



IISPV

INSTITUT
D'INVESTIGACIÓ
SANITÀRIA
PERE VIRGILI

IISPV EQUALITY PLAN.

Registre de Fundacions de la Generalitat de Catalunya nòm. inscripció 2.206.- NIF: G43814045

1 / 25

1. DIAGNOSTIC AUDIT

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1. Diagnostic audit

1.1. Introduction

Over the last few decades, the principle of equality between men and women has been evolving and developing a regulatory framework with the aim of eradicating discrimination, whether direct or indirect, on the grounds of gender.

Inclusion of the principle of equality between women and men in the international legal system is marked by the 1945 United Nations Charter, which prohibits discrimination on the basis of gender

At the international level, there is the 1979 Convention for the elimination of all forms of discrimination against women (CEDAW), as well as the 4 World Conferences on Women in the framework of the United Nations Organisation (Mexico, 1975; Copenhagen, 1980; Nairobi, 1985, and Beijing, 1995).

In Europe, the 1997 Amsterdam Treaty established equality between women and men as the fundamental principle of the European Union, and the Fundamental Rights Charter of the European Union states the principle that enshrines equality before the law and equality between men and women, as well as prohibiting discrimination and affirmative action as measures compatible with equal treatment.

In Spain, articles 1 and 14 of the Spanish Constitution proclaim the equality of all citizens before the law; thus there can be no kind of discrimination on the grounds of gender. On the other hand, in article 9.2 it does state that it is up to the public authorities to ensure that the conditions for the freedom and equality of the individual and the groups in which they are integrated are real and effective; it removes obstacles that prevent or hinder their plenitude and facilitates the participation of all citizens in political, economic, cultural and social life.

With regard to regional regulations, on account of the fact that our organisation is located in the province of Tarragona, article 19 of the Statute of Autonomy of Catalonia recognises the right of all women to the free development of their personality and personal capacity and to live with dignity, security and autonomy, free from ill-treatment, exploitation or discrimination, as well as to participate in conditions of equal opportunities in all public and private spheres. In addition , article

41 holds the public authorities responsible for mainstreaming the gender perspective in public policies, eradicating sexism and violence against women, as well as defending women's sexual and reproductive rights.

Despite all these conventions and regulations that amount to a formal recognition of the principle of equality between women and men, gender equity remains far from a tangible reality.

Organic Law 3/2007, of 22 March, for the effective equality of women and men, recognises the need for regulatory development of the principles of equality and non-discrimination on the grounds of gender enshrined in the Spanish Constitution, to achieve substantial equality, which goes beyond formal equality and which will make it possible to combat the remaining manifestations of direct or indirect discrimination. This entails a transversal conception of equality; that is, the projection of the principle of equality over a wide range of spheres.

In 2015, the Parliament of Catalonia unanimously approved Law 17/2015, of 21 July, on effective equality between women and men, which aims to establish and regulate the mechanisms and resources for the right to equality and non-discrimination on the grounds of gender so that it is effective in all spheres, stages and circumstances of life.

That same year 2019, Royal Legislative Decree 6/2019, of 1 March, on urgent measures to guarantee equal treatment and opportunities between women and men in employment and occupation, was enacted.

1.2 Methodology

From the moment we at the Pere Virgili Health Research Institute considered the implementation of an equality plan, work began to create a work team that would be representative of our staff.

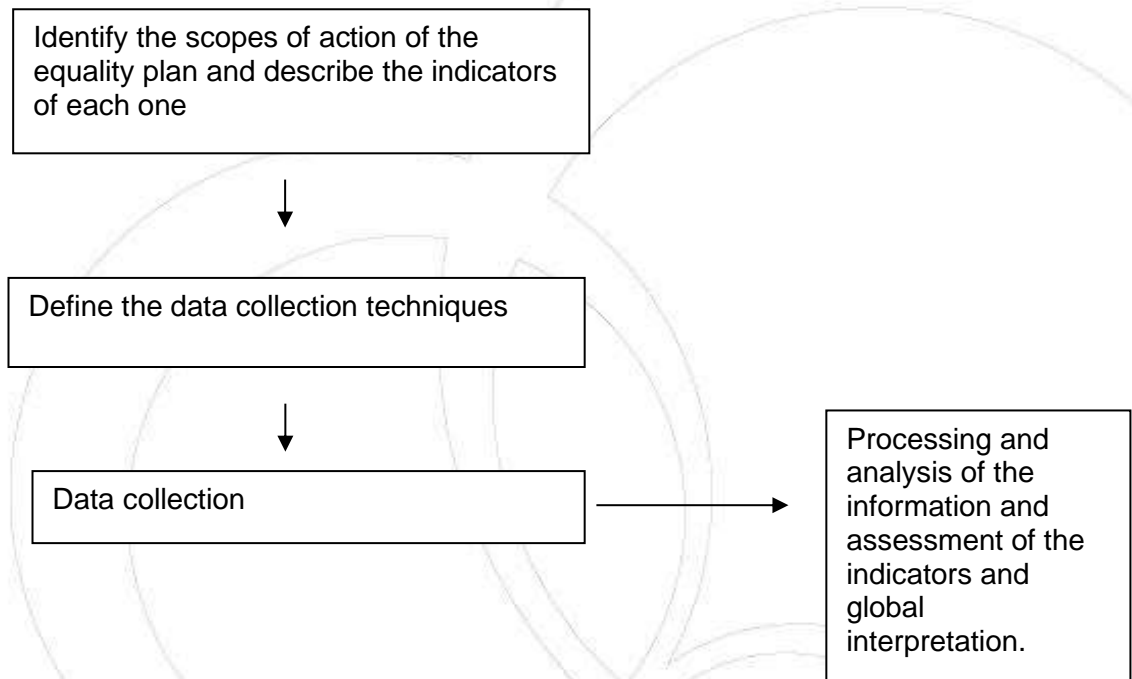
Finally, the people who comprise the team are:

NAME	WORK CENTRE	EDUCATION	POSITION
Lluís Melchor Gallart	IISPV	Doctorate	Head of the Biobank
Anna Rull Aixa	IISPV	Doctorate	Researcher
Maria José Guilera	IISPV	Doctorate	Communication
Elisabet Galve Aixa	IISPV	Bachelor's Degree	Technical Office Mgmt

Likewise, the entire staff were informed about the company's intention to implement a second plan for equal opportunities between men and women in the organisation. The channels used to inform them are those with which the whole workforce are accustomed to work: the website and email. However, the opportunity was taken to inform all the people in the company that the implementation of the equality plan requires the analysis of the company's current situation through a diagnostic audit, in which they were asked to participate.

The goal of the organisation's Equal Opportunity Diagnostic Audit is to obtain information to identify aspects of the organisation that need to be improved in order to direct it towards full equality of opportunity between women and men.

