



# VICOMTECH Gender Equality Plan

Presentation

Equality plan approved by Edurne Loyarte López (Human Resources Director)

Signature:

## 1.- General information



- **The present Gender Equality Plan** has been created in response to the regulatory requirements arising from the approval of the 6/2019 Royal Decree “Urgent measures to ensure equal treatment and opportunities for women and men in employment and occupation”; and provides a diagnosis of the current situation, as well as an action plan to respond to the applicable regulations.
- **Scope of application:** The entire centre (staff)

➤ **Validity:** 4 years, from **December 2020 to December 2024**.

➤ **Commitment:** VICOMTECH is a **Centre fully committed to equality** with respect to people in the Centre itself, and in terms of external interaction involving employees and other people and/or companies.

VICOMTECH’s HR policy is based on an individual’s professional development, irrespective of their gender.

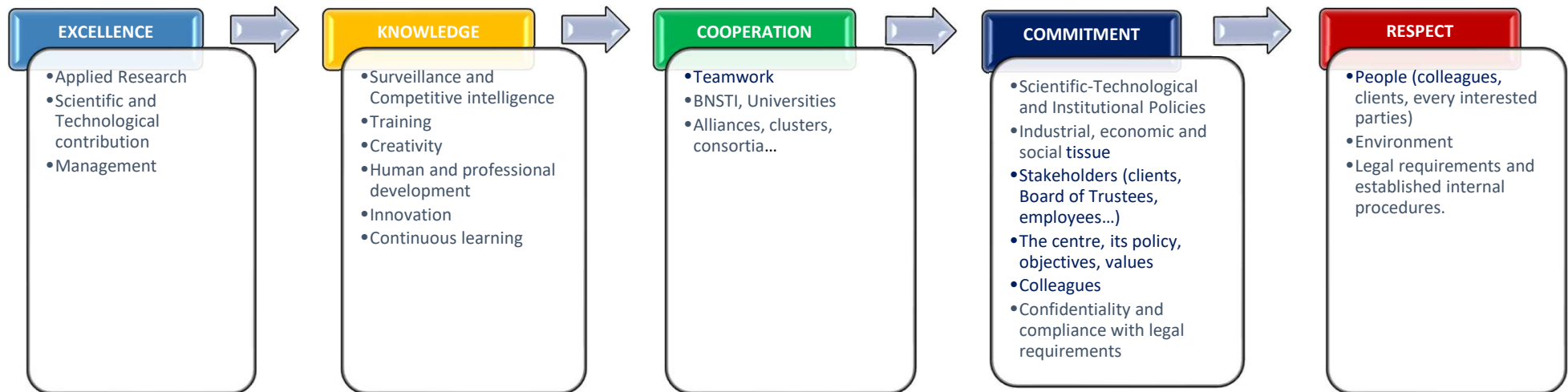
**VICOMTECH is committed to diversity** within the organisation, without any personal circumstance (race, gender, age or other) determining discriminatory or different behaviour.

**VICOMTECH received the ‘HR Excellence in Research Award’, in 2017**

## 2.- Purpose

The purpose of the Gender Equality Plan is to promote and guarantee real and effective equality of opportunities between men and women. In VICOMTECH, we acknowledge that **equality between men and women is a recognised universal legal principle**, and the proposed actions correspond to the mission, values and social commitment of the Centre; making equal treatment and opportunities a priority for VICOMTECH.

### Values:



### 3.- Equality Plan Committee



An Equality Committee has been set up with the main objective of collaborating and reaching an agreement for the elaboration and subsequent monitoring of the Centre's Gender Equality Plan.

The Committee has been created as **a space for dialogue and fluid communication**, so that all the measures adopted throughout the Gender Equality Plan are carried out in agreement with the members of the Gender Equality Committee.

The Gender Equality Committee meets the criteria of **gender balance as well as a balance between the Centre and the representation of employees**, with representation from individuals in different positions of responsibility.

