

# Equality Plan



**2022 - 2026**

# EQUALITY PLAN

---

*FUNDACIÓN IMDEA ENERGÍA*



## I. INTRODUCTION

---

The Equal Opportunities Plan for Women and Men adopted by FUNDACIÓN IMDEA ENERGÍA (2022-2026) is fundamental in order to effectively apply the principle of gender equality to all present and future policies of the organisation.

A Plan for Equal Opportunities for men and women is a document that contains a set of measures designed to promote equal opportunities for women and men inside organisations (companies, public institutions, NGOs, associations, etc.). This plan describes actions to promote equal opportunities that should be implemented based on a prior assessment of the situation and on a clearly defined commitment by the organisation's management.

The assessment of the situation was performed by examining the following areas:

- a) Recruitment and hiring process
- b) Job classification
- c) Training
- d) Career advancement
- e) Working conditions, including wage auditing between women and men
- f) Co-responsibility when exercising rights relating to work-life balance
- g) Under-representation of women
- h) Pay
- i) Prevention of sexual harassment and gender-based discrimination

The Plan for Equal Opportunities for women and men is seen as a process of continuous improvement that drives the ultimate goal of achieving real equality between women and men, with regular reviews and improvements of the implemented measures. Constant evaluation is required to check and track the improvements and changes that help redress situations of inequality and injustice.

In summary, the Plan represents a tool for gender equality with a long time horizon and reflects the consensus between all the social stakeholders in the organisation.

This Equality Plan applies to the organisation's entire workforce, including top-level management, regardless of their contractual relationship or their professional and personal circumstances.

## II. LEGAL FRAMEWORK

---

Article 5 of **Spanish Organic Law 3/2007 of 22 March on effective equality between women and men** provides for the principle of ensuring *equal treatment and opportunities for women and men, applicable to both private and public employment*, in terms of access to employment and to vocational training, career advancement, working conditions including pay and redundancy, and the ability to join and participate in trade unions and business

associations or any organisation whose members belong to a particular profession, and to enjoy the benefits provided by such organisations.

Article 45 of this Law also lays down the obligation that all organisations *respect equality of treatment and opportunities at work, and to this end adopt measures directed at avoiding any kind of workplace discrimination between women and men. These measures have to be negotiated and, where appropriate, agreed upon by the workers' representatives in the manner determined by the applicable labour law.*

In addition, in accordance with the changes introduced by **Spanish Royal Decree-Law 6/2019 of 1 March on urgent measures to guarantee equality of treatment and opportunities for women and men in employment and occupation**, in the case of organisations comprising 50 or more workers, the equality measures referred to in the previous paragraph shall be directed towards drawing up and implementing an equality plan whose scope and contents are laid down in this chapter. The measures will be subject to negotiations in the manner determined by the applicable labour law.

Organisations also have to implement an equality plan when required by collective bargaining, in accordance with the conditions specified in the collective agreement, or where the labour authority has agreed, by means of a sanctioning procedure, to substitute accessory sanctions for the development and implementation of an equality plan.

For the remaining organisations, drawing up and implementing equality plans is voluntary, subject to prior consultation with the workers' representatives.

In addition, this Plan has been designed following a prior assessment of the situation, and both documents comply with the provisions of **Spanish Royal Decree 901/2020 governing Equality Plans and their registration** and **Royal Decree 902/2020 regulating equal pay between women and men**.

### III. GENERAL PRINCIPLES

---

The Equal Opportunities Plan for women and men has the following main features:

- **Cross-departmental** - integrates the principle of equality across the organisation.
- **Active and preventive** - targeted towards achieving and sustaining equal opportunities for women and men.
- **Collective and inclusive** - directed at the entire workforce, i.e. not only women but also men.
- **Negotiated** - participation through dialogue and cooperation between parties is considered one of its basic principles: the organisation and the workforce are both represented.
- **Dynamic** - progressive and subject to continuous changes.
- **Systematic and coherent** - the ultimate goal (real equality) is achieved by systematically implementing interim targets.
- **Flexible** - made-to-measure in accordance with needs and possibilities.
- **Temporary** - ends when equality between women and men has been achieved.

