

# Equality, Diversity and Inclusion Plan 2020-2023

Centre for Genomic Regulation



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# 1 Management's commitment

The Centre for Genomic Regulation (hereinafter CRG) firmly expresses its commitment to equality, diversity and inclusion.

Gender equality is one of CRG's strategic principles. For this reason, we will stay the course followed up to now, working for non-discrimination, and to drive and develop the measures necessary to achieve equal opportunities among the men and women of the CRG.

In doing so, as Management of the Centre we commit to drive and support the measures contained in the Equality, Diversity and Inclusion Plan:

- Governing ourselves by the principles of equal treatment, equal opportunities, inclusion, respect for diversity and difference with regard to our female and male employees;
- Working to favour integration from a gender standpoint, affirmative action and elimination of sex-based stereotypes.

For the Plan to be successful the cooperation and support of our staff is particularly important. Because of this, we would like to thank you in advance for your involvement and willingness.

Luis Serrano  
Director

Juan Vives  
Director Administrativo

## 2 Introduction

The CRG's *Equality, Diversity and Inclusion Plan* is the result of the Centre's firm conviction and commitment to cooperate in the creation of a fairer, more tolerant and egalitarian society of women and men, that catalyses their advancement and development, and in which fundamental rights are respected and promoted. It is also a response to our national and international regulatory framework as concerns equality.

The Plan features two main axes:

- Strategic: from which the centre promotes equality, diversity and inclusion, thus promoting the following United Nations sustainable development goals:
  - o Good health and well-being
  - o Gender equality
  - o Reduced inequalities
  - o Partnerships for the goals (CERCA, EU-LIFE Centres, among others)
  
- Operational: from which a set of measures that make up a coherent framework are integrated, in consonance with the reality and needs of equality, diversity and inclusion that are inherent to the centre.

The process of creating the Plan was led by the Human Resources Department, and was based on cooperative work of the Equality, Diversity and Inclusion Commission, collaboration of the staff, and expert technical consultancy in the equality area. Therefore, it is the result of a common, completely participative project, conceived within the Equality, Diversity and Inclusion Commission and backed by Centre Management.

This Plan sets out nine development areas, meant to cover strategic action axes, which are: professional classification, work-life balance, working conditions, communication, training, compensation, selection and hiring, prevention of sexual and any gender-based harassment, and diversity and inclusion.

In general, the Plan targets selection, hiring and promotion processes rooted in the principles of equal treatment and opportunities, as well as managing human resources in a way that integrates work, personal and family life balance, also encompassing the importance of training, professional development and diversity and inclusion.

### 3 Goals of the Plan

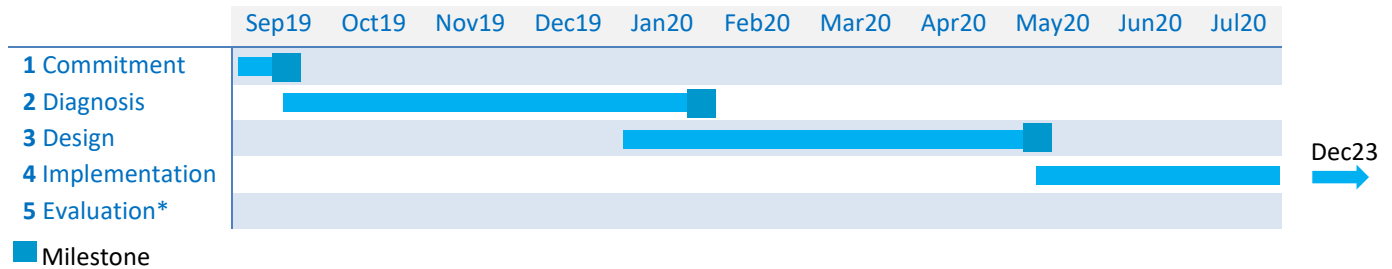
The Equality, Diversity and Inclusion Plan has the primary goal of guaranteeing the principle of equality between men and women, promoting diversity and inclusion, identifying and eliminating any stereotype, role, attitude and/or barrier that hinders anyone from accessing and developing themselves at a job post, in conditions of equality.

This plan aims to cover nine strategic axes, the general goals of which are outlined in the next section:

Strategic axis	Overall goal
1 Professional classification	Guarantee a balanced staff composition
2 Work-life balance	Facilitate the usage of balance between personal and professional life and co-responsibility measures
3 Working conditions	Guarantee safety at the job post
4 Communication and Language	Promote communication that is inclusive from a gender standpoint
5 Training	Guarantee egalitarian access to training
6 Compensation policy	Guarantee application of the principle of equal pay for equal work
7 Selection and hiring	Promote selection and hiring of staff based on equal opportunities
8 Prevention of sexual and gender-based harassment	Guarantee prevention of sexual and gender-based harassment
9 Diversity and Inclusion	Promote a culture oriented towards diversity and inclusion

## 4 Phases of the Plan

The plan is divided into the following phases:



\*After completion of every action and overall, once the entire plan is complete.

- 1 Commitment**

  - Commitment by Management.
  - Assignment of plan leadership by Management.
  - Definition of the work team.
  - Information on Plan Launch.

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**2 Diagnosis**

  - Collection of information and analysis of staff data, human resources practices and centre culture.
  - Interviews conducted to the representatives of CRG communities.

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**3 Design and negotiation of the Plan**

  - Definition of goals depending on results of the diagnosis.
  - Identification of actions according to the results.
  - Determination of the timeline, material and human resources, indicators, and owners for implementation of the actions.
  - Definition of the monitoring and evaluation system.
  - Negotiation, approval and publication of the plan.

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**4 Implementation**

  - Development of the actions proposed in the plan.
  - Internal communication of the actions' development.

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**5 Monitoring, evaluation and periodic review**

  - Performance of the follow-up on outcomes and their impact.
  - Rescheduling the Plan: adaptation of strategies and/or new measures.

## → 1 Commitment

The first phase of the Plan has brought about the commitment to continued promotion of Equality, Diversity and Inclusion by Centre Management. Likewise, it has involved the assignment of responsibilities, the definition of the work team and the provision of resources.

## → 2 Diagnosis

In the diagnostic phase, a thorough analysis of CRG's current situation has been performed using the strategic axes described in the previous section. This was done to identify the existing needs in the areas of equality, diversity and inclusion.

The methodology used for the diagnosis consisted of two parts:

- Quantitative
- Qualitative

The **quantitative methodology** has consisted of a complete study of all information regarding CRG staff to evaluate the composition of our workforce in terms of gender, age, work day, training, salary and other parameters.

