



EQUALITY PLAN

EQUALITY PLAN

June 2022

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1. INTRODUCTION

BUSINESS CONTEXT

This document aims to formalize the principle of equal treatment and opportunities between women and men, documenting the areas to work on and the actions that will determine our actions in this field during the term of this Equality Plan.

E. BACHILLER B, S.A.'s commitment regarding respect for diversity, rejection of any kind of discrimination based on gender, race, or ideology, the implementation of policies to promote, hire, remunerate, train and develop our professionals in accordance to criteria based on equity and merit, and our firm commitment towards policies that promote effective equality between men and women, are a reflection of our corporate values and our corporate identity.

The content of this document therefore presents, in an orderly and systematic manner, and in accordance with the legal requirements in force in this area, a set of initiatives aimed at a comprehensive and egalitarian conception of people's development in both work and personal fields.

LEGAL CONTEXT.

E. BACHILLER B, S.A is an initiative created in compliance with the provisions of Organic Law 3/2007 for effective equality between women and men, Royal Decree Law 6/2019 of urgent measures to guarantee equal treatment and opportunities between women and men in employment and occupation, Royal Decree Law 901/2020 and Royal Decree Law 902/2020, which regulates equality plans and their registration and modifies Royal Decree 713/2020, of 28 May on registration and deposit of collective agreements and collective labour agreements.

The principle of equality is recognized by our Constitution, which in **Article 14** sets out the universal legal principle of equality and declares that all Spaniards are equal before the law, without any discrimination on grounds of gender, among others. Likewise, this principle is included in several international standards such as the Treaty of Amsterdam, the Treaty of Rome, and several Community Directives such

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as 2002/73/EC and 2004/113/EC on the implementation of the principle of equal treatment between men and women.

In accordance with all this, an ASSESSMENT has been carried out on to determine the equality in our organization and the current Equality Plan which will affect all E. BACHILLER B, S.A. employees and collaborators.

2. STRUCTURE

E. BACHILLER B, S.A. Equality Plan is structured in the following sections:

- I. Assessment of women's and men's initial situation within the company. This assessment is based on the qualitative and quantitative data provided by the company with regard to - staff; access, incorporation and working conditions; promotion, remuneration; personal, family and work life reconciliation; occupational health; communication policy and equality awareness; under-representation of women; gender violence.
- II. Action program drawn up on the basis of the conclusions of the assessment and the shortcomings detected in the field of gender equality. It establishes the goals to be achieved in order to make equality effective; the positive measures and actions necessary to achieve the stated goals; a implementation schedule; and the persons or groups responsible for their realization.
- III. Monitoring and evaluation of compliance with the Plan through the persons designated by each party to collect information on its degree of implementation, its results, and its impact on the company.

Once the situation of equality between women and men in the Company has been assessed and conclusions have been drawn, it is necessary to define the goals to be achieved, the strategies to be used and the actions to be carried out in order to achieve the indicated goals.

The purpose of the action program has a dual purpose: on the one hand, to define corrective measures for existing inequalities, and on the other, to specify actions to ensure that all processes carried out in the company integrate the principle of gender equality.

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In order to achieve this effectiveness, the dual strategy outlined in the Organic Law 3/2007 on effective equality between women and men (LOIEMH) will be used:

- Adopting positive action measures to correct existing imbalances.
- Adopting cross-cutting equality policies that guarantee the integration of equality principals in all Company policies, in all processes and at all levels.

Methodologically, the structure of the equality plan is internally coherent, i.e., it is an organized set of measures aimed at achieving equal treatment and opportunities for women and men in the company and eliminating discrimination due to gender.

