



AIDISA

  **Ctic Cita.** Innovative Solutions
CENTRO TECNOLÓGICO AGROALIMENTARIO

EQUALITY PLAN 2021

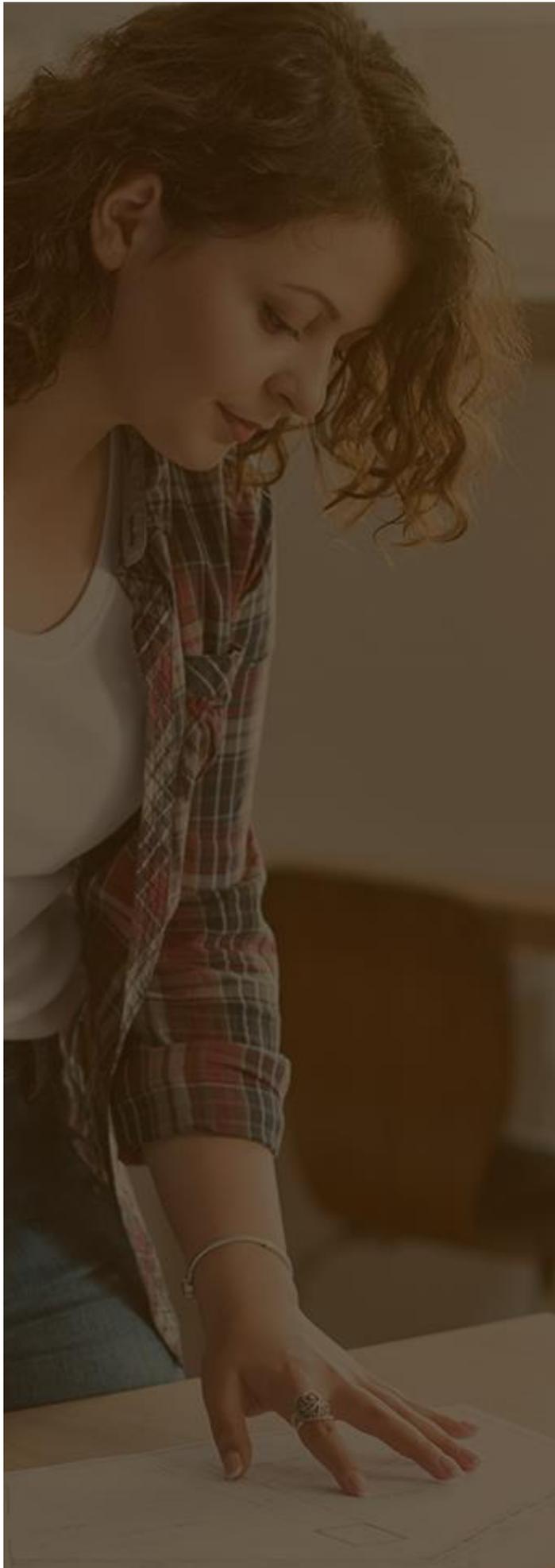


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INTRODUCTION

The development of equality policies in companies has its maximum exponent in **equality plans** as an instrument that allows the integration of equality in labor relations and in all areas of management of organizations and thus move towards effective equality between men and women.

To promote the development of equality policies and respond to the new responsibilities that all companies have in this area, AIDISA has developed this equality plan that aims to contribute to the generation and knowledge of equality as a matter within the company.

It aims to be a useful and flexible tool that responds to the needs of each moment and whose content offers the people of the organization tools that help them to implement, monitor and evaluate equality as a matter in the company in a simple and practical way.

I. WHO WE ARE

The Agri-Food Technology Centre CTIC CITA is a private non-profit entity created in 2001 thanks to business initiative and the firm and decisive support of the Government of La Rioja.

It arose from the union of two centres: the Meat Industry Technology Centre (CTIC) and the Centre for Food Innovation and Technology (CITA), whose objective is to provide companies with the necessary solutions to compete in a global and constantly changing market.

The management of the centre is entrusted to the Association for Research, Development, and Innovation in the Agri-Food Sector (AIDISA), made up of 76 companies that are committed to and participate decisively in the development of the region.

CTIC CITA has a multidisciplinary team of more than 40 people, which throughout these 18 years has acquired a great experience recognized by the industry and the scientific field.

The main objective of CTIC CITA is to be the strategic partner for companies in the agri-food sector. To this end, we offer a complete catalogue of services to the entire agri-food industry, especially to the meat, vegetable, ready meals, ingredients, and bakery sectors.

Our proximity to companies encourages the transformation of scientific and technical advances into new products and business opportunities. We become a strategic ally that helps companies to accelerate their innovation, with a vision of stable and committed collaboration.

Ctic Cita has 2 work centres, one of them located in Carretera Nacional 120, km. 22.8 - 26315 Alesón (La Rioja) and the second centre located in Pol. Tejerías Norte, C/ Los Huertos, 2 - 26500 Calahorra (La Rioja).

2. LEGAL FRAMEWORK

Gender equality is a universal legal principle recognized in various international, European and national texts.

The European Union has included it as a fundamental principle since the Treaty of Amsterdam of May 1, 1997, considering that equality between women and men and the elimination of inequalities between them is a cross-cutting objective that must be integrated into all its policies and actions and those of its Member States.

In our country, Article 14 of the 1978 Constitution proclaims the right to equality and non-discrimination on grounds of sex; and Article 9.2 enshrines the obligation of the public authorities to promote the conditions for the equality of the individual and of the groups in which he or she is integrated to be real and effective.

The full recognition of formal equality before the law was completed with the approval of Organic Law 3/2007, of March 22, 2007, on effective equality between women and men (LOIEMH), aimed at making real equality between women and men effective by removing the obstacles that prevent it from being achieved.

The purpose of this Gender Equality Plan is to comply with this Law.

Article 45.1 of the LOIEMH obliges companies to respect equal treatment and opportunities in the workplace and to this end they must adopt measures aimed at avoiding any type of labor discrimination between women and men, measures that must be negotiated, and if necessary agreed, with the legal representation of male and female workers (Legal Worker Representation or RLT, by its Spanish acronym).