For the **qualitative methodology**, all existing evidence on the aforementioned strategic axes, such as centre policies, procedures, communications, web information and social media—to mention a few examples—have been examined. It is also worth mentioning that the representatives of the different communities making up the CRG have been interviewed. This was done to launch a plan that entails the staff's active participation, in addition to gathering first-hand information from employees, and this way, design a realistic plan perfectly suited to our workforce.

## → 3 Design and negotiation

With the diagnostic results in hand, the plan's design and negotiation was formalized within the CRG's Equality, Diversity and Inclusion Commission. This commission has worked to design the actions based on the results of the diagnosis, with the goal of moving toward greater consolidation in equality, diversity and inclusion.

After the actions were designed, and then approved by the commission in March 2020, the Plan was presented to the Steering Committee in May and to the Executive Board in June, for its final ratification. Following this, a plan dissemination campaign was launched.

In accordance with Royal Decree 901/2020, of October 13, which regulates the equality plans and their registration and amends Royal Decree 713/2010, of May 28th, on the registration and deposit of collective agreements (Article 5. Procedure for negotiating equality plans), the Plan has been negotiated and approved by the majority unions in the sector (UGT and CCOO).

## → 4 Implementation

As in the design phase, the implementation phase will be the result of a cooperation effort among members of the Equality, Diversity and Inclusion Commission, through which the CRG staff will also be invited to participate.

## → 5 Monitoring, evaluation and periodic review

Once the plan is complete, an overall assessment of the actions will be carried out through its indicators, with a view to discovering the impact of its implementation and level of consolidation.

In order to monitor, evaluate and periodically review the plan, a Committee for Monitoring, Evaluation and Periodic Review will be set up. This Commission will have the mission of ensuring compliance with each of the actions of the plan. To that end:

- Firstly, on a quarterly basis, regular contacts and meetings will be established between the Monitoring Commission and those responsible for each of the plan's actions, in which the results achieved to date, the indicators, as well as the possible deviations if any, will be evaluated in accordance with the monitoring methodology that includes each of the actions of the plan. If there are deviations, corrective measures will be established and agreed upon within the Equality, Diversity and Inclusion Commission.
- Secondly, at the end of each action of the plan, a report will be developed, which will be shared and evaluated at the meetings of the Equality, Diversity and Inclusion Commission. This report will include a description of the action, associated indicators and results. Likewise, the deviations, if any, will be reflected.
- Thirdly, biannually, the Monitoring Commission will meet with the aim of analyzing and evaluating the overall status of compliance with the plan.
- Once the plan is finalized, a global evaluation of the actions carried out will be made through its indicators, in order to know the impact of its implementation and the level of consolidation.

## → Modification procedure and procedure to solve possible discrepancies that may arise in the application of the plan

At the request of one of the parties of the Plan's Negotiating Committee or the Equality, Diversity and Inclusion Commission, the plan may be modified by adding, reorienting, improving, correcting, intensifying or mitigating any of the original measures of the Equality, Diversity and inclusion Plan.

In the event of discrepancies, their resolution would be guided by the majority decision of the members of the Equality, Diversity and Inclusion Commission.

In any case, this Equality, Diversity and Inclusion Plan will be reviewed/modified provided that:

- It is so determined by, or as a result of a decision of, a competent authority.
- In case of merger, absorption, transmission or modification of the legal status of the Company.



- In the event of any incident that substantially modifies the workforce, its working methods, organization or remuneration systems, and that alters the situations analyzed in the Situation Diagnosis.

In the event that the review/modification of the Equality, Diversity and Inclusion Plan is necessary, the Situation Diagnosis and, where appropriate, the measures of the Plan will also be updated.

## 5 Actions of the Plan

The actions of the Plan have been organized along strategic axes. The following information is outlined for each of the actions making up the Plan.

→ Strategic axis
→ Title
→ Calendar
→ Periodicity
→ Overall goal
→ Specific goal
→ Description
→ Groups targeted
→ Owner
→ Follow-up method
→ Indicators
→ Outcomes
→ Internal/external resources
→ Hours (capacity/resources)

<b>Action no.</b>	<b>01</b>
<b>Area</b>	<b>PROFESSIONAL CLASSIFICATION</b>
<b>Title</b>	Promote hiring of women for posts of responsibility.
<b>Calendar</b>	4 <sup>th</sup> quarter 2021 and thereafter.
<b>Periodicity</b>	Punctual. Whenever there is an opening eligible for promotion.
<b>Overall goal</b>	Guarantee a balanced staff composition.
<b>Specific goal</b>	Revert vertical segregation.
<b>Description</b>	Actions will be taken aimed at facilitating promotion or hiring of women for posts of responsibility with a view to doing away with vertical segregation. To do so, in addition to awareness-raising activities, the centre is encouraged to engage in inclusive selection processes, eliminating any social barriers faced by women in access to jobs in science, and specifically posts of responsibility at the centre.
<b>Groups targeted</b>	Candidates and employees seeking posts of responsibility.
<b>Owner</b>	Executive Board in cooperation with the Human Resources Department and Hiring Managers.
<b>Follow-up method</b>	The person responsible for the action will meet with the HR Department half-yearly, for follow-up and to evaluate data from the campaigns that have been completed. Relevant information will be recorded in meeting minutes.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Number of women who have attained posts of responsibility (detailed list).</li> <li>- Percentage of women in posts of responsibility per unit and as compared to men.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>- Increased gender equality.</li> </ul>
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 80h</li> <li>- 4 resources</li> </ul>

<b>Action no.</b>	02
<b>Area</b>	PROFESSIONAL CLASSIFICATION
<b>Title</b>	Design external and internal awareness-raising campaigns about the roles of women in science.
<b>Calendar</b>	<ul style="list-style-type: none"> <li>- CRG Social Media and website of the Equality, Diversity and Inclusion Commission. Every two weeks.</li> <li>- International Day of Women and Girls in Science: February/March</li> <li>- Ada Lovelace workshop: October</li> <li>- My Life in Science Series: March and July</li> </ul>
<b>Periodicity</b>	Ongoing.
<b>Overall goal</b>	Guarantee a balanced staff composition.
<b>Specific goal</b>	Revert vertical segregation.
<b>Description</b>	<p>Awareness-raising campaigns will be launched to work a change in people's consciousness, and make an appeal for young women to get involved in science, highlighting key women and building up science as a possible career choice for women. Additionally, at the internal level, encouragement will be given to promoting appreciation of female science professionals, providing them with a cultural consciousness of professional growth.</p> <p>Specific actions are listed:</p> <p><b>External campaigns</b></p> <ul style="list-style-type: none"> <li>- CRG Social Media and website of the Equality, Diversity and Inclusion Commission. Updating social media, new articles on women in science, talks, etc.</li> <li>- Activities in primary and secondary schools, and/or universities.</li> <li>- Ada Lovelace Workshop.</li> </ul> <p><b>Internal campaigns:</b></p> <ul style="list-style-type: none"> <li>- International Women's Day event.</li> <li>- Women and Girls in Science Day event.</li> <li>- My Life in Science Series.</li> </ul>
<b>Groups targeted</b>	CRG staff and society in general.
<b>Owner</b>	Communications Department and members of the Equality, Diversity and Inclusion Commission.
<b>Follow-up method</b>	The Commission member responsible for the action will meet regularly with the person responsible for communication to plan the actions, perform follow-up, gather data on campaigns carried out and detect possible new actions.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- CRG <i>social media</i> + EDI webpage: Number of "shares", "likes", etc.</li> <li>- International Women's Day: attendance at seminars.</li> <li>- International Day of Women and Girls in Science: attendance at seminars.</li> <li>- Ada Lovelace workshop: attendance and feedback.</li> <li>- My Life in Science Series: attendance at seminars.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>- Increased awareness and sensitization in equality matters.</li> <li>- Increased visibility of women in science.</li> <li>- Promotion of the "woman of science" role model for school-age public (CRG as one of the main standard-bearers/prescribers/ambassadors for the visibility of women in science).</li> </ul>

