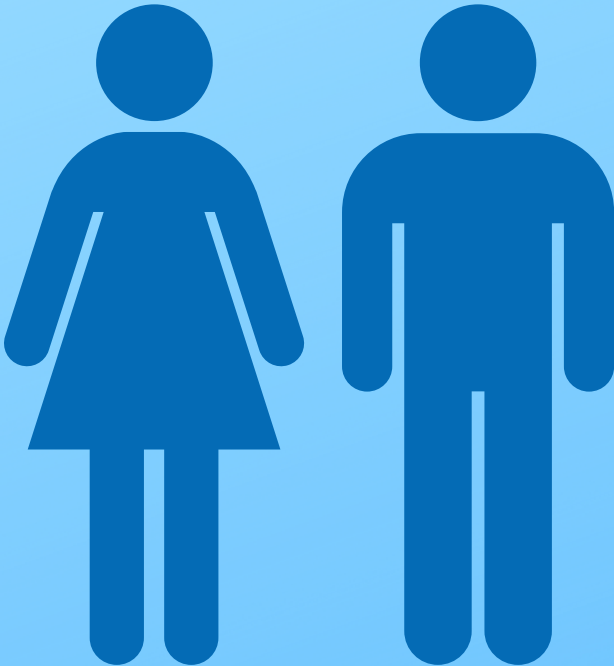




# GENDER EQUALITY PLAN

## FOR EMPLOYEES

# OF CICYTEX



"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824546".



CENTRO DE INVESTIGACIONES  
CIENTÍFICAS Y TECNOLÓGICAS  
DE EXTREMADURA

**JUNTA DE EXTREMADURA**

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## CICYTEX I GENDER EQUALITY PLAN



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## 1. CONTEXTUALISATION AND GENERAL IDEAS. CORPORATE CULTURE

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Women, equal in law, unequal in fact. This idea sums up the current situation of women in the advanced industrial societies of the 21st century. But if laws establish a framework for equality, why do inequalities between women and men refuse to disappear?.

The traditional patriarchal model of distribution and assignment of roles and stereotypes between women and men has produced a sexual division of the world and of work, assigning to each of the sexes different, segregated, exclusive and exclusive values, behaviours, rights, spaces and times. The effective equality of women in all areas of social life, and also in the science and technology system, is a matter of great importance for our country and for our economy.

In the world of science and innovation, women have not had an easy time either. Society has not taken this reality into account, but progress requires making 100% use of the talents available in the scientific community. In this sense, the US National Academy of Science and Engineering points out that "a greater presence of women in the scientific and technological worlds is a prerequisite for scientific excellence and also for the economic development of the country". In the same vein, the Strategic Vision of the European Research Area sets us a clear objective for 2030, by which time "half of all scientists, half of all science policy makers and, in all disciplines and at all levels, will be women". In this way, the European institutions are implementing in the scientific field the mandate to apply gender mainstreaming policies established by the Treaty of Amsterdam. A treaty that takes up the principle of gender mainstreaming coined by the United Nations at the World Conference on Women in Beijing in 1995.

The United Nations notes in its article "International Day of Women and Girls in Science 11 February 2021" ([/en/observances/women-and-girls-in-science\\_day](#)) that "the outbreak of the COVID-19 pandemic has clearly demonstrated the crucial role of women researchers on different fronts in the fight against COVID-19, from advances in knowledge of the virus to the development of techniques for COVID-19 testing and vaccines against the virus.

At the same time, the pandemic of COVID-19 has had a very significant negative impact on women scientists. It has particularly affected those at the beginning of their careers, which has contributed to widening the existing gender gap in science. It has revealed anew the gender disparities in the scientific system. These disparities need to be corrected through new policies, initiatives and mechanisms to support women and girls in science".

"Currently, less than 30 percent of researchers worldwide are women. According to UNESCO data (between 2014 and 2016), only around 30 per cent of all female students choose higher education in science, technology, engineering and mathematics (STEM). Globally, female student enrolment is particularly low in information and communications technology (ICT), at three per cent; natural sciences, mathematics and statistics, at five per cent; and engineering, manufacturing and construction, at eight per cent.

Long-standing gender biases and stereotypes continue to keep girls and women out of science-related sectors. The world depicted on the screen is not far from the real world. A 2015 study by the Geena Davis Institute entitled "*Gender Bias Without Borders*" shows that the representation of women working in the sciences on big screens is limited to only twelve percent".

In the European Union, according to 2019 Eurostat data, there are more than 6.3 million women scientists and engineers, representing 41.1% of total employment in the science and engineering sector.

Across EU Member States, the proportion of women scientists and engineers varies widely. Spain has one of the highest percentages, with 49.3% of people working in science and engineering in the country being women. Other countries where there is more parity between women and men in this sector are Norway, Lithuania and Denmark, where more than 50% of scientific and engineering personnel are women.

The GenderSMART project, funded by the European Union's Framework Programme for Research and Innovation (Horizon 2020), is the result of this commitment. It started on 1 January 2019. Its objective is to increase the quality of scientific knowledge production and improve the management of human and institutional resources through a gender approach. The Centre for Scientific and Technological Research of Extremadura (hereinafter referred to as CICYTEX) participates in the European GenderSMART project with other Research Performance Organisations (RPO) and Research Funding Organisations (RFO), operating in the field of food, agricultural and life sciences research. It shares this consortium with the following centres and organisations: Centre de Coopération Internationale de Recherche Agronomique pour le Développement (CIRAD) in France; Centre for International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM) in Italy; Food Agriculture and Development Authority in Ireland (TEAGASC); Wageningen University in the Netherlands and Cyprus University of Technology. In addition and as Technical Assistance partners are Yellow Window and the Institute of Sociology of the Czech Academy of Sciences (ISAS). This scientific community is committed to design and implement seven Gender Equality Plans (GEP) that will address the following areas of action:

- Building a culture of gender equality
- Developing equitable career support measures
- Strengthening decision-making and governance
- Mainstreaming gender in funding, research and teaching.

From European and state regulations, more specifically in Organic Law 3/2007, of 22 March, for the effective equality of women and men (from now on LOIEMH) as well as Law 8/2011, of 23 March, on Equality between Women and Men and against Gender Violence in Extremadura (from now on LIVGEX), 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, as well as Royal Decree 901/2020 of 13 October, which regulates equality plans and their registration and amends Royal Decree 713/2010 of 28 May, on the registration and deposit of collective labour agreements.

## 2. ENTITY DATA

<b>NAME</b>	Centro de Investigaciones Científicas y Tecnológicas de Extremadura (CICYTEX)
<b>LEGAL FORM</b>	Public Entity attached to the Regional Ministry of Economy, Science and the Digital Agenda of the Government of Extremadura
<b>VAT</b>	S 0600428 G
<b>LEGAL ADDRESS</b>	Autovía A - 5 Km. 372 06187 – Guadajira (Badajoz) SPAIN
<b>TEL/ FAX/ WEBPAGE</b>	924 014 000 / 924 014 001 <a href="http://cicytex.juntaex.es/en/">http://cicytex.juntaex.es/en/</a>
<b>LEGAL REPRESENTATIVE</b>	Mrs. Carmen González Ramos
<b>POSITION</b>	Director of CICYTEX
<b>ECONOMICAL SECTOR</b>	Research and Innovation. Public Research and Innovation Centre.
<b>ACTIVITIES</b>	<p>-Experimentation for the application of new techniques and improvements in production, which can be adapted to Extremadura's agricultural and livestock farms and incorporated into industries and companies in the region.</p> <p>-Training, CICYTEX participates in the training of future professionals. It provides training for pre-doctoral and post-doctoral scholarship holders; undergraduate and Master's degree students; and training placements for intermediate and advanced vocational training students.</p> <p>-Transfer of technology and dissemination of the knowledge generated in CICYTEX, implementing a system that allows the results obtained in research projects to be efficiently transferred to the productive fabric of Extremadura.</p>

	<p>Assistance and advice in R&amp;I matters to dehesa managers, farmers, livestock farmers, agri-food companies, cork and coal industries, and others linked to these areas, in those areas in which the private sector is not active.</p> <p>-Laboratory tests in microbiology and molecular biology, instrumental analysis and physico-chemical analysis, aimed at meet the sector's demand in this field.</p> <p>-Quality Certification and quality control.</p>
<b>CICYTEX INSTITUTES</b>	<p>Institute of Agricultural Research Finca La Orden - Valdesequera Cork, Wood and Charcoal Institute Agri-Food Technological Institute of Extremadura Centre for Ecological and Mountain Agriculture</p>
<b>STARTING DATE OF THE ACTIVITY</b>	<p>01/08/2013</p>
<b>REFERENCE COLLECTIVE LABOUR AGREEMENTS</b>	<p>EBEP - Estatuto Básico del Empleado Público (Basic Statute of the Public Employee)</p> <p>LFPEX - Ley de la Función Pública de Extremadura (Law of the Public Function of Extremadura).</p> <p>V Collective Labour Agreement for the contract staff in the service of the Regional Government of Extremadura.</p>



### **3. PARTIES SUBSCRIBING THE GENDER EQUALITY PLAN**

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This plan integrates in its Equality Commission on the one hand the Junta de Extremadura represented by CICYTEX, Institute for Women of Extremadura and Directorate General of Civil Service and on the other hand, the legal representation of the staff with the presence of the trade unions FSC - CCOO, UGT - SP, CIS - CSIF and FRASP-SGTEX.