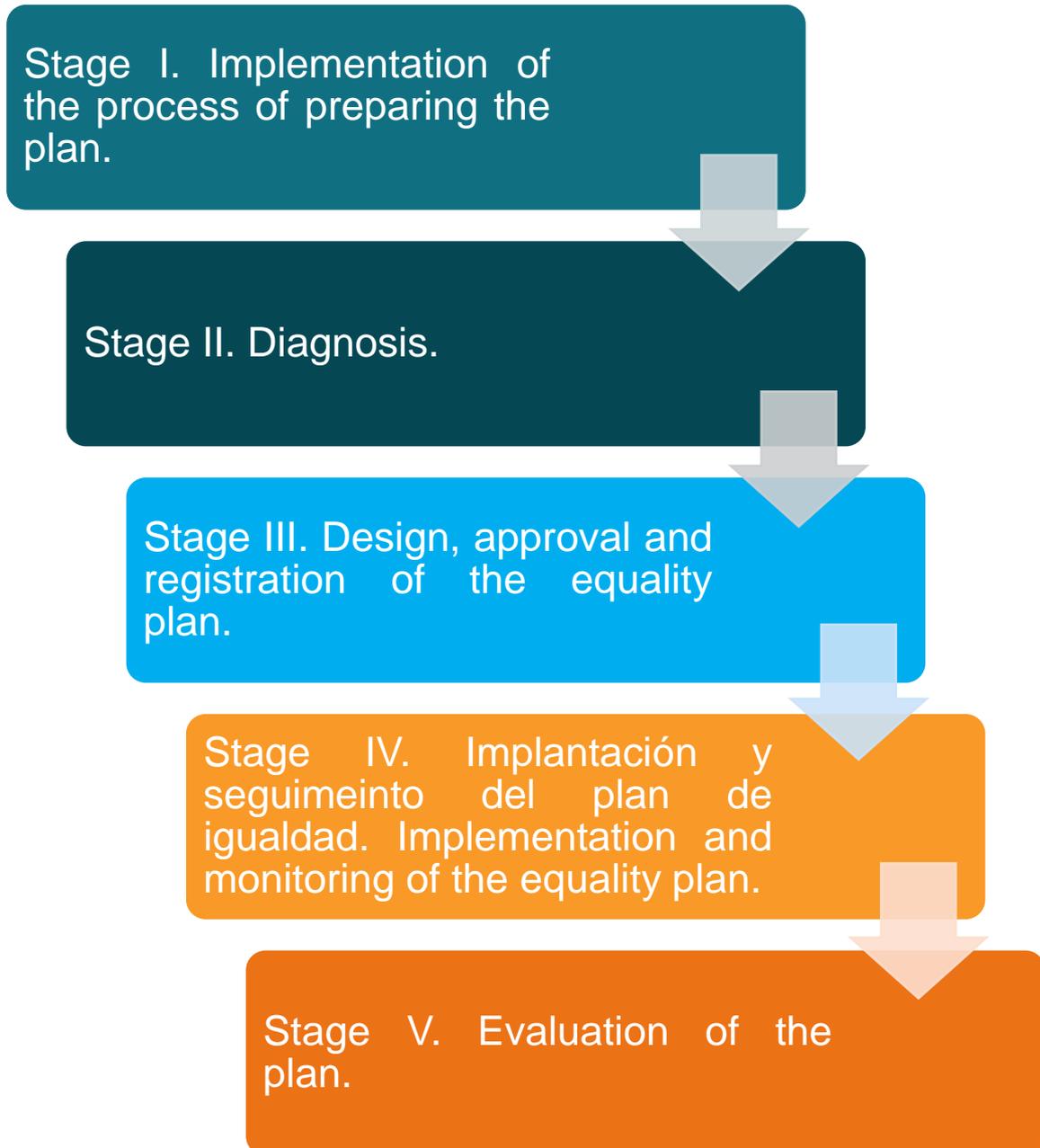
Equal treatment and opportunities between women and men must therefore be a priority in the company's Strategic Plan, and must be considered a fundamental principle of labor relations and human resources management in the company.

With all this, this Equality Plan is carried out in accordance with the following applicable regulations:

- Organic Law 3/2007, of March 22, 2007, for the effective equality of women and men.
- Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Workers' Statute Law.
- Royal Decree-Law 6/2019, of March 1, 2019, on urgent measures to guarantee equal treatment and opportunities between women and men in employment and occupation.
- Royal Decree 901/2020, of October 13, which regulates equality plans and their registration and amends Royal Decree 713/2010, of May 28, on the registration and deposit of collective bargaining agreements and collective bargaining agreements.

- Royal Decree 902/2020, of October 13, on equal pay for women and men.

The phases carried out for the preparation of this plan were as follows:



3. COMPANY'S COMMITMENT

The commitment of the Management to this objective and the involvement of the staff in this task is an obligation if we want this Equality Plan to be an effective instrument for improving the working environment, optimizing the capabilities and potential of the entire staff and, therefore, improving the quality of life and increasing productivity, and not a mere document produced by legal imposition.

For the preparation of this Plan, a diagnosis of the situation and position of women and men within the company has been carried out, in order to detect the presence of discrimination and inequalities that require the adoption of a series of measures for their elimination and correction.

Achieving real equality means not only avoiding discrimination based on sex (equal treatment), but also achieving equal opportunities for women and men in access to the company, hiring and working conditions, promotion, training, remuneration, reconciliation of personal, family and work life, occupational health, etc.

1. PUBLICATION

This formal document has been published on the institution's website and signed by senior management and the parties involved in its preparation.

2. DEDICATED RESOURCES

Commitment of management and the center's staff management body, the **Committee on People and Resources** (CDPR, for its acronym in Spanish), composed of two women and one man. The **CDPR** is a consultative and executive body of Ctic Cita whose tasks are to collaborate with management in maintaining and increasing the company's productivity, communicating the center's values, improving working conditions, working calendar, quality and effectiveness of training, compliance with occupational health and safety standards, PRL, respect for equality and treatment, talent management, corporate social responsibility, equipment needs and investments.

3. EXPERIENCE IN GENDER EQUALITY (OF THE RESPONSIBLE TEAM) TO IMPLEMENT THE PLAN

Within the CDPR, there is a working team of two women dedicated exclusively to proposing improvements in the area of equality. An equality plan is being considered for 2022.

4. PEOPLE INVOLVED IN THIS PLAN

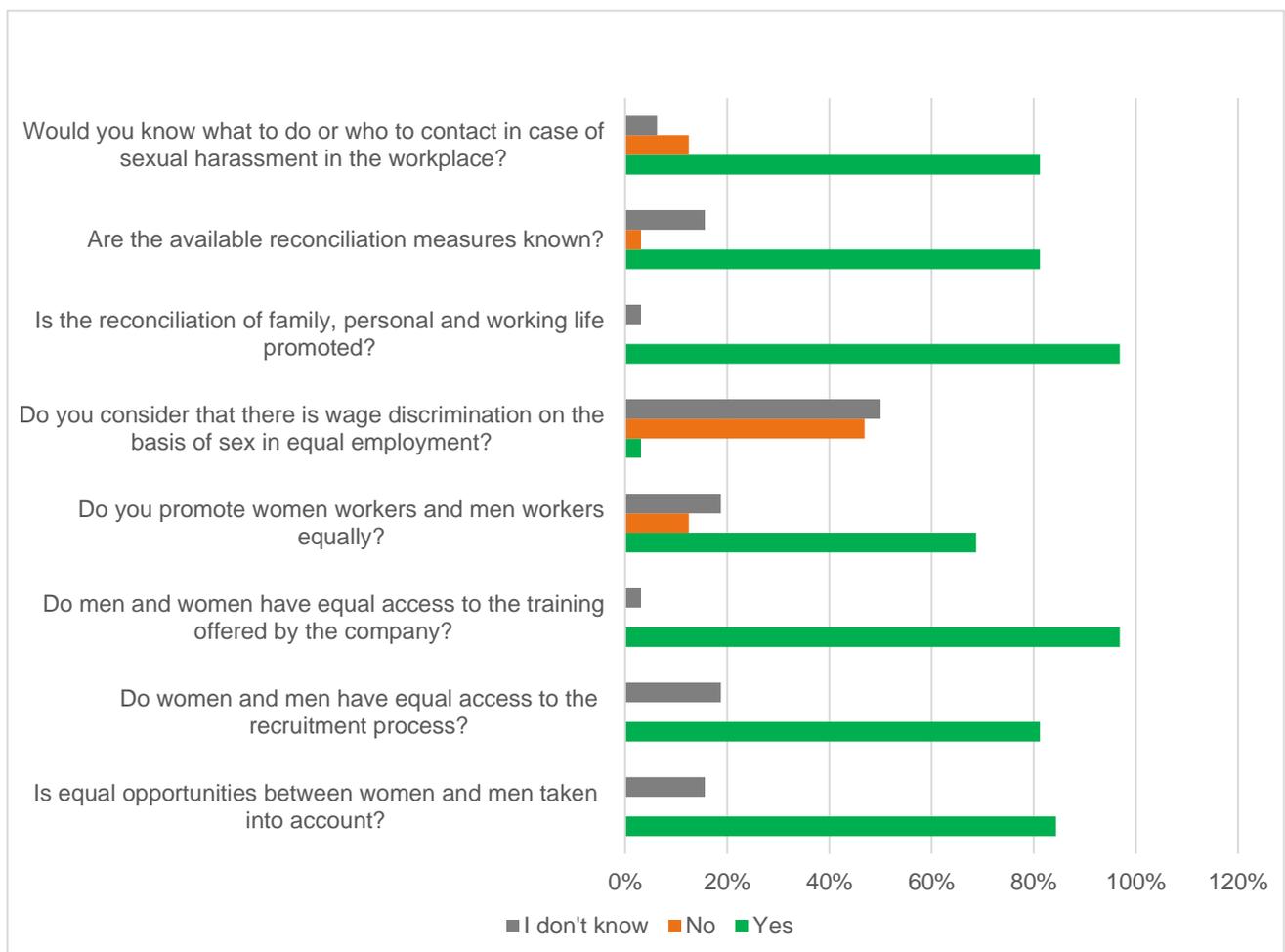
Representatives of the company with sufficient decision-making capacity to establish and ensure compliance with this plan, as well as members of the company's Committee on People and Resources, were involved in the phases of this plan.