The process that has been implemented to carry out the diagnostic audit is as follows:



Identification of the indicators referring to the scopes of action of the Equality Plan

1- Egalitarian organisational management

- Budget allocation
- Accreditations according to social responsibility regulations
- External dissemination and pooling of equality practices

2- Staff participation and involvement

- Percentage representation of women and men in the equality committee
- Dissemination and implementation of the plan
- Access to information on equal opportunities
- Participation of the workforce in incorporating actions and measures

3-Non-sexist and non-discriminatory language

- Non-discriminatory image and advertising
- Non-discriminatory oral and written communication

4. Equal participation in positions of employment

- Selection:
 - o Non-sexist job descriptions (selection)
 - o Professional classification criteria (selection)
 - o Drafting and dissemination of job vacancies (selection)
 - o Selection tests (selection)
 - o Hirings of recent years (selection)

- Distribution of men and women by professional categories and departments (selection)
- Academic qualifications by gender (selection)
- Promotion:
 - Promotion procedures (promotion)
 - Requirements for promotion (promotion)
 - Promotion of recent years by gender (promotion)
- Training:
 - Existence of a training plan (training)
 - Existence of the detection of needs with a gender perspective (training)
 - Procedure to access training (training)
 - Type of training (training)
 - Hours of training of women and men in recent years (training)
 - Types of training that men and women receive (training)
 - Investment in women and men's training (training)

5 - Presence of women in positions of responsibility

- Promotion procedures
- Promotion requirements
- Proportion of women by hierarchical positions
- Neutral promotion criteria available to all staff

6 - Personal/Professional life balance

- Work/life measures
- Adapting work patterns to allow for work/life balance
- Facilities for obtaining paid leave and leave of absence
- Proportion of women and men who use work/life balance measures
- Number of sons and daughters of members of the workforce and their age by gender.

7- Occupational health and safety and prevention of occupational risks with a gender perspective

- Existence of an Occupational Risk Prevention plan
- Measures for preventing/reporting harassment
- Person responsible or harassment committee
- Assessment of risks with a gender perspective
- Training in risks with a gender perspective
- Absenteeism and reasons for taking leave

8- Pay equality between women and men

- Distribution of incentives broken down by gender
- Distribution of men and women by remuneration levels and professional categories
- Average annual remuneration of men and women
- Existence of evaluation of positions of employment
- Distribution of overtime by gender

9 - Equal working conditions

- Percentage of men and women by contract types
- Allocation of work patterns to people
- Percentages of leave, terminations and dismissals
- Percentage of men and women by type of working day
- Percentage of men and women that request paid or unpaid maternity or paternity leave
- Agility in replacing workers on leave

10 - Mobility

- Existence of measures to optimise time spent commuting (car-pooling, etc.)

- Mobility facilities that the company provides
- Types of mobility to commute to work

Definition of data collection techniques

- **Compilation of quantitative staff data:** for each person of the workforce data is collected on *age, gender, marital status, family dependants, seniority in the company, work centre, work pattern, contract type, gross annual base and total salary, professional category, department to which each employee belongs....*
- **Compilation of internal and external company documentation** to be able to analyse the company's communication and policy, as well as its internal and external image.
 - o Internal documentation: *informative signs and notices, payslips, noticeboards and bulletin boards, internal regulations, staff assessment document, ISO procedures.....*
 - o External documentation: *website, company presentation brochures, annual reports.*
- **Personal interviews,** to members of the human resources department and other people who hold positions that can reveal information about us in order to know about the procedures, the communication, etc.
- **Group interviews.**

Data collection sources and procedure

- The quantitative data with the characteristics of the staff were initially provided by the Human Resources department, without workers' personal information in order to ensure compliance with data confidentiality.
- The internal and external documentation was provided by different departments of the institution at the beginning of the diagnostic audit.
- Individual interviews were conducted which allowed us to corroborate the impressions drawn from the questionnaires and the quantitative data obtained.
- Group interviews were conducted by professionals from different fields with men and women of different professional categories in order to analyse all the information that was being gathered through the other techniques.

Processing and analysis of the data and assessment.

- The quantitative data were processed statistically to be able to obtain precise information about the representativeness of women and men in the organisation. The statistical data obtained from the group interviews and individual interviews were analysed.
- The qualitative data were analysed by the working group.
- The data obtained from the internal and external documentation were analysed by the working group.

2. Company description

The Pere Virgili Health Research Institute (hereinafter, IISPV), is an institution created as a result of a scientific collaboration agreement among the following institutions: The Catalan Health Institute (ICS) [Joan XXIII University Hospital in Tarragona (HUTJ23), Verge de la Cinta Hospital in Tortosa (HTVC), the Primary Health Care Department (APS)], the Sagessa Group [Sant Joan de Reus University Hospital (HUSJR), the Primary Health Care Department (APS)], the Pere Mata Group [Pere Mata Institute Psychiatric University Hospital (HPUIPM)] and the Rovira i Virgili University (URV).

The natural catchment area of these institutions is the counties of Camp de Tarragona and Terres de l'Ebre (Lands of the Ebro). The catalogue of activities and services offered by these institutions as a whole includes healthcare services, undergraduate and postgraduate teaching, specialised health training, continuing education and biomedical research, among others.

The main reason that explains and at the same time justifies the creation and development of the IISPV is the need to coordinate, promote and evaluate the health research activities that each institution carried out on its own individually, with the aim of adapting this activity to an increasingly competitive environment, to comply with the regulations and guidelines of the various research funding bodies (public and private) and offering a transfer-based vision of biomedical research that ultimately meets people's needs.

The ISSPV takes on the challenge of creating the necessary conditions of excellence to become an instrument of socio-economic revitalisation and knowledge transfer, both in the region and globally.

The IISPV hosts the research activity that is conducted by university hospitals, primary healthcare and the Rovira i Virgili University. It aims to be key structure for the development of an integrated model of biomedical research among all the stakeholders involved. It is essential to continue to steer and enhance the IISPV's research activities towards high-quality research, which will increase the reputation, dissemination and external impact, and thus continue to promote research across the spectrum. Furthermore, it is essential to make a commitment to certain clearly differentiated spheres of action of its own. This must help to strengthen the synergies that currently exist and make it possible to maintain its competitive advantages in the medium and long term.

In the Pere Virgili Health Research Institute it is the second equality plan that is being worked on and implemented: the first dates back to 2015, and with it, actions have already begun to be implemented in terms of a gender perspective.

3. Overall assessment

4.1 Organisational management

- Budget allocated to the management of equality.
No budget has been allocated to managing equality
- Accreditations according to social responsibility regulations.
The Institution follows the code of conduct of the Government of Catalonia and supplements this with its own code. It also has its own code of good scientific practices based on the Code of Good Scientific Practices of the Government of Catalonia.

