



II EQUAL OPPORTUNITIES PLAN CENTER FOR DEMOGRAPHIC STUDIES

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HR EXCELLENCE IN RESEARCH

The CENTRE D'ESTUDIS DEMOGRAPHICS (CED), through its management bodies, wishes to guarantee the equality of the diversity of the people who make up its membership, both in terms of their sex, age, language, origin, sexual orientation and abilities. In this sense, this Plan aims to be one more instrument to ensure the necessary channels and mechanisms for the development of the professional careers of all its people and in particular - in this case - of women, free from discrimination, intimidation and harassment. To this end, individual and organizational measures will be promoted. Both will be included in the Equal Opportunities Plan (PIO) in this second edition.

The PIO aims to set specific and measurable objectives for the organization that contribute to ensuring equal opportunities for all the people who live there. The proposed Action Plan is based on the elaboration of a previous diagnosis and follows the different areas of action of this analysis, as a guiding thread of its objectives and measures. The set of actions that make up the Action Plan will be prioritized according to their importance and expected results in the short or medium term.

Given that in the framework of the I Plan for Equality of the CENTRE D'ESTUDIS DEMOGRÀFICS the main documents that must accompany a PIO, such as the Protocol for the prevention of sexual harassment or the Manual for the non-sexist use of language, have already been drafted; in this II Plan we want to deepen in some of the actions proposed at that time. These have already borne fruit, especially in the sense of making explicit the will of non-discrimination, as is the case of the drafting of the OTM-R protocol (Open, Transparent and Merit - Recruitment) with several references to this respect in the recruitment process; or with some results, such as a balanced composition of the Scientific Advisory Board or a greater presence of researchers (between the 2020 and the 2021 appointments there are 16 women and 6 men, while among the absentees there are 3 women and 6 men).

Unfortunately, the analysis of the results of the questionnaire sent to all staff to carry out the diagnosis prior to this II Plan, has shown that these actions have not always had a good diffusion. It is for this reason that this II Equality Plan intends to highlight the importance of communication in order to give visibility to the PIO among the staff and all the agents related to the CED. It is hoped that this II Plan will help to raise awareness among the people who make up the Center and all the collaborating entities, on aspects related to equal opportunities, as well as implementing new actions to advance towards non-discrimination. The Equality Committee* of the CENTRE D'ESTUDIS DEMOGRAPHICS will be in charge of reviewing the actions proposed in this PIO and monitoring their implementation.

The objectives and measures agreed in this document by the Equality Commission will be applied to all personnel. A period of four years is established from the date of signature to this effect and is foreseen for the period 2021/22-2024/25. After the end of the four-year period, negotiations and drafting of a new PIO will begin. The Plan established in this document will remain in force during the period established for the implementation of the new IOP.

APPLICABLE REGULATIONS

- *Llei Orgànica 3/2007*, de 22 March, for the effective equality of women and men (LOIE).
- RD 713/2010, of May 28, 2010, on registration and deposit of collective bargaining agreements, collective bargaining agreements and equality plans.
- *Llei 17/2015*, de 21 de July, for the effective equality of women and men.
- Revised text of the Workers' Statute Law, approved by the *Real Decret Legislatiu 2/2015*, de 23 October (ET).
- RD 901/2020, of October 13, 2010, which regulates equality plans and their registration and amends RD 713/2010, of May 28, 2010, on the registration and deposit of collective bargaining agreements and collective labor agreements.
- RD 902/2020, of October 13, on equal pay for men and women.

