



IDIBELL Equality and Diversity Management Plan

As per:
Equality Law (3/2007), Law 17/2015, of 21 July and CERCA recommendations

Bellvitge Biomedical Research Institute (IDIBELL)

Third floor Duran i Reynals Hospital

L'Hospitalet de Llobregat 08907

Tel.: 93 260 77 75

Fax: 93 260 77 76

Tax Code [NIF]: G58863317

www.idibell.cat

English version of the Plan (QUA-DOC-010.03) approved on 11 April 2016

0. TABLE OF CONTENTS

- 1. Preface**
- 2. Commitment Update**
- 3. Objectives of the Equality Plan**
- 4. Equality and Diversity Management Committee**
- 5. Equality and Diversity Management Officer**
- 6. Review of the Equality Plan**
- 7. Assessment of quantitative and qualitative indicators**
- 8. Synthesis of the strategy**
- 9. Evaluation system**
- 10. Implementation schedule**

Annex 1. Current indicators

Annex 2. Actions for the current year

Annex 3. Template for defining actions

1. PREFACE

The group of centers of excellence based in Catalonia called Research Centers of Catalonia (CERCA), of which IDIBELL has been a member since 2013, and their teams, base their activity on respect and equality among all people. Both, the research management and the policies of eligibility, employment, institutional representation, distribution of resources and evaluation must be based on the fair assessment of people and avoid possible biases and discriminatory tendencies.

The implementation of the appropriate guidelines should lead to a balanced situation that will generate greater creativity and excellence in the scientific and technological dynamics of the CERCA centers. To this end, the Equality and Diversity Management Committee has been established and meets regularly to design and monitor the implementation of the Equal Opportunities and Diversity Management Plan.

2. COMMITMENT UPDATE

IDIBELL declares its commitment to the establishment and development of policies integrating equal treatment and opportunities, without direct or indirect discrimination based on sex or any other personal or social conditions or circumstances, as well as promoting and fostering measures to achieve actual equality within our organization, establishing equal opportunities among all, as a strategic principle of our Corporate and Human Resources Policy, in accordance with the definition of this principle established by Organic Law 3/2007, of 22 March, and Catalan Law 17/2015 of 21 July, for effective equality between men and women.

In each and every field in which this company operates, from recruitment to promotion, through wage policy, training, working and employment conditions, occupational health, the organization of working time and conciliation, we assume the principle of equal opportunities between people; paying special attention to indirect discrimination, meaning "A situation in which an apparently neutral provision, criterion or practice, puts a person at a particular disadvantage compared with any other person in the same situations".

With regard to communication, both internal and external, all decisions taken in this regard will be reported and an image of the company will be projected in accordance with this principle of equal opportunities among people.

The principles set out will be put into practice through the promotion of equality measures or through the implementation of an Equality Plan which will bring about improvements in relation to the current situation, by devising appropriate monitoring systems, in order to advance in the achievement of real equality among people in the company and by extension, in society as a whole.

To carry out this purpose, the legal representation of the workers will be provided, not only in the collective bargaining process, as established by Organic Law 3/2007 and 17/2015 for the Effective Equality Among Women and Men, but throughout the process of development and evaluation of the aforementioned equality measures or the Equality and Diversity Management Plan.

3. OBJECTIVES OF THE EQUALITY PLAN

This Equality Plan is the framework and tool for achieving the following equality objectives:

- Comply with the established regulations regarding the management of equality and diversity.
- Define IDIBELL as an institution that defends equality among its staff.
- Define a series of objective indicators on the status of IDIBELL in the field of equality that allows evaluating its progress in this area.
- Establish realistic, measurable and achievable equality policies.
- Monitor and evaluate compliance with equality policies.
- Define the means of disseminating IDIBELL's activities and policies in the field of equality and diversity management.
- Advise staff on equality issues and define corrective actions with the institution for incidents contrary to equality policies.
- Propose long-term objectives for the continuous improvement of equality policies.

4. EQUALITY AND DIVERSITY MANAGEMENT COMMITTEE

(Extract from QUA-DOC-006.03, Bylaws of the Equality and Diversity Management Committee)

MISSION

- a) Advise Management on issues related to the enforcement of current legislation on issues of equality and diversity management.
- b) Carry out self-assessment by assessing equality and diversity management indicators.
- c) Draft and revise the IDIBELL Equality and Diversity Management Plan.
- d) Ensure compliance with the Equality Plan and IDIBELL's commitments on Equality and Diversity.
- e) Advise Management on issues related to diversity.