- Quality standards (ISO).
The Institution is accredited by the European HRS4R standard: Human Resources for Researchers.
- External dissemination and pooling of equality practices.
The equality plan is published on the Institution's intranet.

4.2 Staff participation and involvement

- Staff participation and involvement.
 - Percentage representation of women and men in the equality committee:
75%
- Equality committee:
- Lluís Melchor Gallart
 - Anna Rull Aixa
 - Maria José Guilera
 - Elisabet Galve Aixa
- Representation of men and women among the staff's legal representatives.
There is no staff legal representation.
 - Access to information on equal opportunities.
The information is posted to the institution's intranet and access is equal for all workers.
 - Participation of the workforce in incorporating actions and measures.
There is staff participation in the Equality Committee
There is staff participation in the HRS4R Committee

4.3 Non-sexist language and communication

- Non-sexist and non-discriminatory language.
 - Egalitarian image on the website and other media.
The website has not been reviewed but it will soon be replaced by a new website.
 - Non-discriminatory advertising.
The language used in job vacancies has not been reviewed.
 - Non-discriminatory oral and written communication:
 - Use of language in internal and external emails.
There is no style guide in place.
 - Written language on the website, information leaflets, internal procedures, etc.
There is no style guide in place.
 - Oral language.

4. Assessment of the company by core elements

Core element 1: Equal opportunities in access and internal promotion to any position of employment within the organisation

5.1 Staff selection:

- Existence of an updated Job Description:
The job descriptions are not updated.
- Non-sexist job descriptions:
The language needs to be reviewed.

- Drafting and dissemination of job vacancies (neutral): review the templates.
- Selection tests: pending drafting of selection manual.
- % of men and women for each phase of a selection process:
This information is not available.
- Hirings of recent years by gender
The calculation is not available.
- Distribution of men and women by departments

	Men	Women
Research	16	47
Clinical Studies Unit	0	2
Biobank	1	4
Administration	4	10
Total	21	63

- Distribution of men and women by categories

Research:

	Men	Women
Team leader	1	2
Post-doctoral	6	21
Pre-doctoral	6	2
Clinical staff	1	5
Technical staff	2	15

Administrative staff	0	2
Total	16	47

Clinical Studies Unit

	Men	Women
Technical staff	0	2

Biobank:

	Men	Women
Head of Department	1	0
Technical staff	0	4
Total	1	4

Administration:

	Men	Women
Management	0	1
Technical staff	0	4
Administrative staff	4	4
Total	4	9

5.2 Internal promotion:

- Promotion procedures.
There is a research career path in place with the description of the promotion procedures and criteria.
The administration does not have a procedure for promotion.
- Promotion requirements.
There is a research career path with the criteria for promotion.
The administration does not have a set of criteria for promotion.
- Promotion of recent years by gender.
These data are not available
- Participation of men and women in promotion processes.
These data are not available

5.3 Training:

- Existence of a training plan
There is an annual training plan in place
- Existence of the detection of needs with a gender perspective.
A questionnaire is sent to the entire workforce to detect training needs and this is assessed by the training committee. The calculation of needs by gender is not available.
- Procedure to access training.
The procedure is via the questionnaire and signing up for each training that is organised. The head or management of each group assesses and authorises external training.
- Type of training received by men and women (by topic).
This information is not available.
- Hours of training of women and men in recent years.

This information is not available.

- Types of training received by men and women (orientated at the current profession and/or internal promotion):

This information is not available.

- Investment in women and men's training.

This information is not available

- Training provided due to the return to work of a member of staff who was on unpaid leave. Not delivered on a regular basis.

Core element 2: Equality in working conditions, and in particular with regard to remuneration and occupational health and safety conditions

5.4 Occupational health and safety and prevention of occupational risks with a gender perspective

- Existence of an Occupational Risk Prevention plan.
Yes, there is such a plan in place.
- Measures for preventing/reporting harassment.
Review the plan and procedures
- Person responsible or harassment committee.
Review appointments.
- Assessment of risks with a gender perspective.
Risks have not been assessed from a gender perspective.
- Training in risks with a gender perspective.
Not available.
- Absenteeism and reasons for taking leave.
Not available.

5.5 Working conditions

5.5.1 Equal pay between women and men

- Distribution of incentives broken down by gender.

Distribution of men v. women in 2019:

Women: 63

Men: 21

There are currently no incentives because salaries are set by the boards themselves and by the different funding bodies (MINECO, Government of Catalonia, the EU, etc.)

- Distribution of men and women by remuneration levels and professional categories.

RESEARCH STAFF	ANNUAL SALARY IN EUROS
Team leader	40,500
Senior researcher	30,600
Clinical researcher	26,600
Post-doctoral researcher	21,500
Pre-doctoral researcher	14,400

MANAGEMENT, SUPPORT AND ADMINISTRATIVE STAFF	ANNUAL SALARY IN EUROS
Head of OT	30,000
Platform supervisor	24,000
Project manager	24,000
Administrative officer	18,000
Administrative assistant	15,000
Scientific technician	15,000

Average salary for men: €18,884

Average salary for women: €18.281

At the IISPV, the remuneration levels and professional categories are defined by the pay table approved by the Trustees of the Institution and by the various public calls and their funding bodies (MINECO, Government of Catalonia, European Union, etc). The professional categories are likewise drawn from the job descriptions (DLLTs, initials in Catalan) also approved in meetings of the Board of Trustees. There is no difference between men and women in terms of pay levels or professional categories.

If there are any pay differences however the same work category this is due to the partiality of the employment contracts.

- Distribution of men and women by academic qualifications

	Men	Women
Doctorate holder	6	22
Official university master's degree	6	13
Postgraduate		1
Undergraduate degree	5	6
Bachelor degree	3	8

Higher diploma holders		6
Higher certificate of vocational education		5
Intermediate level certificate of vocational education		1
Certificate of Secondary Education		1
TOTAL	21	63

- Existence of evaluation of positions of employment.
- Existence of pay tables approved by the Trustees of the Institution.
- Distribution of overtime by gender.
- There is no overtime

5.5.2 Working conditions of men and women

- Allocation of work patterns to people.
- There is no difference in the criteria for allocating work patterns depending on gender.
- Percentage of men and women by type of working day.

% working day	Men	Women
0.025-0.2	2	3
0.21-0.5	3	7

0.51-0.75	2	5
0.76-0.99	0	4
100	14	44
Total	21	63

5.5.3 Facilities:

The facilities are adequate (lavatories, changing rooms, etc.) in the various workspaces from a gender perspective.

Core element 3: Redistribution of time to improve the balance between one's personal life, family life and work.

5.6 Work/personal life balance

Flexibility of working hours within the clocking-in time of 8 to 9 am.

