



Instituto de Investigación
Sanitaria La Fe

EQUALITY PLAN
LA FE HEALTH RESEARCH
INSTITUTE
2022 - 2026

Approval date: May 2022

Instituto de Investigación Sanitaria La Fe
Avenida Fernando Abril Martorell, 106.
Hospital U i P La Fe - Torre A

www.iislafe.com

This Equality Plan 2022 - 2026 was negotiated by the members of the Negotiating Committee of the Equality Plan and approved at the meeting held on May 5, 2022.

Members of the Negotiating Committee and their respective signatures:

- Liliana Gilabert Bañuls - Personnel Development Area
- Mónica Cebrián Pinar - Coordinator of UICAB
- Rosario Pellejero Pascual - Quality Area
- Delia Castellano Izquierdo - Animal Facility Platform
- María Romero Pareja - Personnel Development Area
- Oscar Castells Perona - HPB Surgery and Transplant Unit / Inflammatory Bowel

Disease UnitIntestinal

Liliana Gilabert Bañuls	Mónica Cebrián Pinar	Rosario Pellejero Pascual
Firmado por GILABERT BAÑULS LILIANA - ***2462** el día 06/05/2022 con un certificado emitido	MONICA CEBRIAN PINAR Firmado digitalmente por MONICA CEBRIAN PINAR Fecha: 2022.05.06 11:07:56 +02'00'	ROSARIO DE MARIA PELLEJERO PASCUAL Firmado digitalmente por ROSARIO DE MARIA PELLEJERO PASCUAL Fecha: 2022.05.06 10:06:44 +02'00'
Delia Castellano Izquierdo	María Romero Pareja	Oscar Castells Perona
DELIA CASTELLANO IZQUIERDO Firmado digitalmente por DELIA CASTELLANO IZQUIERDO Fecha: 2022.05.06 11:23:14 +02'00'	Firmado por MARIA ROMERO PAREJA - NIF:35605502F el día 06/05/2022 con un certificado emitido por ACCVCA-120	CASTELLS PERONA OSCAR - 24354440Q Firmado digitalmente por CASTELLS PERONA OSCAR - 24354440Q Fecha: 2022.05.06 09:36:09 +02'00'

INDEX

1.	THE INSTITUTION'S COMMITMENT TO EQUALITY	4
2.	Regulatory and action framework.....	6
2.1	Regulatory framework	6
2.2	Scope of action	9
3.	Structure and means	10
4.	Organizational diagnosis	12
4.1.	Methodology.....	12
4.2.	Diagnosis by areas.....	14
4.2.1.	General data.....	14
4.2.2.	Area of access to employment and recruitment.....	16
4.2.3.	Area of conciliation and co-responsibility.....	19
4.2.4.	Are of awareness, training and promotion	30
4.2.5.	Are of balanced representation.	33
4.2.6.	Are of remuneration and salary audit.....	40
4.2.7.	Area of occupational health and prevention of harassment	41
4.2.8.	Area of communication and non-sexist language.....	42
5.	Action plan	46
5.1.	Area of access to employment and recruitment	50
5.2.	Area of conciliation and co-responsibility.....	55
5.3.	Area of awareness, training and promotion	60
5.4.	Are of balanced representation	67
5.5.	Are of remuneration and salary audit	70
5.6.	Area of occupational health and prevention of harassment	72
5.7.	Area of communication and non-sexist language.....	75
6.	Timetable	80
7.	Time, Monitoring and Evaluation.....	86
	ANNEXES	93

1. THE INSTITUTION'S COMMITMENT TO EQUALITY

The Instituto de Investigación Sanitaria La Fe (hereinafter, IIS La Fe), in its commitment to Equality and as a reflection of its values, has the firm intention of implementing this Equality Plan.



The company's management, Scientific Direction and Management, are committed to the workers of IIS La Fe, as well as society in general. And Equality is a fundamental and transversal principle of this institution.

Society increasingly demands general policies that integrate equal treatment and opportunities without discriminating directly or indirectly on the basis of sex or other aspects (nationality, race, religion). Diversity policies arise as part of the commitment to fight against all types of discrimination, deploying actions capable of respecting and promoting the particularities of each individual. These particularities are understood as enriching elements for their variety and diversity and their ability to provide strategies and guidelines that generate opportunities for them to develop their full potential and value as part of a community.

Of course, IIS La Fe is committed to these principles, but it is aware that the road to effective equality is, as of today, a long one. Therefore, firm to our culture and values, as a Foundation and Research Institute, we aim to improve people's daily lives and their welfare. And for this, the management of IIS La Fe reiterates its commitment and involvement in promoting the achievement of objectives and implementing actions with all the tools at our disposal.

The Instituto de Investigación Sanitaria La Fe has been developing its activity under criteria of respect and promotion of gender equality, as evidenced by the presentation of the new Equality Plan for the years 2022-2026, which aims to lay the foundations for the implementation of measures and guidelines that accompany the daily activity of the Institute.

In addition, the Equality Plan of IIS La Fe is part of the actions foreseen by the European seal of quality "Human Resources Strategy for Researchers (HRS4R)" awarded to the Human Resources Strategy for Researchers (HRS4R), awarded to the Institute in 2015.

The present and renewed Equality Plan has been prepared by the Negotiating Committee formed by a working team with representatives of the Works Council and personnel designated by the business side. As a result of the analysis of data and variables that influence the achievement of effective Equality, a diagnosis of the situation has been made, through which a series of actions and measures to be implemented in the coming years are derived.

The Equality Plan IIS La Fe 2022-2026 is an ordered set of measures, actions and indicators that aims to improve the current situation and to join efforts to bring about a cultural change in terms of Equality.

2. REGULATORY AND ACTION FRAMEWORK

2.1 REGULATORY FRAMEWORK

For years, different institutions and public entities have been involved and interested in practices and policies aimed at achieving greater equality between women and men, focusing on elements such as non-discrimination, work-life balance, equal opportunities or the wage gap; these have become central aspects of the policies.

In this sense, several laws and regulations have emerged at different levels, at the regional and national level, but also at the European and international levels. In this way, a regulatory umbrella has been created that serves as a basis for developing plans and actions that seek to achieve effective and real equality in society as a whole.

At the **international level**, the United Nations Organization (UN) formalized in its 1948 Declaration of Human Rights, to which Spain adhered in 1955:

Art. 2: "Everyone is entitled to all the rights and freedoms outlined in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinions, national or social origin, property, birth or another status".

Art. 23.1 "Everyone has the right to work, to free choice of employment, to just and favourable conditions of work, and to just and favourable conditions of work.
and satisfactory conditions of work and to protection against unemployment" Art. 23.2.

23.2." Everyone has the right, without any discrimination, to equal pay for equal work."

For the European Union, equality between men and women has been a fundamental principle since the approval and entry into force of the Treaties of Amsterdam on May 1, 1999, and Lisbon on December 1, 2009. These treaties make this objective a cross-cutting one, which must be integrated into all European Union policies and actions. This strong commitment is reflected in the generation and demand for Responsible Research & Innovation (RRI) policies, which are also usually present in a cross-cutting manner in the actions implemented by supranational bodies such as the European Commission.

Likewise, in 2015 the UN approved the 2030 Agenda for Sustainable Development, an opportunity for countries and their societies to embark on a new path to improve the lives of all, leaving no one behind. The Agenda has 17 Sustainable Development Goals, within which the present Equality Plan manifests itself as a participant, mainly, of the following objectives:



Achieving gender equality and empowering all women and girls



Promote inclusive and sustainable economic growth, employment and decent work



Reducing inequality within and between countries

In the **national framework**, Article 1 of the Spanish Constitution advocates equality as the highest value of our legal system, declaring in Article 14 the right to equality and non-discrimination on the grounds of sex and directly imposes on the public authorities the obligation to promote the conditions for "the equality of the individual and of the groups in which he or she is integrated to be real and effective".

Our country has been a pioneer in the comprehensive protection of women when they suffer gender violence, with its Organic Law 1/2004, of December 28, 2004, on Comprehensive Protection Measures against Gender Violence. In this emulated Organic Law, the labour aspects of protection for battered women are regulated in its articles. This Equality Plan of IIS La Fe, also includes the measures that this O.L. states in its chapter II, on labour rights and social security benefits to promote the protection and integration of women victims of gender violence in their work environment.

For its part, Organic Law 3/2007, of March 22, 2007, for the effective equality of women and men, is a pioneering law in the field of equality; it is aimed at all public policies of all territorial entities and projects the principle of equality transversally, so as to cover the different areas in which inequality may be generated or perpetuated, directly and indirectly. The strategy proposed here is to cover a series of measures based on reconciliation and co-responsibility in family care and attention, training, access to employment, professional promotion, working conditions and access to and supply of goods and services, among others.

Likewise, in order to recognize and stimulate the work of companies committed to equality, Article 50 of Organic Law 3/2007 provides for the creation of a corporate equality label for those companies that stand out for the application of equal treatment and equal opportunity policies in working conditions, in accordance with the provisions of the law; Opportunities in working conditions, organisational models and other areas, such as services, products and advertising of the company. This distinction was regulated by R.D.

Therefore, this Equality Plan adheres to Royal Decree 1615/2009, of October 26, 2009, which regulates, among other aspects, the awarding of the corporate equality label in recognition of the fulfilment of various objectives, among which are the balanced participation of women and men in decision-making areas, and access to positions of greater responsibility, the balanced presence of women and men in professional groups and categories, the adoption of equality plans or other innovative measures to promote equality, as well as the non-sexist advertising of the company's products or services.

As a final contribution, we can find a reform of 7 previous laws, given that these have not been sufficient to achieve real equality. This is the Royal Decree-Law 6/2019, of March 1, on urgent measures to guarantee equal treatment and opportunities between women and men in employment and occupation. It formulates as a progressive obligation the elaboration of Equality Plans for companies with more than 50 employees; it also affects the eradication of the salary gap with a series of measures and the commitment to strategies aimed at achieving a co-responsible conciliation, with the progressive equalization of maternity and paternity leave, and with the creation of a non-transferable breastfeeding leave for the father and the mother.

These regulations are implemented by Royal Decree 901/2020, of October 13, regulating equality plans and their registration, and by Royal Decree 902/2020, of October 13, on equal pay for men and women. Both Decrees provide a firm legislative basis to achieve the elimination of inequalities between men and women in the workplace, especially the wage gap, which represents an important change in companies, in the treatment of equality and in the presence and participation of women in the labour market.

Concerning the autonomous level, in accordance with the provisions of the Spanish Constitution, the Statute of Autonomy of the Valencian Community, in its Title II (of the rights and duties of Valencian women and men), article 10. 3 provides that the actions of the Generalitat will focus primarily, among others "... on the equal rights of men and women in all areas, particularly in employment and work; social protection against violence, especially gender violence", reinforcing this statement in Article 11 where it states that *"the Generalitat, in accordance with the Charter of Social Rights, will ensure in all cases that women and men can participate fully in the labour, social, family and political life without discrimination of any kind and ensure that they do so on equal terms. For these purposes, the compatibility of family and working life shall be guaranteed."*

Currently, the Generalitat Valenciana has a Department of Equality and Inclusive Policies responsible for social provision policies, social services, dependency, people with functional diversity, families, children and adolescents, adoptions, youth, women, migrants and social volunteering. This Conselleria, through the Valencian Pact against Gender Violence, is committed to guaranteeing responsible public procurement and promotion of corporate social responsibility, with companies that have equality plans, social clauses to combat the feminization of impoverishment and plans for social and labour insertion of women victims of gender violence, through the Evaluation of equality measures to companies with updated indicators according to the number of hires and actions taken by companies in terms of equality.

This Institution expresses its commitment to all actions arising from these regulations.

2.2 SCOPE OF ACTION

The Instituto de Investigación Sanitaria La Fe is formed by the Hospital Universitario y Politécnico La Fe, the University of Valencia, the Universidad Politécnica de Valencia, the Consejo Superior de Investigaciones Científicas, the Fundación IVI and the Fundación para la Investigación del Hospital Universitario y Politécnico La Fe, with the aim of promoting and fostering research excellence, scientific and technological knowledge and its subsequent transfer to the productive sector. Its capabilities are applied to improve the health and quality of life of the citizens and it has more than 1111 researchers and management staff.

It currently has 55 Accredited Research Groups, of which 10 are Joint Units. The research staff is integrated into networks and consortiums, specifically in 6 CIBERs, 8 RETICs and 9 Research Support Platforms.

This Equality Plan 2022 - 2026 is aimed at all the staff of the IIS La Fe, regardless of the position they hold. In particular, it applies to:

- Workers who are on the Foundation's payroll.
- Workers linked to companies with which the IIS La Fe maintains some kind of legal relationship and that therefore provide their services in the IIS La Fe Building.
- Research and technical personnel assigned to the Instituto de Investigación Sanitaria La Fe.
- Students on internships, training stays, scholarships, etc.
- Other groups that may be affected by this type of measures.

3. STRUCTURE AND MEANS

The Management of IIS La Fe, as the main responsible for the institute's equality policy, will provide the material and human resources required, according to its possibilities and in accordance with the applicable legal matters, in particular:

- Suitable place for the meetings.
- Necessary material for them.
- Disaggregated statistical information in accordance with the provisions of section 1 of the Annex to RD 901/2020 and RD 902/2022.
- Equality Plan Follow-up Commission formed by the representatives of the Equality Plan Negotiating Commission.
- The person who will act as the person in charge of Equality will be appointed and advertised.
- Contact information for advice and information (INFODONA Centers for Equality and Inclusive Policies).

The negotiation of the Equality Plan 2022 - 2026 will be the responsibility of the Equality Committee, which is created within the company and reporting to the company's Management. The Equality Committee is responsible for promoting equal opportunities and equal treatment between women and men in the organization, in accordance with the principles of corporate social responsibility with respect to the legislation in force.

The Equality Commission is a joint committee and is made up of the following members:

- **Three persons appointed by Management**, one of whom is from the People Development Department.
- **Three employee representatives**, from the members of the Workers Council.

Thus, it is noted that the Equality Plan Negotiation Committee will be equal in the number of representatives of the company and of the social part as well as in voting proportionality. An attempt will also be made to ensure gender parity.

In accordance with R.D. 901/2020, the following may also participate in the Equality Plan negotiation committee, with voice, but without vote: external advisors and union representatives who act as specialists in equality matters. As they are impartial persons, they can also act as a body for the resolution of discrepancies during the negotiation process. Their presence will be communicated in response to the call for the relevant meetings.

The functioning of the Equality Commission has been regulated in such a way that the presidency of the body will be held by one of the parties and the secretariat by the other.

The functions it performs are to:

- Negotiate and elaborate the diagnosis and the measures that will integrate the Equality Plan.
- Elaborate the report on the results of the diagnosis.
- Identify the priority measures, in the light of the diagnosis, their scope of application, the material and human resources necessary for their implementation, as well as the persons or bodies responsible, including a schedule of actions.
- Promote the implementation of the Equality Plan in the company.
- Define the measurement indicators and the instruments for collecting information necessary for monitoring and evaluating the degree of compliance with the measures implemented by the Equality Plan 2022 - 2026.
- Submit the approved Equality Plan to the competent labour authority for registration, filing and publication.
- Promote the first actions of information and sensitization to the staff.
- Any other functions that may be agreed upon, which may be attributed to it by the applicable regulations or collective bargaining agreement.

4. ORGANIZATIONAL DIAGNOSIS

The diagnosis constitutes the second phase of the Equality Plan. In order to analyze the initial situation, a methodology is used to study in-depth the state of the different areas affecting equality policies. The analysis is carried out both qualitatively and quantitatively, combining the data with sociological techniques.

The analysis developed in this section will allow conclusions to be drawn, with the aim of drawing up the Action Plan contained in this document, which addresses the issues to be corrected or improved in order to make progress in the area of equality.

4.1. METHODOLOGY

Both quantitative and qualitative methods have been used for the diagnosis.

- **Quantitative method**

We proceeded to the analysis of organizational data in various areas, always disaggregated by sex, age, education, hiring, professional classification, family responsibilities, training, remuneration, etc. on the situation of the personnel hired by the IIS La Fe as of December 31, 2021.

- **Qualitative methods**

On January 27, 2021, a survey was conducted among the staff of IIS La Fe with the aim of ascertaining the perception and usefulness of the institution's gender equality measures at that time. A questionnaire was sent to 259 people representative of the entire staff of the Institute. A total of 97 people responded to the survey, which represents 37.45% of the initial sample, a sufficient number, although there was room for improvement, to be able to make an evaluation of the content.

Of the 97 people who responded, 65 were women (67%), 26 men (27%), and 6 preferred not to identify their sex. In addition, the age range with the highest response was between 40-49 years (36.08%), followed by respondents between 30 and 39 years (29.9%). Between 20 and 29 years of age, 10 people responded, as did those between 60 and 69 years of age, these being the minority groups.

The survey was sent out by e-mail from the Quality Department on January 27 and was active until February 10. It contained 13 closed-ended questions addressed to the different professional profiles that make up the center's staff. The answers were analyzed by an external consultant specialized in equality, hired for the whole process.

The objectives of the survey were:

1. To know if the staff is aware of the measures that the IIS La Fe has in terms of gender.
2. To know if, being aware of the measures, they have used them.
3. To know their perception in relation to gender in the daily management of the centre.
4. To know if they have perceived that gender issues have affected their professional careers.

In addition, the Equality Plan 2017 - 2021 Monitoring Report ([Annex I](#)) has also been taken into account

4.2. DIAGNOSIS BY AREAS

In order to present the current situation regarding equality at the Institute, we will first present several tables that we believe will help us to get a general idea of the current staff situation. In them, we will see the distribution of the staff broken down by sex and in different areas such as age or length of service in the company.

Secondly, we will proceed to present the relevant analyses distributed by the areas set out in the Annex to RD 901/2020.:

- Area of access to employment and recruitment
- Area of conciliation and co-responsibility
- Area of awareness, training and promotion
- Area of balanced representation
- Area of remuneration and salary audits
- Area of occupational health, prevention of harassment at work and on the grounds of sex, sexual orientation or identity
- Area of communication and non-sexist language

4.2.1. General data

- Table 1. Distribution of the workforce by gender

People working at IIS La Fe		
MEN	133	27,2%
WOMEN	356	72,8%
TOTAL	489	

27.2% of the staff is made up of men, while 72.8% is made up of women. In this area, we see a clear predominance of women in the staff of the IIS La Fe.

- Table 2. Distribution of the workforce by age

Age	MEN	%*	%**	WOMEN	%*	%rows **	Total
0 - 25	9	6,8%	18,4%	40	11,2%	81,6%	49
26 - 34	76	57,1%	33,6%	150	42,1%	66,4%	226
35 - 44	36	27,1%	22,9%	121	34,0%	77,1%	157
45 54	12	9,0%	23,5%	39	11,0%	76,5%	51
Above 55	0	0,0%	0,0%	6	1,7%	100,0%	6
TOTAL	133		27,2%	356		72,8%	489

* Percentage over same-sex

** Percentage over rows

78% of the workforce is between 26 and 44 years of age. However, in terms of gender equality, there are no significant differences in terms of age distribution by sex.

Currently, it is well known how difficult it is for people over 50 years of age, mostly women, to access the labour market. In addition, in this age group, women show a greater need to reconcile family and work, mainly due to caring for the elderly and dependents.

In addition, this distribution also shows that 78% of the workforce is in what we can consider the reproductive period. Women account for 76% of the total workforce within this period, leading to greater work-life balance demand.

- **Table 3. Distribution of the workforce by length of service**

Length of Service	Men	%*	%**	Women	%*	% Rows**	Total
LESS tan 2 YEARS	90	67,7%	28,4%	227	63,8%	71,6%	317
FROM 2 TO 5 YEARS	35	26,3%	26,5%	97	27,2%	73,5%	132
FROM 6 TO 10 YEARS	7	5,3%	26,9%	19	5,3%	73,1%	26
FROM 11 TO 15 YEARS	1	0,8%	7,1%	13	3,7%	92,9%	14
TOTAL	133		27,2%	356		72,8%	489

* Percentage over same-sex

** Percentage over rows

Regarding the length of service, 92% of the staff has been working at the IIS La Fe for less than 5 years. However, it should be noted that after 11 years of service there is a clear predominance of women over men. Bearing in mind that in the interval of less length of service (less than 2 years), the initial relative proportions are similar in men and women, but as the length of service increases, the permanence in the institution is highly feminine, it may be an indicator of less variation in the professional trajectory.

It should be noted that the highest percentage of personnel is concentrated in the length of less than 2 years, which indicates a high degree of job instability in a highly feminized workforce.

4.2.2. AREA OF ACCESS TO EMPLOYMENT AND RECRUITMENT

Quantitative data

- **Table 4. Distribution of the workforce by level of education**

Level of studies	Men	%*	%**	Women	%*	%**	Total
Internship	6	4,5%	31,6%	13	3,7%	68,4%	19
LEVEL 1 MECES	10	7,5%	20,8%	38	10,7%	79,2%	48
LEVEL 2 MECES	30	22,6%	28,6%	75	21,1%	71,4%	105
LEVEL 3 MECES	65	48,9%	28,1%	166	46,6%	71,9%	231
LEVEL 4 MECES	22	16,5%	25,6%	64	18,0%	74,4%	86
TOTAL	133		27,2%	356		72,8%	489

* Percentage over same-sex

** Percentage over rows

As can be seen in the tables above, the distribution of the staff according to studies in equality is very similarly distributed in the 4 MECES Levels. It should be noted that 86% of the staff have university studies, master's degrees and/or doctorates.

- **Table 5. Total workforce distribution by type of contract**

Type de contrato	Men	%*	%**	Women	%*	%**	Total
Temporary	127	95,5%	27,4%	337	94,7%	72,6%	464
Permanent	6	4,5%	24,0%	19	5,3%	76,0%	25
TOTAL	133		27,2%	356		72,8%	489

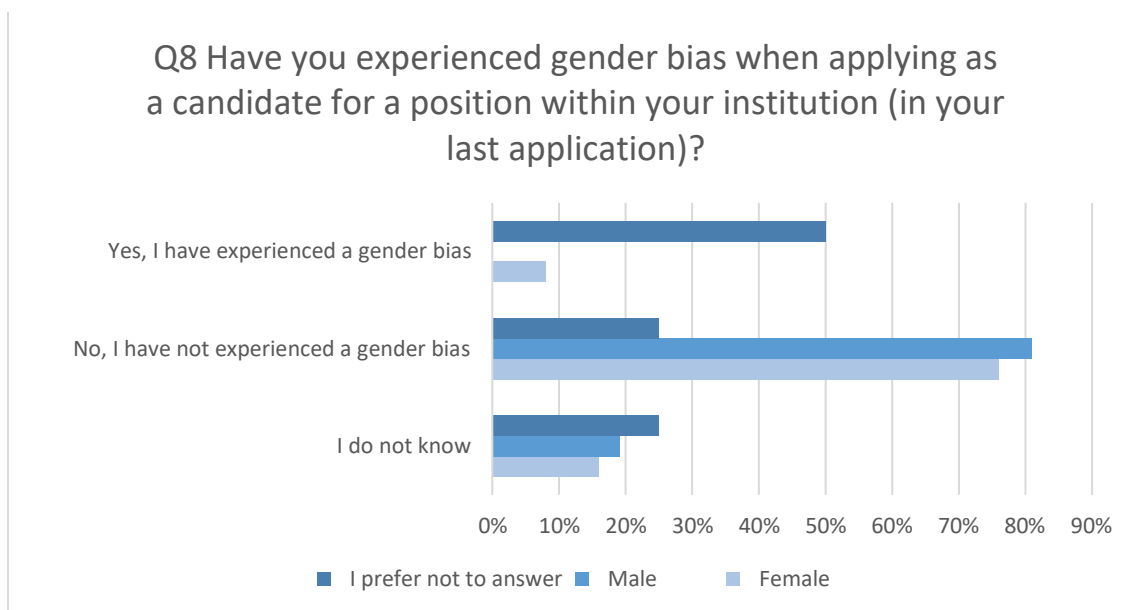
* Percentage over same-sex

** Percentage over rows

As we can see, the workforce distribution according to the type of contract is practically equal in terms of the breakdown by sex. Of the men, 95.5% have a temporary contract, while 94.7% of the women have a temporary contract. Concerning contracts of a permanent nature, this represents a slightly higher percentage in the case of women, who account for 5.3% of their contracts, compared to 4.5% of permanent contracts in men. As we have already seen in the table by length of service, we highlight a high rate of labor precariousness in the workforce, as there is a very high predominance of temporary contracts, due to the legislation applicable to the sector.