OPERATION

- a) It shall meet at least 3 times a year following a written e-mail invitation issued by the Committee's Chair, at least five working days following the scheduled date of the meeting. The agenda, the minutes of the previous meeting and any documents related to the summons shall be attached.
- b) The Committee may be summoned in an extraordinary manner whenever summoned by the Chair or at the request of a third of its members.
- c) The meetings of IDIBELL's Equality and Diversity Management Committee shall be chaired by the Chair of the Committee or the person assigned by him or her.
- d) The Secretary of IDIBELL's Equality and Diversity Management Committee shall be the Equality and Diversity Officer.

- d) Agreements shall be adopted by a simple majority of the members attending (a simple majority is defined as a majority when the votes in favor exceed the votes against). If there is a tie, voting shall be repeated and, in the event of a second tie, the Chair shall decide with his or her casting vote.
- e) For each meeting, minutes shall be drawn up, which shall include the list of persons attending, the agenda, the main points of agreement, place and date, start and end time and registration number of the session.

COMPOSITION

Document QUA-DOC-005 specifies the names, position and department of the persons making up the Equality Committee, including the worker's legal representative.

- a) The IDIBELL Equality and Diversity Management Committee will be made up of:

Chair	Managing Director
Secretary	Equality and Diversity Officer
Spokespeople	Member of the Works' Council
	Representative of the predoctoral researcher collective and student interns
	Member of the research staff collective
	Member of the research support staff collective
	Representative of the HR area
	Representative of the Quality area

Considering the following limitations:

Respect gender parity (to a minimum 60%-40%)

Whenever possible, the representatives of the groups making up IDIBELL will be elected by staff of the same collective.

- b) Participation in the Committee shall be proposed by the Committee itself for a period of two years, renewable.
- c) The team of IDIBELL's Equality and Diversity Management Committee must respect the principle of confidentiality and have the documentation to prove it.

Commitment and participation in the activities related to IDIBELL's Equality and Diversity Management is mandatory for the Committee's team, in order to ensure their continuous training in this regard.

5. EQUALITY AND DIVERSITY MANAGEMENT OFFICER

Both, the Committee's Bylaws and this Equality Plan define the role of the Equality Officer. This person, appointed by the IDIBELL Management, with training and experience appropriate to the position (which will be

assessed by the Committee), is the confidential interlocutor of any doubt or problem related to equality and diversity management.

For this reason, they may be required to have more specific training in gender and/or diversity when the committee so determines.

They can be contacted in person, or by e-mail at equality@idibell.cat, and may directly advise or present cases received to the Equality Committee, which will also receive this information confidentially.

6. REVIEW OF THE EQUALITY PLAN

Once drafted and approved, the current Equality Plan shall be reviewed annually. During this review, the following points will be updated:

- Quantitative indicators collected and analyzed.
- Qualitative indicators collected and analyzed.
- Actions planned for the following year.
- Budget for actions planned for the following year.

In addition, the actions carried out will be evaluated every six months.

This annual review will result in an annual report that should be used for future reviews of the Equality Plan. The format of this report is at the discretion of the Committee.

7. ASSESSMENT OF QUANTITATIVE AND QUALITATIVE INDICATORS

In order to establish equality policies, the Equality Committee shall use a series of quantitative indicators described in Annex 1. These quantitative indicators shall be obtained from the following sources:

- IDIBELL's HR database.
- ICO-IDIBELL's Joint Prevention Service database.
- Staff surveys and opinion gathering.
- Specific requests from the Committee to IDIBELL's departments.

These indicators follow the recommendations of the Labor Department of the Government of Catalonia and the Ministry of Equality.

Qualitative indicators shall be added to quantitative indicators in order to create the year's actions and assess their effectiveness. They will be reviewed based on the needs detected and the experiences acquired in previous years. They will also include the monitoring of items that are difficult to measure but of institutional and strategic interest.

8. SYNTHESIS OF THE STRATEGY

IDIBELL's leadership, vision and strategy

Lead and promote diversity and equality policies from the center's governing committees or executives, and give visibility to the measures taken.