The people who comprise the Equality Committee are the following:

- Eurne Loyarte, representing Vicomtech's Direction
- Igor García, representing Vicomtech's middle management
- Mikel Maiza, representing Vicomtech's Researchers
- Aloña Otero, representing Vicomtech's Administration department
- Egoitz Bizkarguenaga, representing the Vicomtech's Human Resources department

### 3.- Equality Plan Committee



In addition, an "Equality Agent" has been appointed, who acts as the Secretary of the Equality Committee and aims to be a reference in matters of Equality at VICOMTECH. Egoitz Bizkarguenaga Agirre is appointed as the Equality Agent.

This Commission is regulated by the **Regulation of the Equality Plan Committee** which rules its composition, functions and operation.

As established in Vicomtech's Equality Policy, the Equality Committee is directly involved in the delivery of the Gender Audit, the definition of the Gender Equality Plan, its implementation and its yearly reports. To that aim, the Committee holds periodic follow-up meetings. The objectives of these meetings is to assess the progress of the lines of action and measures, and, if necessary, to decide on new measures that ensure the success of the Committee's objectives.

## 4.- Situation diagnosis



As a starting point, a **detailed analysis** was carried out **on the main variables of VICOMTECH's workforce**. This diagnosis was carried out by collecting and analysing quantitative and documented information on VICOMTECH employees as well as its main human resources practices. The assistance of a consultancy company has been sought to this purpose.

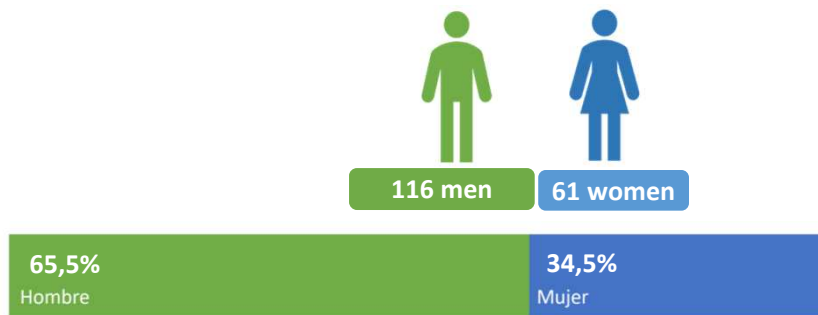
This analysis must start from the premise that, since its inception, VICOMTECH's activity has been linked to research and the transfer of digital technology to companies. In this particular sector, the incorporation of women has occurred gradually as it fully depends on the incorporation of women into scientific and digital careers.

VICOMTECH has developed and implemented an **Integrated People Management Model based on the People CMM® methodology**. This methodology constitutes a roadmap that allows the Centre to have its own comprehensive, logical, and participative system which results in its own differentiated model. Thus, in 2015, VICOMTECH began to develop the practices and processes of the People Management Model, and to apply the People CMM matrix of Carnegie Mellon University which was then implemented within the Centre's Management System.

As an example of the Centre's good practices in people management, VICOMTECH has been **recognised by the European Commission as having HR Excellence in Research**, which accredits its commitment to the open, transparent, and merit-based recruitment of researchers (OTM-R: Open, Transparent and Merit-based Recruitment of Researchers).

## 4.- Situation diagnosis

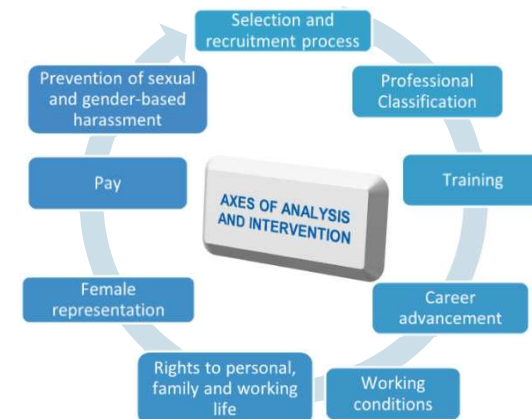
The staff of VICOMTECH, as of December 2020, is composed as follows:



- VICOMTECH is composed of **177 people**, of whom 65.5% (i. e., 116) are men and 34.5% (61) are women.
- It is a **diverse and heterogeneous** workforce made up of 13 nationalities.
- 8.5% of the Centre's staff, 8 women and 7 men, have a reduced schedule.
- In terms of type of contract, 48% of staff have a permanent contract, 20% a traineeship contract, 22% a work contract and 10% a research contract.