OBJECTIVES OF THE EQUALITY PLAN

AREAS OF ACTIVITY	OBJECTIUS
1. EQUALITY POLICIES	<p>Assess the degree of integration of equal opportunities in the strategy and culture of the Center.</p> <p>Expand the organizational strategy towards a culture that incorporates the value of gender equality in all actions and decision making.</p> <p>Effectively implement improvement actions.</p>
2. CATEGORIES OF WORK	<p>Include the gender perspective in all job classification processes.</p> <p>Verify that there is no gender discrimination in the type of contract and working day.</p>
3. WORKING CONDITIONS	<p>To be aware of the working conditions of each workplace from a gender perspective. To verify the neutrality in the allocation of space and resources and the adequacy of workplaces to the characteristics and needs of women and men.</p> <p>Contemplate the occupational risk factors.</p>
4. SELECTION AND CONTRACTING PROCESS	<p>To strive for equal treatment and opportunities in the selection and hiring of the CENTRE D'ESTUDIS D'ESTUDRÀFICS DEMOGRÀFICS, trying to guarantee a balance between men and women at all levels of the work structure.</p>
5. TRAINING	<p>Guarantee equal access to training for men and women.</p> <p>Revise the annual training plan adapting it to the real needs of the personnel, promoting training under equal conditions.</p>
6. REMUNERATION	<p>Verify compliance with the principle of equal pay, which establishes that equal or equal-value jobs are equally remunerated.</p> <p>Promote information and transparency in the remuneration system.</p>

7.PROFESSIONAL DEVELOPMENT	Promote and guarantee equal opportunities directly and indirectly between men and women in the promotion process (internal and external), performance evaluation and professional development.
8.SHARED RESPONSIBILITY IN EXERCISING THE RIGHT TO WORK-LIFE BALANCE	Promote working conditions that allow all employees to achieve the reconciliation of work, personal and family life.
9.PREVENTION OF SEXUAL ASSAULT AND GENDER-BASED HARASSMENT	Guarantee a safe work environment free of sexual and gender-based harassment. To verify the non-existence of sexist attitudes, discriminatory treatment and harassment of any kind and the existence of mechanisms to detect, prevent and act against such behaviors.
10.COMUNICACIÓ I LLENGUATGE INCLUSIU	<p>To assess whether the equal opportunity policy and its objectives, principles and values have been communicated to all the people in the organization and whether all personnel are correctly informed of the actions taken. Disseminate an inclusive use of language and an image of men and women that does not reinforce gender stereotypes.</p> <p>Promote the visibility of women and their contribution to the results and success of the organization.</p> <p>To value the neutrality of the image that is projected both internally and externally, promoting the use of inclusive language and an image that does not reinforce gender stereotypes.</p>

1. EQUALITY POLICIES

SPECIFIC OBJECTIVES

Assess the degree of integration of equal opportunities in the strategy and culture of the Center. Expand the organizational strategy towards a culture that incorporates the value of gender equality in all actions and decision making. Effectively implement improvement actions.

MESURES

Increase awareness and decision making from a gender perspective. Inform, train and sensitize the staff on equal opportunities between women and men. Identify the Equality Plan as an organizational strategy action by assigning it economic resources.

DESCRIPTION OF THE MEASURES

Proposals for training and awareness-raising in gender equality for all the people who work at the CENTRE FOR DEMOGRAPHIC STUDIES.

Allocate resources and recognition to equality policies within the Center.

Incorporate the information on the existence of the Equality Plan in the welcome/acceptance manual.

Raise awareness and inform new recruits of measures and actions in the area of equal opportunities between women and men.

To achieve that all the staff internalizes the value of equal opportunities between men and women.

To publicize the Equality Plan and the gender equality policies developed by the organization.

TARGET GROUP

All the staff

HUMAN AND MATERIAL RESOURCES

Management, human resources, administrative support.

External training.

Required budget.

RESPONSIBLE PERSONS

Direction, management, and Equality Committee

CALENDAR

During the entire period of validity of the Plan.

MONITORING AND EVALUATION INDICATORS

The welcome/acceptance manual has been reviewed and updated (yes/no)

Staff has been trained in equality issues (at least 40% of the Equality Committee and 20% of the rest of the staff).

A six-monthly reminder of the objectives and measures of the IOP has been made (yes/no).

S'ha assignat una partida pressupostària per formació (si/no).

2. CATEGORIES OF WORK

SPECIFIC OBJECTIVES

Include the gender perspective in all job classification processes. Verify that there is no gender discrimination in the type of contract and working day.

MESURES

Conducting a gender-sensitive job evaluation.

DESCRIPTION OF THE MEASURES

The law requires that men and women receive equal treatment in the terms and conditions of their employment contracts:

- For the same or similar jobs.
- For work that, even in the case of being completely different, is of the same value according to objective criteria.