### **4. PERSONAL, TERRITORIAL AND TEMPORAL SCOPE**

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The Gender Equality Plan will be applicable to the entire staff and will have a regional scope including all the centres attached to CICYTEX, Finca La Orden - Valdesequera, the Cork, Wood and Charcoal Institute and the Agri-Food Technological Centre of Extremadura in Badajoz together with the Centre for Ecological and Mountain Agriculture of Plasencia in Cáceres.

The temporary scope of this Gender Equality Plan is from 2022 to 2025, and once its validity has expired, it will remain in force until the approval of the next one, without, if applicable, its maximum duration exceeding the 4-year period foreseen in art. 9.1 of Royal Decree 901/2020.





## 5. GENDER EQUALITY PLAN OBJECTIVES

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- To achieve gender equality by promoting, strengthening and developing full equality of treatment and opportunities for women and men in this organisation.
- Promote gender-sensitive organisational culture that disseminates the values of equality that the entity applies in its principles.
- Promote equal selection and promotion processes that avoid vertical and horizontal segregation and the use of sexist language.
- Guarantee equal access for men and women to training, both internal and external.
- Promote and disseminate an internal and external image of the entity committed to equal opportunities.
- Guarantee equal pay for jobs of equal value and equal pay in specific areas where gender inequalities exist.
- Establish measures to detect and correct possible risks to the health of female workers, especially pregnant women.
- To facilitate the reconciliation of personal, family and working life of the organisation's staff by developing measures and implementing protocols of measures adapted to the reality of the workers at CICYTEX centres.
- To achieve an organisation committed to the prevention and elimination of sexual harassment and gender-based harassment, raising awareness among all staff of the need to establish treatment based on equality.
- To promote the periodic evaluation of the effectiveness of the principle of equality in the respective areas of application of the Gender Equality Plan.



## 6. GENDER EQUALITY MEASURES

### 6.1. COMMITMENT AND VISIBILITY

General objective:

To show an institutional commitment from CICYTEX Directorate to eliminate any discrimination or inequality based on gender in all its centres included within the field of Science and Innovation.

Specific Objectives:

1.1. To incorporate resources within the organisation of CICYTEX that instrumentalise a continuous dissemination of the Gender Equality Plan, in all its phases of implementation, as well as serving to channel the flow of information and promotion of all its contents, together with the demands and suggestions of the centres' staff in terms of equal opportunities.

1.2. To encourage and promote measures to achieve real equality in the operational procedures of the organisation, establishing equal opportunities between women and men as one of the strategic principles of CICYTEX's corporate and human resources policy.

1.3. To express a "ZERO TOLERANCE" towards sexual harassment, gender-based harassment or gender-based violence that may occur within the organisation, declaring at the same time the adoption and implementation of measures to deal with these attitudes and behaviours.

1.4. To make the work of CICYTEX women visible in order to show their contributions to the world of science.

<b>Measure 1.1</b>	To make the Gender Equality Plan disseminated to all its staff, incorporating data on its implementation, purpose, objectives and the measures included in it.
<b>Indicator</b>	No. of dissemination campaigns, no. of men and women in the workforce who have been informed of the plan and types of dissemination channels.
<b>Responsible</b>	Directorate, Gender Equality Unit and Communication Area
<b>Deadline</b>	Beginning of 2022

<b>Measure 1.2</b>	Create an internal communication channel with CICYTEX staff on equal opportunities to encourage the collection of concerns, proposals and suggestions to be submitted to the Equality Commission for study.
<b>Indicator</b>	Number of concerns, proposals and suggestions received.
<b>Responsible</b>	Gender Equality Unit
<b>Deadline</b>	Second half of 2021.

<b>Measure 1.3</b>	Include equal opportunities as a backbone and transversal principle in
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	CICYTEX's strategic documents (Statutes, Strategic Plan and Contract Programme).
<b>Indicator</b>	CICYTEX strategic documents including the principle of equal opportunities.
<b>Responsible</b>	Directorate and Gender Equality Unit.
<b>Deadline</b>	During the life of the plan (2nd half of 2021 to 2nd half of 2025).

<b>Measure 1.4</b>	Introduce and update a specific section on the website with contents on the actions carried out within the CICYTEX Gender Equality Plan.
<b>Indicator</b>	Creation of the section and contents.
<b>Responsible</b>	Gender Equality Unit and Communication Area.
<b>Deadline</b>	During the life of the plan (2nd half of 2021 to 2nd half of 2025).

<b>Measure 1.5</b>	Incorporate a section for equal opportunities between women and men in CICYTEX's annual report, informing on the status of the plan, its state of implementation and the results obtained.
<b>Indicator</b>	Section in the Annual report.
<b>Responsible</b>	Gender Equality Unit and Communication Area.
<b>Deadline</b>	During the life of the plan (2nd half of 2021 to 2nd half of 2025).

**Body responsible for supporting the measures, monitoring and evaluation:** Equality Commission and CICYTEX Directorate.



## 6.2. RECRUITMENT, CAREER DEVELOPMENT AND PROMOTION

General objective:

To guarantee a gender balance and equal treatment and opportunities in the processes that regulate the exercise of access rights, professional career and internal professional promotion.

Specific Objectives:

2.1. To review, from a gender perspective, the procedures and tools used in personnel recruitment, in order to guarantee real and effective equality of treatment and opportunities for women and men, identifying and solving any gender biases that may appear in them.

2.2. To achieve a balanced representation of male and female workers in the different areas of activity and posts, as well as in the composition of selection boards and selection bodies.

2.3. To promote equality in professional careers and internal promotion at CICYTEX.

<b>Measure 2.1</b>	Incorporate in each external job offer the organisation's commitment to equal opportunities and the existence of the Gender Equality Plan by including a logo and complementary information.
<b>Indicator</b>	No. of offers published with the commitment/total number of offers published.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	During the implementation of the plan (2nd half of 2021 to 2nd half of 2025).

<b>Measure 2.2</b>	Review the competencies requested in the job descriptions to ensure that there are no competencies biased towards one gender or the other, using non-sexist terms and images, containing the designation in neutral or in feminine and masculine.
<b>Indicator</b>	No. of revised job descriptions/no. of changes made.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	From the 2nd half of 2022 to the 2nd half of 2025.

<b>Measure 2.3</b>	Use non-sexist language and visual communication in all job offers, as well as in all the organisation's selection forms and documents.
<b>Indicator</b>	No. of revised job descriptions/no. of changes made.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	During the implementation of the plan (2nd half of 2021 to 2nd half of 2025).



<b>Measure 2.4</b>	To have data disaggregated by sex throughout the selection process by CICYTEX centres, incorporating the professional category and the group to which it belongs and including the selection boards created for this purpose.
<b>Indicator</b>	Presentation of process data disaggregated by sex.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	2nd half of 2022, 2023, 2024 and 2025.

<b>Measure 2.5</b>	Provide to the Monitoring Committee (Equality Commission) information on possible difficulties in the search for people of a certain sex to fill vacant positions in order to broaden recruitment channels to encourage the recruitment of women, especially for those positions and/or departments where they are under-represented.
<b>Indicator</b>	Report on the difficulties encountered in the search and on the sources of recruitment.
<b>Responsible</b>	Gender Equality Unit in collaboration with HR department.
<b>Deadline</b>	2nd half of 2022, 2023, 2024 and 2025.

<b>Measure 2.6</b>	Appoint the members of recruitment process boards in accordance with the principle of a balanced presence of men and women, respecting in all cases the principle of professionalism and guaranteeing the specialities of the persons who make up the boards.
<b>Indicator</b>	Number of boards appointed per year, broken down by sex.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	From the 1st semester of 2022 to the 2nd semester of 2025.

<b>Measure 2.7</b>	Submit proposals to the bodies of the Administration with competencies in matters of recruitment, provision and professional promotion of public employees.
<b>Indicator</b>	No. of proposals submitted to the Directorate General of Civil Service.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	From the 2nd half of 2022 to the 2nd half of 2025.

**Body responsible for supporting the measures, monitoring and evaluation:** Equality Commission and CICYTEX Directorate.

**External body with competences:** Directorate General of Civil Service.

### 6.3. TRAINING AND AWARENESS-RAISING

General objective:

To raise awareness and train CICYTEX staff in equal treatment and opportunities.

Specific objectives:

3.1. To provide CICYTEX staff with training, resources and tools to facilitate the application of the gender perspective in all their tasks and more specifically in research activity.

3.2. To guarantee access to the workers of each CICYTEX institute to all the internal and external training that will be designed, planned and offered by the organisation.

<b>Measure 3.1</b>	To carry out a comprehensive training programme within the organisation aimed at all CICYTEX staff, with the objective of guaranteeing equal treatment and opportunities in management processes and non-discriminatory behaviours.
<b>Indicator</b>	Number of training actions, content of the modules and number of people and hours, broken down by sex.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	From the 1st semester of 2021 to the 2nd semester of 2022.

<b>Measure 3.2</b>	Carry out specific training modules on tools to advance equality in Science and Innovation and gender bias.
<b>Indicator</b>	Content of the modules and number of people and hours disaggregated by sex.
<b>Responsible</b>	Gender Equality Unit.
<b>Deadline</b>	From the 1st semester of 2022 to the 2nd semester of 2025.

<b>Measure 3.3</b>	Include equality and training modules aimed at new staff joining CICYTEX through the different research projects.
<b>Indicator</b>	Content of the modules and number of people and hours, disaggregated by sex.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	From the 1st semester of 2022 to the 2nd semester of 2025.

<b>Measure 3.4</b>	Promote specific training activities for staff in positions of responsibility in order to learn about instruments and tools that help to incorporate the application of mainstreaming in management.
<b>Indicator</b>	Number of training actions, content of the modules and number of people and hours, broken down by gender.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	From the 1st semester of 2022 to the 2nd semester of 2025.