<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal and external
<b>Hours (capacity/resources)</b>	- Approximately 160h - 4 resources

<b>Action no.</b>	03
<b>Area</b>	PROFESSIONAL CLASSIFICATION
<b>Title</b>	Monitoring gender indicators in scientific publications.
<b>Calendar</b>	1 <sup>st</sup> half of each year.
<b>Periodicity</b>	Half-yearly.
<b>Overall goal</b>	Monitor gender indicators in scientific publications with a view to identifying biases. Plan actions after the fact to improve results, if necessary.
<b>Specific goal</b>	<ul style="list-style-type: none"> <li>- Define relevant bibliometric indicators to monitor gender in scientific publications (April/May 2020).</li> <li>- Analyse publications with the indicators identified in goal 1 (June/July).</li> </ul>
<b>Description</b>	In an initial phase, the relevant bibliometric indicators to monitor gender in publications will be defined (analysis of the latest ELSEVIER report). In a second phase, gender analysis will be conducted on the CRG publications, using the identified indicators, especially with regard to publications in which the first or corresponding author are CRG researchers. The analysis will be global and broken down by professional category.
<b>Groups targeted</b>	Director and Principal Investigators, Equality, Diversity and Inclusion Commission.
<b>Owner</b>	International and Scientific Affairs in cooperation with the Equality, Diversity and Inclusion Commission.
<b>Follow-up method</b>	Analysis with the publication management platform.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Number of first and corresponding author publications, by gender and professional category / programme, including the indicators identified in the first specific goal.</li> </ul>
<b>Outcomes</b>	Identify possible problems in publications of female researchers of the centre, and implement the appropriate solutions.
<b>Budget</b>	Internal (cost of maintaining the platform).
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 40h</li> <li>- 1 resource</li> </ul>

<b>Action no.</b>	04
<b>Area</b>	WORK-LIFE BALANCE
<b>Title</b>	Disseminate and inform on work-life balance and co-responsibility policies.
<b>Calendar</b>	1 <sup>st</sup> quarter 2021, 2022, 2023.
<b>Periodicity</b>	Annual.
<b>Overall goal</b>	Facilitate the usage of available work-life balance and co-responsibility measures.
<b>Specific goal</b>	Ensure that each member of the staff knows the measures.
<b>Description</b>	Foster greater transparency and encourage communication channels to ensure that the staff has information on and is aware of our work-life balance measures.
<b>Groups targeted</b>	Entire staff.
<b>Owner</b>	Human Resources Department.
<b>Follow-up method</b>	The person responsible for the action will meet with those in charge of conducting the communication and/or campaign and will gather the information established as "Indicators". The relevant information will be outlined in a document.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Communication or campaign carried out on work-life balance measures.</li> <li>- Number of communication actions completed (evidence).</li> <li>- Communication channels used.</li> <li>- Number of women who opt in to reconciliation measures. Comparative percentage of total female staff members (weighted data).</li> <li>- Number of men who opt in to reconciliation measures. Comparative percentage of total male staff members (weighted data).</li> </ul>
<b>Outcomes</b>	The policies and benefits that favour co-responsibility are known to all members of the staff. Work-life balance improves.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 80h</li> <li>- 2 resources</li> </ul>

<b>Action no.</b>	05
<b>Area</b>	WORK-LIFE BALANCE
<b>Title</b>	Offer support grants to scientist mothers.
<b>Calendar</b>	3 <sup>rd</sup> quarter 2020, and 2 <sup>nd</sup> quarter 2021, 2022, 2023.
<b>Periodicity</b>	Annual.
<b>Overall goal</b>	Facilitate the reconciliation of scientific responsibilities and motherhood.
<b>Specific goal</b>	Support women scientists who need to reconcile their motherhood and research responsibilities simultaneously to reach a position of leadership.
<b>Description</b>	Women scientists will be eligible to take part in an annual call for two one-year grants designed to facilitate reconciliation.
<b>Groups targeted</b>	Women scientists.
<b>Owner</b>	Equality, Diversity and Inclusion Commission and the Human Resources Department.
<b>Follow-up method</b>	The person responsible for the grant will gather the evaluations of participants on a yearly basis, and then share them with the Equality, Diversity and Inclusion Commission.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Number of grants awarded and posts.</li> <li>- Participants' evaluations.</li> </ul>
<b>Outcomes</b>	Improvement in work-life balance for grant awardees.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal and external
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 80h</li> <li>- 5 resources</li> </ul>



<b>Action no.</b>	06
<b>Area</b>	WORK-LIFE BALANCE
<b>Title</b>	Offer support and flexible working hours to victims of gender-based violence.
<b>Calendar</b>	3rd quarter of 2023.
<b>Periodicity</b>	Annual.
<b>Overall goal</b>	Facilitate flexible working hours for victims of gender-based violence and providing them with support.
<b>Specific goal</b>	Support women victims of gender-based violence by offering flexible hours and information on support services. Raise awareness in the CRG community.
<b>Description</b>	A dissemination campaign will be carried out with the objective of raising awareness about gender-based violence. Information will be provided on support and follow-up for victims of gender-based violence via <i>Service of Attention, Recovery and Shelter (SARA)</i> .  Support and flexible working hours for victims of gender-based violence will be promoted.
<b>Groups targeted</b>	Victims of gender-based violence and the entire community in terms of raise awareness.
<b>Owner</b>	Human Resources Department and Communications Department.
<b>Follow-up method</b>	Annually, the people responsible for the action will evaluate the cases and the visualizations of the campaign.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Number of people to which the measures have been provided.</li> <li>- Number of people who have consulted the dissemination campaign.</li> <li>- Communications received regarding the campaign.</li> </ul>
<b>Outcomes</b>	Improved conciliation for victims of gender-based violence. The knowledge and use of the <i>Service of Attention, Recovery and Shelter</i> by the victims of gender-based violence. Increased awareness of gender-based violence.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- 25h approximately</li> <li>- 2 resources</li> </ul>