The information and conclusions drawn in the Diagnosis of the situation of the Equality Plan have served as a basis for the extraction of the most relevant information relating to:

- Selection and recruitment process
- Professional classification
- Training
- Career advancement
- Working conditions, including gender pay audit
- Co-responsible exercise of the rights to personal, family and working life
- Female representation
- Salary
- Prevention of sexual and gender-based harassment



## 4.- Situation diagnosis

### SELECTION AND RECRUITMENT

- VICOMTECH carries out the selection processes and access tests with **Equality** criteria. The selection of VICOMTECH professionals is conducted in accordance with the criteria required for the position, based on their CV and experience, without any discrimination or difference in favour of one gender or another.

### PROFESSIONAL CLASSIFICATION

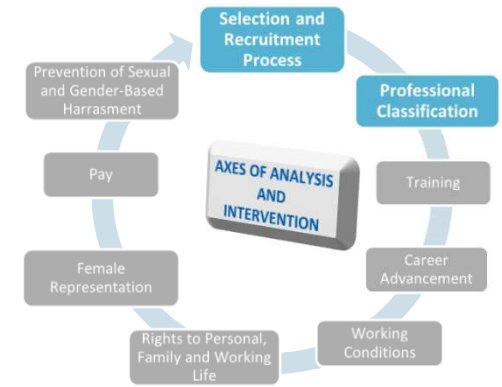
- There are two professional groups in VICOMTECH: the researchers, and staff.
  - Regarding the researcher group, the category classifications are the following (from lower positions to higher ones): G4, G3, G2 and G1.
    - Researchers form part of this professional group and their mission is to generate and transfer scientific-technological knowledge.
  - Regarding the staff group, the category classifications are the following (from lower positions to higher ones): S4, S3, S2 and S1.
    - Employees that belong to the staff category aim to complement the research areas and thus fulfil VICOMTECH's mission.



## 4.- Situation diagnosis

### PROFESSIONAL CLASSIFICATION

- It should be noted that, as a consequence of the scarce presence of women in scientific and digital careers, VICOMTECH was a Centre composed mainly of men at its inception.
- The gender composition of the Centre is unequal:
  - In the category of researchers, in categories G1, G2, G3 the proportion of women is less than 25% and in category G4 the proportion of women is higher than that of men.
  - And in the categories included in staff positions, in S1 and S2 the number of women is lower than the number of men and in S3 and S4 there are more women than men.



## 4.- Situation diagnosis

### TRAINING

- VICOMTECH acknowledges its commitment to gender equality in the training plans carried out by the Centre; training plans are carried out annually to strengthen and improve all the skills and competencies of the Centre's staff.
- Two animated characters have also been created at the Centre: Vico (representing a man) and Tekia (representing a woman) to accompany new employees as well as carry out training and e-learning functions through the "IKASI" platform and tutorials. An individual's training in a given discipline is measured by means of tests after each module. A specific training has been created to introduce new employees to the Gender Equality Plan.
- As well as these training courses, specific webinars have been designed to ensure complete equality training in all areas, including unconscious biases and transparent recruitment.



### CAREER ADVANCEMENT

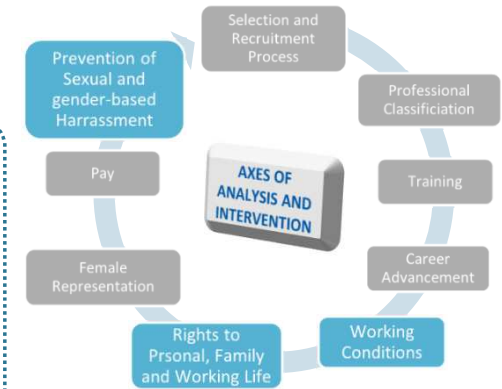
- At VICOMTECH there is a professional career model aligned with the regulatory requirements set out in the Basque Scientific Network Decree. The professional career is marked by the achievement of the objectives defined in the performance assessment process. It should be emphasised that there is no gender discrimination in this process.
- Due to the progressive incorporation of women in VICOMTECH, derived from the scarce initial presence of women in the scientific sector, the professional advancement of women in VICOMTECH has historically lagged behind that of men. As a consequence, in general, there is a greater presence of men in positions of responsibility in the Centre.