The CED will implement an evaluation method that will systematically measure the relative importance of each position in the CENTER FOR DEMOGRAPHIC STUDIES. To avoid gender bias, the measurement scales used in the position evaluation system will be objective, well-defined and reasoned. Furthermore, it will also be ensured that they are applied to all positions and consider the specific characteristics of the workplaces with a higher representation of men or women.

The valuation of jobs will include factors such as salary supplements and working conditions associated with each job (opportunities for promotion or requirements for the payment of variable remuneration, if any)*.

TARGET GROUP

All the staff

*This measure is mandatory for organizations with more than 50 labor contracts. Although the CED has not assumed this critical mass, it is intended to be implemented during the II PIO in view of the foreseeable increase in the number of personnel at the end of its validity.

HUMAN AND MATERIAL RESOURCES

Management and Human Resources plus the subcontracting of a Human Resources consultancy.

RESPONSIBLE PERSONS

Management

CALENDAR

This action, which is only mandatory from 50 or more people hired, will begin during this IIPIO from semester 7.

MONITORING AND EVALUATION INDICATORS

The valuation of positions (yes/no) has been carried out.

Implementation of the changes and recommendations arising from the study has begun.

3. WORKING CONDITIONS

SPECIFIC OBJECTIVES

To be aware of the working conditions of each workplace from a gender perspective. To verify the neutrality in the allocation of space and resources and the adequacy of workplaces to the characteristics and needs of women and men. To ensure a gender perspective in the protocol of occupational risks.

MESURES

Keep a record, broken down by gender, of the number of employees who leave the institution and the reason why they have done so. This will be done through the external database of the company's labor management services.

DESCRIPTION OF THE MEASURES

Knowing the basic health conditions of the people who work at the CENTRE D'ESTUDIS DEMOGRÀFICS allows us to adapt the conditions of each workplace to each person, attending to their needs and improving the quality of life of both men and women. A safe environment and a good work environment help to improve the quality and efficiency and effectiveness of the work.

Data on the number of people leaving the institution, broken down by gender and race (if known), as well as the position held by each person, will be collected every six months/one year using the external database of the HR services company.

TARGET GROUP

Tot the staff.

HUMAN AND MATERIAL RESOURCES

The external company of health services and labor risks.

Registration system for this purpose.

RESPONSIBLE PERSONS

Human Resources/Occupational Risks System Manager.

CALENDAR

During the entire period of validity of the Plan. Beginning of semester 2.

MONITORING AND EVALUATION INDICATORS

100% of the people leaving the institution have been registered.

An external company supervises the protocol of occupational risks, safety, and hygiene at work (yes/no).

4. SELECTION AND HIRING PROCESS

SPECIFIC OBJECTIVES

To strive for equal treatment and opportunities in the selection and hiring of the CENTRE D'ESTUDIS D'ESTUDRÀFICS DEMOGRÀFICS, trying to guarantee a balance between men and women at all levels of the work structure.

MESURES

Training in equality and diversity management for the people involved in the recruitment and promotion selection processes to ensure an objective process.

DESCRIPTION OF THE MEASURES

The provision of equal training to staff involved in recruitment is essential for the achievement of neutral selection processes, which are not affected by their own gender stereotypes.

The training will consist of documentation with contents such as:

- A neutral definition of the job and/or professional profile.
- Job offers and documents written in inclusive language.
- Objective personal interviews.
- The audiovisual material elaborated by CERCA.

TARGET GROUP

Directly: the people who participate in the selection processes.

Indirectly: futures and future candidates.

HUMAN AND MATERIAL RESOURCES

Management and HR plus any necessary subcontracting.

RESPONSIBLE PERSONS

Human Resources.

CALENDAR

During the entire period of validity of the Plan. Revised in semester 3.

MONITORING AND EVALUATION INDICATORS

S'ha elaborat (at most in semester 3) all the documentation related to neutrality in the evaluation and selection (yes/no).

The documentation has been distributed to all the members of the evaluation commissions within the term established for each call (yes/no).

5. TRAINING

SPECIFIC OBJECTIVES

- 1) To guarantee equal access to training for men and women.
- 2) To revise the annual training plan adapting it to the real needs of the personnel, promoting training under equal conditions.

