



**Almirall  
Equality  
Plan**

**2021  
2024**

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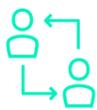
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terms

1.

# 1. Management commitment



# 1. Management commitment



**The management of the Almirall Group in Spain is committed to establishing and developing policies that guarantee equal treatment and opportunities between men and women at all levels of the Organisation. These policies are framed within the strategic objective under our Corporate and Human Resources Policy to guarantee effective equality between men and women in accordance with Organic Law 3/2007, of 22 March, Royal Decree 901/2020 and Royal Decree 902/220, of 13 October, on this subject.**

On May 10, 2021 our 2021-2024 Equality Plan was signed with the legal representatives of the employees at Almirall Spain.

The objective of this 2021-2024 Plan is to continue advancing in equal opportunities between women and men.

In 2009, we implemented our first Equality Plan, which we signed with all the legal representatives of the employees, and we incorporated over 30 measures designed to further guarantee equal opportunities between men and women.

The objective of the current Equality Plan is to continue advancing within the Organisation in equal opportunities between men and women.

Within this context, the Plan seeks to establish new measures designed to prevent any type of discrimination based on sex, exercised directly or indirectly, that could occur within in our Organisation.

These measures will be reflected in every area in which the Organisation's activity is developed: selection, promotion, wage policy, training, employment and occupational health

conditions, Organisation of work time and work-life balance. Following our objective of not tolerating any discrimination, we will make every necessary effort to prevent any case of indirect discrimination, which is understood as "a situation in which an apparently neutral provision, criterion or practice places a person of one sex at a particular disadvantage with respect to persons of the other sex".

The stated principles will be effectively driven and monitored through the implementation of an Equality Plan that will involve improvements with respect to the current situation, therefore devising the corresponding monitoring systems that will make it sustainable in the medium and long term. The purpose of all the aforementioned is to advance in achieving true equality between women and men in the Organisation and, by

extension, in society as a whole.

Regarding communication (both internal and external), all decisions adopted in this regard will be communicated and an image of the Organisation will be projected that is in accordance with this principle of equal treatment and opportunities between women and men.

To carry out this purpose, the Organisation relies on the legal representatives of all employees, not only in the collective bargaining process, as set forth in Organic Law 3/2007 for effective equality between women and men, but also in every process related to developing and evaluating said equality measures or the Equality Plan.

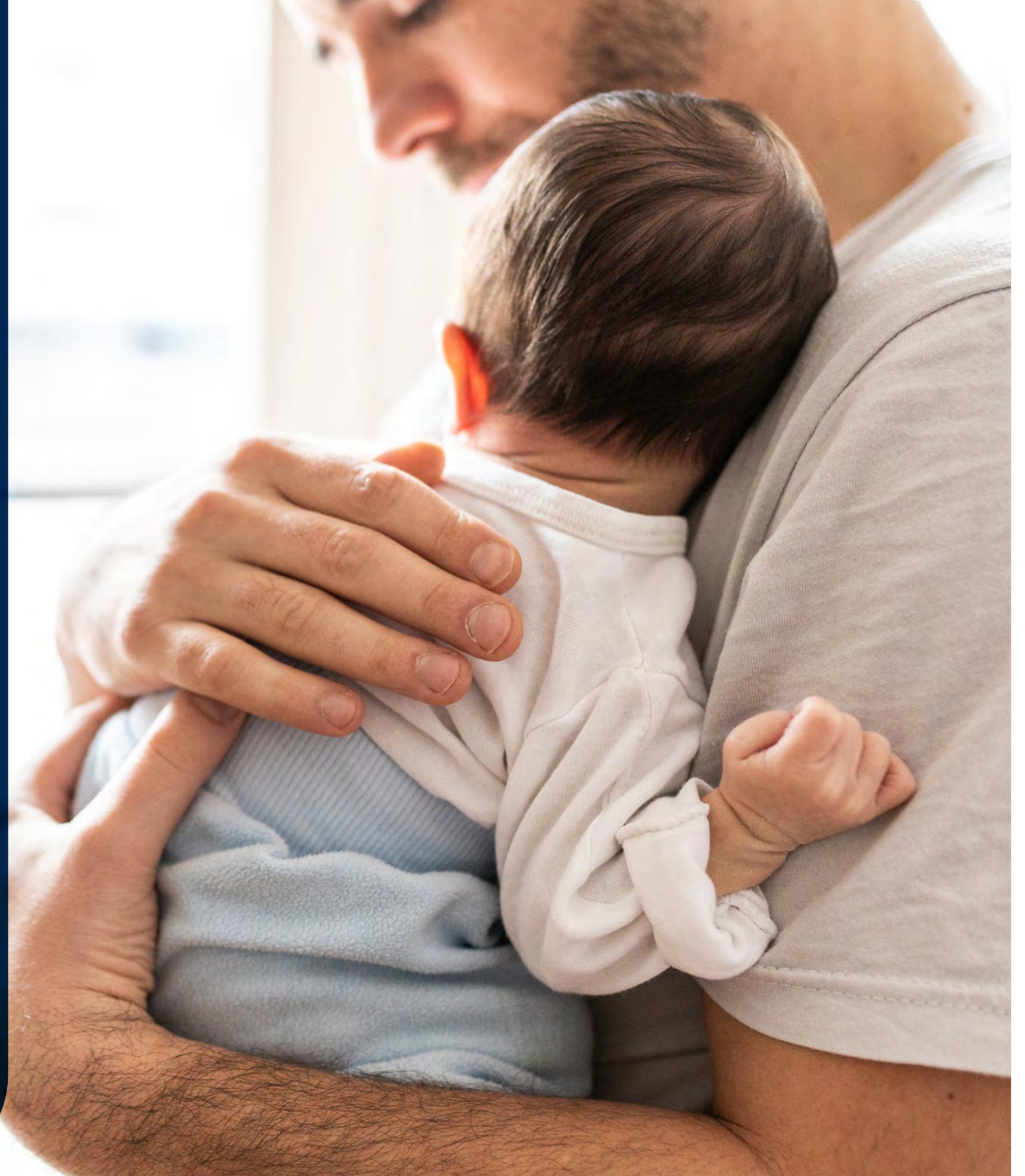
**Esteve Conesa**

Senior Vice President, Human Resources

Barcelona, a 14 de mayo de 2021

2.

Presentation  
of the  
Organisation.  
Legal framework  
of the 2021-2024  
Equality Plan



# 2 Presentation of the Organisation. Legal framework of the 2021-2024 Equality Plan



**Almirall is an international bio-pharmaceutical Organisation that improves the lives of people with skin diseases through the most innovative science. Founded in Barcelona in 1943, for over 75 years science has always been at the centre of everything we do. The more than 1,700 people on staff are fully committed to helping people with skin diseases and rely on the community of health professionals to achieve this important task: transforming these peoples' lives.**

Our Noble Purpose, *Transform the patients' world by helping them realize their hopes and dreams for a healthy life*, and our

corporate values (*Caring, Dedicated, Dynamic, Expert*) define us.

We are committed to the people who make up our workforce, and we foster a positive work environment based on personal and professional growth, equal opportunity and mutual respect. This commitment is the origin of the 2009 and 2021 Equality Plans.

The Equality Plan is one of the measures that have arisen as a result of Organic Law 3/2007, of 22 March, for effective equality between women and men. The principle of equality is a universal legal principle. It is also a fundamental principle

of the European Union, contained now in numerous directives, which this Organic Law now transposes into national law for the purpose of protecting the above principle and making it a living and effective reality in our legal system.

With this aim and the firm purpose of complying with the law and improving, wherever possible, the reality of our Organisation in terms of effective equality between men and women, on 27 May 2009, the 1st Equality Plan of Almirall in Spain was signed. With the objective of providing continuity to the measures included in that plan, the need to negotiate

a new Equality Plan was established. On 11 February 2020, the Diagnostic Report of the 2021-2024 Equality Plan was finally signed, thereby beginning the negotiation phase of the measures of the new Equality Plan between the Organisation and the Legal Representatives of the Employees (RLT as per the Spanish initials). This phase ended on 11 February 2020, after both parties held numerous regular meetings to design the specific measures to be included in the Plan.

Likewise, throughout the negotiations, data were requested pertaining to the specific objectives discussed in each meeting.

3.

Identification  
of the parties  
that have  
agreed  
upon the  
Equality Plan



# 3. Identification of the parties that have agreed upon the Equality Plan



This Equality Plan has been negotiated and agreed upon by the negotiating committee of Almirall's Equality Plan. The Negotiating Committee of the Equality Plan was constituted on 19 February 2019, and it is made up by the following persons:

- **On behalf of Almirall:** Mónica Mercado López, Laia Parellada Gràcia, Maribel Balagué Galitó, Lorena Bruguera Castillo and Gustavo Nogueira.
- **On behalf of the representation of the Almirall workforce:** Antonia Miñana Luque, David Asensio Torres, Mónica Julià Sotelo, Margarita Machín Plana, Félix Muruzábal Munárriz, Isabel Pagán Ramos, Laura Quintero Esparcia, Patricia González and Eva Ponce de León.

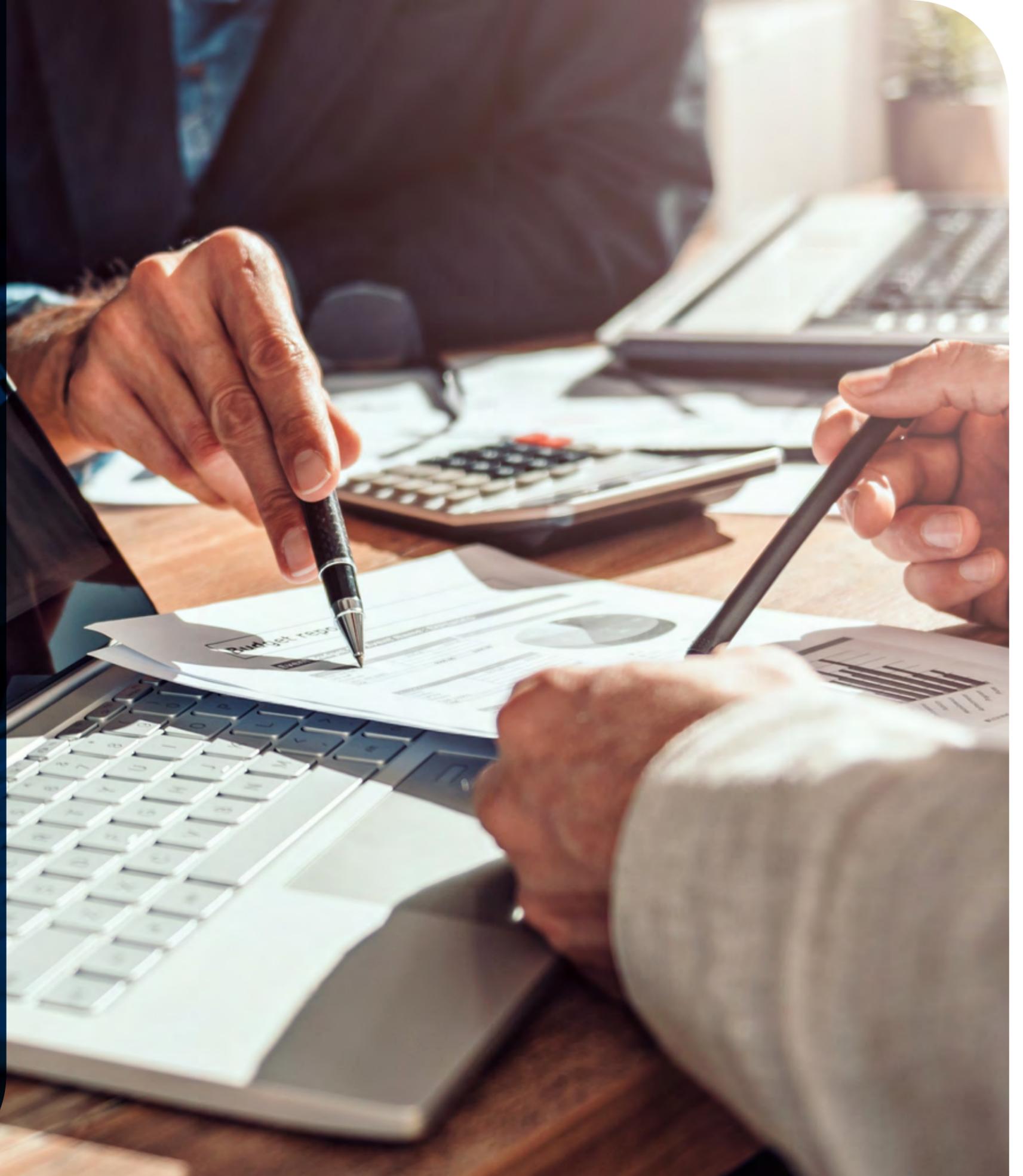
The Negotiating Committee of Almirall's Equality Plan is a **joint body**, made up of representatives of Almirall and of the workforce, whose **commitment and intent is to promote equal treatment and opportunities between women and men** in the workforce, working so that specific measures are adopted with the aim of achieving effective equality and the elimination of any possible gender-based discrimination in all areas and at all levels.