<b>Measure 3.5</b>	Collaborate with the Institute for Women in Extremadura (hereinafter IMEX) and other institutions, to disseminate the institutional awareness campaign for the 8th March, International Women's Day.
<b>Indicator</b>	Campaign and content / year.
<b>Responsible</b>	Gender Equality Unit and Communication Area of CICYTEX.
<b>Deadline</b>	1st semester of 2022, 2023, 2024 and 2025.

<b>Measure 3.6</b>	Analysing the evaluations of the training courses given, reviewing the results obtained and their impact within the Monitoring Committee, in order to modify those aspects that may contribute to the continuous improvement of these lines of work within the CICYTEX Gender Equality Plan.
<b>Indicator</b>	Review of courses.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR Dept.
<b>Deadline</b>	2nd half of 2022, 2023, 2024 and 2025.

**Body responsible for supporting the measures, monitoring and evaluation:** Equality Commission and CICYTEX Directorate.

**External bodies:** Institute for Women of Extremadura.



**6.4. RESPONSIBLE EXERCISE OF THE RIGHTS TO PERSONAL, FAMILY AND WORKING LIFE**

General objective:

To facilitate measures for the conciliation of personal and professional life in CICYTEX staff by giving access to information on measures and leave in this area to the male and female workers in our centres, promoting greater awareness of co-responsibility and balanced sharing by them.

Specific Objectives:

4.1. To guarantee the co-responsible exercise of the rights of reconciling personal, family and personal life by facilitating the enjoyment by CICYTEX staff of the rights recognised in current regulations.

4.2. To inform and make available to the organisation's staff the leaves of absence, time off, reductions in working hours and benefits available to them in terms of work-life balance.

4.3. To identify new needs not covered by the current measures contemplated in the general scope of the Regional Government of Extremadura in order to inform the competent bodies in this field.

<b>Measure 4.1</b>	To carry out information campaigns to inform CICYTEX staff about the measures and leaves in terms of work-life balance within the current regulatory framework and the Agreements on Measures for the Flexibilisation and Rationalisation of the Working Day within the Regional Government of Extremadura.
<b>Indicator</b>	No. of campaigns per year, no. of workers informed.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department
<b>Deadline</b>	2nd half of 2022, 2023, 2024 and 2025.

<b>Measure 4.2</b>	Carry out an awareness-raising campaign aimed at men and women on co-responsibility and the balanced distribution of tasks. Record of the implementation of the campaign, number of male and female workers informed.
<b>Indicator</b>	Gender Equality Unit in collaboration with the HR department.
<b>Responsible</b>	Equality Area of CICYTEX in collaboration with HR Dept.
<b>Deadline</b>	1st half of 2022, 2023, 2024 and 2025.

<b>Measure 4.3</b>	Keep statistics on the exercise by women and men of all conciliation measures, with special attention to those leaves, leaves of absence, etc. that can be exercised by men as co-participants in the upbringing and education of children (breastfeeding, maternity leave, leave of absence for childcare, paternity, care of dependent persons).
<b>Indicator</b>	Registration of statistical data each year.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	2nd half of 2022, 2023, 2024 and 2025.





<b>Measure 4.4</b>	Draw up a questionnaire to ascertain the degree of satisfaction with the work-life balance and co-responsibility measures currently in force, aimed at staff within the scope of this plan.
<b>Indicator</b>	1 questionnaire per year.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	2nd half of 2022, 2023, 2024 and 2025.

<b>Measure 4.5</b>	Establish a voluntary and anonymous data system on the reconciliation needs of staff. The anonymous personal file will include: number and age of dependent minors, number and age of dependent elderly and level of dependency, number of disabled or chronically ill dependents, single-parent and single-parent family.
<b>Indicator</b>	No. of files collected.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR Dept.
<b>Deadline</b>	2nd half of 2022, 2023, 2024 and 2025.

<b>Measure 4.6</b>	Establish a special timetable for CICYTEX research staff subject to the EPIF (Statute for Research Staff), so that it is in line with the demands of their research work, thus allowing them to adapt their working hours to these needs.
<b>Indicator</b>	Number of research staff subject to flexible working hours disaggregated by sex.
<b>Responsible</b>	CICYTEX Directorate, Scientific Directorates and HR in collaboration with the Gender Equality Unit.
<b>Deadline</b>	After the approval of the EPIF

<b>Measure 4.7</b>	Create a specific teleworking regime, different from the general one foreseen for the group of public employees of the Regional Government of Extremadura, adapted to the nature of the work carried out by research staff.
<b>Indicator</b>	Number of research staff subject to flexible working hours, broken down by gender.
<b>Responsible</b>	CICYTEX Directorate, Scientific Directorates and HR in collaboration with the Gender Equality Unit.
<b>Deadline</b>	After the approval of the EPIF

**Body responsible for supporting the measures, monitoring and evaluation:** Equality Commission and CICYTEX Directorate.

**External bodies with competences:** Directorate General of Civil Service; Sectoral and General Negotiating Committees.



## 6.5. UNDER-REPRESENTATION OF WOMEN

General objective:

To carry out a periodic review of female under-representation in order to promote the access of women to positions where they are under-represented.

Specific objective:

To analyse the CICYTEX staff in positions of different levels of responsibility in order to identify their distribution by gender, especially in intermediate and senior positions, measuring at the same time the degree of feminisation or masculinisation of each department or area.

<b>Measure 5.1</b>	Design training and talent identification programmes to encourage the promotion and specific development of women in management positions in scientific and technological areas.
<b>Indicator</b>	No. of women participating in training programmes.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	2nd half of 2023, 2024 and 2025.

<b>Measure 5.2</b>	Establish partnerships with training organisations in order to attract women to occupy more male-dominated professional categories.
<b>Indicator</b>	Registration of actions
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	From the 1st half of 2024 to the 2nd half of 2025.

<b>Measure 5.3</b>	To create a working group within CICYTEX with regular meetings, whose task is to detect the barriers that hinder full equality between women and men within the organisation, especially in the areas of research.
<b>Indicator</b>	Meetings held and conclusions reached.
<b>Responsible</b>	Directorate and Gender Equality Unit.
<b>Deadline</b>	2nd half of 2023, 2024 and 2025.

<b>Measure 5.4</b>	To promote, through CICYTEX's administrative contracts, the achievement of equal opportunities between women and men, by including social criteria in the different phases of the contracting procedures, in accordance with the provisions of the applicable regulations on public procurement.
<b>Indicator</b>	Number of criteria included in contracts.
<b>Responsible</b>	Gender Equality Unit in collaboration with the contracting department.
<b>Deadline</b>	From the 1st half of 2022 to the 2nd half of 2025.

**Body responsible for supporting the measures, monitoring and evaluation:** Equality Commission and CICYTEX Directorate.



## 6.6. REMUNERATION

General objective:

To promote equal pay for women and men in terms of the pay gap.

<b>Measure 6.1</b>	Carry out a salary study of the entire operational staff and structure, in which the average remuneration of women and men, by categories and positions, remuneration and variables, with a breakdown of all salary and non-wage items, as well as the criteria for their perception.
<b>Indicator</b>	Annual salary analysis report.
<b>Responsible</b>	Gender Equality Unit in collaboration with the HR department.
<b>Deadline</b>	2nd half of 2022.

<b>Measure 6.2</b>	Implementation of a plan containing corrective measures, assigning the same level of remuneration to functions of equal value.
<b>Indicator</b>	Action plan carried out
<b>Responsible</b>	Gender Equality Unit in collaboration with HR Dept.
<b>Deadline</b>	2nd half of 2023

<b>Measure 6.3</b>	Inform the Plan Monitoring Committee (Equality Commission) of the results of all the above measures in order to make proposals for improvement within the Committee.
<b>Indicator</b>	Minutes of the meeting
<b>Responsible</b>	Gender Equality Unit in collaboration with HR Dept.
<b>Deadline</b>	2nd half of 2022 and 2023.

**Body responsible for supporting the measures, monitoring and evaluation:** Equality Commission and CICYTEX Directorate.

**External bodies with competences:** Directorate General of Civil Service; Sectoral and General Negotiating Committees.



## 6.7. PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT

General objective:

To achieve an organisation committed to the prevention and elimination of sexual and gender-based harassment, raising awareness among all staff of the need to establish treatment based on equality and mutual respect.

Specific objective:

7.1. To prevent, detect and solve situations of sexual harassment and harassment based on sex.

7.2. To raise awareness and train all staff at the centres in order to be able to implement protocols on sexual and gender-based harassment.

<b>Measure 7.1</b>	Draw up and approve a protocol for the detection, prevention and action in situations of sexual and gender-based harassment.
<b>Indicator</b>	Protocol document drawn up.
<b>Responsible</b>	Equality Commission in collaboration with the HR Dept.
<b>Deadline</b>	2nd half of 2021.

<b>Measure 7.2</b>	Disseminate the protocol on sexual and gender-based harassment among CICYTEX staff.
<b>Indicator</b>	No. of actions carried out on the CICYTEX Intranet, no. of editions distributed among the staff.
<b>Responsible</b>	Equality Commission in collaboration with the HR department.
<b>Deadline</b>	1st half of 2022.

<b>Measure 7.3</b>	Train managers and staff who manage teams on the prevention of sexual and gender-based harassment.
<b>Indicator</b>	No. of courses, no. of people and contents.
<b>Responsible</b>	Gender Equality Unit in collaboration with HR Dept.
<b>Deadline</b>	2nd half of 2022.