## 4.- Situation diagnosis

### WORKING CONDITIONS

VICOMTECH applies:

- the Occupational Risk Prevention Plan without any gender discrimination.
- the Implementing Agreement for Universities and State Research Centres
- Working conditions:
  - insurance 24 hours a day, 365 days a year,
  - civil liability and accident insurance,
  - temporary disability,
  - possibility of learning languages free of charge,
  - welcome guides for new employees,
  - participation in recreational activities,
  - gifts from the Centre,
  - private package pick-up service.



### RIGHTS TO PERSONAL, FAMILY AND WORKING LIFE

VICOMTECH, in its commitment to gender equality in terms of personal, family and working life rights, has a proven track record in:

- Reduced working hours
- Reduced working days
- Flexibility in the time of arrival, lunch and departure.
- Occasionally and on agreed upon days, option to work from home
- Voluntary leave of absence for up to 3 years
- Leave of absence

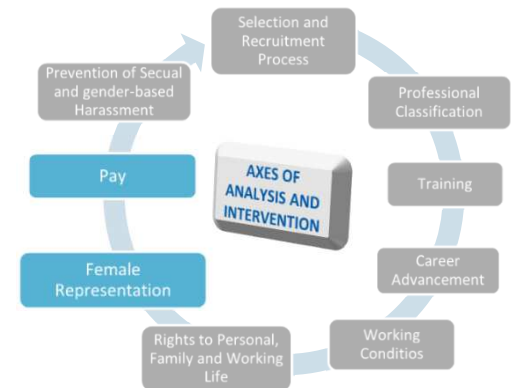
### PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT

- VICOMTECH has a Protocol for the prevention, identification, management and resolution of conflict situations that may arise, either for reasons of work organisation or interpersonal problems, in relation to the people involved in the operation.

## 4.- Situation diagnosis

### FEMALE REPRESENTATION

- While, due to the specialty of the scientific sector, the Centre is mainly composed of men, VICOMTECH has opted for the incorporation of women, so that while the percentage of senior women was 29% at the beginning of 2020, it is now around 35% now.
- Furthermore, VICOMTECH participates in the STEAM programme, which is committed to the development of talent and the promotion of technical and scientific careers, specifically aimed at school-age girls.
- And it welcomes visits from schools to explain to secondary and high school students how we work and what we do.



## 5.- Salary audit

### SALARY

VICOMTECH's salary structure is detailed in its Agreement and is fixed for each professional category. Extraordinary performance is recognised by means of bonuses that reward the achievement of certain objectives and extraordinary performance.

In this way, each person employed at VICOMTECH has certain objectives to achieve, which contribute to the Centre's objectives, and these will determine their progression and their remuneration at the Centre.

### VICOMTECH compensation package

COMPENSACIÓN TOTAL			PERSONAL CONVENIO VICOMTECH		
RETRIBUCIÓN INTRÍNSECA	Participar en proyectos estratégicos que suponen un reto profesional y personal para la plantilla, y que tienen una alta visibilidad en la Sociedad por su impacto en el desarrollo del País.				
	Trabajar en entorno profesional de primer orden en el sector de la investigación, desarrollo e innovación.				
	Formar parte de un proyecto innovador y tractor.				
	Tener un alto nivel de desarrollo profesional.				
	Calidad de vida laboral y entorno de trabajo.				
	Gran visibilidad pública.				
	Marca y prestigio en gestión y desarrollo científico – tecnológico.				
RETRIBUCIÓN EXTRÍNSECA	RETRIBUCIÓN NO FINANCIERA		Formación: doctorado, congresos científicos, formación en proyectos, difusión científica, cursos, idiomas, etc., ...		
			Jornada Laboral.		
			Calendario Laboral.		
			Promociones y Ascensos.		
			Conciliación Laboral (maternidad y adopción, paternidad, lactancia, guarda legal y cuidado de familiares).		
			Excedencias voluntarias.		
			Permisos y vacaciones.		
	RETRIBUCIÓN FINANCIERA		Flexibilidad.		
			Igualdad de oportunidades y no discriminación.		
			Retribución Directa	Salario Fijo	Salario Base
				Salario Variable	Complementos
			Retribución Indirecta	Prestaciones Sociales	Bolsa de ayuda para estudiantes (no contrato laboral)
					Si procede
			Seguro 24 horas y 365 días al año		
Prevención de Riesgos Laborales					
Seguros de responsabilidad civil y accidentes					
Incapacidad temporal					