4. DIAGNOSIS

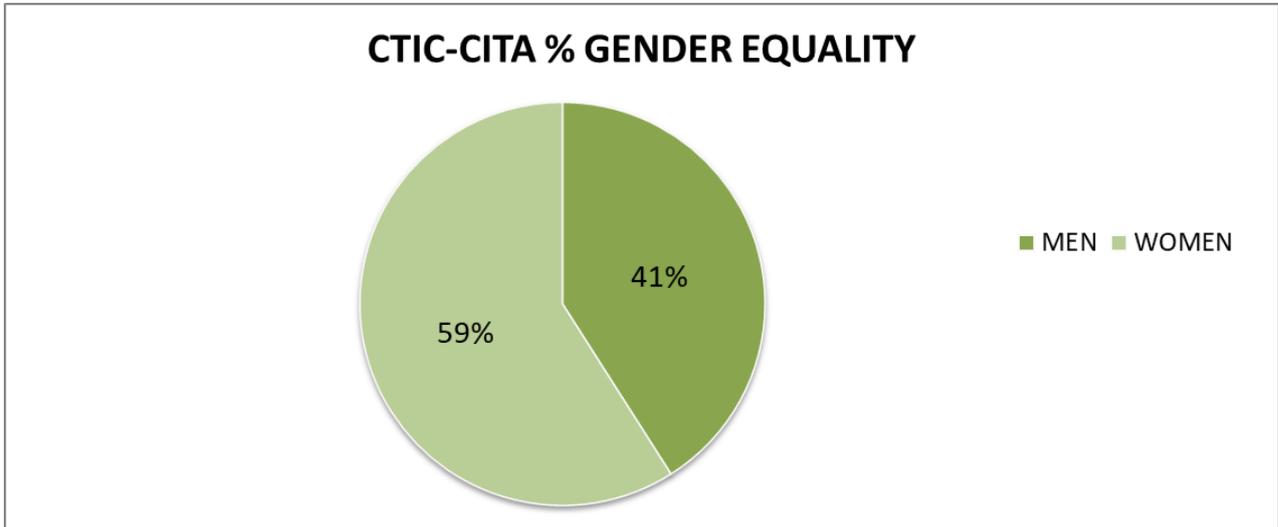
This diagnosis has been carried out using two sources of data from within the company.

Firstly, from the salary data of the entire human team of the company, and extracted from the Wage Register that the company performs annually to assess the wage gap between men and women based on the provisions of Royal Decree 902/2020, of October 13, on equal pay between women and men mentioned above.

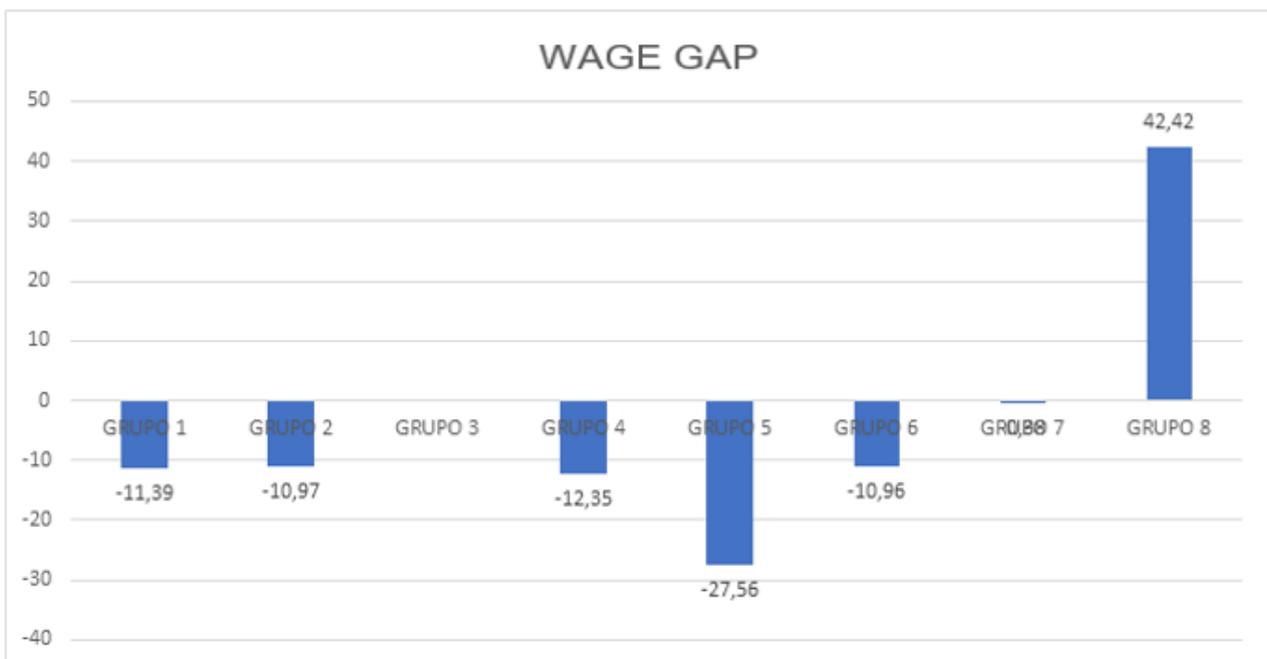
Secondly, information has been extracted from the internal surveys that are carried out anonymously to assess equality between men and women within the staff, the last one, with a participation of over 90% was carried out in 2019 with the following results:



Gender breakdown of current staff:



There is no pay gap, difference in pay between men and women, in any category except in group 8. In all occupational groups, the basic salary earned by women is higher than that of men. The graph shows the overall total gap, where the negative pay gap can be seen for each contribution group, which means that in all contribution groups women are paid more than men. With the exception of category 8, which would exceed the maximum 25% gap and is easily justified by the greater responsibility of a CEO position held by a man.



