest of the variables analyzed.

In this sense, there are measures that allow for **flexibility in the working day and in the distribution of working hours; measures to make the workspace more flexible** (remote activity policies); **measures to make professional careers more flexible** (leaves of absence with job reservations for personal and family circumstances, as well as leaves of absence). These measures are included in the Collective Bargaining Agreement and, additionally, they have been extended with different agreements with the social representation and the approval of new laws.

When analyzing the use made of them by the organization in recent years, it can be seen that there is a clear pattern of preferential use by women in the use of "**doctor's leave**". While it is true that the data do not show a difference that could indicate the existence of a problem, they could be evidence of a pattern that invites the conclusion that family care issues are mostly dealt with by women in terms of the use of working time through leave.

These data are consistent with other data obtained at the pay level, where there is a clear prioritization by women in the use through social action of services such as health care insurance.

In relation to **work-life balance measures**, according to the analysis of staff perception through the survey carried out, 95% consider them to be sufficient and totally sufficient, which indicates a broadly positive assessment. The **most highly rated measures** were:

- Flextime flexibility of compulsory presence (78%)
- Remote provision (74%)
- Possibility to distribute the working day (54%)

94% of people have had little or no difficulty in taking leave related to work-life balance.

On the other hand, although the fact that people in the team have taken some leave seems to have had an impact on the rest of the people in the work or technology team, it does not seem to have affected the working climate.

In relation to other aspects such as work meetings held and completed at times that allow for work-life balance; external work meetings and other events held at times that allow for work-life balance; or the existence of situations of discrimination for women related to pregnancy, maternity leave or breastfeeding, the results are positive in terms of the assessment of the existence of measures that allow for adapting these work situations to personal or family reality.

Under-representation of women.

In the organization there are different collegiate bodies in which the representation of both sexes can be analyzed. Some of these bodies are included in the organization's Law and Statutes (Governing Board and Business Advisory Committee or CAE; Management Committee and Management Committee); others are bodies derived from general regulations and are of a parity between the representation of the organization and the representation of the workers (Health and Safety Committee); or they are composed solely of social representation (Works Committee).

Looking at the composition of the different committees and councils of the Institute at the end of the period covered by the analysis, and in some cases analyzing the trend in recent years, the following conclusions can be drawn regarding representation:

- **Governing Board:** there is a balanced composition between women (40%) and men (60%).
- **Business Advisory Committee:** **there is** a gap, where the percentage of women does not exceed 17% of the total number of people on the committee in any of the years analyzed.
- **Management Committee:** 59% of the people on this committee are women, compared to 41% men.
- **Management Committee:** gender representation is balanced between women (46%) and men (54%).

- **Works Council:** The data show the existence of a gender gap that has been corrected in 2021, so the data are not representative of the current composition. The current representation in this body is 44% women and 56% men.
- **Occupational Health and Safety Committee:** As of 31 December 2020, 33% of the members of this committee were women, compared to 67% men. At present, the representation is reversed, with 67% women and 33% men.

Remuneration

In order to carry out an analysis of the remuneration received by the people who make up The Aragón Institute of Technology, the data on remuneration for the year 2020 is analyzed.

The main conclusions drawn from the remuneration received by the Institute's staff are as follows:

Overall representativeness of the different wage groups:

- Around 60% of the people in the organization are in salary group "A" (according to the pay structure of the Collective Bargaining Agreement). There are more men than women at higher levels, a situation that is balanced at level 22 (first pay level).
- In pay grade "B", representation is balanced, with a greater number of pay grades where there is a higher representation of women than men than in pay grade "A".
- In relation to salary group "C", where the professional categories of "Auxiliary Technician" and "Administrative" are located, where there are more women than men, the remuneration of the women's group is higher than that received by the men's group.
- Wage group D is made up of a very small group, so even though women's pay is higher than men's, it is not considered representative for the purposes of a deviation in pay policy.
- In relation to salary group E, the conclusions are the same as the previous group, the number of people prevents any aspect of discrimination in the application of the remuneration policy.