## 5.- Salary audit

### SALARY PREDICTOR

VICOMTECH carries out the salary audit corresponding to its Equality Plan annually and has developed a salary predictor through machine-learning in order to guarantee the internal equity of the people who compose the organisation as well as those who are recruited (new talent).

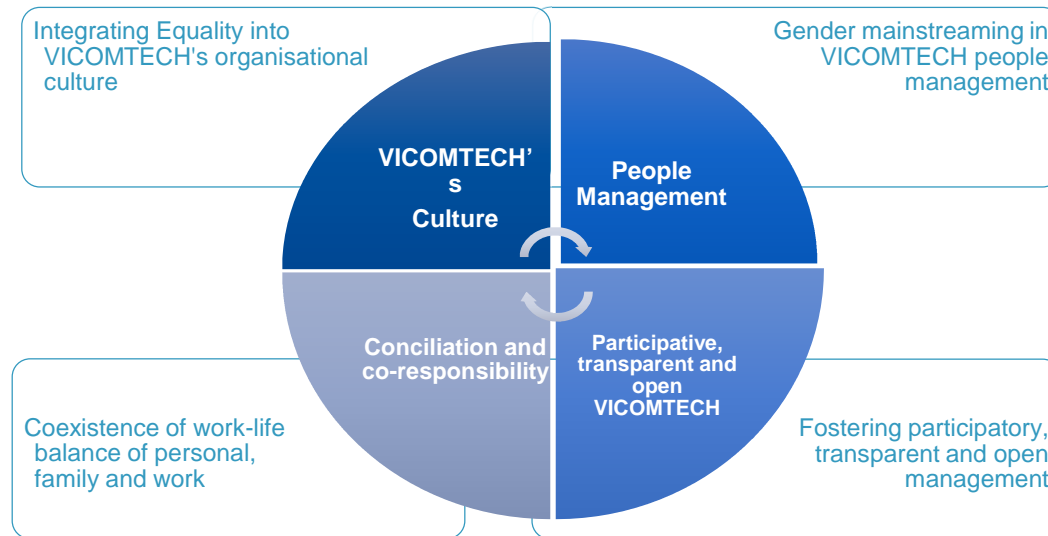
Development of an application called “Predictor”, to predict the salary of the entire workforce.

Throughout 2021, the Data Intelligence for Energy and Industrial Processes department has developed an application in order to predict the salaries established for the staff. This application, named “Predictor”, uses Machine Learning technology trained with objective, measurable data.

This data is also required by the Basque Government in order to eliminate any kind of gender bias when establishing the salaries for all Vicomtech’s staff.

## 6.- Equality Plan: Lines of action and measures

- From the analysis of the diagnosis of the situation and based on the "People Management Model", some lines of action have been identified which include a proposal for improvement measures in the field of Equality between women and men for VICOMTECH.
- Thus, VICOMTECH bases the management of its practices on the implementation of an Integrated People Management Model based on the methodology of the People CMM® matrix of Carnegie Mellon University.



- This roadmap is structured into 4 main lines of action and 10 objectives that form a comprehensive, logical, participatory and specific system, which gives rise to a unique and differentiated "People Management Model", and which was implemented within the Centre's Management System.