Flexibility of working hours with regard to three afternoons: the clocking-out time is at 3 pm.

Leave for personal reasons and with regard to children

Intensive working pattern in the months of July and August and over the Christmas period



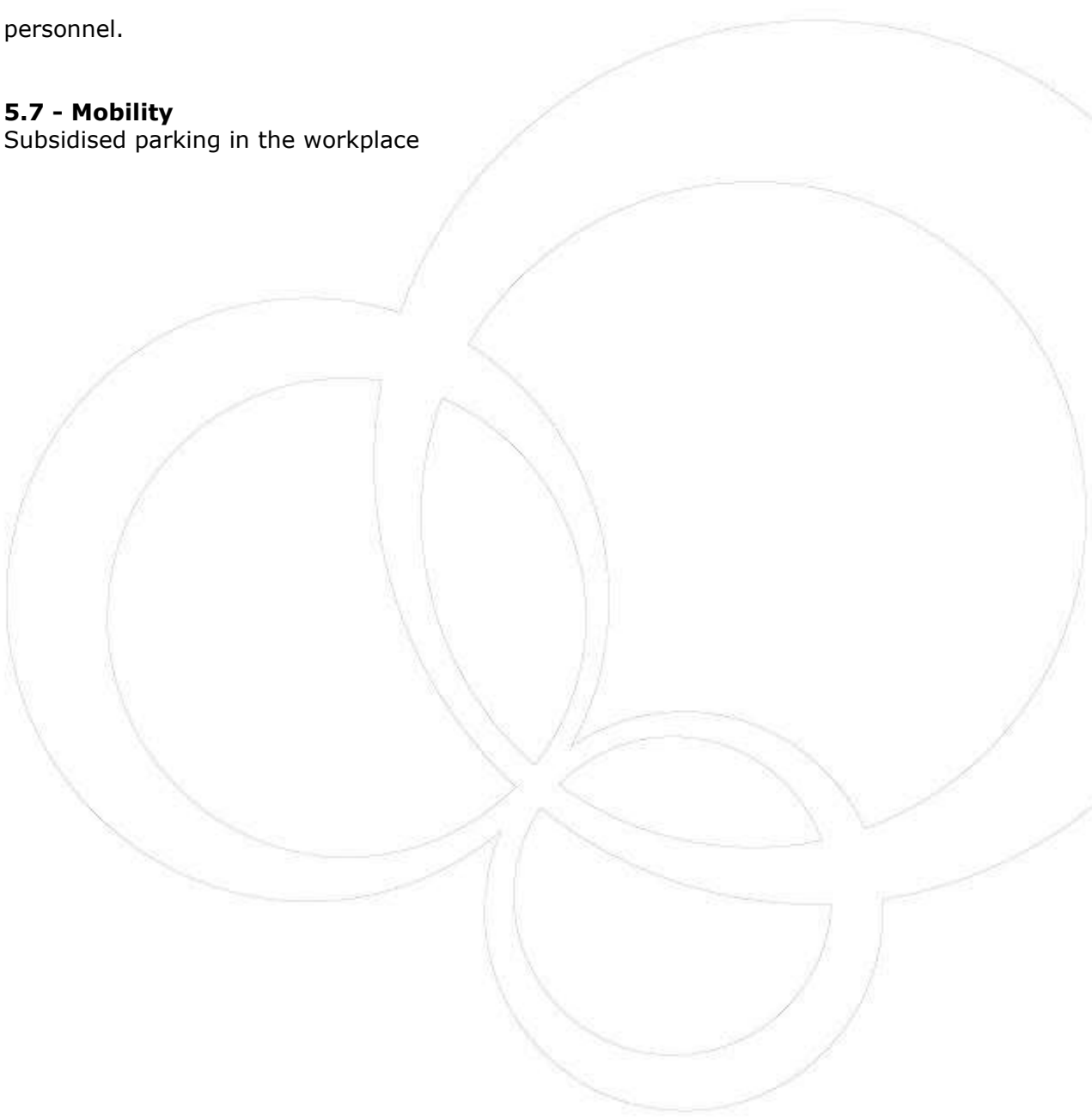
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Assistance in the processing of documentation and stays of foreign research personnel.