5. GENERAL AND SPECIFIC OBJECTIVES, POLICY AND ACTIONS

1. GENERAL OBJECTIVES

This plan sets out the general objectives that have been extracted from the process of design, approval and elaboration of the plan where the objectives, the design of measures, the establishment of monitoring and evaluation indicators, as well as the timetable, approval and registration of the plan have been included.

- Guarantee equal treatment and opportunities for women and men in access, selection, recruitment, promotion, training, work-life balance, occupational health, measures against sexual and/or gender-based harassment and gender-based violence.
- Communication, awareness-raising and company culture.
- Apply the gender perspective to all areas, policies and decisions of the company (gender mainstreaming).
- Guarantee non-discrimination in wages based on sex.
- Advance in the co-responsibility of tasks between men and women.

Equality officer

Designate a person responsible for ensuring equal treatment and opportunities within the company's organisational structure, with specific training in this area (equality officer or similar), who will manage the Plan, participate in its implementation, develop and supervise its contents, unify equality criteria in the selection and promotion processes and other contents agreed in the Plan and report to the Monitoring Committee.

- Indicators: Designated person
- Responsible: Committee on People and Resources
- Timetable: Immediately after signing the Equality Plan.

2. SPECIFIC OBJECTIVES

2.1. Recruitment

Gender equality and equal opportunities have always guided the recruitment, promotion, flexibility and remuneration policies in CTIC CITA, creating measures such as the following:

- Selection and Recruitment: The only determining factors are technical skills, training and experience, regardless of gender, and selection is based on the merit of the CV. Currently 59% of the centre's staff are women.
- Professional classification: Professional classification is established by qualification, without any component that could affect gender distinction.

2.2. Training

Management will promote general and specific training actions (depending on the specific skills required for each position).

The training hours invested by AIDISA staff in 2020 amounted to 1,543 hours, 56.5% of which were for women and 43.5% for men.

Policy area: Training	
Objective	Measure
Training the whole company in equality	<p>Training in equality between women and men aimed, especially, at management, middle management and people responsible for personnel management.</p> <p>Training activities should preferably be carried out during working hours.</p>
Indicators	
<ul style="list-style-type: none"> 📍 Number of measures proposed and implemented. 📍 Data, disaggregated by sex, on the training needs of the workforce. Number and percentage of attendees, broken down by gender, by training content. 📍 Number and percentage of training actions carried out inside and outside the working day, indicating the number and percentage, broken down by sex, of attendees in both situations. 📍 Total number of training hours and participants, broken down by sex. 📍 Number and percentage, broken down by sex, of participants on leave of temporary work permit and/or on leave of absence or using family reconciliation measures. 	

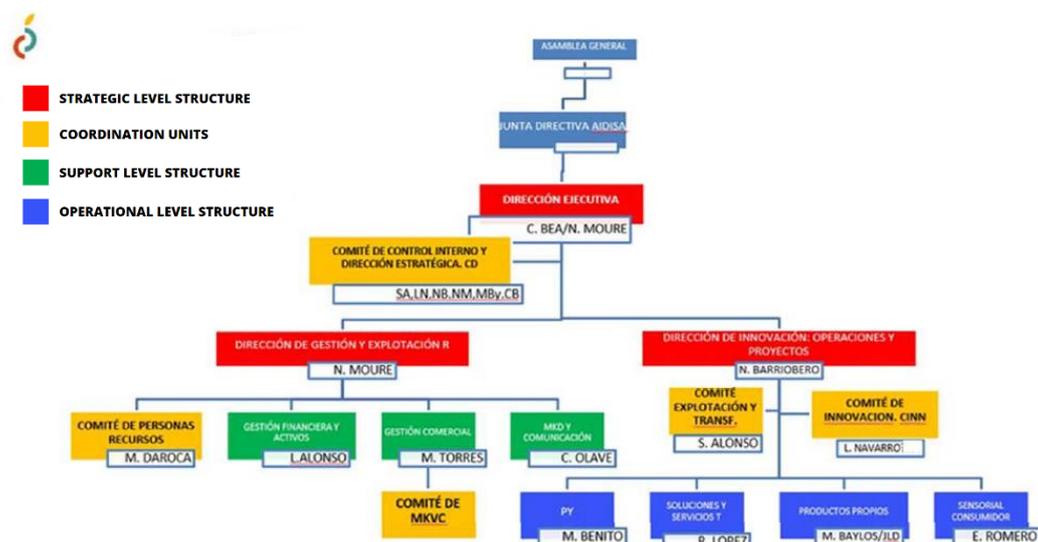
Policy area: Selection and recruitment process	
Objective	Measure
Balanced presence of women and men at all levels of the company.	<p>Include as a selection criterion the preference of the under-represented sex on the basis of equal merit and ability.</p>
Indicators	

- 📍 Verification of the inclusion of the preference clause in the selection procedure.
- 📍 Total number of selection procedures carried out.
- 📍 Number of selection processes in which the preference clause has been applied.
- 📍 Number and percentage, disaggregated by gender, of applications submitted.
- 📍 Number and percentage, disaggregated by gender, of persons participating in the selection processes.
- 📍 Number and percentage, disaggregated by sex, of persons actually recruited.

2.3. Professional advancement and development

Professional promotion and remuneration is determined solely on the basis of professional merit, with special vigilance to avoid any pay gap. The Steering Committee in 2021 is composed of 3 men and 3 women. The Steering Committee for Internal Control and Strategic Management in the organisational chart is a coordination unit between the Executive Management and the Management and Exploitation and Innovation, Operations and Projects Directorate.

Internal Control and Strategic Direction Steering Committee (DC)			
Hierarchical dependency	Executive Directorate / JD/ AGO	Staff under its charge	Ctic Cita
DC's mission	<ol style="list-style-type: none"> Resolving deviations in Planning and Execution from Annual Objectives and Challenges Realization and monitoring of the CC Strategic Plan. Consultative body for important organizational/productive/staffing decisions Study of risks and contingencies to ensure the continuity and survival of the business CC 		
Functions	<ol style="list-style-type: none"> Attendance at meetings convened by management in order to, from the point of view of the Mission (top box) Propose concrete measures of action in the case of deviations in the technical challenges set or in the deviations in the objectives of Contracts, Projects or Invoicing. Analysis of deviations in the project/contract closure process To present each member of the IC and ED CD the strategic vision for at least one year in the technical, sales, projects, alliances, financial and organizational aspects. Each in their field Make and present reports at the meetings with a diagnosis and suggested action plan for major decisions to be taken. Establish and consider all the risks of each decision taken from a legal, legal and economic point of view. Anticipate and expose future risks. 		



Policy area: Professional promotion

Objective

Ensure that women have the same opportunities as men to hold positions of responsibility.



