

**EQUAL OPPORTUNITIES PLAN FOR WOMEN
AND MEN AT THE FUNDACIÓ INSTITUT
D'ESTUDIS ESPACIALS DE CATALUNYA (IEEC)
Dec. 2024 – Dec. 2028**

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I. INTRODUCTION AND DEFINITIONS

1.- CONTEXT AND BACKGROUND

Following the establishment of the Joint Equality Plan Committee of the FUNDACIÓ INSTITUT D'ESTUDIS ESPACIALS DE CATALUNYA (IEEC), negotiations for the second edition of the Equality Plan began in July 2024, with the participation of both employer and staff representatives.

Negotiations began with the duly authorised parties: individuals appointed by the employer, whose credentials are recorded in the relevant minutes, and individuals appointed by the employees' legal representatives.

To assess the current situation, data were analysed on workforce composition by sex, professional groups, working hours, contract types, training and work–family balance, among other matters. For ease of access, these data were provided by the IEEC using the parameters recommended by the Department of Labour. The data, covering qualitative and quantitative aspects, were discussed at all Equality Committee meetings to produce the Diagnostic Assessment attached as Annex I. Prepared and agreed by all parties, this assessment is the fundamental starting point for identifying the areas to be addressed by the Equality Plan.

1.2.- Identification of the parties agreeing the plan

Negotiations took place between the duly authorised parties: Lidia Garcia Morillo, Montserrat Sabaté Segura and Pilar Montes Marbà, appointed by the employer; and Laura Martí Ramos, Ana Bertolín Bascón and Ignasi Esteva Gras, as the employees' legal representatives.

2.- DEFINITIONS

To avoid possible misunderstandings, we consider it necessary to define certain concepts frequently used in implementing the Equality Plan. In accordance with Organic Law 3/2007 of 22 March on effective equality between women and men, the main objective is to guarantee genuine and effective equal opportunities for women and men within the organisation, avoiding all forms of employment discrimination, and with Law 17/2015 of 21 July on effective equality between women and men, adopted by the Parliament of Catalonia.

In line with this main objective, we also adopt the definitions set out in the legislation referred to above.

- **Principle of equal treatment between women and men:** The absence of any direct or indirect discrimination on grounds of sex, particularly discrimination arising from maternity, the assumption of family responsibilities or marital status.

- **Equal treatment and opportunities in access to employment, training, career advancement and working conditions:** The principle of equal opportunities between women and men, applicable to both public and private employment, shall guarantee, under the applicable legislation, access to employment, including self-employment, vocational training, career advancement, working conditions, including pay and dismissal conditions, and membership of and participation in trade unions, employers' organisations or any organisation whose members belong to a particular profession.

- **Promotion of equality in collective bargaining:** Collective bargaining may establish positive action measures to support women's access to employment, effectively applying the principles of equal treatment and non-discrimination in working conditions between women and men.

- **Direct and indirect discrimination:** Direct discrimination on grounds of sex is a situation in which a person is, has been or could be treated, because of their sex, less favourably than another person in a comparable situation. Indirect discrimination on grounds of sex is a situation in which an apparently neutral provision, criterion or practice places people of one sex at a particular disadvantage compared with people of the other sex, subject to any exceptions provided for by law.

- **Sexual and sex-based harassment:** Any verbal or physical conduct of a sexual nature intended to, or having the effect of, violating a person's dignity, particularly by creating an intimidating, degrading or offensive environment. This also includes any conduct based on a person's sex intended to violate their dignity.
- **Discrimination related to pregnancy or maternity:** Any unfavourable treatment of women related to pregnancy or maternity.
- **Protection against retaliation:** Any adverse treatment or negative effect experienced by a person as a consequence of submitting any complaint, claim, report, lawsuit or appeal intended to prevent discrimination against them and demand effective compliance with the principle of equal treatment between women and men.
- **Legal consequences of discriminatory conduct:** Acts and clauses in legal transactions that constitute or cause sex discrimination shall be null and void, giving rise to liability through a system of remedies that is genuine, effective and proportionate to the harm suffered and, where applicable, through an effective and dissuasive system of penalties to deter and prevent such conduct.
- **Positive action:** To give effect to the constitutional right to equality, private individuals and legal entities may adopt specific measures in favour of women to correct evident situations of actual inequality compared with men.
- **Rights to reconcile personal, family and working life:** These rights shall be recognised for employees in a way that encourages a balanced sharing of family responsibilities, avoiding any discrimination based on their exercise.