Develop and implement diversity and equality management policies and action plans that are measurable and quantifiable, and include transparent monitoring systems. The evaluation of the impact of these plans shall include indicators linking equality and diversity management measures to the quality of research, taking into account that there may be a base bias.

Mainstream the management of diversity and specifically the gender perspective at all levels of the organisation, including managers, and in all IDIBELL policies.

Designate a person or Committee responsible for managing diversity within IDIBELL, and draw up an Equal Opportunities and Diversity Management Plan. Whenever possible, they shall be invited to participate in meetings that address issues relevant to the equality perspective (including staff recruitment processes, job adverts, etc.)

Balance the gender and other minority composition of the Executive Boards and the Scientific Advisory Board (SAB).

Balance the participation of people at risk of discrimination in institutional and research-related events (i.e., congresses, committees, meetings).

Inform, prevent and train to avoid any kind of discrimination.

Increase the visibility of members of minority groups or groups at risk of discrimination in IDIBELL and in the center's communication activities (general and scientific media).

Conditions of access, promotion and organization of work. Measures to avoid bias

Recruit staff in a respectful and egalitarian manner. The communication and dissemination of potential vacancies should be systematically and continuously monitored. In parallel, forms of active recruitment between groups shall be designed where it is expected that this percentage may be lower, where appropriate.

Consideration will have to be given in each case to launching an incentive program, following the criteria of the Targets of Opportunity Programs (Recruiting Members of Underrepresented Groups) that have been applied, and in some cases are still applied, in universities around the world.

Introduce training and career guidance measures, either in the scientific field or in the area of management and institutional participation among women.

Promote among staff, their right to negotiate working conditions that allow them to reconcile family and working life and to have access to fair and equal salary conditions, incentives and advantages.

Contribute significantly to achieving a model of family and work conciliation aimed at equality in care and co-responsibility.

Promote gender perspective in research

Encourage research staff engage in the design of policies or action plans and the distribution of funds for research, as well as those who are evaluators or editors of journals or scientific publications, the need to include the gender perspective in research and in specific measures on how to do this, especially in those areas where this perspective is relevant.

Include the gender perspective in IDIBELL's strategic lines of research, respecting the specificities of each research area.

Transparency, accountability and monitoring

Publish and disseminate diversity and equality management policies and action plans.

Design a specific system of monitoring and impact indicators to ensure effective monitoring of the implementation of action plans and to measure results.

Disaggregate by groups the different indicators and statistics of IDIBELL, especially those related to the governance of the centres, research and management.

Include in the annual reports, a section on equal opportunities and diversity management.

9. EVALUATION SYSTEM

Review of associated indicators in each case where they are quantifiable. Alternatively, the Committee should monitor the acceptance of the measures undertaken and their implementation by the institution.

ANNEX 1 - INDICATORS

Basic Qualitative

ITEM	YES	NO	Evidence
Existence of a current Equality Plan	x		QUA-DOC-010
Existence of an Equality Officer	x		Fco. Miguel Torres
Existence of an active Equal Opportunities Committee	x		Committee Minutes
Existence of a Guide to Sexual Harassment in force	x		Document
Existence of a Guide to Non-Sexist or Discriminatory Language in force	x		Document
Existence of a budget associated with the implementation of equality measures	x		According to activities
Existence of a Social Responsibility Plan that incorporates equal opportunities	x		Signatories to the Global Pact
Reference to equal opportunities in the company's strategic lines	x		Strategic plan
Balanced representation in the Equality Committee in areas and groups	x		Regulation QUA-DOC-006
Gender parity in the Equality Committee	x		Regulation QUA-DOC-006
Social responsibility criteria for equal opportunities in business processes	x		Review documentation
Mechanisms for staff participation in equality policy	x		E-mail, representation elections
Mechanisms for participation of trade union representation in equality policy	x		Representative in the EC
Neutral job titles	x		Review of offers and General System Process
Use of neutral recruiting techniques	x		Review of offers and General System Process
Existence of recruitment forms with clear, unbiased and transparent criteria	x		Review of offers and General System Process
Promotion mechanisms that ensure equal opportunities.	x		Review of offers and General System Process

Qualitative feedback

ITEM	Very Bad	Bad	Good	Very Good
Perception with respect to equality policies				
Pressures received for not enjoying the advantages of conciliation				

Basic Quantitative

ITEM	No.	Evidence
No. of information actions		
No. of training actions		
No. of participatory actions		
Total actions undertaken		
Total number of participants in these actions		
Incidents related to equality or diversity management		
Incidents detected related to equality or diversity management		

Simple quantitative

With the list of basic quantitative items, complex analyses can be generated later by crossing categories, to give rise to reports and tables representative of the situation of IDIBELL in terms of equality and diversity management. These items agree with the criteria of the Government of Catalonia, the Ministry of Equality and the criteria for CERCA centers.