Measure

Draw up a document defining objective criteria for promotion.

Ensure the presence of persons of the under-represented sex in the candidatures, promoting the balanced representation of women and men.

Indicators

- 📍 Number of measures proposed and implemented.
- 📍 Number of promotion processes carried out.
- 📍 Number and percentage, disaggregated by sex, of applications submitted.
- 📍 Number and percentage, disaggregated by sex, of people participating in promotion processes.
- 📍 Number and percentage, disaggregated by sex, of people who are promoted.
- 📍 Verify whether the promotion procedure has been modified to incorporate a gender perspective.

2.4. Family reconciliation

Policy area: Co-responsible exercise of the rights of personal, family and working life.

Objective

Adapt the working day, in terms of the organisation of time and the way it is provided, in order to facilitate work-life balance and promote co-responsibility.



Measure

Disseminate work-life balance and co-responsibility measures to all staff (specify by what means).

Conduct a regular survey to find out the needs of staff in terms of work-life balance.

Indicators

- 📍 Number of measures proposed and implemented.
- 📍 Verification of the elaboration of informative documents on work-life balance and co-responsibility measures.
- 📍 Number and percentage, broken down by sex, of people making use of rights and measures.
- 📍 Evolution in the use of work-life balance and co-responsibility measures by sex.
- 📍 Number and percentage, broken down by sex, of people who telework.

WORK-LIFE BALANCE AND ORGANISATIONAL CULTURE

- Reconciliation: Measures have been adopted to promote teleworking, reduction of the working day to care for children and flexibility in the organisation of work, with extended start and finish times and the creation of a pool of hours, among others.
- Working conditions: Working conditions are equivalent for both sexes, with special attention to the prevention of occupational hazards for pregnant or breastfeeding workers. Reduced working hours and the reconciliation of work and family life are facilitated for all workers, regardless of gender.

SOCIAL BENEFITS 2021 WORKING CALENDAR

I. FLEXIBILITY IN/OUT OF WORK

In order to adapt to the particular needs of each individual and provided that the organisational conditions of the job allow it, a flexibility of +/-1 hour in the start and end time is permitted, always in compliance with the stipulated hours of the working day. If there is a general change in the time of arrival and departure, the person in charge (of the main role) and HR must be informed, as well as the duration of the new timetable.

E.g. 8:30 a.m. to 3:30 p.m. from January to April.

In Art. 42 Working hours, it states that "in order to make the right to reconcile personal, family and working life effective and provided that the organisational conditions of the work allow it in each company, the individual possibility of making the starting and finishing times more flexible may be agreed with the workers' representatives, without modifying the total duration of the working time...".

In other words, if an irregular distribution of the working day can be agreed, without exceeding the annual calculation and with the agreement of the parties.

II. TRANSPARENCY/ACTIVE LISTENING

INDIVIDUAL MEETINGS: In order to encourage direct communication and active listening to all employees, an initial planning meeting will be held between each employee with Management and the HR Manager, and a follow-up meeting between the employee and the HR Manager in the middle of the year.

STAFF MEETINGS: Staff meetings will be held where the economic situation of the centres will be communicated.

PEOPLE AND RESOURCES MANAGEMENT COMMITTEE: Committee to make decisions together with the company management on matters affecting the staff.

EMPLOYEE PORTAL: Web management solution through which employees can consult all the information relating to their employment relationship.

III. TRAINING

Training is a part of the job and as such should take place during working hours.

IV. TELEWORKING

Possible means of organising work. Each worker, depending on their profile, will have an approximate percentage of time for teleworking on their individual planning sheet. The telework will be launched in Idinet 24 hours before it is to be used, and information must be filled in regarding the duration of the telework, the project or task to be carried out, whether the employee wishes to receive calls from outside, and the reason for the telework. Quality will pass the node and will check that it is within the limits of the percentage of time that each person has been assigned in the individual planning meeting. The HR Manager will be aware of all requests and will be able to cancel or make notes on the request. Also AF CCC staff will have access to know that the worker is not attending the normal work centre and will be able to inform colleagues in case of doubts.

V. BAG OF HOURS

Once the bag of hours has been exceeded, hours may only be accumulated in cases of justified workload and under the supervision of the area manager (main role) and HR. In order to improve the management of the bag of hours, the employee will be informed when he/she has exceeded the bag of hours, and any further allocation of hours from that moment onwards must be justified to the Steering Committee (SC).

In order to control that there is no excess workload that leads to accumulation of bag of hours, all new tasks assigned in cases where 20 hours are accumulated for reductions in working hours and 30 hours are accumulated in cases where 30 hours are accumulated in excess of the full working day. The individual monitoring of the work bag will be carried out by each worker, with the help of Quality and the prioritisation of tasks will be carried out by the person responsible for the Optimisation of workloads. At the end of the year, the Steering Committee (SC) will carry out an individualised monitoring of the bag of hours with each worker in order to reach the total execution of the bag of hours.

In order to improve the reconciliation of family life in the case of maternity leave without a reduction in working hours, or paternity leave, the period of maternity/paternity leave (proportionally over the year) will be deducted from the pool of hours.

The bag of hours cannot affect workers who have reduced working hours due to legal guardianship. But it can affect workers with part-time contracts.

VI. HOURLY COMPENSATION

Hourly compensation will be triggered and assessed by the SC. All hourly compensation must be triggered. Special leave will be considered by the SC and the decision will be explained in the Idinet process. Consideration will be given to cases of high bag of hours with impossibility to reduce it due to high load during the whole year, and with the risk of not being able to reduce it before the end of the year. Special attention will be paid to compensation for overnight travel, the employee's attitude, work-life balance.

Exceptionally, and after explicit approval by CD, the possibility is included in cases of justified peak work, to compensate the hours worked in the last four months within the first six months of the following year.

E.g.: Worker exceeds 10 hours in September and call for challenges in November, which implies 20 new hours in planning.

It could be agreed with the employee that the 20 hours can be carried out and compensated until June of the following year.

The hours accumulated up to September (10) must be compensated by 31 December.

In order to promote a healthy lifestyle and reduce postural injuries, attendance at gyms/swimming pools is allowed on Wednesday afternoons. This must be done by compensating hours, between 01:00 pm and 02:30 pm.

VII. LEAVES (improvements on agreement)

To promote the best conditions for family reconciliation:

- Accompaniment to medical visit, when the causal event includes risk of miscarriage (e.g. amniocentesis), will be treated as leave instead of compensation of hours.
- Breastfeeding leave. The most favourable breastfeeding leave during the year will be taken into account for all workers.

VIII. EQUALITY PLAN

There is an ongoing management commitment to equality, and quantitative and qualitative studies and corrective measures will be carried out where necessary.

IX. TRAVEL INSURANCE

Travel assistance and SOS insurance is contracted for all employees for national trips (stay >1 day), Europe and the rest of the world. It requires prior written notification by the employee to the Risk Prevention Manager in order to register the individual policy in each case.