As a result of the data obtained in this analysis, the action plan will include measures that can, where appropriate, identify and correct the causes that could lead to wage inequality in the application of the remuneration policy.

In particular, and by way of a summary of the conclusions obtained from the analysis of the application of the remuneration policy **by professional category**, it should be noted that:

- **Technician" category:** in addition to the fact that the "Technician" category is the most representative, it is evident that, at the initial level of salary group A, the representation of both sexes is similar (31% women and 30% men), so the data are considered to be balanced. The percentage difference in higher levels (from level 23 to level 28) between the two sexes is between 1 and 3 percentage points, which shows that over time there has been a greater pay gap between men and women.

In relation to pay grade B, there is a horizontal segregation of data where women are over-represented over men in most pay grades of the pay grade.

A breakdown of the items received by this category indicates that the differences in pay or average gap are to be found in wage items mostly received by men, such as those indicated below: worker's health insurance; ancillary tasks; and in the non-wage items: allowances and mileage/travel expenses.

The differences in pay or average pay gap in favour of women are to be found in wage items, flexible remuneration: family health insurance, childcare; and in non-wage items such as living expenses.

Specifically in the concept of employee **health insurance**, the pay gap is 6% in favour of men, but this ratio is reversed in family health insurance, with a gap of 23% in favour of women. This means that in the same way as in nurseries, where the gap is 58% in favour of women, there is a greater number of women accessing remuneration linked to family care aspects, which could be evidence of a gender pattern or bias.

At the same time, the wage supplements (gap 64%) and non-wage supplements (gap 51%) associated with the existence of business **trips** show higher average values for men than for women. This clearly implies that there is a higher number of business trips for men than for women. In any case, the amounts associated with this gap are small.

Another of the concepts in which there is an average difference is in the **wage concept of collective bargaining agreement training**. In this case, the gap in favour of women amounts to 31%. Since this is a concept associated with training at the initiative of the individual, for which a subsidy of an amount can be requested, it seems to indicate that women are more concerned about different training aspects. These data are coherent with those analyzed in the training variable, where the existence of a greater number of applications from women was evidenced.

The wage concept of **ancillary tasks** shows a percentage gap of 61% in favour of the male groups.

As a result of the data obtained in this analysis, measures are proposed in the action plan to ensure equal opportunities in professional promotion.

- **Assistant technician" category.** This professional category is included in salary group C and its composition in terms of gender is 80% men and 20% women.

The breakdown of the remuneration concepts shows that the main differences detected are in favour of men in the salary concepts of social action, seniority, per diems and mileage; in non-wage concepts in per diems and mileage.

It can be seen that, in favour of women, there is a concentration of **flexible remuneration** associated with health insurance, both their own and that of their family members.

Both the number of people, and specifically the breakdown of the number of men versus women, as well as the type of activity carried out, many of them in jobs to be carried out within the client company (in situ), explains the gap detected in the wage and non-wage concepts associated with travel.

Similarly, men have more seniority than women.

Finally, and in relation to flexible remuneration, there seems to be a greater interest in the case of women in applying for access to these measures through this concept.

- **Administrative category:** All posts in this category are occupied by women, thus there is no sex/gender bias.

The conclusion in relation to this category is the existence of a feminization of the group. This fact, which has been discussed in different diagnostic meetings, would entail the implementation of actions to reverse this situation; however, these are posts with a very high level of stability/tenure in the workforce where no new staff are hired, a fact that prevents actions from being taken in the short term.

- **Category Administrative Assistant.** This post/category is placed in terms of remuneration in salary group "D", with a 50% representation in terms of gender.