The action program is structured as follows:

- General goals
- Specific goals
- ACTIONS
- Responsible persons
- Deadlines for implementation

The general goals refer to the Plan as a whole, and based on them, specific objectives, actions, responsible persons, indicators and/or monitoring criteria and schedule are developed for each of the fields which, based on the assessment carried out, have been established as necessary for intervention, and which are as follows:

1. Culture and organizational management field.
2. Female Under-representation field.
3. Access to the organization field.
4. Internal and/or continuous training field.
5. Promotion and professional development field.
6. Remuneration field.
7. Working time and co-responsibility field.
8. Non-sexist communication field.
9. Access to occupational health field.

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10. Prevention of and action against sexual harassment and harassment based on gender field

3. PREVIOUS DEFINITIONS.

In order to ensure the effective implementation of equal treatment and opportunities for women and men, it is necessary to define:

- **Equality Plan:** organized set of actions, adopted after a assessment of the situation, aimed at achieving equal treatment and opportunities between women and men within the company and eliminating gender based discrimination.
- **Direct gender discrimination:** situation in which a person is, has been or would be treated less favourably based on their gender than in another comparable situation.
- **Indirect gender discrimination:** situation in which an apparently neutral provision, criterion or practice puts persons of one sex at a particular disadvantage compared with persons of the opposite sex, unless that provision, criterion or practice can be objectively justified by a legitimate aim and the means of achieving that aim are necessary and appropriate.
- **Sexual harassment:** any behaviour, verbal or physical, of a sexual nature that is unwanted by the person subjected to such behaviour and has the purpose or effect of violating a person's dignity, in particular when it creates an intimidating, degrading, or offensive environment, through inappropriate attitudes, statements or comments.
- **Gender harassment:** any conduct carried out based on a person's gender, with the purpose or effect of violating their dignity and creating an intimidating, degrading, or offensive environment, as well as any adverse treatment or negative effect on a person as a consequence of them having made a complaint, claim, report, demand, or appeal, aimed at preventing discrimination against them and demanding effective compliance with the principle of equality between women and men.

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- **Moral harassment or Mobbing:** repeated or persistent aggression by one or more persons over a prolonged period of time, whether verbal, psychological or physical, in the workplace or in connection with work, aimed at humiliating, belittling, insulting, coercing, or discriminating against the victim, which may culminate in the victim voluntarily leaving the workplace.
- **Positive action measures:** specific measures in women's favour to correct obvious situations of de facto inequality with respect to men, which must be reasonable and proportionate in relation to the objective pursued in each case.
- **Principle of equal treatment between women and men:** this implies the absence of any direct or indirect gender discrimination, in particular based on maternity, the assumption of family obligations and marital status.
- **Equal treatment and opportunities in access to employment, training and professional promotion, and working conditions:** the principle of equal treatment and opportunities for women and men, applicable in the field of private and public employment, shall be guaranteed, under the terms provided for in the applicable regulations, in access to employment, including self-employment, in vocational training, professional promotion, and membership and participation in trade union and employers' organizations, or any organization whose members carry on a particular profession, including the benefits provided for by such organizations.
- **Discrimination based on pregnancy or maternity:** any unfavourable treatment towards women related to pregnancy or maternity constitutes direct gender discrimination.
- **Indemnity towards retaliation:** any adverse treatment or adverse effect on a person as a consequence of him or her filing a complaint, claim, report, demand, or appeal, of any kind, aimed at preventing discrimination and demanding effective compliance with the principle of equal treatment between women and men, shall also be deemed to be gender discrimination.
- **Legal consequences of discriminatory conduct:** acts and clauses in legal transactions that constitute or cause gender discrimination shall be considered

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null and void, and shall give rise to liability through a repair or compensation system that is real, effective, and proportionate to the damage suffered, as well as, where appropriate, through an effective and dissuasive system of sanctions to prevent discriminatory conduct.

- **Effective judicial protection:** any person may request from the courts legal protection regarding the right to equality between women and men, in accordance with Article 53.2 of the Constitution, even after ending the relationship in which the discrimination is alleged to have taken place.
- **Rights to reconcile personal, family and working life:** the rights to reconcile personal, family and working life shall be recognized for male and female workers in such a way as to encourage the balanced assumption of family responsibilities, avoiding any discrimination based on their exercise.