<b>Action no.</b>	07
<b>Area</b>	WORKING CONDITIONS
<b>Title</b>	Revise the Occupational Risk Prevention Plan from a gender perspective.
<b>Calendar</b>	2 <sup>nd</sup> quarter, 2021.
<b>Periodicity</b>	Punctual.
<b>Overall goal</b>	Guarantee health and safety in the workplace, adapted to a gender perspective.
<b>Specific goal</b>	Know the health situation of the different job posts from a gender perspective.
<b>Description</b>	To optimize prevention and action on risks derived from occupational activity it is important to assess the risks of each job post from a gender perspective and associate preventive measures with them.
<b>Groups targeted</b>	Staff.
<b>Owner</b>	Person Responsible for Occupational Risk Prevention.
<b>Follow-up method</b>	Meetings between the commission member responsible for this action and the person responsible for Risk Prevention to modify the current Occupational Risk Prevention Plan. Further, executive participation processes must be proposed to improve the detection of these risks.
<b>Indicators</b>	New plan revised from a gender perspective, with new modifications, including: <ul style="list-style-type: none"> <li>- Sexual and gender-based harassment evaluation of risk per job post.</li> <li>- Training of staff members in Occupational Risk Prevention from a gender perspective. Course and training hours completed.</li> </ul>
<b>Outcomes</b>	Posts evaluated and Occupational Risk Prevention Plan updated.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal and external
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 40h</li> <li>- 3 resources</li> </ul>

<b>Action no.</b>	08
<b>Area</b>	WORKING CONDITIONS
<b>Title</b>	Perform an assessment of psycho-social risks for each job post.
<b>Calendar</b>	4 <sup>th</sup> quarter 2020 and 1 <sup>st</sup> quarter 2021.
<b>Periodicity</b>	Study of psycho-social risks: punctual.
<b>Overall goal</b>	Guarantee safety at the job post.
<b>Specific goal</b>	Know the health situation of the different job posts from the psycho-social and gender perspectives.
<b>Description</b>	Through a study of psycho-social risks, the necessary information to impact and strengthen preventive intervention in this type of risks is structured to ensure a safe work environment, prevent absenteeism, talent flight and work-related illnesses.
<b>Groups targeted</b>	Entire staff.
<b>Owner</b>	Person Responsible for Occupational Risk Prevention.
<b>Follow-up method</b>	Meetings between the commission member responsible for this action and the person responsible for Occupational Risk Prevention to implement measures related with the results from the assessment of psycho-social risks, and data broken down by gender. Further, executive participation processes must be proposed to improve the detection of these risks.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Completed assessment and its results.</li> <li>- Variables considered.</li> <li>- Participation of senior management staff.</li> <li>- Analysis and conclusions.</li> </ul>
<b>Outcomes</b>	Assessment completed, and proposal of measures to guarantee psycho-social health.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal and external
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 100h</li> <li>- 3 resources</li> </ul>

<b>Action no.</b>	09
<b>Area</b>	COMMUNICATION AND LANGUAGE
<b>Title</b>	Publish and use an Inclusive Language Guidebook in Spanish, Catalan and English. Raise awareness on the use of inclusive language.
<b>Calendar</b>	3 <sup>rd</sup> and 4 <sup>th</sup> quarters of 2020.
<b>Periodicity</b>	Punctual.
<b>Overall goal</b>	Promote communication that is inclusive from a gender standpoint.
<b>Specific goal</b>	Spread the use of inclusive language.
<b>Description</b>	<ul style="list-style-type: none"> <li>- As a means of standardizing the commitment to equality, the Centre will publish and use a guidebook in Catalan, Spanish and English on inclusive language. Communication strategies will be set out therein, encouraging staff members to make women visible through language and “deconstruct” androcentric masculine forms of speech.</li> <li>- For the same purpose, creation of a two or three-page leaflet in the three languages (Catalan, Spanish and English), and dissemination in high-visibility spots around the centre, are also under consideration.</li> </ul>
<b>Groups targeted</b>	Entire staff.
<b>Owner</b>	Communications Department.
<b>Follow-up method</b>	The person responsible for this action will implement and monitor the activities. Progress will be described in a report and communicated to the Equality, Diversity and Inclusion Commission.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Guidebook published.</li> <li>- Dissemination resources used.</li> <li>- Follow-up measures to guarantee that the staff uses the guide.</li> </ul>
<b>Outcomes</b>	The guidebooks are used by Centre staff.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal and external (designer)
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 160h</li> <li>- 3 resources.</li> </ul>

<b>Action no.</b>	10
<b>Area</b>	COMMUNICATION AND LANGUAGE
<b>Title</b>	Revise the language used in centre documentation from a gender perspective.
<b>Calendar</b>	2 <sup>nd</sup> quarter 2021.
<b>Periodicity</b>	Punctual.
<b>Overall goal</b>	Promote communication that is inclusive from a gender standpoint.
<b>Specific goal</b>	Promote the use of inclusive language.
<b>Description</b>	Once the content of the inclusive language guidebook in Spanish and Catalan has been incorporated into Centre documentation, the written documents in these languages will be revised to incorporate the gender perspective and promote its use in all documents generated as of that time.
<b>Groups targeted</b>	Staff members who use internal documents.
<b>Owner</b>	Communications and Human Resources Departments
<b>Follow-up method</b>	The commission members responsible for this action will track the revision of documents through administration heads, and will formalize progress with a report in which already-updated documents are described.
<b>Indicator</b>	- List of revised documents and revision dates.
<b>Outcomes</b>	Updated documents with inclusive language in use.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	- Approximately 70h - 7 resources

<b>Action no.</b>	11
<b>Area</b>	COMMUNICATION AND LANGUAGE
<b>Title</b>	Create and regularly update the website devoted to Equality, Diversity and Inclusion.
<b>Calendar</b>	From 2020 to 2023.
<b>Periodicity</b>	Ongoing.
<b>Overall goal</b>	Contribute to spreading actions, policies, activities and news associated with Equality, Diversity and Inclusion.
<b>Specific goal</b>	Boost communication on Equality, Diversity and Inclusion.
<b>Description</b>	With a view to providing 360-degree coverage to the communication of all matters related with Equality, Diversity and Inclusion, the website will become one of the channels through which we communicate actions, activities, news, etc. It will also be a repository that enables us to strengthen the other channels we will use, such as social media, flyers, posters, e-mailings, meetings, events, etc.
<b>Groups targeted</b>	Staff, stakeholders and society in general.
<b>Owner</b>	Head of Communication, in cooperation with all members of the Equality, Diversity and Inclusion Commission.
<b>Follow-up method</b>	The person responsible for this action will regularly compile information that can be published on the website regarding the monthly meetings of the Equality, Diversity and Inclusion Commission, and will ensure that the relevant information can be published.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Number of items, activities, news and updates published.</li> <li>- Tracking of visits and users of this part of the website.</li> </ul>
<b>Outcomes</b>	Offer visibility and awareness through the section on Equality, Diversity and Inclusion of the CRG website, which contains the relevant information for our staff, and is a reference centre for all information related with this topic.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal and external (designer, if required)
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- 160h. annually</li> <li>- 2 resources</li> </ul>