The data for this group shows differences in salaries in terms of seniority, which is higher than in the case of men. Likewise, a wage gap is detected in the concept of "**bag of hours**", which amounts to 30% in favour of men. This concept, which is only received by people working part-time, means that during the year analyzed a greater number of hours were worked by men (1 person) than by women (1 person). The reasons for this difference can be explained by the existence of a complementary hour's agreement, under the same conditions, and the management of these hours in agreement with the individuals.

In addition, the survey asked the organization about different aspects of equal pay and their perception of it.

Overall, the results indicate that 72% of the participants consider that equal pay exists, so in this sense the assessment could be considered positive.

The question was also asked about the existence of discrimination on grounds of sex in relation to the remuneration received: 73% of the respondents considered that there was no such discrimination, 21% did not know or did not answer (59% were women), and the remaining 6% considered that there was such discrimination (60% were women).

While it is true that the number is not high, it is also true that it shows a possible situation or trend, so it would be an aspect to monitor in order to correct or minimize, if necessary, this perception.

Prevention of sexual and gender-based harassment

ITAINNOVA has a harassment protocol, which includes sexual harassment or harassment based on sex, as established in article 48 of Organic Law 3/2007, negotiated and included in the collective bargaining agreement.

There have been no reports of situations of sexual and/or gender-based harassment in the period under study.

In any case, the results of the perception survey show positive responses (5% of those responding to the survey) in relation to the existence of such situations. Not being able to discriminate against more information, it is agreed to adopt specific measures that, in addition to providing information, allow all the people in the organization to be aware of the existing measures; any situation that may be occurring now or in the future, in relation to any situation of harassment, can be evidenced with all the guarantees.

As this is a top priority issue, with which "zero tolerance" must be demonstrated, continuing to disseminate the protocol and raise awareness must be an ongoing action.

In any case, in relation to the measures agreed, the prevention and, where appropriate, resolution of any situation related to the existence of harassment on grounds of sex or sexual harassment shall be borne in mind.

Another of the areas included in the staff's perception is diversity, in the sense of respect for the sexual orientation of the people who work at the Institute. There is no doubt about the perception of existing respect on the matter, 94% of the people consider that there is such respect, and there is no one who considers that it does not exist.

The degree of tolerance of sexual orientation is also perceived as high in other corporate aspects such as the configuration of work teams, interpersonal relationships both within and outside work teams, and management commitment.

Inclusive communication and use of language

The data obtained from the survey do not show a clear trend in the sense that respondents perceive the use of inclusive language as a relevant aspect. In any case, the committee agrees to promote its use in the Institute, as an agent of social change that can and must contribute to the achievement of effective equality between women and men, using inclusive, non-sexist and non-androcentric language where everyone feels represented as a citizen with full rights.

In order to avoid gender biases that facilitate the perpetuation of stereotypes, as far as possible, we insist on the convenience of reviewing the language and images used in internal, external and web communication, in order to avoid exclusions, and this is included in the action plan.

Overall rating of equality status.

When the organization was asked about the **overall perception of the state of equality, the results gave a score of 8.49 out of a total of 10 points.**

The participation in this question is 51% male and 44% female. The average score by gender is 9.10 points for men and 7.81 for women.

It is therefore concluded that there is a high level of satisfaction with equality at ITAINNOVA, which is a positive starting point, and it is agreed that work will continue to ensure that this level of satisfaction is maintained or improved.

MANAGEMENT COMMITMENT

From the beginning of the conversations to configure the organization's Gender Equality Plan, the management has made clear its commitment, in line with the activity of The Aragón Institute of Technology, at the forefront of technological innovation, aware of the importance of technology and innovation in society.

Being aware of the difficulty that women have historically had in the labour market, especially in the technology sector, the organization tries to promote and encourage female talent. This talent has made ITAINNOVA grow in quantitative and qualitative terms in a very positive way.

ITAINNOVA, through different action plans and actions, promotes and encourages equal opportunities and non-discrimination between women and men. Equal opportunities between women and men is adopted as a strategic principle of the Corporate and Human Resources Policies, in accordance with the provisions of Organic Law 3/2007, of 22 March, for effective equality between women and men.