5.7 - Mobility

Subsidised parking in the workplace

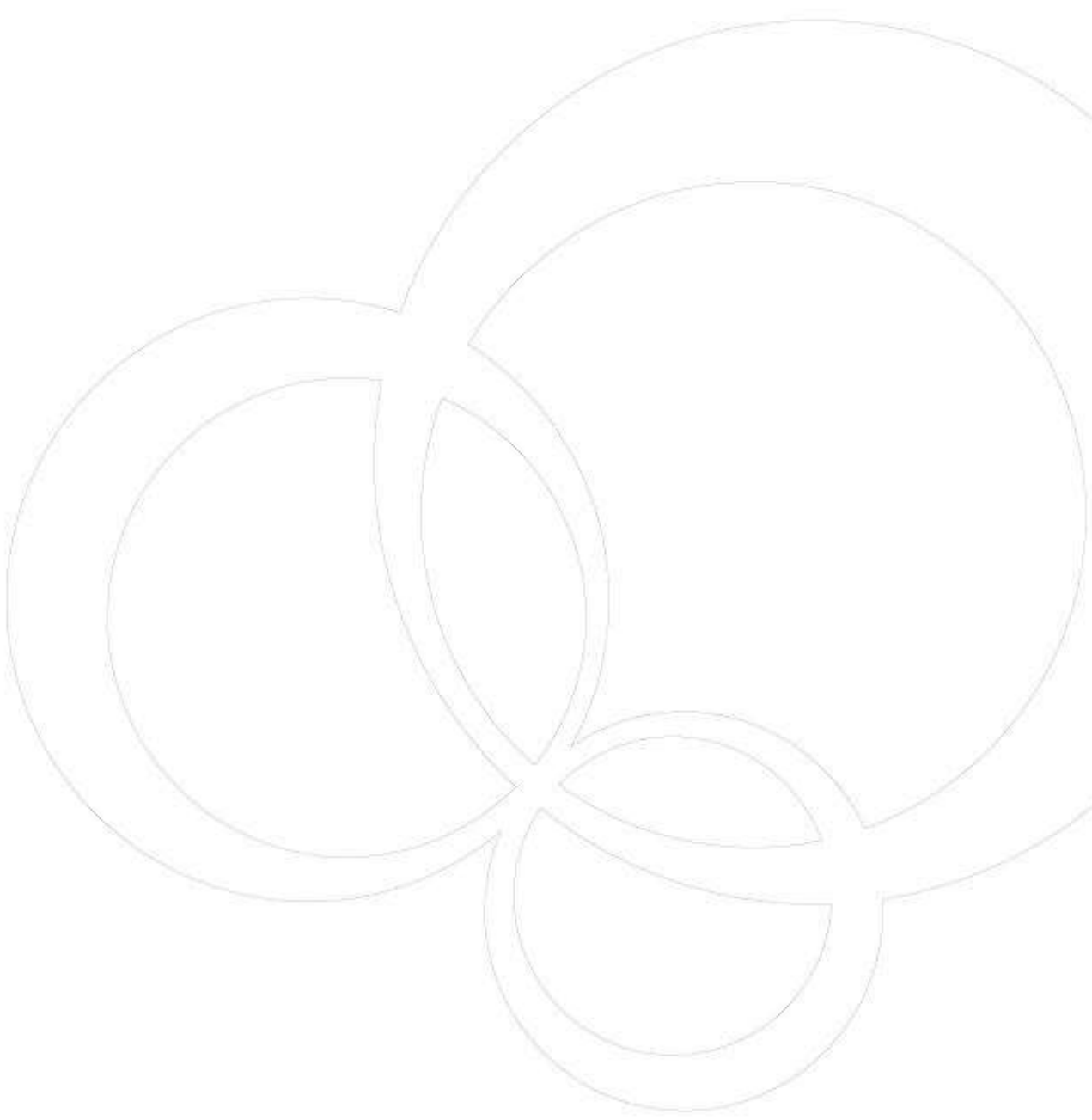


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WORK AREAS	SITUATION IN 2019	PROPOSED ACTIONS
Egalitarian organisational management	<p>STRENGTHS</p> <p>The equality plan is published on the Institution's intranet</p> <p>The Institution follows the code of conduct of the Government of Catalonia and has its own code of good scientific practices based on the Code of Good Scientific Practices of the Government of Catalonia</p> <p>The Institution is accredited by the European HRS4R standard: Human Resources for Researchers.</p>	<p>Send the equality plan to all workers</p> <p>Work on the re-evaluation of the HRS4R strategy</p>
	<p>AREAS FOR IMPROVEMENT</p> <p>No budget has been allocated to managing equality</p>	<p>Allocate a budget for the management of equality in the Institute's general budget.</p> <p>Review the composition and activity of the HRS4R committees</p>
Staff participation and	STRENGTHS	

involvement			
		<p>AREAS FOR IMPROVEMENT</p> <p>The equality plan has not been sent individually to each worker</p>	<p>Send the new equality plan to each worker with a summary of the document for a fast reading thereof.</p>
Non-sexist language		<p>STRENGTHS</p>	
		<p>AREAS FOR IMPROVEMENT</p> <p>The language used in job vacancies has not been reviewed.</p> <p>There is no style guide in place</p>	<p>Review of language and advertising on the new website to ensure they are not discriminatory.</p> <p>Draft a style guide of non-discriminatory language.</p> <p>Review of language in documentation produced by the institution.</p>
Equal participation in positions of employment		<p>STRENGTHS</p> <p>Selection in the different departments of the Institution is conducted by a public call following the procedure laid</p>	

		<p>down in the recruitment and selection plan. This plan is accredited as part of the HRS4R strategy.</p> <p>For many positions, the person arrives pre-selected because the candidate has already passed a competitive public call through the MINECO or the Carlos III Health Institute, or through the funding body.</p> <p>There is a research career path for staff promotion.</p>	
		<p>AREAS FOR IMPROVEMENT</p> <p>There is no career path for administrative and platforms staff</p> <p>There is no information with a gender perspective in the detection of training needs or in the training that has been conducted.</p>	<p>Design a career path for the administrative department and platforms</p> <p>Draft a document of indicators in relation to the gender perspective on training.</p>
<p>Presence of women in management positions</p>		<p>STRENGTHS</p> <p>In the administrative section, there is a management</p>	

		position held by a woman (33%).	
		<p>AREAS FOR IMPROVEMENT</p> <p>In the research section, there are 5 female team leaders out of 21 research groups (23%). Most of these team leaders are employed by the hospitals.</p>	Encourage the creation of female joint team leaders
Personal/Professional life balance		<p>STRENGTHS</p> <p>Possibility of flexi-time Possibility of remote working Leave for personal reasons and for childcare Intensive working pattern at Christmas and in July-August Assistance in processing documentation and accommodation for research staff who come from outside Catalonia.</p>	
		AREAS FOR IMPROVEMENT	

Occupational health and safety and prevention of occupational risks with a gender perspective		<p>STRENGTHS</p> <p>There is an occupational risk prevention plan in place but they do not assess risks from a gender perspective.</p>	<p>Create indicators to assess occupational risks from a gender perspective, absenteeism and reasons for taking leave.</p>
		<p>AREAS FOR IMPROVEMENT</p> <p>The anti-harassment protocol has not been updated and some of the members have not had relevant training</p>	<p>Update the plan and procedures of the anti-harassment protocol. Reappoint and set in motion the anti-harassment committee Training for committee members</p>
Pay equality between women and men		<p>STRENGTHS</p> <p>Pay table approved by the Board of Trustees Pay table set by public calls Work is ongoing in the sector to create a collective agreement for research workers.</p>	

		AREAS FOR IMPROVEMENT	
Egalitarian working conditions		<p>STRENGTHS</p> <p>There are more women (63) employed in the company than men (21). The allocation of work patterns and the possibilities of flexi-time are the same for men as for women.</p>	
		<p>AREAS FOR IMPROVEMENT</p> <p>The percentages of paid and unpaid leave and dismissals are not calculated</p>	Create a set of indicators to calculate paid and unpaid leave and dismissals
Mobility		STRENGTHS	

		Subsidised parking coupon	
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AIM	1.1 Optimise the workings of the equality committee and the implementation of actions
SCOPE	1. Egalitarian organisational management
INDICATORS	<ul style="list-style-type: none"> - Budget allocated to the management of equality. - Accreditations according to social responsibility regulations. - HRS4R assessment - External dissemination and pooling of equality practices. - Degree of staff sensitisation to equality.
DEADLINE	30/11/2020

AIM	2.1 Improve communication and participation in equality issues
SCOPE	2 Staff participation and involvement
INDICATORS	<ul style="list-style-type: none"> - Draft the quick-read version of the document of the Equality Plan - Percentage representation of women and men in the equality committee. - Access to information on equal opportunities. - Participation of the workforce in incorporating actions and measures. - Do the staff know there is an equality plan? - Do the staff know the communication channels for equality issues?
DEADLINE	30/06/2020

AIM	3.1 Achieve neutral communication in the institution
SCOPE	3. Non-sexist language
INDICATORS	<ul style="list-style-type: none"> - Egalitarian image on the website and other media - Non-discriminatory advertising. - Non-discriminatory oral and written communication: <ul style="list-style-type: none"> • Use of language in internal and external emails • Written language on the website, information leaflets, internal procedures, etc. • Oral language
DEADLINE	30/07/2020