MESURES

- 1) Creation of a data collection system, broken down by gender, on the implementation, access and type of training provided to the Center's personnel.
- 2) Elaboration of a biennial Training Plan based on the formal and periodic identification of the needs expressed by the personnel. Available to all research groups, categories, and services, subject to budget availability (including training sessions on equality, prevention of sexual and gender-based harassment, leadership, social skills).

DESCRIPTION OF THE MEASURES

- 1) A database will be created, broken down by gender, to know the type of training employees receive, its type and duration, and whether it meets the needs of the workplace.

An annual report will be prepared using the results of the data collection exercise to show the gender impact of the training received by employees in the last year and whether the training has contributed to their professional development.

2) The Training Plan will include the needs of the personnel that will be requested in an annual survey. It will also include the needs identified by the person in charge of each team or service. The Training Plan will include, among other issues, training in equality, prevention of sexual and gender-based harassment, leadership, and social skills. The provision of training on equality issues helps to break down stereotypes and raise awareness to identify possible cases of gender discrimination.

A specific equality awareness module will be included and made available to staff. This module will be replicated annually to reach as many people as possible. Satisfaction surveys on the usefulness of the training provided will be carried out annually and after each training activity. In addition, a report of results will be prepared and attached to the data collection database.

TARGET GROUP

All the staff

HUMAN AND MATERIAL RESOURCES

Human Resources, administrative support.

RESPONSIBLE PERSONS

Human Resources

CALENDAR

During the entire period of validity of the Plan. Revised in semester 4.

MONITORING AND EVALUATION INDICATORS

A data collection system has been created for the training provided.

Biannual update of the database that includes the number of people trained, by sex, type of training and duration. An annual report of results has been elaborated (yes/no).

A survey on training needs (yes/no) has been designed. Number of women and men who have answered the survey.

A module on equality awareness has been included in the Training Plan (shared with objective 1). Number of men and women who have taken the equality course (40% of the staff have been trained at the end of the Plan).

6. REMUNERATION

SPECIFIC OBJECTIVES

Verify compliance with the principle of equal pay, which establishes that equal or equal-value jobs are equally remunerated. Promote information and transparency in the remuneration system.

MESURES

Maintain a salary register that establishes average salaries, salary supplements and non-wage compensation paid to personnel, broken down by gender and distributed according to positions of equal value.

DESCRIPTION OF THE MEASURES

In accordance with Royal Decree 902/2020, of October 13, a record of average salaries will be kept, broken down by gender and the arithmetic and average mean of the groups of jobs of equal value at the CENTRE D'ESTUDIS DEMOGRÀFICS, based on the results of the evaluation of jobs at the Institution.

In turn, this information will be broken down according to the nature of the remuneration, including basic salaries, supplements, and non-wage remuneration.

If a wage gap of more than 25% is identified in any of the salaries paid, a report will be attached certifying that this difference is not related to the sex of the persons hired.

TARGET GROUP

All the staff

HUMAN AND MATERIAL RESOURCES

An adequate registration system.

RESPONSIBLE PERSONS

Human Resources

CALENDAR

During the entire period of validity of the Plan. Beginning of semester 2.

MONITORING AND EVALUATION INDICATORS

S'ha elaborat un registre salarial (si/no).

If wage gaps have been identified, a support report has been prepared (yes/no).

The minutes and the report have been presented to the Equality Committee (yes/no).

7. PROFESSIONAL DEVELOPMENT

SPECIFIC OBJECTIVES

Promote and guarantee equal opportunities directly and indirectly between men and women in the promotion process (internal and external), performance evaluation and professional development.

MESURES

Follow-up, broken down by gender and indicating the professional group, workplace, work schedule and type of contract, of the people who participate in competitive processes to fill new vacancies or move horizontally within the institution.

DESCRIPTION OF THE MEASURES

By monitoring the evolution of promotions and evaluations among the Center's personnel, it is possible to verify whether the objective of balancing jobs and levels between men and women is being achieved.

The results of this follow-up work will detail, by gender, the people who have been promoted, the positions to which they have been promoted and the selection tests they have taken to fill vacancies.

Once the report has been prepared and presented to the Commission, it will be progressively updated as promotions are carried out.

TARGET GROUP

Tot the staff.

HUMAN AND MATERIAL RESOURCES

The external company of Human Resources services.

Registration system for this purpose.

