

# Gender Equality Guidelines

## GEP - 2021 - 2024

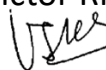
# Letter of Commitment

Aitiip Technology Center declares its commitment to the establishment and development of policies that integrate equal treatment and opportunities between women and men, without discriminating directly or indirectly on the basis of sex, as well as the promotion and encouragement of measures to achieve real equality within the organization, establishing equal opportunities between women and men as a strategic principle of our corporate and human resources policy.

In each and every one of the areas in which the activity of the technology center is developed, from the selection of professionals to promotion, including salary policy, training, working and employment conditions, occupational health, working time management and conciliation, we assume the principle of equal opportunities between women and men, paying special attention to indirect discrimination, understood as "the situation in which an apparently neutral provision, criterion or practice, puts a person of one sex at a particular disadvantage compared to persons of the other sex".

The aforementioned principles will be put into practice through the implementation of guidelines on gender equality, which will address, among others, the issues of access to employment, professional classification, promotion and training, remuneration, organization of working time to favor, in terms of equality between women and men, the reconciliation of work, personal and family life, and the prevention of sexual harassment and harassment based on sex. In these matters, actions will be designed to improve the current situation and the corresponding monitoring systems will be set up in order to advance in the achievement of real equality between women and men in the entity and, by extension, in society as a whole.

Victor Rivera (Managing Director) – July 2021



Teamwork

# Equality gender – Teamwork

**Víctor Rivera** – *Aitiip Technology Centre Managing Director*

**Berta Gonzalvo** – *Aitiip Research Director*

**María Jesús Domínguez** – *Aitiip Equality Coordinator and Quality & Sustainability Manager*

**Representative of external advisors**

Areas of activity

# Key performance areas

1.- Organizational culture.

2.- Gender equality in leadership and decision making.

3.- HR management: selection and hiring processes, training and promotion.

4.- Compensation policy.

5.- Work-life balance.

6.- Measures against gender-based violence including sexual harassment

7.- Inclusive and non-sexist communication.

8.- Integration of gender in research content.

# Diagnosis

# Diagnosis - Data collected by sex

**Table 1 - Staff composition (2020)**

	No. of persons	%
Total headcount	48	100 %
Men	37	77,08 %
Women	11	22,92 %

*The main activity of the technology center is advanced technological service and research and development in areas of advanced manufacturing and materials connected to manufacturing companies, where the main professionals coming from technical universities and advanced vocational training studies are mostly men. It is, therefore, a positive representation to have 23% of women in the workforce, showing plurality and equal opportunities for both genders. In the mechanical manufacturing and plastics transformation laboratories, basically 100% of the staff is male due to the fact that there are no female students for this type of degree in the vocational and dual training centers. Translated with [www.DeepL.com/Translator](http://www.DeepL.com/Translator) (free version)*

**Table 2 - Decision-making responsibility (2020)**

	No. of persons	%
Total headcount	2	4,17 %
Men	1	50 %
Women	1	50 %

*Clearly in the decision making process we are in a situation of gender equality since it is divided 50/50, combining aspects of management and decision making on short term activities as well as the sustainability strategy of the entity in the medium and long term.*

**Table 3 - Types of labor contracts (2020)**

	Fixed	%	Eventual	%
Men	36	97 %	1	3 %
Women	11	100 %	---	---

*The technology center has a policy of maintaining jobs and extraordinary labor stability, with practically 100% of the contracts being permanent. This is due to its commitment to attracting and maintaining talent as a strength of the entity for its competitiveness and service to industry and society.*



# Diagnosis - Data collected by sex

**Table 4 - Distribution of personnel by age (2020)**

	< 30 years	%	30 – 40 years	%	40 – 50 years	%	> 50 years	%
Total headcount	4	8,33 %	12	25 %	27	56,25 %	5	10,42 %
Men	4	100 %	8	66,67 %	21	77,78 %	4	80 %
Women	--	--	4	33,33 %	6	22,22 %	1	20 %

*The consolidated workforce is mainly young and between 30 and 50 years of age, with the highest representation of women in the 30-40% range.*