4. SCOPE OF APPLICATION.

This Equality Plan is applicable to all E. BACHILLER B, S.A. work centres and to all personnel who provide services for the company, whatever the contractual modality that links them to the company, including the personnel contracted through ETT.

5. COMPOSITION OF THE NEGOTIATING BOARD.

The parties agree to set up a Negotiating Committee to elaborate the Equality Plan for the Company E. BACHILLER B, S.A.

This Commission is made up by:

Representing the company are Celso Arcas Sancho, Vanessa Nieto Padilla, and Luis Naspler Bascuñana. Representing the legal representatives of the workers Joana Ortés González (CCOO), Marc Pedrós Manchado (CCOO), David Galván Rodríguez (CCOO) and Jesús Garrido Egea (CCOO).

6. TERM.

This Plan shall be in force for a period of four years, from 01 June 2022 to 31 May 2026.

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7. QUALITATIVE AND QUANTITATIVE ASSESSMENT.

The purpose of the Assessment was to comply with the provisions of the Organic Law on Equality, and specifically, to carry out an analysis based on:

- The **principle of non-discrimination**, verifying that there is no direct or indirect discrimination, and that non-discriminatory decisions are taken regarding gender.
- The **principle of equal opportunities**, by analysing practices that encourage people of both genders to enjoy an equal situation.
- The **principle of equal pay**, by carrying out a pay audit.

Thus, the situation has been analysed, both quantitatively and qualitatively, considering the following areas:

- **Labour map**: composition of the workforce: age, seniority, and organizational structure broken down by gender
- **Equality strategy**, analysing the company's internal awareness-raising work and external and internal communication.
- **Access to employment and ways of hiring.**
- **Professional classification.**
- **Training, promotion, and professional development.**
- **Remuneration.**
- **Reconciliation between work, personal, and professional life**: organization of working time and other reconciliation measures.
- **Women's risk situations at work and sexual harassment and gender harassment.**
- **Salary Audit.**
- **Feminine Under-representation.**

Finally, and in accordance with the results of this analysis (Annex III), a series of conclusions and recommendations have been found relating to the company's real situation, as well as identifying areas that require implementation of corrective and/or driving actions (Chapter 9 - Measures and Indicators)

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8. GENERAL AND SPECIFIC GOALS.

8.1 - General goals:

- a) Integrate equal treatment between men and women.
- b) Integrate gender perspective in the company's management. Creating an Equality Agent as a guarantor of such integration.
- c) Facilitate the reconciliation between personal, family, and work life for the Company's employees and promote co-responsibility among the men within the workforce.
- d) Ensure fair and equal pay for men and women who perform jobs of equal value.
- e) Disseminate, implement, and facilitate protective measures in cases of gender-based violence.
- f) Promote and implement communication actions on equal opportunities at all organizational levels.

8.2 - Specific objectives:

8.2.1 - Access to the company and selection.

- a) Guarantee equal treatment and opportunities during the selection process to access the company, eliminating possible cases of horizontal and vertical segregation.
- b) Establish actions to promote access to jobs where women are under-represented. Encourage the hiring of women in the sector, through positive action measures.
- c) Seek a greater presence of women in Company interviews.
- d) Guarantee equal treatment and opportunities when hiring by promoting the balance between women and men in the different contracting modalities.

8.2.2 - Professional classification.

- a) Guarantee that a job has equal value to another when the functions or tasks actually performed, the educational, professional or training

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conditions required to perform them, the factors strictly related to their performance, and the working conditions under which such activities are actually carried out are equal.

- b) Analyse the factors that justify the differences between professional groups, categories, and positions.

8.2.3 - Training.