ITAINNOVA undertakes to have an updated Gender Equality Plan, agreed and negotiated with the Legal Representation of the Workers, in order to take a step forward and continue working in the organization towards equal opportunities and non-discrimination between women and men.

And, therefore, there is a **commitment** that, always:

- Resources, in particular sufficient people with experience in developing and implementing gender actions, will be allocated to carry out the measures agreed in the plan.
- Data broken down by sex/gender will be compiled and monitored in relation to the people who are linked to ITAINNOVA, and reports will be drawn up at least on an annual basis, based on indicators.
- Awareness raising/training on gender equality and unconscious gender bias will be carried out for ITAINNOVA staff and decision-makers.

In addition, when asked about the organization's perception of the organization's support to guarantee equality between women and men, the perception is positive in both sexes, although slightly more positive in the case of men.

In any case, the people in the organization consider the measures currently in place to be sufficient in relation to the resources that the Institute allocates to the design and implementation of equality measures.

LINES OF ACTION AND MEASURES OF THE GENDER EQUALITY PLAN

Below are the measures with the specific objectives to be achieved in the different areas that have been analyzed through the diagnosis, as well as the actions to be implemented. Bearing in mind that there is a deadline of 31 December 2024 for their implementation, the actions can be developed gradually, naturally permeating the mission, vision, and values of ITAINNOVA.

For the Gender Equality Plan to be effective and achieve a greater positive impact, in order to speed up the implementation of the measures, concrete, measurable, realistic actions and objectives are established.

The actions are structured in axes:

- **Axis A) Access to employment, recruitment, and provision of jobs.**
- **Axis B) Occupational classification**
- **Axis C) Awareness raising and training**
- **Axis D) Career development**
- **Axis E) Working conditions**
- **Axis F) Co-responsible exercise of family, work and personal life**
- **Axis G) Under-representation of women**
- **Axis H) Remuneration**
- **Axis I) Occupational health**
- **Strand J) Prevention of sexual and gender-based harassment**
- **Axis K) Pregnancy, breastfeeding, and maternity protection**

Axis A) Access to employment, recruitment, and provision of jobs.

Objective: Ensure that there is no gender bias in the selection of personnel and that, in any case, the incorporation of people trained in gender equality in the organization takes place (from the beginning or once the probation period is over).

| | |
|------------------------|--|
| Measure 1 | All persons involved in selection processes and recruitment of people to the Institute will receive training and information on equal opportunities between women and men. |
| Implementation period | May 2022 (people tutoring training processes and/or coordinating technologies) and Continuous us development. |
| Implementation Manager | Human Resources |
| Result indicators | Number of participants trained and informed. |

| | |
|------------------------|---|
| Measure 2 | Create a decalogue on good selection practices (detecting and avoiding gender bias) that will serve as a style guide for all those involved in selection processes. |
| Implementation period | May 2022 |
| Implementation Manager | Human Resources and Digital Marketing |
| Result indicators | Creation of a Decalogue All selection processes apply the practices and use of inclusive language. |

| | |
|------------------------|---|
| Measure 3 | To have selection indicators disaggregated by sex. |
| Implementation period | May 2022 and continuing. |
| Implementation Manager | Human Resources and IT Services |
| Result indicators | Gender-disaggregated data from January 2022 on all phases of the selection process (applications, participants in each selection - profile assessment - technical test - interviews - recruitment). |

| | |
|------------------------|---|
| Measure 4 | Ensure that the use of inclusive language in job offers and scholarships. |
| Implementation period | Continuous |
| Implementation Manager | Human Resources and Marketing/Communication |
| Result indicators | 100% of calls, using neutral language. |

| | |
|------------------------|--|
| Measure 5 | Include training in equality as a point scale in all calls for applications for staff positions. Include in the calls for applications for staff positions, web-based questions on equality that make it possible to know the degree of knowledge on this subject of the people who apply. |
| Implementation period | May 2022 and continuing |
| Implementation Manager | Human Resources, IT Services and Selection Committees |
| Result indicators | Number of people, participants in the selection processes, with training in equality. |