## IV. PHASES OF THE EQUALITY PLAN

---

The following steps were undertaken in developing the first Equal Opportunities Plan for women and men at IMDEA Energía:

- I. **Commitment from the organisation** - the management has signed a written commitment. This has been shared with the entire workforce to inform them about the process.
- II. **Setting up of a negotiating committee** - the organisation and the workforce are represented in equal parts (as the organisation does not have in-house workers' representation, the most representative unions of the sector were chosen, in accordance with Article 5.3 of Spanish Royal Decree 901/2020, which guarantees the participation of all legally qualified unions while the social part of the Committee is proportional to its representativeness) and maintaining gender balance to the extent possible. The committee is responsible for promoting information and awareness campaigns targeted at the workforce and also for drafting the situation assessment and the Equality Plan.
- III. **Assessment of the organisation in terms of equal opportunities for women and men** - the assessment was by analysing quantitative and qualitative data relating to: recruitment, hiring, training and career advancement, working conditions, pay, work-life balance, equal and shared responsibility, occupational health, and communication and awareness-raising policy on gender equality.  
Following the analysis, a written report was drawn up setting out the general conclusions and possible areas for improvement.
- IV. **Action plan** - based on the conclusions from the assessment and the deficiencies identified relating to gender equality, an action plan has been devised covering the following areas: objectives to be reached in order to effectively implement equality, positive measures and steps required to achieve these objectives, means and resources, a time frame for implementation, the persons or groups responsible for enforcing it, and indicators and/or criteria for monitoring the measures.
- V. **Dissemination of the Equality Plan** - to ensure maximum reach and staff involvement, the plan will be disseminated both internally (targeting management, human resources as well as the remaining staff) and externally (making the Equality Plan known to society at large).
- VI. **Implementation of the measures contained in the Equality Plan** - this will consist of carrying out each of the measures stated in the plan.
- VII. **Monitoring and evaluation of the Equality Plan** - implementation will be monitored on a regular, cross-departmental basis so as to be able to identify any potential problems and their solutions. This will also enable a continuous review of the Equality Plan to allow improvements and changes to be introduced. It will also allow the assessment of the Plan's efficacy to check whether the original situation has been improved, the objectives achieved and the expected results obtained.

## V. PARTIES TO THE EQUALITY PLAN

---

The Equality Plan was conducted through the IMDEA Negotiating Committee that was set up for the purpose:

**On behalf of the organisation:**

General manager

Head of human resources

**On behalf of social agents:**

Representative of the Federation of Services of the Madrid Region

Representative of the UGT Servicios Públicos Madrid trade union

Further advice was provided through CONCILIA2, a consulting firm on issues of gender, equality and work-life balance.

## VI. SCOPE OF APPLICATION

---

### Personal scope

This Equality Plan applies to the organisation's entire workforce, including top-level management, regardless of their contractual relationship or their professional and personal circumstances.

Similarly, in accordance with paragraph 4 of Article 11.1 of Spanish Law 14/1994 of 1 June, regulating temporary employment agencies, the measures contained in the organisation's Equality Plan also apply to temporary agency workers for the duration of their service.

### Territorial scope:

This Equality Plan applies to the work premises of the organisation at **Avda. Ramón de la Sagra, N°3, 28935, Móstoles, Madrid.**

### Time frame:

A time frame of **four years** from the date of signing the Plan has been envisaged to allow the planned objectives to be achieved through the agreed measures.

## VII. SITUATION ASSESSMENT REPORT

---

### 1. RECRUITMENT AND HIRING PROCESS

IMDEA Energía uses a recruitment protocol that incorporates gender-related aspects.

Some of the people who participate in recruitment and hiring for the foundation have completed training on equality issues (course title 'Human Resources: Training for Equality Committees').

The foundation keeps a record of the number of CVs received from women and men for each position as well as of the outcome of the recruitment process.

## **2. JOB CLASSIFICATION**

Over the period considered (01/01/2021 – 31/12/2021), the total workforce consisted of 60 women (44.12%) and 76 men (55.88%), totalling 136 staff.

These figures show the workforce of the foundation to be balanced.

On the basis of the analysed data, horizontal segregation has been identified in various occupational categories, posts and departments, as there is an imbalance of men and women in several areas.

On the other hand, all levels show a balanced representation of women, meaning that there is no vertical segregation at any hierarchical level of the organisation.

## **3. TRAINING**

The foundation has a formally defined Training Plan.

To date, staff have not received any specific training on equal opportunities for women and men.

The foundation offers support to help staff further their training (research stays).

## **4. PROMOTION**

As of today, the foundation does not have its own guidelines on promotion at work as it is a public sector organisation within the Madrid Region and as such depends on existing legislation and the corresponding authorisations.

## **5. WORKING CONDITIONS**

Temporary contracts predominate (86.03%) with both sexes.

All staff work full-time regardless of gender.

## **6. CO-RESPONSIBILITY IN EXERCISING RIGHTS RELATING TO WORK-LIFE BALANCE**

Most work schedules are split.

The number of weekly working hours is 40 for the whole staff. Only 6.67% of women work less than 35 hours (with hours reserved for legal guardianship).

As to work-life balance measures, the foundation draws on the mechanisms laid down in the applicable collective bargaining agreement to improve time management at work and contribute to a better work-life balance.