<b>Action no.</b>	12
<b>Area</b>	COMMUNICATION AND LANGUAGE
<b>Title</b>	Cooperate with working groups and organizations outside the CRG on equality, diversity and inclusion.
<b>Calendar</b>	From 2020 to 2023.
<b>Periodicity</b>	Ongoing.
<b>Overall goal</b>	Exchange best practices and knowledge on equality, diversity and inclusion with working groups and organizations from outside the CRG.
<b>Specific goal</b>	Exchange knowledge and best practices with relevant external organizations (CERCA Centres, PRBB, SOMMa, EU-LIFE, ACT, etc.) with the goal of promoting equality, diversity and inclusion.
<b>Description</b>	<p>The activities that make up this action are:</p> <ul style="list-style-type: none"> <li>- Exchange of protocols, policies, best practices, guidelines, etc.</li> <li>- Dissemination through attendance at conferences, seminars, workshops, talks, etc.</li> <li>- Consulting for external organizations that are beginning their equality, diversity and inclusion actions.</li> </ul>
<b>Groups targeted</b>	Research centres, organizations, gender expert groups, etc.
<b>Owner</b>	Equality, Diversity and Inclusion Commission, Human Resources and International and Scientific Affairs Departments.
<b>Follow-up method</b>	The actions will be shared with the Equality, Diversity and Inclusion Commission of the CRG.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Minutes of the Equality, Diversity and Inclusion Commission meetings.</li> <li>- List of conferences, seminars, workshops and talks participated in.</li> </ul>
<b>Outcomes</b>	Annual report of activities.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 560h</li> <li>- 3.5 resources</li> </ul>

<b>Action no.</b>	13
<b>Area</b>	TRAINING
<b>Title</b>	Monitor and analyse training activities from a gender perspective.
<b>Calendar</b>	1st quarter of each year.
<b>Periodicity</b>	Annual.
<b>Overall goal</b>	Determine the number of women who take part in training activities.
<b>Specific goal</b>	Ensure that women and men have access to the training offered by the centre on an equal basis.
<b>Description</b>	In order to ensure greater transparency, and access without obstacles for anyone in the organization, a follow-up system, segregated by gender, will be created to analyse the type of courses each person takes part in. The results of satisfaction surveys will also be evaluated.
<b>Groups targeted</b>	Centre staff.
<b>Owner</b>	Human Resources and Training & Academic Office.
<b>Follow-up method</b>	Meeting of persons responsible for the action to evaluate results. An annual report on training will be prepared, outlining the results.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Number of persons segregated by gender who have received training, on a weighted basis.</li> <li>- Type of courses and number of hours of training.</li> <li>- Satisfaction survey results.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>- Number of courses given.</li> <li>- Annual report.</li> <li>- Balancing training opportunities between men and women.</li> </ul>
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- 80h</li> <li>- 2.5 resources</li> </ul>



<b>Action no.</b>	14
<b>Area</b>	TRAINING
<b>Title</b>	Create training activities on equality.
<b>Calendar</b>	4th quarter 2020, 1st and 3rd quarters 2021, 3rd quarter 2022, 3rd and 4th quarters 2023
<b>Periodicity</b>	Punctual
<b>Overall goal</b>	Train staff in equality affairs.
<b>Specific goal</b>	Include training on unconscious biases toward different groups, and sensitize/raise awareness on equality in general.
<b>Description</b>	<p>Training in diverse formats will be given to different groups, with the aim of addressing unconscious biases and raising sensitivity on equality and diversity.</p> <ul style="list-style-type: none"> <li>- Junior Principal Investigators: through the leadership course given by <a href="#">Hfp Consulting</a> in which unconscious biases will be addressed.</li> <li>- Principal Investigators, Heads of Unit, Administration Heads through a workshop on the annual retreat.</li> <li>- Selection panels for the hiring of principal investigators through a speech and video.</li> <li>- A study will be done on the on-line training resources in this subject, to include the CRG's Moodle platform.</li> </ul>
<b>Groups targeted</b>	Entire CRG, especially heads and leaders.
<b>Owner</b>	Equality, Diversity and Inclusion Commission, Human Resources and Training & Academic Office.
<b>Follow-up method</b>	Regular report.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Number of training activities and participants.</li> <li>- Satisfaction surveys.</li> </ul>
<b>Outcomes</b>	Increased sensibility and awareness in equality matters.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal and external (trainers)
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- 80h</li> <li>- 4 resources</li> </ul>

<b>Action no.</b>	15
<b>Area</b>	TRAINING
<b>Title</b>	Develop guidelines and training activities on how to consider the dimensions of sex and gender in experimental research.
<b>Calendar</b>	October / November 2020.
<b>Periodicity</b>	Once a year during 1st-year PhD students' education.
<b>Overall goal</b>	Raise awareness on the importance of the sex and gender dimension in research, and train researchers on how to include it.
<b>Specific goal</b>	<ul style="list-style-type: none"> <li>- Equip CRG professionals with the ability to give this training.</li> <li>- Adapt training contents to the research of the CRG.</li> <li>- Organize training for CRG PhD students.</li> <li>- Develop guidelines for CRG trainers on how to include the sex and gender dimension in the centre's scientific and technological courses.</li> </ul>
<b>Description</b>	<p>Using the current course for 1st-year PhD students as a starting point, a "train the trainer" course will be held for other CRG professionals to be able to teach this module.</p> <p>This way, the module will be better adapted to CRG research, including examples from Principal Investigators of the centre. Training will be given to 1st-year PhD students. The course will also be open to other interested researchers (October 2020).</p> <p>At the same time, guidelines will be developed for CRG trainers on how to include the sex and gender dimension in scientific and technological courses (October 2020).</p>
<b>Groups targeted</b>	1st-year PhD students and other centre researchers.
<b>Owner</b>	Equality, Diversity and Inclusion Commission, and Scientific Affairs Department.
<b>Follow-up method</b>	Number of participants and satisfaction survey.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Number of training activities and participants.</li> <li>- Satisfaction survey results.</li> <li>- Guidelines.</li> </ul>
<b>Outcomes</b>	Improved knowledge on the relevance of the sex and gender dimension in CRG research.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- 100h</li> <li>- 2.5 resources</li> </ul>