In order to achieve the objectives described above, the Negotiating Committee of the Equality Plan has the following competences:

- **Negotiating and preparing the Equality Diagnosis**, as well as the measures that will be integrated into the Equality Plan in accordance with Royal Decree-Law (RDL) 6/2019, of 1 March 2019, which amends Article 45 of Organic Law 3/2007 and subsequent Equality Plans, as well as RDL 901/2020 and RDL 902/2020.
- **Preparing the report** on the results of the diagnosis.
- **Identifying the priority measures**, including the scope of application, the material means (including financial, if necessary) and human means that are necessary for the implementation thereof pursuant to Royal Decrees 901 and 902/2020, as well as the responsible persons or bodies, including a timeline of actions.
- **Promote the implementation** of the equality plan.
- **Promote the first information and awareness-raising actions** for employees.
- **Setting up an internal operating rules.**

4.

Scope of application, budget and validity of the Equality Plan



# 4 . Scope of application, budget and validity of the Equality Plan



## Staff and territorial scope of application

**This equality plan has resulted from a diagnosis conducted between the corporate party and the labour party of the Almirall Group through 2019 and 2020. Both parties appointed a reduced group composed of persons from the equality plan negotiating committee to analyse the diagnosis conducted by the Organisation with the support of an external consultant, thereby allowing them to jointly conclude all the action measures that should be included in the Plan.**

The action measures included in this plan will be applicable to all personnel that make up the workforce with a contract of any of the companies of the Almirall Group in Spain, as well as all personnel of Temporary Employment Agencies while they provide their services at said companies.



## Budget

**In the Almirall group, allocated budgets are approved before the beginning of each financial year, so that on the day on which this equality plan is signed, we can only mention the budget allocated for the adoption of the measures contained in it during the year 2021, which will be at least €52,000. This amount is that which results from the budget allocations that were established in the areas/departments that are going to play an active part in the action measures of the Equality Plan.**

The Equality Plan Monitoring and Evaluation Committee will negotiate the destination of the allocated annual budget. This budget does not include any item for adjusting the possible cases of wage inequality between women and men and between jobs of equal value. Therefore, as set forth in Article 6(1)(c) of Royal Decree 901/2020, the negotiating committee will have the authority to identify the priority measures (in light of the diagnosis), including the scope of application thereof, the necessary material and human means for the implementation thereof, and the responsible persons and bodies.



## Validity

**The validity of this 2021-2024 Equality Plan of the Almirall Group will be for four years as from the signing of the document. The action measures will be carried out during the validity of this Equality Plan.**

5.

Equality Plan  
Monitoring  
and Evaluation  
Committee  
and its  
functions



# 5. Equality Plan Monitoring and Evaluation Committee and its functions



In accordance with the provisions of Article 9.5 of Royal Decree 901/2020, of October 13, which regulates equality plans and their registration, an Equality Plan monitoring and follow-up committee is hereby created. The representatives of the company and of the employees specified below will participate in the Committee on a parity basis.

The Committee is the joint body of reference for the process of integrating equality measures within the Organisation. It is essential that the staff have full knowledge of the existence and composition thereof, so that employees can convey to that Committee any need and/or suggestion that could arise during the process of implementing and monitoring the Equality Plan.

The members of the Equality Plan Monitoring and Evaluation Commission are therefore those detailed in Annex I of the present plan.

## Objective of the Equality Plan Monitoring and Evaluation Committee

The Equality Plan Monitoring and Evaluation Committee shall at all times exercise the competences of monitoring and follow-up of the signed Equality Plan, as well as evaluate the success of the measures in matters of Equality agreed upon in Almirall.

## Functions of the Equality Plan Monitoring and Evaluation Committee:

- Promote the **implementation and dissemination** of the Equality Plan in the Organisation.
- **Define the objectives**, measures, indicators, the person responsible for executing each measure and the deadline for its conclusion, necessary for monitoring and evaluating the level of compliance with the measures of the equality plan that are implemented.
- **Follow-up on possible discriminations**, both direct and indirect, to ensure the application of the principle of equality.
- **Raise awareness among the staff** regarding the importance of incorporating Equality Opportunities, through training, campaigns, publications on the Corporate Intranet, etc.
- **Ensure the implementation of all actions** planned to achieve the general objective of the Equality Plan.
- **Receive information, from all the departments** that are in charge of implementing the Equality Plan, regarding all the established objectives and monitoring indicators, broken down by sex, for their subsequent interpretation from a gender perspective.
- **Interpret the Equality Plan.**
- Be aware of any **possible incidents** derived from applying the plan and their resolution.
- Incorporate those objectives and indicators that were not included in the initial Diagnosis for the purpose of **improving the analysis of the situation**, and based on this, propose (if appropriate) the implementation of new action measures or complementary action measures that respond to the conclusions derived from the results provided by those indicators.
- **Draw up a monitoring report** on the Equality Plan.
- Submit the Equality Plan to the competent Labour Authority for the **purposes of registration, filing and publication.**
- Any other functions that could be attributed to it by applicable legislation and the collective bargaining agreement or that may be agreed upon by the committee itself.

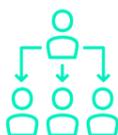
In order to correctly coordinate all the communications that originate from the Equality Committee and from the Equal Opportunity Agent, an appropriate communications procedure will be established, exclusively dedicated to equality matters.

6.

Union Equality  
Representatives  
and their  
functions



# 6 Union equality representatives and their functions



**The Union Equality Representatives will be responsible for ensuring that the Equality Act is complied with and that no one is undervalued in their job because of their sex.**

Representatives must establish control and diagnostic plans regarding the state of the Organisation on this matter and implement the necessary measures for solving any irregularity that might

be found, not only individually but also collectively.

He or she will be the reference point for information and queries related to equality for any employee who might request assistance.

The Union Equality Representative will be chosen from among or by the Works Council or the majority Union(s).

## Their functions will be the following:

- **Improvement measures adopted in the Equality Plan:** monitoring to correct any inequalities that may exist in each area. An action schedule will therefore be drawn up, prioritising the least favourable areas with respect to equality according to the result of the diagnosis.
- **Participation in and follow-up on Equality incidents:** The Representative will actively participate in the investigation of, follow-up on and closure of possible Equality-related incidents that may occur during daily operations. These incidents and the actions taken must be recorded in writing.

- **Communication:** Handle and review communications, both external and internal, in which inclusive language will be a priority, including the use of such language in job offers that are made.
- **Training:** design training actions on equality.
- **Wage register:** participate in preparing the wage register under the terms set forth in legislation.
- **Wage audit:** participate in preparing the wage audit under the terms set forth in legislation.
- **Awareness-raising:** define, promote and coordinate awareness-raising actions on equality.
- **Gender perspective:** advise on and integrate the gender perspective in the planning, implementation and evaluation of labour, union or Organisational policies and actions.
- **Coordination:** facilitate the coordination of action measures between labour and management.
- **Advising:** advise on the development of co-educational policies, programmes and actions.
- **Gender-based violence:** the design and evaluation of prevention campaigns and actions against gender-based violence.
- **Information:** information and orientation for the staff.
- **Diagnoses:** conduct gender diagnoses and gender impact assessments.

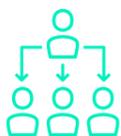
Annex III of this plan identifies the person who has been appointed as the Equality Delegate.

7.

Equal  
Opportunity  
Agent  
and their  
duties



# 7 Equal Opportunity Agent and their duties



The Organisation has created the figure of the “Equal Opportunity Agent”, formalised in an Appointment Record. Their role is to assume the duties of coordinating and supervising the processing of preparing the Equality Plan (in all the phases thereof: commitment, diagnosis, design, implementation and monitoring) and, in general, the equality policies of the Organisation. They will also support, advise and contribute to the training of the Equality Plan Monitoring and Evaluation Committee and/or to the work team. To this end, they must therefore accredit that they have the necessary training.

The Equal Opportunity Agent is a person who seeks to transform social and cultural gender relations by designing, coordinating, implementing and evaluating actions oriented at equal opportunities between men and women. This professional therefore has a great capacity for critical analysis of reality and must therefore have considerable theoretical and practical knowledge of equal opportunities and gender perspective.

## Their functions will be the following:

- **Equality plan:** draw up, implement and evaluate equality plans. Form part of the equality negotiating committee and the Equality Plan Monitoring and Evaluation Committee.
- **Actions and action measures:** Define, review and follow up on all actions and measures established in the Equality Plan, and ensure compliance with the same.
- **Communication:** review both external and internal communications from the gender perspective.
- **Training:** design training actions on equality.
- **Wage register:** participate in preparing the wage register under the terms set forth in legislation.
- **Wage audit:** participate in preparing the wage audit under the terms set forth in legislation.
- **Awareness-raising:** define, promote and coordinate awareness-raising actions on equality.
- **Gender perspective:** advise on and integrate the gender perspective in the planning, implementation and evaluation of labour, union or Organisational policies and actions.
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8.

# Evaluation the 1st Equal Opportunity Plan (2009)



# 8. Evaluation the 1st Equal Opportunity Plan (2009)



Following the structure of the equal opportunity plan signed in 2009, the status of each one of the actions detailed in the plan is analysed, based on the information compiled from the Diagnoses of Equality conducted in 2019 and signed in 2020 and 2021.

The action areas detailed in the 2009 equality plan are the following:

## → → **Conditions of access to the Organisation / selection processes**

All the actions recorded in the selection process have been revised over the course of these years throughout this and have been adapted not only to new situations of regulatory adaptation but also to the evolution of the business.

All the materials included in the welcome pack for new staff have been consistently renewed, always with a mentality of continuous improvement. An example of this is the evolution of the recruiting and hiring department in recent years, in which nearly 100% of all the talent selection processes have been internalised.

Therefore, new content has been adapted, not only in the onboarding processes for new personnel (currently known as “+YOU”),

but also in the selection criteria for finalists, in which the objective is to balance the workforce in general, while preserving equality between men and women with respect to the required qualifications and knowledge.

Even though the new Welcome Pack material for new personnel does not directly specify the commitment to equality between men and women, in general, none of the required qualifications and knowledge could be considered discriminatory in terms of gender.

It has been verified that over the course of these years more women than men have been hired at all the work centres. This is why, despite the fact that the composition

of each department is always taken into account when a new position is filled, overall there continue to be more women than men in the staff of the Organisation. The proportionality between men and women, if assessed by specific positions and not overall, does show a lower number of women in positions of senior responsibility.

Regarding inclusive language in the Organisation’s job offers, over the course

of these years it has been detected that this is an improvement action that should be included in this 2021-2024 Equality Plan.

Regarding promotion opportunities, especially in recent years, there has been a major effort to promote participation by women as a part of their professional development. This is why the total number of internal promotions at the close of 2020 amounted to 28 women and 20 men.

## **Communication**

Over the course of these years, internal communication has evolved towards a much more interactive and participatory Intranet for the entire staff, with daily news and global information of interest to all Almirall Group in Spain. Along this same line, the communication style of the Organisation has also evolved, both internally and externally, creating a more personal, participatory and egalitarian image. Currently, special attention is being given to the language used in any type of communication to ensure an appropriate use of language from a gender perspective. Likewise, any type of image related to the Organisation is also reviewed and adapted so that it is completely suitable from this perspective.

