

LGTBIQ+ PLAN OF THE FUNDACIÓ INSTITUT D'ESTUDIS ESPACIALS DE CATALUNYA (IEEC)

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I. INTRODUCTION AND DEFINITIONS

1.- STATEMENT OF PRINCIPLES

The Institut d'Estudis Espacials de Catalunya (hereinafter, IEEC) upholds equal rights and non-discrimination for everyone, regardless of sexual orientation, sexual identity, gender expression, sex characteristics or family diversity. Respect for diversity and inclusion are essential workplace values, and everyone should be able to develop their professional and personal lives freely and without any limitations. It is essential to foster environments where diversity is recognised as an asset and coexistence is based on respect, equality and dignity for everyone, regardless of their personal circumstances. The aim is a fairer, more equitable and diverse environment where everyone feels valued, heard and represented in all areas of life, without having to relinquish any aspect of their identity or justify who they are or how they feel they should express themselves.

Recognising that human diversity is a reality that must be fully integrated and that the plurality of identities must be acknowledged, the IEEC declares its firm and unequivocal commitment to guaranteeing everyone's right to express their sexual orientation, sexual identity, gender expression, sex characteristics and family diversity freely, without fear of retaliation or discriminatory treatment. This applies to every area of the organisation's activity, from selection to promotion, including pay policy, training, working and employment conditions, occupational health, working time arrangements and work-life balance. The aim is to build an inclusive workplace where diversity is respected and valued and no one is forced to hide or suppress any aspect of their identity.

All staff are therefore encouraged to actively support this initiative and contribute to a more equal and respectful environment for everyone. It is also made clear that discriminatory practices or harassment on grounds of sexual orientation, gender identity, gender expression

or sex characteristics will not be tolerated under any circumstances, since everyone is entitled to appropriate, respectful and dignified treatment on equal terms.

Accordingly, this LGTBIQ+ Plan is agreed in order to comply with Royal Decree 1026/2024 of 8 October, developing the planned set of measures for equality and non-discrimination of LGTBIQ+ people in companies, pending regulation of this matter through the collective agreement.

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.

3.- DEFINITIONS

- a) Direct discrimination: A situation in which a person or the group to which they belong is, has been or could be treated less favourably than others in an analogous or comparable situation on grounds of sexual orientation and sexual identity, gender expression or sex characteristics.
- b) Indirect discrimination: This occurs when an apparently neutral provision, criterion or practice places or may place one or more people at a particular disadvantage compared with others on grounds of sexual orientation, sexual identity, gender expression or sex characteristics.
- c) Discriminatory harassment: Any conduct on grounds of sexual orientation, sexual identity, gender expression or sex characteristics intended to, or having the effect of, violating the dignity of a person or the group to which they belong and creating an intimidating, hostile, degrading, humiliating or offensive environment.
- d) Discrimination by association: This occurs when a person or the group to which they belong is subjected to discriminatory treatment because of their relationship with another person affected by a ground of discrimination relating to sexual orientation and identity, gender expression or sex characteristics.

- e) Discrimination based on mistaken perception: Discrimination based on an incorrect assessment of the characteristics of the person or people subjected to discrimination.
- f) Positive action measures: Differences in treatment aimed at preventing, eliminating and, where appropriate, compensating for any form of discrimination or disadvantage in its collective or social dimension. These measures apply while the discriminatory situations or disadvantages justifying them persist, and must be reasonable and proportionate in relation to the means of implementation and the objectives pursued.
- g) Intersex: The condition of people born with biological, anatomical or physiological characteristics, sexual anatomy, reproductive organs or a chromosomal pattern that do not correspond to socially established notions of male or female bodies.
- h) Sexual orientation: Physical, sexual or emotional attraction to a person. It may be heterosexual, where attraction is felt only towards people of a different sex; homosexual, where attraction is felt only towards people of the same sex; or bisexual, where attraction is felt towards people of different sexes, not necessarily at the same time, in the same way, to the same degree or with the same intensity. Homosexual people may be gay if they are men, or lesbian if they are women.
- i) Sexual identity: The internal and individual experience of sex as each person feels and defines it, which may or may not correspond to the sex assigned at birth.
- j) Gender expression: The way each person manifests their sexual identity.
- k) Trans person: A person whose sexual identity does not correspond to the sex assigned at birth.
- l) LGBTIQ+ family: A family in which one or more members are LGBTIQ+, including same-sex-parent families, namely those formed by lesbian, gay or bisexual people with minor descendants who are permanently under their care, guardianship or parental authority, or with descendants.
- m) LGBTIphobia: Any attitude, conduct or speech expressing rejection, repudiation, prejudice, discrimination or intolerance towards LGBTIQ+ people because they are, or are perceived to be, LGBTIQ+.
- n) Homophobia: Any attitude, conduct or speech expressing rejection, repudiation, prejudice, discrimination or intolerance towards homosexual people because they are, or are perceived to be, homosexual.