<b>Action no.</b>	16
<b>Area</b>	COMPENSATION POLICY
<b>Title</b>	Carry out an analysis of the compensation differences between men and women and posts of equal value.
<b>Calendar</b>	3 <sup>rd</sup> and 4 <sup>th</sup> quarters of every year.
<b>Periodicity</b>	Annual.
<b>Overall goal</b>	Analyse the salary gap between men and women holding posts of equal value, and later create mechanisms to diminish it.
<b>Specific goal</b>	Create mechanisms to gather information on the salary gap.
<b>Description</b>	Pursuant to the terms of Royal Decree-Law RD 6/2019, records will be made with the average salary value, broken down by gender and distributed by professional families and job posts of equal value.
<b>Groups targeted</b>	Organizational structure, Management.
<b>Person responsible for action</b>	Human Resources Department.
<b>Follow-up method</b>	Meeting between person responsible for the action with management to evaluate the current salary gap situation and implement measures if necessary.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Salary record document.</li> <li>- Salary gap for posts of equal value.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>- Salary gap by professional families and gender.</li> <li>- Salary gap by gender and posts of equal value.</li> </ul>
<b>Budget</b>	Internal and external
<b>Internal/external resources</b>	Internal and external
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 240h.</li> <li>- 4 resources</li> </ul>

<b>Action no.</b>	17
<b>Area</b>	SELECTION
<b>Title</b>	Promote the under-represented gender among applications of similar merit and skills.
<b>Calendar</b>	1 <sup>st</sup> quarter 2021.
<b>Periodicity</b>	Ongoing.
<b>Overall goal</b>	Promote a balanced staff composition.
<b>Specific goal</b>	<ul style="list-style-type: none"> <li>- Balance the composition between men and women in different areas of the centre.</li> <li>- Create an equality process for the different areas and job posts with respect to team composition.</li> </ul>
<b>Description</b>	<p>In cases of similar applications, preference will be recommended for those whose gender is under-represented in the area in question.</p> <p>The Human Resources Department will include the recommendation in the centre's Recruitment Policy. In turn, it will provide the Hiring Manager with information on the recommendation in each selection process.</p>
<b>Groups targeted</b>	Persons taking part in the selection/hiring process.
<b>Owner</b>	Human Resources Department.
<b>Follow-up method</b>	The Human Resources Department will perform an annual evaluation on the areas in which the recommendation has been applied, as well as the number of candidates selected, to track its progress.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Recruitment Policy.</li> <li>- Recommendation that is standardized and included in the selection process.</li> <li>- Specific number of areas (laboratories/core facilities/departments) in which candidates from the under-represented gender have been hired.</li> <li>- Number of hired candidates who belong to the under-represented gender at the time of hiring.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>- Candidates hired.</li> </ul>
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 40h</li> <li>- 2 resources</li> </ul>

<b>Action no.</b>	18
<b>Area</b>	SELECTION
<b>Title</b>	Train people who participate in selection and hiring processes from a gender perspective.
<b>Calendar</b>	1 <sup>st</sup> and 2 <sup>nd</sup> quarters 2021.
<b>Periodicity</b>	Punctual-Annual.
<b>Overall goal</b>	Guarantee a balanced staff composition.
<b>Specific goal</b>	- Balance the composition between men and women in different areas of the centre.
<b>Description</b>	<p>People who take part in selection, hiring and promotion processes will be trained to build their knowledge from a gender perspective, with the purpose of:</p> <ul style="list-style-type: none"> <li>- eliminating stereotypes on the skills of working people socially associated with a specific gender;</li> <li>- detect abilities in the hidden circuit, use non-discriminatory interview techniques, etc.</li> </ul>
<b>Groups targeted</b>	People who interview in the selection, hiring and promotion process.
<b>Owner</b>	Human Resources Department.
<b>Follow-up method</b>	The person responsible for the action will compile the information outlined in the "Indicators" section of this form and document it in a report.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Training action. Syllabus, goals and class hours.</li> <li>- Number of people who have taken part in training courses. Attach data segregated by gender.</li> <li>- Results of the satisfaction survey.</li> </ul>
<b>Outcomes</b>	- People trained.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal and external (trainer)
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- 40h. (internal) / 16h. (external)</li> <li>- 2 resources</li> </ul>

<b>Action no.</b>	19
<b>Area</b>	PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT
<b>Title</b>	Update the “Protocol for Prevention and Approach to Sexual and Gender-based Harassment”.
<b>Calendar</b>	3 <sup>rd</sup> and 4 <sup>th</sup> quarters of 2020.
<b>Periodicity</b>	Punctual.
<b>Overall goal</b>	Guarantee prevention of sexual and gender-based harassment.
<b>Specific goal</b>	Update the protocol from a broad perspective in terms of definitions, preventive measures and action procedures.
<b>Description</b>	The Protocol will be updated to include prevention and intervention measures, as well as specific guidelines for parties involved in possible cases of sexual or gender-based harassment.
<b>Groups targeted</b>	Entire staff.
<b>Owner</b>	Human Resources Department and Health and Safety.
<b>Follow-up method</b>	The person responsible for the action will also monitor its dissemination.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Updated protocol.</li> <li>- Dissemination campaign implemented.</li> <li>- Cases managed annually.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>- Increased prevention of sexual and gender-based harassment.</li> </ul>
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- 120h</li> <li>- 2 resources</li> </ul>

<b>Action no.</b>	20
<b>Area</b>	PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT
<b>Title</b>	Include the “Protocol for Prevention and Approach to Sexual or Gender-based Harassment” in Occupational Risk Prevention.
<b>Calendar</b>	1 <sup>st</sup> quarter 2021.
<b>Periodicity</b>	Punctual.
<b>Overall goal</b>	Guarantee prevention of sexual and gender-based harassment.
<b>Specific goal</b>	Guarantee a safe workplace.
<b>Description</b>	As is stipulated in Article 19 of the National Labour Relations Act. Health and safety in the workplace: “1. In the rendering of his/her services, the worker shall be entitled to effective health and safety protection in the workplace.” Therefore, sexual and gender-based harassment will be included in occupational risk protection.
<b>Groups targeted</b>	Entire staff.
<b>Owner</b>	Health and Safety.
<b>Follow-up method</b>	Meeting of the commission member responsible for the action with the person responsible for Health and Safety, and person(s) of reference from the “Protocol for Prevention and Approach to Sexual and Gender-based Harassment”, to establish, manage and evaluate this action. Attachment of the minutes from this meeting or other relevant documents.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Definition of sexual and gender-based harassment included in occupational risk prevention.</li> <li>- Document (evidence).</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>- Preventive measures included in centre’s Occupational Risk Prevention.</li> </ul>
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 40h</li> <li>- 2 resources</li> </ul>