The Organisation’s internal communications channels have been used to disseminate all the adopted measures that are designed to ensure equal opportunities and non-discrimination (for example, establishing a minimum of 14 days for breastfeeding, compacted for both parents or the “Turn it Flex” project).

Along this same line, over the course of these years, Almirall’s current Code of Ethics and Reporting Channel have been created and reviewed on several occasions, which includes the commitment to equality and to non-discrimination or sexual or gender-based harassment. This document is available on the corporate Intranet, and reading it and being evaluated on it is mandatory for all employees of the company after they join.

With respect to the 2009 Equality Plan, significant progress has been made, but a number of actions are still outstanding, such as those detailed below:

- **Publish the Organisation’s position** on equality issues.
- Establish the **Organisation’s policy** on inclusive language.
- Conduct specific **surveys** on equality and/or discrimination due to gender.
- Establish a **channel for queries or suggestions** on this subject.

# 8 Evaluation the 1st Equal Opportunity Plan (2009)

## Labour conditions

Labour conditions and the professional classification of the jobs are as set out in the General Collective Bargaining Agreement for the Chemical Industry.

## Remuneration

Over the course of these years and after the wage review conducted prior to the 2009 Equality Plan, there has been constant work on ensuring that the wage review process complies with the principle of non-gender-based discrimination. Moreover, there is continuing progress on revising the wage policy so that working under equal conditions is guaranteed.

## Work-life Balance Measures

In addition to the measures established in Articles 34.8, 37.6 and 37.7 of the Employees' Statute, since the last Equality Plan, a series of work-life balance measures have been developed, such as the following:

- **Improvement of flexible working hours** (extension of in- and out-times. Extension of flexible Fridays in January and February).
- **Breastfeeding** (for both parents): The reduction of 1 hour for breastfeeding is maintained, with the possibility of accumulation and taking full workdays

until the child reaches the age of 9 months and as from the end of the leave for birth/ foster placement. Co-responsibility in the care of a breastfeeding child is added and extended (Royal Decree 8/2019).

- **Birth and childcare for both parents** (2 additional working days of paid leave in the case of natural birth and 4 in the case of a Caesarean section).
- **Paid leave of 16 weeks for both parents in the case of birth, adoption and guardianship** for the purpose of adoption

or foster placement (the first 6 weeks are mandatory for both parents simultaneously).

- Improvement of **aid for school** and special assistance (includes aid related not only for descendants with a disability but also for gifted children), as well as day-care aid.
- Leave of absence **to care for relatives**: This right is maintained, as indicated in the CGIQ and ET (Collective Bargaining Agreement of the Chemical Industry and the Employees' Statute).
- **Work-life balance preference** in shifts for married couples or cohabitating partners.
- Right to preferred shifts for staff with a **reduced workday**.
- Possibility of **accumulating the workday reduction** in one of the shifts for staff who rotate.
- Shift choice preference for staff with a **dependent relative** or relatives of up to the first degree of blood relationship with a disability.

• A procedure for regulating the management of shift changes within the **rotation system is established**.

- **Protection of maternity and breastfeeding: according** to the Prevention Services Regulation (Royal Decree 39/1997), it is ensured that female employees who are pregnant or breastfeeding do not carry out activities that could jeopardise their health, that of the foetus or the child during pregnancy or breastfeeding. The Health Surveillance and Medical Service determine which positions may not be occupied during pregnancy and breastfeeding.
- Lactation rooms have been set up in all centres.

Measures designed to improve the work-life balance of employees have been kept under equal conditions, and can be requested by all employees, regardless of their sex. Likewise, since the preceding plan was published, work has been carried out to make workdays and work schedules more flexible to facilitate and improve work-life balance.

## Training

Over the course of these years, several training sessions have been held on equality in every area of the company. More specifically, in the last 3 years, training and informative actions on equality and diversity have been conducted for managers and all other personnel.

In addition, the importance of these training sessions on equality being in-person or online and mandatory for the entire staff has been stressed, forming part of the annual catalogue of corporate training.

Training actions for persons with management responsibility over others must also be carried out for the purpose of preventing discrimination on grounds of gender.

The schedule of training actions must be adapted to ensure attendance, adapting or reducing the workday to that end.

In the diagnoses conducted in 2019, several areas of improvement were detected, which will be detailed throughout this document.

# 8 Evaluation the 1st Equal Opportunity Plan (2009)

## Specific measures for the prevention of sexual harassment / gender-based harassment / gender-based violence.

The Organisation has an action protocol for sexual harassment and/or gender-based harassment and a reporting channel that ensures the confidentiality of reporting persons, as well as the reported events.

Management and labour must participate in the process, as indicated in the current Protocol on sexual and/or gender-based harassment.

The harassment protocols have been periodically revised to ensure that they work correctly. Likewise, a new revision and adaptation of the protocol has been included as an improvement measure in this plan.

Regarding the prevention of gender-based violence, legal provisions are being met, in compliance with the provisions of the plan signed in 2009. However, the current Equality Plan includes provisions to continue advancing on this subject, therefore including action measures to be developed in the upcoming years.

The 2009 Equality Plan records that, under the terms set forth in current law, victims have the right to:

- A reduced workday.
- A change of work centre and city.
- Temporary suspension of work, therefore becoming eligible for unemployment benefit.
- A lack of punctuality or absences from work are considered to be justified whenever they are validated by social or health services.
- ReOrganisation of the work time and all the labour conditions set forth in the law against gender-based violence will be granted to a victim of gender-based violence.
- Include victims of gender-based violence in personal loans established in the Organisation.

Moreover, this 2021-2024 Equality Plan has included the preparation of a Practical Guide against gender-based violence as a measure to be developed.

## Monitoring and conclusions:

Unlike the current plan, in accordance with legislation in force at the time it was published, the 2009 plan did not require the inclusion of indicators and objectives that would have allowed a more comprehensive analysis of the degree of compliance with each of the actions to be developed. However, in general and considering the qualitative data, **it can be verified** that there is a trend towards equal opportunities and towards non-gender-based discrimination.

It should be pointed out that we must continue to implement new action measures that were detected in the 2009 Equality Plan and in the diagnoses conducted in 2020, such as the following: work-life balance; protection for maternity, breastfeeding, telework; promotions and raises; professional classification; remuneration and communication, among others.



9.

Conclusions  
of the  
diagnosis of  
the situation



# 9. Conclusions of the diagnosis of the situation



**Management and labour, after a series of internal working meetings, have conducted a diagnosis of the situation of the Almirall Group in Spain, from which the following main conclusions have been drawn:**

**1 Organisational Management:** With regard to the external publication and the sharing of equality practices, action measures must be defined regarding the process of communication with and information for customers and suppliers, as well as regarding relations with other companies. Equality policies must be integrated in Corporate Social Responsibility (CSR) programmes.

**2 Staff participation and involvement:** Through the Equality Plan Monitoring and Evaluation Committee, the Organisation must negotiate the action measures of the Equality Plan to guarantee staff participation and involvement.  
A communication and assessment campaign must be defined for staff (through a survey, for example) regarding the dissemination and implementation of the plan in the short, medium and long term.

**3 Non-sexist language and communication:** The language of published documents, both internal and external, must be reviewed and updated (including the corporate web pages of the Organisation, contracts with external suppliers and all procedures and guides for internal use), as well as periodic awareness-raising campaigns in order to comply with the correct use of non-sexist language. Measures for raising the awareness of and training the staff will be established. A guide for the use of non-sexist language will

**3** be published, and/or periodic awareness-raising campaigns will be conducted, thereby passing on recommendations for the use of non-sexist language in the Organisation.

## **4 Equal participation in the workplace (selection, staff structure, promotion and training):**

- Objectives and indicators will be established that provide the percentage of men and women by professional group and by position or role, as well as transparency in the selection process. The Human Resources staff who are responsible for the selection processes will have these indicators at their disposal to be assessed during the process and when making a decision. The Human Resources staff who are responsible for selecting personnel will receive training on diversity and inclusion to ensure their awareness of equality and to effectively apply this awareness in selection processes.

- The Organisation will provide an objective description of job positions to avoid unnecessary requirements, such as age or sex, and to choose personnel exclusively based on their technical competencies, aptitudes and attitudes.

- The number of hours of training on gender equality received by those responsible for selecting personnel will be included in the selection process. This indicator seeks to evaluate whether the persons in charge of selecting personnel have received training in equal opportunities between women and men.

- Objectives and indicators will be established to control transparency in the selection process. For example: the number of CVs received from men and women for the same job position, as well as the final hiring decision (gender of the candidate), the number of men and women hired with respect to the number of men and women who submitted their candidacy.

- In the selection process, the number of men and women in the department where the vacancy has opened up will be taken into account, as well as the number of men and women in the professional group of the job position. Thus, in the event that there are two candidates (male and female), all things being equal, the person of the least represented sex will be selected.

- A protocol will be established for reviewing the language used in drawing up the published vacancies, whether internally or externally.

- A clear definition of what is understood as promotion in the Organisation will be included in the promotion procedure. Promotions that are given will be monitored from the gender perspective and with respect to maintaining the established indicators.

- The Training Plan will have tools for measuring the necessary objectives and indicators so that the hours, courses and investments made are, to the extent possible, proportionate to the distribution of the staff.

- In-person and mandatory training actions on equality will be included for the entire staff, including new-hires and personnel from ETTs.

- Clauses will be added to contracts with suppliers with respect to providing training on equality for people who provide their services at any of Almirall's centres (i.e. ETT personnel, kitchen employees, external maintenance staff, cleaning staff, etc.).

# 9. Conclusions of the diagnosis of the situation

**5 Under-representation of women:** Promote an increase in the presence of women in positions where women are under-represented, and especially in positions of greater responsibility within the Organisation in order to achieve a balance between women and men.

**6 Wage policy:**

- A periodic (annual) review of the wage policy will be conducted jointly in the Equality Plan Monitoring and Evaluation Committee so that in a position of equal value there are no differences between men and women, in both the fixed part and in the performance-based part. In order to be able to conduct an in-depth study, an analysis of the remuneration system must be conducted (with and without non-wage bonuses) in order to know the current situation and eliminate possible gender biases that could lead to a gender wage salary gap. This study, in its wage comparison, should differentiate between temporary and open-ended employment contracts.
- A comprehensive review and assessment of the professional groups and positions will be conducted, first at Almirall SA due to the fact that there is evidence of greater disparity. Then that assessment and regularisation will take place at all other centres. Once the review has been conducted, the wage differences must be analysed again and corrected, if necessary.

**7 Equal labour conditions (hiring, schedules and workdays, time off and leaves and dismissals):** An "offboarding interview" procedure will be implemented to contribute qualitative data about the reasons for leaving, in those cases in which it is reasonable to conduct the procedure (voluntary departures, change of work centre, etc.). Data pertaining to temporary leave will also be reviewed every semester to ensure that such leave is for objective reasons, unrelated to gender-based discrimination.

**8 Organisation of working time to facilitate work-life balance:** The Organisation of working time to facilitate work-life balance will be periodically reviewed (establish the frequency: annually, every six months, etc.), thereby ensuring that work-life balance is favoured.

**9 Prevention of sexual and gender-based harassment:** The procedure for preventing and managing possible cases of harassment and sexual or gender-based harassment will be reviewed.

**10 New diagnosis:** During the validity of this Equality Plan and after reclassifying the professional groups in the corresponding area, a new diagnosis will be conducted by the Equality Plan Negotiating Committee, for which the Organisation's management will provide all the data and information required to prepare the same with respect to the issues listed in this section, as well as the data from the Register regulated in Article 28.2 of the Employee's Statute. All of this for the purpose of ascertaining, if any, the existence of situations of unequal treatment or opportunities between men and women that were not objectively and reasonably justified or any situations of gender-based discrimination that might make it necessary to establish such objectives.

The Organisation must provide the employees' representatives with a written report on all the aforementioned. The representatives may request additional information if they deem it necessary. The diagnosis of the situation must provide data broken down by sex in relation to the matters set forth in Royal Decree 901/2020, of 13 October.

