

Equality, Diversity and Inclusion Plan

IrsiCaixa

Institut de Recerca de la Sida



2020-2022

COMPROMISO DE LA DIRECCIÓN

FUNDACIÓN PRIVADA INSTITUTO DE INVESTIGACIÓN DE LA SIDA- CAIXA - IRSICAIXA declara su compromiso en el establecimiento y desarrollo de políticas que integren la igualdad de trato y oportunidades entre mujeres y hombres, sin discriminar directa o indirectamente por razón de sexo, así como en el impulso y fomento de medidas para conseguir la igualdad real en el seno de nuestra organización, estableciendo la igualdad de oportunidades entre mujeres y hombres como un principio estratégico de nuestra Política Corporativa y de Recursos Humanos, de acuerdo con la definición de dicho principio que establece la Ley Orgánica 3/2007, de 22 de marzo, para la igualdad efectiva entre mujeres y hombres.

En todas y cada una de las políticas y prácticas de Recursos Humanos, como selección, formación, promoción, retribución, conciliación de la vida personal, familiar y laboral, riesgos laborales y salud laboral, asumimos el principio de igualdad de oportunidades entre mujeres y hombres, promoviendo la representación equilibrada de ambos sexos dentro de nuestra organización y la igualdad de acceso y trato en relación a las políticas y prácticas mencionadas. Asimismo, en relación al acoso sexual y al acoso por razón de sexo, asumimos el compromiso de promover las condiciones de trabajo necesarias para evitar ambas situaciones, establecer procedimientos para su prevención y dar respuesta a denuncias o reclamaciones.

En relación a la comunicación interna, se informará a la plantilla de todas las acciones y medidas implementadas en relación al principio de igualdad y se fomentará el uso de un lenguaje no sexista en las comunicaciones internas. A nivel de comunicación externa, se proyectará una imagen acorde con el principio de igualdad de oportunidades entre hombres y mujeres.

Los principios enunciados se llevarán a la práctica a través de la implantación de un Plan de igualdad, que garantice y materialice el compromiso de nuestra organización en materia de igualdad de oportunidades entre hombres y mujeres y evite cualquier tipo de discriminación por razón de sexo.



Bonaventura Clotet Sala

Director

Badalona, 03 de mayo de 2019

IrsiCaixa

Institut de Recerca de la Sida

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The IrsiCaixa Equality Committee is made up of six people, both representing the institution and the staff, responding to the criteria of parity (3 women and 3 men), representativeness and transversality. A representation of various positions and reference areas is reflected, with the aim of collecting the differential needs and facilitating the maximum dissemination of the process and the results.

The Equality Commission is made up of the following people:

- Lourdes Grau Paré. Chair.
- Lidia Ruiz Tabuenca. Secretary.
- Julià Blanco Arbués. Vocal.
- Jorge Carrillo Molina. Vocal.
- Julia Garcia Prado. Vocal.
- Àlex Olvera Vand der stoep. Vocal.

The Equality Committee was established in Badalona, on May 20, 2019, at 10:30 a.m., at the PRIVATE FOUNDATION INSTITUTE OF RESEARCH OF AIDS-CAIXA.



Functions of the Equality Committee

In order to guarantee the coherent adoption of decisions and the effective fulfillment of the actions established within the framework of this Equality Plan, the Equality Commission is constituted, which will ensure:

1. Gender equity, understood as the achievement of equal opportunities between women and men, maintaining the recognition of the difference.
2. Equal opportunities, understood as the identical option to the same professional opportunities and resources for both genders.
3. Non-discrimination, direct or indirect, of the workforce based on their gender, as well as the elimination of barriers, visible or not, that imply differences between women and men.
4. The eradication in the workplace of any indication of sexual harassment or harassment for reasons of sex, as well as any other type of moral harassment.
5. The elimination of sexist stereotypes.
6. The promotion and dissemination within the company of the values and practices on which equality between women and men is based, as well as the promotion of the balanced representation of both sexes in all the bodies and positions of responsibility of the company.
7. Monitoring and updating the Equality Plan, preparing proposals for future actions for continuous improvement.