AIM	4.1 Guarantee equal opportunities in training and internal promotion
SCOPE	4. Equal participation in positions of employment
INDICATORS	<ul style="list-style-type: none"> - Updated job descriptions are in place - Non-sexist job descriptions - Drafting and dissemination of job vacancies in neutral language - There is a professional career path for the administration sphere and platforms - Annual calculation of the % of men and women in each phase of the selection process - Annual calculation of hirings by gender - Annual calculation of the distribution of men and women by categories - Annual calculation of the distribution of men and women by departments - Existence of the detection of needs with a gender perspective - Hours of training of women and men in recent years. - Staff's perception
DEADLINE	30/06/2021

AIM	5.1 Encourage the participation of women in management positions or as team leaders
SCOPE	5. Presence of women in management positions
INDICATORS	<ul style="list-style-type: none"> - Promotion procedures in research groups. Creation of joint team leader roles. - Proportion of women by hierarchical positions - Staff's perception
DEADLINE	31/12/2021



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AIM	6.1 Strengthen work/life balance measures
SCOPE	6 - Personal/Professional life balance
INDICATORS	<ul style="list-style-type: none">- Work/life balance measures.- Adapting work patterns to allow for work/life balance:<ul style="list-style-type: none">• Meetings• Clock-in and clock-out times• Training times- Proportion of women and men who use work/life balance measures.- Men and women's perceptions
DEADLINE	31/12/2021



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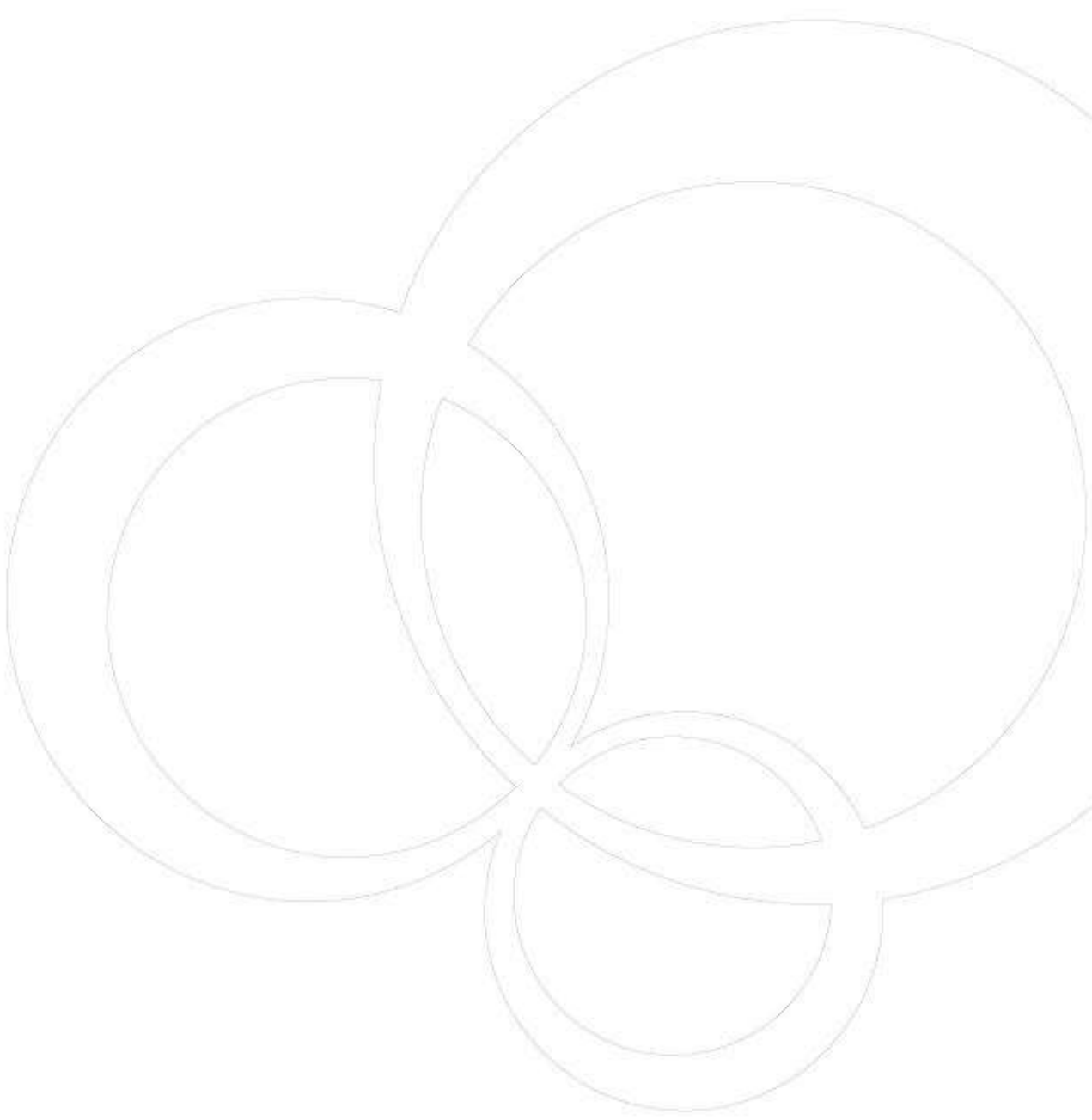
AIM	7.1 Achieve an egalitarian management of health and risk prevention
SCOPE	7. Occupational health and safety and prevention of occupational risks with a gender perspective
INDICATORS	<ul style="list-style-type: none">- Measures for preventing/reporting harassment- Person responsible or harassment committee- Assessment of psycho-social risks with a gender perspective- Analysis of risks, absenteeism and leave with a gender perspective (depending on the reasons)- Training in risks with a gender perspective- Number of complaints per year- Number of reports to contact persons- Do people know there is a protocol?- Do people know who the contact person is?
DEADLINE	31/12/2021

AIM	8.1 Guarantee equal working conditions
SCOPE	8. Equal conditions of employment
INDICATORS	<p>Existence of a yearly report of indicators</p> <ul style="list-style-type: none"> - Percentage of men and women by contract types - Allocation of work patterns to people - Percentages of leave, terminations and dismissals - Percentage of men and women by type of working day. - Average annual remuneration of men and women - Average remuneration of men and women by professional category (basic and variable pay) - Distribution of men and women by remuneration levels and professional categories. - Existence of evaluation of positions of employment.
DEADLINE	31/12/2021



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D'INVESTIGACIÓ
SANITÀRIA
PERE VIRGILI



Registre de Fundacions de la Generalitat de Catalunya nòm. inscripció 2.206.- NIF G43814045