II. CHARACTERISTICS OF THE EQUALITY PLAN

1.- CONCEPT AND CONTENT OF THE EQUALITY PLAN

Organic Law 3/2007 defines the Equality Plan as:

“(...) an organised set of measures, adopted following a diagnostic assessment of the situation, aimed at achieving equal treatment and opportunities for women and men within the company and eliminating discrimination on grounds of sex”.

This definition is subsequently endorsed by Law 17/2015 of 21 July on effective equality between women and men, adopted by the Parliament of Catalonia, and by Royal Decree 901/2020 of 13 October, regulating equality plans and their registration.

2.- SCOPE OF APPLICATION

The Equality Plan applies to the entire workforce of the FUNDACIÓ INSTITUT D'ESTUDIS ESPACIALS DE CATALUNYA (IEEC), covering all staff without exception.

3.- VALIDITY PERIOD

As an organised set of measures aimed at achieving its stated objectives, the Equality Plan includes measures that may be achieved at different times. A timetable will therefore be established covering, in all cases, the period from 11 December 2024 to 10 December 2028. The successive achievement of objectives must be reviewed progressively.

III. DIAGNOSTIC ASSESSMENT

RESULTS OF THE DIAGNOSTIC ASSESSMENT

Following the Equality Committee's various meetings, a diagnostic assessment of the organisation's current situation was completed. It examined selection and recruitment, professional classification, training, career advancement, working conditions, shared responsibility in exercising rights relating to personal, family and working life, women's underrepresentation, remuneration, and prevention of sexual and sex-based harassment.

On this basis, reference is made to Annex I, which reproduces the final Diagnostic Assessment report, jointly prepared and agreed by all participants in the negotiating committee for this Equality Plan.

In summary, this document identified findings and conclusions to assess the measures required in both the short and long term.

From the outset, the overall conclusion of the Equality Plan negotiating committee was that the organisation was in "good health" regarding equality between women and men, with no immediately apparent situation giving rise to major concern. However, a more detailed analysis identified certain aspects requiring improvement, which will therefore form part of the Equality Plan's objectives.

Broadly speaking, the main areas identified for improvement were:

- Lack of information on work–family balance measures.
- Lack of information on the IEEC's protocol on workplace, sex-based and sexual harassment.
- Training on equality issues.

IV. GENERAL OBJECTIVES OF THE EQUALITY PLAN

The Equality Plan's objectives can be divided into three types: long-, medium- and short-term objectives. Long-term objectives provide a reference throughout the implementation of the Equality Plan, whereas medium- and short-term objectives consist of specific, clearly defined actions aligned with the general objectives.

The areas examined in the Diagnostic Assessment and listed above have guided the actions established in this Equality Plan. They are:

1. Strategy and internal organisation.
2. Work–family balance.
3. Working conditions.
4. Access, selection, promotion and development.
5. Risk prevention and sexual and sex-based harassment.
6. Training and awareness.

V. ACTIONS TO BE IMPLEMENTED UNDER THE EQUALITY PLAN

The Equality Plan of the FUNDACIÓ INSTITUT D'ESTUDIS ESPACIALS DE CATALUNYA (IEEC) has the following main objectives:

- The employer's commitment to providing information on balancing working and family life.
- Dissemination of a specific protocol for preventing, detecting and responding to sexual harassment, approved by the IEEC Board of Trustees at its meeting on 20 November 2023.