PLAN FOR EQUAL OPPORTUNITIES BETWEEN WOMEN AND MEN

Regulation

Article 14 of the Spanish Constitution proclaims the right to equality and non-discrimination based on sex. For its part, article 9.2 establishes the obligation of the public powers to promote the conditions so that the equality of the individual and of the groups in which they are integrated is real and effective.

Equality between women and men is a universal legal principle recognized in various international texts on human rights, among which the Convention on the Elimination of All Forms of Discrimination against Women, approved by the United Nations General Assembly in December, stands out. 1979 and ratified by Spain in 1983. In this same area, it is worth mentioning the advances introduced by monographic world conferences, such as the Nairobi in 1985 and Beijing in 1995.

Equality is also a fundamental principle in the European Union. Since the entry into force of the Treaty of Amsterdam on 1 May 1999, equality between women and men and the elimination of inequalities between them have been an objective that must be integrated into all policies and actions of the Union and of its members.

The incorporation of women into work has motivated one of the most profound social changes in recent decades. This fact makes it necessary to configure a system that takes into account the new social relations that have emerged and a new mode of cooperation and commitment between women and men that allows a balanced distribution of responsibilities in professional and private life.

Organic Law 3/2007, of March 22, for the effective equality of women and men, establishes the regulatory framework to end existing gender inequalities in all areas of life, prevent discriminatory behaviors and achieve real equality between men and women. It is a law of horizontal application to all public policies, whether national, regional or local. Thus, in its article 1 it cites that the public authorities will adopt specific measures in favor of women to fight against obvious situations of de facto inequality with respect to men, in order to make effective the constitutional right to equality.

Purpose, objectives and positive actions

The purpose of carrying out the Equal Opportunities Plan for women and men by EHLIS, in addition to compliance with current legislation on equality, established as of the entry into force of the LOIEMH in the year 2007, the interest of the company for articulating actions that allow guaranteeing equal opportunities between men and women in a real and effective way and especially the integration of equality in the management system of the company itself.

Goals

- Deepen the already introduced principle of Equal Opportunities as a maximum of quality in management within corporate social responsibility, which guarantees good practices and personnel policies with a gender perspective in the medium and long term as part of our corporate philosophy.
- Bringing out possible inequalities of which we are not aware and correcting them by implementing the Equality Plan.
- Improve the productivity and quality of our services as a consequence of the improvement of the work environment and the satisfaction and identification of the personnel with the objectives of the company.
- Identify and promote the female talent available at IRSICAIXA in the most efficient way possible, by eliminating possible barriers and biases derived from indirect discrimination based on sex that can take away the visibility of female talent in the company.
- Promote the presence of women in positions of responsibility.
- Encourage the hiring of women in underrepresented areas, positions or departments.
- Contribute to ensuring training with a gender perspective in the company's workers.
- Guarantee a positive and inclusive work environment in terms of gender.
- Favoring from the sector, coordinated lines of action between institutions and public bodies to promote equality between women and men, in order to optimize programs and actions.

Action Plan

The Action Plan aims to direct IrsiCaixa towards equal opportunities between women and men who work and live together and also contribute with the services it offers to society and with the companies that it relates to: supplier companies, collaborators and with their clientele, sharing the same goal of gender equality.

The Action Plan should be considered as one more strategy of the company. Sincere involvement by management and the HR leads to a stronger Action Plan and serves as a motivator for the entire company.

The Action Plan configures a set of actions. The actions designed for IRSICAIXA are summarized in the following table. It should be noted that 27 actions have been designed to develop with a calendar proposal.

The ultimate or general objective of the Action Plan is to achieve real equality between women and men. The actions that contribute to the achievement of this general objective will be developed in the short and medium term so that the achievement is possible. Indicators are incorporated to assess the achievement of the actions, facilitating their communication to the staff, and thus maintain and increase the motivation and interest of people in the Action Plan and in general in the equal opportunities policy.