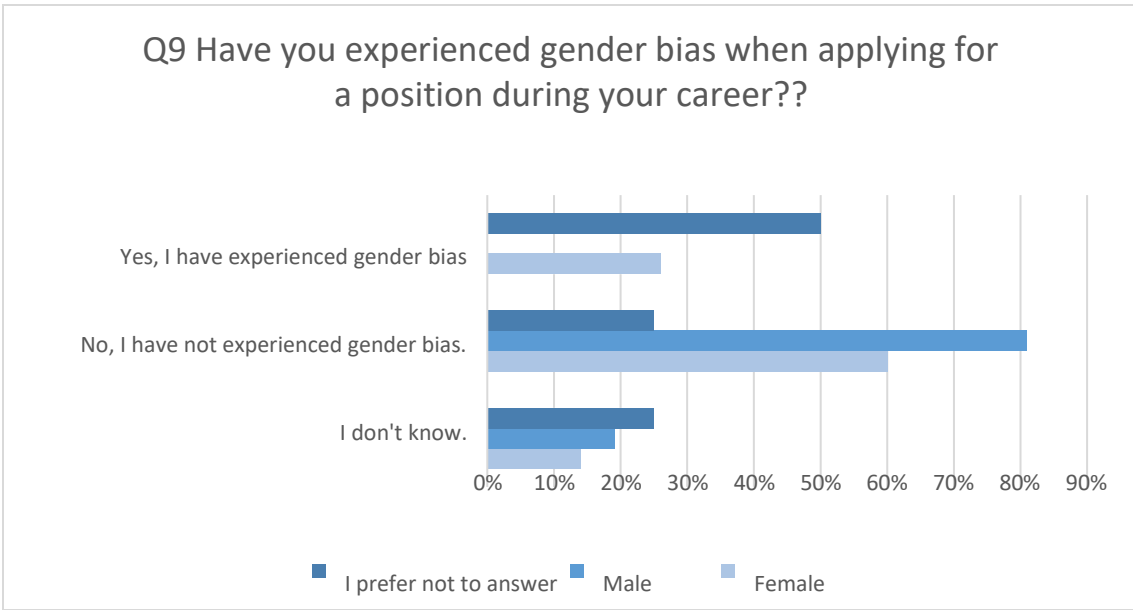
Quantitative data

The following questions were asked in order to understand the staff's perception of recruitment, retention and advancement:



Participation: 50 M, 21 H, 4 Ns

Seventy-six percent of the women surveyed stated that they had not experienced gender bias in the institution. Only 8% say they have detected it and 16% do not know whether they have experienced it or not. Among the men, 81% said that they had not experienced gender bias. This figure is very positive, since it shows that a large majority of the people surveyed do not detect any problems in this area.



Participation: 50 M, 21 H, 4Ns

Of the women surveyed, 60% indicated that they have not experienced gender bias throughout their careers, while 26% indicated that they have. Again, there is a percentage (14%) who say they do not know if this bias has existed or not. With respect to men, 81% say they have not experienced gender bias during their careers, compared to 19% who say the opposite.

Conclusions

Access to employment is a fundamental pillar of progress in terms of equality. Ensuring discrimination-free selection processes is essential to ensure that women do not start at a disadvantage in the labour market because they are women.

As we can see, of the 489 people on the workforce as of December 2021, 72.8% were women. Eighty-six per cent of the staff had university degrees, master's degrees and/or doctorates. Due to the nature of the sector, 95% of the contracts are temporary.

The selection processes are carried out according to requirements established in an open, transparent and merit-based process, and depend on the budget and needs of the research project led by a principal investigator; and the conditions are predetermined by the regulations in force, which means restrictions on the type of contract.

The problem of temporary employment in the health research sector is one of the main reasons for dissatisfaction among the people who work in it; however, the new legislation seems to favor the necessary stabilization of personnel in the sector.

En cuanto al tipo de contratación, las perspectivas son buenas dadas las recientes normativas en materia laboral:

- Law 20/2021, of December 28, on urgent measures to reduce the temporary nature of public employment.
- Royal Decree-Law 32/2021, of December 28, on urgent measures for the labour reform, the guarantee of employment stability and the transformation of the labour market.
- Royal Decree-Law 8/2022, of April 5, which adopts urgent measures in the area of labour hiring in the Spanish Science, Technology and Innovation System.

4.2.3. AREA OF CONCILIATION AND CO-RESPONSIBILITY

Quantitative data

- **Table 6. Distribution of total workforce by weekly hours**

Hours	Men	%*	%**	Women	%*	%**	Total
Less than 20	7	5.3%	22.6%	24	6.7%	77.4	31
Between 20 to 38	9	6.8%	40.9%	13	3.7%	59.1	22
38 hours	117	88.0%	26.8%	319	89.6%	73.2	436
Total	133		27.2%	356		72.8	489

* Percentage over same-sex

** Percentage over rows

In terms of working hours, most of the staff at IIS La Fe work a full working day of 38 hours per week (89.2% of the staff). If we aggregate the data relating to hiring short-time staff, a total of 31 people work a maximum of 20 hours, of whom 24 are women, and 7 are men. We note the existence of more women with part-time contracts than men in absolute terms, and contrasting this data with the relative percentages, the figures indicate that women hold 77.4% of contracts of less than 20 hours. This observation also appears in the other rows, a figure due to the feminization of the research sector.

It should be noted that the incidence of short-time contracts is 12% in men and 10.4% in women, both very similar percentages, the most affected being women, compared to other sectors.

- **Table 7. Total distribution of the workforce due to leaves of absence and family care leave**

	Men	%*	%**	WOMEN	%*	% Rows**	TOTAL
BIRTH AND CHILD CARE	12	100,0%	42,9%	16	94,1%	57,1%	28
LEAVE OF ABSENCE FOR FAMILY CARE	0	0,0%	0,0%	1	5,9%	100,0%	1
Total	12		41,4%	17		58,6%	29

* Percentage over same-sex

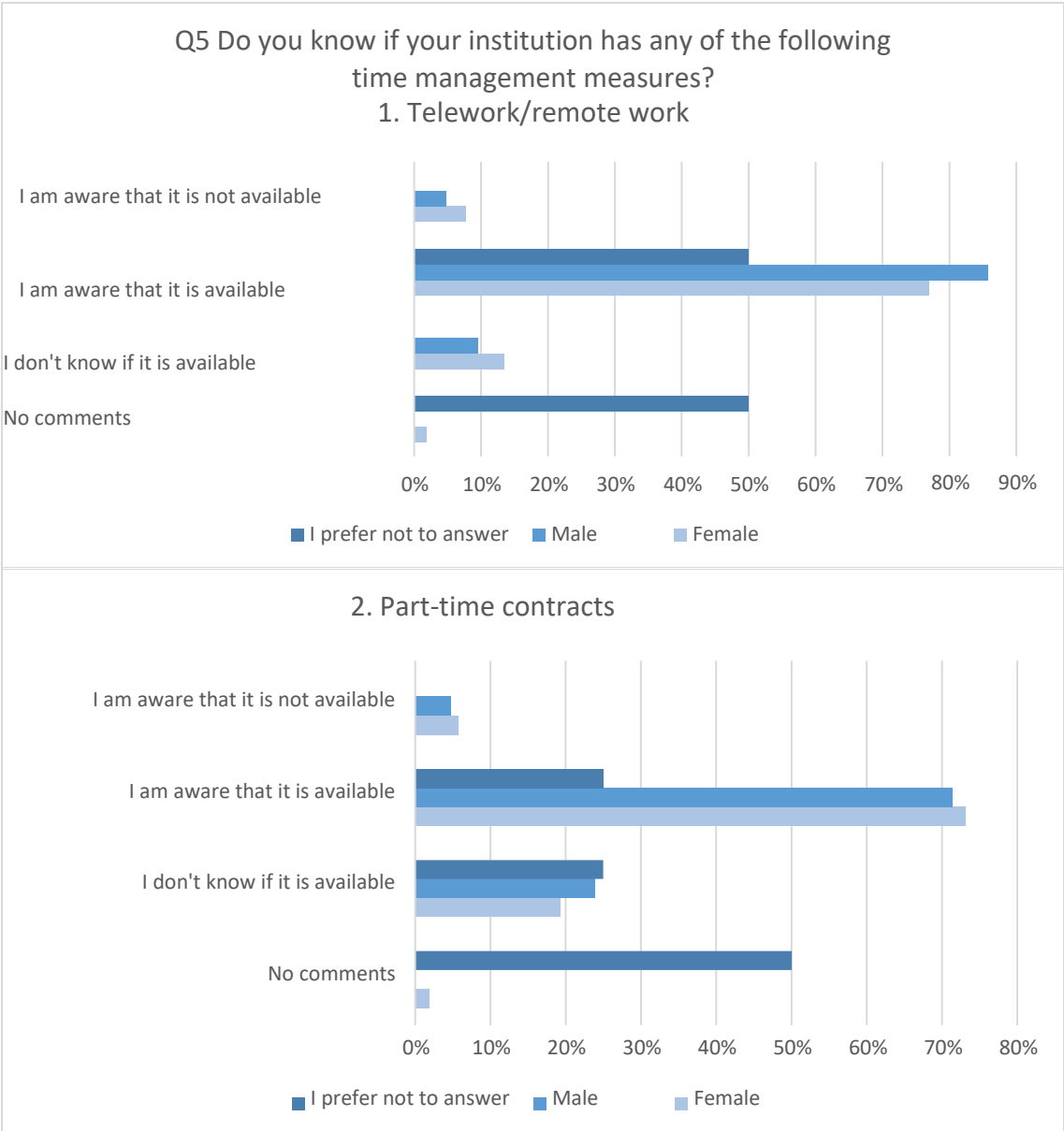
** Percentage over rows

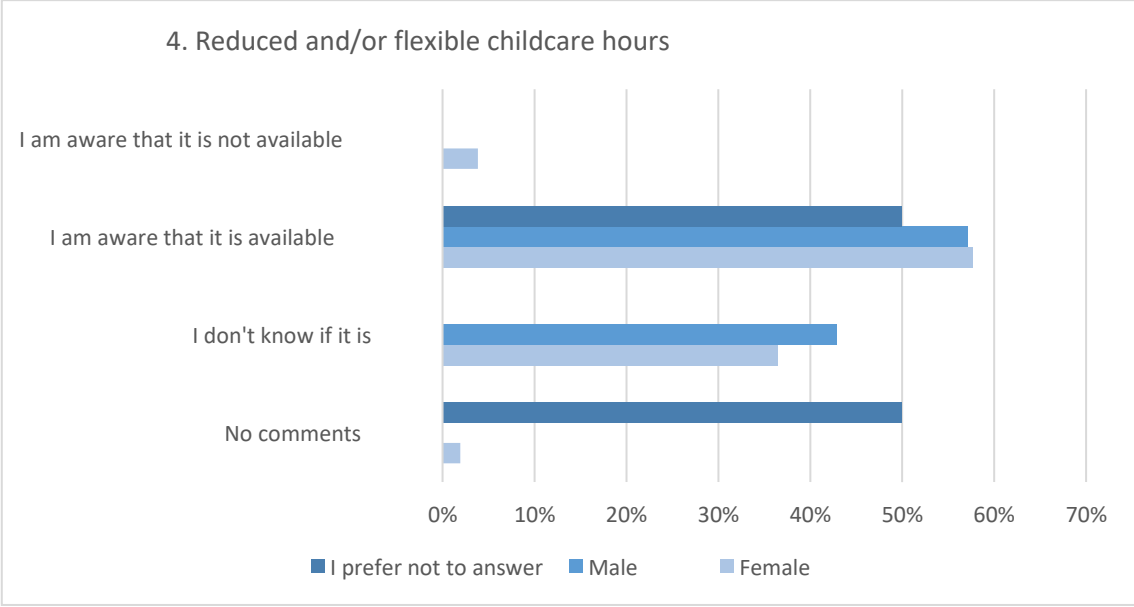
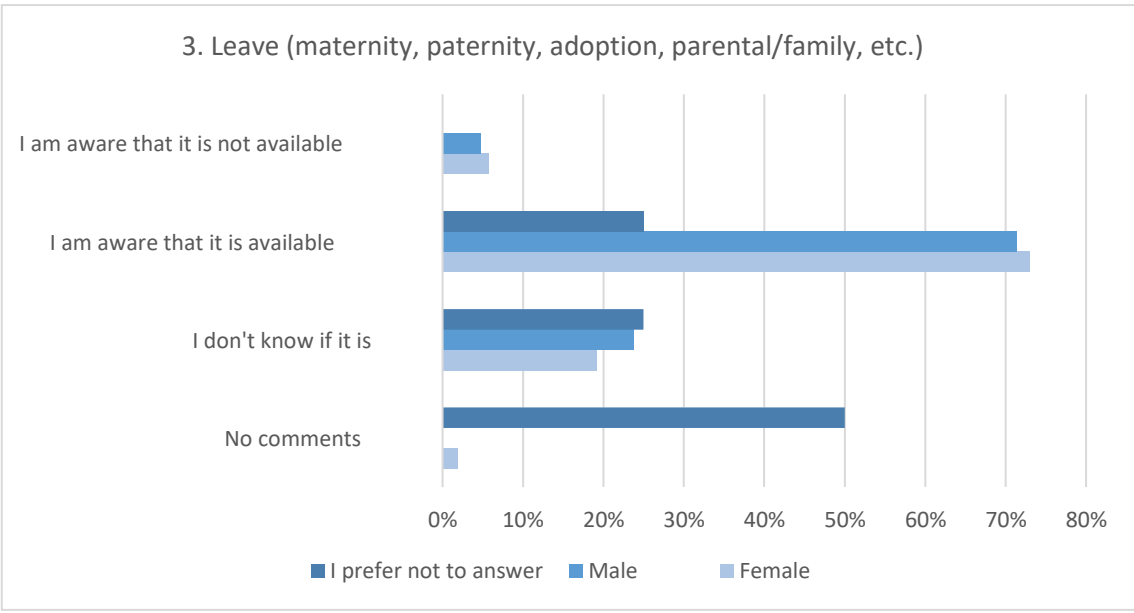
Concerning the distribution of the workforce broken down by gender in terms of reasons for leave and leave of absence for family care, we detected an equal percentage between men and women, with 57.1% of women having requested leave for childbirth and care of a child, and 42.9% of men.

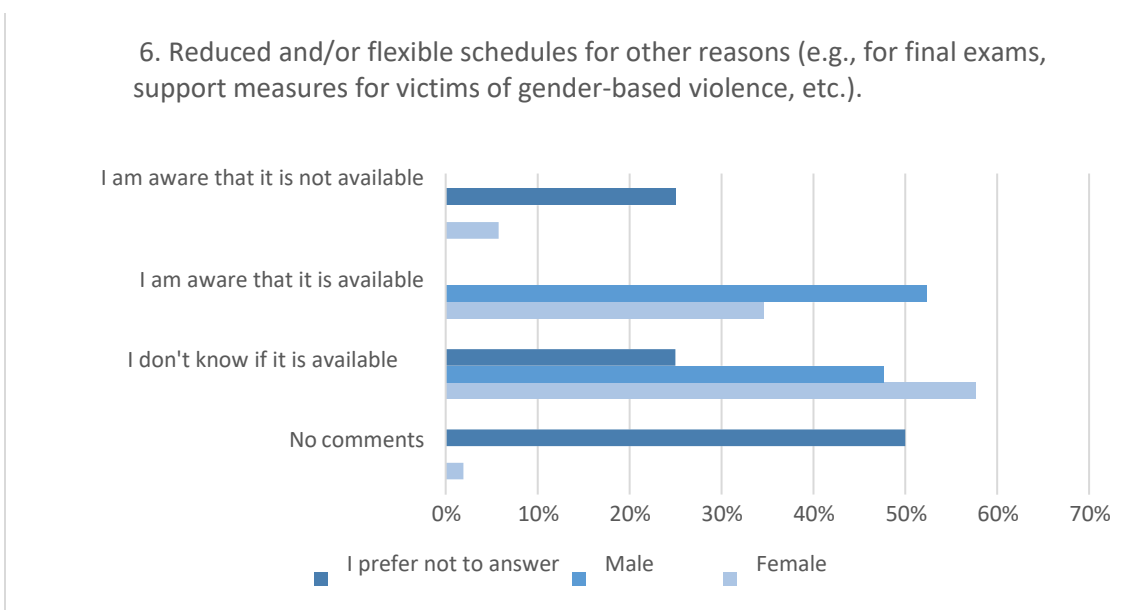
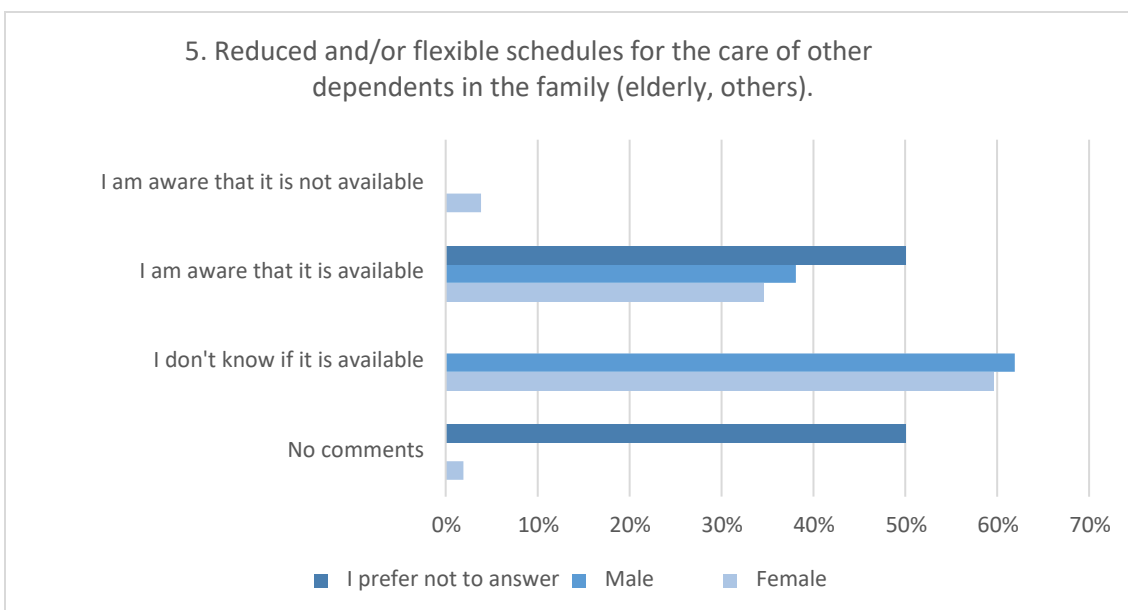
No data is observed for the rest of the conciliation leaves, so it is concluded that the rest of the rights are not exercised by male and female workers.

Qualitative data

The following questions were asked to determine the levels perceived by the workforce in terms of work-life balance and working environment:



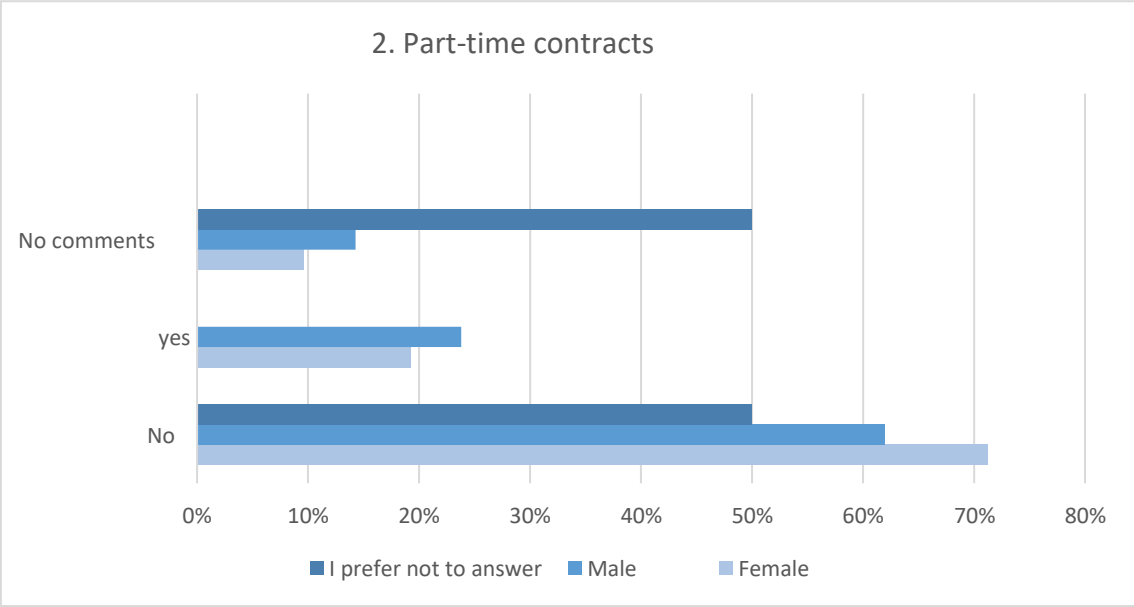
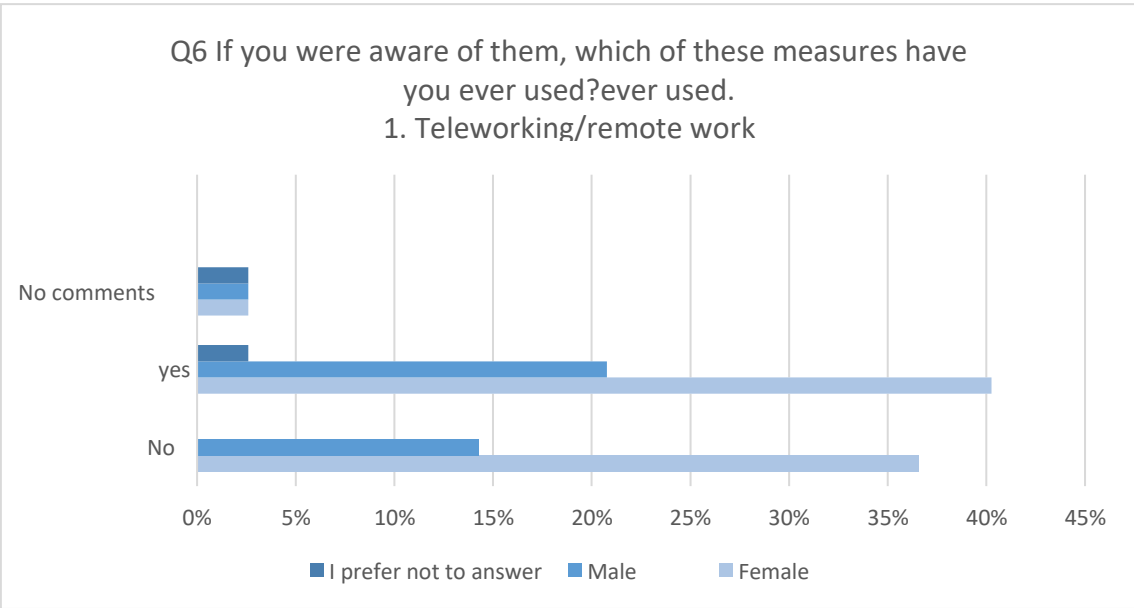


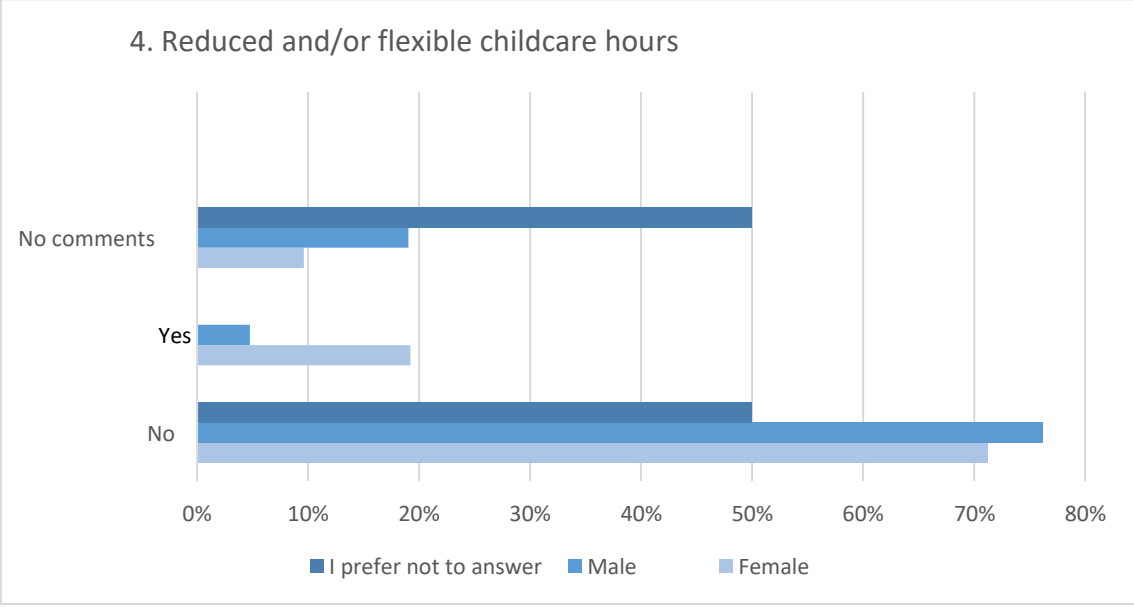
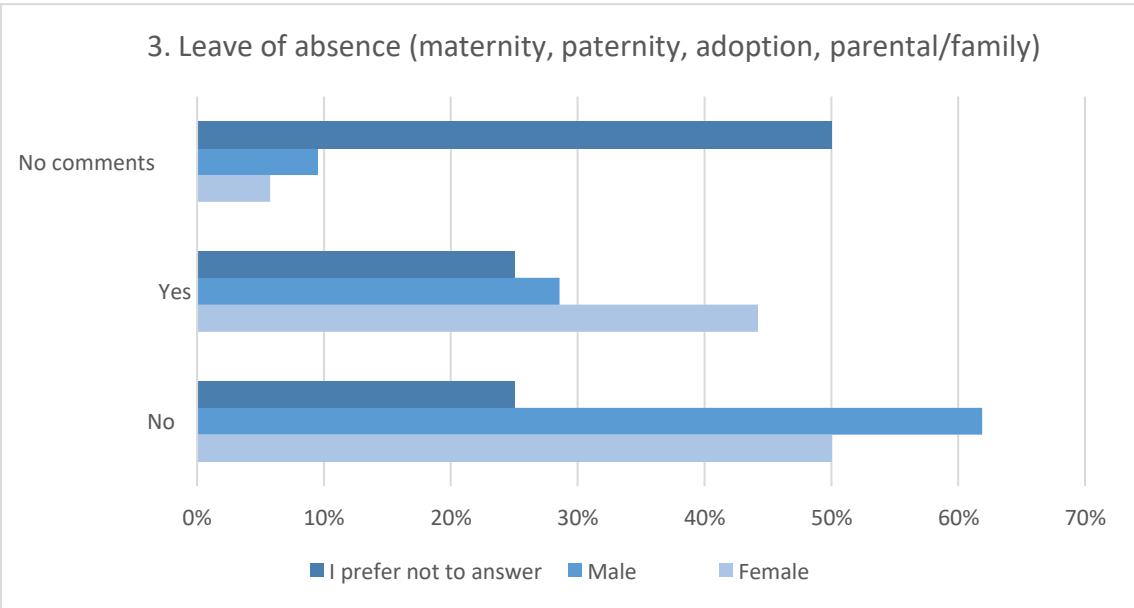