In addition, working time flexibility measures have been introduced. Remote working is also being considered as an option to accommodate duly justified occupational or personal needs.

## 7. UNDER-REPRESENTATION OF WOMEN

According to the data from an analysis into the **distribution of staff**, the foundation is **not affected by under-representation of women**, as the number of women and men is balanced (60 women – 44.12% / 76 men – 55.58%).

On the other hand, **horizontal segregation exists in various occupational categories, jobs and departments**, as the proportion of men and women has been shown to be out of balance in several cases.

Finally, it should be pointed out that there is **no vertical segregation**, as all levels show a balanced representation of women at any hierarchical level of the foundation.

## 8. PAY AND WAGE AUDITS

IMDEA Energía keeps records of its wage policy, which is based on the occupational category of workers. There is no gender pay-gap.

## 9. HEALTH AND SAFETY AND PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT

IMDEA Energía has a specific occupational health and safety policy applying the gender perspective. However, incident reports are not broken down by gender or category.

The organisation's premises are equipped with gender-differentiated facilities and resources (separate changing rooms, toilets, etc.).

In terms of the prevention of sexual and gender-based harassment, the foundation does not have a specific protocol for the prevention and handling of sexual harassment and/or harassment on grounds of sex (this is currently being negotiated for approval).

## 10. COMMUNICATION AND LANGUAGE

Based on an examination of the foundation's internal and external communication channels (i.e. its website, statements and releases), the foundation employs inclusive language and non-sexist images that convey the values of equal opportunities for women and men.

## 11. GENDER-BASED VIOLENCE

So far, the foundation has not employed any women who have been victims of gender-based violence, which entails a reduction in social security contributions. Neither has it had to grant special leave to any female employee, nor have there been any cases of leave of absence, suspended contracts or similar situations, as no complaints have been received.

# VIII. OVERALL OBJECTIVES

---

## I. QUALITATIVE OBJECTIVES

- Integrating the gender perspective across the organisation's corporate culture
- Promoting equality in all areas of the organisation



- Eliminating all forms of direct or indirect discrimination relating to access to employment, hiring, training, career advancement and pay
- Enabling staff to achieve a work-life balance while encouraging equal and shared responsibility for household chores and child care.
- Prevention and efficient action in cases of sexual or gender-based harassment
- Ensuring the use of inclusive verbal and visual language

## 2. QUANTITATIVE OBJECTIVES

- Balancing gender percentages in favour of any under-represented gender within the foundation
- Reducing horizontal and vertical segregation that may exist within various professional levels, groups and categories
- Balancing the number of women and men who take part in training courses
- Reducing the pay gap with a view to achieving pay equality in all areas

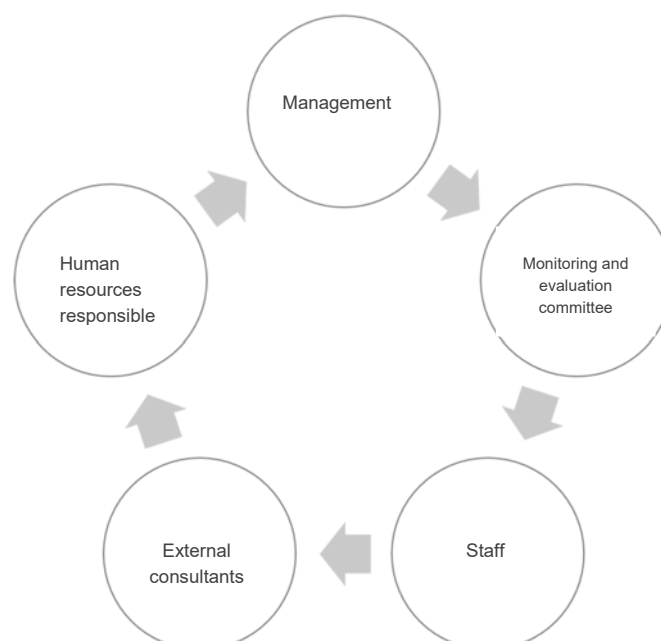
## IX. MEANS AND RESOURCES

---

The foundation has the following material means and human resources at its disposal to help it implement, monitor and evaluate each of the measures included in the Plan:

**Material means** - The foundation provides adequate facilities, furniture, electronic and technological devices, software, an Internet connection and other services, documents, printouts and consumables to allow the normal run of activities.