RESPONSIBLE PERSONS

Human Resources.

CALENDAR

During the entire period of validity of the Plan. Revised Semester 6.

MONITORING AND EVALUATION INDICATORS

A follow-up record has been prepared (yes/no).

The follow-up report has been presented to the Equality Committee (yes/no).

The impact of the measure on the balance between men and women has been diffused by the different areas of work: research groups and services (yes/no).

8. SHARED RESPONSIBILITY IN THE EXERCISE OF THE RIGHT TO RECONCILIATION OF WORK AND FAMILY LIFE.

SPECIFIC OBJECTIVES

Promote working conditions that allow for the reconciliation of work, personal and family life.

MESURES

Identify the needs of the employees regarding the management of working time and the flexibility of the CENTRE D'ESTUDIS DEMOGRÀFICS. To act according to the results obtained. Collection of statistical data, broken down by gender, group, workplace, category and type of contract, on employees who are on leave, under contract suspension or on long-term leave of absence for the purpose of reconciling work, personal and family life, and providing this information to the Equality Committee. Request for a six-monthly report to the external Human Resources services company.

DESCRIPTION OF THE MEASURES

Suggestions and proposals from the workforce regarding work-life balance will be collected on an annual basis to design measures that are aligned with their real needs and those of the organization.

Every six months, the external HR services company will be asked to prepare a report that establishes, broken down by gender, professional group, type of work and contract, information on employees on sick leave, on contract suspension or on long-term leave for work-life balance and personal and family reasons. The results of the report will then be used to consider making changes to the measures and types of leave available to ensure that they are used equally by both sexes. The annual report and any changes made will be presented to the Equality Committee.

TARGET GROUP

All the staff

HUMAN AND MATERIAL RESOURCES

The external company of Human Resources services.

Registration system for this purpose

RESPONSIBLE PERSONS

Human Resources

CALENDAR

During the entire period of validity of the Plan. Revised in semester 8.

MONITORING AND EVALUATION INDICATORS

Information on the use of measures and permits has been disseminated (yes/no)

A communication channel has been established and a person responsible for the reception and treatment of ideas and suggestions for improvement has been designated (yes/no).

The contributions of the personnel have been reviewed to integrate those that are agreed upon by the Equality Committee and of possible legal or budgetary implementation (yes/no).

9. PREVENTION OF SEXUAL HARASSMENT AND GENDER-BASED HARASSMENT

SPECIFIC OBJECTIVES

Ensure a safe work environment free of sexual and gender-based harassment. To verify the non-existence of sexist attitudes, discriminatory treatment and harassment of any kind and the existence of mechanisms to detect, prevent and act against such behaviors.

MESURES

Dissemination of the existing protocol for the prevention of sexual and gender-based harassment as a separate issue from workplace harassment.

DESCRIPTION OF THE MEASURES

In accordance with Article 48 of Organic Law 3/2007, companies must promote working conditions that prevent gender-based or sex-based harassment, as well as implement specific procedures to prevent such situations and deal with any complaints that may be made. The CED approved this Protocol within the framework of the I Equality Plan, but it does not have

specifically trained personnel, so training in this area will be promoted. During the II Plan, a communication campaign will be carried out through the internal means of the CENTRE D'ESTUDIS DEMOGRÀFICS (posters, leaflets, and e-mails).

TARGET GROUP

All the staff

HUMAN AND MATERIAL RESOURCES

HR, administrative support.

External occupational risk prevention service.

RESPONSIBLE PERSONS

Management/Equality Commission

CALENDAR

During the entire period of validity of the Plan. Revised on semester 7.

MONITORING AND EVALUATION INDICATORS

A mail with basic information and contact persons has been sent every six months. (yes/no)

Number, type and duration of training sessions provided to the Equality Committee regarding the handling of complaints and their resolution.

Number of men and women participating in the training session(s).

Number of complaints and/or reports received through the channels established in the protocol.

Number of cases solved.

10. COMMUNICATION AND INCLUSIVE LANGUAGE

SPECIFIC OBJECTIVES

Assess whether the equal opportunity policy and its objectives, principles and values have been communicated to everyone in the organization and whether all personnel are correctly informed of the actions taken. Spread the use of inclusive language and an image of men and women that does not reinforce gender stereotypes. Promote the visibility of women and their contribution to results and organizational success. Value the neutrality of the image that is projected both internally and externally, promoting the use of inclusive language and an image that does not reinforce gender stereotypes.