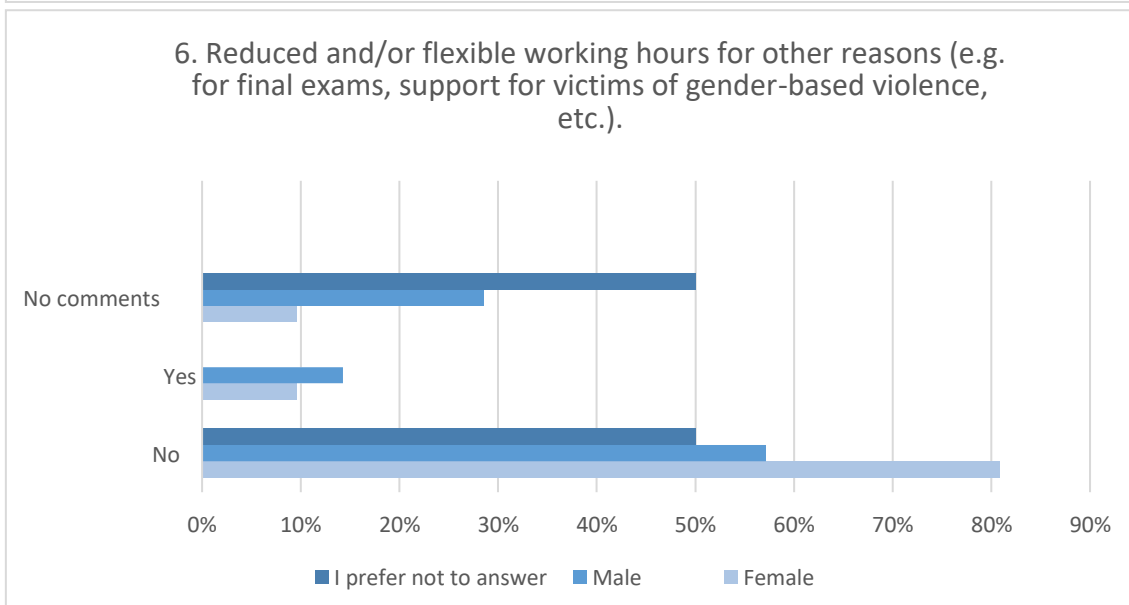
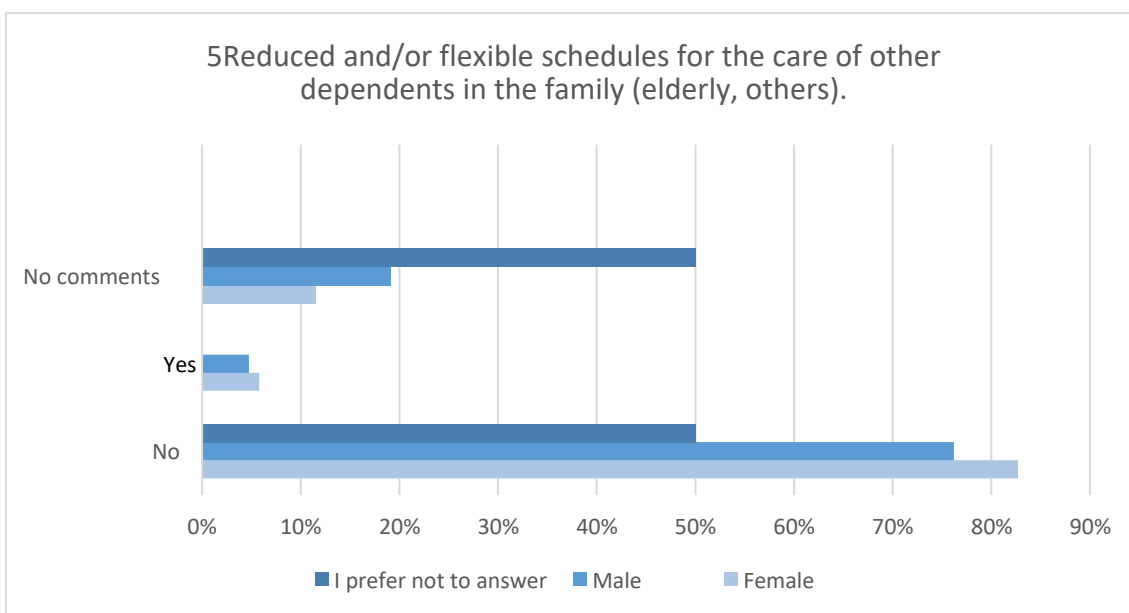
Participation: 52 M, 21 H, 4 Ns

Regarding knowledge of teleworking, part-time contracts and leave, we do not observe a clear difference between men and women, with the response of both being over 70%. On the other hand, we do see greater confusion in the knowledge of measures related to the reduction and/or flexibility of working hours for childcare, care of other family dependents or other reasons.

The most widely known measure is maternity and paternity leave, to which only three respondents indicated that they did not know if it was available (2 women and 1 man).





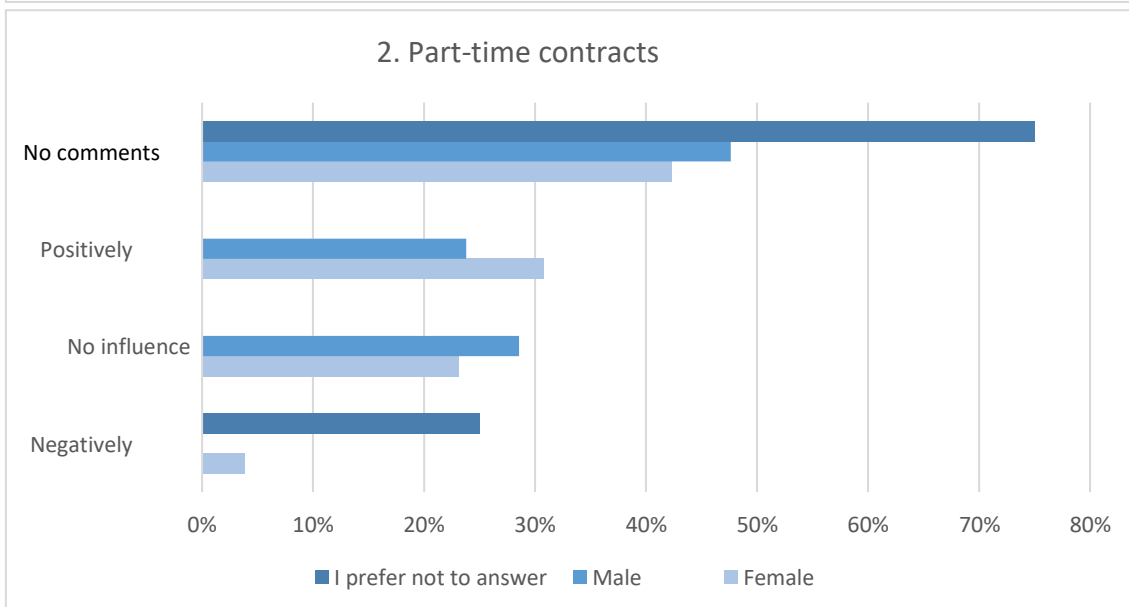
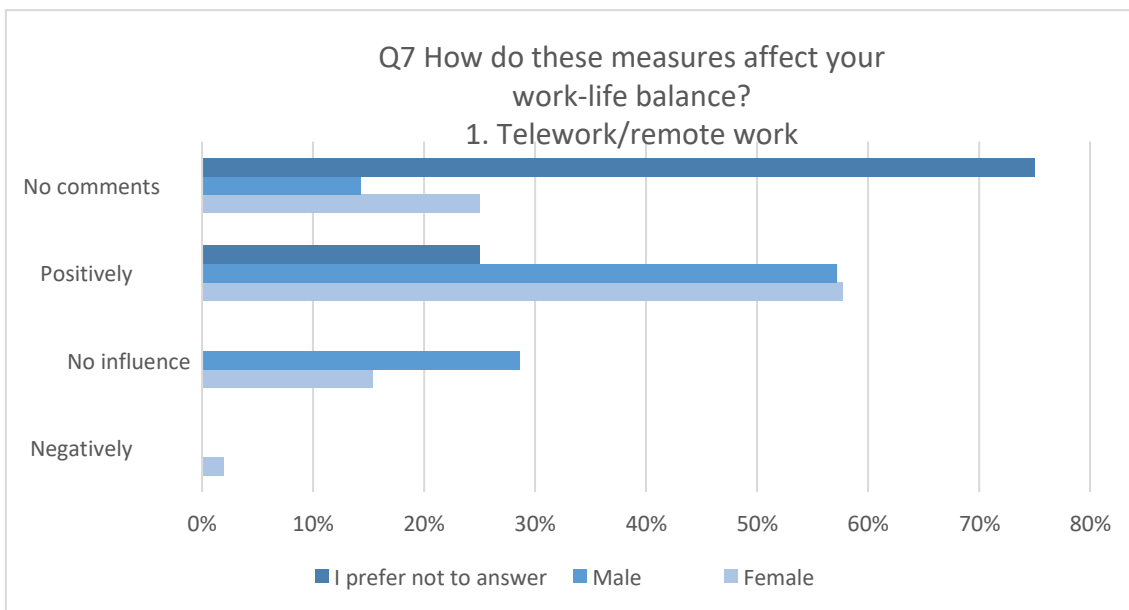


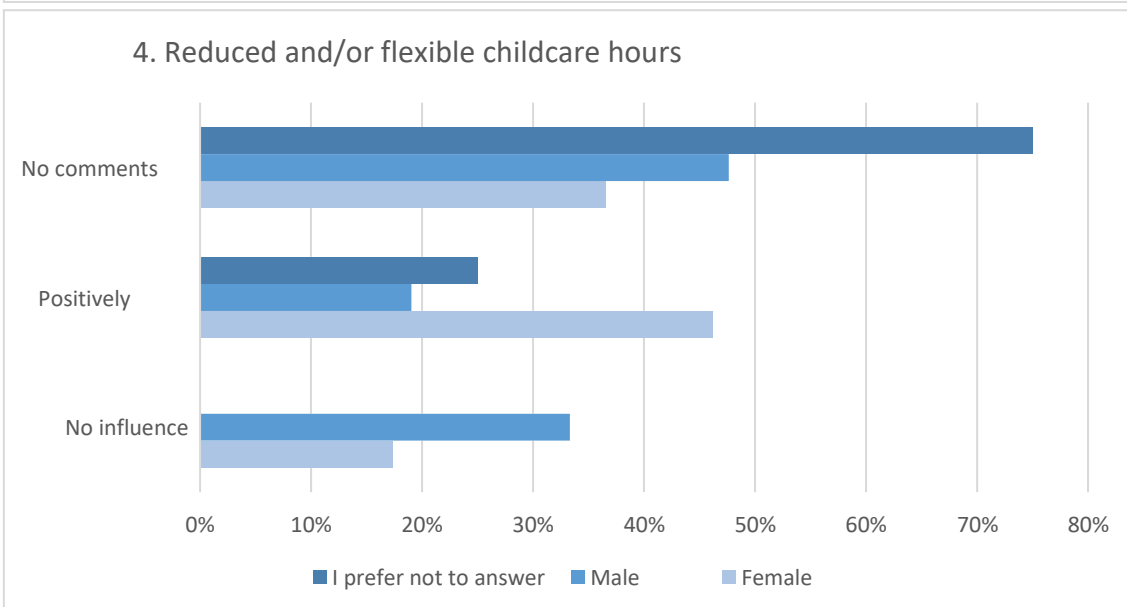
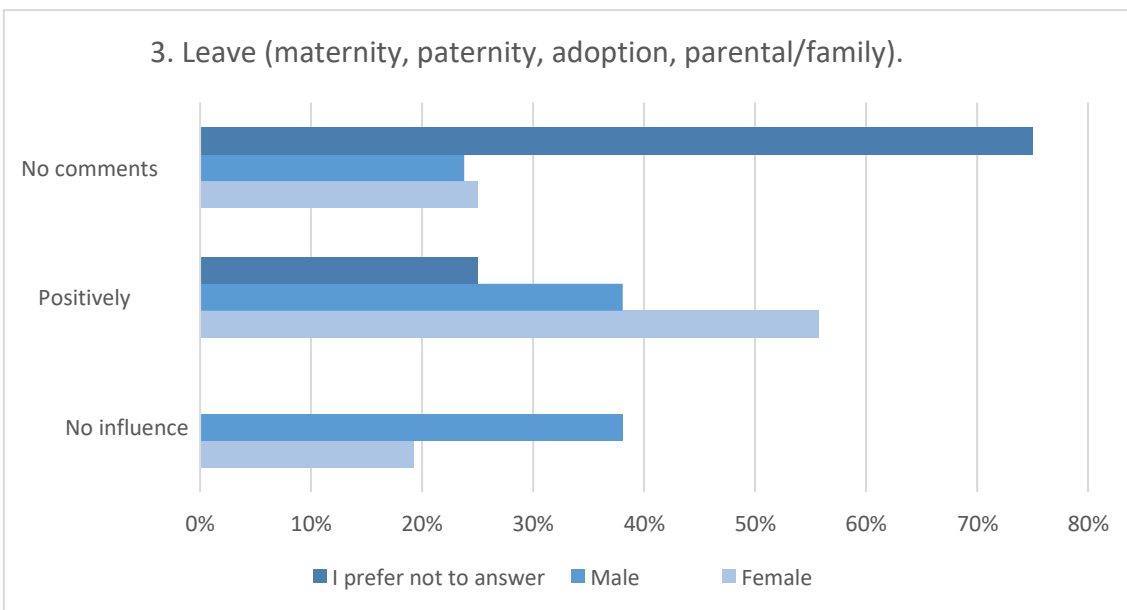
Participation: 52 M, 21 H, 4 Ns

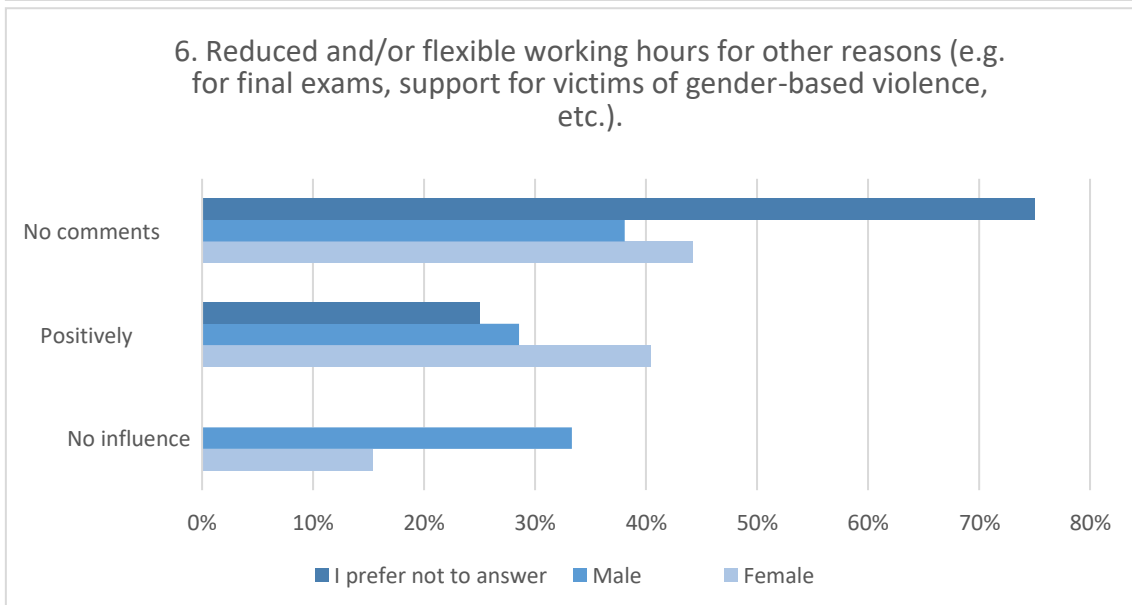
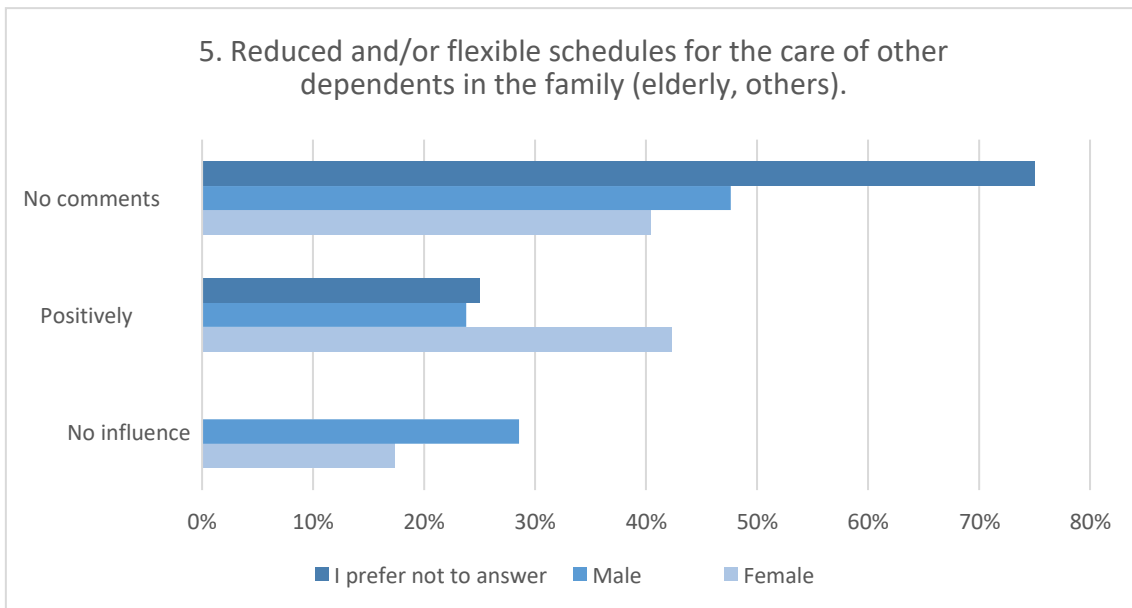
The measures most used by the women surveyed are teleworking/remote work and leave.

However, the least used are measures related to reduced and/or flexible working hours for childcare, care of other family dependents or other reasons by both women and men.

In the analysis disaggregated by sex, it should be noted that 44% of women have taken leave to care for a child, compared to 29% of men, while 19% of women have taken reduced and/or flexible hours to care for children, compared to 5% of men, and 19% of women have taken leave to care for children.







Participation: 52 M, 21 H, 4 Ns

More than 55% of respondents indicated that teleworking has positively affected their work-life balance.

In this section, we would like to highlight the percentage of women (46%) who indicated that the reduction and/or flexibility of working hours for childcare has a positive influence on work-life balance compared to 48% of men who have not indicated any comments on how these measures influence work-life balance. This pattern is also seen in other types of schedule reductions, such as care for other dependents and reduced hours for other reasons.

Conclusions

The reconciliation of work, family and personal life is one of the main obstacles to gender equality since the difficulty of reconciling working hours with family and free time is greater in the case of women, especially due to the traditional role they have been assigned as caregivers and responsible for domestic management.

In general terms, work-life balance is perceived as a positive area at IIS La Fe. As we have seen in the diagnosis, respondents show a high awareness of time management measures and have used them occasionally. Among them, the most used are teleworking and maternity, paternity, adoption or parental/family leave, and the least known are also the least used, which are those for the care of other family dependents or reduction/flexibility for other reasons (exams, gender violence, etc.).

In a very positive way, the majority of respondents recognize that time management measures help reconciliation. However, there are some of these measures where this recognition is not so clear, as in the case of part-time contracts, where the percentage of respondents who say that they have a positive effect (27.27%) is similar to those who say the opposite (23.38%), which should be taken into account in order to act on it.

In addition, as we have seen in the analysis of question 7, there is a high percentage of men who have no comments on how some measures influence work-life balance, so it is extremely important to take into account the dissemination of these measures to the male group in order to improve co-responsibility in the family unit.

4.2.4. AREA OF AWARENESS, TRAINING AND PROMOTION

Quantitative Data

- **Table 8. Total workforce distribution by professional category**

Professional Categories	Men	%*	%**	Women	%*	%**	Total
MANAGING DIRECTOR	0	0,0%	0,0%	1	0,3%	100,0%	1
DOCTORAL RESEARCHER	22	16,5%	25,6%	64	18,0%	74,4%	86
NON-DOCTORAL RESEARCHER	65	48,9%	28,3%	165	46,3%	71,7%	230
RESEARCH ASSISTANT	30	22,6%	28,6%	75	21,1%	71,4%	105
LABORATORY ASSISTANT	10	7,5%	20,8%	38	10,7%	79,2%	48
INTERN	6	4,5%	31,6%	13	3,7%	68,4%	19
TOTAL	133		27,2%	356		72,8%	489

* Percentage over same sex

** Percentage over rows

Within the professional categories, in terms of distribution by sex, as can be seen in the table, the percentages are equal in all professional categories. It should be noted that in the category of Doctoral Researcher, there is a slight predominance of women over men. Also in the category of Managing Director, which is occupied by a woman.

- **Table 9. Total workforce distribution by type of training**

TRAINING 2020	MEN	WOMEN	TOTAL	% MEN	%WOMEN
OFFICE 365 AND ITS COLLABORATIVE APPS	17	59	76	22,4%	77,6%
TOTAL	17	59	76		

TRAINING 2020	MEN	%*	%**	WOMEN	%*	% ROWS**	Total
OFFICE 365 AND ITS COLLABORATIVE APPS	8	21,1%	15,7%	43	33,9%	84,3%	51
COVID-19 TRAINING	25	65,8%	25,3%	74	58,3%	74,7%	99
SPECIALIZED TECHNICAL TRAINING	1	2,6%	12,5%	7	5,5%	87,5%	8
GOOD CLINICAL PRACTICES IN RESEARCH	3	7,9%	60,0%	2	1,6%	40,0%	5
R+D+I PROJECTS	1	2,6%	50,0%	1	0,8%	50,0%	2
TOTAL	38		23,0%	127		77,0%	165

* Percentage over same sex

** Percentage over rows

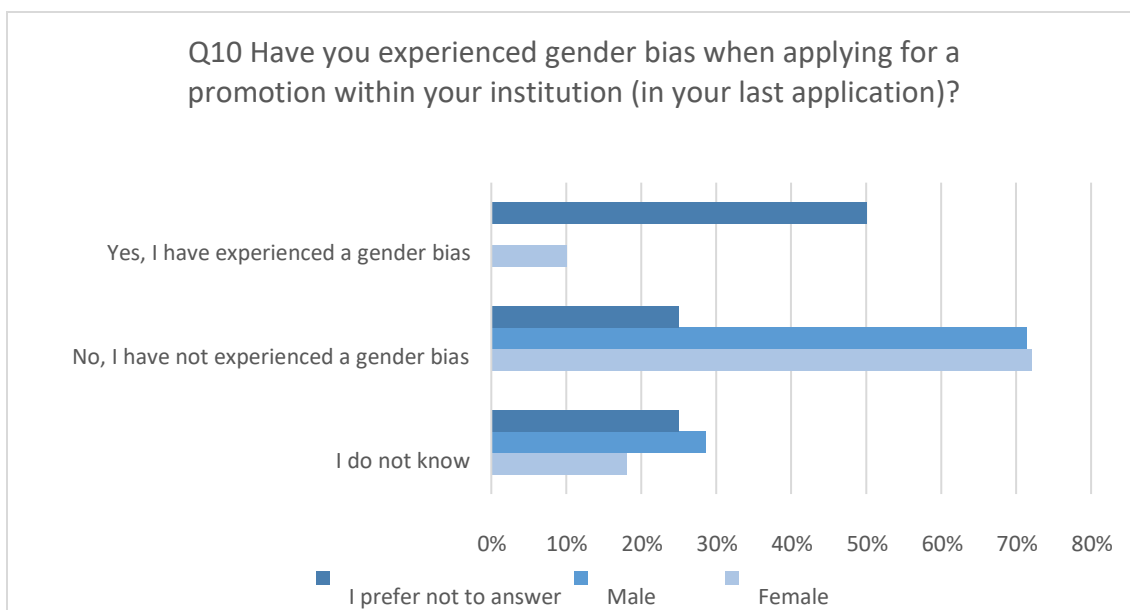
In 2021, the Annual Training Plan 2021 was approved by the Research Committee and the Institute's Governing Bodies. It includes the training needs detected by the research staff, in the Foundation's Workers Council.

This plan has not been able to be deployed for the most part due to the global pandemic situation, the lack of a specific budget for training and the lack of specialized personnel dedicated to training activities.

In the tables above, we set out the data collected on training carried out in 2020 and in 2021 by IIS La Fe staff. They are not representative data in terms of equality since in most cases, there is an equal percentage, except for those courses that have been aimed at departments or areas formed mainly by women, mainly courses in innovation where the department has a 100% female representation.