- a) Provide equal opportunity to all the staff, especially to staff related to the Company's organization, Human Resources, Middle Management, and Management Personnel in order to guarantee objectivity and non-discrimination in all the processes carried out by the Company.
- b) Guarantee workers' have access to each centre, to all the training provided by the company, ensuring that they are aware of the training plan, its actions and access criteria.
- c) Training for professional development.

8.2.4 - Professional promotion.

- a) Guarantee equal treatment and opportunities for women and men when it comes to promotions, using a procedure that bases promotion and advancement on objective, public, and clear criteria, based on the person's knowledge, experience, and competence.
- b) Inform, train, and encourage participation in professional promotion processes, giving preference to the less represented gender in the position that needs to be filled.

8.2.5 - Working conditions.

- a) Introduce the gender dimension into the occupational health policy and occupational health & safety tools in order to adapt them to the physical, biological, and social needs of female and male workers.
- b) Ensure that male and female workers have equal working conditions, especially regarding the services to which they are assigned.

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8.2.6 - Co-responsible implementation of the rights of personal, family, and working life.

- a) Guarantee the implementation of work-life balance rights, informing about them and making them accessible to the entire workforce.
- b) Improve legal measures to help our employees to combine their personal, family, and working life.
- c) Encourage the use of co-responsibility measures between women and men employees.

8.2.7 – Female Under-representation.

- a) Guarantee equal treatment and opportunities for women and men for promotion and advancement, based on objective, quantifiable, public, and clear criteria.
- b) Encourage professional promotion within the company to achieve a balanced representation between men and women in coordination and management positions.

8.2.8 - Remuneration, including gender pay audit.

- a) Monitoring the equal pay of employees

8.2.9 - Prevention of sexual and gender-based harassment.

- a) Promote working conditions that prevent sexual and gender-based harassment.

8.2.10 - Communication.

- a) Ensure that internal and external communication promotes an equal image between women and men and ensure that internal media are accessible to all the employees.

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- b) Disseminate a corporate culture committed to equality, making all employees aware about the need to act and work jointly and globally on equal opportunities.
- c) Review, correct, and monitor language and images used in communications for both external and internal use.

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9. ACTIONS AND INDICATORS

Organizational culture and management.

FIELD	GOALS	ACTION NO.	ACTIONS	PERSON RESPONSIBLE	INDICATORS	RESOURCES	MONITORING FREQUENCY	TIMING/ DEADLINE	2023	2024	2025	2026
CULTURE AND ORGANISATIONAL MANAGEMENT	Materialise the commitment towards equality in the business strategy.	1	Disseminating the Equality Plan through the company's usual communication channels, informing all employees about the implementation of the Equality Plan, its purpose, and goals, as well as the actions and measures included within.	Equality Committee	Evidence dissemination Equality Plan (mails etc.)	There is no need for a budget allocation. It is carried out internally		31/03/2023	1T			
		2	Awareness-raising actions on equality, diversity, and inclusion, organizing campaigns, courses, etc., aimed at raising awareness among all the members of the organization about situations of inequality or gender discrimination.	Equality Committee	Number of actions carried out and targeted employees (workshop/offices)	There is no need for a budget allocation. It is carried out internally	Half-yearly	Term of the Plan				
		3	Inform about the Company's position regarding Equality between women and men to the companies with which it collaborates (suppliers and clients).	All Departments	Number of communications sent	There is no need for a budget allocation. It is carried out internally		30/06/2024		2T		
		4	Carry out an analysis to detect everyday situations within the company that may involve discrimination or unequal gender-based treatment (e.g., preparing coffee for visits, workshop calendars, toilet use, etc.) and carry out corrective measures.	Equality Committee	Number of actions resulting from such analysis, minutes of the meeting	There is no need for a budget allocation. It is carried out internally	Half-yearly	30/06/2023	2T			
		5	Provide an e-mail address, which will be managed by the Equality Committee, to address any matters regarding the Equality Plan, including the protocol against sexual or gender-based harassment.	IT Department	E-mail created	There is no need for a budget allocation. It is carried out internally		31/03/2023	1T			
		6	Creation and communication about the functions of the "Equality Agent".	Equality Committee	Communications regarding the creation of this figure, evidence of the Equality Agent's performance	There is no need for a budget allocation. It is carried out internally		31/03/2023	1T			
		7	Apply for public or private equality and diversity distinctions or certifications.	Equality Committee	Distinctions/certifications achieved	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				

Feminine Under-representation.