The proposed Action Plan is based on the previous preparation of the diagnosis, following the 8 areas of action that are also developed in the set of actions.

The set of actions that make up the Action Plan should be prioritized according to the importance and the expected results in the short or medium term.

It is also worth highlighting the importance of giving visibility and dissemination to the Gender Equality Plan among staff and agents that are related to the company, since it is expected that the plan will help to sensitize staff and all collaborating companies on related aspects with equal opportunities, and therefore, they are in themselves positive actions.

The Action Plan is made up of 27 actions that are summarized in the following table, along with a proposed date to implement the actions.

Phase of the Plan

The phases of the plan are:

PHASE 1: INFORMATION COLLECTION	PERIOD
Director's Commitment. Equality Plan start information	May 19, 2019
Creation of the Equality Commission. Committee meeting and managers, centers and consultant	May 20, 2019
Quantitative Questionnaire	April – May 2020
Qualitative Questionnaire	April – May 2020
Questionnaire for staff	April – May 2020

PHASE 2: DIAGNOSIS	PERIOD
<ul style="list-style-type: none"> • Delivery of the Diagnostic Report • Feed-back of the Diagnostic Report • Equality diagnosis results 	March, 2020

PHASE 3: PREPARATION OF THE EQUALITY PLAN	PERIOD
Delivery of equality Plan (provisional)	Nov 18, 2020
Plan review meeting	Des 10, 2020
Equality Plan (definitive)	Des 22, 2020

PHASE 4: IMPLEMENTATION, MONITORING AND EVALUATION	PERIOD
Implementation of improvement actions	2021 -2022
Monitoring and evaluation	2021 - 2022
Implementation results	2021 - 2022

Action Plan

The Equality, Diversity and Inclusion Plan will be available on the IrsiCaixa website and intranet. The proposed Equality and Opportunities Plan consists of the implementation of **27 actions** within **8 areas**.

Actions	1 – 2 – 3
Area	Equal Organizational Management. Communication and Language
General Objective	Make visible, project in the scientific community and society in general Irsicaixa's commitment to gender equality.
Specific Objective	Establish indicators with a gender perspective to measure the evolution of the situation of equal opportunities in the areas of intervention.
Activities	<ol style="list-style-type: none"> 1. Incorporate specific information on equal opportunities on the corporate WEB (improvement actions, results, news, agenda, etc.). 2. Emphasize and explicitly make visible the role and presence of women as leaders of research teams, in Irsicaixa communication actions such as public presentations, events, etc. 3. Activate or enhance actions to avoid vertical and horizontal segregation.
Collectives to whom it is addressed	IrsiCaixa staff, our stakeholders and society in general.
Indicators	<ul style="list-style-type: none"> • Information incorporated into the WEB and Intranet. • Actions to make gender equality visible as a corporate value. • Increase of women/men in masculinized/feminized positions.
Responsible	Communication Team (actions 1 and 2); Equality Committee, Manager, Director (action 3)
Periodicity	Continued review and update
Calendar	<p>Q4 2020. Information on the WEB and intranet</p> <p>2021-2022</p> <ul style="list-style-type: none"> - Actions to make gender equality visible as a corporate value. - Increase of women/men in masculinized/feminized positions.

Actions	4
Area	Participation and Involment of Staff
Objective	Promote training in Equality matters for the Equality Committee on detection methodologies, improvement actions and integration of the gender perspective in internal procedures to ensure effective implementation of the Equality Plan.
Activities	<ol style="list-style-type: none"> 1. Organization / recruitment training and awareness. 2. Training collection system that allows data on participation in training to be disaggregated by sex.
Collectives to whom it is addressed	Equality Committee
Indicators	<ul style="list-style-type: none"> • Attendance and participation in the Specialized Workshop for the Equality Committee of all members • Level of satisfaction with the training received. • Documentation delivered. • Number of hours of training received. • Data record of participants attending training, disaggregated by sex
Responsible	Equality Committee
Periodicity	Continued
Calendar	2020 - 2022