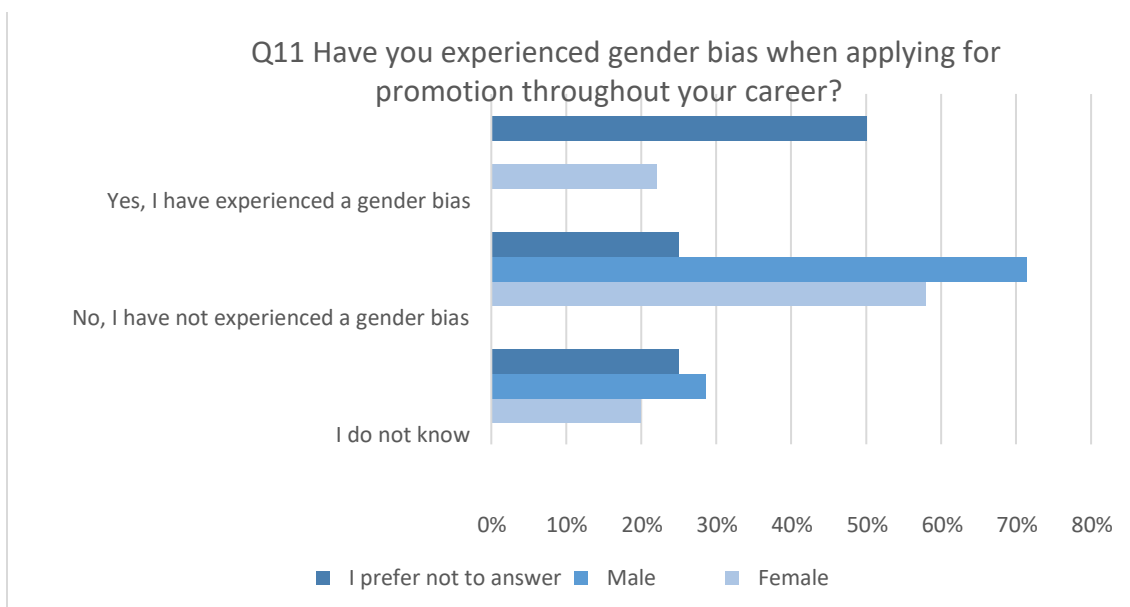
Qualitative data

The following questions were asked in order to find out the staff's perception of awareness, training and promotion:



Participation: 50 M, 21 H, 4 Ns

More than 70% of men and women say that they have not experienced gender bias within the institution. However, it should be noted that 10% of women do say that they have experienced gender bias.



Participation: 50 M, 21 H, 4 Ns

In this case, the percentage of women who report having experienced gender bias when applying for a promotion during their career is slightly higher than in the previous question, going from 10% to 20%. However, in this question there are also 0% of men who claim not to have experienced gender bias.

Conclusions

In the area of awareness and promotion, the majority of responses indicate that they have not encountered gender bias in the advancement of their careers, either within or outside the institution. Likewise, the majority of the responses suggest that there has been no such bias either in the assignment of tasks in the institution. In this case, 10% of women have reported having experienced it; therefore, measures should be proposed to solve it.

However, it should be noted that in the IIS La Fe there is no internal promotion protocol because our recruitment and selection process must be transparent and impartial, based exclusively on merit. Therefore, as we have seen in section 1. Area of access to employment and recruitment, all our vacancies are advertised through our own website in a transparent manner, and the selection is based on merit. This ensures equal opportunities and the appointment of the best candidate. If any personnel needs are detected, they must comply with the principles of free concurrence, equality, merit, capacity and publicity,

With regard to training, there are several fronts for action on the part of the Institute following the diagnosis. Firstly, it should be a priority to correctly record and monitor the training carried out at the Institute for a better analysis of the data in future years and, therefore, to be able to establish more precise actions related to it. In addition, continuous training and training on equality issues for the staff is essential, since in previous years no course on this subject has been held, although communication and dissemination actions have been carried out, which we will present later on.

4.2.5. AREA OF BALANCED REPRESENTATION

Quantitative Data

- **Table 10. Composition of Governing Bodies, Scientific Committee, Research Committee and Innovation Committee**

BOARD OF GOVERNORS								
	2018		2019		2020		2021	
Women	6	46%	5	28%	4	25%	4	25%
Men	7	54%	13	72%	12	75%	12	75%
Total	13		18		16		16	

PATRONAGE								
	2018		2019		2020		2021	
Women	5	56%	4	36%	4	33%	4	33%
Men	4	44%	7	64%	8	67%	8	67%
Total	9		11		12		12	

EXTERNAL SCIENTIFIC COMMITTEE										
	2017		2018		2019		2020		2021	
Women	0	0%	1	20%	1	20%	2	33%	2	33%
Men	5	100%	4	80%	4	80%	4	67%	4	67%
Total	5		5		5		6		6	

Research Committee								
	2018		2019		2020		2021	
Women	4	50%	3	25%	5	33%	5	31%
Men	8	50%	9	75%	10	66%	11	69%
Total	12		12		15		16	

With respect to the composition of the Governing Board, Board of Trustees, External Scientific Committee and Research Commission, during these years, an attempt has been made to maintain a balanced representation between men and women, especially among those members who are not appointed on the basis of their position. However, we observe a more clearly unequal distribution in terms of gender over the last few years.

Above all, we should highlight the decrease in those bodies whose appointment depends on the IIS La Fe, such as the Research Commission or the Scientific Committee, since taking into account the number of women and men that make up the IIS, the number is notoriously disproportionate.

- **Table 11. Composition of Scientific Area Coordinators 2021**

COORDINATION OF SCIENTIFIC AREAS	Men	Women	TOTAL
TOTAL	7	1	8
%	87,5%	12,5%	

As we can see, the coordination of the scientific areas is made up of 87.5% men compared to 12.5% women.

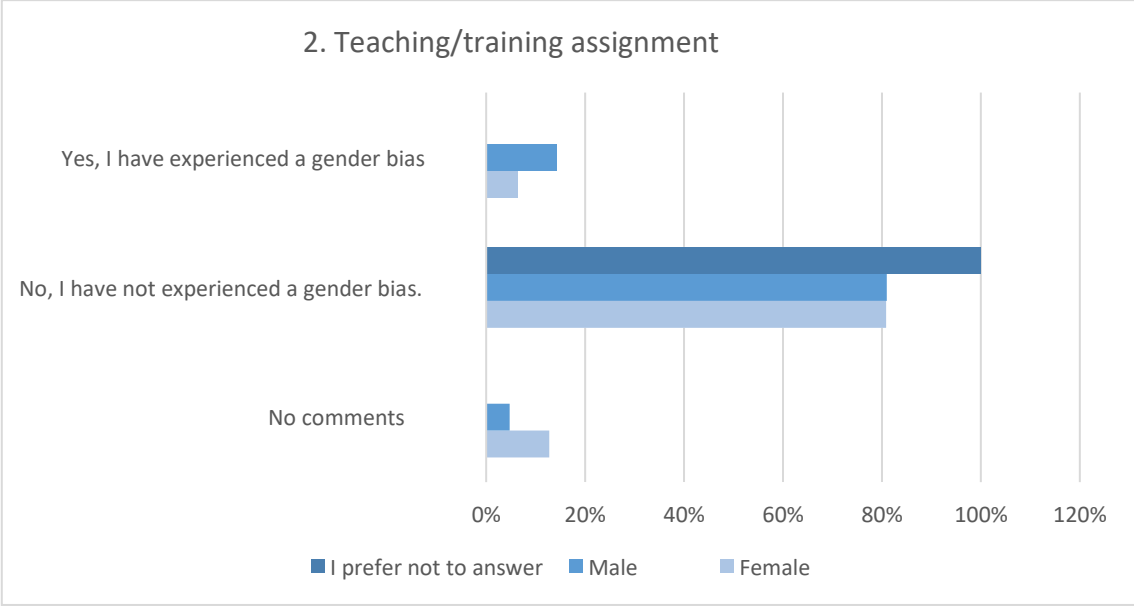
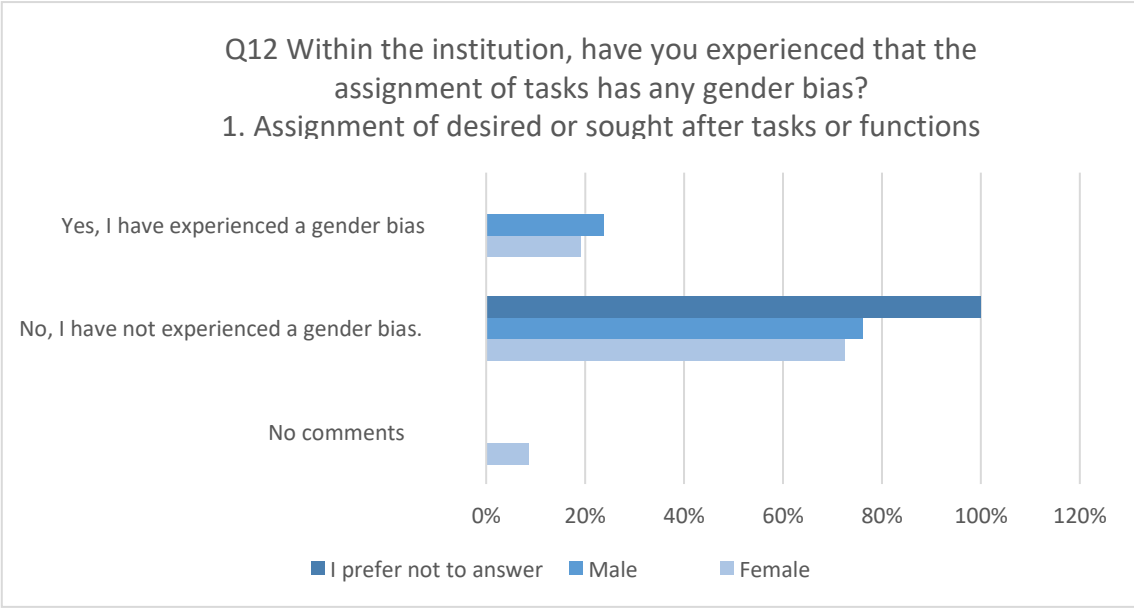
- **Tabla 12. Composición de responsables de grupos de investigación 2021 (IP's)**

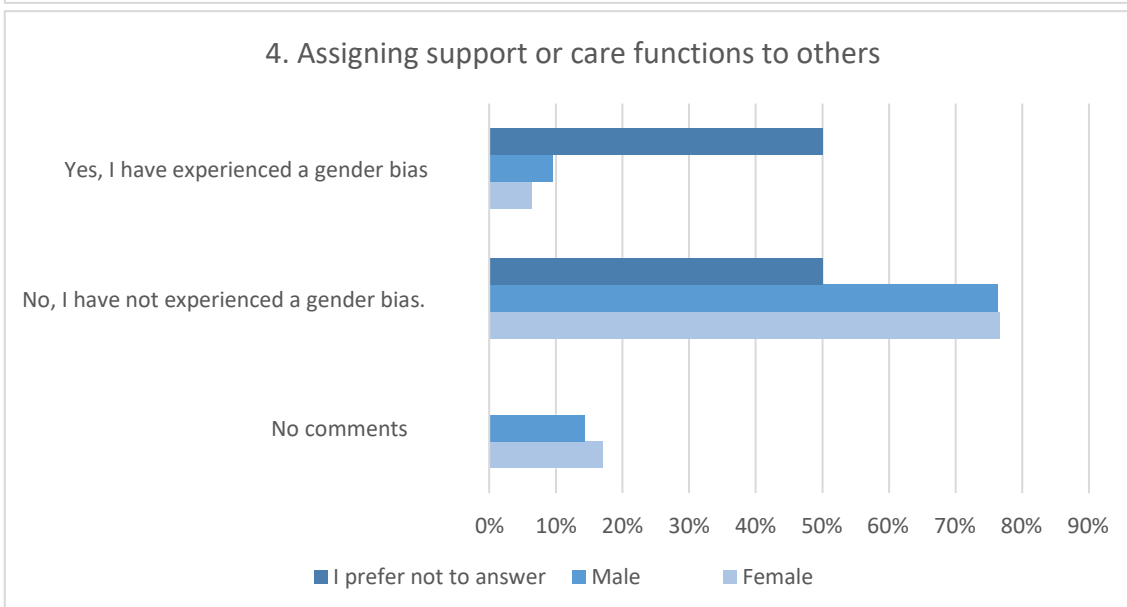
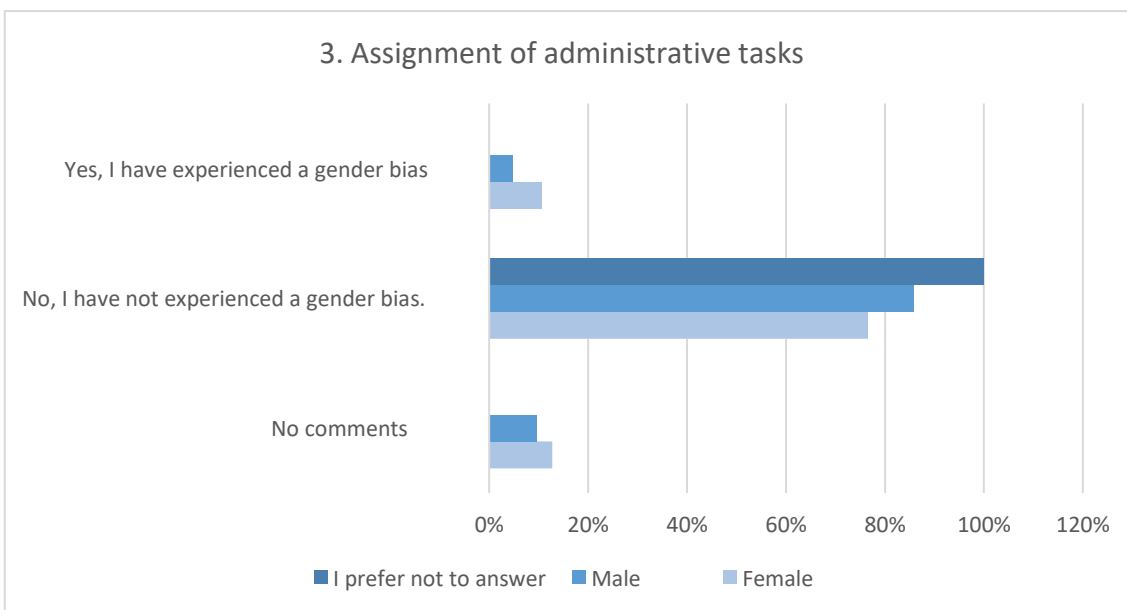
PRINCIPAL INVESTIGATORS	Men	Women	TOTAL
TOTAL	37	12	49
%	75,5%	24,5%	

In this case, we also observe a clear predominance of male representation (75.5%) in the category of male Principal Investigators compared to female representation in these positions, which is 24%. In addition, if we extrapolate the calculations to the composition of the entire staff, we observe that only 3.4% of the women who make up the staff of the Institution are principal investigators, compared to 28% of male investigators.

Qualitative data

In order to analyze the gender bias in the current positions at IIS La Fe, the following question was asked to the staff:

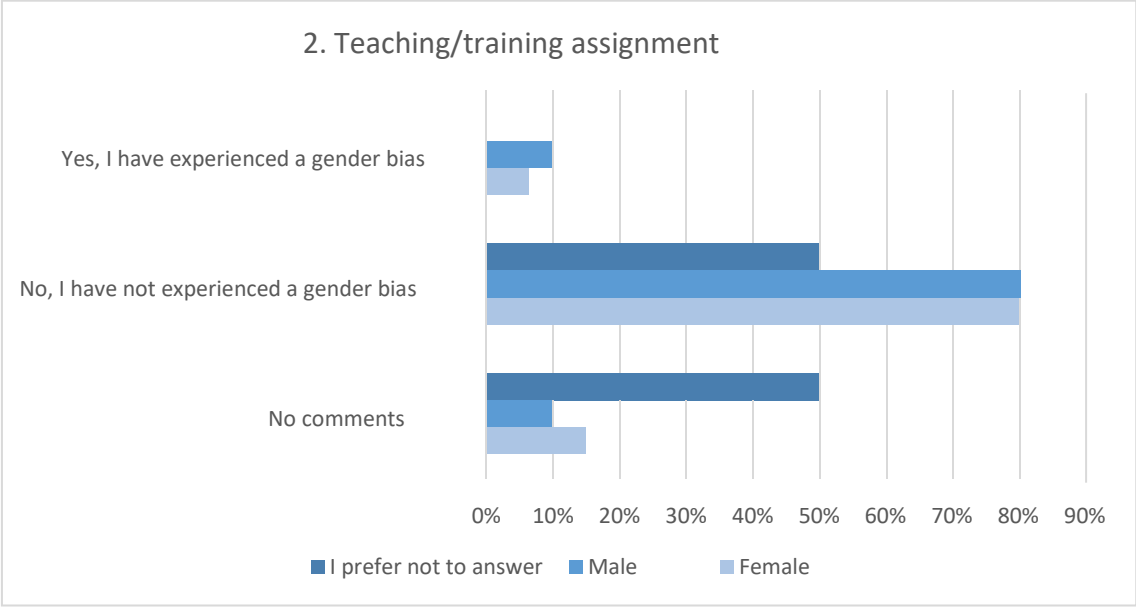
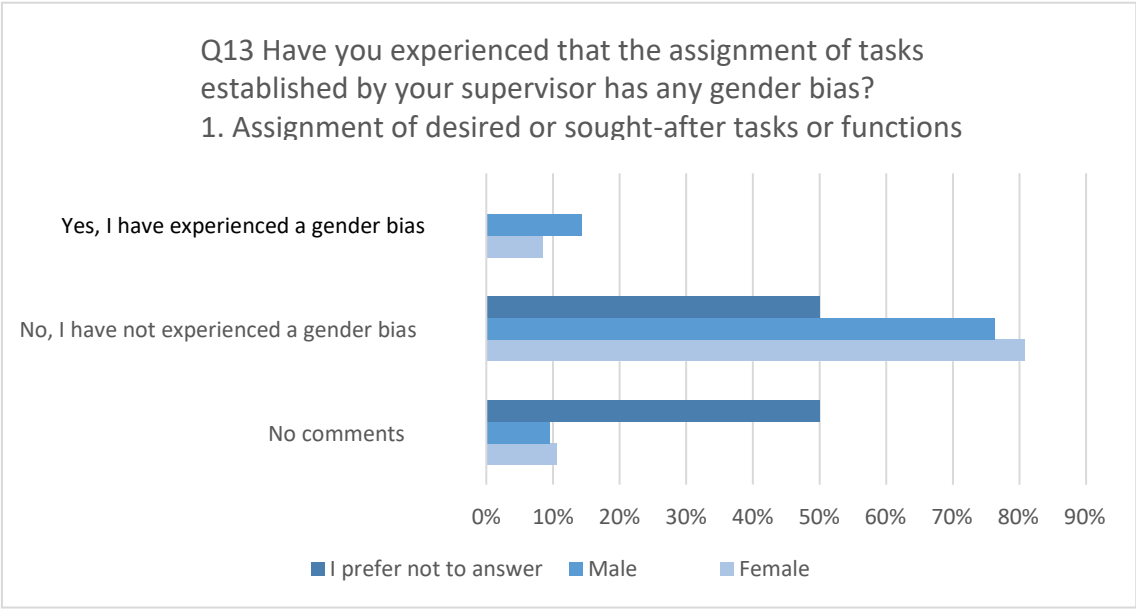


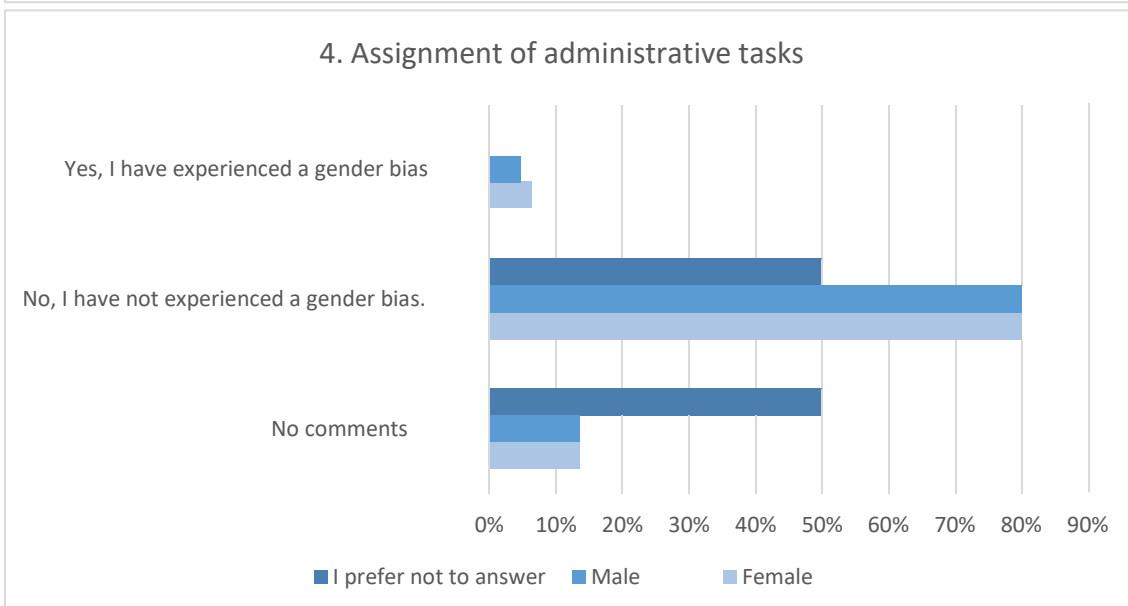
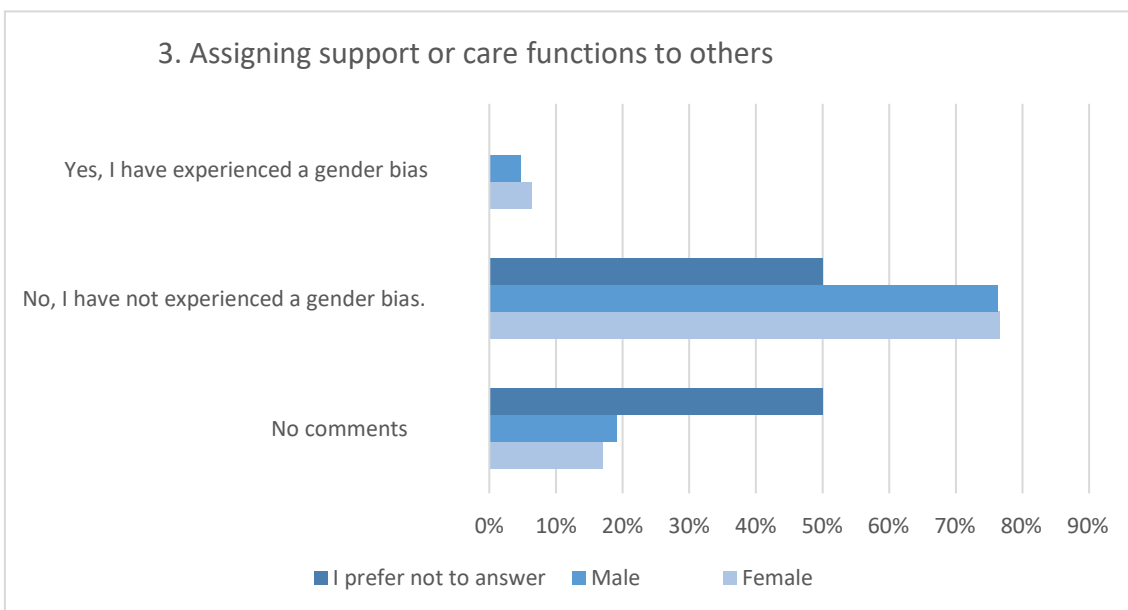


Participation: 47 F, 21 M, 2 Ns

Both the percentage of women and the percentage of men who state that they have not experienced gender bias in the assignment of tasks, assignment of teaching, assignment of administrative tasks and assignment of support or care functions to others is above 70%.

On the other hand, of all the items, the percentage of men reporting having experienced gender bias in the assignment of tasks or functions sought or desired is significant, with 24% of the men surveyed and 19% of the women surveyed.





Participation: 47 F, 21 M, 2 Ns

As in question 12, the majority of respondents, both women and men, indicated that they had not experienced gender bias in relation to the assignment of tasks established by their supervisor, with more than 75% in all items.

Conclusions

Regarding female underrepresentation, as we have seen in the **Table Total distribution of staff by professional category**, it is true that the positions/categories are occupied by both men and women in even percentages, but thanks to the diagnosis we have made in this category we have detected a clear underrepresentation of women in the governing bodies and in the management of scientific areas and research groups.

This is why we detected a clear example of a glass ceiling with an upward trend. We observe that in a staff of 72.8% women and 27.2% men, the expected balance of representation of women should correspond to 72.8% to be understood as balanced in this context. However, we find that the pyramid is inverted in all areas.

The gender bias appears both in the Governing Board, where female representation is lower (less than 25%), and in the Board of Trustees and the External Scientific Committee, where it is 33%. At the same time, 72.8% of the IIS La Fe staff is made up of women. However, of the 55 active research groups, only 12 are led by a woman, i.e., less than 30%.

In order to act on this, mechanisms must be established to detect the causes and remove the impediments to avoid possible obstacles to the promotion of women to these positions of responsibility.

4.2.1. Area of remuneration and salary audits

Quantitative Data

- **Table 13. Distribution of the workforce by gross annual salary**

Salary table	Men	%*	%**	Women	%*	%Rows**	Total
Up to 15.000 €.	15	11,3%	30,6%	34	9,6%	69,4%	49
Between 15.001 € and 20.000 €.	21	15,8%	25,0%	63	17,7%	75,0%	84
Between 15.001 € and 25.000 €.	0	0,0%	0,0%	1	0,3%	100,0%	1
Between 20.001 € and 25.000 €	39	29,3%	24,7%	119	33,4%	75,3%	158
Between 25.001 € and 30.000 €	27	20,3%	29,7%	64	18,0%	70,3%	91
Between 30.001 € and 35.000 €	11	8,3%	35,5%	20	5,6%	64,5%	31
Between 35.001 € and 40.000 €	6	4,5%	22,2%	21	5,9%	77,8%	27
Between 40.001 € and 45.000 €	10	7,5%	32,3%	21	5,9%	67,7%	31
Between 45.001 € and 50.000 €	4	3,0%	28,6%	10	2,8%	71,4%	14
More than 50.001 €.	0	0,0%	0,0%	3	0,8%	100,0%	3
Grand total	133		27,2%	356		72,8%	489

* Percentage over same sex

** Percentage over rows

In this table, we can see that from €20,001 gross per year, the percentage of female representation in higher paid positions decreases, while male representation increases up to more than €50,001, which is led 100% by female representation. The highest male frequency, in relative terms, is between 30 and 35,000 euros, while women obtain mostly lower salaries. Therefore, we can conclude that a greater number of women are in jobs with lower remuneration.