X. POSSIBILITY TO CLAIM DAYS FOR VARIABLE REMUNERATION

In order to promote flexibility, there is the possibility, after agreement with SC, to compensate the variable remuneration for holiday days. In order to know the amount, it is done with the variable of the previous year, so that those interested must inform the HR Manager in writing before 31/12/2020 for the final payment of 2020 objectives. The change to variable will be approved in CD, taking into account the cases of family care, conciliation, and also that the worker has accumulated less than 25 hours of bag. The days to be chosen must be included in the period from Christmas to Epiphany and one week within the summer timetable period. The maximum number of days is 10. E.g.: mail to HR Manager:

Subject: Request for variable compensation per day

Days requested: 5

Dates: 26-30 August

2.5. Sexual harassment and gender-based violence

Policy area: Support for female workers who are victims of gender-based violence.	
Objective	Measure
Develop a corporate culture committed to the fight against gender-based violence.	<p>Draw up a document compiling the labour and social security rights legally or conventionally recognised for victims of gender-based violence.</p> <p>Sign collaboration protocols for hiring women victims of gender-based violence.</p> <p>Offer accompaniment and/or counselling to women victims of gender-based violence.</p>
Indicators	
<ul style="list-style-type: none"> 📍 Verify whether or not the planned document has been drawn up. 📍 Number and content of the protocols signed. 📍 Number of women victims of gender-based violence hired. 📍 Number of women victims of gender-based violence who have been accompanied and/or counselled. 	

a) Statement of principles

Among the company's Principles of Conduct and Action is "Respect for People" as an indispensable condition for individual and professional development, having its most immediate reflection in the principles of "Respect for Legality" and "Respect for Human Rights" which regulate the activity of all persons in the exercise of their functions, which obliges them to observe

appropriate, respectful and dignified treatment, guaranteeing the safeguarding of fundamental labour rights, dignity, personal privacy and equality.

Similarly, Organic Law 3/2007, of 22 March, for the effective equality of women and men recognises that equality is a universal legal principle recognised in various international human rights texts, establishing the obligation to promote working conditions that avoid situations of sexual and gender-based harassment, as well as establishing specific procedures for its prevention and for dealing with any complaints or claims that may be made by those who have been subjected to such harassment.

We consider that conduct contrary to the principles set out above, and more specifically, that which this text identifies as harassment, is unacceptable, and therefore a mutual commitment to collaboration must be adopted at all levels, with zero tolerance of any kind of harassment.

This protocol aims to prevent harassment from occurring in the workplace and, if it does occur, to ensure that appropriate procedures are in place to deal with the problem and prevent its recurrence. These measures are intended to guarantee harassment-free working environments in companies, in which all people are obliged to respect their integrity and dignity in the professional and personal spheres.

In view of the above, the following protocol is established:

b) Personal scope:

This protocol shall apply to all AIDISA employees.

c) Definitions and preventive measures:

- Moral harassment (mobbing)

This is understood as any abusive conduct or psychological violence carried out over a prolonged period of time against a person in the workplace, manifested through repeated behaviour, actions, orders or words aimed at discrediting, disregarding or isolating a person with the aim of achieving self-abandonment of work, producing progressive and continuous damage to their dignity or psychological integrity. It is considered an aggravating circumstance if the person carrying out the harassment has some form of hierarchical authority in the company structure over the person being harassed.

- Sexual harassment

In accordance with the provisions of article 2.1-d of Directive 54/2006 of 5 July and article 7 of Organic Law 3/2007 of 21 March, sexual harassment is considered to be the situation in which any verbal, non-verbal or physical behaviour of a sexual nature occurs with the purpose or

effect of violating the dignity of a person, in particular when it creates an intimidating, hostile, degrading, humiliating or offensive environment.

- Sex-based harassment

In accordance with the provisions of article 2.1-c of Directive 54/2006, of 5 July, and article 7 of Organic Law 3/2007 of 21 March, this is defined as a situation in which behaviour takes place, carried out on the basis of a person's sex with the purpose or effect of violating the dignity of the person, and of creating an intimidating, hostile, degrading, humiliating or offensive environment.

- Discriminatory acts

Both sexual harassment and harassment based on sex are configured in article 7.3 of Organic Law 3/2007 for the Effective Equality of Women and Men as discriminatory acts, being the same objects of express prohibition in the principles of Behaviour and Action, enjoying the special protection granted by the Spanish Constitution to fundamental rights.

Any behaviour carried out on the grounds of racial or ethnic origin, religion or beliefs, disability, age, sexual orientation or illness when it occurs within the business environment or as a consequence of the employment relationship with the aim of violating the dignity of individuals by creating an intimidating, hostile, degrading, humiliating or offensive environment shall also be considered discriminatory acts, to which this procedure shall apply.

These behaviours can take three forms:

- i. Descending, where the harasser is in a higher position than the alleged victim of harassment.
- ii. Horizontally, when it occurs between people at the same hierarchical level, with the harasser normally seeking to hinder the work of the victim in order to damage the latter's professional image and even to attribute other people's merits to him/herself.
- iii. Descending, when the harasser is a person who occupies a position lower in the hierarchy than that of the alleged victim.

- Preventive measures

The following preventive measures are established:

- Raise staff awareness of the definition and forms of manifestation of the different types of harassment, as well as the procedures for action determined in this protocol, in the event of their occurrence.
- Respect the principle of not tolerating such conduct, using, if necessary, the disciplinary measures provided for in the applicable labour legislation.
- Establish the principle of co-responsibility of all workers in the monitoring of work-related behaviour, especially those with managerial or command responsibilities.

- Define training and/or communication programmes that favour communication and closeness at all levels of the organisation.
- Disseminate the protocols applied in the company to all workers.

d) Action procedure

The procedure described below is guaranteed to be activated when there is a complaint of moral, sexual or gender-based harassment or a discriminatory act, with the participation of workers' representatives.

- Principles of procedure

The following principles shall govern the procedure and shall be observed at all times:

- Guarantee of confidentiality and protection of the privacy and dignity of the persons involved, guaranteeing in all cases the preservation of the identity and personal circumstances of the person making the complaint.
- Priority and urgent processing.
- Thorough, objective and impartial investigation of the facts, and if necessary, led by specialised professionals.
- Guarantee of action by adopting the necessary measures, including, where appropriate, disciplinary measures, against the person or persons whose harassing conduct is proven, as well as in relation to anyone who makes a false accusation or complaint, through bad faith.
- Indemnity against reprisals, guaranteeing that no adverse treatment or negative effect on a person will occur as a consequence of the presentation by that person of a complaint or manifestation in any way aimed at preventing the harassment situation and initiating the present procedure (without prejudice to the disciplinary measures that may be taken in situations of manifestly false denunciation).
- Guarantee that the harassed person can continue in his/her job under the same conditions if he/she so wishes.

- Scope

The present procedure is internal, and therefore does not exclude or condition any legal action that may be taken by the injured parties.

- Initiation of the procedure

The procedure shall be initiated by reporting the situation of moral, sexual or gender-based harassment or discriminatory act to the HR Managers of the work centre, which may be carried out in any of the following ways:

- Directly by the person affected.
 - Through the workers' representatives.
 - By any person who has knowledge of the situation.
- Instruction of the case

The instruction of the case shall always be carried out by the company's human resources managers, who shall be responsible for conducting the procedure and ensuring that the principles set out in the procedure are respected.

The workers' representatives, through one of their members, shall participate in the investigation of the file, unless the person concerned states otherwise, and for which purpose he/she shall be expressly asked if he/she renounces such participation. As long as the express consent of the alleged victim has not been given, the situation may not be brought to the attention of the workers' representatives for the purposes of their participation in the investigation of the case.