# 10

## Structure of the Equality Plan

AIU	1.822	12.349.000
EJK	3.680	238.681.000
HPL	1.062	85.678.000
KEE	485	8.369.000
NAH	8.569	189.301.000
GOP	6.602	102.698.000
TIK	890	24.697.000
WIG	6.280	74.002.000
AHD	2.436	57.610.000



# 10. Structure of the Equality Plan



**The 2021-2024 Equality Plan is structured in the areas that are analysed through the diagnosis of the situation:**

For each of these listed areas, the specific objectives and indicators that contribute to complying with the overall objective have been identified.

11.

Action  
measures  
to be  
implemented



# 11. Action measures to be implemented



**Organic Law 3/2007, of 22 March, for effective equality between women and men, continues to be the reference guideline for our work.**

Article 11 of the aforementioned Law states the following: "In order to effectively implement the constitutional right of equality, specific measures in favour of women will be adopted to correct patent situations of de facto inequality with respect to men. Such measures, which will be applicable for as long as such situations continue, will have to be reasonable and proportionate to the objective sought in each case".

Section 2 of the same Article 11 extends the line of action measures to the private sphere by stating, textually: "Private natural and legal persons may also adopt these types of measures under the terms set forth in this Law".

After having identified any inequalities and depending on the results obtained in each area of analysis, the **action measures** that make the Equality Plan operational will be developed, thereby complying with the Organisation's strategic objective regarding equality.

To facilitate the implementation, monitoring and evaluation of each of the proposed

action measures, a descriptive sheet has been prepared for each one, which highlights the following content:



**Code of the measure:** Identification of the type of action and of the action measure planning table of using the various development sheets of each action measure.



**Objective:** the aim or goal to be achieved.



**Action Measure:** name and brief description of the measure.



**Target person(s):** identification of the person(s) or group(s) at whom the action measure is targeted.



**Responsible person(s):** assignment of a responsible person who is in charge of complying with each action measure to ensure that the Equality Plan is implemented throughout the entire Organisation.



**Material resources:** identification of the material resources that are necessary to guarantee the implementation of the action or to guarantee the assignment thereof.



**Communication:** identification of the communication channel.



**Indicators:** these will allow each of the proposed measures to be monitored at three different levels.

- **Results level:** the indicators make it possible to establish to what extent the objectives of each measure, and therefore the agreed objectives, have been implemented and fulfilled.

- **Process level:** the indicators make it possible to verify that the resources planned for the implementation of each measure have effectively been made available, the monitoring of the planning and the management thereof in the event of deviations, as well as any

unforeseen difficulties encountered by the Organisation, if any.

- **Impact level:** the indicators make it possible to determine the degree of accuracy of the indicators that were established by action areas in the Situation Diagnosis, thereby providing evidence of the actions achieved and eliminating and reducing the inequalities in terms of presence/representation in each area of analysis.



**Scheduling:** Period of implementation of an action measure, including the planned conclusion date of the same.

Finally, the following indicators will be included for monitoring and evaluating the action measures:

1. **Degree of compliance. Establishing them as "Completed", "In progress" or "Postponed".**
2. **Results obtained: description of the results.**
3. **End date.**
4. **Committee minutes: Minutes that include the monitoring of the corresponding action measure.**

## Organisational measures / commitment to equality

### Objectives

1. Ensure commitment to effective equality between men and women by the Organisation's management.
2. Inclusion of the gender perspective in Corporate Social Responsibility (CSR) programmes.
3. Designate and train the agents involved in the development of the Equality Plan: the equal opportunity agent, equality representative(s), the Equality Plan Monitoring and Evaluation Committee
4. Updating of the sexual harassment protocol.
5. Preparation of the gender-based violence protocol.

### Indicators

1. Formal commitment by management.
2. Specific training on equality for the equal opportunity agent and representative(s), as well as for all those who form part of the Equality Plan Monitoring and Evaluation Committee.
3. Indicators associated with the sexual and gender-based harassment and the gender-based violence protocols.

## 1.1 Create the Equality Plan document (2021-2024)

**OBJECTIVE.** Develop the 2021-2024 Almirall Equality Plan for effective equality between men and women.

The Organisation's 2009 Equality Plan will be reviewed with a view to updating it. This revised document must include the general basic principles related to the strategy that the Organisation wishes to follow for the purpose of creating an Organisational culture in which the principles of equality and equity are present and serve as inspiration and structure for all its actions, among other things.

**Target persons:** the entire staff.

**Responsible person(s):** Management of the Organisation / Equality Plan Negotiating Committee / Human Resources.

**Coordinated by:** Equal Opportunity Agent.

**Indicators:**

- Register of the 2021-2024 Equality Plan (2021-2024)
- Scope of the 2021-2024 Equality Plan (2021-2024)

**Material resources:** the Organisation's own resources will be provided, including not only technical media but also human resources. The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** The usual channels (corporate Intranet) to publicise the 2021-2024 Equality Plan (2021- 2024) to the entire staff.

**Scheduling:** 2021 - 1st semester.

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			

## 1.2. Register the equality plan in the corresponding Quality Plan / Agreement Registers

**Objective:** The person appointed as the Equal Opportunity Agent will notify the department/ position that holds sufficient authority about the obligation to register this 2021-2024 Equality Plan in the corresponding Register(s), after the plan has been signed by the parties in the Equality Negotiating Committee that has negotiated the plan, in accordance with the criteria set forth in regulations in force, both state and regional (as established in the implementing regulations of Royal Legislative Decree 6/2019, of 1 March, on urgent measures for guaranteeing equal treatment and opportunities between women and men in employment and occupations).

**Target persons:** The entire staff.

**Responsible person(s):** Equal Opportunity Agent / Human Resources.

**Coordinated by:** Equality Plan Monitoring and Evaluation Committee.

**Material resources:** the Human Resources Department will register the Equality Plan by means of a digital certificate, as well as any addendum to the same, through the platform created for such purpose by the Competent Authority.

**Communication:** to the entire staff.

**Indicators:** Registration document of the Organisation's 2021-2024 Equality Plan.

**Scheduling:** 2021 - 1st semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			

## 1.3. Draw up a guide of Good Practices of the 2021-2024 Equality Plan

**Objective:** Develop a Guide of Good Practices as a manual on Equality. This Guide will develop the most relevant concepts of the 2021-2024 Equality Plan and will set out the preventive attitudes and measures to be followed, both by the Organisation and by its personnel, in order to achieve a gender-equal and balanced Organisation.

**Target persons:** The entire staff.

**Responsible person(s):** Equality Plan Monitoring and Evaluation Committee / Human Resources / Equal Opportunity Agent.

**Coordinated by:** Equality Plan Monitoring and Evaluation Committee.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also human resources, in order to define and establish a guide for good practices in equality matters, as well as the various corporate communication channels that may be necessary to be able to distribute this guide to the entire staff. The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** To be established in the Equality Plan Monitoring and Evaluation Committee.

**Indicators:** Guide of good practices produced and communicated to the staff.

**Scheduling:** 2021 - 1st semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			

## 1.4. Distribute the 2021-2024 Equality Plan and the Guide of Good Practices

**Objective:** Draw up a communication plan that will announce this Equality Plan and the Guide of Good Practices to the staff, including information about the actions that will be carried out within the Organisation regarding equality.

**Target persons:** The entire staff.

**Responsible person(s):** Equality Plan Monitoring and Evaluation Committee / Human Resources / Equal Opportunity Agent.

**Coordinated by:** Equality Plan Monitoring and Evaluation Committee.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also human resources, as well as the various corporate communication channels that may be necessary to be able to distribute the equality policy and the equality plan to the entire staff.

**Communication:** To be established in the Equality Plan Monitoring and Evaluation Committee.

**Indicators:** 2021-2024 Equality Plan and Guide of Good Practices communicated to the staff.

**Scheduling:** 2021 - 1st semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 1.5. Verify the existence of the 2021-2024 Equality Plan Monitoring and Evaluation Committee, including its functioning and rules of procedure

**Objective:** Verify that the Equality Plan Monitoring and Evaluation Committee has been established through the Committee Charter, indicating its competences therein and regulating or establishing the Rules of Procedure.

The Equality Plan Monitoring and Evaluation Committee must appoint a spokesperson. It is advisable that this person be the Equal Opportunity Agent so that he or she will be able to inform Management about the progress of negotiations and about implementation of the plan. The Labour spokesperson will be the Equality Representative, who will inform the staff about the progress of those negotiations.

The committee will hold regular meetings and its main objective will be to ensure correct implementation of the Equality Plan, as well as discuss the various needs of the staff regarding this subject.

The Equality Plan Monitoring and Evaluation Committee must also verify the existence of rules of procedure, which will develop all the necessary aspects for guaranteeing the functions that it has been assigned.

Inform the entire staff about the establishment of the Equality Plan Monitoring and Evaluation Committee and about its functions through internal communication channels.

**Target persons:** Equality Plan Monitoring and Evaluation Committee / Equal Opportunity Agent / Equality Representatives.

**Responsible person(s):** Equality Plan Monitoring and Evaluation Committee / Human Resources.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also human resources (the entire equality committee)

**Communication:** To be established in the Equality Plan Monitoring and Evaluation Committee.

**Indicators:**

- Minutes of the Equality Plan Monitoring and Evaluation Committee
- Rules of procedure.
- Communication channels used.

**Scheduling:** 2021 - 1st semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 1.6. Verify accredited training on Equal Opportunities by members of the Equality Plan Monitoring and Evaluation Committee

**Objective:** Certify that every member of the Committee has duly taken training on Equality. The members of the Committee who lack the mandatory training must be trained in order to guarantee the exercise of their duties.

**Target persons:** Equality Plan Monitoring and Evaluation Committee

**Responsible person(s):** Equality Plan Monitoring and Evaluation Committee / Human Resources.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also human resources. The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** Not applicable.

**Indicators:** Accreditation obtained in the training taken.

**Scheduling:** 2021 – 2nd semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 1.7. Verify appointment of the Equal Opportunity Agent and accredited training

**Objective:** Appoint the Equal Opportunity Agent, who will be in charge of leading the entire process of integrating and implementing the principle of equality at the Organisation.

Provide reliable proof that the person designated as the Equal Opportunity Agent has received training in the subject matter on which this action measure is based.

If the required training has not been received, the appointed person must take the pertinent training in order to guarantee performance of the duties that they have been assigned.

**Target persons:** Equal Opportunity Agent .

**Responsible person(s):** Equality Plan Monitoring and Evaluation Committee / Human Resources

**Coordinated by:** Human Resources.

**Material resources:** Expert supplier in the subject.

**Communication:** Within the Equality Plan Monitoring and Evaluation Committee and communication to the entire staff through the corporate Intranet.

**Indicators:**

- Register of the certificate of appointment
- Register of training accreditation

**Scheduling:** 2021 - 1st semester

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 1.8. Verify the appointment of the Equality Representatives in accordance with regulations in force or the applicable collective bargaining agreement and verify accredited training

**Objective:** Appoint the Equality Representatives.

The duties of this position will be recorded in the Certificate of Designation/Appointment, and they will be determined by the provisions set forth in legislation in force / in the applicable collective bargaining agreement.

Accredit that training on the subject has been taken by the persons who are designated and appointed as such.

If the required training has not been received, the appointed person must take the pertinent training in order to guarantee performance of the duties that they have been assigned.

**Target persons:** Equality Representatives.

Responsible person(s): Equality Plan Monitoring and Evaluation Committee / Equal Opportunity Agent / Human Resources.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** expert supplier in the subject.

**Communication:** Within the Equality Plan Monitoring and Evaluation Committee and communication to the entire staff through the corporate Intranet.

**Indicators:** Register of the certificate of designation/appointment.

Register of training accreditation.

**Scheduling:** 2021 - 1st semester.

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			

## 1.9. Incorporate the gender variable in all people management indicators in order to improve knowledge of the situation of women and men in the Organisation

**Objective:** Within its data management tools, the Human Resources Department must include the sex variable for the interpretation thereof from the gender perspective in all procedures and actions carried out by the Organisation.

Moreover, this level of information processing related to people must be extended to all departments of the Organisation, such as the Communications Department, the CSR Department, etc.

**Target persons:** Staff

Responsible person(s): Equality Plan Monitoring and Evaluation Committee / Equal Opportunity Agent / Human Resources

**Coordinated by:** Equal Opportunity Agent

**Material resources:**

- People Management applications of Human Resources (Meta4, SAP) for producing lists while taking this variable into account.
- Corporate Intranet / gHRow.