<b>Action no.</b>	21
<b>Area</b>	PREVENTION OF SEXUAL OR GENDER-BASED HARASSMENT
<b>Title</b>	Select person(s) of reference for the Protocol for Prevention and Approach to Sexual and Gender-based Harassment.
<b>Calendar</b>	4 <sup>th</sup> quarter 2020.
<b>Periodicity</b>	Punctual.
<b>Overall goal</b>	Guarantee prevention of sexual or gender-based harassment.
<b>Specific goal</b>	Guarantee the effective applicability of the protocol.
<b>Description</b>	To guarantee greater effectiveness in case management, persons of reference will be selected whose role, once trained in the subject matter, will be to inform, accompany and advise victims, maintaining total confidentiality throughout the process.
<b>Groups targeted</b>	<ul style="list-style-type: none"> <li>- Person(s) of reference for sexual and gender-based harassment.</li> <li>- Employees.</li> </ul>
<b>Owner</b>	Person responsible for Occupational Risk Prevention and the Human Resources Department.
<b>Follow-up method</b>	Meeting of the commission member responsible for the action with person(s) of reference from the "Protocol for Prevention and Approach to Sexual and Gender-based Harassment", to establish, manage and evaluate this action. Attachment of the minutes from this meeting or other relevant documents.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Selected persons of reference.</li> <li>- Communication to staff of persons of reference. Attached evidence.</li> <li>- Persons of reference with their contact details included in the Protocol for the Prevention and Approach to Sexual or Gender-based Harassment.</li> <li>- Document.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>- Employees have access to persons of reference in the event of sexual or gender-based harassment.</li> </ul>
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 40h</li> <li>- 3 resources</li> </ul>



<b>Action no.</b>	22
<b>Area</b>	PREVENTION OF SEXUAL OR GENDER-BASED HARASSMENT
<b>Title</b>	Train the person(s) of reference on the “Protocol for Prevention and Approach to Sexual and Gender-based Harassment”.
<b>Calendar</b>	4 <sup>th</sup> quarter 2020.
<b>Periodicity</b>	Punctual.
<b>Overall goal</b>	Guarantee prevention of sexual and gender-based harassment.
<b>Specific goal</b>	Guarantee the effective applicability of the protocol.
<b>Description</b>	<p>With a view to ensuring a safe, discrimination-free workplace, it is essential to train the persons of reference in sexual and gender-based harassment, and in practices and strategies to make effective the victim accompaniment, information and support process.</p> <p>Thus, training is not limited simply to harassment, but takes a broader view to introduce the persons of reference to the gender perspective, to do away with stereotypes, direct and indirect discrimination while also giving them knowledge on equality.</p>
<b>Groups targeted</b>	Person(s) of reference.
<b>Owner</b>	Human Resources Department and Health and Safety.
<b>Follow-up method</b>	Meeting of the commission member responsible for the action with person(s) of reference/person responsible for training on the sexual and gender-based harassment protocol, to establish, manage and evaluate this action. Attachment of the minutes from this meeting or other relevant documents.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Training completed.</li> <li>- Number of participants, syllabus, class hours and evaluation of training.</li> </ul>
<b>Outcomes</b>	- Participants trained and capable of taking their roles as persons of reference.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal and external (trainer).
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 160h</li> <li>- 8 resources</li> </ul>

<b>Action no.</b>	23
<b>Area</b>	PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT
<b>Title</b>	Disseminate and raise awareness through the Protocol for Prevention and Approach to Sexual and Gender-based Harassment.
<b>Calendar</b>	4 <sup>th</sup> quarter 2020 and 1 <sup>st</sup> quarter 2021.
<b>Periodicity</b>	Punctual.
<b>Overall goal</b>	Guarantee prevention of sexual and gender-based harassment.
<b>Specific goal</b>	Disseminate the Protocol and promote awareness on harassment.
<b>Description</b>	With a view to providing information and knowledge to the staff on the protocol and its content, employees will be informed on the protocol update, as well as the preventive actions that are to be carried out. The information will be distributed through different channels, including the centre's Intranet.
<b>Groups targeted</b>	Entire staff.
<b>Owner</b>	Human Resources Department, Health and Safety, and Communication Department.
<b>Follow-up method</b>	Meeting of those responsible for the action to evaluate the measures. Meeting minutes.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Dissemination actions and channels.</li> <li>- Preventive measures disseminated.</li> <li>- Explanatory sessions/informative meetings held (minutes from the meetings).</li> </ul>
<b>Outcomes</b>	Protocol and preventive actions known by the staff.
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- 56h</li> <li>- 3 resources</li> </ul>

<b>Action no.</b>	24
<b>Area</b>	PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT
<b>Title</b>	Include the “Protocol for Prevention and Approach to Sexual and Gender-based Harassment” in the on-boarding kit for new employees.
<b>Calendar</b>	1 <sup>st</sup> quarter 2021.
<b>Periodicity</b>	Ongoing.
<b>Overall goal</b>	Guarantee prevention of sexual and gender-based harassment.
<b>Specific goal</b>	Disseminate and raise awareness on the Protocol.
<b>Description</b>	This action is meant to inform new employees on the sexual or gender-based harassment protocol. Taken as a preventive measure, the intention is to provide those individuals with information to be able to prevent, and have the right tools to detect, harassment when they or any third party may experience it.
<b>Groups targeted</b>	New employees.
<b>Owner</b>	Human Resources Department.
<b>Follow-up method</b>	Meeting of the commission member responsible for the action with the persons of reference for the protocol, to manage and evaluate this action. Attachment of the minutes from this meeting or other relevant documents.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Protocol for the Prevention and Approach to Sexual and Gender-based Harassment included in the Welcome Pack.</li> <li>- Preventive measure included in the new employee onboarding process.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>- New employees know the Protocol for Prevention and Approach to Sexual and Gender-based Harassment. Prevention measure materialized.</li> </ul>
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- Approximately 24h</li> <li>- 2 resources</li> </ul>