The persons involved in the investigation (management, trade unions or any other) are subject to the obligation of professional secrecy regarding the information to which they have access during the processing of the case. Failure to comply with this obligation may be subject to sanction.

Exceptionally, and in view of special circumstances that may arise in a given case, the investigation of the case may be delegated to another person designated by the HR Department.

- Preliminary procedure

When the situation of harassment is reported, a preliminary procedure is automatically initiated, unless the seriousness of the facts recommends otherwise, the aim of which is to resolve the problem immediately, as sometimes the mere fact of informing the person who is allegedly harassing another person of the offensive or intimidating consequences of their behaviour is enough to solve the problem.

At this stage of the procedure, the person handling the case will meet with the parties in order to clarify the facts and reach a mutually acceptable solution.

The procedure envisaged is highly recommended, but in any case optional for the alleged victim. Once initiated, and in the event that it is not completed within ten days of its initiation and the harassment problem has been resolved, it will necessarily lead to the opening of formal proceedings.

- Formal procedure

The formal procedure shall begin with the opening, by the investigating party, of an informative file. In order to prepare it, the investigation may take any steps deemed necessary to clarify the alleged facts, while maintaining the formality of hearing the parties concerned.

As soon as possible, without ever exceeding a maximum of 30 days, a report must be drawn up containing a description of the facts reported, the circumstances involved, the intensity of the same, the repetition of the conduct and the degree of impact on the work obligations and the working environment of the alleged victim.

In any case, it must state whether or not the investigating party is convinced that the alleged facts have been committed, explaining the facts that have been objectively accredited on the basis of the proceedings carried out.

- Protective measures

During the processing of the case, at the proposal of the investigating party, the management of the company may take the necessary precautionary measures to put an immediate end to the harassment, without such measures being prejudicial to the working conditions of the persons involved.

- Assistance to parties

During the processing of the file, the parties involved may be assisted and accompanied by a trusted person, whether or not he/she is a representative of the employees, who must maintain confidentiality with regard to the information to which he/she has access.

This person of trust may be present when statements are taken and when the investigating party addresses communications to the person involved who has designated him/her.

- Closure of the case

The Company's Steering Committee, taking into consideration the seriousness and importance of the facts accredited, shall adopt, within a maximum period of 15 days, the necessary corrective measures, which may include the ratification as definitive of the precautionary measures adopted in the processing of the case.

In any case, if harassment is found, the disciplinary measures provided for will be imposed. Similarly, if it is proven, it shall also be considered an act of discrimination on grounds of sex.

If it is determined that there is no harassment in any of its forms, the complaint shall be closed. If the complaint is found to be made in bad faith, the corresponding disciplinary measures shall be applied.

2.6. Occupational health

Policy area: Safety, occupational health and equipment	
Objective	Measure
Ensure the occupational health of women and men. 	Review, with a gender perspective, the Occupational Risk Prevention Plan. Collect sex-disaggregated data to provide information for defining a prevention policy that respects the needs and differences between women and men.
Indicators	
<ul style="list-style-type: none"> 📍 Number of measures proposed and implemented. 📍 Verify whether the Occupational Risk Prevention Plan has been revised to incorporate the gender perspective. 📍 Verify whether the safety measures, protective equipment and tools are adapted to the needs and ergonomics of women and men. 📍 Analyse the differential impact of accidents/incidents and illnesses on women and men. 	

6. EVALUATION AND MONITORING

Operation

The Commission shall meet at least every four months during the first year of its validity and every six months thereafter on an ordinary basis. Extraordinary meetings may be held whenever its intervention is required by any of the signatory organisations or trade unions integrated in the same, prior written communication to that effect indicating the points to be dealt with on the agenda. These meetings of the Commission shall be held within the time period that the circumstances make advisable, depending on the importance of the matter, which in no case shall exceed 30 days following receipt of the request for intervention or meeting.

The Commission shall be understood to be validly constituted when it is attended, present or represented, by the absolute majority of each representation, and the parties may be assisted by the advisors they deem appropriate.

In order to be valid, the agreements of the Commission shall require the favourable vote of the absolute majority of each of the two representations. In the event that the monitoring report suggests the need to introduce adaptations or modifications in any aspect related to the execution of the Plan, the company's management and the trade union representatives shall be informed.

Means

In order to fulfil the functions entrusted to the Monitoring and Evaluation Committee, the company undertakes to provide the necessary means, in particular:

- Suitable venue for meetings.
- The necessary material for them.
- Provide the statistical information, disaggregated by sex, established in the monitoring criteria agreed for each of the measures with the corresponding periodicity.

The company shall be responsible for the travel, board and lodging expenses of the members of the Committee in accordance with the system in place at the Committee.

The hours of the Committee meeting and the preparation of the meeting, which shall be at most equal to those of the meeting, shall be paid and shall not be counted as part of the time credit of the workers' representatives.

The designated responsible person/coordinator shall provide the appropriate means to enable the Commission to work efficiently.

Out-of-court settlement of disputes

Adhesion to the Agreement on the Extrajudicial Settlement of Labour Disputes (ASEC). The parties agree to fully and unconditionally adhere to the II Interconfederal Agreement on Out-of-Court Settlement of Labour Disputes (ASEC V); subjecting themselves fully to the mediation bodies, and in its arbitration, established by the Interconfederal Mediation and Arbitration Service (SIMA).

Without prejudice to the fact that at the lower levels, the corresponding parties may adhere to the extrajudicial or alternative labour dispute resolution systems established in the Autonomous Communities; at the state level, for the resolution of disputes arising from the interpretation and application of the Equality Plan, the parties adhere to and submit to them.

In any case, in disputes that affect more than one Autonomous Community, the extrajudicial system for the settlement of labour disputes at state level (SIMA) will be applicable.

Validity

A period of four years from the date of signature is established. Three months before the end of the period, the parties will begin negotiating the next Equality Plan.

Signed by:



Citic Cita.
CENTRO TECNOLÓGICO AGROALIMENTARIO
Asociación para la I+D+i
del Sector Agroalimentario
AIDISA | G26324525

María Daroca Velilla
*Member of the Committee on People and Resources
Responsible for the Gender Equality Plan*

Signed by:



Citic Cita.
CENTRO TECNOLÓGICO AGROALIMENTARIO
Asociación para la I+D+i
del Sector Agroalimentario
AIDISA | G26324525

Ignacio Moure Lavilla
*HR Manager
Steering Committee Representative*

ANNEXES

Annex I. Sample measures form

Sheet of measure	
Area of action	
Measure	
Objectives	
Detailed description of the measure	
Target group	
Timeline for implementation	
Responsible	
Associated resources	
Monitoring indicators	

Annex II. Sample monitoring form

MONITORING OF MEASURES SHEET	
Measure	(Specify)
Person/Department responsible	
Implementation date	
Monitoring date	
Filled out by	
Monitoring indicators	
[Transfer all indicators included in the action	

sheet (Annex VIII of Phase 3)]			
Performance indicators			
Implementation level	<input type="checkbox"/> Pending	<input type="checkbox"/> In progress	<input type="checkbox"/> Completed
Indicate the reason why the measure has not been started or fully completed	Lack of human resources		<input type="checkbox"/>
	Lack of material resources		<input type="checkbox"/>
	Lack of time		<input type="checkbox"/>
	Lack of participation		<input type="checkbox"/>
	Lack of coordination with other departments		<input type="checkbox"/>
	Lack of knowledge of development		<input type="checkbox"/>
Other reasons (specify)		<input type="checkbox"/>	
Job indicators			
Adequacy of allocated resources			
Difficulties and barriers encountered in implementation			
Solutions adopted (if any)			
Impact indicators			
Reduction of inequalities			
Improvements produced			
Proposals for the future			
Documentation accrediting the implementation of the measure			

Annex III. Model evaluation questionnaire for the monitoring committee.