**Communication:** Internal communication.

**Indicators:** In the first monitoring report, all procedures must have generated information that is broken down by sex for the interpretation thereof from the gender perspective.

**Scheduling:** 2021 - 1st semester.

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			

## 1.10. Assess implementation of the SGI Standard as a basic Equal Opportunity management element in the Organisation

**OBJECTIVE:** Establish the requirements for an Equal Opportunity management system in the Organisation, whose purpose is to allow the Organisation to control (through the monitoring and evaluation of its actions) the application and integration of the concept of Equality between women and men in all fields, thereby improving, with the implementation thereof, performance of the criteria/principles of Equality, parity and non-discrimination.

The Equality Plan Monitoring and Evaluation Committee, together with the Equal Opportunity Agent, will therefore analyse the need for and advisability of its implementation.

**Target persons:** Equality Plan Monitoring and Evaluation Committee / Equal Opportunity Agent .

**Responsible person(s):** Equal Opportunity Agent.

**Coordinated by:** Equality Plan Monitoring and Evaluation Committee.

**Material Resources:** the Organisation's own resources will be used, including not only technical media but also human resources. The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** Not applicable.

**Indicators:** SGI certificate of Equal Opportunities.

**Scheduling:** 2024 - 2021-2024 semeste.

## 1.11. Set up an annual budget for the Organisation's equality actions to allow compliance with this plan

**Objective:** Equality actions must be incorporated into the Organisation and, as such, a budget adapted to their needs must be available. Therefore, through communication to the appropriate departments, a budget allocation will be provided, which must allow compliance with the action measures provided for in this Equality Plan.

**Target persons:** Equality Plan Monitoring and Evaluation Committee / Equal Opportunity Agent.

**Responsible person(s):** Finance Department / Human Resources.

**Coordinated by:** Equal Opportunity Agent.

**Material Resources:** During the Organisation's annual budget definition process, every department/area that is involved in this Equality Plan will allocate a budget item to the action measures of the same, as well as for any additional action that may be required.

**Communication:** within the Equality Plan Monitoring and Evaluation Committee.

**Indicators:** Annual budget allocation.

**Scheduling:** during the Organisation's annual budget year (2021-2024 semester of each year).

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Results obtained: .....

Date carried out: .....

Committee Minutes: .....

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Results obtained: .....

Date carried out: .....

Committee Minutes: .....

## 1.12. Preparation of the Equality Plan monitoring and evaluation reports

**Objective:** The Equality Plan Monitoring and Evaluation Committee, with the support of the Equal Opportunity Agent, will draw up the monitoring report of the Plan every year and will draw up the Evaluation Report upon conclusion of the validity of the Plan, which will make it possible to know the advances achieved through the implementation of the action measures developed for each group of measures in relation to the established objectives.

**Target persons:** Staff.

**Responsible person(s):** Equal Opportunity Agent / Equality Plan Monitoring and Evaluation Committee.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also human resources, to prepare the annual report with details on all the actions carried out every year.

**Communication:** To be resolved by the Equality Plan Monitoring and Evaluation Committee.

**Indicators:** Monitoring reports drawn up annually.

**Scheduling:** from 2021 to 2024.

## 1.13. Integrate all applicable regulatory and legislative updates into the equality plan

**Objective:** Draw up a specific protocol to provide coverage for the integration of all legal requirements that could arise over the next 4 years, and in order to call a meeting of the Equality Plan Monitoring and Evaluation Committee to assess the impact of new regulations on the current Plan.

Integrate, in the corresponding sections of this Equality Plan and until the end of the validity of the Plan, all legislative developments related to Equality.

**Target persons:** Equality Plan Monitoring and Evaluation Committee / Human Resources

**Responsible person(s):** Equal Opportunity Agent.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** Material resources: through the usual channels for information on legislative developments, Human Resources and the legal representatives of the employees will be kept up to date on equality regulations, with the intention of informing the committee about any changes and modifying anything that may be necessary.

**Communication:** Within the Equality Plan Monitoring and Evaluation Committee.

**Indicators:** At the end of each year and while this plan is in force, a list of the modifications in the sections of the Plan, according to the impact of possible new regulations.

**Scheduling:** Annual, at the end of each year and, in any case, as soon as it becomes apparent that it does not comply with the legal and regulatory requirements in force.

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			



## Employment access measures: selection and hiring

### Objectives

1. Ensure equality in access to employment from the gender perspective.
2. Confirm that there are no gender biases in the entire selection process, from the publication of job offers to the choice of candidates.

### Indicators

1. Published offers.
2. Applications received by gender.
3. Number of candidates hired and their distribution by gender.

## 2.1. Expand the analysis of the selection process from a gender perspective, in both internal and external management

**Objective:** An in-depth study of all internal and external procedures for selecting personnel in order to detect and correct possible gender biases in:

The distribution channels of job offers, thereby ensuring that they are accessible to anyone who might be interested in applying for the corresponding position.

Description of the job position and applications to fill vacancies.

Selection interviews.

In any event, it is advisable to establish indicators to ensure transparency in the selection procedure.

**Target persons:** Staff / External candidates.

**Responsible person(s):** Human Resources / Equality Plan Monitoring and Evaluation Committee

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources.

**Communication:** Not applicable.

**Indicators:**

- Candidacies received per vacancy, broken down by sex.
- Proportion of successful applications submitted by women in relation to the total number of applications.

**Scheduling:** 2022 - 2021-2024 semester.

#### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			

## 2.2. Preparation and implementation of a protocol for reviewing and correcting the language used in the wording of vacancies that are published internally and externally

**Objective:** Ensure the periodic review and, if applicable, updating/correction of the language used in the wording of offers for vacancies, published both internally and externally. A specific review protocol will be prepared and implemented, which will have the express purpose of avoiding the use of sexist language in the wording of job offers.

**Target persons:** Human Resources / Talent Acquisition.

**Responsible person(s):** Equality Plan Monitoring and Evaluation Committee / Equal Opportunity Agent / Human Resources.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources, for reviewing the wording of all internally and externally published vacancies and to guarantee the use of non-sexist language / inclusive language, as well as to define and implement a specific review protocol.

**Communication:** To be established in the Equality Plan Monitoring and Evaluation Committee.

**Indicators:**

- Registers of reviews of the language used to publish and/or promote possible vacancies.
- Specific review protocol prepared and implemented.

**Scheduling:** 2022 - 1st semester.

## 2.3. Analyse and redefine the Organisation's job descriptions from the gender perspective

**Objective:** The Human Resources Department will conduct an analysis of the job positions to identify and eliminate gender biases, if they exist, in the job descriptions.

**Target persons:** Talent Acquisition / Human Resources.

**Responsible person(s):** Human Resources.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources: the Organisation's internal network for reviewing all documentation.

**Communication:** not applicable.

**Indicators:** Register of improvements report.

**Scheduling:** 2022 - 1st semester.

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Results obtained: .....

Date carried out: .....

Committee Minutes: .....

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Results obtained: .....

Date carried out: .....

Committee Minutes: .....

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## 2.4. Analyse and disseminate the composition of the staff for the knowledge of people in Human Resources who are responsible for the selection of personnel

**Objective:** Human Resources will analyse and update the composition of the different departments/units that make up the Organisation and will prepare a report for the Human Resources team that is responsible for selecting personnel so that that team can contribute to complying with the criterion of proportional distribution of the staff.

**Target persons:** Human Resources.

**Responsible person(s):** Human Resources.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** Human Resources management IT application for producing the necessary lists.

**Communication:** Not applicable.

**Indicators:** Annual report produced.

**Scheduling:** 2022 - 1st semester.

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Results obtained: .....

Date carried out: .....

Committee Minutes: .....



## Measures for professional classification and promotion



### Objectives

1. Establish a stable professional classification system that allows the review of equality indicators by professional groups.
2. Ensure equal opportunities in access to internal promotions within the Organisation.



### Indicators

1. Existence of a professional classification system.
2. Existence of a professional promotion system that ensures equal opportunities.

### 3.1. Review the professional classification system from the gender perspective

**Objective:** Review for adjusting, if applicable, the criteria and systems based on a correlation analysis between gender biases, job positions, classification and remuneration criteria, with the objective of ensuring the absence of any (direct or indirect) discrimination between women and men.

For this purpose, the applicable Collective Bargaining Agreement(s) will be used as a basis, and an objective and neutral description of the job positions will be produced (not only in the documents that describe the positions but also in requests for filling vacancies) to avoid unnecessary requirements such as age or sex and to thus choose personnel based exclusively on their technical skills, aptitude and attitude.

**Target persons:** Human Resources – Compensation and Benefits.

**Responsible person(s):** Human Resources.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources, among them, the Human Resources management tools and payrolls for reviewing and adapting, if applicable, the professional classification of the entire staff.

**Communication:** Not applicable.

**Indicators:**

- Naming of the categories using non-sexist names.
- Register of analysis reports and the proposal of corrections, including the elimination of factors that respond to gender stereotypes and roles.

**Scheduling:** 2021 – 2nd semester.

#### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			

### 3.2. Establish indicators of presence/representativeness of women and men by professional group, position and/or role

**Objective:** Establish indicators that provide the percentage of men and women by professional group, position and/or role and make them available to persons on the Human Resources team who are responsible for the selection process so that these indicators can be taken into account during the entire process and when making decisions about new-hires and/or professional promotions.

The objective of these indicators is for the search for parity to be taken into account regarding professional promotions and/or selections in which, in the position to be covered, there is patent inequality between women and men, and therefore, given the same capabilities, priority is given to whomever is under-represented.

**Target persons:** Staff.

**Responsible person(s):** Human Resources / Equal Opportunity Agent.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources, among them, Human Resources management tools and payrolls for taking into account the professional classification of the entire staff.

**Communication:** Not applicable.

**Indicators:** Percentage of men and women by professional category.

**Scheduling:** 2021 - 2nd semester. Review this indicator at the end of each year during the validity of the Equality Plan.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

### 3.3. Review of the promotion procedure from the gender perspective

**Objective:** Review the promotion procedure so that it does not contain any unconscious gender biases, in order to establish a system of indicators that makes it possible to monitor the evolution of promotion by sex/gender.

**Target persons:** Staff.

**Responsible person(s):** Human Resources / Equal Opportunity Agent.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources, including the Human Resources management tools.

**Communication:** Not applicable.

**Indicators:**

- Number of people eligible for promotion in the last year, broken down by sex.
- Number of people who were promoted, broken down by sex.

**Scheduling:** 2022 - 2nd semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

### 3.4 Give visibility to the promotion and incorporation of women in the Organisation in positions where they are under-represented

**Objective:** Promote an increased presence of women in positions where they are under-represented, especially in positions of greater responsibility, in order to achieve a balanced presence between women and men in positions where women are under-represented.

Design information and motivation campaigns to drive the participation of female employees in selection and promotion processes to fill positions of equal value where women are under-represented.

**Target persons:** The entire staff.

Responsible person(s): Equality Plan Monitoring and Evaluation Committee / Human Resources

**Coordinated by:** Equal Opportunity Agent.

Material resources: the Organisation's own resources will be used, including not only technical media but also human resources.

**Communication:** Equality Plan Monitoring and Evaluation Committee.

**Indicators:**

- Information campaigns.
- Annual monitoring, broken down by sex, of new-hires through any selection, mobility or promotion process of positions in which women are under-represented.

**Scheduling:** 2022- 2nd semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## Awareness-raising and training measures

### Objectives

1. Train the entire staff on and raise its awareness of equality, especially mid-level managers and members of the Equality Plan Monitoring and Evaluation Committee.

### Indicators

1. Number of training sessions given, number of attendees and % of groups that have had access to this training.

4.1 Establish a training and awareness-raising plan that incorporates training actions on equality and monitor their implementation, dissemination and follow-up

**Objective:** Guarantee training of 100% of the staff on equality in favour of their contribution as agents of change, thereby creating a work environment that is respectful of diversity.

Training on Diversity and Inclusion will be integrated as a part of the onboarding process for new-hires, together with all other training that must be known and complied with.