AREA 1. Strategy and internal organisation.

INFORMATION AND AWARENESS ON EQUAL OPPORTUNITIES

Code	1.1
Action	Publicise the approved Equality Plan, including the information and results obtained.
Description	Publish and disseminate all material used to develop this Equality Plan to everyone in the organisation.
Responsible	Equality Plan Monitoring Committee
Cost	Operational
Implementation timeframe	Short term
Monitoring indicators	Date and attendees of Equality Plan dissemination activities
Notes	Intranet

Code	1.2
Action	Provide the Equality Plan to new joiners.
Description	Inform new staff and any new members of the Board of Trustees of the commitment to equal opportunities.
Responsible	General Manager/Director of the IEEC Management Area
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Welcome Manual
Notes	

Code	1.3
Action	Maintain the commitment to equal opportunities within the organisation's culture.
Description	Maintain equal opportunities as an organisational value and a commitment to staff, with the aim of consolidating a culture based on knowledge, information and a positive attitude towards equal opportunities.
Responsible	General Manager/Director of the IEEC Management Area
Cost	Operational
Implementation timeframe	Medium term
Monitoring indicators	% of documents incorporating the commitment to equality
Notes	

AREA 2. Work–family balance.

IMPROVE AND DISSEMINATE MEASURES FOR BALANCING WORKING AND FAMILY LIFE

Code	2.1
Action	Prepare a document setting out measures, leave entitlements and improvements relating to work–family balance.
Description	Provide a document/manual containing relevant information on work–family balance, such as working hours, leave entitlements, enhanced employee benefits, etc.
Responsible	General Manager/Director of Human Resources
Cost	Operational
Implementation timeframe	Medium term
Monitoring indicators	Document on work–family balance measures
Notes	The General Manager/Director of Human Resources will present it to the Equality Committee before dissemination to staff.

Code	2.2
Action	Disseminate the document on work–family balance measures.
Description	Remind all staff of the work–family balance measures available to them.
Responsible	General Manager/Director of Human Resources
Cost	Operational
Implementation timeframe	Medium term
Monitoring indicators	Date of dissemination of the work–family balance document
Notes	Intranet

Code	2.3
Action	Provide the work–family balance document to new joiners.
Description	Inform new joiners of the work–family balance measures available to them.
Responsible	General Manager/Director of Human Resources
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Welcome Manual
Notes	

Code	2.4
Action	Offer administrative staff a choice of two working schedules (Legal Area, Management Area and Communication Office).
Description	Administrative staff (Legal Area, Management Area and Communication Office) will be able to choose between the following schedules: 1. Monday to Thursday: flexible start between 08:00 and 10:00, lunch break from 14:00 to 15:00, and finishing after 7.5 working hours; Friday: continuous working day from 08:00 to 15:00. Voluntary teleworking is available on Mondays and Fridays, with on-site work on Tuesdays, Wednesdays and Thursdays. 2. Monday: 08:00–14:00 and 15:00–17:30; Tuesday, Wednesday and Thursday: 08:00–15:00, with one fixed compulsory afternoon set by the employer from 15:30 to 16:30 to ensure someone from each area/office is always available; Friday: 08:00–15:00. Voluntary teleworking is also available on Mondays and Fridays, with on-site work on Tuesdays, Wednesdays and Thursdays. The choice must be made in writing and may subsequently be changed in accordance with the arrangements established.
Responsible	General Manager/Director of Human Resources
Cost	Operational
Implementation timeframe	Short term
Monitoring indicators	Employees' schedule choice documents and schedules worked
Notes	

AREA 3. Working conditions.