On the other hand, we will proceed to the calculation of the wage gap, whose formula is the division between the difference between the average salary received by men and the average salary received by women.

	Men	Women	Grand total
Average Gross Annual Salary	24.995 €	24.687 €	24.770 €

Wage gap =

$$= \frac{24.995 - 24.687}{24.995} \times 100 = 1,2\%$$

Conclusions

After analyzing the data, we have reached this salary audit summary.

The IIS La Fe pay analysis shows a 1.2% pay gap in favour of men.

The difference is mainly because, although most of the staff is made up of women, the positions of responsibility are mostly occupied by men, as we have seen in the previous section. On the other hand, salaries also depend on the budget allocated to each project, which may result in the same professional category having a higher salary level in some projects than others.

4.2.2. AREA OF OCCUPATIONAL HEALTH AND PREVENTION OF HARASSMENT IN THE WORKPLACE

Quantitative data

- **Table 14. Distribution of the workforce by sick leave**

OCCUPATIONAL HEALTH	Men	%*	%**	Women	%*	% Rows**	TOTAL
ILLNESS	4	23,5%	8,9%	41	50,0%	91,1%	45
ACCIDENT	11	64,7%	26,8%	30	36,6%	73,2%	41
Leave of absence	2	11,8%	15,4%	11	13,4%	84,6%	13
Total	17		17,2%	82		82,8%	99

* Percentage over same sex

** Percentage over rows

With respect to the workforce distribution by reasons for sick leave, we can see that there are no significant differences between men and women.

On the other hand, there is currently a protocol in place for the prevention of sexual or gender-based harassment. Since 2017 that, the protocol has been in force, and no case of workplace harassment has been reported to the instructors designated for this purpose.

The documents are available on the Intranet to which all employees of the Institution have access. The following documents can be found there:

- Instructors in case of a harassment complaint.
- Model Harassment Complaint Form
- Action protocol for harassment at work.

Prevention of sexual and gender-based harassment

Currently, there is a protocol for the prevention of sexual or gender-based harassment as a result of the IIS La Fe Equality Plan 2017-2021. This protocol is currently under review during the current negotiation of this Equality Plan.

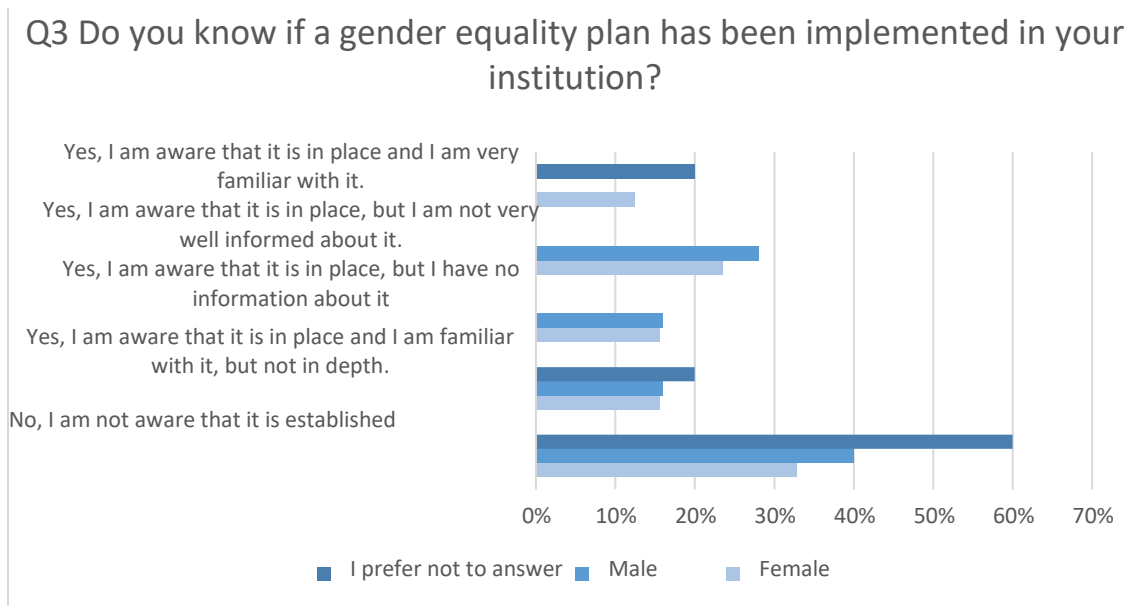
Conclusions

As a result of the diagnosis of this Equality Plan, the need to update these documents to the current situation of the Institute has been observed. Mainly that of "Instructors in case of harassment complaint" as it contains members no longer belonging to the institution and also the elaboration of a more specialized protocol "Protocol of sexual and gender-based harassment" to adapt it to the regulations in force.

4.2.3. AREA OF COMMUNICATION AND NON-SEXIST LANGUAGE

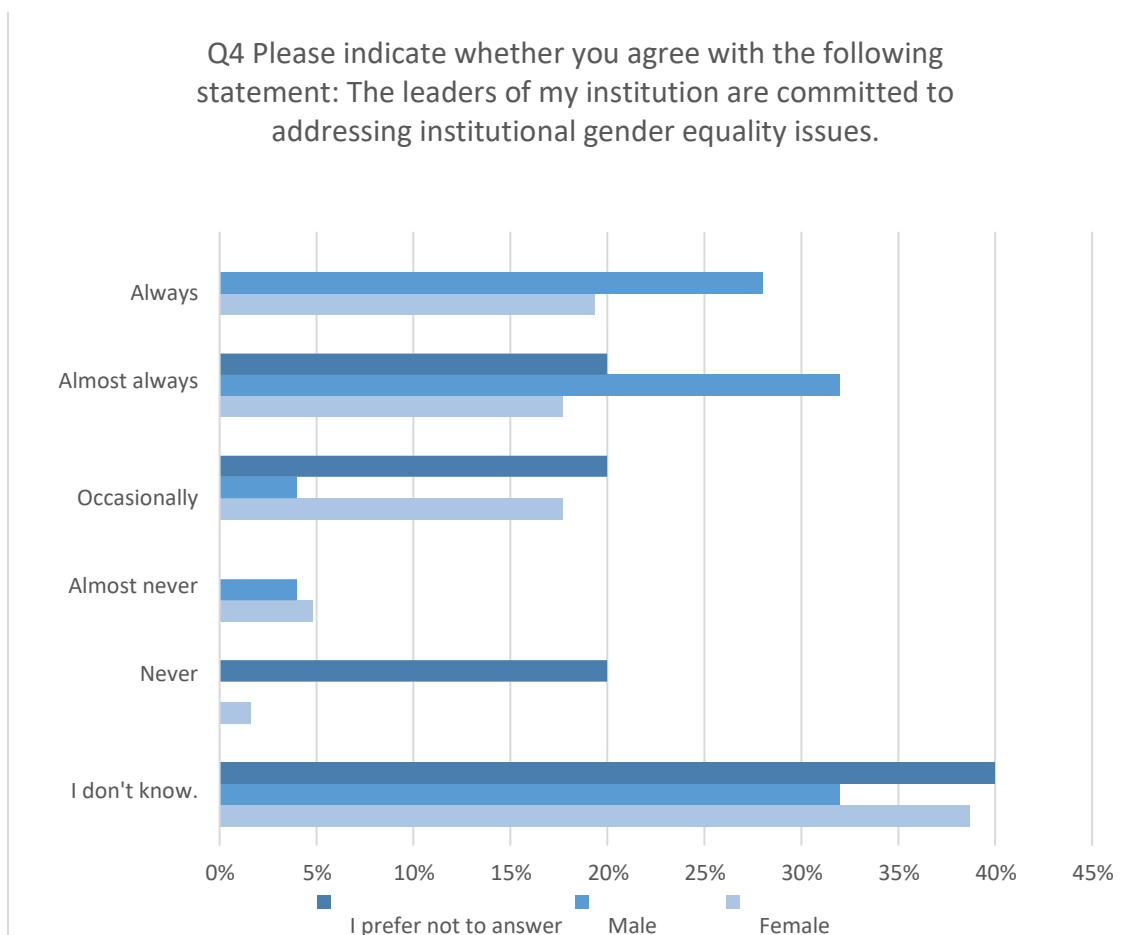
Qualitative Data

In order to know the scope of communication on equality, the survey asked whether or not the person was aware of the Equality Plan implemented by the IIS La Fe. The question and possible answers were as follows:



Participation: 64 F, 25 M, 5 Ns

33% of the women surveyed and 40% of the men surveyed answered that they were not aware that an Equality Plan was in place and 23% said that, although they knew it was in place, they were not well informed. Only 13% of the women say that they are aware of the establishment of the Equality Plan and know it very well, with 0% of the men not answering this option.



Participation: 62 F, 25 M, 5 Ns

In general, there is a high percentage who do not know if the institution's leaders are committed to gender equality, with 39% of women, 32% of men and 40% who preferred not to indicate their gender. In the rest of the responses, no significant differences were observed with respect to the response disaggregated by gender.

We believe that it is essential and necessary to increase the dissemination of the institution's commitment to equality, as well as in the dissemination of the Equality Plans carried out by the institute.

Conclusions

As a result of the diagnosis, it was found that there are difficulties in the internal communication of the institution's commitment to equality, as well as in the dissemination of the previous Equality Plan of the IIS La Fe, since only 9.60% of those surveyed (9 people) indicated that they were aware of the existence of a gender equality plan and knew it well. In this sense, it is striking that the percentage that is unaware of its existence (36.56%), which added to the rest of the sections that also show a lack of knowledge on the subject, shows that there is room to inform the Institute's staff of the measures adopted in this area. Therefore, there is a need to improve internal communication and dissemination of the actions of the equality and gender culture plan.

On the other hand, the existence of information on cases of victims of gender violence and actions carried out is unknown, and it is for this reason that the need to implement measures for prevention, protection and accompaniment of women victims of gender violence in the institution is detected.

It is important to point out that the Department of Science Communication and Dissemination of the IIS La Fe carries out annual activities with the aim of promoting inclusion, diversity and gender equality in science communication and dissemination.

Activities for the promotion of equality and non-sexist language

IIS La Fe promotes and organizes every year, specific activities to commemorate February 11, the International Day of Women and Girls in Science. The International Day of Women and Girls in Science was proclaimed in 2015 by the United Nations Assembly in order to achieve equal access and participation of women and girls in science, to work towards achieving equality. These actions, as activities related to science education and citizen participation of IIS La Fe, are part of the outreach strategy [Tu hospital investiga-RRI](#) (Your hospital investigates-RRI) for the promotion of actions to make visible the diversity of gender and identities in science and to promote scientific literacy among schoolchildren and non-university youth, especially among girls and adolescents.

- **2022**

[El IIS La Fe convoca el concurso de dibujo '¿Cómo es para ti una científica?' para conmemorar el 11F \(IIS La Fe announces the drawing contest 'How is a scientist for you?' to commemorate the 11F\)](#)

[El II concurso de dibujo '¿Cómo es para ti una científica?' del IIS La Fe ya tiene ganadores \(The II drawing contest 'How is a scientist for you' of the IIS La Fe already has winners\)](#)

- **2021**

[Las investigadoras del IIS La Fe conectan con más de 300 estudiantes con motivo del Día de la Mujer y la Niña en la Ciencia](#)

[\(IIS La Fe researchers connect with more than 300 students on the occasion of the Day of Women and Girls in Science\)](#)

- **2020**

[El IIS La Fe celebra el Día Internacional de la Mujer y la Niña en la Ciencia](#)
[\(IIS La Fe celebrates the International Day of Women and Girls in Science\)](#)

- **2018**

[Las investigadoras del IIS La Fe participan en los eventos del Día de la Niña y la Mujer en la Ciencia](#)
[\(Researchers from IIS La Fe participate in the events of the Day of Girls and Women in Science.\)](#)

On the other hand, the Communication Plan of the IIS La Fe foresees, in line with the publication "[Towards an inclusive communication of science: Reflections and successful actions](#)" published by the FECYT in March 2022, the development of a guide that addresses the main aspects to be taken into account for the design and implementation of science outreach projects with an inclusive approach. In this sense, in activities related to the field of science education, special attention will be paid to groups traditionally excluded from communication and outreach by the socio-cultural environment, risk of social exclusion, disability, as well as LGBTBI+ groups and individuals.

Therefore, in line with the IIS La Fe Communication Plan includes a guide with indications on the use of inclusive, non-sexist and integrating language in line with those used in the activity and various communication media (web, press releases, social networks, publication of calls).

- Use collectives, when we have both masculine and feminine terms that refer to both sexes.
 - ✓ Director → Dirección
 - ✓ Gerente → Gerencia
- Use of gender-neutral personal names or impersonal constructions:
 - ✓ Los investigadores → El personal investigador
 - ✓ Enfermeras y médicos → El personal sanitario
- Ensure symmetrical use of masculine and feminine genders, both in treatment and position (alternate the position of feminine and masculine gender).
- Use of determiners without gender marking:
 - ✓ El solicitante de la ayuda → Quien solicite la ayuda o cada solicitante de la ayuda
- Sexist use of images: avoid the use of images showing only male figures representing staff
-

This guide is inspired by the Brief Guide for a non-sexist use of language in the health field of the Conselleria de Sanitat Universal i Salut Pública that can be consulted in the section of the IIS La Fe website 'Research Staff Area' (['Área del Personal Investigador'](#)) and in the recommendations of the Charter on Inclusive Language ([Carta sobre Lenguaje Inclusivo](#)) of the Association of Women Researchers and Technologists (AMIT) to which IIS La Fe adhered in 2021.

ACTION PLAN

The Equality Plan of the IIS La Fe is structured in 7 areas of intervention, with their corresponding actions, which are shown in the following scheme. As it is an instrumental public sector organization, the actions that require economic endowment are subject to the budget endowment and its previous approval by the Treasury.

This action plan is designed once the qualitative and quantitative diagnosis has been completed, establishing a time frame and with which progress will be made towards **equality** and **diversity** within the Institute.

Area of access to employment and recruitment
Action 1: Design and implement a welcome protocol for new personnel using new technologies.
Action 2: Promote accessibility and protection for victims of gender-based violence.
Action 3: Management commitment to implement and develop strategies to stabilize the personnel hired by IIS La Fe, in line with current legislation.
Action 4: Review the selection and hiring protocol with a gender perspective in conjunction with the Equality Plan Follow-up Commission.
Action 5: Sensitize and train the personnel of the Evaluation Commissions and/or Tribunals to avoid gender inequalities
Action 6: Ensure a balanced presence of women and men in the selection bodies, without violating the principles of professionalism and specialization of their members.

Area of conciliation and co-responsibility
Action 1: Development of a unified protocol for requesting, managing, and granting leaves and leaves of absence.
Action 2: Dissemination of information on reconciliation measures in IIS La Fe through an internal communication campaign.
Action 3: Equalization of the enjoyment of leaves and leaves of absence for unmarried couples with marital unions.
Action 4: Extend and involve people on leave or leave of absence to care for children or family members in the actions of the IIS La Fe training plan. Prioritize their training in the first year of their incorporation
Action 5: Allow leave of absence of up to one year in cases of an international adoption with a limit of 2 adoptions and enjoyed in different years.
Action 6: Establish unpaid or recoverable leaves of absence to attend marriages or deaths of family members up to the 3rd degree of consanguinity and affinity.

<p>Action 7: Impact study to promote teleworking in positions susceptible to this modality.</p>
<p>Action 8: Study and establish other procedures for time slippage, flexible working hours and choice of time slots, in an objective and transparent manner, for those who exercise their rights of reconciliation and co-responsibility. *</p>
<p>Action 9: Study and promote the possibility of accumulating or compacting the reduction of working hours for the care of minors or dependents into full working days, whenever possible due to the needs of the service/area. *</p>
<p>Action 10: Increase the % to replace people who exercise their rights to leave for the birth of a daughter or son, adoption, or leave of absence for the care of children and dependents. *</p>
<p>Action 11: Study the implementation and dissemination of leave for the care of a nursing infant, which can be extended to 12 months (Art. 37.4 of the ET). *</p>
<p>Action 12: Carry out awareness and sensitization campaigns on family co-responsibility and new masculinities, including training.</p>
<p>Action 13: Implement a registry broken down by category and sex of dependent descendants and dependent ascendants (voluntary), as well as a registry of requests for co-responsibility leave, with the granting and denial of such leave, with reasons.</p>

Area of awareness, training and promotion
<p>Action 1: Attendance at training actions broken down by gender.</p>
<p>Action 2: Promote online training modalities. As a general rule, they will take place during working hours. If this is not possible, reasons will be given.</p>
<p>Action 3: Ensure that training actions are carried out during working hours. Those actions that take place outside working hours must be justified and will be counted as working hours.</p>
<p>Action 4: Specific training actions on equality, adapted to all personnel according to their functions and responsibilities.</p>
<p>Action 5: Training and awareness-raising actions on equal opportunities and non-discrimination for the institution's personnel, recommended for a minimum duration of 10 hours, offered annually to new recruits.</p>
<p>Action 6: Training programs in female leadership adapted to the scientific and research sector, with the commitment to promote and strengthen managerial skills and access to positions of responsibility.</p>
<p>Action 7: Raise awareness and promote research from a gender and inclusion perspective (avoiding the androcentric vision).</p>

<p>Action 8: Training in gender perspective for personnel responsible for the different areas: research, platforms and management, including HR personnel, the recommended minimum duration of 30 hours.</p>
<p>Action 9: Specific training for the people in charge of monitoring the Equality Plan. Minimum 60 hours (Recommended)</p>
<p>Action 10: Transversal, specific and mandatory implementation of all training on equality.</p>
<p>Action 11: Job description project.</p>

Area of balanced representation
<p>Action 1: Promote an increase in the allocation of women in the governing bodies and scientific committees to reflect the representation of women in the IIS La Fe, which is currently 72.8%.</p>
<p>Action 2: Promote and encourage projects in which women are promoted as principal investigators (co PI) by introducing a tie-breaker clause of being a woman PI when there are calls for proposals with a limit of projects.</p>
<p>Action 3: Promote and encourage the presence of women in positions of responsibility in the research groups, establishing KPIs to be defined with the Research Commission that positively value those groups with an equitable representation in accordance with the representation of women in the staff.</p>

Area of remuneration and salary audits
<p>Action 1: Annual compensation register in order to detect possible salary gaps from a gender perspective.</p>
<p>Action 2: Design an equitable and objective remuneration policy that guarantees the absence of gender bias.</p>
<p>Action 3: Job evaluation to avoid bias. Present to the Equality Plan Monitoring Committee the salary audit using the tool of the Ministry of Equality.</p>

Area of occupational health, prevention of harassment at work and on the grounds of sex, sexual orientation or identity
<p>Action 1: Training in occupational risk prevention with a gender perspective. Specific training on sexual harassment and harassment based on sex, sexual orientation or gender identity, recommended for a minimum of 16 hours. This training will be offered annually for newly hired personnel. *</p>
<p>Action 2: Review and update of documents related to the protocol on sexual harassment and harassment based on sex, sexual orientation or gender identity. This review will be carried out within the Equality Plan Negotiating Committee. The institution goes beyond mere compliance with the law. It will undertake to provide counselling, assistance and psychological support to victims of sexual and gender-based harassment. *</p>

<p>Action 3: Dissemination of the declaration of principles. The Institution will also declare itself against any type of LGBTIphobic discrimination or violence. Zero tolerance will be included in the welcome manual as a guide to good practices.</p>
<p>Action 4: Internal communication campaign to publicize the sexual harassment and gender-based harassment protocol of IIS La Fe.</p>
<p>Action 5: IIS La Fe will offer global protection to victims of sexual and gender-based harassment. In addition to the work environment, accompaniment and psychological support will be included if necessary for recovery. *</p>
<p>Action 6: Develop PRL with a gender perspective.</p>
<p>Action 7: Analyze the occupational health needs of women, making the necessary adaptations to apply the gender perspective (uniforms for pregnant and breastfeeding women, first aid kit that includes needs derived from menstruation, etc.).</p>
<p>Action 8: Review the procedures to include the gender variable in psychosocial risks for implementing the RRL Prevention Plan and Occupational Health. Establish effective measures to avoid inequalities derived from the double presence. *</p>
<p>GENDER VIOLENCE **</p>
<p>Action 9: Prepare a document that compiles the labour and social security rights recognized in the legislation and labour agreement, as well as an agile and efficient procedure for requesting these rights to prioritize the needs of the Victims of Gender Violence. These measures will include reserving the job position for two years, as indicated in the Law.</p>
<p>Action 10: Make available to the Victims of Gender Violence a comprehensive service of accompaniment and psychological support. *</p>

Area of communication and non-sexist language

<p>Action 1: Internal and external communication audit of the use of the inclusive and non-sexist language of IIS La Fe. Review of corporate documents.</p>
<p>Action 2: Design and implement a work climate survey with a specific section on Corporate Social Responsibility (CSR), Equality and Diversity measures.</p>
<p>Action 3: Continue and expand the commemoration of key equality days through specific communication campaigns. Expand collaborations (minimum two campaigns per year, one of them 11F).</p>
<p>Action 4: Communication of the IIS La Fe Equality Plan to the staff. Presentation of this Plan and of the CNPI.</p>

Action 5: Dissemination of the Non-sexist Language Manual. Included in the Communication Plan.

Action 6: The annual Training Plan will include a training action on non-sexist and inclusive language in terms of internal and external communications, also adapting images free of gender bias. *

Action 7: Review inclusive language: special incidence when talking about families, couples and single parents, two women, two men...). *

Action 8: Create an "Equality Mailbox" or similar, so that IIS staff can channel suggestions, complaints and contributions on equality. *

Action 9: Carry out a survey on the perception of Equality, to update the data available at the time of the approval of this Equality Plan. This questionnaire will be elaborated on adapting the recommendations of the competent bodies on Equality. *

*The measures of the plan that require economic endowment are subject to budgetary endowment and prior approval by the Treasury. Pending review and development in the Equality Plan Follow-up Commission.

5.1. Area of access to employment and recruitment

AREAS TO BE DEVELOPED

Access to employment is a fundamental pillar to guarantee selection processes free of discrimination and, of course, in compliance with the principles of equality, merit and ability, thus guaranteeing equal access and promotion for women.

DIAGNOSIS

As a result of the diagnosis made in the previous section, we highlight mainly the problem of temporary employment in the health research sector, which is one of the main reasons for dissatisfaction among the staff.

On the other hand, the Institution does not currently have a Welcome Plan designed, which is the main source of communication to new workers who join the Institute, especially in terms of gender equality. Likewise, although a protocol for the inclusion of people with functional diversity has been established, no measures have been found to favour accessibility for other vulnerable groups such as victims of gender violence.

GENERAL OBJECTIVE

- Promote and reinforce objective and merit-based recruitment, ensuring that people who take up a job at IIS La Fe do so under equal conditions.
- To give continuity to the management strategies in order to achieve greater stability for scientific personnel, since this is the main problem in the sector.

ACTION PLAN

Action 1: Design and implement a welcome protocol for new personnel using new technologies.

TARGET AUDIENCE: Personnel who have access to work at IIS La Fe.

METHODOLOGY

The IIS LA FE has a Welcome Manual in an online format and available on the web, which is provided to new staff. Its content will be revised and sent in a welcome e-mail so that it is always available for staff to consult. At the same time, a Corporate Integration Program for new personnel will be included in the training plan.

RESOURCES

- **Human resources:** personnel from the Personnel Development area, in charge of reviewing the contents and updating them. Quality area personnel for traceability and follow-up of the procedure. Communication area for an accessible and attractive design.
- **Material resources:** current welcome manual.

TEMPORALIZATION: the action will be carried out during the third quarter of 2022

EVALUATION INDICATORS

- Evaluation of modifications and count of visits to it. The higher the number of visits, the more useful the program will be.
- Corporate Integration Program Satisfaction Survey.

OBSERVATIONS: Content will be reviewed using inclusive language and ensuring easy accessibility.

PROPOSALS FOR IMPROVEMENT: The guide will be available to everyone before and during their time with the institution. In addition, time will be devoted to its presentation in the Corporate Integration Program.

Action 2: Promote accessibility and protection for victims of gender-based violence.

TARGET AUDIENCE: People applying for a job at IIS LA FE

METHODOLOGY:

The public calls for the employment of the IIS LA FE to assess the applications based on various criteria to establish each applicant's score subsequently.

In the case of victims of gender violence, as it is already done with people with functional diversity, it will be included in the procedure and call (merit assessment) and 0.1 points will be assigned in order to facilitate their access to the labour market and, in this case, to be employed in IIS LA FE.

RESOURCES:

- **Human Resources:** Personnel in charge of defining the bases and their subsequent evaluation.

TIMING: the action will begin to be implemented during the fourth quarter of 2022..

EVALUATION INDICATORS: annually, the number of people who have accessed a job in IIS LA FE and are/have been victims of gender violence will be reviewed, taking into account the applications that met this requirement.

OBSERVATIONS: after the implementation of the action, the extension of the measure to other vulnerable groups or groups with labor market integration problems will be considered.