In each case, the most suitable format for training actions to be scheduled within the company's annual training plan will be assessed, as well as whether or not such training is mandatory for the entire staff.

**Target persons:** Equality Plan Monitoring and Evaluation Committee, Staff, Human Resources.

**Responsible person(s):** Human Resources / Equal Opportunity Agent.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also human resources. The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** Sphere.

**Indicators:**

- Number of training actions given on equality.
- % of staff trained/year.
- Number of training hours given, segmented between men and women.
- Register of the same.

**Scheduling:** 2021 – 2nd semester. Annual.

#### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

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## 4.2. In-person and/or online thematic conferences or awareness-raising and training workshops for certain groups within the organisation

**Objective:** In-person and/or online training actions will be carried out to integrate the gender perspective in key departments in order to raise awareness in this area (Human Resources, Internal Communication, External Communication, etc.).

**Target persons:** People who are part of the departments that are identified.

**Responsible person(s):** Training Department/ Equality Plan Monitoring and Evaluation Committee / Equal Opportunity Agent.

**Coordinated by:** Equality Plan Monitoring and Evaluation Committee.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources. The necessary facilities will be made available so that the thematic conferences or awareness-raising workshops can be held in the different areas of all the centres (if these activities can be carried out in person). The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** To be established in the Equality Plan Monitoring and Evaluation Committee.

**Indicators:**

- Number of thematic conferences or awareness-raising and in-person and/or online training workshops given.
- Number of people who participate in each activity, broken down by sex.
- Assessment of the different activities carried out: satisfaction questionnaire filled in by the people participating in these activities (quantitative and qualitative aspects will be collected in this questionnaire).

**Scheduling:** 2022 - 1st semester.

### Evaluation and monitoring

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	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Results obtained: .....

Date carried out: .....

Committee Minutes: .....



## Remuneration system measures

### Objectives

1. Establish a system to assess and review wages from a gender perspective in order to ensure equal pay without distinction of sex as stipulated in RD 901 and 902/2020.

### Indicators

2. Average and median wages by occupational group, position/role and women and men.

3. Existence of objective means of measurement.

### 5.1. Conduct an in-depth analysis of the assessment of job positions from the gender perspective

**Objective:** Review of the criteria used and applied to assess the job positions, given that they could be associated with abilities, skills and conditions that have been traditionally attributed to men - and by whom they are assessed - as well as abilities, skills and conditions that have been traditionally attributed to women, thereby contributing to the perpetuation of gender biases that could be translated into wage differences and subsequent gender-based wage discrimination.

Therefore, all job position assessments are reviewed to define jobs of equal value within the Organisation and improve the current professional classification system.

**Target persons:** The entire staff.

**Responsible person(s):** Human Resources / Equal Opportunity Agent.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources to define and create the corresponding assessment system, using a validated and certified external job review methodology.

**Communication:** Not applicable.

**Indicators:** Checklist of valuation and analysis criteria from the gender perspective.

**Scheduling:** 2021 - 2 semester.

#### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 5.2. Establish a wage register with average and median wage values that are segmented as indicated in regulations in force

**Objective:** After the review conducted through the diagnosis of the Almirall Group, it has become clear that there is a need to review all the positions at Almirall S.A., as well as the classification of employees within their professional groups.

Therefore, a parallel review of all positions will be conducted, with the intention of simplifying and adapting them to each job, and on the other hand, there will be a review of how each employee is classified within the corresponding professional group.

Depending on the results of this review, any possible wage differences should be once again analysed, if applicable.

Once this review and the analysis of wage differences have been carried out, the wage register will be publicly registered in accordance with the provisions of Royal Decree 901/2020 and Royal Decree 902/2020 of 13 October.

**Target persons:** The entire staff.

**Responsible person(s):** Human Resources / Equal Opportunity Agent.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also human resources, using a validated and certified external job review methodology.

**Communication:** Not applicable.

**Indicators:** Annual report.

**Scheduling:** 2021 - 1st semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 5.3 Publish the wage registers

**Objective:** This action measure will be developed according to the new Wage Gap regulations within the framework of Royal Decree Law 6/2019, of 1 March, on urgent measures to guarantee Equal Treatment and Opportunities between women and men in employment and occupation and according to Royal Decree 901/2020 and Royal Decree 902/2020.

**Target persons:** Equality Plan Monitoring and Evaluation Committee / Human Resources.

**Responsible person(s):** Equal Opportunity Agent.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also human resources, for preparing and publishing the wage registers.

**Communication:** Not applicable.

**Indicators:** Evidence of the publication of the wage registers.

**Scheduling:** 2021 - 1st semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 5.4. Annual wage audit

**Objective:** Develop a specific action Protocol with a view to determining the procedure for carrying out Wage Audits as of when the legal requirements for these audits come into force - at the time of signing this Plan these are pending regulation - in accordance with Royal Decree Law 6/2019 on urgent measures to guarantee equal treatment and opportunities between women and men in employment and occupation and Royal Decree 901/2020 and Royal Decree 902/2020 of 13 October.

**Target persons:** Equality Plan Monitoring and Evaluation Committee / Human Resources.

**Responsible person(s):** Equal Opportunity Agent.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also human resources, using a validated and certified external job review methodology.

**Communication:** The result of the annual wage audits will be shared within the Equality Plan Monitoring and Evaluation Committee.

**Indicators:** Evidence of the existence of an action protocol and the results of said audit.

**Scheduling:** 2023 – 2nd semester.

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			

## 5.5 Review the Organisation's wage policy, making use of objective and neutral criteria.

**Objective:** It is fundamental and essential to carry out an analysis of the remuneration system in order to establish its objectivity and neutrality and to ensure that there are no differences between women and men for jobs of equal value, so that if there were to be any difference in salary between jobs of equal value for men and women, this difference cannot be due to sex/gender reasons, in accordance with the provisions of Royal Decree 901/2020 and Royal Decree 902/2020 of 13 October and updates of regulations.

Analyse the gross salary of women and the gross salary of men, including all supplements (wage and non-wage).

**Target persons:** The entire staff.

**Responsible person(s):** Equal Opportunity Agent / Human Resources.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also human resources, using a validated and certified external job review methodology.

The Organisation will base itself on the legal framework set forth in Royal Decree 902/2020, of 13 October, on wage equality between women and men, and (together with the Equality Plan Monitoring and Evaluation Committee), it will review all positions taking into account work of equal value within the Organisation.

**Communication:** Not applicable.

**Indicators:** Report on the review of the remuneration system and proposals for improvement.

**Scheduling:** 2021 – 2nd semester.

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			

## Measures for the co-responsible exercise of rights to work-life balance

### Objetives

1. Foster work-life balance for all groups, on an equal basis.
2. Communicate and disseminate the work-life balance measures adopted by the Organisation.
3. Raise awareness of the importance of co-responsibility of men and women in the effective equality of both sexes.

### Indicators

1. Number of parental leaves requested due to the birth of a child, broken down by sex.
2. Number of workday reductions requested and approved.
3. Breastfeeding leaves requested.
4. Leaves to care for children requested, by sex.

### 6.1. Prepare a catalogue of work-life balance measures

**Objective:** Prepare a catalogue of the work-life balance measures that the Organisation has implemented in accordance with the provisions of the Employees' Statute, the applicable Collective Bargaining Agreement and Royal Decree-Law 6/2019 in order to ensure that the entire staff is aware of them, in a proactive manner.

The catalogue will include an explanation of the corresponding request procedure, and it will be distributed to the entire staff to ensure that they know about it and know how to use and access it.

**Target persons:** The entire staff.

**Responsible person(s):** Equal Opportunity Agent / Equality Plan Monitoring and Evaluation Committee.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also financial means and human resources, in order to apply work-life balance and co-responsibility measures.

**Communication:** To be resolved by the Equality Plan Monitoring and Evaluation Committee.

**Indicators:**

- Catalogue of work-life balance/co-responsibility measures and dissemination.
- Register of benefits for child birth, breastfeeding, leave to care for children and workday reductions, broken down by sex, according to regulations of reference.

**Scheduling:** 2022 - 1st semester.

#### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			

## 6.2 Develop awareness and sensitisation campaigns on co-responsibility in the family

**Objective:** Develop campaigns to foster the importance of co-responsibility by men in order to reach effective equality between men and women, with a special focus on those measures related to caring for third persons.

**Target persons:** The entire staff.

**Responsible person(s):** Equal Opportunity Agent / Equality Plan Monitoring and Evaluation Committee.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's internal communication channels.

**Communication:** To be resolved by the Equality Plan Monitoring and Evaluation Committee

**Indicators:**

- Register of the campaigns carried out.
- Evolution of the indicators of work-life balance and co-responsibility actions.

**Scheduling:** 2022 1st semester. Biannual.

### Evaluation and monitoring

Degree of compliance:  Completed  In progress  Postponed

Results obtained: .....

Date carried out: .....

Committee Minutes: .....



## Measures for the prevention of sexual harassment / gender-based harassment / gender-based violence

### Objectives

1. Review and update the protocol for prevention of and action in situations of sexual and gender-based harassment.
2. Disseminate the protocol to ensure that all staff are protected against sexual harassment and gender-based harassment and are aware of the measures that the Organisation has in place to prevent and eliminate such situations.
3. Disseminate the Organisation's commitment against gender-based violence, attending to the needs of possible victims who are part of the staff.
4. Prepare a guide against gender-based violence.
5. Raise staff awareness of gender-based violence and victims' recognised rights.
6. Ensure adequate support for victims of gender-based violence.
7. Introduce the gender dimension into the occupational risk prevention management charts, in order to take corrective action, where necessary, to improve results.

### Indicators

1. Protocol on sexual or gender-based harassment revised and disseminated to staff: number of channels used for its dissemination and scope.
2. Annual report on harassment proceedings initiated, their resolution and number of complaints filed.
3. Dissemination of the Organisation's commitment to combat gender-based violence carried out: communication channels used and scope.
4. Awareness-raising campaign on gender-based violence carried out and dissemination of the rights recognised for victims carried out: communication channels used and scope.
5. Number of cases of gender-based violence detected, broken down by sex.
6. Monitoring of the accident rate management chart from a gender perspective and taking corrective action, if necessary, to improve the results.

### 7.1. Promote a gender approach in preventive activities

**Objective:** Promote a gender approach in preventive activities, which allows detecting particularities and guarantee protection, by carrying out adequate surveillance of health of employees and epidemiological analysis carried out with gender perspective, as well as the protection of maternity and breastfeeding.

**Recipients:** Prevention Service.

**Responsible persons:** Prevention Service.

**Resources:** Prevention Service's resources.

**Coordinates:** Equality Plan Monitoring and Evaluation Committee.

**Communication:**

- Periodic reports on occupational risk prevention and health surveillance.
  - Specific presentations to the monitoring committees derived from the equality plan.
- Indicators: Rate of occupational accidents and diseases derived from work, disaggregated by sex

**Scheduling:** Annual report.

#### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 7.2. Review and update the current protocol on sexual and gender-based harassment and disseminate the new version

**Objective:** Review the current protocol on sexual and gender-based harassment and communicate it to the entire staff.

Disseminate the new version of the Protocol.

**Target persons:** The entire staff.

**Responsible person(s):** Equal Opportunity Agent / Employees' Legal Representative

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources, to review and define the Institutional Declaration against Sexual Harassment and Gender-based Harassment. The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** To be resolved by the Equality Plan Monitoring and Evaluation Committee.

**Indicators:**

- Updated protocol.
- Dissemination of the new version of the harassment protocol to staff, specifying which channels have been used for dissemination and their scope.

**Scheduling:** 2022 – 2nd semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 7.3. Conduct specific training on the prevention of sexual and gender-based harassment for the staff

**Objective:** Train the staff on the prevention of sexual and gender-based harassment.

In addition to being aware of the existence of the corresponding Protocol and of the complaints channel, staff must receive mandatory, sufficient and appropriate training on sexual and/or gender-based harassment in accordance with the provisions of Art. 48 of Law 3/2007, of 22 March, for the effective equality of women and men.

**Target persons:** The entire staff.

**Responsible person(s):** Training Department (Human Resources) Equal Opportunity Agent / Equality Plan Monitoring and Evaluation Committee.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources. The necessary facilities will be made available so that the training can be given in the different areas of all the centres (if these training sessions can be carried out in person). The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** To be resolved by the Equality Plan Monitoring and Evaluation Committee.