<b>Measure 7.4</b>	Train members of the Commission against sexual harassment in concepts, definitions and instructions of the CICYTEX procedure.
<b>Indicator</b>	No. of courses, no. of people and contents.
<b>Responsible</b>	Gender Equality Unit in collaboration with HR Dept.
<b>Deadline</b>	1st half of 2022.



<b>Measure 7.5</b>	Collaborate and supervise with the Harassment Committee the drafting of the annual report on proceedings initiated for sexual harassment and harassment on grounds of sex.
<b>Indicator</b>	No. of collaborations.
<b>Responsible</b>	Gender Equality Unit.
<b>Deadline</b>	2nd semesters 2022, 2023, 2024 and 2025.

**Body responsible for supporting the measures, monitoring and evaluation:** Equality Commission and CICYTEX Directorate.

**External bodies:** Institute for Women of Extremadura.



## 6.8. GENDER-BASED VIOLENCE

General objective:

To raise awareness about gender-based violence among all staff and, specifically among CICYTEX women who suffer from it.

Specific objective:

8.1. To apply and inform female employees who are victims of gender-based violence of their rights under current legislation.

8.2. To accompany CICYTEX women who suffer gender-based violence.

<b>Measure 8.1</b>	Inform CICYTEX staff of the rights recognised in Law 8/2011, of 23 March, on Equality between women and against gender violence in Extremadura and state regulations in force through the Intranet.
<b>Indicator</b>	Sample of communications, number of actions and communication channels.
<b>Responsible</b>	Gender Equality Unit.
<b>Deadline</b>	From the 1st half of 2022 to the 2nd half of 2025

<b>Measure 8.2</b>	Inform CICYTEX employees who are victims of gender violence of the rights recognised in Law 13/2015, of 8 April, on the Civil Service of Extremadura in terms of leave and reduction of working hours, transfer of work post to make their protection effective or the right to comprehensive social assistance and voluntary leave of absence due to gender violence included in the regulation.
<b>Indicator</b>	Number of consultations made by users.
<b>Responsible</b>	Gender Equality Unit.
<b>Deadline</b>	From the 1st semester of 2022 to the 2nd semester of 2025.

<b>Measure 8.3</b>	Accompanying women victims of gender violence and at the same time, offering them information about the resources established by Institute for Women of Extremadura, both individualised attention to users and referral to the Extremadura Network of Attention to Victims of Gender Violence and community services.
<b>Indicator</b>	No. of assistance provided to victims.
<b>Responsible</b>	Gender Equality Unit.
<b>Deadline</b>	From the 1st semester of 2022 to the 2nd semester of 2025.



<b>Measure 8.4</b>	Facilitate, from CICYTEX Directorate, the teleworking modality for any woman victim of gender-based violence.
<b>Indicator</b>	Number of requests made by users.
<b>Responsible</b>	Gender Equality Unit and HR Department.
<b>Deadline</b>	From the 1st semester of 2022 to the 2nd semester of 2025.

<b>Measure 8.5</b>	Collaborate with the Institute of Women of Extremadura to disseminate the institutional campaign to raise awareness of the International Day against Gender Violence in CICYTEX institutes.
<b>Indicator</b>	Campaign and content.
<b>Responsible</b>	Gender Equality Unit and Communication Area of CICYTEX.
<b>Deadline</b>	2nd semesters of 2022, 2023, 2024 and 2025.

**Body responsible for supporting the measures, monitoring and evaluation:** Equality Commission and CICYTEX Directorate.

**External bodies:** Institute for Women of Extremadura.



## 6.9. OCCUPATIONAL HEALTH WITH A GENDER PERSPECTIVE

General objective:

To incorporate the gender perspective within the preventive culture of CICYTEX, both in all activities and in the involvement of the hierarchical levels of this organisation.

Specific Objective:

9.1 To introduce and consider not only biological (sex) but also social (gender) variables in matters of risk prevention and occupational health, with the aim of incorporating the gender perspective as a working tool that conforms a different prevention management model (both in the prevention plan, risk assessment and preventive planning).

<b>Measure 9.1</b>	To introduce the gender approach in the risk assessments of CICYTEX institutes, and more specifically, in the preventive measures to be adopted in the categories of work occupied by women, urging them to give their opinion on the application of these measures. These recommendations will be sent to the Health and Occupational Risk Prevention Service of the Regional Government of Extremadura (hereinafter referred to as SSPRL).
<b>Indicator</b>	Number of proposals submitted to the SSPRL.
<b>Responsible</b>	Gender Equality Unit and Occupational Risk Prevention Area of CICYTEX.
<b>Deadline</b>	2nd half of 2023.

<b>Measure 9.2</b>	To offer advice to the SSPRL during the evaluations that may be carried out in CICYTEX, in order to facilitate the detection of gender-related psychosocial risk factors such as difficulties in conciling personal, work and family life, the possibility of stress, violence in its various manifestations against women, discrimination, possible "glass ceilings", "sticky floors", etc.
<b>Indicator</b>	Number of counselling sessions carried out.
<b>Responsible</b>	Gender Equality Unit and Occupational Risk Prevention Area.
<b>Deadline</b>	2nd half of 2023

<b>Measure 9.3</b>	To provide training courses for CICYTEX staff, in accordance with art. 18 of Law 31/95 on the prevention of occupational hazards, using teaching materials that avoid gender stereotypes and the use of sexist language. Special consideration will be given to get acquainted with machinery and work equipment, breaking down possible technological gaps at all times. The reception and learning of women by those responsible for areas in more masculinised categories of work will be promoted.
<b>Indicator</b>	Number of training courses given.
<b>Responsible</b>	Gender Equality Unit and Occupational Risk Prevention Area of CICYTEX.
<b>Deadline</b>	1st half of 2023





<b>Measure 9.4</b>	Carry out specific informative talks for CICYTEX workers, introducing the gender dimension in musculoskeletal disorders, providing guidelines and recommendations following the INSST Technical Prevention Notes NTP 657 and 658
<b>Indicator</b>	No. of training courses given
<b>Responsible</b>	CICYTEX Occupational Risk Prevention Area
<b>Deadline</b>	1st half of 2023

<b>Measure 9.5</b>	To promote, within the information for the provision of PPE, differentiation according to the anatomical and physiological conditions of men and women
<b>Indicator</b>	Number of training courses given
<b>Responsible</b>	CICYTEX Occupational Risk Prevention Area
<b>Deadline</b>	1st half of 2023

<b>Measure 9.6</b>	Draw up procedures and instructions for work equipment and machinery incorporating the gender perspective, avoiding taking the prototypical man as an example in tasks
<b>Indicator</b>	No. of procedures and instructions drafted
<b>Responsible</b>	CICYTEX Occupational Risk Prevention Area
<b>Deadline</b>	1st half of 2024

<b>Measure 9.7</b>	To have an annual CICYTEX report on accidents at work, with and without sick leave, disaggregated by sex.
<b>Indicator</b>	Report
<b>Responsible</b>	CICYTEX Occupational Risk Prevention Area
<b>Deadline</b>	2nd half of 2022.

<b>Measure 9.8</b>	Keep a record of the reports on working conditions in situations of pregnancy, recent childbirth and/or breastfeeding and adaptations to women's jobs issued by the SSPRL.
<b>Indicator</b>	No. of reports registered.
<b>Responsible</b>	CICYTEX Occupational Risk Prevention Area
<b>Deadline</b>	2nd half of 2022

<b>Measure 9.9</b>	Create a working group within CICYTEX to analyse the information from the work equipment instructions and safety data sheets of the products used, collecting the significant differences in relation to the sex of any manufacturer regarding the preventive measures applicable to the use of work equipment, substance, preparation and/or component.
<b>Indicator</b>	Reports on the topics discussed at the meetings
<b>Responsible</b>	CICYTEX Occupational Risk Prevention Area.
<b>Deadline</b>	2nd half of 2022 and 2nd half of 2023.

<b>Measure 9.10</b>	Incorporate the gender perspective in the development of occupational
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	health campaigns.
<b>Indicator</b>	No. of campaigns carried out.
<b>Responsible</b>	CICYTEX Occupational Risk Prevention Area.
<b>Deadline</b>	1st half of 2024 and 1st half of 2025.

**Body responsible for supporting the measures, monitoring and evaluation:** Equality Commission and CICYTEX Directorate.

**External bodies:** Health and Prevention Service of the Regional Government of Extremadura.



## 6.10. RESEARCH

General objective:

To improve the quality of the research carried out at CICYTEX through a greater active presence of women and the incorporation of the gender perspective.

Specific objectives:

10.1 To integrate the gender perspective in the research projects carried out at CICYTEX.

10.2. To increase the participation of women in research projects, intensifying their leadership and their scientific production.

10.3. To raise awareness in scientific society of the gender gaps in research.

<b>Measure 10.1</b>	Promote the inclusion of the gender perspective in CICYTEX's scientific-technological proposals in order to achieve an integrated approach in research, through training and/or informative talks with specialised entities.
<b>Indicator</b>	Training courses given, informative talks, subject matter, number of women and men participants and age.
<b>Responsible</b>	Gender Equality Unit, Scientific Commission and Research Areas of CICYTEX.
<b>Deadline</b>	From the 2nd half of 2022 to the 2nd half of 2025.