Axis B) Occupational classification

Objective: Review and analyze the names of the positions, the functions included in the professional classification (according to the agreement and the catalogue of posts/RPT), and in the set of regulations applicable in The Aragón Institute of Technology in this area, using non-sexist language.

| | |
|------------------------|--|
| Measure 1 | Consider the gender perspective in collective bargaining and in the agreements reached, especially the use of inclusive and non-sexist language. |
| Implementation period | Continuous |
| Implementation Manager | Negotiating committees |
| Result indicators | All agreements reached including the gender perspective. |

Axis C) Awareness raising and training

Objetives:

- Gender awareness and training for ITAINNOVA staff.
- Proactive involvement of the institution to achieve a more egalitarian society.
- Promote the training of more women in technological areas.

| | |
|------------------------|--|
| Measure 1 | To continue to promote a training offer at the Aragon Institute of Technology, whenever possible during working hours. |
| Implementation period | It continues. |
| Implementation Manager | Human Resources and Technology/Equipment Coordination. |
| Result indicators | Numbers of hours of training during working hours in relation to the total number of hours. |

| | |
|------------------------|--|
| Measure 2 | Design and implement basic and specific equality courses (training routes according to the different types of positions and training routes - scholarships - of the organization). |
| Implementation period | Design/create. May 2022 Execute. May/June 2022 |
| Implementation Manager | Human Resources, Technology/Team Coordination. Grant tutoring. |
| Result indicators | Number of courses created. Number of participants in each course/route |

| | |
|------------------------|---|
| Measure 3 | Conduct equality training, specifically on sexual and gender-based harassment, as well as other forms of gender-based violence. |
| Implementation period | Design/create. May 2022 Execute. May/June 2022 |
| Implementation Manager | Human Resources and Technology/Equipment Coordination |
| Result indicators | Number of people trained. |

| | |
|------------------------|--|
| Measure 4 | Review, in terms of sex/gender, internal and external corporate systems and related documentation or graphic supports (management, information, participation systems) to adapt, where appropriate, the use of written or graphic language. It includes both physical and digital systems. Ensure that new systems or documentation include this aspect. |
| Implementation period | Year 2022 |
| Implementation Manager | Digital marketing (Documentation and web) Internal portal: responsible for each section. Equality Commission (monitoring). |
| Result indicators | Number of systems reviewed/number of planned reviews. |

| | |
|------------------------|--|
| Measure 5 | Conduct and participate in outreach campaigns to promote women's participation in the field of technology (11F, 8M and 25N). |
| Implementation period | Continuous |
| Implementation Manager | Directorate and Equality Committee |
| Result indicators | Number and type of actions for each campaign. Impact |

| | |
|------------------------|--|
| Measure 6 | Creation of a space on the internal portal and another on the WEB on equality, for the dissemination of the organization's commitments (management) data/indicators and actions on equality. Include equality outreach material published on the organization's public channels that can be of general use. |
| Implementation period | May 2022 2022. Include dissemination material |
| Implementation Manager | Management, Equality Commission, Human Resources |
| Result indicators | Space created information accessible and data updated. No. of visits. |

Axis D) Career development

Objective: Ensure equal opportunities in professional promotion.