<b>Action no.</b>	25
<b>Area</b>	PREVENTION OF SEXUAL OR GENDER-BASED HARASSMENT
<b>Title</b>	Work together with the EU-LIFE Gender Working Group to establish practices that help raise awareness on, identify and eradicate workplace harassment.
<b>Calendar</b>	4 <sup>th</sup> quarter 2020.
<b>Periodicity</b>	Bimonthly.
<b>Overall goal</b>	Exchange best practices and knowledge on harassment in its various forms among the European institutions that make up the EU-LIFE alliance.
<b>Specific goal</b>	Share best practices and knowledge on harassment with a view to developing a common framework with European research centres, while also providing a response for national compliance.
<b>Description</b>	Protocols, guidelines, definitions regarding harassment will be shared among EU-LIFE centres. Bimonthly meetings will be held among the participants for the follow up of the different actions.
<b>Groups targeted</b>	Centre employees and collaborators.
<b>Owner</b>	Equality, Diversity and Inclusion Commission, Human Resources and International and Scientific Affairs Departments
<b>Follow-up method</b>	Regular meetings will be held between the Human Resources and International and Scientific Affairs Departments, and the results and status of the actions will be shared with the Equality, Diversity and Inclusion Commission.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Minutes of the meetings with the work teams.</li> <li>- Documents developed (guidelines, protocols, etc.).</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>- Documentation created (best practices guidelines, awareness-raising materials, etc.).</li> </ul>
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Internal
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- 100h</li> <li>- 2.5 resources</li> </ul>

<b>Action no.</b>	26
<b>Area</b>	DIVERSITY AND INCLUSION
<b>Title</b>	Promote diversity and inclusion.
<b>Calendar</b>	4 <sup>th</sup> quarter of 2021 to 4th quarter of 2022.
<b>Periodicity</b>	Punctual.
<b>Overall goal</b>	Ensure the promotion of diversity and inclusion in a wide sense, identifying and eliminating any stereotype, role, attitude and/or barrier that prevents any person from accessing, developing and interacting in a job position under equal conditions.
<b>Specific goal</b>	Promote measures that favor diversity and inclusion.
<b>Description</b>	Obtain an overview from CRG staff members regarding diversity and inclusion and, from there, improve and expand the equality, diversity and inclusion strategy. Through a series of sessions and a personnel survey, a diagnosis will be elaborated in terms of inclusion and exclusion, the objective of which will be to create an action plan that promotes inclusion in a wide sense in the center.
<b>Groups targeted</b>	The entire CRG community.
<b>Owner</b>	Gender Balance Committee.
<b>Follow-up method</b>	The people responsible for the action will be in charge of carrying out the communication and/or campaign and will collect the information of the different initiatives as indicators. The relevant information will be collected in a written document as a summary.
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Communication or campaign conducted on the launching of workshops, initiatives and surveys.</li> <li>- Survey results.</li> <li>- Number of people participating in the initiatives.</li> <li>- Results of activities/initiatives.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>- Increase diversity and inclusion awareness and sensitivity.</li> </ul>
<b>Budget</b>	Internal
<b>Internal/external resources</b>	Intenal/External
<b>Hours (capacity/resources)</b>	<ul style="list-style-type: none"> <li>- 40h approximately</li> <li>- 8 resources</li> </ul>

# Gantt chart



## EQUALITY, DIVERSITY & INCLUSION

N	Area	Action Description	2020				2021				2022				2023			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1	1. Job Classification System	Promote hiring of women for posts of responsibility																
2		Design external and internal awareness-raising campaigns about the roles of women in science																
3		Monitor gender indicators in scientific publications																
4	2. Work-life Balance	Disseminate and inform on work-life balance and co-responsibility policies																
5		Offer support grants to scientist mothers																
6	3. Working conditions	Offer support and flexible working hours to victims of gender-based violence																
7		Revise the Occupational Risk Prevention Plan from a gender perspective																
8	4. Communication & Language	Perform an assessment of psycho-social risks for each job post																
9		Publish and use an Inclusive Language Guidebook in Spanish, Catalan and English. Raise awareness on the use of inclusive language																
10	5. Training	Revise the language used in centre documentation from a gender perspective																
11		Create and regularly update the website devoted to Equality, Diversity and Inclusion																
12	6. Compensation Policy	Cooperate with working groups and organizations outside the CRG on equality, diversity and inclusion																
13		Monitor and analyse training activities from a gender perspective																
14	7. Selection & Recruitment Process	Create training activities on equality																
15		Develop guidelines and training activities on how to consider the dimensions of sex and gender in experimental research																
16	8. Preventing Sexual and Gender-based Harassment	Carry out an analysis of the compensation differences between men and women and posts of equal value																
17		Promote the under-represented gender among applications of similar merit and skills																
18	9. Diversity and Inclusion	Train people who participate in selection and hiring processes from a gender perspective																
19		Update the "Protocol for Prevention and Approach to Sexual and Gender-based Harassment"																
20	3. Diversity and Inclusion	Include the "Protocol for Prevention and Approach to Sexual or Gender-based Harassment" in Occupational Risk Prevention																
21		Stablish reference people for the the Protocol of Sexual Harassment																
22	3. Diversity and Inclusion	Train the person(s) of reference on the "Protocol for Prevention and Approach to Sexual and Gender-based Harassment"																
23		Disseminate and raise awareness through the Protocol for Prevention and Approach to Sexual and Gender-based Harassment																
24	3. Diversity and Inclusion	Include the "Protocol for Prevention and Approach to Sexual and Gender-based Harassment" in the on-boarding kit for new employees																
25		Work together with the EU-LIFE Gender Working Group to establish practices that help raise awareness on, identify and eradicate workplace harassment																
26	3. Diversity and Inclusion	Promote diversity and inclusion																

## Annex I: Members of Negotiation Commission

On behalf of the CRG:

- Olalla Bagüés Bedoya. - Head of the Human Resources Department
- Cristina Casaus Fisa. - Head of the Legal Department

Signature:

Signature:

Olalla Bagüés Bedoya

Cristina Casaus Fisa

On behalf of the CRG

On behalf of the CRG

On behalf of the employees:

- Carmen Lara Valero. representing the *Secretaria de igualdad de la FESP de UGT*
- Sergio Calahorro Fernández. representing the *Federació de Serveis de Comisiones Obreras Catalunya*

Signature:

Signature:

Carmen Lara Valero (UGT)

Sergio Calahorro Fernández (CCOO)

On behalf of the employees

On behalf of the employees

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NOTE: The members of the Gender Balance Committee of the CRG can be consulted at the following link:  
<https://www.crg.eu/en/content/about-us-equality-diversity-and-inclusion-edi/team>

<b>Owner</b>	Head of Human Resources
<b>Code</b>	PO-HR
<b>Version</b>	V1
<b>Version date</b>	31/03/2020
<b>Version changes</b>	
<b>Approval by</b> <b>Approval history</b>	<ul style="list-style-type: none"> <li>- Equality, Diversity and Inclusion Commission (09/03/2020)</li> <li>- Steering Committee (29/05/2020)</li> <li>- Executive Board (03/06/2020)</li> <li>- Negotiation Commission (24/03/2022)</li> </ul>
<b>Related documents</b>	N/A





Centre for Genomic Regulation