## 6.- Equality Plan: Lines of action and measures

- The objectives defined for these strategic axes are as follows :

VICOMTECH's Culture	People Management	Conciliation and co-responsibility	Participative, transparent and open VICOMTECH
<ul style="list-style-type: none"> <li>➤ Facilitate and promote the dissemination and knowledge of VICOMTECH's Equality Plan.</li> <li>• Strengthen and make visible VICOMTECH's commitment to equality and the integration of diversity.</li> <li>• Raise awareness and train VICOMTECH's staff on equality issues.</li> <li>• Incorporate the gender perspective into VICOMTECH's culture.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Strengthen gender mainstreaming in recruitment practices.</li> <li>• Promote equal opportunities in promotion and career development.</li> <li>• Ensure a non-discriminatory pay policy.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Consolidate the organisational culture favourable to the reconciliation of personal, family and working life and to joint responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Social participation and balanced presence of women and men in VICOMTECH's decision-making spaces.</li> <li>• Promotion of female leadership models and role models.</li> </ul>

- The actions of the Equality Plan will be reviewed annually by the Centre's Equality Committee, so as to ensure that the objectives of the Plan are met and to respond adequately to the Centre's needs in terms of Equality.
- In this way, with the information obtained, the Equality Committee will evaluate the degree of achievement of the measures and compliance with the established objectives. Taking into account the information obtained, the VICOMTECH Equality Plan will be updated and adapted to the requirements and needs identified as aspects for improvement.



## 7.- Progress report 2021

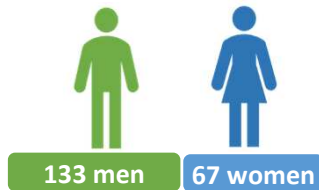
- Following the four strategic axes that have been defined, the following actions have been taken:
  - Vicomtech's Culture:
    - Creation of an egalitarian language-use guide (2020) 1
    - Equality Committee constitution (2020) 1
    - Equality Agent appointment (2020) 1
    - Internal Gender Equality Plan presentation (2020) 1
    - Include gender perspective in Vicomtech's policies (2021) 1
    - Include gender perspective in Vicomtech's code of conduct (2021) 1
    - Include gender perspective in Vicomtech's onboarding process (2021) 1
    - Internal training activities (2021) 1
    - Information campaign for Women's International Day (2021) 1
  - People management:
    - Follow-up on salary policy according to gender (2020) 2
    - Salary gap analysis at Vicomtech (2021) 2
    - Out-of-range salary análisis (2021) 2

## 7- Progress report 2021

- Staff fulfillment survey (2021) 2
- Follow-up of staff (newcomers and departures) (2021) 2
- Follow-up of harassment cases (2021) 2
- Guarantee the Professional Development of Researchers and Staff Categories with gender perspective (2021) 2
- Guarantee gender perspective in job offers (2021) 2
- Guarantee gender equality in hiring (2021) 2
- Conciliation and co-responsibility
  - Familial flexible schedule measure follow-up (2020) 3
  - Favouring of familial flexible schedule measures (2020) 3
- Participative, open and transparent VICOMTECH:
  - Publication of the Commitment for Equality in the web (2020) 4
  - Participation in the STEAM programme (2020) 4

## 7.- Progress report 2021

The staff of VICOMTECH, as of December 2021, is composed as follows:



- VICOMTECH is composed of 200 people, of whom 66.5% (i. e., 133) are men and 33.5% (67) are women.
- It is a **diverse and heterogeneous** workforce made up of 13 nationalities.
- 7,5% of the Centre's staff, 8 women and 7 men, have a reduced schedule.
- In terms of type of contract, 43% of staff have a permanent contract, 23% a traineeship contract, 25% a work contract and 9% a research contract.

- It should be noted that, as a consequence of the scarce presence of women in scientific and digital careers, VICOMTECH was a Centre composed mainly of men at its inception.
- The gender composition of the Centre is unequal:
  - In the category of researchers, in categories G1, G2, G3 the proportion of women is around the 32% and in category G4 the proportion of women is half that of men.
  - And in the categories included in staff positions, in S1 and S2 the number of women is lower than the number of men and in S3 and S4 there are more women than men.
- While, due to the **specialty of the scientific sector**, the Centre is mainly composed of men, VICOMTECH has opted for the incorporation of women, so that **while the percentage of senior women was 29% at the beginning of 2020, it is now around 35% now.**