- Gender (Male/Female)
- Age
- Nationality
- Salary
- Working schedule
- Collective (Support/Research)
- Area (Administration/Technical or Platforms/Research)
- Department or Program
- Seniority
- Labor category (According to the Collective Bargaining Agreement)
- Training level
- Contract type (Permanent/Temporary)
- Type of relationship (Hired/Associate)
- Dismissals
- Voluntary redundancies
- Number of contracts
- Sick leave
- Maternity leave
- Paternity leave
- Reduction of working hours (type, especially important legal custody)

Complex Quantitative

Using the above items, you can create tables to analyze possible inequalities that indicate a deviation from the commitments of the company.

1. TEMPLATE FEATURES

Distribution of staff by type of contract

Type of contract	Women	%	Men	%	Total	Spaniards	%	Foreigners	%	Total
TOTAL										

Distribution of representation by age

Age range	Women	%	Men	%	Total	Locals	%	Foreigners	%	Total
Less than 20 years										
21-35 years										
36-45 years										
46 years and older										
TOTAL										

Distribution of representation by areas

Age range	Women	%	Men	%	Total	Locals	%	Foreigners	%	Total
Research Staff										
Technical Staff										
Support Staff										
TOTAL										

Distribution of representation by hierarchical level

Category Name	Women	%	Men	%	Total	Locals	%	Foreigners	%	Total
General Management										
Managerial Staff/Managers										
Middle Management										
Technical Staff										
Administrative Staff										
Unqualified Staff										
TOTAL										

Distribution of staff by professional categories and salary

Category Name	Salaries	Women	%	Men	%	Total	Locals	%	Foreigners	%
General Management	Less than € 7,200									
	€ 7,201 - € 15,000									
	€ 15,001 - € 24,000									
	€ 24,001 - € 36,000									
	More than € 36,000									
Managerial Staff/Managers	Less than € 7,200									
	€ 7,201 - € 15,000									
	€ 15,001 - € 24,000									
	€ 24,001 - € 36,000									
	More than € 36,000									
Middle Management	Less than € 7,200									
	€ 7,201 - € 15,000									
	€ 15,001 - € 24,000									
	€ 24,001 - € 36,000									
	More than € 36,000									
Technical Staff	Less than € 7,200									
	€ 7,201 - € 15,000									
	€ 15,001 - € 24,000									
	€ 24,001 - € 36,000									
	More than € 36,000									
Administrative Staff	Less than € 7,200									
	€ 7,201 - € 15,000									
	€ 15,001 - € 24,000									
	€ 24,001 - € 36,000									

	More than € 36,000									
Unqualified Staff	Less than € 7,200									
	€ 7,201 - € 15,000									
	€ 15,001 - € 24,000									
	€ 24,001 - € 36,000									
	€ 30,001 - € 36,000									

2. OPPORTUNITIES

Types of promotions in the last year

	Women	%	Men	%	Total
Salary promotion, without category change					
Promotion related to geographical mobility					
Change of category by unbiased test					
Change of category by seniority					
Change of category decided by the company					
TOTAL					

Training in the last year

Name of courses	Cost	Women	%	Men	%	Total
1.						
2.						
3.						
4.						
5.						
TOTAL						

3. MOVEMENTS

Additions by hierarchical level

Category Name	Women	%	Men	%	Total	Locals	%	Foreigners	%	Total
General Management										
Managerial Staff/Managers										
Middle Management										
Research Staff										
Technical Staff										
Administrative Staff										
Unqualified Staff										
TOTAL										

Definitive redundancies in the last year

Description of Definitive Redundancies	Women	%	Men	%	Total
Retirement					
Dismissal					
Contract completion					
Voluntary resignation					

4. RIGHTS

Labor Conciliation

Category Name	Women	%	Men	%	Total	Locals	%	Foreigners	%	Total
Reduction of working hours										
Legal custody										
Paternity/maternity leave										
Paternity leave days	NA	-								
TOTAL										