**Human resources** - In addition, experienced and/or trained professionals in the field of equality at work will be required. To implement the measures, the following agents will be involved:



## X. TIME FRAME

### EQUALITY PLAN 2022 - 2026

<b>RECRUITMENT AND HIRING PROCESS</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Commitment to equal opportunities when posting job offers					
Training on equality issues for recruiting managers					
<b>PAY</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Pay record					
Review of bonus payments, fringe benefits, incentives, etc.					
Levelling of wages					
<b>TRAINING</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Equality training and awareness day for the workforce					
Providing training during working hours					
<b>CO-RESPONSIBILITY WHEN EXERCISING RIGHTS RELATING TO WORK-LIFE BALANCE</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Drafting and disseminating a document with the different types of leave, rights and measures in support of a better work-life balance					
Ongoing collection of statistical data on work-life balance					
Introduction of an internal policy to enforce the right to take digital time off					
Leave for death or illness					
Permitted to combine parental and holiday leave					
Improving work-life balance measures and rights prescribed by laws on gender-equality (tutorials)					
Improving measures and rights related to work-life balance prescribed by laws on gender-equality (extended leaves)					
<b>COMMUNICATION, LANGUAGE AND NON-SEXIST IMAGE</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Applying the gender perspective to the staff handbook					

Ensuring use of inclusive and non-sexist language and images in external and internal corporate communication					
Staff survey on equality after coming into effect of the Equality Plan					
<b>PREVENTION OF SEXUAL HARASSMENT AND GENDER-BASED DISCRIMINATION</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Training on harassment-related issues					
Protocol for the prevention and handling of moral, sexual, gender-based, identity-based and sexual orientation-based harassment					
<b>GENDER-BASED VIOLENCE</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Corporate guidelines on responding to gender-based violence					
Easing of working conditions for women workers who have suffered gender-based violence					
Excusing absences from work and no-shows caused by situations of gender-based violence					
<b>HEALTH AND SAFETY FROM A GENDER PERSPECTIVE</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Informative talk on the prevention of psychosocial illnesses such as stress, anxiety, etc.					
<b>UNDER-REPRESENTATION OF WOMEN</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Incentivise women's participation in research activities					

## XII. MONITORING, EVALUATION AND REVIEW

---

### I. MONITORING OF THE PLAN

**Monitoring** relies on continuous data gathering and analysis related to equality and work-life initiatives within a corporation. The aims are to check the progress made in this field; ensure effective compliance with the suggested actions and objectives (in this case the First Equality Plan); and to identify potential problems, making appropriate adjustments commensurate with the needs identified among staff and the resources available to the organisation.

#### **Format, timing and persons in charge**

The evaluation needs to be recorded in writing by the *Gender-balanced joint committee in charge of monitoring, assessing and reviewing the Equality Plan*.

The members of the committee hold regular meetings at **6-month** intervals with minutes taken at each meeting. An **annual monitoring report** is also drawn up.

The committee is entitled to engage the services of an external consultant for help and support in completing this process.

#### **Objectives**

Monitoring of the Equality Plan is performed to:

- **Analyse the implementation process** and to identify resources, methodologies and procedures used to fulfil the aims of the Plan.
- **Check immediate results of the Equality Plan** to measure the extent to which objectives have been achieved and actions carried out according to plan.
- **Adapt or readjust the Plan** to accommodate new needs or to provide a better response to those already identified.
- **Provide information and offer conclusions as required for the final evaluation** of the Equality Plan.

### 2. EVALUATION OF THE PLAN

The final **evaluation**, as its name indicates, refers to the phase showing the results obtained from implementing the Equality Plan and allows the identification of areas that need closer attention by drawing up plans and actions for improvement involving new ideas and proposals.

The final evaluation analyses and encompasses **three perspectives**:

- Evaluation of results
- Evaluation of processes

- Evaluation of impact

### **Format, timing and persons in charge**

The evaluation shall be recorded in writing in a specific report, and this shall be conducted by a *Gender-balanced joint committee in charge of monitoring, assessing and reviewing the Equality Plan*. Tasks include:

- An **interim assessment** (two years post-implementation).
- A **final evaluation** (once the plan has concluded)

The committee is entitled to engage the services of an external consultant for help and support in completing this process.

### **3. PROCESS FOR REVIEWING AND AMENDING THE PLAN**

In any event, the equality plan will have to be reviewed in the following cases:

- a) If the monitoring and evaluation results set out in the previous section make a review advisable
- b) If the Labour and Social Security Inspectorate concludes that the plan's contents are inadequate or insufficient
- c) In case the foundation undergoes a merger, takeover, transfer or a change of legal status
- d) Substantial changes to staff, working methods, organisational aspects or pay schemes, etc.
- e) If the organisation is sentenced by court on a count of gender-based discrimination and/or if a court orders the plan to be reviewed.

The review will entail updating the assessment as well as the measures envisaged in the Equality Plan, where appropriate.