- ñ) Biphobia: Any attitude, conduct or speech expressing rejection, repudiation, prejudice, discrimination or intolerance towards bisexual people because they are, or are perceived to be, bisexual.
- o) Transphobia: Any attitude, conduct or speech expressing rejection, repudiation, prejudice, discrimination or intolerance towards trans people because they are, or are perceived to be, trans.
- p) Incitement, orders or instructions to discriminate: Any incitement, order or instruction to discriminate on grounds of sexual orientation, sexual identity, gender expression or sex characteristics is discriminatory. Incitement must be specific, direct and effective in prompting discriminatory action by another person.

II. CHARACTERISTICS OF THE LGTBI PLAN

1.- SCOPE OF APPLICATION

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

2.- VALIDITY

This LGTBIQ+ Plan will remain in force until the applicable collective agreement, namely the national collective agreement for university education and research centres, specifically regulates this matter, in accordance with Article 5 of Royal Decree 1026/2024 of 8 October, developing the planned set of measures for equality and non-discrimination of LGTBIQ+ people in companies.

III. OBJECTIVES OF THE PLAN

This Plan seeks to strengthen equal treatment and opportunities for all employees, ensuring that no discrimination or unequal treatment occurs within the organisation on grounds of sexual orientation, gender identity, gender expression or sex characteristics.

Treating a person directly less favourably than others in an analogous or comparable situation on grounds of sexual orientation and sexual identity, gender expression or sex characteristics is expressly prohibited.

Indirect discrimination is also prohibited. This occurs when an apparently neutral provision, criterion or practice places or may place one or more people at a particular disadvantage compared with others on grounds of sexual orientation, sexual identity, gender expression or sex characteristics.

An inclusive and safe working environment, respectful of diversity and free from any conduct that violates people's dignity, will also be promoted. All employees' right to express their gender identity and sexual orientation without fear of discrimination or retaliation is recognised. This includes use of the name and pronouns with which they identify and respect for their gender expression in the workplace.

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

IV. ACTIONS TO BE IMPLEMENTED

AREA 1. Equal treatment and non-discrimination clauses.

Code	1.1
Action	Inform staff about the LGTBIQ+ Plan
Description	Share the statement of principles and the other measures established with all staff, so that they are aware of the equal treatment and non-discrimination clauses that help create an environment favourable to diversity and advance the eradication of discrimination against LGTBIQ+ people.
Responsible	Monitoring Committee
Cost	Operational
Implementation timeframe	Short term
Monitoring indicators	Date and evidence of dissemination of the Plan
Notes	IEEC Transparency Portal

Code	1.2
Action	Provide the LGTBIQ+ Plan to new joiners
Description	Inform new joiners about the statement of principles and the other measures established.
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 rights and non-discrimination for everyone, regardless of sexual orientation, sexual identity, gender expression, sex characteristics or family diversity, 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 these values.
Responsible	General Manager / Director of the IEEC Management Area
Cost	Operational
Implementation timeframe	Medium term
Monitoring indicators	Check that there are no complaints and act diligently if any are received.
Notes	

AREA 2. Access to employment.