<b>Measure 10.2</b>	Promote the leadership of women researchers at CICYTEX through specific training courses that include topics on gender bias in science.
<b>Indicator</b>	Training courses given, subject matter, number of women participants and age
<b>Responsible</b>	Gender Equality Unit, Scientific Commission and Research Areas of CICYTEX
<b>Deadline</b>	From the 2nd semester of 2022 to the 2nd semester of 2025

<b>Measure 10.3</b>	Promote a permanent working group of women researchers at CICYTEX to analyse the obstacles in their professional careers and, at the same time, draw up a report of conclusions and improvements to be submitted to the Equality Commission
<b>Indicator</b>	Record of minutes of meetings including their proposals
<b>Responsible</b>	Gender Equality Unit and Research Areas
<b>Deadline</b>	From the 2nd half of 2022 to the 2nd half of 2025



<b>Measure 10.4</b>	Promote training programmes internally and externally, with the aim of identifying talent and encouraging the promotion and specific development of women in positions of responsibility within CICYTEX
<b>Indicator</b>	Number of women participating in training programmes
<b>Responsible</b>	Gender Equality Unit in collaboration with HR department
<b>Deadline</b>	From the 2nd half of 2022 to the 2nd half of 2025

<b>Measure 10.5</b>	Hold meetings to support CICYTEX's female researchers, involving the Scientific Directorates of the institutes, to encourage and promote the publications and continuous training of women in the field of Science, Technology and Innovation
<b>Indicator</b>	No. of support actions
<b>Responsible</b>	Gender Equality Unit, Scientific Directors and Research Areas of CICYTEX
<b>Deadline</b>	From the 2nd semester of 2022 to the 2nd semester of 2025

<b>Measure 10.6</b>	Participate and actively disseminate CICYTEX's actions to raise awareness of the International Day of Women and Girls in Science on 11 February
<b>Indicator</b>	Campaign and content / year
<b>Responsible</b>	Gender Equality Unit and Communication Area of CICYTEX
<b>Deadline</b>	1st semesters of 2022, 2023, 2024 and 2025.

<b>Measure 10.7</b>	To create a section on the CICYTEX website, within the Equal Opportunities Area, to disseminate research projects led by women.
<b>Indicator</b>	No. of publications produced
<b>Responsible</b>	Gender Equality Unit, Research Areas and Communication Area of CICYTEX.
<b>Deadline</b>	From the 1st half of 2022 to the 2nd half of 2025.

<b>Measure 10.8</b>	Update the management applications of the regional, national and international research and innovation projects developed at CICYTEX so that they can monitor the data on the participation of women researchers in these projects.
<b>Indicator</b>	Search for data disaggregated by sex included
<b>Responsible</b>	Gender Equality Unit and R&I Management Area of CICYTEX
<b>Deadline</b>	1st half of 2022

<b>Measure 10.9</b>	To propose from CICYTEX to the Regional Ministry of Economy, Science and Digital Agenda, the announcement of a prize to make visible research projects that have taken into account or integrated the gender perspective in them
<b>Indicator</b>	Proposal
<b>Responsible</b>	CICYTEX Directorate and Gender Equality Unit
<b>Deadline</b>	From the 2nd semester of 2022 to the 2nd semester of 2025.



<b>Measure 10.10</b>	To provide CICYTEX with extraordinary scientific-technological resources (human resources or technical assistance) to compensate for difficulties in continuing research work during maternity and paternity leaves
<b>Indicator</b>	No. of applicants and additional resources available/year
<b>Responsible</b>	Directorate, Gender Equality Unit and Centre Coordination Unit
<b>Deadline</b>	From the 1st semester of 2022 to the 2nd semester of 2025

**Body responsible for supporting the measures, monitoring and evaluation:** Equality Commission and CICYTEX Directorate.

**External bodies:** General Secretariat for Science, Technology and Innovation and the University.



## 6.11. INCLUSIVE LANGUAGE AND COMMUNICATION

General objective:

To make an inclusive, equitable and non-sexist and non-stereotypical use of image and language.

Specific objectives:

11.1. To establish permanent and accessible information channels on equal opportunities mainstreaming for CICYTEX staff.

11.2. To raise awareness and inform all staff about non-sexist language, encouraging at all times the use of inclusive and balanced images, far from gender stereotypes, both in CICYTEX's media and in the documentation drafted by its areas and departments.

<b>Measure 11.1</b>	Incorporate and disseminate a Guide to inclusive and non-sexist language that constitutes a tool for communication in all areas of CICYTEX.
<b>Indicator</b>	Guide to inclusive language and number of people targeted.
<b>Responsible</b>	Gender Equality Unit and Communication Area.
<b>Deadline</b>	From the 1st half of 2022 to the 2nd half of 2025.

<b>Measure 11.2</b>	Raise awareness and train CICYTEX employees and especially the staff in charge of the media (website, social networks, press relations, etc.) and of generating administrative documents (resolutions, communications, circulars, regulations, calls for proposals, etc.) in terms of equality and non-sexist use of language, especially in administrative language.
<b>Indicator</b>	Training carried out and number of people accessing it
<b>Responsible</b>	Gender Equality Unit and Communication Area
<b>Deadline</b>	From the 1st semester of 2022 to the 2nd semester of 2025

<b>Measure 11.3</b>	Review and correct, where necessary, the language, images and content of internal and external communications (web pages, brochures, annual reports, etc.), in order to not show sexist terms, images and stereotypes.
<b>Indicator</b>	Type and number of documents reviewed and corrected.
<b>Responsible</b>	Gender Equality Unit and Communication Area.
<b>Deadline</b>	From the 1st half of 2022 to the 2nd half of 2025.

<b>Measure 11.4</b>	To carry out an annual specific campaign to disseminate the Gender Equality Plan and its progress aimed at CICYTEX staff, including detailed information on non-sexist language and communication
<b>Indicator</b>	Dissemination campaign
<b>Responsible</b>	Gender Equality Unit and Communication Area
<b>Deadline</b>	2nd semesters of 2022, 2023 and 2024

**Body responsible for supporting the measures and for monitoring and evaluation:** Equality Commission and CICYTEX Directorate.



## 7. MONITORING, REVIEW AND EVALUATION OF THE GENDER EQUALITY PLAN

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### 7.1. Body responsible for the monitoring, review and evaluation of the Plan

Once the Plan has been approved and signed, the Plan's Negotiating Committee will become the Plan's Monitoring, Review and Evaluation Committee (hereinafter the Monitoring Committee), and will be governed by the Resolution of 14 January 2020 of the Directorate of CICYTEX creating the CICYTEX Equality Commission and establishing its internal operating regime.

### 7.2. Frequency of monitoring and evaluation

In accordance with art. 9.6 of Royal Decree 901/2020, of 13 October, which regulates gender equality plans and their registration, the monitoring and evaluation of the measures set out in the gender equality plan must be carried out periodically as stipulated in the plan's calendar of actions or in the internal regulations governing the composition and functions of the committee responsible for monitoring the Gender Equality Plan.

However, at least one mid-term and one final evaluation shall be carried out, as well as when agreed by the monitoring committee.

At the same time, in Chapter II, Article 4.2 of the Operating Regulations, the committee shall meet ordinarily at least every six months. Extraordinary meetings may be held when there are circumstances that justify it, at the request of the chair, or at the reasoned request of any of its members.

### 7.3. Monitoring, review and evaluation actions. Functions of the Monitoring, Review and Assessment Committee of the Gender Equality Plan

The objective of the monitoring and evaluation of the Plan will be to examine the intervention that is being carried out through the implementation of the proposed actions and the analysis of the final fulfilment of the planned objectives. It should be pointed out that the monitoring phase should not be understood as a secondary process, but rather as part of the initial design and should be carried out in parallel with the execution. It will be used to control and verify that the execution of measures is in line with the forecasts of the plan itself, and at the same time it will serve to detect imbalances and to be able to adopt corrective measures in the most appropriate time for this.

In order to be able to carry out these tasks, the following recommendations will be followed:

- The implementation of each measure will be monitored individually through the competent body.

- The indicators already defined in each measure and any that may be incorporated during the plan implementation process will be reviewed, bearing in mind that they must be:

- Consistent with the general and specific objectives set out in the plan.
- Clearly defined to facilitate their use.
- Quantitative and qualitative.
- Comparable over time.
- Disaggregated by sex.

The review phase of the plan will have the objective of adding, reorienting, improving, correcting, intensifying, attenuating or even discontinuing the application of certain measures if it is found that their implementation is not producing the expected effects in relation to the proposed objectives. This will be carried out within the deadlines agreed and included in the internal regulations of the Commission and taking into account the circumstances of art. 9.2 of R.D. 901/2020.

The evaluation phase closes the process of elaboration and implementation of an equal opportunities plan within an organisation, based on the information gathered for its implementation and monitoring. The main objectives are:

- To know the degree of compliance with the plan and its development.
- To check whether the plan has achieved the proposed objectives.
- To assess the adequacy of resources, methodologies, tools and strategies used in its implementation.
- Identify areas for improvement or new needs that require the modification of the measures adopted or the design of new actions.

The functions of the Monitoring Committee include receiving and analysing information on the execution of actions, monitoring reports and proposals for revision, as well as any other information relating to the execution of the plan throughout its term. All this is determined in the Resolution of 14 January 2020 of the Directorate of the Centre for Scientific and Technological Research of Extremadura (CICYTEX), which proceeds to the creation of the Equality Commission of CICYTEX (hereinafter Monitoring Commission) and the establishment of its internal functioning regime, being the body with competences for the proposal, review and approval of the necessary tools for its monitoring and evaluation.