| | |
|------------------------|---|
| Measure 1 | Include courses on equal treatment and equal opportunities for men and women as a merit in internal selection processes (structural posts). |
| Implementation period | May 2022 and continuing. |
| Implementation Manager | Selection Committees. |
| Result indicators | Number of people, participants in the selection processes, with training in equality. |

| | |
|------------------------|--|
| Measure 2 | To make training in equality (specific routes) available digitally and with "free" access for ITAINNOVA staff, so that anyone can, on a voluntary basis, access the training they are interested in and which does not correspond to their specific route. |
| Implementation period | May 2022 |
| Implementation Manager | Human Resources |
| Result indicators | Number of persons who voluntarily undertake training on other specific routes (not assigned to their profile). |

| | |
|------------------------|--|
| Measure 3 | Drafting and dissemination of criteria for access to the Result of ancillary functions (technology coordination, consultancy, PCT line manager), as well as a written record of decisions, avoiding any gender bias. |
| Implementation period | May 2022 |
| Implementation Manager | Management, Human Resources |
| Result indicators | Documentation created and disseminated. Number of procedures implemented. |

Axis E) Working conditions

Objective: Increase the awareness of existing measures in the organization that make working conditions more flexible. To promote the use of these measures by both women and men.

| | |
|------------------------|--|
| Measure 1 | Communicate/disseminate measures available to people in the organization: flexible working hours, distribution, etc. |
| Implementation period | May 2022 and continuing |
| Implementation Manager | Human Resources |
| Result indicators | Number of communications/documentations/actions. |

Axis F) Co-responsible exercise of family, work and personal life

Objective: Increase the awareness of existing measures in the organization in relation to the reconciliation of personal, family and working life. To promote the use of these measures by both women and men.

| | |
|------------------------|---|
| Measure 1 | Communicate/disseminate the measures available to people in the organization: leave and other reconciliation actions. |
| Implementation period | May 2022 and continuing. |
| Implementation Manager | Human Resources |
| Result indicators | Number of communications/documentations/actions. |

Axis G) Female under-representation

Objective: To maintain equal representation on the different committees within the organization.

| | |
|------------------------|--|
| Measure 1 | Promote the existence of female representation in newly created bodies or in the renewal of posts in current bodies, thus moving towards greater equality. |
| Implementation period | Continuous |
| Implementation Manager | Address |
| Result indicators | Monitoring the number of women participants. |

Axis H) Remuneration

Objective: To identify and correct the causes that could lead to wage inequality.

| | |
|------------------------|--|
| Measure 1 | To publish the remuneration of the positions advertised at any given time. |
| Implementation period | Immediate and Continuous |
| Implementation Manager | Human Resources |
| Result indicators | No. of posts advertised with the remuneration published. |

| | |
|------------------------|---|
| Measure 2 | Clarify and make transparent the criteria associated with salary changes. |
| Implementation period | May 2022 |
| Implementation Manager | Address |
| Result indicators | Publication of criteria. |

| | |
|------------------------|--|
| Measure 3 | Inform the organization of its rights of access to its own and the organization's remuneration data, in accordance with the terms of the regulations in force. |
| Implementation period | May 2022 |
| Implementation Manager | Human Resources |
| Result indicators | Public information and communication carried out. |

Axis I) Occupational health

Objective: To include a gender perspective in occupational health.

| | |
|------------------------|---|
| Measure 1 | Include a gender perspective in job risk assessments and reassessments. |
| Implementation period | Continuous |
| Implementation Manager | Human Resources (PRL) and Technology/Equipment Coordination |
| Result indicators | Number of evaluations containing a gender perspective. |

| | |
|------------------------|--|
| Measure 2 | Include training in the prevention of psychosocial risks, from a gender perspective. Specifically for the prevention of harassment situations. |
| Implementation period | Continuous |
| Implementation Manager | Human Resources (PRL) and Technology/Equipment Coordination |
| Result indicators | Number of trainings Number of participants |

Strand J) Prevention of sexual and gender-based harassment

Objective: To have active mechanisms in place at ITAINNOVA to prevent the generation of any situation of sexual and gender-based harassment.