ACTION	1.1.1 Allocate budget for equality management in the Institute's general budget.
OBJECTIVE TO WHICH IT REFERS	1.1 Optimise the workings of the equality committee and the implementation of actions
DESCRIPTION	Allocate a budget item to equality management
STEPS TO BE TAKEN	<ul style="list-style-type: none"> - Submit a budget to the Management Committee with the actions to be taken for equality management - Approval by the Management Committee - Appointment of the person responsible - Implementation of the proposed actions - Follow-up of the actions and the budget
RESPONSIBLE PERSON(S)	Equality committee and human resources department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Via the intranet, information boards, training sessions, departmental meetings, etc.
BUDGET	Consumable materials, expert and staff hours
TIMING	30/11/2020

ACTION	1.1.2 Review the composition and activity of the equality and HRS4R committees
OBJECTIVE TO WHICH IT REFERS	1.1 Optimise the workings of the equality committee and the implementation of actions
DESCRIPTION	Analysis, training and definition of the people who will comprise the equality and HRS4R committees
STEPS TO BE TAKEN	<ul style="list-style-type: none"> - Search for and definition of the people who will comprise the committees - Approval by the Management Committee - Training these people - Workings of the committees
RESPONSIBLE PERSON(S)	Equality committee and human resources department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Via the intranet, information boards, training sessions, departmental meetings, etc.
BUDGET	Consumable materials, expert and staff hours
TIMING	30/01/2020

ACTION	2.1.1 Send the new equality plan to the workers with quick-read executive summary document
OBJECTIVE TO WHICH IT REFERS	2.1 Improve communication and participation in equality issues
DESCRIPTION	Send the new equality plan to the workers and obtain feedback
STEPS TO BE TAKEN	- Send the equality plan - Request reply from workers
RESPONSIBLE PERSON(S)	Communication department and human r department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Training sessions
BUDGET	Consumable materials, expert and staff hours
TIMING	30/06/2020

ACTION	3.1.1 Review of language and advertising on the new website to ensure they are not discriminatory.
OBJECTIVE TO WHICH IT REFERS	3.1 Achieve a neutral communication in the Institute
DESCRIPTION	Analysis of the language, images and contents used in the Institute's new website
STEPS TO BE TAKEN	<ul style="list-style-type: none"> - Training staff in communication in terms of non-discriminatory language and advertising - Review of the website - Correction as required
RESPONSIBLE PERSON(S)	Communication department and human r department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Training sessions, departmental meetings, etc.
BUDGET	Consumable materials, expert and staff hours
TIMING	30/07/2020

ACTION	3.2.1 Draft a style guide of non-discriminatory language.
OBJECTIVE TO WHICH IT REFERS	3.1 Achieve a neutral communication in the Institute
DESCRIPTION	Draft a guidebook for using non-sexist and non-discriminatory language
STEPS TO BE TAKEN	<ul style="list-style-type: none"> - Research and assessment of several guides on non-sexist and non-discriminatory language - Free drafting IISPV. - Review by the Management Committee Approval by the Board of Trustees
RESPONSIBLE PERSON(S)	Human Resources Department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Training sessions, departmental meetings, etc.
BUDGET	Consumable materials + staff involved
TIMING	28/02/2020

ACTION	3.1.3 Review of language and documentation generated by the Institution.
OBJECTIVE TO WHICH IT REFERS	3.1 Achieve a neutral communication in the Institute
DESCRIPTION	Draft a guidebook for using non-sexist and non-discriminatory language
STEPS TO BE TAKEN	<ul style="list-style-type: none"> - Review of the language used in the Institution's documentation. - Correction and preparation of the new versions
RESPONSIBLE PERSON(S)	Human Resources department and communication department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Training sessions, departmental meetings, etc.
BUDGET	Consumable materials, hours of the staff involved
TIMING	30/07/2020

ACTION	4.1.1 Design a career path for the administrative department and platforms
OBJECTIVE TO WHICH IT REFERS	4.1 Guarantee equal opportunities in training and internal promotion
DESCRIPTION	Design a career path for the administrative department and for staff in the various support departments.
STEPS TO BE TAKEN	<ul style="list-style-type: none"> - Search and assessment of different documentation with regard to careers - Draft career path - Review by the Management Committee Approval by the Board of Trustees
RESPONSIBLE PERSON(S)	Human Resources Department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Training sessions, departmental meetings, etc.
BUDGET	Consumable materials, hours of the staff involved
TIMING	30/06/21

ACTION	4.1.2 Draft a document of indicators in relation to the gender perspective on training.
OBJECTIVE TO WHICH IT REFERS	4.1 Guarantee equal opportunities in training and internal promotion
DESCRIPTION	Preparation of a document that brings together the indicators to be followed to assess training on gender perspective.
STEPS TO BE TAKEN	- Drafting of the indicators document - Review by the Management Committee Approval by the Board of Trustees
RESPONSIBLE PERSON(S)	Human Resources Department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Departmental meetings
BUDGET	Consumable materials, hours of the staff involved
TIMING	30/06/20

ACTION	5.1.1 Promote the creation of joint team leader roles
OBJECTIVE TO WHICH IT REFERS	5.1 Encourage the participation of women in management positions or as team leaders
DESCRIPTION	Assessment of the various research groups regarding gender perspective
STEPS TO BE TAKEN	- Research on and drafting of criteria - Assessment of results by the Management Committee
RESPONSIBLE PERSON(S)	Management
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Meetings with the research groups
BUDGET	Consumable materials, hours of the staff involved
TIMING	31/12/21

ACTION	6.1.1 Annual survey on participation and preference regarding work/life balance measures
OBJECTIVE TO WHICH IT REFERS	6.1 Strengthen work/life balance measures
DESCRIPTION	Yearly calculation of the staff's participation and preference in terms of work/life balance measures.
STEPS TO BE TAKEN	- Draft the survey - Dissemination among the workers - Analysis of results Application of new measures if applicable
RESPONSIBLE PERSON(S)	Human Resources Department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Human Resources meetings
BUDGET	Consumable materials, hours of the staff involved
TIMING	31/12/22

ACTION	7.1.1 Create indicators to assess occupational risks from a gender perspective
OBJECTIVE TO WHICH IT REFERS	7.1 Achieve an egalitarian management of health and risk prevention
DESCRIPTION	Yearly calculation of the indicators in this aspect with a gender perspective
STEPS TO BE TAKEN	<ul style="list-style-type: none"> - Drafting of the indicators manual - Calculate results - Analysis of results Application of new measures if applicable
RESPONSIBLE PERSON(S)	Human Resources Department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Human Resources meetings
BUDGET	Consumable materials, hours of the staff involved
TIMING	31/12/21