To this purpose, the Monitoring Committee must:

- Define a monitoring, review and evaluation process as well as the deadlines for the calendar of actions, always complying with the objectives and measures described in the Gender Equality Plan.
- Determine the indicators (for monitoring the measures, results, process and impact), tools and methodologies for the collection of information disaggregated by sex.
- Specify the quantitative and qualitative indicators that make the results of the actions and objectives visible, both in the short, medium and long term.
- To elaborate the monitoring sheets for a better collection of information and thus facilitate the evaluation of the CICYTEX Gender Equality Plan (where the degree of fulfilment of the





action, the starting date and duration, the budget allocated, if any, and the execution budget, the expected results and the results obtained according to the proposed indicators are expressed, as well as including the difficulties of implementation).

The objectives pursued for the monitoring and evaluation system shall be at least the following:

- To observe and account for the degree of compliance with the proposed objectives and results.
- To measure the level of correction of inequalities in CICYTEX detected in the diagnosis and the degree of achievement of the expected results for which the plan was designed.
- Assess the level of development of the plan (results, actions carried out, difficulties, solutions and changes made).
- Detect and evaluate the changes produced in the culture of CICYTEX to improve equality between women and men, as well as the reduction of imbalances in the presence and participation of women and men.
- To measure the quality of the actions carried out and the degree of satisfaction.
- Evaluate the positive and negative impacts and effects of the actions undertaken.
- To consult public employees to determine their level of satisfaction with the new practices and to measure the success of this programme.

#### 7.4. Proposed indicators for monitoring and evaluation of the gender equality plan

##### 7.4.1 Quantitative

##### 7.4.1.1 Performance Indicators

Each measure included in the Plan has quantitative indicators of achievement.

##### 7.4.1.2 Result Indicators by Axis

Axis 1: Commitment and visibility: Equal Opportunities incorporated as a principle in CICYTEX strategic documents.

Axis 2: Selection process, recruitment, professional development and promotion. % of selective processes, % equal selection tribunals.

Axis nº 3: Training and Awareness: % of staff trained in Equal Opportunities.

Axis no. 4: Responsible exercise of rights in personal, family and working life. % of staff aware of rights; Satisfaction of staff with work-life balance rights.

Axis 5: Under-representation of women: % of women in structural positions; % of women in non-structural positions.



Axis no. 6: Remuneration: % of remuneration broken down by sex, working scale and salary payments.

Axis no. 7: Prevention of sexual and gender-based harassment: No. of cases in the protocol.

Axis no. 8: Gender-based violence: % of staff aware of the problem.

Axis no. 9: Occupational health with a gender perspective: % HR actions with a gender perspective included.

Axis nº 10: Research: % of projects with a gender perspective included; % Ratio of women/men leading research projects.

Axis nº 11: Non-sexist language and communication: % of documents or communications with inclusive language.

#### 7.4.2. Qualitative

A survey of CICYTEX staff will be carried out annually to gather their perception and opinion on everything related to the Gender Equality Plan and the measures included in it.

### 7.5. Coordination of the evaluation. Collection of information

The CICYTEX Gender Equality Unit will be responsible for requesting from the different areas of the Centre the information and statistical data necessary for the preparation of the mandatory reports as well as the indicators or additional reports required for the monitoring, review and evaluation of the Plan, with the collaboration of the different areas involved being essential and compulsory.

### 7.6. Modification procedure

Regarding the procedure to solve possible discrepancies that may arise in the application, monitoring, review or evaluation of the Gender Equality Plan, as long as the legal or conventional regulations do not require its adaptation, the parties expressly agree to adhere to the Extrajudicial Agreement on Labour Disputes in Extremadura, subject to the mediation and arbitration bodies established by the Regional Service of Mediation and Arbitration of Extremadura.



## 8. RESOURCES FOR THE IMPLEMENTATION OF THE GENDER EQUALITY PLAN

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The second additional provision of Decree 1/2016 of Extremadura establishes the creation and implementation of the Units for the Promotion of Gender Equality with the resources currently available in each of the Ministries, Autonomous Bodies or Public Entities. It also establishes that the Women's Institute of Extremadura will be responsible for the coordination of all the Units of the Regional Government of Extremadura and will advise and guide the Unit in the exercise of its functions.

For the training of the personnel assigned to the Units for Gender Equality of Women and Men, specialised training in gender and equal opportunities will be provided through the School of Public Administration and the Women's Institute of Extremadura, in addition to the training that CICYTEX considers appropriate to provide by other means.

Additionally, CICYTEX has the financial and technical resources from the GenderSMART project, which started on 1 January 2019 and ends on 31 December 2022.

The main objective of the GenderSMART project, whose consortium is made up of nine European entities in the field of agricultural research, is to support the design and implementation of Gender Equality Plans in its member organisations. For this reason, many of the measures included in the CICYTEX Gender Equality Plan are shared with the objectives and activities of this project (training, awareness-raising, dissemination, technical assistance, etc.).

For 2022, CICYTEX has a budget of 70,745.00 € for this project included in the General Budget Law for the Autonomous Region of Extremadura for 2022.

Once the GenderSMART project is finished and for the financial years 2023, 2024 and 2025, a specific budget item will be created in the General Budget Law of the Autonomous Region of Extremadura for CICYTEX called "*Gender Equality Plan*" and in which the budget items corresponding to the forecast of activities included in the Plan per year and necessary for the implementation, monitoring and evaluation of each of the measures and objectives will be introduced and/or updated.

Regarding to the identification of Human Resources, all the action measures included in the Plan include the areas within and outside the Entity involved in their implementation.



## **9. PROTOCOL FOR ACTION AGAINST SEXUAL AND GENDER- BASED HARASSMENT**



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## 1. Declaration of principles

Through this Protocol, the Centro de Investigaciones Científicas y Tecnológicas (hereinafter CICYTEX) formally declares its rejection of sexual harassment and harassment based on sex, both as expressions of violence that can occur in the workplace, and as manifestations of power relations, which are linked to the roles that have traditionally been attributed to people based on their sex, and which constitute two of the most extreme situations of discrimination based on gender, as well as a clear violation of rights such as dignity, equality, sexual freedom or physical and moral integrity, among others, being therefore a clear violation of rights such as dignity, equality, sexual freedom or physical and moral integrity, two of the most extreme situations of gender discrimination, as well as a clear violation of rights such as dignity, equality, sexual freedom or physical and moral integrity, among others, being therefore, behaviours that must be prevented, avoided and that, when they occur, must be tackled so as not to cause irreparable damage to the health of the victims, always guaranteeing respectful and dignified treatment to the parties involved.

Consequently, CICYTEX is committed to preventing sexual harassment and harassment because of sex, for which purpose this Protocol regulates an effective means of contributing to guaranteeing the right of all persons to enjoy working and research environments free from any type of discrimination in any of its manifestations. To this end, consideration will be given to Community, constitutional, autonomous and labour regulations and declarations relating to the right of workers to enjoy a working environment free from violence in the workplace.

CICYTEX also declares that it will have "ZERO TOLERANCE" with acts of sexual harassment or harassment based on sex, and that it will adopt the necessary measures to deal with such attitudes and behaviour in order to eliminate them. To this purpose, they will be investigated and sanctioned in accordance with the provisions of this Protocol.

CICYTEX undertakes to promote a culture of prevention against the aforementioned situations of inequality through training and awareness-raising actions, incorporating gender equality as a cross-cutting issue in its internal policies, within the framework of CICYTEX's strategy.

CICYTEX also undertakes to advise, support and protect victims of sexual harassment and harassment based on sex or gender identity and gender violence, to report, investigate, mediate and punish any conduct that could constitute this type of harassment, which, in any case, must respect the constitutional principles of respect for the privacy and dignity of the person and effective protection.

## 2. Scope of application

This Protocol will apply to all personnel working at CICYTEX, regardless of their hierarchical level, the position they hold or their legal relationship with CICYTEX, including personnel from



outside the organisation who are related to it for work reasons (visits to the facilities, suppliers, trainers, etc.). This will also include the travel of workers to other centres for activities such as meetings, congresses, symposiums, visits to test plots, etc.

In the event that personnel from outside CICYTEX are involved, the respective companies will be informed of the incident so that they can take the appropriate measures.

In terms of its territorial scope, it covers any institute, workplace or physical or virtual space that corresponds permanently or temporarily to the organisational and functional scope of CICYTEX.

### 3. Reference regulations

Without prejudice to the provisions of this Protocol, for the definition of conduct constituting sexual harassment and harassment because of sex, the provisions of the following legislation shall be taken into account; Art. 2.1 (c) and (d) of Directive 2006/547/EC, Art. 21 of the Nice Charter, art. 7 of Organic Law 3/2007 for effective equality between women and men, art. 46 and 53 of Law 8/2001, of 23 March, on equality between women and men and against gender violence in Extremadura, as well as art. 14 and 9.2 of the EC. Law 31/1995 on the Prevention of Occupational Risks.

It is also worth mentioning other applicable reference regulations and in this sense it should be included the ILO Convention on discrimination in employment and occupation, the ILO Convention 190 on harassment and violence at work, the R.D. 5/2015, which approves the revised text of the EBEP and the Technical Criteria 69/2009 of the Labour and Social Security Inspectorate on harassment and violence at work.

### 4. Definitions and concepts

For the purposes of this Protocol, the following definitions shall apply:

- a) Sexual harassment: any verbal, non-verbal or physical conduct of a sexual nature which has the purpose or has the effect of violating the dignity of a person, in particular when it creates an intimidating, hostile, degrading, humiliating or offensive environment.

The types of sexual harassment are as follows:

- Sexual harassment of exchange or sexual blackmail: When a person's refusal or submission to such conduct is used, implicitly or explicitly, as the basis for a decision that has an impact on that person's access to work, continuity in the job, professional training and promotion, salary, etc. It involves an abuse of power. The active subjects of this type of harassment are all those who have the power to decide on the employment relationship.