| | |
|------------------------|--|
| Measure 1 | Create and disseminate information pills to serve as an internal reminder of the organization's action plan on sexual and gender-based harassment. In relation to the aspects related to this axis, special emphasis should be placed on differentiating behaviours and on the basis of preventing the generation of these situations. |
| Implementation period | May 2022 |
| Implementation Manager | Human Resources (PRL) |
| Result indicators | Dissemination actions |

| | |
|------------------------|---|
| Measure 2 | To have a service external to the Institute that serves as a communication channel for any situation perceived as harassment, of any kind, and as a tool for professional help. |
| Implementation period | May 2022 |
| Implementation Manager | Directorate / Human Resources/ |
| Result indicators | Contracted service Dissemination actions in the organization (Continuous us) |

Axis K) Pregnancy, breastfeeding and maternity protection

Objective: To increase awareness of pregnancy, breastfeeding and maternity protection measures.

| | |
|------------------------|---|
| Measure 1 | Compilation and dissemination of pregnancy, breastfeeding and maternity protection measures that can be accessed by people in the organization. |
| Implementation period | May 2022 |
| Implementation Manager | Human Resources / Occupational Risk Prevention. |
| Result indicators | Number of communications/ Documentation carried out. |

EQUALITY COMMITTEE: MONITORING AND EVALUATION

Members of the Follow-up Commission

The Commission is made up of an equal number of representatives of the Organization and representatives of the employees.

The Commission will be made up of representatives of the Company, 5 representatives: and on the social side by the works council of the Zaragoza center (3 representatives) and the representatives of the most representative Trade Union Organizations CCOO (1 representative) and UGT (1 representative), according to the sector of activity of ITAINNOVA.

The committee may rely on external support and advice specialized in the field of equality between women and men in the workplace, to carry out both the diagnosis and the Gender Equality Plan, who will intervene with voice but without vote.

Competences

The competences of the Equality Commission of the Gender Equality Plan shall be:

- a) Identification of the priority measures, in the light of the diagnosis, their scope of application, the material and Human Resources necessary for their implementation, as well as the persons or bodies responsible, including a timetable of actions.
- b) Promoting the implementation of the Gender Equality Plan at ITAINNOVA. These include raising awareness of equality throughout the organization.
- c) Definition of the measurement indicators and the instruments for collecting information necessary for monitoring and evaluating the degree of compliance with the measures of the Gender Equality Plan implemented.
- d) Monitoring of the measures included in the Gender Equality Plan.
- e) Any other functions that may be attributed to it by the applicable regulations and collective bargaining agreement, or agreed by the committee itself, including the submission of the approved Gender Equality Plan to the competent labour authority for the purposes of its registration, filing and publication.

Substitutions

The members of the Commission may be replaced by other members in the following cases:

- Once the period foreseen for the implementation of the Gender Equality Plan has been exceeded.
- In the event that any person wishes to resign from the Commission.
- In the event of any person terminating their employment relationship with ITAINNOVA for any reason whatsoever.

In cases of sick leave, leave of absence or any other situation of long-term absence.

The procedure shall consist of notifying the persons who make up the committee. The part of the committee that must replace any of the persons that make up the committee shall proceed to choose and propose to the equality committee the person or persons that would become part of the committee. This substitution shall be recorded in the minutes of the corresponding meeting for the purposes of the replacement's involvement in the activities agreed upon by the Committee.

Minutes

Minutes shall be taken of each meeting, signed by all the members of the Commission and containing a summary of the issues discussed, agreements and disagreements.

Confidentiality

All members of the Commission undertake to treat confidentially the information, data, documents and/or any other information used within the Commission or given to them.

Operation

The Committee shall meet every 6 months on an ordinary basis. Notice of ordinary meetings shall be sent by e-mail at least 7 days in advance.

Extraordinary meetings may be held whenever requested by any of the parties (company or social) that make up the Committee, after prior written notice to that effect, indicating the points to be discussed on the agenda. These meetings of the Committee shall be held within the period that the circumstances make advisable, depending on the importance of the matter, which in no case shall exceed 15 days following receipt of the request for intervention or meeting.