FIELD	GOALS	ACTION NO.	ACTIONS	PERSON RESPONSIBLE	INDICATORS	RESOURCES	MONITORING FREQUENCY	TIMING/ DEADLINE	2023	2024	2025	2026
FEMININE UNDER-REPRESENTATION	Achieve a balanced representation of male and female workers in the different activity areas and positions, increasing the presence of women where they are under-represented.	8	Increase the number of women in the company by 10%.	HR, Heads of Dept., Management	% increase in the number of women Company	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		9	Integrate women into positions of intermediate responsibility (Project Manager, Designers, Technicians of all types) so that in the future they can opt for promotions as heads of Department.	HR, Heads of Dept., Management	% increase in the number of women by department/professional category in intermediate positions	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		10	During the selection processes, under equal conditions, select the under-represented gender.	HR, Heads of Dept., Management	No. of selection processes where the preference clause has been applied, total no. of processes under equal conditions, total No. of processes	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		11	Establish collaboration relationships with specific training centres in order to promote the incorporation of female employees in the manufacturing workshops, warehouses, mechanical,... (professional groups and male-dominated jobs).	HR	Number of agreements with training centres and number of women enrolled through this channel.	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		12	Periodic review regarding the gender balance within the workforce and the representation of women and men in the different positions and professional categories.	HR, Equality Commission	Minutes Equality Meeting	There is no need for a budget allocation. It is carried out internally	Half-yearly	Term of the Plan				

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Access to the organization.

FIELD	GOALS	ACTION NO.	ACTIONS	PERSON RESPONSIBLE	INDICATORS	RESOURCES	MONITORING FREQUENCY	TIMING/ DEADLINE	2023	2024	2025	2026
ACCESS TO THE ORGANISATION	Guarantee equal treatment and equal opportunities during the selection process to access the company by eliminating any gender bias	13	Develop a template of "questions to avoid" in order to conduct gender-sensitive interviews, making sure that no selection criteria will be set according to their family, personal, or gender situation.	HR, Equality Commission	Evidence of the template of questions to avoid and evidence of the communication of the template to Rbles. Dept.	There is no need for a budget allocation. It is carried out internally	Annual	30/09/2023	3T			
		14	The company's commitment with equality will be made public in job offers.	HR	Analysis of published job offers	There is no need for a budget allocation. It is carried out internally	Annual	30/09/2023	3T			
		15	Include in male-dominated job offers messages that invite women to apply too (e.g.: "We are looking for men and women who meet the following criteria").	HR	Analysis of published job offers	There is no need for a budget allocation. It is carried out internally	Annual	30/09/2023	3T			
		16	Review the skills requested in job descriptions to make sure that there are no gender-biased skills.	HR	Number of DPT's reviewed per total number of DPT'S	There is no need for a budget allocation. It is carried out internally	Annual	31/12/2023	4T			
		17	A job description will be drawn up for all new jobs, determining their professional profile based on homogeneous and unbiased criteria regarding the abilities, skills, and knowledge required for each one of them	HR	Number of DPT's created	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		18	Removal of all gender references when sending CVs to the heads of the different units or departments and persons involved in the selection process, to the extent possible "blind CV".	HR	Evidence mails sent c.v. to Responsible Persons, sample analysis of modified CVs.	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		19	Demand compliance with the principle of Equality from external recruiting companies	HR	Evidence of mails sent to recruiting companies	There is no need for a budget allocation. It is carried out internally	Annual	31/12/2023	4T			
		20	Annual analysis of applications broken down by gender	HR, Equality Commission	No. of applications by gender for each vacancy advertised	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		21	Periodic review by the Commission on the use of inclusive language in selection processes	HR, Equality Commission	Analysing an offer sample (office and workshop) Minutes of the Equality Commission meeting	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		22	Provide the Monitoring Committee with annual information about the hiring of men and women according to professional area, position, type of contract and shift.	HR, Equality Commission	No. of hires broken down by gender according to professional area, position, type of contract and shift. Minutes of the Equality Commission meeting	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		23	Provide the Monitoring Committee with annual data regarding the conversion of temporary contracts into permanent contracts, broken down by gender.	HR, Equality Commission	Number of contracts converted from temporary to permanent contracts broken down by sex according to professional area and position. Minutes of the Equality Commission meeting	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				