ACTION	7.1.2 Update the plan and procedures of the anti-harassment protocol
OBJECTIVE TO WHICH IT REFERS	7.1 Achieve an egalitarian management of health and risk prevention
DESCRIPTION	Review and new version of the anti-harassment protocol
STEPS TO BE TAKEN	<ul style="list-style-type: none"> - Review protocol - Editing - Approval of new protocol - Dissemination of new protocol
RESPONSIBLE PERSON(S)	Human Resources Department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Human Resources meetings
BUDGET	Consumable materials, hours of the staff involved
TIMING	30/06/21

ACTION	7.1.3 Review members and setting up of the anti-harassment committee
OBJECTIVE TO WHICH IT REFERS	7.1 Achieve an egalitarian management of health and risk prevention
DESCRIPTION	Review of the current members and training
STEPS TO BE TAKEN	<ul style="list-style-type: none"> - Review of the current members - Change if necessary - Approval of new committee - Training
RESPONSIBLE PERSON(S)	Human Resources Department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Human Resources meetings
BUDGET	Consumable materials, hours of the staff involved
TIMING	30/06/2020

ACTION	8.1.1 Create a document of indicators of annual review of egalitarian working conditions
OBJECTIVE TO WHICH IT REFERS	8.1 Guarantee egalitarian working conditions
DESCRIPTION	Creation of the document of indicators with regard to working conditions
STEPS TO BE TAKEN	<ul style="list-style-type: none"> - Draft indicators document - Collect data - Analysis of results Application of new measures if applicable
RESPONSIBLE PERSON(S)	Human Resources Department
MATERIAL RESOURCES	Consumable
COMMUNICATION AND FORMALISATION	Human Resources meetings
BUDGET	Consumable materials, hours of the staff involved
TIMING	31/12/21

Monitoring and assessment.

The Pere Virgili Health Research Institute considers the implementation process of the equality plan to be a dynamic and flexible process in which everyone in the organisation participates. For this reason, the implementation of each of the planned actions will be monitored, which will give us continuous feedback of the direction we are headed. This may mean that, during the course of the implementation of this first equality plan, we may need to add new actions that could enrich the process.

This monitoring will be conducted by the person responsible for each action and its progress will be pooled in the meetings of the company's equality committee. The meetings will be set up on a monthly basis during the first year and will be convened by the person who will coordinate the committee.

The actions initially proposed are aimed at achieving equal opportunities in staff selection, training and promotion, among other things, which we consider necessary to be able to balance the presence of men and women in our organisation, both by pay level and by departments and positions. However, if we see that these actions are not sufficient during the follow-up sessions to achieve the objectives set, the equality committee will be in charge of analysing the fitness for purpose of the design of affirmative actions. This adaptation will be studied together with the people in charge of the different departments and with the staff's opinion, taking into account that we will be at a later stage of the implementation of the plan, where all people will be aware and informed about it and about its implications and objectives.

In order for the monitoring of the different actions to be useful to us when assessing them, the people in charge will be able to systematically document any problems that arise, the aspects that need to be improved or, simply, how it is working and what results the specific action is yielding, with a monitoring sheet which will ensure that the monitoring is carried out correctly and systematically.

However, at the request of any of the committee members, an extraordinary meeting may be held to analyse difficulties arising in the implementation of any of the actions, as well as proposals received from anyone in the organisation and the people responsible for each action.

Once the entire implementation process of the equality plan is complete, we will move on to the assessment phase thereof. This assessment will be based on the data collected throughout the monitoring of the implementation of the actions, proposals and perceptions of the staff as well as the analysis of quantitative and qualitative data that were already the subject of analysis in the diagnostic audit of this plan. Likewise, both quantitative and qualitative data will be analysed by the equality committee and, where deemed necessary, this information will be supplemented by individual and/or group interviews with staff members.

Timing

Below is a calendar where we have listed the tasks performed with their timing for each of the phases of the plan, from the beginning where the company was engaged in a search for information to the assessment of the implemented plan.

Between these two phases we give details of: the dates on which the company went ahead to inform the organisation's staff about the future implementation of the equality plan and involvement from management, the stages of research and diagnostic audit with data collection, followed by identification and analysis thereof that gave us the points for improvement that had to be addressed. In the same way, the deadlines for the implementation of each of the planned actions that make up this equality plan have been detailed.



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SCOPE	OBJECTIVES	ACTIONS	SCHEDULE	ACTUAL DATE	REMARKS	HYPERLINK
	1,1,1, 1,2...	1,1,1, 1,1,2... (this type of numbering allows us to add actions during the course of the plan, so we can put them in order and know which objective they refer to (the first number indicates the scope and the second the objective)	The one that appears in the plan	Date on which the action is carried out	Easy items, difficulties, reasons why it was not carried out, etc.	Insert a hyperlink for all the items of evidence scanned (for each action). In the event of an inspection, the monitoring is easy to support with evidence because we have all the scanned documentation and with a hyperlink it is ready in 5 minutes.
1. Egalitarian organisational management	1.1 Workings of the equality committee and the implementation of actions	1.1.1 Allocate budget for equality management in the Institute's general budget.	30/11/2020			
		1.1.2 Review the composition and activity of the equality and HRS4R committees	30/01/2020			
2 Staff participation and involvement	2.1 Dissemination of the equality plan	2.1.1 Send the new equality plan to each worker with a summary of the document for a fast reading thereof.	30/06/2020			
3. Non-sexist language	3.1 Review of the language used in the institution	3.1.1 Review of language and advertising on the new website to ensure they are not discriminatory.	30/07/2020			
		3.1.2 Draft a style guide of non-discriminatory language.	28/02/2020			
		3.1.3 Review of language and documentation generated by the Institution.	30/07/2020			

4. Equal participation in positions of employment	4.1 Guarantee equal opportunities in training and internal promotion	4.1.1 Design a career path for the administrative department and platforms	30/06/2021			
		4.1.2 Draft a document of indicators in relation to the gender perspective on training.	30/06/2020			
5. Presence of women in management positions	5.1 Encourage the participation of women in management positions or as team leaders	5.1.1 Promote the creation of joint team leader roles	31/12/2021			
6 - Personal/Professional life balance	6.1 Strengthen work/life balance measures	6.1.1 Annual survey on participation and preference regarding work/life balance measures	31/12/2022			
7. Occupational health and safety and prevention of occupational risks with a gender perspective	7.1 Achieve an egalitarian management of health and risk prevention	7.1.1 Create indicators to assess occupational risks from a gender perspective, absenteeism and reasons for taking leave.	31/12/2021			
		7.1.2 Update the plan and procedures of the anti-harassment protocol.	30/06/2021			
		7.1.3 Review members and setting up of the anti-harassment committee	30/06/2020			
8. Equal conditions of employment	8.1 Guarantee equal working conditions	8.1.1 Create a set of indicators to calculate paid and unpaid leave and dismissals	31/12/2021			