- **PROPOSALS FOR IMPROVEMENT:** If there are no candidates who meet this requirement, new strategies will be considered to allow this group to learn about the possibility of working at IIS LA FE.

Action 3: Management commitment to implement and develop strategies to stabilize the personnel hired by IIS La Fe, in line with current legislation.

TARGET AUDIENCE: IIS LA FE Personnel

METHODOLOGY

The problem of temporary employment in the health research sector is one of the main reasons for dissatisfaction among the people working there; however, the new legislation will favour the stabilization of personnel.

RESOURCES

- **Human Resources:** management team of IIS LA FE.

TIMING: The action is already being carried out in compliance with current legislation and the institute's values of improving staff conditions.

EVALUATION INDICATORS: In 2026, at the end of the Plan's term, the following aspects will be evaluated:

- Analysis of the situation and evolution 2022-2026.
- Legislative modifications made at the regional or national level that allows the Institute to contract and formalize permanent contracts at IIS La Fe freely.

OBSERVATIONS: Based on the principle of transparency, the entire workforce will be informed of the results.

PROPOSALS FOR IMPROVEMENT: Situation analysis in 2023.

Action 4: Review the selection and hiring protocol with a gender perspective in conjunction with the Equality Plan Follow-up Commission.

TARGET AUDIENCE: Personnel who have access to work at IIS La Fe.

METHODOLOGY

- The Personnel Development area will review the current hiring protocol (merit-based competition): non-sexist language, the composition of tribunals, etc., from a gender perspective in order to identify improvements.

RESOURCES

- **Human Resources:** Personnel development area's personnel, in charge of reviewing the contents and updating them. Personnel from the quality area for traceability and follow-up of the procedure. Collaboration of the Equality Monitoring Committee.
- **Material resources:** models of public announcements and procedure.

TIMING: 3rd quarter 2022

EVALUATION INDICATORS

- Include a section in the protocol and documentation of the same, where the review of the same is reflected.

OBSERVATIONS: NA

PROPOSALS FOR IMPROVEMENT: Midway through the term of the equality plan, review the protocol and documentation again. If necessary, this should be done before this time.

Action 5: Sensitize and train the personnel of the Evaluation Commissions and/or Tribunals to avoid gender inequalities

TARGET AUDIENCE: Personnel serving on such committees or tribunals

METHODOLOGY

- Online training action for the personnel participating in these commissions.
- It will be included in the annual training plan of the IIS La Fe.
- It will affect working personnel. In the case of non-working personnel, training in Equality will be requested in case they have it. Otherwise, it would be recommended.

RESOURCES

- Human Resources will be responsible for including this training action in the annual training plan, as well as for its implementation and evaluation.

TIMING: Second quarter of 2023

EVALUATION INDICATORS

- Satisfaction surveys on the training received.

OBSERVATIONS: NA

PROPOSALS FOR IMPROVEMENT: Include the persons who could replace the head of the area after having reached 90% of the personnel formed as members of said commissions and/or tribunals.

Action 6: Ensure a balanced presence of women and men in the selection bodies, without violating the principles of professionalism and specialization of their members.

TARGET AUDIENCE: People belonging to these bodies.

METHODOLOGY: at present, the number of women on the selection board is at least 2 women out of the three members of the selection board.

Should this circumstance change, the CSPI would propose actions to correct and/or seek this balanced presence.

RESOURCES

- CSPI will monitor for changes in this circumstance.

TIMING: During the lifespan of the plan

EVALUATION INDICATORS

- Annual review of the members of this body.

OBSERVATIONS: NA

PROPOSALS FOR IMPROVEMENT: The person in charge of the administrative management of the calls for proposals will ensure the achievement of this action.

5.2. Area of conciliation and co-responsibility

AREAS TO BE DEVELOPED

It is not only important to introduce tools that enable reconciliation, but also co-responsibility between women and men, so that men and women share the family burden equally.

The reconciliation of work, family and personal life is one of the main obstacles. The difficulty of reconciling working hours with family and free time is greater in the case of women, especially due to the traditional role they have been assigned as caregivers and those responsible for domestic management.

DIAGNOSIS

As we have seen in the diagnosis, in general terms, work-life balance is perceived as a positive area in IIS LA FE; the staff shows high awareness of time management measures such as teleworking and maternity, paternity, adoption or parental/family leave.

Although reconciliation is not perceived to be extremely difficult, procedures and communication of the measures in place need to be improved.

GENERAL OBJECTIVE

- Introduction of new work-life balance measures that represent progress in this area.
- Establish unified guidelines for the request of leaves and leaves of absence.

ACTION PLAN

Action 1: Development of a unified protocol for requesting, managing, and granting leaves and leaves of absence.

TARGET AUDIENCE: All the staff of IIS LA FE.

METHODOLOGY

With the aim of clarifying the existing criteria, both legally established and at the Institute's own initiative, a protocol will be drawn up containing the guidelines to be followed for requesting permits and licenses, as well as the conditions that must be met for them to be granted and the possibility or not of compensating them. Special attention will be paid to the determination of communication channels and processes.

RESOURCES

- **Human Resources:** if necessary, the support of an expert in labour relations and equality will be provided to establish the protocol to be followed in a simple and understandable manner..
- **Material resources:** IIS la Fe intranet

TIMING: the action will be carried out during the first quarter of 2023.

EVALUATION INDICATORS:

- Number of employees requesting leave of absence; disaggregated by gender.
- Number of hours per year taken on leave, disaggregated by gender.

Action 2: Dissemination of information on reconciliation measures in IIS La Fe through an internal communication campaign.

TARGET AUDIENCE: IIS La Fe Staff.

METHODOLOGY

The People Development area, together with the Communication area, will prepare a campaign to disseminate the measures and the procedure to be followed.

A working session will be held among all the personnel involved in the action to agree on the contents, channels and communication media for all the information to be provided to the workforce, taking into account the characteristics of the personnel and their usual and most easily accessible communication channels.

RESOURCES

- - **Human resources:** Personnel development and communication.
- - **Material resources:** information on work-life balance measures applicable to the workforce, information supports and digital design programs.
- - **Space resources:** online or facilities, Foundation

TIMING: the action will take place during the second quarter of 2023.

EVALUATION INDICATORS

- Number of employees requesting and/or taking leave to reconcile work and family life, broken down by gender.
- Type of leave requested and/or taken by the workforce, disaggregated by gender.
- Replicate the survey on reconciliation measures and, if possible, compare it with the data for 2021.

OBSERVATIONS: The survey will ask about the knowledge of these measures..

PROPOSALS FOR IMPROVEMENT: If the campaign results do not meet the identified needs, alternative dissemination measures will be used, and existing ones will be reinforced.

Action 3: Equalization of the enjoyment of leaves and leaves of absence for unmarried couples with marital unions.

TARGET AUDIENCE: Personnel employed at IIS La Fe in a formalized domestic partnership situation.

METHODOLOGY

The evolution of new forms of cohabitation and family in our society requires an adaptation on the part of companies.

Thus, the paid leaves of absence for people who live together as domestic partners will be equal, with the exception of marriage leave.

The leaves will be granted upon accreditation of the condition through a certificate of cohabitation issued by the competent institution or notarial deed.

RESOURCES

- **Human Resources:** HR and Communication area.

TIMING: the measure will begin to be implemented during the first quarter of 2024.

EVALUATION INDICATORS: analysis of the scope of the measure with an annual indicator of requests: number of people who have availed themselves of the measure and the number of leaves and hours taken, as the case may be; disaggregated by gender.

OBSERVATIONS this measure requires a publicity campaign and, if necessary, inclusion in the collective bargaining agreement after negotiation with the committee.

Action 4: Extend and involve people on leave or leave of absence to care for children or family members in the actions of the IIS La Fe training plan. Prioritize their training in the first year of their incorporation

TARGET AUDIENCE: Any person employed at IIS La Fe on leave of absence for family care and/or maternity/paternity/paternity leave.

METHODOLOGY

In order to guarantee equal opportunities and working conditions for all staff, as well as to retain talent within IIS La Fe, training will be provided to staff on maternity/paternity leave and leave of absence for child or family care under the same conditions of access as for active staff.

Information on the actions offered and registration will be facilitated by means of an on-line questionnaire and, as far as possible, actions in the distance/tele-training/on-line modality will be sought.

RESOURCES

- **Human Resources:** the HR area will give impetus, coordination, supervision and evaluation of the action.
- **Material resources:** access to on-line training
- **Financial resources:** adaptation of the intranet for enrollment in training plan actions.

TIMING: The action will be implemented during the third quarter of the years 2022, 2023, 2024, 2025 and 2026

EVALUATION INDICATORS: The degree of acceptance of the measure will be assessed through the number of people who are or have been on leave or parental leave and who have received training from the Institute.

OBSERVATIONS: Personnel on voluntary leave of absence will be excluded from the measure.

PROPOSALS FOR IMPROVEMENT: Proposals for improvement and suggestions from the personnel concerned will be taken into account, introducing the changes deemed appropriate for the future in order to ensure sufficient use of the measure.

Action 5: Allow leave of absence of up to one year in cases of an international adoption with a limit of 2 adoptions and enjoyed in different years

TARGET AUDIENCE: All personnel who are part of IIS La Fe..

METHODOLOGY

The current procedure for the adoption of minors, especially if it is international, can entail a greater amount of paperwork and bureaucracy that delays the process. In order to facilitate this method, leave of absence will be provided to personnel who decide to adopt beyond our borders; up to one year's duration.

In any case, the enjoyment of this type of leave will be limited to 2 times, must be requested in different years and will guarantee the job position when the person returns to the Institute once the period of leave has ended.

RESOURCES

- **Human resources:** the Personnel Development area will be in charge of processing and verifying the conditions of the permit; and communicating it to the necessary areas to make it effective.

TIMING: The measure will begin to be implemented as of the first quarter of 2023.

EVALUATION INDICATORS: Number of leaves of absence for international adoption requested, disaggregated by sex.

OBSERVATIONS: The Institute will endeavor to ensure that vacancies generated by this type of leave of absence are covered during its duration by means of an interim contract, so that it does not entail an additional workload on other workers or departments.

PROPOSALS FOR IMPROVEMENT: As this is a new measure, once the 2022-2026 Equality Plan is in force, the introduction of new types of leaves of absence or the modification of those already in force will be assessed.

Action 6: Establish unpaid or recoverable leaves of absence to attend marriages or deaths of family members up to the 3rd degree of consanguinity and affinity

TARGET AUDIENCE: All the staff of IIS La Fe.

METHODOLOGY

With the aim of facilitating reconciliation measures beyond what is legally established, unpaid or recoverable leaves will be granted, at the choice of the worker; for the attendance to marriages or deaths of relatives up to the third degree of consanguinity and affinity.

The number of days of leave shall be the same as those established in the current regulations applicable to those requested for the attendance of family members of the first degree of consanguinity.

RESOURCES

- **Human resources:** the personnel development area will be in charge of managing, communicating and registering permits.

TIMING: The action will begin to be implemented in the first quarter of 2024.

EVALUATION INDICATORS: After the first year of implementation of the measure, the following data will be analyzed:

- Number of permits requested based on this action, disaggregated by gender.
- Duration of leave taken, in days; disaggregated by sex.

OBSERVATIONS: Depending on the results obtained through the analysis of the indicators, the functionality of the measure will be assessed, as well as its modulation.

PROPOSALS FOR IMPROVEMENT: The Institute will promote that the measure is known by all the staff.

Action 7: Impact study to promote teleworking in positions susceptible to this modality

TARGET AUDIENCE: IIS La Fe staff members who occupy a position susceptible to performing part of their tasks through teleworking.

METHODOLOGY

The COVID-19 health crisis suffered during 2020-2022, accelerated the business processes of digital adaptation and teleworking of all types of jobs. The case of IIS La Fe was no exception, and what could have been pilot projects by departments and/or specific positions, became an obligation for a significant part of the workforce.

A compilation of the jobs that are susceptible to perform part of their tasks in teleworking mode will be carried out, and an analysis will be made on the feasibility of the staff that occupies these positions can telework for **30% of their monthly hours**, if they wish so.

RESOURCES

- **Human resources:** the support and advice of an external person expert in equality and labor relations will be necessary.
- **Material resources:** the Institute will guarantee that all the personnel that will take part in teleworking measures will have all the computer resources, or of another nature, to carry out their tasks in the same conditions as if they were in the facilities of IIS LA FE.
- **Economic resources:** depending on the feasibility of the project.

TIMING: The analysis will begin to be developed during the third quarter of 2024, so that between the fourth quarter of 2024 and the first quarter of 2025 it will be proposed to the Works Committee.

EVALUATION INDICATORS

Number of working people accessing the telework modality.

OBSERVATIONS: In no case will teleworking entail an economic detriment for the worker, who will maintain their remuneration conditions or any other that they already had in the 100% face-to-face work modality.

PROPOSALS FOR IMPROVEMENT: Gradually, the application of this measure will be assessed as from the second half of 2025.

5.3. Area of awareness, training and promotion

AREAS TO BE DEVELOPED

The incorporation of equality does not necessarily require the implementation of new procedures but rather the commitment and awareness of people, from the highest management bodies, policies and practices that ensure equality between men and women.

DIAGNOSIS

The health sector in general and the research sector is largely feminized; however, measures are needed to ensure equality in management positions, and action can be taken in this area mainly through the review of positions where there is gender bias.

With regard to training, several fronts for action by the Institute have been opened up following the diagnosis. Firstly, it should be a priority to correctly record and monitor the training carried out at the Institute. On the other hand, it is essential to provide training on equality to the staff, since no courses have been given in previous years.

GENERAL OBJECTIVE

Awareness-raising and training actions to promote attitudes and beliefs based on equal opportunities.

Action 1: Attendance at training actions broken down by gender.

TARGET AUDIENCE: All IIS La Fe staff members..

METHODOLOGY

To facilitate future extractions of data that will allow a gender analysis of any training action carried out at IIS La Fe, each and every person attending the sessions will be registered according to gender.

RESOURCES

- **Human resources:** personnel development area, responsible for training plan and quality-scientific area.
- **Material resources:** registration system, online and/or in physical format..

TIMING: The action will be implemented from the third quarter of 2022.

EVALUATION INDICATORS: Within the annual training plan and its evaluation, the number of training actions in which the number of attendees disaggregated by gender has been reported will be detailed and analyzed.

OBSERVATIONS: The data must be reported to the personnel development area, which will be in charge of managing the base.

PROPOSALS FOR IMPROVEMENT: To extend this measure to the actions of the internal training plan for contract personnel and to those organized by the institute.

Action 2: Promote online training modalities. Preferably during working hours.

TARGET AUDIENCE: All IIS LA FE staff members.

METHODOLOGY

As a continuation of the application of new methodologies, a greater amount of online and/or distance training will be introduced in the training plans of IIS La Fe, reaching at least 30% of the offer of all types of actions at the end of this II Equality Plan.

RESOURCES

- **Human resources:** staff of the department responsible for developing the Institute's training plans..
- **Material resources:** access to training in the corresponding digital platforms.
- **Economic resources:** an annual amount will be allocated for online training, which will be approved and included in the annual training plan.

TIMING: The action will be introduced in the training plans to be developed from the fourth quarter of 2023.

EVALUATION INDICATORS: The following data will be evaluated each year:

- Number of online trainings included in the annual training plans.
- Number of people, disaggregated by gender, who have taken online and offline training.
- Number of hours of online training delivered vs face-to-face training, disaggregated by gender..

OBSERVATIONS: The specific needs of each area/project of the Institute will be taken into account; these needs will be communicated by the principal investigator staff who carry out their projects at IIS La Fe.

IMPROVEMENT PROPOSALS: The feasibility and acceptance of online training will be studied annually to increase the %.

Action 3: Ensure that training actions are carried out during working hours.

TARGET AUDIENCE: All the staff of IIS La Fe.

METHODOLOGY

The planning of the training by the personnel development area, priority will be given to its realization within working hours. Those actions that are developed outside working hours, will have to be motivated.

RESOURCES

- **Human resources:** personnel development and other areas involved in training..
- **Material resources:** training actions. Annual training program of IIS La Fe.

TIMING: The action will begin to be implemented from the third quarter of 2024.

EVALUATION INDICATORS

- Number of hours of training given during the working day.
- Number of training hours provided outside the working day.
- The data collected will always be disaggregated by gender.

OBSERVATIONS: Training actions with internal trainers will favor the on-line format.

PROPOSALS FOR IMPROVEMENT: If it is detected that a percentage higher than 20% of the actions included in the training plan are carried out outside working hours, the CSPI will call the persons responsible for the plan to correct this situation.

Action 4: Specific training actions on equality, adapted to all personnel according to their functions and responsibilities

TARGET AUDIENCES: IIS La Fe personnel

METHODOLOGY

Currently it is necessary to provide a gender and equality perspective in the training actions, both to the basic staff and to the team leaders because they manage and lead teams of people, also intervening in selection processes.

Nevertheless, and as a sign of this institution's commitment to equality and diversity, specific training in this area will be included in the annual training plan.

Through training in equality, they will be guaranteed all the necessary means to carry out their tasks and responsibilities in the area of equality.

The training will be given by external personnel specialized in equality, and may be updated on an annual basis for the renewal of concepts and topics.

RESOURCES

- **Human resources:** personnel with expertise in equality to provide technical training.
- **Material resources:** elaboration of didactic materials for the development of the training session that will be provided to the attendees.
- **Economic resources:** for the payment of the training an approximate amount of 1000€/year will be provided, destined to the hiring of external technical personnel.
- **Space resources:** the training will take place in the facilities of IIS La Fe, or otherwise through online means..

TIMING: The training will be given during the term of this plan with review of legislative updates and for new personnel.

EVALUATION INDICATORS: Satisfaction survey..

OBSERVATIONS: Actions will be scheduled in order to facilitate staff attendance. Priority will be given to staff with responsibility in the areas and members of the equality commission.

PROPOSALS FOR IMPROVEMENT: The results of the satisfaction survey, as well as other evaluations and suggestions, will be taken into account for their incorporation in future training courses on equality.

Action 5: Training and awareness-raising actions on equal opportunities and non-discrimination for the institution's personnel.

TARGET AUDIENCES: IIS La Fe personnel

METHODOLOGY

- Design, inclusion and implementation of equality actions within the training plan.

RESOURCES

- **Human Resources:** HR area, external and internal trainers.

TIMING:: During the life of the plan

EVALUATION INDICATORS

- Training action evaluation survey
- Annual number of people who have taken this training

OBSERVATIONS: NA

PROPOSALS FOR IMPROVEMENT::

- The equality plan monitoring committee may provide initial training to new recruits, after they have received the relevant training on equality.

Action 6: Training programs in female leadership adapted to the scientific and research sector, with the commitment to promote and strengthen managerial skills and access to positions of responsibility.

TARGET AUDIENCE: Women who are part of the staff of IIS La Fe, especially those in positions of responsibility.

METHODOLOGY

In order to enhance female leadership and increase its effectiveness, as well as to overcome stereotypes and roles assigned to women in management positions, specialized training in female leadership adapted to the scientific and research sector will be offered.

After studying the offer of training programs of this type, in collaboration with the responsible research personnel, access to this training will be facilitated each year to several women in positions of responsibility.

RESOURCES

- **Human resources:** the selection of the training will be carried out and authorized by the management, in collaboration with the HR area in charge of training and the equality and training committee.
- **Material resource:** access to specific training.
- **Economic resources:** each year, depending on the selected training, a certain amount of money will be allocated for women's access to these programs.

TIMING: The action will begin to be implemented during the second quarter of 2024.

EVALUATION INDICATORS: Through a satisfaction survey and a follow-up survey to assess the implementation of what has been learned.

OBSERVATIONS: Since this is specialized training and not available to the entire workforce, as far as possible, new female empowerment and leadership programs will be sought for women in positions of lesser responsibility, but with a future projection of occupying them, in a gradual manner.

women in positions of lesser responsibility, but with a future projection of occupying them; in a gradual manner.

IMPROVEMENT PROPOSALS: There will be a continuous evaluation of the programs and the necessary improvements will be made to ensure that they meet the needs of female leadership and talent development within IIS LA FE.

Action 7: Raise awareness and promote research from a gender and inclusion perspective (avoiding the androcentric vision).

TARGET AUDIENCE: Personnel assigned to research projects within IIS LA FE.

METHODOLOGY

The collaboration and/or participation of trainers/scientific groups that address this androcentric vision will be counted on in order to transmit their experience, barriers and opportunities..

RESOURCES

- **Human resources:** Expert in combating androcentric vision.
- **Material resources:** objectives and content of the action to be developed.
- **Space resources:** online and/or in the facilities of IIS LA FE.

TIMING: The action will be carried out during the second quarter of 2024..

EVALUATION INDICATORS

- No. of training or dissemination actions
- No. of studies with change of vision driven by this action.

PROPOSALS FOR IMPROVEMENT: Collaboration with other health research centres will be highly valued.

Action 8: Training in gender perspective for personnel responsible for the different areas: research, platforms and management, including HR personnel, the recommended minimum duration of 30 hours

TARGET AUDIENCE: Personnel with responsibility in areas of IIS LA FE..

METHODOLOGY

With the aim of providing knowledge on equality and gender perspective, a training session will be organized by an expert in equality to improve access to employment with a gender perspective.

These target audiences are involved in the selection processes of the projects/areas they manage.

Issues such as adaptability to employment, risk prevention with a gender perspective or drafting job offers in a clear, simple and inclusive way will be addressed.

RESOURCE

- **Human resources:** external professional expert in equality who will be in charge of providing the training.
- **Material resources:** Training manual for attendees.
- **Economic resources:** approx. 500€ for external trainer/expert in equality.
- **Space resources:** IIS LA FE facilities.

TIMING: The training will be given during the first quarter of 2023.

EVALUATION INDICATORS: Degree of satisfaction of the people who will receive the training by means of a questionnaire at the end of the session.

OBSERVATIONS: This action will be as far as possible in on-line format/modality.

PROPOSALS FOR IMPROVEMENT: The contents taught will be reviewed with the aim of adapting them to the needs of the sector and the personnel targeted by the action.

Action 11: Job description project.

TARGET PERSONS: Personnel with responsibility in areas of IIS Le Fe.

METHODOLOGY

In order to clarify the job positions of IIS la Fe, and thus provide the organization with an objective and functional tool to help in the professional classification, an expert consultant in this analysis will be hired.

RESOURCES

- **Human resources:** External consultant and personnel development area.
- **Material resources:** On-line questionnaire for job descriptions.
DPT document.
- **Space resources:** online form, online meetings with the job occupants and managers.
If applicable, IIS LA FE facilities.

TIMING: The action will start in April 2022 (an estimated duration of 6 weeks). **EVALUATION INDICATORS:** Job clarification.

OBSERVATIONS: Project predominantly online. Staff participation.

PROPOSALS FOR IMPROVEMENT: In a second phase/stage, a job evaluation according to current regulations will be possible.

5.4.-Area of balanced representation

AREAS FOR DEVELOPMENT

Despite important advances in equality, women continue to be a minority in positions of responsibility, both in the public and private sectors. The so-called "glass ceiling" is still a barrier for women in terms of professional promotion.

And the research sector is no stranger to this reality.

DIAGNOSTIC

Our reality shows that, although it is true that technical positions/categories are occupied by a greater number of women, it is in the governing bodies where men are more represented, currently 70% -30% approximately. Similarly, we see this underrepresentation in the coordination positions of the research areas and lines of research.

GENERAL OBJECTIVE

- Introduction of measures aimed at achieving greater female representation in positions of responsibility.
- Improve female presence when there is under-representation

Action 1: Promote an increase in the allocation of women in the governing bodies and scientific committees to reflect the representation of women in the IIS La Fe, which is currently 72.8%.

TARGET AUDIENCE: Women employees of IIS LA FE; as well as women candidates for positions in the governing bodies and scientific committees at IIS LA FE.

METHODOLOGY

The Management of the Institute is committed to promoting greater parity between men and women in positions of responsibility: governing bodies and scientific committees, on the date the II Equality Plan ends.

The short-term objective is that at least 40% of these positions should be occupied by the sex with the lowest representation, which, at present, is women. The medium-long term objective will be that the representation in positions of responsibility will be in line with the gender proportionality of the workforce.

RESOURCES

- **Human resources:** Professional expert in equality for counselling.
- **Material resources:** those related to the dissemination and implementation of this action.
- **Economic resources:** an annual amount of 430 Euros is estimated for the promotion and evaluation of the action.

TIMING: The action will begin to be promoted in the fourth quarter of 2023.

EVALUATION INDICATORS

At the time of the final evaluation of the plan, in May 2026, the gender-disaggregated structure of each body will be analyzed.

In addition, a mid-term evaluation will be carried out to determine the degree of compliance with the action and the company's commitment to achieving at least 40% of the underrepresented sex.

OBSERVATIONS

In the event that the objective pursued with this measure is not achieved, in March 2026 a final documented report will be prepared in which the reasons why it has not been possible to achieve it will be argued and demonstrated.

Action 2: Promote and encourage projects in which women are promoted as principal investigators by introducing a tie-breaker clause of being a woman PI when there are calls for proposals with a limit of projects.

TARGET AUDIENCE: Women principal investigators of IIS LA FE, or those who choose to develop a project under the protection of the Institute.

METHODOLOGY

There are public calls for grant funding that impose a limited number of projects to be submitted.

When selecting the projects to be presented, in the event that the number of projects to be evaluated is greater than the limit imposed in the call, priority will be given to projects presented by women principal investigators.

RESOURCES

- **Human resources:** personnel in charge of evaluating the projects submitted to the calls for proposals.
- **Material resources:** available calls and project selection criteria to be applied.

TIMING

The action will begin to be implemented during the third quarter of 2024.

EVALUATION INDICATORS

- Number of projects presented by female principal investigators. Number of projects led by women as principal investigators.

- Number of projects submitted by female principal investigators when the call has a limit on the number of projects to be submitted.