Internal and/or continuous training.

FIELD	GOALS	ACTION NO.	ACTIONS	PERSON RESPONSIBLE	INDICATORS	RESOURCES	MONITORING FREQUENCY	TIMING/ DEADLINE	2023	2024	2025	2026
INTERNAL AND/OR CONTINUOUS TRAINING	Raise awareness and provide training regarding equal treatment and opportunities for all the employees in general, but especially, employees related with the organization of the company in order to guarantee objectivity and equality between women and men during selection, professional classification, promotion, access to training, allocation of	24	Carry out training actions regarding Equality among the members of the Equality Commission.	HR, Equality Commission	Registration records for training actions	Included in the company's annual training budget.	Biannual	30/09/2023	3T			
		25	Identify, schedule and carry out training actions on Equality for the entire staff, adapted to the different groups within the Company.	HR, Equality Commission	No. of people trained (broken down by gender)/Total No. of workers.	Included in the company's annual training budget.	Half-yearly	31/12/2023	4T			
		26	Review within the Equality Commission, and modify if necessary, the contents regarding the Equality training modules and courses	HR, Equality Commission	Review of contents Minutes of the Equality Commission meeting	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		27	Inform and publicly announce the company's training offer, making sure that all employees are aware of the training opportunities. Publication through communication channels. Establishing communication channels for the training offer as well as the application process.	HR	Communication evidence regarding the existing training offer, open to all employees. Evidence of communication channel establishment	There is no need for a budget allocation. It is carried out internally	Annual	31/12/2023	4T			

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Promotion and professional development

FIELD	GOALS	ACTION NO.	ACTIONS	PERSON RESPONSIBLE	INDICATORS	RESOURCES	MONITORING FREQUENCY	TIMING/ DEADLINE	2023	2024	2025	2026
PROMOTION AND PROFESSIONAL DEVELOPMENT	Guarantee equal treatment and opportunities for women and men for promotion, based on objective, quantifiable, public, and clear criteria	29	Promote and increase female presence in managerial and intermediate management positions through positive actions: Under equal suitability and competence conditions, women will be given preference to be promoted to positions where they are under-represented.	HR, Heads of Dept., Management	No. of women promoted/ No. of cases under equal conditions/ Total no. of promotions	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		30	Make internal promotion easier for the entire staff, only resorting to external contracting in the event that the required profiles do not exist within the company.	HR, Heads of Dept., Management	No. of internal promotions (broken down by gender and position), No. of promotions (disaggregated by gender and position).	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		31	Update on an annual basis a registry that allows to know the employees education and training level, broken down by gender and position.	HR	Registration of the employee's level of education and training, broken down by gender and position. Minutes of the Equality Commission meeting	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				

Remuneration.