Actions	5 – 9
Area	Non-discriminatory use of language and corporate communication
Objectives	<ul style="list-style-type: none"> • Preparation of the internal protocol on the use of inclusive and non-sexist language. • Implementation and dissemination to the entire staff a Manual for the Use of Inclusive and Non-Sexist Language. • Review of communication (Manuals, WEB, job offers, etc.) for the correction of any non-inclusive use of language. • Specific training for people with responsibilities in internal and external communication in the company, in the use of non-sexist language. • Carrying out external / internal events on the role of women in the sector.
Activities	<ol style="list-style-type: none"> 1. Collect information on non-sexist language, examples of inclusive language, and published manuals. 2. Design and write the Manual for IrsiCaixa 3. Present a draft in a meeting with the Equality Commission to approve the content. 4. Make available to the entire staff and, specifically to the divisions in charge of drafting corporate documents, a copy of the manual. 5. Compilation of different internal and external documentation for review. 6. Rectification of documents that show sexist language or images that may be discriminatory. 7. Management and implementation of specific training. 8. Promote and publicize the development of “good practices” exchanges with other organizations on equality and the role of women in the world of research.
Collectives to whom it is addressed	IrsiCaixa staff, our stakeholders and society in general
Indicators	<ul style="list-style-type: none"> • Style Manual for the use of non-sexist language. • Number of internal access channels. • Number of internal documents reviewed. • Number of external documents reviewed. • Report with the conclusions. • Number of people who attend the training of the target departments. • Review of documentation within a period of 6 months to detect the impact of such training on the use of language in these departments. • Exchange sessions / number of entities / number of attendees
Responsible	Communication Team (1-4, 6); Equality Committee (5-8)
Periodicity	Continuous annual periodicity. Annual review
Calendar	Q4 2020 (1- 3) Q1- Q4 2021 (5-6) 2021-2022 (7-8)

Actions	10 – 14
Area	Equal participation in the workplace
Objectives	<ul style="list-style-type: none"> • Review the Selection and Promotion Protocol and Code of Good Scientific Practices that includes guidelines and examples of good practices at the level of recruitment, selection and promotion to guarantee the absence of any type of discrimination or unconscious bias in decision-making. • Train all the people (ex. PIs) who participate in the selection processes in aspects and techniques that favor equality of selection and promotion to avoid discrimination due to stereotypes or prejudices related to gender, nationality, age, etc. • Train all responsible staff or team leaders in equality matters. • Improve the female/males representation in areas and departments where they have less representation. • Incorporate the gender perspective in the management of the company's training plans in order to verify that men and women have the same opportunities to access training.
Activities	<ol style="list-style-type: none"> 1. Search for legal information, action models and procedures. 2. Design and draft the protocol and procedural documents for action with a gender perspective? 3. Communication / Training to all personnel involved in the selection and training of people. 4. Follow-up of the processes carried out from its application, auditing the results.
Collectives to whom it is addressed	IrsiCaixa staff, our stakeholders and society in general
Indicators	<ul style="list-style-type: none"> • Formal selection procedure from a gender and diversity perspective. • Procedure with a gender perspective in the management of training. • Number of selection, hiring and promotion processes in which the formal procedure has been used. • Number of people hired or promoted from the application of this protocol. Data disaggregated by sex, nationality, age, etc. • Participation disaggregated by sex in training.
Responsible	Ethic Committee, PIO Committee, General Manager and Director
Periodicity	Annual review
Calendar	2021 (1) 2021-2022 (2-3) Q2- 2021 (4)