**Indicators:**

- Record of training sessions.
- Number of training sessions given.
- Number of people who participate in each training action, broken down by sex.
- % of staff trained, segmented by teams/departments and by men and women.
- Assessment of the training: satisfaction questionnaire filled in by the people participating in the training sessions (this questionnaire will include both quantitative and qualitative aspects).

**Scheduling:** 2022 – 2nd semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 7.4. Draw up a procedure for the coordination of Organisational activities based on the 2021-2024 Equality Plan and the Protocol on Sexual and Gender-based Harassment in the Organisation

**Objective:** Guarantee that not only clients but also suppliers comply with gender-based Equality regulations, without violating the rights of their employees.

This procedure arises from the need to foresee any type of situation involving sexual or gender-based harassment that may arise in the Organisation's work centre, or in that of a Client or an external Supplier.

The procedure will record the action dynamics and will establish the basic guidelines for coordination between Organisations in order to comply with legislation in force.

**Target persons:** Suppliers and Clients.

**Responsible person(s):** Equality Plan Monitoring and Evaluation Committee.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources. The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** All clients and suppliers.

**Indicators:** Registers of the coordination of Organisational activities.

**Scheduling:** 2022 – 2nd semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 7.5. Draw up a Practical Guide for the management of Gender-based Violence in the Organisation and disseminate it among those responsible for people management

**Objective:** Develop a practical guide for the management of gender-based violence in the Organisation in the form of a manual.

This Guide will develop the relevant concepts in detail and will state the preventive attitudes and measures to be followed and observed by not only the Organisation but also by its personnel in order to achieve an Organisation that is more aware of the problem of gender-based violence, as well as to facilitate the preparation of everyone for a situation of possible gender-based violence.

The Guide must be disseminated and/or distributed to all personnel of the Organisation, and will be instructive and informative in nature.

**Target persons:** Staff.

**Responsible person(s):** Human Resources / Equal Opportunity Agent / Equality Plan Monitoring and Evaluation Committee.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also human resources, for drawing up and disseminating this practical guide. The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** To be established in the Equality Plan Monitoring and Evaluation Committee.

**Indicators:**

- Registration and dissemination of the Practical Guide for the management of situations of Gender Violence.
- Monitoring of the scope of dissemination to staff of the Practical Guide for the management of situations of Gender-Based Violence.

**Scheduling:** 2022 - 1st semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 7.6 Draw up and disseminate a catalogue of rights and measures for women in situations of gender-based violence.

**Objective:** Develop a detailed catalogue of rights and measures, accompanied by the corresponding request procedure.

This catalogue will be disseminated to the entire staff through the usual communication channels, thereby assuring receipt by 100% of the staff, and especially 100% of all female employees.

**Target persons:** Staff.

**Responsible person(s):** Equal Opportunity Agent.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources, for drawing up and disseminating this catalogue. The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** Through the corporate Intranet.

**Indicators:**

- Register of the catalogue of rights and measures.
- Dissemination of the catalogue of rights and measures to staff.

**Scheduling:** 2022- 1st semester.

## 7.7 Verify the accredited training in Gender Violence of the person designated as Equal Opportunity Agent and as Equality Representatives.

**Objective:** Provide reliable proof that the person designated as the Equal Opportunity Agent has received training in the subject matter on which this improvement measure is based.

If the required training has not been received, the appointed person must take the pertinent training in order to guarantee performance of the duties that they have been assigned.

**Target persons:** Equal Opportunity Agent and Equality Representatives.

**Responsible person(s):** Human Resources.

**Coordinated by:** Human Resources / Equality Plan Monitoring and Evaluation Committee.

**Material resources:** expert supplier in the subject.

**Communication:** Not applicable.

**Indicators:** Register of training accreditation.

**Scheduling:** 2021 – 2nd semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

# a<sup>c</sup> b Measures for inclusive communication / use of non-sexist language

## Objectives

1. Establish equality between women and men in the Organisation's culture.
2. Incorporate the gender perspective across the company in all information and communication actions, thereby assuring that the language and images used are inclusive and non-sexist.
3. Foster the use of inclusive and non-sexist communication among all employees.

## Indicators

1. Number of awareness-raising/communication actions carried out on the use of inclusive language.
2. Number of documents, processes, etc. reviewed and modified from the inclusive language perspective.

## 8.1 Draw up, publish and review a guide on the use of non-sexist language / inclusive language

**Objective:** Develop, publish/disseminate and periodically review a Guide that facilitates comprehension of the importance of language in shaping our thinking, and based on this, describe the linguistic resources that are applicable to the health area to facilitate the application thereof in all the Organisation's internal and external communication tools.

**Target persons:** The entire staff.

**Responsible person(s):** Equality Plan Monitoring and Evaluation Committee / Human Resources / Equal Opportunity Agent.

**Coordinated by:** Equality Plan Monitoring and Evaluation Committee.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources, in order to define and establish a guide on the use of non-sexist language / inclusive language, as well as the various corporate communication channels that may be necessary to be able to distribute this guide to the entire staff. The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** To be resolved by the Equality Plan Monitoring and Evaluation Committee.

**Indicators:** Guide on the use of non-sexist language / inclusive language, drawn up, reviewed and published for the staff's knowledge.

**Scheduling:** 2022 - 1st semester.

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained: .....			
Date carried out: .....			
Committee Minutes: .....			

## 8.2 In-person and/or online training for the entire staff on the use of non-sexist language / inclusive language

**Objective:** Train and raise awareness among the entire staff, as well as Management and middle management, on the importance of the use of language in shaping our thinking and the culture of the society to which we belong and of how we can serve as a means of transmitting the learning we have acquired, unconsciously inheriting gender prejudices and stereotypes.

**Target persons:** The entire staff.

**Responsible person(s):** Equality Plan Monitoring and Evaluation Committee / Human Resources / Equal Opportunity Agent.

**Coordinated by:** Equality Plan Monitoring and Evaluation Committee.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources. The necessary facilities will be made available so that the training can be given in the different areas of all the centres (if these training sessions can be carried out in person). The option of including the participation of external resources will be assessed, such as an expert on the subject, if contracting this service were recommendable/necessary to implement the action.

**Communication:** To be resolved by the Equality Plan Monitoring and Evaluation

**Indicators:**

- Register of the training conducted.
- Number of training sessions given
- Number of people who participate in each training action, broken down by sex.
- Assessment of the training: satisfaction questionnaire filled in by the people participating in the training sessions (this questionnaire will include both quantitative and qualitative aspects)

**Scheduling:** 2022 – 2nd semester

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 8.3 Create and/or adapt communication channels for the staff

**Objective:** Participation by staff with a view to drawing up proposals and suggestions for the implementation and/ or improvement actions of the Equality Plan, both in its initial state of negotiation and after it is signed. Said participation in detecting cases or situations of inequality is also very important. Therefore, it is advisable to establish a communication channel with the entire staff.

**Target persons:** The entire staff.

**Responsible person(s):** Equality Plan Monitoring and Evaluation Committee / Human Resources / Equal Opportunity Agent.

**Coordinated by:** Equality Plan Monitoring and Evaluation Committee.

**Material resources:** the Organisation's own resources will be used, including not only technical media but also human resources, in order to assess the creation/adaptation of the various corporate communication channels for the purpose of establishing a communication channel with the entire staff on the subject of equality.

**Communication:** To be resolved by the Equality Plan Monitoring and Evaluation.

**Indicators:**

- Register of the number of existing channels and of the new ones designed for this purpose.
- Number of people on staff who participate in these communication channels, broken down by sex.

**Scheduling:** 2022 – 2nd semester.

Evaluation and monitoring			
	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Results obtained:	.....		
Date carried out:	.....		
Committee Minutes:	.....		

## 8.4 Review of the Organisation's communications in favour of the normalisation of the non-sexist use of language / inclusive language

**Objective:** Review the Organisation's communications in favour of the normalisation of the non-sexist use of inclusive language, both in the language used in all documentation, the Organisation's internal and external communication materials, and the language that accompanies images: That is:

- Corporate web pages
- Communications to the staff, middle management and Directors
- Communications to third parties outside the Organisation, such as clients, suppliers and all other collaborating Organisations and/or intermediaries in the commercial chain.

**Target persons:** The entire staff.

**Responsible person(s):** Equality Plan Monitoring and Evaluation Committee / Equal Opportunity Agent.

**Coordinated by:** Equal Opportunity Agent.

**Material resources:** The Organisation's own resources will be used, including not only technical media but also human resources, to review the Organisation's internal and external communications and guarantee a non-sexist use of language / inclusive language.

**Communication:** To be resolved by the Equality Plan Monitoring and Evaluation.

**Indicators:** Identification of communications from the Organisation that have been made in favour of the normalisation of the use of non-sexist language / inclusive language.

**Scheduling:** 2022- 2nd semester.

### Evaluation and monitoring

	Completed	In progress	Postponed
Degree of compliance:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Results obtained: .....

Date carried out: .....

Committee Minutes: .....

12.

Monitoring  
and  
evaluation  
of the  
Equality Plan



# 12 . Equality Plan monitoring and evaluation

## Objectives:

The monitoring and evaluation of the Equality Plan is a continuous process that makes it possible to examine progress and establish the viability of the actions proposed. This makes it possible to identify and reflect on the implemented measures and their impact, and to correct possible deficiencies and make proposals for improvement. The main objectives of the follow-up measures will therefore be to:

- Analyse the implementation process: identifying resources, methodologies and procedures that are implemented for the development of the Plan.
- Identify the degree of achievement of the defined objectives and the degree to which the planned actions have been carried out as scheduled.
- Adapt or readjust the Plan, if necessary, to respond to new needs or to provide a better response to those already identified.
- Provide information for the evaluation.

## Indicators:

1. Number of equality actions implemented in the Organisation.
2. Compilation and interpretation of the information obtained through the indicators defined for each of the actions of the Equality Plan that have been implemented.
3. Assessment by the Equality Plan Monitoring and Evaluation Committee of the actions carried out and their impact.

## Monitoring and evaluation indicators.

This Plan has been designed with a definition of objectives and indicators that ensure the implementation of the processes and the results and impacts thereof are monitored, thereby making it possible to effectively measure the degree of compliance and the impact generated.

It should be stressed that in the Diagnosis phase, the required indicators have been taken into account, in accordance with the provisions set forth in Royal Decree-Law

6/2019, of 1 March, on urgent measures for guaranteeing equal treatment and opportunities between women and men in employment and occupations; in accordance with Law 9/2017, of 8 November, on Public Sector Contracts; as well as in accordance with the indicators set forth in Law 11/2018, on non-financial reporting and diversity relating to the social impacts of Organisations (social and staff-related matters, social relations, human rights and society), in line with the Global Reporting Initiative (GRI).

The system for monitoring and assessing the Plan will establish a two (2) month time limit for the issuing of reports after the end of the year.

The persons who are responsible for monitoring and evaluation will be those who form part of the Equality Plan Monitoring and Evaluation Committee, and they will coordinate with the Equal Opportunity Agent, who is responsible for developing the Organisation's Equality Plan.

## Internal Equality Plan and regulatory compliance monitoring audits.

At the end of each year, annual audits will be carried out to allow the Organisation to establish mechanisms to remedy any non-conformities detected. Communication within the Equality Plan Monitoring and Evaluation Committee.

## Staff perception surveys.

At the end of each year, an anonymous survey will be carried out to evaluate the implementation and impact of the 2021-2024 Equality Plan, the identification of inequalities, the degree of information received, etc., so that the plan is a living document that is renewed and updated with the Organisation.

**Economic resources:** The budget will be communicated beforehand within the Equality Plan Monitoring and Evaluation Committee.

# 12 . Monitoring and evaluation of the Equality Plan



**Article 46 of Law 3/2007, which regulates the concept and content of Organisations' Equality Plans, literally states that "Equality plans must set forth specific Equality objectives to be reached and the strategies and practices to be adopted in order to reach them, as well as establish effective systems to monitor and evaluate the established objectives".**

An Equality Plan is a dynamic project that requires constant revision and updating, and as such involves the planning of monitoring and evaluation formulas and procedures that allow the Plan to be maintained and, if applicable, allow it to

be improved in any aspect that may be required.