FIELD	GOALS	ACTION NO.	ACTIONS	PERSON RESPONSIBLE	INDICATORS	RESOURCES	MONITORING FREQUENCY	TIMING/ DEADLINE	2023	2024	2025	2026
RETRIBUTIVE	Guarantee equal salaries for women and men, getting rid of the salary gap	32	Carry out a remuneration audit throughout the entire workforce, analysing the average remuneration for women and men, by groups and job position, fixed and variable remuneration, with a breakdown of all salary and non-salary items, as well as the criteria to receive such items.	HR	Remuneration audit report	Cost €1,500		30/06/2023	2T			
		33	In the event that salary differences are identified between women and men in the same professional group, category or job of equal value, measures shall be taken to gradually achieve salary equity	HR, Heads of Dept., Management	Annual salary register update	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				
		34	Implement an annual remuneration register monitoring system to detect possible differences between salary amounts classified by professional categories and by gender, reflecting arithmetic averages and medians	HR, Equality Commission	Annual salary register update	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				

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Working time and co-responsibility.

FIELD	GOALS	ACTION NO.	ACTIONS	PERSON RESPONSIBLE	INDICATORS	RESOURCES	MONITORING FREQUENCY	TIMING/ DEADLINE	2023	2024	2025	2026
WORKING TIME AND CO-RESPONSIBILITY	Guarantee the co-responsible practice of work-life balance rights, informing and making them accessible to all employees to make the reconciliation between personal, family and working life easier	35	Inform all the staff about the actions and rights regarding work-life balance set out in the Collective Bargaining Agreement, the Workers' Statute and other labour regulations. Conduct regular outreach campaigns and updates on rights legislation.	HR, Equality Commission	Evidence of outreach campaign	There is no need for a budget allocation. It is carried out internally	Half-yearly	31/03/2024		1T		
		36	Communicate the conciliation measures included in the Collective Agreement, the Workers' Statute and other labour regulations in the Welcome Plan for new employees.	HR, Equality Commission	Copy of the New Employee Welcome Plan	There is no need for a budget allocation. It is carried out internally	Annual	31/03/2024		1T		
		37	Analyse and suggest the Management about the possibility of establishing new work-life balance measures within the Company	HR, Equality Commission	Minutes of the Equality Commission meeting	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				

Non-sexist communication.

FIELD	GOALS	ACTION NO.	ACTIONS	PERSON RESPONSIBLE	INDICATORS	RESOURCES	MONITORING FREQUENCY	TIMING/ DEADLINE	2023	2024	2025	2026
NON-SEXIST COMMUNICATION	Make sure that internal and external communication promotes an equal image between women and men and make sure that internal media communication is accessible throughout the company.	38	Drafting and publication of a "Style Manual" for internal use in the field of corporate communications	HR, Equality Commission, Marketing	Evidence "Style Manual" and dissemination channel used	There is no need for a budget allocation. It is carried out internally	Annual	30/06/2024		2T		
		39	Train and sensitize the staff in charge of the company's media (website, press relations, etc.) on equality and non-sexist language communications.	HR, Equality Commission, Marketing	Training courses carried out and number of persons and positions taking part in the training.	Included in the company's annual training budget.	Annual	30/09/2023	3T			
		40	Use of inclusive language in external communications (website, publications, mailings, etc.)	Marketing	Analysis of external communications	There is no need for a budget allocation. It is carried out internally	Half-yearly	31/12/2023	4T			
		41	Define and carry out awareness campaigns for the commemorative day on the 8th of March (International Women's Day) and the 25th of November (International Day against Gender Violence against Women), or others, through the Marketing Department. (Workshop and offices)	HR, Equality Commission, Marketing	Campaigns to be carried out and targeted staff (Workshop/Offices).	There is no need for a budget allocation. It is carried out internally	Half-yearly	31/03/2024		1T		

Access to occupational health.

FIELD	GOALS	ACTION NO.	ACTIONS	PERSON RESPONSIBLE	INDICATORS	RESOURCES	MONITORING FREQUENCY	TIMING/ DEADLINE	2023	2024	2025	2026
ACCESS TO OCCUPATIONAL HEALTH	Introduce the gender dimension into the occupational health policy and occupational health &	42	Establish and communicate a prevention protocol for jobs or activities that may pose a risk to pregnant or breastfeeding employees.	HR/PRL	Evidence of protocol, evidence of protocol dissemination and No. of people affected.	There is no need for a budget allocation. It is carried out internally	Annual	30/06/2024		2T		
		43	Have an accident rate report broken down by gender and category.	HR/PRL	Accident rate data by gender and category. Evidence report	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				

EQUALITY PLAN

Prevention of and action against sexual harassment and gender harassment.