**Table 5 - Length of service in the company (2020)**

	> 15 years	%	10 – 15 years	%	5 – 10 years	%	< 5 years	%
Total headcount	20	41,61 %	10	20,83 %	9	18,75 %	9	18,75 %
Men	18	90 %	8	80 %	5	55,56 %	6	66,67 %
Women	2	10 %	2	20 %	4	44,44 %	3	33,33 %

*Aitiip demonstrates through this diagnosis the labor stability oriented to people, showing a permanence of more than 5-10 years. In recent years, the incorporation of women is tangible.*

**Table 6 - Level of education (2020)**

	Doctors	%	University Graduate	%	VT Technician	%	No studies	%
Total headcount	4	8,33 %	25	52,08 %	15	31,25 %	4	8,33 %
Men	3	75 %	16	64 %	14	93,33 %	4	100 %
Women	1	25 %	9	36 %	1	6,67 %	--	

*Due to the scientific-technical diversification of Aitiip in recent years we have expanded the profile of technologists, researchers and doctors in disciplines where the representation of women is more balanced. As mentioned in previous sections, this is not the case in professional training degrees.*

# Actions Plan

# 1. Organizational culture

Action	Responsible	Resources	Deadline
Raise awareness, train and educate all levels of the organization on the principles of equality and non-discrimination.	Berta Gonzalvo	Own	December-2022
Publicize internally and externally the company's commitment to Gender Equality.	María Jesús Domínguez	Own	March-2022

## 2. Gender equality in leadership and decision making.

Action	Responsible	Resources	Deadline
Maintaining gender equality in decision-making positions	Víctor Rivera	Own	December-2022

### 3. HR management: selection and hiring processes, training and promotion.

Action	Responsible	Resources	Deadline
Review the selection and promotion processes with a gender perspective, so that they only refer to objective criteria.	Víctor Rivera	Own	December-2021
Raising awareness of equality issues among the entire workforce.	María Jesús Domínguez	Own	March-2022
Ensure that training, in general and when organized internally, is carried out during hours compatible with work-life balance.	Víctor Rivera	Own	March-2022

## 4. Compensation policy

Action	Responsible	Resources	Deadline
Guarantee equal pay for men and women for the same responsibilities and tasks, reviewing (according to current legislation) pay under direct and indirect discrimination factors.	Víctor Rivera	Own	December-2022

## 5. Work-life balance

Action	Responsible	Resources	Deadline
Give visibility to all the work-life balance measures implemented in the company, promoting equality in the fulfillment of family responsibilities.	María Jesús Domínguez	Own	December-2022
Establish guidelines that promote the use of available technological resources in order to avoid trips and travel as much as possible.	Berta Gonzalvo	Own	March-2022
Simplify labor regulations so that the entire workforce is aware of the fundamental aspects in terms of compensation policy, promotion, work-life balance, etc.	Víctor Rivera	Own	March-2022

## 6. Measures against gender violence including sexual harassment.

Action	Responsible	Resources	Deadline
Development of an anti-bullying protocol.	Berta Gonzalvo	Own	December-2022
Communication to all personnel of the measures to be adopted in situations of gender-based violence, including sexual harassment.	María Jesús Domínguez	Own	December-2022



## 7. Inclusive and non-sexist communication

Action	Responsible	Resources	Deadline
Review the communication carried out through different media (web, internal/external communication, scientific/technical, informative, videos, events, etc.) and make improvements so that communication is inclusive.	Berta Gonzalvo	Own	June-2022
Preparation of a Best Practices Manual on inclusive language and content.	María Jesús Domínguez	Own	September-2022

## 8. Integration of gender in research contents

Action	Responsible	Resources	Deadline
Doctors and technologists in different scientific-technical disciplines with the presence of both genders.	Berta Gonzalvo	Own	December-2022
Review of coordination and research teams in competitive projects and private R&D contracts.	Berta Gonzalvo	Own	December-2022
Review of the publication of papers and conferences at congresses and other events, as well as dissemination and communication activities.	Berta Gonzalvo	Own	December-2022