Measures in place to facilitate the conciliation of working and personal life (labor conciliation)

Reduction of working hours due to legal custody

Compact working schedule

Time flexibility

Breastfeeding room

Existence of rooms/office (with microwave and refrigerators for staff use)

ANNEX 2 - 2016 ACTIONS

	2016												2017											
	G	F	M	A	M	J	J	A	S	O	N	D	G	F	M	A	M	J	J	A	S	O	N	D
Equality Plan 16/17	■																							
SOP Review	■	■	■	■																				
Publicity Actions		■			■	■		■			■	■		■			■	■		■			■	■
Thematic seminars			■												■									
Publicity Plan and Committee					■				■				■				■				■			
Review indicators	■	■	■										■	■	■									
Equality Plan 18/19																					■	■	■	■

ANNEX 3 - ACTION PLANNING TEMPLATE

Action Name	WOMEN AND SCIENCE Past, Present and Future		
Action description	Round table with research professionals at different stages of their career.		
Goals	Display actual experiences of women at the professional level: <ul style="list-style-type: none"> - Issues arising due to their gender - Family conciliation issues Future perspectives		
Recipients	All IDIBELL staff		
Schedule	Preparation	1 February 2017	
	Dissemination	10 February 2017	
	Implementation	10 February 2017	
Disseminating measures	Internal e-mail Banners Website announcements		
Associated budget	Booking of the Pau Viladiu Room		€ 0.00
	TOTAL		€ 0.00
Evaluation of effectiveness	The planned thematic objective has been achieved	YES	
	Dissemination has been sufficient (<i>few attendees</i>)	YES	
	Response and participation have been adequate		NO
	Evaluation by recipients has been positive	YES	
	It is interesting to keep the initiative	YES	

ANNEX 3 - ACTION PLANNING TEMPLATE

Action Name	INTERNATIONAL WOMEN'S DAY		
Action description	Screening of a thematic film. Broadcasting of institutional video Adherence to the #heforshe initiative		
Goals	Highlight the problem of gender discrimination		
Recipients	All IDIBELL staff		
Schedule	Preparation		
	Dissemination	8 March 2017	
	Implementation	6 March 2017	
Disseminating measures	Internal e-mail Website announcements Social media (18 likes, 580 views)		
Associated Budget	Booking of the Pau Viladiu Room (ICO)		€ 0.00
	TOTAL		€ 0.00
Evaluation of effectiveness	The planned thematic objective has been achieved	YES	
	Dissemination has been sufficient	YES	
	Response and participation have been adequate	YES	
	Evaluation by recipients has been positive	YES	
	It is interesting to keep the initiative	YES	

ANNEXE 3 - ACTION PLANNING TEMPLATE

Action Name	PRIDE IN SCIENCE - LGBT		
Action description	Video on social media		
Goals	Raise awareness about the role of the LGBT community in society.		
Recipients	All IDIBELL staff		
Schedule	Preparation	26 June 2017	
	Dissemination	28 June 2017	
	Implementation	27 June 2017	
Disseminating measures	Internal e-mail Website announcements Dissemination on social media (22 Likes, 674 view)		
Associated budget			
		TOTAL	€ 0.00
Evaluation of effectiveness	The planned thematic objective has been achieved	YES	
	Dissemination has been sufficient	YES	
	Response and participation have been adequate	YES	
	Evaluation by recipients has been positive		
	It is interesting to keep the initiative	YES	

ANNEXE 3 - ACTION PLANNING TEMPLATE

Action Name	IDIBELL TALKS - Rare Diseases		
Action description	Video on social media		
Goals	Highlight the social problems of suffering a rare disease. Raise awareness of the relevance of research in this field.		
Recipients	All IDIBELL staff		
Schedule	Preparation		
	Dissemination	28 February 2017	
	Implementation		
Disseminating measures	Internal e-mail Website announcements Dissemination on social media (34 Likes, 544 views)		
Associated budget			
		TOTAL	€ 0.00
Evaluation of effectiveness	The planned thematic objective has been achieved	YES	
	Dissemination has been sufficient	YES	
	Response and participation have been adequate	YES	
	Evaluation by recipients has been positive		
	It is interesting to keep the initiative	YES	