MESURES

Visibility of equality policies and actions.

Provision of training in the acquisition of inclusive language and the identification of sexist language for those responsible for communication at the Center and on social networks.

DESCRIPTION OF THE MEASURES

Short training sessions will be held for those responsible for communication and social networks on the inclusive use of images and language used in the internal and external communications of the Center. These can be done online.

TARGET GROUP

All the staff

Especially the person responsible for communication.

HUMAN AND MATERIAL RESOURCES

External training.

RESPONSIBLE PERSONS

Management/Equality Commission

CALENDAR

Collection of data throughout the life of the IOP. Reviewed in semester 8.

MONITORING AND EVALUATION INDICATORS

Number of communication actions carried out.

Number of channels of access to the PIO and the inclusive language guide.

Number, type and duration of training sessions provided.
 Number and percentage of men and women participating in the training session(s).

MONITORING TABLE

Actions	Calendar	Indicators	#
1. EQUALITY POLICIES	S1	The welcome/acceptance manual has been revised and updated (Yes/No)	
		Staff has been trained in equality issues (at least 40% of the Equality Committee and 20% of the rest of the staff).	
		A biannual reminder of the objectives and measures of the PIO (Yes/No) has been carried out.	
		A budget item has been allocated for training (yes/no).	
2. CATEGORIES OF WORK	S7	The valuation of positions (yes/no) has been carried out.	
		Implementation of the changes and recommendations arising from the study has begun.	
3. WORKING CONDITIONS	The entire period. Revised S2	100% of the people leaving the institution have been registered.	
		An external company supervises the protocol of occupational risks, safety, and hygiene at work (yes/no).	
4. SELECTION AND HIRING PROCESS	The entire period. Revised S3	It has been elaborated (at most in semester 3) all the documentation related to neutrality in the evaluation and selection (yes/no).	
		The documentation has been distributed to all the members of the evaluation commissions within the term established for each call (yes/no).	
5. TRAINING	The entire period. Revised S4	A data collection system has been created for the training provided.	
		Biannual update of the database that includes the number of people trained, by sex, type of training and duration. An annual report of results has been elaborated (yes/no).	
		A survey on training needs (yes/no) has been designed. Number of women and men who have answered the survey.	
		A module on equality awareness has been included in the Training Plan (shared with objective 1). Number of men and women who have taken the equality course (40% of the staff have been trained at the end of the Plan).	
6. REMUNERATION	S2	A salary register has been prepared (yes/no).	
		If salary gaps have been identified, a support report has been prepared (yes/no).	
		The minutes and the report have been presented to the Equality Committee (yes/no).	
7. PROFESSIONAL DEVELOPMENT	The entire period. Revised S6	A follow-up record has been prepared (yes/no).	
		The follow-up report has been submitted to the Equality Committee (yes/no).	
8. SHARED RESPONSIBILITY IN THE EXERCISE OF THE RIGHT TO RECONCILIATION	The entire period. Review	Information on the use of measures and permits has been disseminated (yes/no)	
		A communication channel has been established and a person responsible for the reception and processing of ideas and suggestions for improvement has been designated (yes/no).	
		The contributions of the personnel have been reviewed to integrate those that are agreed upon by the Equality Committee and of possible legal or budgetary implementation (yes/no).	
9. PREVENTION OF SEXUAL HARASSMENT AND GENDER-BASED HARASSMENT	The entire period. Review S5	A mail with basic information and contact persons has been sent every six months. (yes/no)	
		Number, type and duration of training sessions provided to the Equality Committee regarding the handling of complaints and their resolution.	
		Number of men and women participating in the training session(s).	
		Number of complaints and/or reports received through the channels established in the protocol.	
10. COMMUNICATION AND INCLUSIVE LANGUAGE	The entire period. Review S8	Number of cases solved.	
		Number of communication actions carried out.	
		Number of channels of access to the PIO and the inclusive language guide.	
		Number, type, and duration of training sessions provided.	
		Number and percentage of men and women participating in the training session(s).	