- Environmental sexual harassment: Its main characteristic is that the active subjects engage in conduct of a sexual nature, of any kind, which has the consequence, whether intended or not, of producing an intimidating, hostile, offensive or humiliating environment. The affected condition is the environment, the working environment. In this case, co-workers or third parties, related in some way to the company, can also be active subjects.

b) Harassment on grounds of sex: any behaviour carried out on the basis of a person's sex, with the purpose or effect of violating their dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment. The conditioning of a right or an expectation of a right on the acceptance of the situation constituting sexual harassment or harassment on grounds of sex shall also be deemed to constitute discrimination on grounds of sex.

Any unfavourable treatment related to pregnancy, maternity, paternity or the assumption of other family care shall also be considered a situation covered by this Protocol, when the requirements defined in the previous paragraph are met.

c) Direct discrimination: or discrimination based on sex, the situation in which a person is, has been or could be treated less favourably on grounds of sex than another person in a comparable situation.

d) Indirect discrimination: or discrimination because of sex, where an apparently neutral provision, criterion or practice puts persons of one sex at a particular disadvantage compared with persons of another sex, unless that provision, criterion or practice can be objectively justified by a legitimate aim and the means of achieving that aim are necessary and appropriate.

As regards possible conduct constituting harassment, it should be noted that this will include acts, statements or requests that are considered vexatious, discriminatory, offensive, degrading, humiliating, violent, intimidating or an intrusion into a person's private life.

Sexual harassment is a libidinous act whose purpose is to obtain some kind of sexual gratification, but the ultimate aim is to maintain the power of one person over another, usually men over women, thus perpetuating the power structures that still exist in our society. Moreover, these forms of harassment can occur between people of equal or different hierarchical levels, whether or not they have a relationship of dependence within the organisational structure of the entity.

The consideration of the aforementioned actions as harassment will not be an impediment when the aforementioned behaviour takes place in the digital sphere, with special attention being paid to the use of personal data in conduct constituting harassment (cyberbullying or digital harassment). Nor does it prevent it from being considered that the conduct is the dissemination of content (such as videos, images or texts on social networks such as Facebook, Instagram, YouTube, Tik Tok, WhatsApp, Twitter, Telegram, etc.), when from the nature of this can be deduced an attack on the dignity and sexual freedom of persons.

The following conduct shall be considered as conduct constituting sexual harassment:





a) Verbal conduct:

- Offensive sexual jokes and comments on the appearance of the worker.
- Obscene sexual comments.
- Questions, descriptions or comments about sexual fantasies, preferences and abilities/capacities.
- Demeaning or obscene forms of address.
- Spreading rumours about people's sex lives.
- Communications (phone calls, emails, social networks, instant messaging applications, etc.) of an offensive nature, with sexual content.
- Invitations or pressure to arrange sexual dates or meetings.
- Persistent invitations to participate in social or recreational activities, even if the target has made it clear that they are unwanted or unwelcome.
- Invitations, requests or demands for sexual favours when they are directly or indirectly related to that person's access to work, continuity of employment, career, training, salary, etc.

b) Non-verbal conduct:

- Use of sexually explicit or suggestive images, graphics, cartoons, photographs or drawings.
- Dissemination of videos and images and content related to the sexual life of individuals among CICYTEX staff, whether it constitutes a case of "revenge porn" or is merely disseminated on social or communication networks.
- Obscene gestures, whistles, gestures or libidinous looks.
- Offensive letters, notes, e-mails or instant messaging messages of a sexual nature.

(c) Behaviours of a physical nature:

- Deliberate and unsolicited physical contact (pinching, touching, unwanted massages, etc.) or excessive or unnecessary physical contact.
- Cornering or deliberately seeking to be alone with the person unnecessarily.
- Intentional or "accidental" touching of sexual organs.

Sexual harassment is distinguished from freely accepted and reciprocal approaches to the extent that they create an intimidating, hostile, degrading, humiliating or offensive environment for the person being approached. A single episode may constitute sexual harassment. It shall always be considered as discrimination on grounds of sex.

The following conduct shall constitute harassment on grounds of sex:

- a) derogatory comments about women or men of values considered feminine or masculine, and, in general, sexist comments based on gender bias.
- b) Demeaning of professional worth on the grounds of maternity or paternity.
- c) Repeated public and/or private disparagement of the person and repeated disparagement of their person and their work, their abilities, their technical competencies, their skills, etc. on the basis of their sex.
- d) Hostile behaviour towards those who - whether men or women - exercise rights to reconcile personal, family and professional life.
- e) Undervaluing, despising or isolating those who do not behave in accordance with the roles socially assigned to their sex.



- f) Discriminatory behaviour on the grounds of being a woman or a man.
- g) Assigning meaningless or impossible tasks (unreasonable deadlines) to a person on the basis of their sex.
- h) Assigning a person to a position of lesser responsibility than that person's capacity or professional category or competencies, solely on the basis of that person's sex.
- i) Using sexist humour.
- j) Ridiculing and belittling the abilities, skills and intellectual potential of women.
- k) Belittling, unfair or biased evaluation of people's work on the basis of their sex.
- l) Explicit or implicit conduct aimed at making restrictive or limiting decisions on a person's access to or continuity in employment, vocational training, pay or any other matter related to working conditions.
- m) Refusal to obey orders or follow instructions from hierarchical superiors who are women.
- n) Using physical force to show the superiority of one sex over the other.
- o) Any other behaviour that has as its cause or objective discrimination, harassment, humiliation or humiliation of a female worker on grounds of sex.

In any case, these lists of conducts are not exhaustive and are only examples, and their occurrence must be assessed according to the circumstances of each case.

In both sexual harassment and harassment based on sex, depending on the active subject, three types of harassment can be distinguished:

- Downward harassment: That whose perpetrator has hierarchical ascendancy over the victim (from boss to subordinate).
- Upward harassment: Harassment from the top down: Harassment in which the perpetrator is hierarchically subordinate to the victim (from subordinate to boss).
- Horizontal bullying: Bullying in which both the perpetrator and the victim are not hierarchically related (from colleague to colleague).

## **5. Preventive measures:**

Without prejudice to the procedures provided for in this Protocol, CICYTEX will adopt the measures outlined below to prevent any conduct constituting sexual and gender-based harassment:

- a) Public commitment by management and the management team to penalise any harassment in the centre.
- b) Promotion of training, informative and awareness-raising actions, as well as awareness-raising and training of its organisational structures.



To this end, this Action Protocol will be disseminated through publication on the INGRID intranet and other appropriate means of dissemination.

c) Information and training for CICYTEX staff on conduct that may be considered sexual harassment and harassment based on sex, as well as measures to be adopted for its prevention.

d) Delivery of this Protocol to persons or companies that begin to provide services with CICYTEX, together with the information arising from the Coordination of Business Activities.

e) Specific training for the people who form part of the Commission and who are going to assist alleged victims, especially of sexual harassment and harassment for reasons of sex.

f) Continuous review of the Protocol on the basis of the improvements that are detected in the eventual cases that it is applied.

g) Carrying out a study of anonymous cases, disaggregated by sex, on the number of interventions and the characteristics they present, with the aim of being able to identify the groups of workers most likely to suffer harassment.

h) The social representation of the workforce shall participate in, support and promote awareness-raising agreements for the prevention of sexual and gender-based harassment.

i) Favour the integration of new employees, avoiding situations of isolation by monitoring the worker not only during the initial reception process, but also afterwards. The company shall take into account the personal or cultural circumstances of the worker and shall take them into account in order to contribute to his or her integration.

j) All employees shall be committed to rejecting any conduct of sexual or gender-based harassment at work and shall be responsible for ensuring a working environment in which respect for human dignity is exercised.

## **6. Commission against sexual and gender-based harassment at CICYTEX.**

In application of this Protocol, the Commission against sexual and gender-based harassment of CICYTEX (hereinafter the Commission) is constituted as a collegiate body that will exercise functions of support, advice and investigation of complaints of cases that may constitute sexual or gender-based harassment in the organisational sphere of CICYTEX.

The Commission is attached to CICYTEX for purely organisational purposes, without participating in its hierarchical structure.



The Commission will be made up of the following members:

- The person holding the Head of Unit of CICYTEX with competences in personnel matters who will assume the functions of presidency.
- A person who performs legal advisory functions at CICYTEX.
- The person in charge of Scientific Directorate or, failing that, the person responsible for Health and Safety at the CICYTEX Institute where the harassed worker comes from.
- A psychologist from the Women's Institute of Extremadura.
- The person in charge of the Unit for Gender Equality at CICYTEX who will take on the functions of the secretariat.
- A person representing one of the trade union centres and forming part of the CICYTEX Equality Commission. This representation shall take turns in rotation in each of the interventions, taking into account the criterion of representativeness of the same.

In view of the matters dealt with in the Commission, external advisors with experience in the corresponding matter may participate in the Commission, at the proposal of any of its members, who shall have the right to speak but not to vote.

The Commission shall perform the functions listed below:

- To ensure the correct application of this Protocol.
- Receiving complaints and denunciations.
- Investigation of the facts giving rise to the complaint.
- Recommending and ensuring compliance with the precautionary measures it deems appropriate.
- Drawing up reports and proposals.
- Monitoring of the sanctions adopted and compliance with them.
- Any others that may arise from the nature of its functions and from what is contemplated in this Protocol.

The members of the committee shall have the following obligations in the exercise of their functions:

- To maintain due confidentiality with regard to those matters that come to their knowledge in the exercise of their functions.
- To show due respect and consideration for the other members of the Commission and for the interested parties in the corresponding procedure.
- To adopt due professionalism, diligence and objectivity within the framework of their actions.
- Comply with the conditions of abstention and recusal provided for in articles 23 and 24 of Law 40/2015, of 1 October, on the Legal Regime of the Public Sector.