Code	3.1
Action	Establish a channel through which staff can report possible situations of inequality.
Description	Enable staff to report possible situations of inequality.
Responsible	General Manager/Director of Human Resources
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Reporting channel
Notes	

Code	3.2
Action	Publicise the reporting channel for possible situations of inequality.
Description	Publicise the possibility for staff to report possible situations of inequality.
Responsible	General Manager/Director of Human Resources
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Communication
Notes	

Code	3.3
Action	Inform new joiners of the channel for reporting equality-related situations.
Description	Inform new joiners of the channel available for reporting equality-related situations.
Responsible	General Manager/Director of Human Resources
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Welcome Manual
Notes	

AREA 4. Access, selection, promotion and development.

PROMOTE A SELECTION AND PROMOTION POLICY THAT ENCOURAGES GREATER PROFESSIONAL DIVERSITY

Code	4.1
Action	Equal opportunities in selection and promotion processes.
Description	Ensure there is no gender discrimination in the organisation's selection and promotion processes by assessing competencies neutrally, using objective and observable criteria.
Responsible	Area Directors
Cost	Operational
Implementation timeframe	Short term
Monitoring indicators	Information on the number of candidates by sex
Notes	

AREA 5. Risk prevention and sexual and sex-based harassment.

PREVENT SEXUAL AND SEX-BASED HARASSMENT

Code	5.1
Action	Update the specific protocol for responding to sexual harassment.
Description	Review the organisation's current, updated sexual and sex-based harassment protocol.
Responsible	Equality Plan Monitoring Committee
Cost	Operational
Implementation timeframe	Short to medium term
Monitoring indicators	Date of review and approval of the sexual harassment protocol
Notes	

Code	5.2
Action	Disseminate the protocol for responding to sexual and sex-based harassment.
Description	Inform all staff about the sexual and sex-based harassment protocol.
Responsible	Equality Plan Monitoring Committee
Cost	Operational
Implementation timeframe	Short to medium term
Monitoring indicators	Date of dissemination of the harassment protocol
Notes	

Code	5.3
Action	Provide the sexual and sex-based harassment protocol to new joiners.
Description	Inform new joiners about the organisation's sexual and sex-based harassment protocol.
Responsible	General Manager/Director of Human Resources
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Welcome Manual
Notes	

AREA 6. Training and awareness.
TRAINING AND AWARENESS ON EQUAL OPPORTUNITIES

Code	6.1
Action	Draft an inclusive language guide.
Description	Prepare the guide.
Responsible	Equality Plan Monitoring Committee
Cost	Equality Plan Monitoring Committee
Implementation timeframe	Short to medium term
Monitoring indicators	Document completed
Notes	

Code	6.2
Action	Disseminate the inclusive language guide.
Description	Inform staff about the inclusive language guide.
Responsible	General Manager/Director of Human Resources
Cost	Operational
Implementation timeframe	Short to medium term
Monitoring indicators	Document completed
Notes	

Code	5.3
Action	Provide the inclusive language guide to new joiners.
Description	Inform new joiners about the organisation's inclusive language guide.
Responsible	General Manager/Director of Human Resources
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Welcome Manual
Notes	

VI. EQUALITY PLAN TIMETABLE

The timetable for the IEEC Equality Plan actions described above is as follows:

PLANNING PROPOSED IMPROVEMENTS	2025												2026												2027												
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
1.1 Publicise the approved Equality Plan, including the information and results obtained.																																					
1.2 Provide the Equality Plan to new joiners.																																					
1.3 Maintain the commitment to equal opportunities within the organisation's culture.																																					

2.1 Prepare a document setting out measures, leave entitlements and improvements relating to work-family balance.																																					
2.2 Disseminate the document on work-family balance measures.																																					
2.3 Provide the work-family balance document to new joiners.																																					
2.4. Offer administrative staff a choice of two working schedules (Legal Area, Management Area and Communication Office).																																					
3.1. Establish a channel through which staff can report possible situations of inequality.																																					
3.2. Publicise the reporting channel for possible situations of inequality.																																					
3.3. Inform new joiners of the channel for reporting equality-related situations.																																					