OBSERVATIONS

The same tie-breaker criterion will be applied in calls where there is no limit on the number of projects to be presented.

PROPOSALS FOR IMPROVEMENT

If this measure fails to increase the number of female principal investigators, new measures will be introduced to achieve this objective.

Action 3: Promote and encourage the presence of women in positions of responsibility in the research groups, establishing KPIs to be defined with the Research Commission that positively value those groups with an equitable representation in accordance with the representation of women in the staff.

TARGET AUDIENCE: personnel with responsibility in areas of IIS LA FE..

METHODOLOGY

The scientific area in collaboration with the HR area will promote the establishment of a procedure and indicators in order to achieve a balanced representation in the positions of responsibility of the different research groups (Co PI's and relief plan).

A work team will be created to define KPI's with the Research Committee in which those groups with an equitable representation and according to the female representation in the staff will be promoted and positively valued..

RESOURCES

- **Human resources:** scientific area together with Personnel Development
- **Economic resources:** approx 500€ for external trainer/expert in equality.
- **Space resources:** facilities of IIS LA FE.

TIMING: start of the project in the fourth quarter of 2022.

EVALUATION INDICATORS: Annual monitoring (KPI's measurement) of equal representation of men and women.

OBSERVATIONS: NA

IMPROVEMENT PROPOSALS: The results will be reviewed annually in order to detect deviations or partial achievement of the objectives and thus implement necessary corrections.

5.5. Area of remuneration and salary audits

AREAS FOR DEVELOPMENT

Salary levels are one of the keys to ensuring equality between women and men in the labour market.

Combating gender bias in personnel remuneration is fundamental. Remuneration policy must ensure that it generates an environment in which merit and skills are key to the salary level and not the sex of the candidate.

DIAGNOSTIC

Through the IIS La Fe pay analysis, we can see a 1.2% pay gap in favour of men.

In general terms and due to the particularities of the entity, the audit results do not show clear differences according to gender. Although it is true that from a gross salary of more than 40,001€/year, the percentage of men occupying these positions is higher, so there is a certain salary gap. Although the people who occupy positions with a remuneration higher than €50,000 are women.

Therefore, as we have detected above, the glass ceiling is perceived in the women's group.

GENERAL OBJECTIVE

Annual monitoring by means of a remuneration register in order to prevent possible gender gaps.

Design and implementation of an objective remuneration policy known to the workforce.

ACTION PLAN

ACTION 1: ANNUAL SALARY REGISTER IN ORDER TO DETECT POSSIBLE SALARY GAPS, INCLUDING TRAINING COLLABORATIONS OF PERSONNEL LINKED TO ISS LA

TARGET AUDIENCE: All staff members of IIS LA FE.

METHODOLOGY

In order to detect and prevent any salary gap in IIS LA FE, an annual salary record will be made.

In the case of detecting a pay gap, its exact amount will be investigated, as well as the necessary measures for its reduction and elimination.

The resulting report will be sent to the Equality Monitoring Committee.

RESOURCES

- **Human resources:** A labour relations professional with expertise in labour law and gender will be in charge of advising.
- **Material resources:** Annual payroll summary.

TIMING

The action will be developed during the first quarter of the following year.

EVALUATION INDICATORS

Indicators evaluated in the consultancy, with special attention to positions with greater responsibility and higher salaries.

OBSERVATIONS

The inclusion of this salary registration service in the specifications for the contracting of the external consultancy service will be assessed.

PROPOSALS FOR IMPROVEMENT

Depending on the annual record, measures will be taken. An annual audit in the middle of the Equality Plan is proposed.

Action 2: Design an equitable and objective remuneration policy that guarantees the absence of gender bias.

TARGET AUDIENCE: All IIS LA FE staff

METHODOLOGY

At this moment, IISLA FE is in the middle of the negotiations of the agreement, where the salary tables and categories are being revised.

The approval of the new agreement will influence the implementation of this action.

RESOURCES

- **Human resources:** HR area and external consultant expert in remuneration.
- **Material resources:** information in the appropriate format so that it is accessible.
- **Economic resources:** for the coordination and evaluation of the action, a budget will be requested for technical advice on the project.
- **Space resources:** intranet.

TIMING

Currently in execution.

EVALUATION INDICATORS

The publication of the information will be verified and that it is available to all personnel employed at IIS LA FE.

OBSERVATIONS

It should be noted that this measure is subject to negotiation with the Workers' Council.

PROPOSALS FOR IMPROVEMENT

Dissemination of the measure through internal channels

5.6. Area of occupational health, prevention of harassment at work and on the grounds of sex, sexual orientation or identity

AREAS FOR IMPROVEMENT

The work environment is key to the development of quality work, as well as the use of the talent of each professional, so that the work is developed with adequate quality and productivity.

This area focuses on ensuring a healthy work environment, both physical and psychological in terms of occupational health.

DIAGNOSTIC

The entity has the need to update and review the harassment protocol, with special attention to sexual harassment or harassment based on sex, sexual orientation and/or gender identity.

GENERAL OBJECTIVE

Provide the staff with the necessary training and resources to deal with sexual or gender-based harassment situations, so that they know how to proceed in case they are aware of or suffer from this type of cases.

Providing staff with workplaces free of discrimination and harassment is fundamental for IIS LA FE.

ACTION PLAN

Action 1: Training in occupational risk prevention with a gender perspective. Specific training on sexual harassment and harassment based on sex, sexual orientation or gender identity, recommended for a minimum of 16 hours. *

TARGET AUDIENCE:

All IIS LA FE staff and new recruits

METHODOLOGY

Inequalities between women and men in turn lead to different exposure to occupational hazards.

Occupational risks must have a gender perspective.

In order to guarantee quality and successful implementation of the II Equality Plan, several training sessions on equality and gender perspective will be carried out, in this specific action it will be focused on risk prevention.

The training will be given by external experts in equality and PRL

RESOURCES

- **Human resources:** Professional specialized in risk prevention with a gender perspective.
- **Material resources:** contents to be taught in the training.
- **Economic resources:** cost of external training estimated at 880€ or it will be carried out through mutual insurance company.
- **Space resources:** if face-to-face modality in the facilities of IIS LA FE or in on-line format

TIMING

The action will be carried out during the second quarter of 2023, 2024, 2025 and 2026.

EVALUATION INDICATORS

Training satisfaction questionnaire.

OBSERVATIONS

The inclusion of this service in the specifications for the contracting of the prevention service will be assessed.

PROPOSALS FOR IMPROVEMENT

The training action will provide us with valuable information for possible improvement actions. It will be given to new personnel.

ACTION 2: REVIEW AND UPDATE OF THE HARASSMENT PROTOCOL, INCLUDING THE SECTION ON SEXUAL HARASSMENT AND HARASSMENT BASED ON SEX, SEXUAL ORIENTATION AND/OR GENDER IDENTITY, WITHIN CSPI.

TARGET AUDIENCE: people employed at IIS LA FE.

METHODOLOGY

Review and update the documents pertaining to the company's workplace harassment protocol, establishing a separate section for sexual harassment and harassment based on sex, sexual orientation and/or gender identity.

To this end, the document "Instructors in case of harassment report" will be updated, updating the persons, if necessary, designated as instructors, who should meet the training and work requirements:

- Seniority in the Institute: more than 2 years.
- Specialized training in the areas of conciliation, psychology or human resources management.
- Must be committed to principles of confidentiality and seriousness.
- It is advisable to belong to the equality commission.

The designated person will be introduced to the rest of the staff, and communication channels will be established to ensure maximum confidentiality.

The person selected to occupy the mediator position will be provided training to improve his/her performance.

RESOURCES

- **Human resources:** Occupational Health and Safety and HR area
- **Economic resources:** harassment counselling fees. An estimated amount of 600€.

TIMING

The action will be implemented from the third quarter of 2023.

EVALUATION INDICATORS

If cases of harassment occur, they will be assessed at the same time.

OBSERVATIONS

Seguimiento y colaboración con un consultor externo.

PROPOSALS FOR IMPROVEMENT

In the event that this new task represents an excessive workload for the mediator, they will be provided with the necessary human or material resources for the correct performance of their activity.

Action 4: Internal communication campaign to publicize the sexual harassment and gender-based harassment protocol of IIS La Fe*

TARGET AUDIENCE: The entire staff of IIS LA FE

METHODOLOGY

The IIS LA FE has a protocol for action in situations of harassment at work; with this Equality Plan we intend to strengthen the dissemination and knowledge of the protocol by the entire staff.

An infographic explaining the protocol will be developed, so that it is easily understandable by all staff; and posted on the intranet. In addition, information will be included regarding the creation of a mediator in matters of sexual or gender-based harassment.

RESOURCES

- **Human resources:** internal and external specialized in workplace harassment and specific in sexual and gender-based harassment. Communication and prevention area.
- **Material resources:** elements for its dissemination.

TIMING

The action will be implemented during the fourth quarter of 2023.

EVALUATION INDICATORS

The working environment survey will ask about the degree of knowledge of the harassment prevention protocol.

If the protocol is activated, the measures and monitoring of the process will be evaluated to detect deviations and/or areas for improvement.

OBSERVATIONS

The harassment prevention protocol will be available on the IIS la Fe intranet.

PROPOSALS FOR IMPROVEMENT

Evaluation and correct measures both in the procedure and the dissemination campaign when detecting incidences.

5.7. Area of communication and non-sexist language

AREA FOR DEVELOPMENT

Communication generates, transmits and transforms values of equality, diversity and inclusion.

The institution's commitment to equality and non-discrimination must be reflected in its internal and external communication policy.

The use of non-sexist language is a way of making visible and measuring the degree of internalization and transversality of the inclusive policies of the entities.

DIAGNOSIS

As a result of the diagnosis, it was found that there are barriers to the internal communication of IIS LA FE.

The difficulty in implementing resources and applications for disseminating employee information, as well as the limitations in the use of corporate e-mails, make it difficult for information to flow.

The use of images and iconography is appropriate and free of gender bias. Regarding the use of inclusive language, protocols in this area have not yet been defined.

GENERAL OBJECTIVE

Improvement of both internal and external communication channels; as well as the effective use of inclusive language.

ACTION PLAN

Action 1: Internal and external communication audit of the use of the inclusive and non-sexist language of IIS La Fe. Review of corporate documents.

TARGET AUDIENCE: IIS la Fe staff and other stakeholders.

METHODOLOGY

Reviewing texts and digital supports (plans, programs, diptychs, posters, instances, forms, templates, etc.) will guarantee that the language used in IIS LA FE respects all groups and avoids, as far as possible, a generic masculine.

From this review, a diagnostic report will be prepared with possible improvements in terms of language, communication and inclusive graphics.

RESOURCES

- **Human resources:** Communication area, and if required, a specialist in inclusive language and communication.
- **Material resources:** templates and channels of the IIS la Fe.

TIMING

The action will be developed during the third quarter of 2024.

EVALUATION INDICATORS

A comparative analysis will be carried out at the end of the Equality Plan.

OBSERVATIONS

If the area of Communication requires specialized training, it will be included in the training plan.

PROPOSALS FOR IMPROVEMENT

After the implementation, the convenience of establishing revision measures will be assessed.

Action 2: Design and implement a work climate survey with a specific section on Corporate Social Responsibility (CSR), Equality and Diversity measures.

TARGET AUDIENCES: IIS la Fe personnel

METHODOLOGY

through an online survey to measure the internal perception of the institute's staff, several variables that influence their satisfaction will be analyzed.

The questionnaire and subsequent analysis will include a specific section on CSR, Equality and Diversity.

RESOURCES

- **Human resources:** HR area and collaboration with a person specialized in gender equality and communication.
- **Material resources:** survey in Google forms or forms 365

TIMING

The action will be carried out during the first quarter of 2023, 2024, 2025 and

2026

EVALUATION INDICATORS

- Annual indicators of the different variables analyzed in the questionnaire.
- Comparative analysis of previous years, if applicable
- Action plan and follow-up
- % participation

PROPOSALS FOR IMPROVEMENT

After the annual review, an action and follow-up plan will be designed.

Action 3: Continue and expand the commemoration of key equality days through specific communication campaigns

TARGET AUDIENCE: People who make up IIS LA FE: staff, managers, management teams, as well as civil society in general.

METHODOLOGY

Two days are currently commemorated on:

- February 11, International Day of Women and Girls in Science.

Therefore, it will be considered to extend it to:

- February 22, European Day for Equal Pay.
- May 28, International Women's Health Day.
- October 19, International Day for the Fight Against Breast Cancer.
- November 25, International Day for the Elimination of Violence against Women.

Both in internal and external communication through social networks.

In this way, we seek to raise awareness in civil society and to make women's role in the research sector more visible.

RESOURCES

- **Human resources:** Communication area together with the Equality Committee.
- **Material resources:** dissemination material, pop-up messages on the intranet, informative posters, etc.

TIMING

The action is already being implemented with some of the days indicated, so it will be carried out from the first quarter of 2023.

EVALUATION INDICATORS

Communications made, number of visits, agreements or collaboration agreements with educational and social entities, etc.

OBSERVATIONS

Collaboration in events of organizations, schools and associations whose purpose is the promotion of social and civil rights.

PROPOSALS FOR IMPROVEMENT

Collaboration of the rest of the staff in proposals for actions. Possibly through the climate survey in the CSR section.

Action 4: Communication of the IIS La Fe Equality Plan to the staff. Presentation of this Plan and of the CNPI.

TARGET AUDIENCE: The entire staff of IIS LA FE.

METHODOLOGY

Specific communication campaign for the presentation of the Equality Plan of IIS LA FE, both to the staff and to the stakeholders of the Institute.

The Communication area together with Personnel Development will carry out a campaign to inform and present the II Equality Plan.

At the same time, this plan will be visible and accessible on the intranet, Web and will be given to new incorporations. In the Corporate Integration Program IISLAFE, there will be a section on the II Equality Plan IIS LA FE.

RESOURCES

- **Human resources:** Communication and HR areas.
- **Material resources:** Those media and communication support considered necessary for the design and dissemination of the campaign.

TIMING

The action will be implemented during the fourth quarter of 2022.

EVALUATION INDICATORS

The degree of staff awareness of the equality measures included in the Plan, through the use of an internal perception or work climate survey.

OBSERVATIONS

Different communication and/or presentations depending on the target audience.

PROPOSALS FOR IMPROVEMENT

In the case of perceiving that the knowledge of the measures is insufficient, the campaign will be reinforced by means considered necessary and appropriate.

Action 5: Dissemination of the Non-sexist Language Manual. Included in the Communication Plan.

TARGET AUDIENCE Staff of IIS LA FE.

METHODOLOGY

Unequal use of inclusive language has been detected, and a manual of non-sexist and inclusive language will be developed.

RESOURCES

- **Human resources:** Communication area and external personnel with expertise in equality and communication
- **Material resources:** current manual guide on non-sexist language.
- **Economic resources:** approximately 820€ for the payment of the equality expert

TIMING

The action will be carried out during the first quarter of 2023.

EVALUATION INDICATORS

Non-sexist language manual

OBSERVATIONS

The manual will be provided to all IIS LA FE personnel; and access will be given to new incorporations with the rest of the welcome material.

PROPOSALS FOR IMPROVEMENT

In case an inadequate use of the guide is detected, specific training on inclusive language will be considered, especially in the area of external communication.

TIMETABLE

Area of conciliation and co-responsibility	1 T	2 T	3T	4T	1T	2T	3T	4T	1T	2T	3T	4T	1T	2T	3T	4T	1T	2T	
Action 1: Development of a unified protocol for requesting, managing, and granting leaves and leaves of absence.																			
Action 2: Dissemination of information on reconciliation measures in IIS La Fe through an internal communication campaign.																			
Action 3: Equalization of the enjoyment of leaves and leaves of absence for unmarried couples with marital unions.																			
Action 4: Extend and involve people on leave or leave of absence to care for children or family members in the actions of the IIS La Fe training plan. Prioritize their training in the first year of their incorporation																			
Action 5: Allow leave of absence of up to one year in cases of an international adoption with a limit of 2 adoptions and enjoyed in different years.																			
Action 6: Establish unpaid or recoverable leaves of absence to attend marriages or deaths of family members up to the 3rd degree of consanguinity and affinity.																			
Action 7: Impact study to promote teleworking in positions susceptible to this modality.																			
Action 8: Study and establish other procedures for time slippage, flexible working hours and choice of time slots, in an objective and transparent manner, for those who exercise their rights of reconciliation and co-responsibility. *																			
Action 9: Study and promote the possibility of accumulating or compacting the reduction of working hours for the care of minors or dependents into full working days, whenever possible due to the needs of the service/area. *																			
Action 10: Increase the % to replace people who exercise their rights to leave for the birth of a daughter or son, adoption, or leave of absence for the care of children and dependents. *																			
Action 11: Study the implementation and dissemination of leave for the care of a nursing infant, which can be extended to 12 months (Art. 37.4 of the ET). *																			
Action 12: Carry out awareness and sensitization campaigns on family co-responsibility and new masculinities, including training.																			
Action 13: Implement a registry broken down by category and sex of dependent descendants and dependent ascendants (voluntary), as well as a registry of requests for co-responsibility leave, with the granting and denial of such leave, with reasons.																			

II IIS LA FE EQUALITY PLAN	2022				2023				2024				2025				2026	
Area of awareness, training and promotion	1T	2T	3T	4T	1T	2T	3T	4T	1T	2T	3T	4T	1T	2T	3T	4T	1T	2T
Action 1: Attendance at training actions broken down by gender.																		
Action 2: Promote online training modalities. As a general rule, they will take place during working hours. If this is not possible, reasons will be given.																		
Action 3: Ensure that training actions are carried out during working hours. Those actions that take place outside working hours must be justified and will be counted as working hours.																		
Action 4: Specific training actions on equality, adapted to all personnel according to their functions and responsibilities.																		
Action 5: Training and awareness-raising actions on equal opportunities and non-discrimination for the institution's personnel, recommended for a minimum duration of 10 hours, offered annually to new recruits.																		
Action 6: Training programs in female leadership adapted to the scientific and research sector, with the commitment to promote and strengthen managerial skills and access to positions of responsibility.																		
Action 7: Raise awareness and promote research from a gender and inclusion perspective (avoiding the androcentric vision).																		
Action 8: Training in gender perspective for personnel responsible for the different areas: research, platforms and management, including HR personnel, the recommended minimum duration of 30 hours.																		
Action 9: Specific training for the people in charge of monitoring the Equality Plan. Minimum 60 hours (Recommended)																		
Action 10: Transversal, specific and mandatory implementation of all training on equality.																		
Action 11: Job description project.																		

II IIS LA FE EQUALITY PLAN	2022				2023				2024				2025				20	
Area of remuneration and salary audits	1T	2T	3T	4T	1T	2T	3T	4T	1T	2T	3T	4 T	1T	2T	3T	4T	1T	2T
Action 1: Annual compensation register in order to detect possible salary gaps from a gender perspective.																		
Action 2: Design an equitable and objective remuneration policy that guarantees the absence of gender bias.																		
Action 3: Job evaluation to avoid bias. Present to the Equality Plan Monitoring Committee the salary audit using the tool of the Ministry of Equality.																		

II IIS LA FE EQUALITY PLAN	2022				2023				2024				2025				2026	
Area of occupational health, prevention of harassment at work and on the grounds of sex, sexual orientation or identity	1T	2T	3T	4T	1T	2T	3T	4T	1T	2T	3T	4T	1T	2T	3T	4T	1T	2T
Action 1: Training in occupational risk prevention with a gender perspective. Specific training on sexual harassment and harassment based on sex, sexual orientation or gender identity, recommended for a minimum of 16 hours. This training will be offered annually for newly hired personnel. *																		
: Review and update of documents related to the protocol on sexual harassment and harassment based on sex, sexual orientation or gender identity. This review will be carried out within the Equality Plan Negotiating Committee. The institution goes beyond mere compliance with the law. It will undertake to provide counselling, assistance and psychological support to victims of sexual and gender-based harassment.*																		
Action 3: Dissemination of the declaration of principles. The Institution will also declare itself against any type of LGBTIphobic discrimination or violence. Zero tolerance will be included in the welcome manual as a guide to good practices.																		
Action 4: Internal communication campaign to publicize the sexual harassment and gender-based harassment protocol of IIS La Fe.																		
Action 5: IIS La Fe will offer global protection to victims of sexual and gender-based harassment. In addition to the work environment, accompaniment and psychological support will be included if necessary for recovery. *																		
Action 6: Develop PRL with a gender perspective.																		
Action 7: Analyze the occupational health needs of women, making the necessary adaptations to apply the gender perspective (uniforms for pregnant and breastfeeding women, first aid kit that includes needs derived from menstruation, etc.).																		
Action 8: Review the procedures to include the gender variable in psychosocial risks for implementing the RRLL Prevention Plan and Occupational Health. Establish effective measures to avoid inequalities derived from the double presence. *																		
GENDER VIOLENCE **																		
Action 9: Prepare a document that compiles the labour and social security rights recognized in the legislation and labour agreement, as well as an agile and efficient procedure for requesting these rights to prioritize the needs of the Victims of Gender Violence. These measures will include reserving the job position for two years, as indicated in the Law.																		
Action 10: Make available to the Victims of Gender Violence a comprehensive service of accompaniment and psychological support. *																		

II IIS LA FE EQUALITY PLAN	2022				2023				2024				2025				2026		
Area of communication and non-sexist language	1T	2T	3T	4T	1T	2T	3T	4T	1T	2T	3T	4T	1T	2T	3T	4T	1T	2T	
Action 1: Internal and external communication audit of the use of the inclusive and non-sexist language of IIS La Fe. Review of corporate documents.																			
Action 2: Design and implement a work climate survey with a specific section on Corporate Social Responsibility (CSR), Equality and Diversity measures.																			
Action 3: Continue and expand the commemoration of key equality days through specific communication campaigns. Expand collaborations (minimum two campaigns per year, one of them 11F).																			
Action 4: Communication of the IIS La Fe Equality Plan to the staff. Presentation of this Plan and of the CNPI.																			
Action 5: Dissemination of the Non-sexist Language Manual. Included in the Communication Plan.																			
Action 6: The annual Training Plan will include a training action on non-sexist and inclusive language in terms of internal and external communications, also adapting images free of gender bias. *																			
Action 7: Review inclusive language: special incidence when talking about families, couples and single parents, two women, two men...). *																			
Action 8: Create an "Equality Mailbox" or similar, so that IIS staff can channel suggestions, complaints and contributions on equality. *																			
Action 9: Carry out a survey on the perception of Equality, to update the data available at the time of the approval of this Equality Plan. This questionnaire will be elaborated on adapting the recommendations of the competent bodies on Equality. *																			

*Las medidas del plan que requieran dotación económica quedan sujetas a la dotación presupuestaria y su previa aprobación por Hacienda. Pendientes de revisión y de desarrollo.

TERM, MONITORING AND EVALUATION

The Equality Commission will be responsible for evaluating and monitoring the Equality Plan 2022 - 2026, and will report on it to the Management of IIS La Fe.

This Commission will hold bi-monthly meetings, whose schedule will be defined at the beginning of the execution of the Plan and which will also include a final annual meeting for the study and analysis of indicators.

Through this follow-up, the compliance and implementation of the measures will be evaluated, with the aim of making the adjustments or modifications that may be required in each case. The person in charge of the periodic follow-up will be responsible for implementing the measures in question according to the scope of application, the functional area affected and the specific subject of intervention.

The monitoring sheets will be sent by the Presidency of the Equality Commission to the Equality Commission itself, in order to develop the intermediate monitoring report (annual) as well as for the final evaluation after 4 years. Before the end of this period, at least six months before the end of this period, the elaboration of the Plan should have been started, which should give continuity to it.

Term

The term of the Plan extends from May 5, 2022 to May 5, 2026.

Throughout its 4-year duration, the different actions established will be implemented according to the calendar assigned to each. At the end of each year, i.e., in the month of May, a follow-up report will be made on the actions carried out during each year, so that possible deviations or misalignments with respect to the initial Plan or possible changes in the Institute's reality can be detected.

Likewise, in May 2026, a final evaluation report of the Plan will be made, which will reflect the achievements and conclusions after its implementation, as well as possible areas for improvement.

Follow-up

The follow-up of any plan or strategy that is implemented is essential to evaluate its effectiveness and to know whether the objectives set are being met; and if not, to introduce improvements in the development of subsequent actions that allow them to be adapted to the reality of the Institute, which may be changing. Even more so, after the health crisis experienced with COVID - 19 during these years, we are forced to reinvent strategies, ways of working, protocols or other fundamental elements in the development of the Institute's daily activity.

The monitoring process of the Plan will be carried out on a biannual basis.

In order to **prepare the follow-up reports**, we will use a series of techniques to detect possible deviations from the objectives set for each action.

- Analysis of the indicators contained in each of the actions.
- Elaboration of evaluation sheets of the fulfilment of the actions according to the result of the indicators.
- Evaluation of the recipients of the implemented actions by means of a standardized questionnaire.
- Analysis of the evaluation of the people receiving the actions..

The **structure** of the **follow-up reports** will cover issues related to the design of the actions and their implementation, and will focus on several axes

1) Evaluation of the actions designed for the period to be followed up:

a) Rationality and coherence of the actions to be evaluated through various indicators:

- Coherence between the defined action and the objective to be achieved.
- Coherence between the actions designed and the objectives they are intended to achieve.
- Duplicities between the defined actions and the achievement of their objectives.
- Adequacy between the beneficiaries and the objective to be achieved with the implementation of the action..

b) Quality in formulation and definition.

- Identification of the persons to whom the action is addressed.
- Identification of the department or area responsible for executing the action.
- Identification of the result to be achieved by the defined action.
- Sufficient number and type of recipients to achieve the objective foreseen in the action.
- Innovative nature of the action defined as pioneering in the application environment.
- Identification of the resources (human, material, etc.) allocated to carry out the action with an adequate quality standard..

c) Its transversality.