DATA

Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Are you part of the RLT?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

How far has the overall compliance with the equality objectives been achieved? 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
Have the fulfilment of the objectives and the proposed actions achieved the expected results towards improving equality in the company?
Have there been any perceived changes in attitudes towards equality among people in the company and its culture?
What difficulties have you encountered in relation to the implementation process of the Equality Plan?
If there have been difficulties: How have these difficulties been overcome?
Has there been any perceived resistance to the implementation of the Plan? Indicate which ones:
Have new actions been incorporated that were not initially foreseen in the Plan? Indicate which ones:
Have any of the planned actions or objectives had to be modified? Indicate which ones and what modifications have been made:
Have any of the planned actions or objectives had to be discarded and cancelled? Indicate which ones:
Has there been staff participation and support for the Equality Plan? From 1 to 10
Has there been management involvement and support for the Plan? From 1 to 10
Have the financial resources allocated been sufficient?
Has the timeframe for achieving the objectives been respected?
Has the Commission been adequately committed to the fulfilment of the Plan's objectives?
Indicate the barriers encountered in the Plan and proposals for improvement.

Annex IV. Sample Questionnaire for the Steering Committee

Role/Position:			
Seniority³:	Less than 2 years	Between 2 and 5 years	More than 5 years
Gender¹	<input type="checkbox"/> Male		<input type="checkbox"/> Female
Age²	<input type="checkbox"/> Under 45 years old		<input type="checkbox"/> 45 years old or over

DATA

	Yes	No
Do you consider that the equality situation of the company has improved with the implemented Equality Plan?	<input type="checkbox"/>	<input type="checkbox"/>
Do you think that the Equality Plan has helped to change the company's culture?	<input type="checkbox"/>	<input type="checkbox"/>
Have the actions that have been developed served to raise awareness and make you more aware of situations of gender inequality?	<input type="checkbox"/>	<input type="checkbox"/>
Do you think that the decisions taken in the company are analysed to know the gender impact they produce?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Equality Plan influenced business decisions in any way?	<input type="checkbox"/>	<input type="checkbox"/>
Positively: Indicate which ones	<input type="checkbox"/>	<input type="checkbox"/>
Negatively: Indicate which	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any difficulties in the process that have meant that some actions could not be implemented in your area of responsibility?	<input type="checkbox"/>	<input type="checkbox"/>
Which ones?		
<ul style="list-style-type: none"> ▪ adjust women's working conditions (salaries, contracts...)? 	<input type="checkbox"/>	<input type="checkbox"/>

¹ Mandatory question.

² Establish the intervals deemed appropriate according to the characteristics of the staff.

<ul style="list-style-type: none"> Improve reconciliation policies in the company? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Improve co-responsibility policies in the company? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Increase the presence and participation of women in decision-making? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Change the mentality of time use and presence at work? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> become aware of gender barriers, discriminations, and stereotypes? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> balance the workforce in relation to the number of women and men? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> extend the use of non-sexist language and communication? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ensure that women and men have effectively the same opportunities? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Other? Indicate which ones 	<input type="checkbox"/>	<input type="checkbox"/>
What would you highlight as the most positive aspect of the process of implementing the equality plan?		
What would you highlight as the most negative aspect of the process of implementing the equality plan?		
What actions do you consider having been most effective?		
What actions do you think need to be improved?		

Annex V. Sample questionnaire for staff.

At AIDISA we are in the process of evaluating our Equality Plan.

Below, in this ANONYMOUS and strictly CONFIDENTIAL questionnaire, you will find a series of questions designed to find out your perception of different aspects related to the implementation of the Equality Plan.

As this is a questionnaire of opinions, we remind you that there are no right or wrong answers and what we are really interested in is your spontaneity and sincerity.

Thank you in advance for your collaboration.

PERSONAL DATA

Gender³	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Age⁴	<input type="checkbox"/> Under 45 years old	<input type="checkbox"/> 45 years old and over
Care responsibilities		
Children	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other dependents	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROFESSIONAL DATA

Professional group⁵	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Position⁶	Intermediate officer <input type="checkbox"/>	Technician <input type="checkbox"/>	Administrative and others <input type="checkbox"/>
Seniority⁷:	More than 2 years <input type="checkbox"/>	Between 2 and 5 years <input type="checkbox"/>	More than 5 years <input type="checkbox"/>
Do you have staff in charge?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
Are you part of the LTR?	Yes <input type="checkbox"/>		No <input type="checkbox"/>

	Yes	No
Do you consider that the equality situation in the company has improved with the implemented Equality Plan?	<input type="checkbox"/>	<input type="checkbox"/>
Do you think it has served to:		
▪ adjust women's working conditions (wages, contracts...)?	<input type="checkbox"/>	<input type="checkbox"/>
▪ improve reconciliation policies in the company?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Improve co-responsibility policies in the company?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Increase the presence and participation of women in important decision-making?	<input type="checkbox"/>	<input type="checkbox"/>
▪ Change the mentality of time use and presence at work?	<input type="checkbox"/>	<input type="checkbox"/>
▪ become aware of gender barriers, discriminations, and stereotypes?	<input type="checkbox"/>	<input type="checkbox"/>

³ Mandatory question.

⁴ Establish intervals deemed appropriate according to the characteristics of the staff.

⁵ Modify according to the provisions of the applicable collective bargaining agreement.

⁶ Modify according to the structure of the company.

⁷ Establish the intervals that are considered appropriate according to the characteristics of the staff.

<ul style="list-style-type: none"> balance the workforce in relation to the number of women and men? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> extend the use of non-sexist language and communication? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> equal opportunities for men and women? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Other? 		
Have the actions that have been developed served to sensitise you and make you more aware of situations of gender inequality?	<input type="checkbox"/>	<input type="checkbox"/>
Do you consider that you have been sufficiently informed about the process?	<input type="checkbox"/>	<input type="checkbox"/>
If you had any doubts or queries about equality issues, would you know where to address them?	<input type="checkbox"/>	<input type="checkbox"/>
Have you received training on equality?	<input type="checkbox"/>	<input type="checkbox"/>
Do you think that the whole company has been involved in the equality plan?	<input type="checkbox"/>	<input type="checkbox"/>
Do you consider that the initially proposed objectives of the equality plan have been achieved?	<input type="checkbox"/>	<input type="checkbox"/>
Your overall rating: from 1 to 10 in terms of satisfaction with the Equality Plan.		
What would you highlight as the most positive aspect of the process of implementing the Equality Plan?		
What would you highlight as the most negative aspect of the process of implementing the Equality Plan?		
What actions do you consider having been most effective?		