Extraordinary meetings of the Commission shall be convened by the same procedure without the advance notice period described above. The grounds for convening extraordinary meetings shall be:

- Knowledge by any of the members of the Commission of situations of direct or indirect discrimination.
- Detection of major incidents in the deployment of the action plan, requiring the reformulation of means, deadlines, or needs for its implementation.

The Committee shall be deemed to be validly constituted when it is attended, in person or by proxy, by the absolute majority of each representation (company and social), and the parties may be assisted by the persons they deem appropriate to advise them.

In order to be valid, the agreements of the Committee shall require the favourable vote of an absolute majority of each of the two representatives. In the event that the monitoring report suggests the need to introduce adaptations or modifications in any aspect related to the execution of the Plan, the company's management and the social representation, which forms part of the committee, shall be informed in its entirety.

Media

In order to fulfil the functions entrusted to the Monitoring and Evaluation Committee, the company undertakes to provide the necessary means, in particular:

- Suitable venue for meetings.
- Precise material for them.
- Provide the statistical information, disaggregated by sex, established in the monitoring criteria agreed for each of the measures with the corresponding periodicity.

The company shall be responsible for the travel, board and lodging expenses of the members of the Committee in accordance with the system in place in the Committee.

The hours of the Committee meeting and the preparation of the meeting, which shall be at most equal to those of the meeting, shall be paid and shall not be counted as part of the trade union time credit available to the workers' representatives.

The designated responsible-coordinating person shall be the one to provide the appropriate means to enable the Commission to work efficiently.

Procedure for modifying the Gender Equality Plan and resolving discrepancies Without prejudice to the review periods that are specifically contemplated in this Gender Equality Plan, it must be reviewed, in any case, if the circumstances envisaged in Art. 9.2. of RD 901/2020 of 13 October occur:

- a) Where this is required because of the results of the monitoring and evaluation provided for in paragraphs 4¹² and 6¹³ below.
- b) When their lack of compliance with legal and regulatory requirements or their inadequacy is revealed because of the Labour and Social Security Inspectorate's action.
- c) In the event of merger, takeover, transfer, or modification of the legal status of the organization.
- d) In the event of any incident that substantially modifies the organization's workforce, its working methods, organization or remuneration systems, including the non-application of collective agreements and substantial modifications to working conditions or the situations analyzed in the diagnosis of the situation that has served as the basis for its preparation.
- e) When a judicial decision condemns the company for direct or indirect discrimination on grounds of sex or when it determines the lack of adaptation of the Gender Equality Plan to legal or regulatory requirements" In the event that it is necessary to modify the Gender Equality Plan , the modifications will be agreed by the Monitoring Committee, which will undertake the necessary work to update the diagnosis and measures.

In addition, this Gender Equality Plan will be reviewed in the event that new requirements or needs related to equal opportunities between women and men arise during its term that require specific decisions and actions on the part of the Equality Committee, based on ITAINNOVA's activity and commitments.

Out-of-court settlement of disputes

Discrepancies arising within the Monitoring Committee, provided that at least a simple majority is not reached within the Committee itself, may be resolved in accordance with the conciliation procedure by means of the autonomous conflict resolution agreement in force at any given time.

¹² 4. "The measures of the Gender Equality Plan may be reviewed at any time during its life in order to add to, redirect, improve, correct, intensify, mitigate or even discontinue the application of any measure contained therein in the light of the effects that may become apparent in relation to the achievement of its objectives".

¹³ 6. "The monitoring and evaluation of the measures envisaged in the Gender Equality Plan shall be carried out periodically as stipulated in the calendar of actions of the Gender Equality Plan or in the regulations governing the composition and functions of the committee in charge of monitoring the Gender Equality Plan .
However, at least one mid-term and one final evaluation shall be carried out, as well as when agreed by the monitoring committee".