- Number of departments or areas of the Institute involved in the action to be evaluated.
- Nature of the departments involved in the action..

d) Its evaluation

- Establishment of a system/methodology for evaluation of the designed action.
- Susceptibility of the designed action to be evaluated..

2) Evaluation of the actions carried out in the period being monitored:

a) Rationality and consistency.

- Adequacy between the proposed action and its execution.
- Coherence between the actions carried out and the objectives to be achieved.
- Possible existence of duplicities between the actions carried out and the achievement of the objectives to which they refer.
- Adequacy between the number and type of people targeted by the action and the objective to be achieved..

b) Transversality.

- Number of company departments involved in the action carried out.

- Nature of the company's departments involved in the action carried out.
- c) **Evaluation.**
- Susceptibility of the implemented action to be evaluated.
 - Evaluation of the action implemented.
 - Results of the external evaluation (people affected by the action) of the action implemented.
- d) **Degree of Plan development/implementation.**
- Comparison between the number of actions designed to be implemented in the time frame to be evaluated and the actions carried out.

Final evaluation

The Plan ends on May 1, 2026, six months before the final evaluation report. In line with the principles of continuous improvement and innovation, the main objective of the final report will be twofold:

- To know the degree of compliance with the objectives set in the Equality Plan 2022 - 2026, based on the effectiveness of each action implemented.
- Detect possible deviations or lack of adjustment in certain areas that allow the introduction of improvements and continue working on them in the future.

The final evaluation report will be structured around 3 main areas, as follows:

1. Evaluation of the actions contained in the Plan.

Specifically, this axis focuses on the detection of possible imbalances or shortcomings that may have occurred during the implementation of the Plan and may have had an impact on the results obtained. The issues to be evaluated and the indicators to which they correspond are as follows:

a. Rationality and coherence of the actions contemplated.

- Coherence between the actions defined and the needs/problems detected in the diagnosis.
- Coherence between the defined actions and the proposed objectives.
- Existence of temporal planning for executing the actions included in the Plan.
- Coherent temporal prioritization between the actions designed and the needs and/or problems detected in the diagnosis.
- Detection of possible duplications between the actions defined and the achievement of the objectives to which they refer.
- Adequacy between the people targeted by each of the actions defined in the Plan and the objective to be achieved with them.

b. Quality in the formulation and definition of the actions included in the Plan:

- Identification of the result to be achieved with each of the defined actions.
- Identification of the people to whom each of the actions is addressed.
- Identification of the department or area responsible for carrying out each of the defined actions.
- Sufficiency of the nature and number of the defined actions to achieve the objectives to which they refer.

- Sufficiency of the number and profile of the people to whom each of the actions are addressed in order to achieve the expected objective.
 - Presence of innovative actions for being pioneers in the application environment.
 - Identification of the resources (human, material, etc.) allocated to each of the planned actions.
- c. Its transversality.**
- Number of departments or areas of the Institute involved in each of the actions to be evaluated.
 - Nature of the departments or areas of the Institute involved in each of the actions designed..
- d. Their ability to be evaluated**
- Definition of an evaluation system/methodology for each of the actions designed.
 - Susceptibility of the actions designed to be evaluated.

2. Evaluation of the actions carried out within the framework of the Plan.

In this second axis, the actions finally implemented and executed within the framework of the Equality Plan 2022 - 2026 will be evaluated; this will make it possible to identify possible mismatches between the actions planned and those executed.

In this sense, the issues to be evaluated and the indicators to analyze them are as follows:

- a. Rationality and coherence of the actions carried out in the Plan:**
- Adequacy between the action planned and the one finally carried out.
 - Coherent temporal prioritization between the actions carried out and the needs/problems detected in the diagnosis.
 - Coherent temporal prioritization between the actions carried out and the objectives to be achieved.
 - Detection of possible duplications between the actions carried out and the achievement of the objective to which they refer.
 - Adequacy between the number and profile of the people targeted by the action and the objective to be achieved..
- b. Quality.**
- Sufficiency of the number and profile of the people ultimately affected by the action to achieve the intended objective.
- c. Its transversality.**
- Number of departments or areas of the Institute involved in each of the actions carried out.
 - Nature of the departments or areas of the Institute involved in each of the actions carried out.
- d. Its evaluation.**
- Susceptibility of the implemented action to be evaluated.
 - Evaluation of the action implemented.
 - Results of the external evaluation of the action implemented; understood as the evaluation by the beneficiaries of the action..
- e. The degree of development/implementation of the Plan.**
- Comparison between the number of actions designed to be implemented and the actions finally executed.
- The techniques used to evaluate this series of aspects and gather information are as follows:
- Content analysis of the Equality Plan 2022 - 2026 and of the actions implemented based on the evaluation indicators defined..

- Standardized questionnaire (Action Fulfillment Evaluation Form) with items based on the defined evaluation indicators.

External evaluations by the beneficiaries of the actions implemented through the standardized questionnaire.

Analysis of the external evaluation of each of the implemented actions.

3. Evaluation of results.

- a. Coverage of the Equality Plan 2022 - 2026
 - Match between the total number of people affected by the Equality Plan 2022 - 2026 and the achievement of its objectives.
 - Match between the type of people affected by the Equality Plan 2022 - 2026 and the achievement of its objectives.
- b. Fulfilment of the objectives defined in the II Plan
 - Relationship between the objectives established in the Plan and those actually achieved at the end of its implementation.
- c. Its effectiveness.
 - Relationship between the actions carried out and the achievement of the determined objectives.
- d. Effectiveness.
 - Relationship between the actions carried out and the actual behavior of the people for whom they were intended.
- e. Sustainability.
 - Relationship between the results obtained and their duration over time once the Plan has been completed.
- f. Degree of satisfaction of the people who have been affected by the Plan.
 - Methodologies and procedures used.
 - Timing.
 - Action planning.
 - Fulfilment of actions.
 - Fulfilment of action areas.
 - Fulfilment of objectives.
 - Effectiveness.
 - Effectiveness.
 - Sustainability.

The tools and techniques for data extraction and valuation based on the detailed aspects are as follows:

- Situation diagnosis.
- Analysis of the Action Fulfillment Evaluation Cards.
- Standardized questionnaire (Results Evaluation Form) with items based on the defined evaluation indicators.
- Final external evaluation by the beneficiaries of the II Plan through an online questionnaire using a professional platform..

Once all the content and data extracted have been analyzed, they will be reflected in a Final Evaluation Report, which will be fundamental for the design of the next Equality Plan 2026-2029 of the IIS La Fe and the continuity of the commitment to effective equality of the Institute.

[Modifications, improvements and included new features](#)

The review and evaluation of the Equality Plan 2017-2021 of IIS La Fe and the preparation of the final follow-up report have allowed to analyze the challenges that the Institute faces in the coming years regarding equality.

The commitment acquired by the different Directorates that the IIS La Fe has had in these years with the principles and values of equality and non-discrimination remains intact; therefore, the decision was made to make a more ambitious Plan, whose development was counted with the hiring of a consultant and specialized staff that through its expertise and background in equality raised a novel methodology at the same time adapted to the needs of the Institute.

In addition, and as the main novelty with respect to the previous Plan, in the preparation of this Equality Plan 2022-2026, the diagnosis of the situation in terms of equality has been deepened.

Another novelty that implies improvements in this Equality Plan 2022-2026 is the calendarization of the actions. These are determined by **quarters** in such a way that the execution period is shortened and the time frame is clarified. There is also a casuistry of actions that are executed annually, which is also reflected in the chronogram.

On the other hand, the resources section has been improved in the explanatory sheets of each action. For each of the actions, the human, material, economic, and, if necessary, space resources required to guarantee the correct development of the action and its implementation, so that the objectives set for each of them are achieved, are detailed. In addition, this also implies a better capacity for forecasting, planning and allocating resources of the Institute each year to ensure all the necessary resources for the correct execution of the Equality Plan 2022-2026.

Finally, the Plan also includes actions that fit in with the trends and needs of the sector itself, especially with greater visibility of women in science and its promotion among girls and young women, as well as the creation of collaboration networks with other organizations in the health sector and other groups dedicated to equality from civil society.

Communication and dissemination

The Equality Plan 2022-2026 affects the entire workforce, so its internal dissemination will be as wide as possible through both the internal communication mechanisms of IIS La Fe, and the opening of a space on the web accessible to all staff, where they can consult the Plan and other documents on the subject that are considered of interest to workers. This space will contain a section for suggestions and opinions to achieve two-way communication that will help improve the implementation of the Plan.

The Plan's existence will be publicized in all documentation related to the European Seal and included in the Center's Welcome Manual and on the intranet.

Finally, in order to mitigate the lack of knowledge of some of the staff about the existence of the Plan (detected in the survey carried out), information about its existence will be included in all communications to workers that may be linked to any of the actions included in the document.

ANNEXES

Annexe I Equality Plan Follow-up Report 2017 - 2021

Annexe I Equality Plan Follow-up Report 2017 - 2021

1. General data

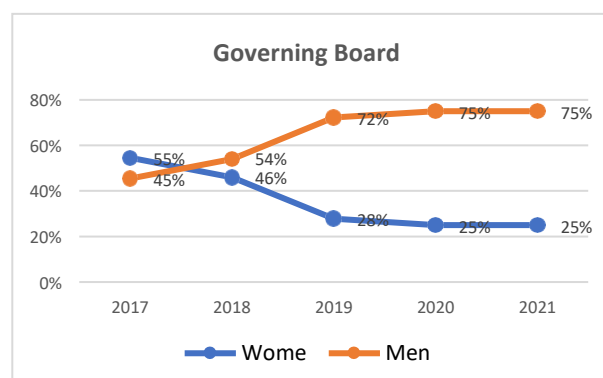
- Company name: Fundación para la Investigación del Hospital La Fe de la Comunidad Valenciana (Foundation for Research at La Fe Hospital of the Valencian Community)
- Report date: September 2021
- Period of analysis: 2017-2021
- Body/Person conducting the analysis: Quality Department.

2. Information on results for each area of action

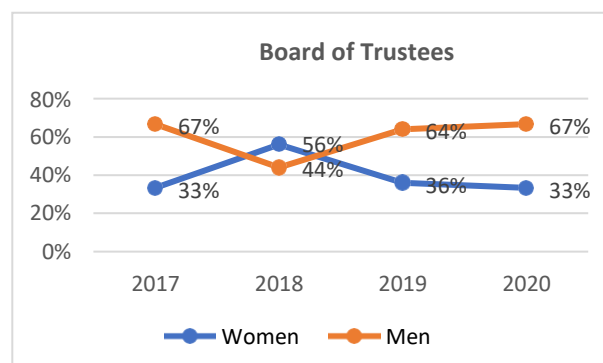
Area 1. Balanced representation

With respect to the composition of the **Governing Board** and the **Board of Trustees**, during these years, an attempt has been made to maintain a balanced representation of men and women, especially in those members who are not appointed on the basis of their position. The data are as follows:

Governing Board								
	2018		2019		2020		2021	
Women	6	46%	5	28%	4	25%	4	25%
Men	7	54%	13	72%	12	75%	12	75%
Total	13	100%	18	100%	16	100%	16	100%

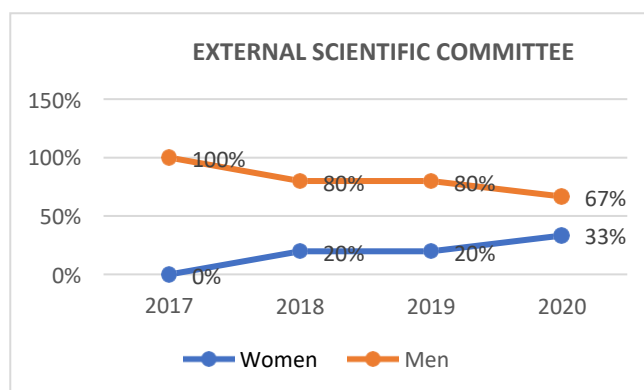


Board of Trustees								
	2018		2019		2020		2021	
Women	5	56%	4	36%	4	33%	4	33%
Men	4	44%	7	64%	8	67%	8	67%
Total	9	100%	11	100%	12	100%	12	100%



As for the **External Scientific Committee**, the data are as follows:

EXTERNAL SCIENTIFIC COMMITTEE										
	2017		2018		2019		2020		2021	
Women	0	0%	1	20%	1	20%	2	33%	2	33%
Men	5	100%	4	80%	4	80%	4	67%	4	67%
Total	5	100%	5	100%	5	100%	6	100%	6	100%



Area 2. Access to employment and promotion

The data related to the area of access to employment and promotion are as follows:

Number of job offers published annually:	
2017	145
2018	102
2019	131
2020	154
2021 (till July)	101

Year	Contracted Research Staff		Contracted Management Personnel		Permanent Research Staff		Permanent Management Staff	
	Women	Men	Women	Men	Women	Men	Women	Men
2017	80	91	27	7	2	0	3	0
2018	162	90	28	7	2	0	3	0
2019	241	89	64	25	2	0	3	2
2020	249	102	52	17	3	0	4	2
2021	237	102	37	7	2	0	5	2



Instituto de Investigación Sanitaria La Fe

The information disaggregated by sex of the people who apply for a job offer of the IIS La Fe is not systematized. Therefore, it is not possible to present data in this regard.

The action of "including in the promotion procedures the provision of a paragraph stating that if there is an underrepresentation of women, a tie-breaking criterion in favour of women" has been rejected. The evaluation and selection of candidates is based on the merits of the professional trajectory of the candidates

Area 3. Awareness, training and research

In 2017 - 2021 no internal satisfaction surveys have been carried out, so it is impossible to know the equality needs of the institute's staff.

Regarding training and gender mainstreaming in research, there have been several courses on "RRI" *Responsible Research and Innovation*, in which the gender dimension in research and innovation has been addressed. These courses are:

- *Women and Biomedical Research (2016, 25 registrants).*
- *Your Hospital Researches for You: Shared Molecular Mechanisms in Familial Heart Disease/Sudden Death and Gynecological Diseases in Women (2017, 40 people registered).*
- *RRI Tools Day: How to Implement Responsible Research and Innovation in the Health sector (2017, funded by the Ministry of Economy, in collaboration with IIS La Fe and the participation of OPESVAL members).*
- *Introduction to Responsible Research and Innovation (RRI) (2019 organized by the Innovative Culture Working Group, ITEMAS Platform).*
- *Innovative Wednesdays: Training in patient involvement before RRI regulations in European and R+D+I projects (2019, 10 people registered).*

In addition, the following conferences have been held to raise the visibility of the female gender in the research field:

- Women and Girls in Science Day. Drawing contest: What is a scientist for you? (2020)
- International Day of Women and Girls in Science, 11 FEB (2021, online event).

In addition, a new website has been launched: <https://www.iislafe.es/es/el-iis-la-fe/rri/>

The follow-up indicators related to the participants in these training actions and events have not been calculated.

Area 4. Occupational health

In April 2020, the La Fe Hospital Research Foundation (Foundation - IIS La Fe) created the Occupational Risk Prevention Area and set up its own Prevention Service.



Instituto de Investigación Sanitaria La Fe

Through the Occupational Risk Prevention (ORP) area, an initial risk assessment has been carried out for all personnel linked to the Foundation - IIS La Fe. These evaluations will be updated with the information of new positions and modifications in existing positions as indicated in the regulations.

The work methodology has been established to carry out the evaluation of sensitive personnel, pregnant and breastfeeding workers, in which the possible risks are defined based on their circumstances and the incompatibility with the risks indicated by the current regulations. This has been documented in the procedures: Procedure for especially sensitive workers (code PRL-GEN-24- TES) and Procedure for workers subject to occupational risk in a situation of pregnancy or breastfeeding (code PRL-GEN-25- EMB).

Specific evaluations have also been carried out for pregnant workers, but there is no record of this activity, and it has not been possible to quantify the indicator.

With respect to measure 4.3, jobs have been adapted for pregnant workers, all of whom have been removed from laboratory functions, working either in offices or teleworking with the consensus of the direct manager.

Although pregnant women have not usually requested a job evaluation but have reported their pregnancy, the Occupational Risk Prevention Department has always assessed whether it is possible to maintain their functions, adapt to the job or, if it is impossible, manage the temporary suspension of the contract with the mutual insurance company.

From 2020 to May 2021, the Foundation - IIS La Fe staff has had no sick leave for work-related reasons arising from their work performance. However, during this period there have been accidents without sick leave. It is not possible to make an evaluation broken down by gender due to the way in which the documentation is filed. The reference document, in this case, is the: Procedure for the Management of Workplace Accidents (*code PRL-GEN-22- IAT*).

Area 5. Reconciliation and co-responsibility measures

In February 2021, a survey was designed and distributed to measure the needs and possible measures of reconciliation of hired personnel. This survey has been carried out to comply with this action and as a source of information for the revision of the Equality Plan. The results are included in a separate report, but by way of summary, the following are the results and conclusions regarding work-life balance:

- *In relation to the work environment and work-life balance, respondents show a high awareness of time management measures and have used some of them on occasion. The most used are teleworking and maternity, paternity, adoption or parental/family leave. The least known ones are also the least used and are those for caring for other family dependents or reduction/flexibility for other reasons (exams, gender violence, etc).*
- *The majority of respondents recognize that time management measures help reconciliation. However, there are some of these measures where this recognition is not so clear, as in the case of part-time contracts, where the percentage of respondents who say that they have a positive effect (27.27%) is similar to those who say the opposite (23.38%).*
-

The measures for reconciling work and family life are included in the Foundation's Collective Bargaining Agreement, which has been disseminated to the staff (at the time of their incorporation), and is available on the IIS La Fe website.

Area 6. Early detection, prevention and protection of victims of gender violence in the workplace

The measures proposed for area 6 have not been implemented..

Area 7. Effective protection against sexual harassment, harassment based on sex, sexual orientation or gender identity, gender identity

In 2017, a working group was created to address the Integrity issues of the 2017 - 2018 Strategic Plan. This group developed a *procedure for addressing and resolving interpersonal conflicts*. The procedure was not implemented, and in 2021, work was done on a new *Action Protocol for the prevention of harassment at work*, which includes the actions to be developed in cases of any type of harassment occurring in the work environment. This procedure has been implemented and is available to all staff since June 2021, through an email sent to all employees and its publication on the IIS La Fe intranet

The other two measures proposed for this area (7.2 and 7.3) have not been implemented.

Area 8. Communication, dissemination

The job titles have been revised, seeking the use of egalitarian language, both on the web page related to the structure of the IIS La Fe, as well as on the employment portal.

Hired personnel are informed of the place where the Equality Plan is available for consultation (transparency portal of the IIS La Fe).

The Equality Plan has been published both on the public access web page (transparency portal) and on the institute's intranet.

Measure 8.3 has not been carried out due to a lack of resources in the area of Communication and Science Dissemination.

➤ *Resumen de datos relativos a la implementación del plan, grado de cumplimiento de planificación y consecución de objetivos*

Area	Objective	Measure	Degree of implementation	Degree of compliance
Area 1. Balanced representation	Promote parity in the composition of collegiate technical bodies (Board/Trustees).	1.1 The appointment of representatives of the collegiate governing bodies (Board / Board of Trustees) shall be carried out in accordance with the principle of balanced presence of women and men, except for justified and objective reasons, and respecting the principles of professionalism and specialization of its members.	HIGH	MEDIUM
Area 1. Balanced representation	Implement parity in the composition of collegiate technical bodies.	1.2 The appointment of representatives to the advisory committees of the IIS La Fe shall be carried out in accordance with the principle of a balanced presence of women and men, except for justified and objective reasons, and respecting the principles of professionalism and specialization of its members.	HIGH	MEDIUM
Area 2. Access to employment and promotion	Guarantee equal access for both sexes in selection processes.	2.1 Disaggregate by sex the data of the selection processes (applications, number of persons presented, selected candidacy).	LOW	LOW
Area 2. Access to employment and promotion	Guarantee the promotion of employment, improving the presence of women when there is under-representation.	2.2 Include in promotion procedures a paragraph stating that if there is an under-representation of women, a tie-breaking criterion in favour of women should be established.	LOW	LOW
Area 3. Awareness, training and research	Analyze the climate in terms of equality	3.1 Design and distribute a survey that looks at the climate and needs of the institute's personnel in terms of equality.	LOW	LOW
Area 3. Awareness, training and research	Promote and encourage awareness and training in gender equality.	3.2 Promote and encourage awareness-raising and training in gender equality.	LOW	LOW
Area 3. Awareness, training and research	Incorporate the gender perspective in research	3.3 Conduct training actions to incorporate the gender perspective in scientific research on health.	MEDIUM	MEDIUM
Area 4. Occupational health	Encourage the adaptation of jobs to avoid sick leave during pregnancy.	4.1 Adapt positions to pregnant women who require it.	HIGH	HIGH
Area 4. Occupational health	Promote the occupational health of female and male employees from a gender perspective.	4.2 To carry out an initial evaluation of the jobs, highlighting the risk perspective of the job in the function of male and female workers, pregnancy and breastfeeding.	HIGH	HIGH

Area	Objective	Measure	Degree of implementation	Degree of compliance
Area 4. Occupational health	Ensure the health of the Foundation's sensitive personnel.	4.3 Promote job mobility due to maternity protection, breastfeeding and situations of special sensitivity.	HIGH	HIGH
Area 4. Occupational health	Investigate which have been the determining illnesses of sick leave, analyzing with a gender perspective the work etiology.	4.4 Analyze whether medical leave includes prototypical male and female illnesses.	HIGH	MEDIUM
Area 5. Conciliation and co-responsibility measures.	Analyze the climate and needs in terms of work-life balance.	5.1 Design and distribute a survey that measures the needs and possible measures for work-life balance emanating from the Institute's employees.	HIGH	HIGH
Area 5. Conciliation and co-responsibility measures.	Promote training in work-life balance schedules.	5.2 Promote that most of the courses offered are held at times that are more suitable for the reconciliation of personal and family life.	LOW	LOW
Area 5. Reconciliation and co-responsibility measures.	Disseminate measures for work-life balance and co-responsibility.	5.3 To inform the entire staff of the work-life balance measures that they can take advantage of.	MEDIUM	MEDIUM
Area 5. Reconciliation and co-responsibility measures.	Raising awareness about work-life balance and co-responsibility	5.4 Inform and make it possible for work meetings to be held at times that are compatible with the reconciliation of personal, family and work life.	LOW	LOW
Area 5. Reconciliation and co-responsibility measures.	Encourage participation in family responsibilities.	5.5 To inform men of their rights in terms of work-life balance in order to raise their awareness of the need for an equal distribution of tasks between men and women.	LOW	LOW
Area 6. Early detection, prevention and protection of victims of gender-based violence in the workplace.	Informing staff about resources and measures for protection and care in the area of gender-based violence.	6.1 Disseminate the existing resources for attention to gender violence in the Generalitat Valenciana. On the website, in the space provided for the equality plan, the resources and measures for protection and care in the area of gender-based violence existing in the Generalitat Valenciana will be published.	LOW	LOW
Area 6. Early detection, prevention and protection of victims of gender-based violence in the workplace.	Promoting protection for victims of gender-based violence.	6.2 Include in the procedure and call for applications a clause that allows this group to be favored in the different procedures launched by the Institute.	LOW	LOW
Area 7. Effective protection against sexual harassment, harassment based on sex, sexual orientation or gender identity.	Effective protection against sexual harassment, harassment based on sex, sexual orientation or gender identity.	7.1 Drawing up a protocol for the prevention, detection, action and resolution of situations of sexual harassment, on the grounds of sex, sexual orientation or gender identity.	HIGH	HIGH

Area	Objective	Measure	Degree of implementation	Degree of compliance
Area 7. Effective protection against sexual harassment, harassment based on sex, sexual orientation or gender identity.	Elaborate and disseminate informative material to prevent situations of sexual harassment based on sex, sexual orientation or gender identity.	7.2 To prevent sexual or gender-based harassment. Ensure a work environment free of harassment. Specific informative material will be designed to raise awareness of the different types of harassment. The material shall be disseminated among the workforce.	LOW	LOW
Area 7. Effective protection against sexual harassment based on sex, sexual orientation or gender identity.	Training to prevent situations of sexual harassment based on sex, sexual orientation or gender identity.	7.3 Conduct training and information sessions to prevent sexual and gender-based harassment. Ensure a work environment free of harassment.	LOW	LOW
Area 8. Communication, dissemination	Eliminate gender bias in the description and naming of jobs at IIS La Fe.	8.1 Review job descriptions using egalitarian language.	MEDIUM	MEDIUM
Area 8. Communication, dissemination	Dissemination of the equality plan to new incorporations.	8.2 Introduce information related to the Equality Plan in the welcome documentation.	HIGH	HIGH
Area 8. Communication, dissemination	Preparation of a style manual with non-sexist language.	8.3 Drawing up a style manual and drafting communications issued by the Institute that includes non-sexist language.	LOW	LOW
Area 8. Communication, dissemination	Dissemination of the plan in corporate portals	8.4 Communicate and disseminate the existence of the plan in the different portals and corporate networks.	MEDIUM	LOW

5. Conclusions and proposals

During the execution of the Equality Plan, years 2017 to 2021, the IIS La Fe has had a high staff turnover rate and changes in the management team, making this a great difficulty for the implementation, measurement and monitoring of the planned measures. Even so, several actions have been developed, especially in the following areas: (1) Balanced representation, (4) Occupational health and (5) Reconciliation and co-responsibility measures.

In general terms, it can be concluded that the lack of continuity of personnel is the greatest difficulty detected in the implementation process.

To highlight as a strong point and contribution of support personnel, in 2020, the Management of the Foundation

- IIS La Fe Foundation creates the Occupational Risk Prevention area; which has allowed the development of actions in the area of occupational health at IIS La Fe.

The information gathered so far will serve as a basis for the elaboration of the proposed actions for the next plan.