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VII. EVALUATION AND MONITORING SYSTEM

Organic Law 3/2007, Law 17/2015 of 21 July and the subsequent Royal Decree 901/2020 establish that Equality

Plans must set specific objectives for achieving effective equality between women and men, the strategies and practices to be adopted, and effective systems for monitoring and evaluating the objectives set.

The purpose of monitoring and evaluation is to assess the development of the Equality Plan within the organisation by examining the results achieved in the different areas during and after its development and implementation.

1.- ESTABLISHMENT

The signatory parties agree to establish an EQUALITY PLAN MONITORING COMMITTEE to implement the Plan's objectives agreed in this document and assess the degree of compliance with both the objectives and the scheduled actions. This Committee will be responsible for implementing the objectives agreed herein.

2.- COMPOSITION

The Monitoring Committee will comprise equal numbers of employer and employee representatives. The employer appoints Ms Lidia Garcia Morillo, Ms Montserrat Sabaté Segura and Ms Pilar Montes Marbà; the employee representatives are Ms Laura Martí Ramos, Ms Ana Bertolín Bascón and Mr Ignasi Esteva Gras. One committee member will act as the person responsible for coordination between the parties.

Appointments to the Equality Committee will last for the same period as the Equality Plan.

If a member leaves the organisation or resigns voluntarily, the employees or the employer, depending on which party the departing member represents, will appoint a replacement.

3.- FUNCTIONS

The Monitoring Committee will perform the following functions:

- a) Monitor compliance with the planned measures.
- b) Participate in and advise on how the measures are adopted.
- c) Evaluate the measures implemented.
- d) Prepare a report six months after this agreement is signed to assess progress on the proposed objectives and measures.
- e) Propose corrective measures to improve achievement of the objectives.
- f) Finally, develop and prepare the Equality Plan, in which the functions of this Monitoring Committee will be reviewed.

During monitoring, information must be collected on the results achieved under this agreement, the degree of implementation of the actions and the conclusions reached. Following the monitoring analysis, these findings must be considered and possible future actions identified.

4.- OPERATION

Once the Equality Plan is signed, the Monitoring Committee will hold ordinary meetings at an average frequency of at least twice a year. Extraordinary meetings may also be held as deemed appropriate, at either party's initiative, following written notice specifying the agenda items.

This Plan may be amended with the affirmative vote of an absolute majority of each of the two delegations on the Equality Committee if the monitoring report identifies a need for adaptations or amendments concerning implementation of the Plan.

In the event of disagreements arising from application, monitoring or review, the parties agree to submit to mediation before the Tribunal Laboral de Catalunya.

VIII. PAY AUDIT

1.- SCOPE, VALIDITY AND FREQUENCY

Like the rest of the Equality Plan, the pay audit applies to the entire workforce of the FUNDACIÓ INSTITUT D'ESTUDIS ESPACIALS DE CATALUNYA (IEEC), covering all staff without exception.

It will cover the period from 11 December 2024 to 10 December 2028 and have the same validity period as the rest of the Equality Plan.

2.- RESULTS

Taking into account the overall data and the data for individual positions, it must be concluded that the organisation's remuneration system can be considered consistent and effectively applies the principle of equality, since no pay difference exceeding 25% or any other significant shortcoming has been identified.

The most significant finding concerns group 5, comprising Head of Project Management Office (419), APEC Director (478), Head of KTO Office (402), Head of ICT Office (418), Director of the Montsec Observatory (498), Director of the Management Area/General Manager (446), Director of the Legal Area (432), Head of D+I Office (412) and Head of Finance Office (407). This group shows a difference of 19.61% in favour of women, which must be monitored to prevent it from rising to an alarming level.

Accordingly, no specific measures are considered necessary in this area beyond continuing to monitor for any emerging gaps.

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ANNEX I.- DIAGNOSTIC ASSESSMENT.