Code	2.1
Action	Ensure equal opportunities in selection processes
Description	Ensure non-discrimination on grounds of sexual orientation, sexual identity, gender expression, sex characteristics or family diversity by assessing competencies neutrally in staff selection and establishing clear, specific criteria for an appropriate selection and recruitment process. Priority will be given to the person's training or suitability for the role, regardless of sexual orientation and identity or gender expression, with particular attention to trans people as an especially vulnerable group.
Responsible	Area Directors / Heads of Office / Project Principal Investigators
Cost	Operational
Implementation timeframe	Short term
Monitoring indicators	Monitoring of selection processes
Notes	

Code	2.2
Action	Draft job advertisements using inclusive language
Description	All job advertisements will be drafted using inclusive language, avoiding any discrimination on grounds of sexual orientation, gender identity, gender expression or sex characteristics.
Responsible	Area Directors / Heads of Office / Project Principal Investigators
Cost	Operational
Implementation timeframe	Short term
Monitoring indicators	Job advertisements issued
Notes	

AREA 3. Professional classification and promotion.

Code	3.1
Action	Review of professional classification
Description	Ensure, through a thorough review, that no one in the organisation is incorrectly classified on grounds of sexual orientation, sexual identity, gender expression, sex characteristics or family diversity, correcting any discrimination identified.
Responsible	Area Directors / Heads of Office / Project Principal Investigators
Cost	Operational
Implementation timeframe	Short term
Monitoring indicators	Review completed
Notes	

Code	3.2
Action	Ensure equal opportunities in promotion processes
Description	Ensure non-discrimination on grounds of sexual orientation, sexual identity, gender expression, sex characteristics or family diversity by assessing competencies neutrally in staff promotion processes and establishing clear, specific criteria to ensure an appropriate process.
Responsible	Area Directors / Heads of Office / Project Principal Investigators
Cost	Operational
Implementation timeframe	Short term
Monitoring indicators	Monitoring of selection processes
Notes	

AREA 4. Training, awareness and language.

Code	4.1
Action	Specific LGTBIQ+ training
Description	Training plans will include specific modules on the workplace rights of LGTBIQ+ people, with particular emphasis on equal treatment and opportunities and non-discrimination. Training will be aimed at all staff, including middle managers, senior managers and employees with responsibilities for staff management and human resources. It must cover, as a minimum: - General awareness and dissemination of the planned LGTBIQ+ measures contained in the applicable collective agreements or company agreements, where relevant, including their scope and content. - Awareness of the basic definitions and concepts concerning sexual, family and gender diversity in Law 4/2023 of 28 February on genuine and effective equality for trans people and the protection of LGTBI people's rights. - Awareness and dissemination of the protocol for supporting trans people in employment, where one exists. - Awareness and dissemination of the protocol for preventing, detecting and responding to discriminatory harassment or violence on grounds of sexual orientation and identity, gender expression and sex characteristics.
Responsible	Area Directors
Cost	
Implementation timeframe	Medium term
Monitoring indicators	Training completed
Notes	

AREA 5. Diverse, safe and inclusive working environments.

Code	5.1
Action	Establish a channel through which staff can report possible situations of inequality
Description	Enable staff to report possible situations of inequality on grounds of sexual orientation, sexual identity, gender expression, sex characteristics or family diversity.
Responsible	General Management
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Reporting channel
Notes	

Code	5.2
Action	Publicise the reporting channel for possible situations of inequality
Description	Publicise the possibility for staff to report potential situations of inequality on grounds of sexual orientation, sexual identity, gender expression, sex characteristics or family diversity.
Responsible	General Management
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Communication
Notes	

Code	5.3
Action	Inform new joiners about the channel for reporting situations of inequality
Description	Inform new joiners about the channel available for reporting situations of inequality on grounds of sexual orientation, sexual identity, gender expression, sex characteristics or family diversity.
Responsible	General Management
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Welcome Manual
Notes	

Code	5.4
Action	Review the specific response protocol for harassment on grounds of sexual orientation, sexual identity, gender expression, sex characteristics or family diversity
Description	Review the protocol relating to sexual orientation, sexual identity, gender expression, sex characteristics or family diversity.
Responsible	Monitoring Committee
Cost	Operational
Implementation timeframe	Short term
Monitoring indicators	Date of review and approval of the harassment protocol
Notes	