Chapter I, "General Principles", of Title II, "Public Equality Policies", of Law 3/2007, establishes certain requirements aimed at the bodies of Public Authorities that constitute the point of reference (starting point) to systematise data collection related to Equality.

Likewise, Article 20 of said Chapter I, on the "Adaptation of statistics and studies", contains certain guidelines aimed at guaranteeing the effective integration of Equality in ordinary activities.

Due to their interest and applicability, these guidelines are included in our Equality plan:

1. Systematically include the sex variable in all statistics, surveys and data collection that may take place.
2. Establish and include new indicators in statistical operations, which make it possible to improve knowledge of the differences in the values, roles, situations, conditions, aspirations and needs of women and men, as well as their manifestation and interaction in the reality that is going to be analysed.
3. Design and introduce the necessary objectives, indicators and mechanisms that make it possible to know the incidence of other variables whose occurrence generates situations of multiple discrimination in the various spheres of intervention.
4. Take sufficiently broad samples so that the variety of variables included can be analysed according to the sex variable.
5. Analyse the available data in order to be able to know the various situations, conditions, aspirations and needs of women and men in the various spheres of intervention.
6. Review and, if applicable, adapt the existing statistical definitions in order to contribute to the recognition and appreciation of work carried out by women and to avoid the negative stereotyping of certain groups of women.

13.

# Glossary of terms

# 13. Glossary of terms



- **Sexual and gender-based harassment:**

Sexual harassment is any behaviour of a sexual nature, whether verbal or physical, whose intention or effect is a violation of the dignity of a person, particularly when it creates an intimidating, degrading or offensive environment.

- **Gender-based harassment** is any behaviour that takes place on the basis of a person's sex, whose intention or effect is a violation of the dignity of a person and the creation of an intimidating, degrading or offensive environment.

- **Improvement measure:** Specific measures in favour of women designed to correct patent situations of de facto inequality with respect to men in order to implement the constitutional right of equality. Such actions, which will be applicable for as long as such situations continue, will have to be reasonable and proportionate to the objective sought in each case (Article 11 LOI).

- **Work-life balance:** This means propitiating the necessary conditions to achieve an adequate balance between personal, family and labour responsibilities. As it is a concept that has been traditionally linked exclusively to women, it is therefore necessary to go beyond this meaning in order to achieve true "co-responsibility" and pay special attention to the rights of men

in this matter and avoid making women the only beneficiaries of rights pertaining to the care of children and/or dependent persons, given that the sole assumption of these rights by mothers and women in general is in direct contrast to their right to access and remain in employment.

- **Co-responsibility:** A concept that goes beyond mere "work-life balance" and involves sharing the responsibility of a certain situation, infrastructure or action. Co-responsible persons or agents have the same duties and rights in their capacity to respond, through their actions, to the situations or infrastructures for which they are responsible.

- **Work-life balance rights:** Work-life balance rights will be recognised for male and female employees, consequently fostering the balanced assumption of family responsibilities and avoiding any discrimination based on the exercise thereof.

- **Breakdown of data by sex:** This involves the collection and breakdown of data and statistical information by sexes. It allows a comparative analysis of any matter taking the specifics of gender into account.

- **Direct and indirect discrimination:** Direct discrimination on grounds of sex is considered to be a situation in which

a person has been or could be treated less favourably than another person in a comparable situation because of their sex (Article 6.1 LOI). Indirect discrimination on grounds of sex is considered to be a situation in which an apparently neutral provision, criterion or practice places persons of one sex at a particular disadvantage with respect to persons of the other sex with the exceptions provided for in law (Article 6.2 LOI).

- **Horizontal discrimination:** This means that it is made easier for women access jobs or studies that are assumed to be typically feminine (e.g. less developed services or industries), while at the same time they encounter obstacles and difficulties when it comes to assuming occupations that, socially, continue to be considered masculine, linked to production, science and technological advances.

- **Vertical discrimination:** This is also known as the "glass ceiling", and it is discrimination which establishes limits to the possibilities of employment advancement for women.

- **Gender Diversity:** This poses the need to incorporate gender values as a useful way of tackling the complexity and ambiguity of various environments. Women are not considered as a disadvantaged group, as a group that is demanding its rights, rather as subjects who have values to contribute to society.

- **Double/Triple Working Day:** A situation to which women are subjected when they carry out remunerated work during a workdayschedule and then have to perform all the tasks involved in reproductive work, which is not shared by their partners.

- **Empowerment:** A term coined by the Beijing World Conference on Women in 1995 to refer to the increase in participation

by women in decision-making processes and access to power.

- **Gender Equity:** Fairness in the distribution of assets and resources. It is the tool and, in turn, the goal that makes it possible to achieve gender equality (it is the result that is sought).

- **Private Space:** One's own space and time that is not given to other persons, that is sought for oneself, as opposed to domestic or public space. This is the space in which people cultivate themselves for their subsequent projection in the public space. It is a place for oneself, on one's own; the condition of being alone with oneself in thought and reflection; it is where one cultivates ones individuality and it responds to the quality of taking care of oneself. Men tend to enjoy this place separately, while in women it tends to overlap with the domestic space (as we shall see below in the statistics and tables that are shown).

- **Public Space:** This is identified with the productive environment, with the space of activity, where labour, social, political and economic life takes place. It is the place for participation in society and for recognition (economic and social), and it is therefore visible (with respect to the other two types , mentioned above). Men have traditionally been positioned in this space, where they act without certain conditioning factors such as a lack of work-life balance, without the consequences of paternity... a situation that is absolutely contrary to that of women.

- **Gender Stereotype:** Beliefs, without any scientific basis, about what the personal attributes of women and men should be (traits, attitudes or behaviours that are clearly different for each gender).

- **Gender:** Definition adopted by the UN in the Fourth World Conference on Women

# 13. Glossary of terms

held in Beijing (1995). Socially constructed roles, behaviours, activities and attributes that a particular society considers to be specific to women or men. Modifiable, historical characteristics that transform with and over time. It establishes the discrimination between what is “Feminine” and what is “Masculine”.

• **Gender Equality / Gender-based Discrimination:** Gender equality is understood as a relationship of equivalence in the sense that people have the same value, regardless of their sex, and are therefore equal. It is a fundamental right that is based on the concept of social justice. It therefore means the absence of all forms of gender-based discrimination. The term gender-based discrimination is used to refer to a situation in which a person or group of persons receives differentiated treatment based on their sex, which will determine whether they are given more or fewer rights and opportunities.

With gender equality, the different behaviours, aspirations and needs of women and men are considered and valued equally and the roles and gender stereotypes assigned on the basis of their sex play no part.

• **Gender Impact:** This consists of identifying and assessing the various results and effects of a standard or public policy on one sex or the other, the object of which is to neutralise the same to avoid

their possible discriminatory effects.

• **Equal Opportunities:** The principle that assumes that women and men should have the same guarantees of participation in all spheres. It is a basic concept for the application of the gender perspective, given that it seeks to benefit women and men equally, so that they can fully develop their capabilities and improve their relations (not only between both sexes but also with the surrounding environment).

It means that all human beings must enjoy the same rights and be given the same opportunities, regardless of their sex, physical condition, race, culture or religion, thereby guaranteeing access to and enjoyment of the same living conditions, not only at a personal level but also socially and professionally.

• **Equal treatment and opportunities in access to employment, training and professional employment and in working conditions:** The principle of equal treatment and opportunities between women and men, applicable within the scope of private employment and public employment, will be guaranteed, under the terms provided for in applicable regulations, in access to employment (including self-employment); in professional training; in professional promotion; in working conditions, including remuneration conditions and dismissal conditions; and in affiliation

and participation in union and business Organisations, or in any Organisation whose members exercise a specific profession, including the benefits granted by the same.

• **Formal Equality:** A situation that originates from a lack of equality between the content of regulations in force, which establish equal rights for all, and the specific reality in certain areas of society and life in general. It is the prior situation that precedes the development of the concept of true Equality.

• **True Equality:** Insertion of the necessary measures to ensure that Equality is effective, removing not only cultural obstacles but any other type of obstacle that may hinder its achievement.

• **Equality Plan:** An ordered set of measures, adopted after conducting a diagnosis of the situation, designed to achieve equal treatment and equal opportunities between women and men in the Organisation and to eliminate gender-based discrimination. Equality Plans will establish the specific equality objectives to be reached and the strategies and practices to be adopted for their achievement, and will establish effective systems for monitoring and evaluating the established objectives. To achieve the established objectives, equality plans may contemplate (among other things) such subjects as access to employment; professional classification; promotion and training; remuneration; the Organisation of work time to favour work-life balance in terms of equality between women and men; and the prevention of sexual and gender-based harassment.

• **Prejudice:** A value judgement or opinion that is generally unfavourable about something that is unknown or poorly known.

• **Balanced presence or composition:** A balanced composition will be understood as the presence of men and women in such a way that, in the group to which it refers, persons of each sex do not represent more than 60% or less than 40% of the total.

• **Principle of equal treatment between women and men:** This means the absence of all gender-based discrimination, direct or indirect, and especially discrimination derived from maternity, the assumption of family responsibilities and one’s civil status.

• **Promotion of equality in collective bargaining:** In accordance with the provisions set forth by law, improvement measures may be established through collective bargaining to favour access by women to employment and to favour the effective application of the principle of equal and non-discriminatory treatment in working conditions between women and men.

• **Gender Role:** A set of roles, expectations, tasks and/or trades that, in a culture, are traditionally and differently assigned to women and men. They are the cause/origin of stereotypes.

• **Horizontal Segregation:** By productive activity/sector, it is the majority presence of women or men in a certain sector of activity, professions, trades or job positions.

• **Occupational segregation:** Through the labour division of work based on sex, it is the disproportionate concentration of women in certain sectors and job positions and of men in others.

• **Vertical segregation:** By professional categories, it is the difference in the presence of women and of men to the extent that they ascend in an Organisational and/or institutional hierarchy.

# 13. Glossary of terms

- **Sexism:** A cultural tendency to consider that one sex is superior to another and to behave according to this idea. It translates into the discrimination of one sex over the other and, in correlation, into privileges held by one sex over another.
- **Sex:** A set of physical, biological and bodily characteristics with which we are born and which are considered natural. It establishes the differences between male and female or men and women.
- **Glass ceiling:** An invisible barrier that describes the specific moment in a woman's professional career when, instead of growing thanks to her preparation and experience, she stalls within a labour structure, profession or sector. Difficulty in accessing positions of responsibility.
- **Mainstreaming:** This means the integration of the gender perspective in an Organisation's set of policies, systematically considering the respective situations, priorities and needs of women and men, with a view towards promoting equality between both sexes and, as from the planning stage, actively and openly taking into account their effects on the respective situations of women and men when they are applied, supervised and evaluated.
- **Gender-based Violence:** Gender-based violence is the most brutal symbol of the inequality that exists in our society. It is violence that is aimed at women due to the mere fact of their being a women, given that their aggressors consider that women lack the minimum rights of liberty, respect and decision-making capacity.

## ANNEX I

### Members of the equality plan monitoring and evaluation committee

- **On behalf of the Company:** Mónica Mercado López, Laia Parellada Gràcia, Maribel Balagué Galitó and Gustavo Nogueira.
- **On behalf of the Representatives of the Almirall workforce:** Antonia Miñana Luque, David Asensio Torres, Mónica Julià Sotelo, Margarita Machín Plana, Félix Muruzábal Munárriz, Isabel Pagán Ramos, Laura Quintero Esparcia, Patricia González and Eva Ponce de León.

## ANNEX II

### Union Representatives for Equality:

- **Mónica Julià Sotelo** (Industrial Area – IFA and Ranke)
- **Laura Quintero Esparcia** (Central Headquarters)
- **Félix Muruzábal Munárriz** (R&D)
- **Patricia González Court** (Laboratorios Almirall, S.L., sales network)
- **Eva Ponce de León** (Almirall, S.A., sales network)

## ANNEX III

### Equal Opportunity Agent:

To be defined.

# Feel the Science

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Almirall S.A., Ranke Química S.A., e Industrias Farmacéuticas Almirall S.A.