Actions	15
Area	Presence of women in positions of responsibility
Objectives	Establish a formal procedure and promotion criteria with objective elements and training of personnel that are part of the promotion processes.
Activities	<ol style="list-style-type: none"> 1. Review of the promotion criteria, eliminating any requirement that may have discriminatory consequences. 2. Elaboration of a formal procedure and objective of promotion (job evaluation). 3. Detection of positive measures / actions.
Collectives to whom it is addressed	IrsiCaixa staff, our stakeholders and society in general
Indicators	<ul style="list-style-type: none"> • Formal promotion procedure. • Positive measures / actions. • Maintain a balance between men and women in management positions.
Responsible	PIO Committee, General Manager and Director
Periodicity	Annual review
Calendar	2021

Actions	16 - 18
Area	Reconciliation of personal and work life
Objectives	<ul style="list-style-type: none"> • Improve existing flexibility with new measures (examples: extension of maternity and paternity leave, breastfeeding; paid leave to attend medical consultation, child tutoring, accompaniment of the elderly; extension of the three years indicated by the regulations for the care of daughters / os; etc.). • Explore new reconciliation formulas. • Inform the staff of all the rights they have from the point of view of conciliation.
Activities	<ol style="list-style-type: none"> 1. Implementation of new conciliation measures (action schedule, necessary means and resources, responsible person, follow-up and others). 2. Detection and, where appropriate, implementation of new forms of conciliation. For example: aids or services for the care of dependents (elderly, relatives with disabilities ...); informing about day centers near the work center reserving places or subsidized in part or all of the cost. 3. Dissemination of information on conciliation measures in communication channels for workers (notice boards, intranet, meetings, ...)
Collectives to whom it is addressed	IrsiCaixa staff, our stakeholders and society in general
Indicators	<ul style="list-style-type: none"> • Established measures. • Dissemination actions to the staff.
Responsible	Committee, General Manager and Director
Periodicity	Annual review
Calendar	2021

Actions	19 - 22
Area	Prevention of occupational Risks
Objectives	<ul style="list-style-type: none"> • To have a "Prevention Protocol against sexual and sex-based harassment". • Assess the development of a specific study, or the implementation of an occupational health and safety plan that takes into account the specificity of women and men in the definition, prevention and evaluation of occupational hazards. • Assess the development of a study to detect possible situations of harassment at work. • Sensitize the staff in matters of sexual and gender-based harassment.
Activities	<ol style="list-style-type: none"> 1. Dissemination of the Protocol. 2. Definition and implementation of employee awareness actions. 3. Development of action that takes into account gender specificity in matters of occupational health and safety. 4. Development of a study or system to identify possible harassment situations.
Collectives to whom it is addressed	IrsiCaixa staff, our stakeholders and society in general
Indicators	<ul style="list-style-type: none"> • To have a protocol for action against harassment • Actions to raise awareness among the workforce.
Responsible	Committee, General Manager and Director
Periodicity	Annual review
Calendar	2021

Actions	23-26
Area	Remuneration policy
Objectives	<ul style="list-style-type: none"> • Review salary criteria applied to different professional categories. • Assessment of jobs from a gender perspective. • Increase transparency in obtaining remuneration data, maintaining data protection and confidentiality. • Salary audits in accordance with the decree of March 2019 on urgent measures for the promotion of equality between women and men, which specifically includes this aspect. • Analysis of the results of the Audits, in case of detecting gaps, to propose corrections.
Activities	<ol style="list-style-type: none"> 1. Meeting and planning tasks. 2. Analysis of remuneration from a gender perspective. 3. Correction of deviated remuneration.
Collectives to whom it is addressed	IrsiCaixa staff, our stakeholders and society in general
Indicators	<ul style="list-style-type: none"> • Salary audits • Corrective measures gaps
Responsible	General Manager and Director
Periodicity	Annual review
Calendar	2021

Actions	27
Area	Equal working conditions
Objectives	Improve the quality of female employment.
Activities	Review the temporality and female bias, investigating the reasons that justify it and establishing corrective measures.
Collectives to whom it is addressed	IrsiCaixa staff, our stakeholders and society in general
Indicators	Corrective measures
Responsible	General Manager and Director
Periodicity	Annual review
Calendar	2021