Code	5.5
Action	Disseminate the response protocol for harassment on grounds of sexual orientation, sexual identity, gender expression, sex characteristics or family diversity
Description	Inform all staff about the harassment protocol relating to sexual orientation, sexual identity, gender expression, sex characteristics or family diversity.
Responsible	Monitoring Committee
Cost	Operational
Implementation timeframe	Short to medium term
Monitoring indicators	Date of dissemination of the harassment protocol
Notes	

Code	5.6
Action	Provide new joiners with the protocol on harassment on grounds of sexual orientation, sexual identity, gender expression, sex characteristics or family diversity
Description	Inform new joiners about the organisation's harassment protocol relating to sexual orientation, sexual identity, gender expression, sex characteristics or family diversity.
Responsible	General Management
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Welcome Manual
Notes	

AREA 6. Leave and employee benefits.

Code	6.1
Action	Ensure that leave and employee benefits are enjoyed on equal terms
Description	Ensure all employees' right to enjoy all established leave entitlements and work-life balance measures on equal terms, without distinction based on sexual orientation, gender identity, gender expression or sex characteristics, expressly recognising diverse families, LGTBIQ+ spouses and civil partners.
Responsible	General Management
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Leave and employee benefits taken
Notes	

AREA 7. Disciplinary rules.

Code	7.1
Action	Apply appropriate sanctions to conduct violating sexual freedom, sexual orientation and identity, and gender expression
Description	Conduct that violates employees' sexual freedom, sexual orientation and identity, or gender expression is considered a very serious offence, subject to sanctions under the disciplinary rules in Article 49 of the applicable collective agreement.
Responsible	General Management
Cost	Operational
Implementation timeframe	Short to long term
Monitoring indicators	Sanctions imposed on these grounds
Notes	

VI. LGTBIQ+ PLAN TIMETABLE

VI. LGTBIQ+ PLAN TIMETABLE

The timetable for the IEEC LGTBIQ+ 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 LGTBIQ+ Plan, including the information and results obtained																																					
1.2 Provide the LGTBIQ+ Plan to new joiners																																					
1.3 Maintain the commitment to equal opportunities within the organisation's culture																																					
2.1 Ensure equal opportunities in selection processes																																					
2.2 Draft job advertisements using inclusive language																																					
3.1 Review of professional classification																																					
3.2 Ensure equal opportunities in promotion processes																																					

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. Improve the intersection of Highway 101 and Highway 102																																				
2. Upgrade the road surface on Highway 101 between Highway 102 and Highway 103																																				
3. Install additional street lighting along Highway 101																																				
4. Implement a traffic signal system at the intersection of Highway 101 and Highway 104																																				
5. Construct a new roundabout at the intersection of Highway 101 and Highway 105																																				
6. Upgrade the drainage system along Highway 101																																				
7. Implement a pedestrian safety program along Highway 101																																				
8. Construct a new bike lane along Highway 101																																				
9. Upgrade the bridge structure over the river crossing Highway 101																																				
10. Implement a traffic calming program along Highway 101																																				

[illegible][illegible]

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
6.1 Ensure that leave and employee benefits are enjoyed on equal terms																																				
7.1 Apply appropriate sanctions to conduct violating sexual freedom, sexual orientation and identity, and gender expression																																				

VII. EVALUATION AND MONITORING SYSTEM

A monitoring and evaluation phase is established to assess the development of the LGTBIQ+ Plan within the organisation, examining the results achieved in the different areas during and after its development and implementation.

1.- ESTABLISHMENT

The signatory parties agree to establish an LGTBIQ+ PLAN MONITORING COMMITTEE to implement the Plan's objectives agreed in this document and assess 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 Anna Bertolín Bascón and Mr Ignasi Esteva Gras. One 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 LGTBIQ+ Plan.

If a member leaves the organisation or resigns voluntarily, the employees or the employer, depending on which party that person 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) Propose corrective measures to improve achievement of the objectives.
- e) Finally, develop and update the LGTBIQ+ Plan where necessary, 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 LGTBIQ+ Plan is signed, the Monitoring Committee will hold ordinary meetings at an average frequency of at least once 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.