FIELD	GOALS	ACTION NO.	ACTIONS	PERSON RESPONSIBLE	INDICATORS	RESOURCES	MONITORING FREQUENCY	TIMING / DEADLINE	2023	2024	2025	2026
PREVENTION OF AND ACTION AGAINST SEXUAL AND GENDER-BASED HARASSMENT	Preventing sexual and gender-based harassment.	44	Draw up a protocol for prevention and action in the event of sexual harassment and distribute it to the entire workforce, including a declaration of the company's principles against sexual and moral harassment, definitions of both concepts; and the types of harassment that occur within the labour market, establishing a course of action (how to file a complaint, precautionary measures, processing of the investigation, confidentiality, classification of the different types of harassment, etc.) and regulatory references, guaranteeing at all times the resolution urgency and confidentiality, the prohibition of any retaliation towards any of the persons involved in the process. As well as the information and models for filing allegations or complaints, the commitment to confidentiality by the person who has knowledge or investigates the facts and the rights and obligations of women who are victims of gender violence.	HR, Equality Commission	Evidence of protocol communication to staff and new members of staff.	There is no need for a budget allocation. It is carried out internally	Annual	30/09/2023	3T			
		45	Train prevention delegates on sexual and gender-based harassment.	HR, Heads of Dept., Management	Training courses held and number of hours.	Included in the company's annual training budget.	Annual	30/06/2024		2T		
		46	Include a module about prevention of sexual and gender-based harassment in the compulsory OHS training.	HR/PRL	Training courses held and their content.	Included in the company's annual training budget.	Annual	30/09/2024		3T		
		47	The Monitoring Committee shall draw up an annual report on the proceedings initiated due to sexual or gender based harassment, as well as the number of complaints filed.	Equality Committee	Annual report carried out. No. of allegations and outcome.	There is no need for a budget allocation. It is carried out internally	Annual	Term of the Plan				

10 MONITORING AND EVALUATION SYSTEM.

During the term of this Equality Plan, in order to know the development of the Plan and the results obtained in the different action areas, the Equality Committee will hold follow-up meetings periodically, according to the schedule and frequency of follow-up established in each action of the Equality Plan, drawing up the corresponding follow-up reports and meeting minutes, which will enable the identification of possible difficulties arising during the implementation of the actions, as well as the correction needs that may be applicable.

11 PROCEDURES FOR THE REVIEW, MODIFICATION AND EVALUATION OF THE EQUALITY PLAN.

If during the follow-up meetings of the present Equality Plan carried out by the Equality Committee, according to the established schedule and frequency, it is considered appropriate by the Equality Committee, the actions of the present Equality Plan may be reviewed at any time during its term in order to add, reorient, improve, correct, intensify, attenuate, or even discontinue any action contained in it, if it is found that its implementation is not producing the expected effects in relation to the proposed goals.

In the event of discrepancy, action shall be taken in accordance with the provisions of the OPERATING REGULATIONS OF THE EQUALITY COMMITTEE which textually establishes that "the decisions of the Equality Committee shall be taken generally by consensus, and that in the event of disagreement, they shall be submitted to a vote, in which case the agreement shall be adopted by absolute majority by each of the two representations. And that, in case of disagreement, a clarifying note may be included in the minutes regarding the dissenting party's opinion".

The Equality Commission will be in charge of carrying out a intermediate evaluation at the mid-term of the Plan and a final evaluation of the Equality Plan, and to draw up, after these evaluations, the corresponding evaluation reports based on the information and data collected regarding the corresponding period.