Likewise, they shall enjoy the following rights:

- Adequate protection against any type of intimidation, persecution, discrimination, or in general any action that could cause them harm, on the occasion of the exercise of their functions. Any conduct of this type against any of the members of these bodies may give rise to the opening of the corresponding disciplinary proceedings.
- Exercise of their functions under conditions of independence.

The Commission shall draw up and be governed by its own internal Organisation and Operation Regulations or, failing this, by the rules laid down for collegiate bodies in Law 40/2015, of 1 October.

In the event that any of the persons involved in a specific procedure (complainant - person complained against) is related to any member of the CICYTEX Commission against sexual harassment and harassment based on sex, by kinship or consanguinity, or has a relationship of friendship or enmity or is assigned to the same department or area, the affected member of the Commission will be automatically disqualified from taking part in that specific procedure and will be replaced by the previously designated substitute person.

If a member of this Commission is denounced or complained against, he/she shall be prevented from taking part in any other procedure until his/her own case has been fully resolved.

The incompatibility of a member of the Commission to act in a specific proceeding may be alleged by him or herself, by any member of the Commission or by any of the parties involved in the proceeding.

## **7. Informal and formal procedures**

The procedures described below shall be carried out with respect for the guarantees of confidentiality and privacy of all staff involved, as well as of the persons involved, for which all necessary measures shall be applied and, in particular, a numerical identification code shall be assigned to both the person allegedly harassed and the alleged harasser, in order to preserve their identity.

The personal data provided in the application of this Protocol shall be governed by REGULATION (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter RGPD) and Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights (hereinafter LOPDGDD), as well as any other national and European Union regulations that may be applicable during the term of the protocol.



### **7.1. Initiation of the procedure:**

Any worker included in the scope of application of this protocol who considers himself or herself to be a victim of sexual harassment and harassment on grounds of sex may file a complaint with the Commission.

In addition to the persons affected, provided that they have their authorisation, the complaint may be lodged on their behalf by representatives of public employees in the area where they provide their services, or by any public employee who is aware of situations that could constitute harassment in the forms indicated in this Protocol.

The complaint may be made in writing, by e-mail or verbally. In no case shall anonymous complaints be accepted.

In the first case, the complaint shall be submitted through any authorised register in a sealed envelope, indicating its confidential nature. The complaint shall be addressed to the person responsible for the Gender Equality Unit of CICYTEX, so that once it is in his/her possession, he/she can pass it on to the Commission. It must conform to the model included as Annex I to this Protocol.

In the event that the complaint is submitted by telematic means, it shall be sent by e-mail to [igualdad.cicytex@juntaex.es](mailto:igualdad.cicytex@juntaex.es), in accordance with the attached template.

If the complaint is made verbally to any of the members of the committee, it must subsequently be ratified in writing.

In view of the complaint submitted, the Commission constituted for this purpose, through the person exercising the functions of the Presidency, may:

1. not admit the complaint for processing, when it is clear that the matter raised falls outside the scope of application of this Protocol. The non-admission and the reasons for it shall be communicated in writing to the complainant.

2. When it is considered that the conduct reported does not correspond to any situation of sexual harassment or harassment on grounds of sex, the Commission shall inform the CICYTEX Directorate so that this file may subsequently be transferred to the General Secretariat of the Regional Ministry of Economy, Science and the Digital Agenda, in order to determine whether or not it is appropriate to initiate a proposal to initiate disciplinary proceedings. The complainant shall be informed of all this by means of a reasoned resolution.

3. Admit the complaint and initiate the processing of the informal or formal procedure, in accordance with the procedures set out below.



## **7.2. Informal Procedure:**

The purpose of this procedure is for CICYTEX to act quickly in order to resolve the situation reported, leaving the complainant free to initiate the formal procedure at a later date, provided that he/she urges the Commission to do so and provides the evidence he/she deems appropriate.

This phase is optional for the parties and will depend on the will expressed by the victim. The aim of this type of procedure is to resolve the harassment situation urgently and effectively, in order to achieve the interruption of the harassment situations and reach a situation accepted by the parties. Its duration in time will not exceed 15 days in all its phases of execution.

The procedure shall be initiated through any of the channels described in point 7.1. Once the complaint or denunciation has been received, the commission will interview the affected person, and may also interview the alleged aggressor or both, and those persons who may provide relevant information within a period of no more than 5 days.

The investigating phase will conclude this informal procedure within 10 days, and once the interviews have been carried out, it must assess the consistency of the complaint and draw up a report expressing the result of the investigation and the proposal that may include, on the one hand, the closure of the informal procedure and, on the other hand, the continuation of the investigations in the case of the formal procedure. At all times, the procedure shall be of an urgent nature, speedy, while protecting the confidentiality of the parties by assigning numerical codes, in the absence of personal data.

The report shall contain a succinct account of the facts and evidence provided by the persons interviewed. The report shall state the measures to be taken, the purpose of which shall be to prevent any future situation.

Notwithstanding the above, the commission may, given the complexity of the case, skip this informal phase and proceed directly to the formal procedure, which shall be communicated to the parties. In this case, secondary re-victimisation will be avoided by putting the victim through successive interviews and statements.

In view of the result, the Commission that has investigated the case will submit its opinion to the management of CICYTEX, which will take the appropriate decision within the established maximum period of 15 days.

In the event that the situation does not improve once this opinion has been expressed to the person denounced or when the seriousness of the facts so indicates, the formal procedure will be opened.



### **7.3. Formal Procedure: Investigation:**

Once the complaint has been admitted for processing through the formal procedure, the Commission shall inform the complainant and the person complained of within a maximum period of 5 working days, granting the latter a period of 10 calendar days in which to present any allegations they deem appropriate. At the same time, the Commission shall carry out all those investigative actions necessary to obtain relevant information to assess the scope of the matter submitted for its consideration.

Within the framework of these investigative actions, the persons affected shall be interviewed individually and statements shall be obtained from witnesses or other relevant personnel, avoiding the allegedly harassed person having to recount the facts several times, that is to say, the so-called "double victimisation".

In any case, such actions shall be carried out with the utmost sensitivity and respect for the rights of each of the affected parties, and under the principle of speed, ensuring that their duration is strictly necessary and that, in no case, may they exceed a maximum period of 1 month, unless there is a justified cause.

All staff working at CICYTEX are obliged to collaborate with the Commission throughout the investigation process.

During the procedure, both the complainant and the person complained of may be accompanied, if they expressly request it, by trade union representation in both cases throughout the process.

As regards precautionary measures, the Commission may propose the adoption of any measures it deems necessary in order to guarantee the safeguarding of the interests of the complainant, which may include the immediate separation of the complainant and the person against whom the complaint has been lodged. In this case, the victim will be given the option of deciding whether she wants to be the one to be transferred or whether this measure is chosen by the aggressor. In both cases, CICYTEX Directorate will ensure that the transfer of one or the other person is carried out as quickly as possible.

In addition, the organisation of working time, change of centre, functional mobility, etc.), and any other measures deemed appropriate and proportionate in accordance with the circumstances of the case, may also be considered.

Under no circumstances may these measures entail any harm or detriment to the victim's working conditions, nor any substantial modification of the same, including salary conditions.





#### **7.4. Drafting of the reasoned report:**

Once the investigative actions have been carried out and once the period for allegations by the person complained of has ended, the Commission will issue a report within 15 working days, which will be submitted to the CICYTEX Directorate. This report shall include the identification of the complainant and the person complained of by means of the corresponding numerical code, the background of the case, the actions carried out, conclusions as to the events that took place, the level of seriousness of the harassment and the proposed precautionary measures and actions.

The report will propose the adoption of one of the following measures:

a) Closure of the complaint. It shall be appropriate to propose the closure of the file that has given rise to the complaint, motivated by any of the following cases:

- Withdrawal of the complainant. However, if the investigative actions detect indications of harassment, the procedure shall continue ex officio.
- When, from the preliminary actions carried out, the content of the complaint can be considered to have been resolved, reflecting, where appropriate, the agreement reached between the parties.
- When the proceedings carried out reveal the inexistence or lack of accreditation of the facts denounced.

b) If the analysis of the case reveals the commission of a misdemeanour other than sexual harassment on grounds of sex, as defined in the existing regulations, a proposal shall be made to initiate the corresponding disciplinary proceedings.

c) If the analysis of the case reveals the existence of clear indications of harassment in any of the forms described above, the initiation of disciplinary proceedings for the commission of a very serious disciplinary offence of harassment shall be proposed, as well as the adoption of the corresponding corrective measures, in accordance with the provisions of Law 13/2015, of 8 April, on the Civil Service of Extremadura, the V Collective Agreement for the labour staff of the Regional Government of Extremadura and Royal Decree 33/1986, of 10 January, approving the Regulations on the Disciplinary Regime for Civil Servants of the State Administration.

d) If the analysis of the case determines the existence of bad faith in the complaint and/or the provision of false data and testimony, the corresponding disciplinary measures will be proposed to the persons responsible.

## **7.5. Resolution of the procedure.**

Guiding principles and guarantees of the procedure:

- Respect and protection of the privacy, confidentiality and dignity of the persons involved.
- Protection of the person allegedly harassed in terms of their safety and health.
- Fair hearing and fair treatment for all persons concerned.
- Confidentiality: No information will be disclosed to parties or persons not involved in the case, except as necessary for the investigation.
- Diligence and expeditiousness: Urgent handling, without undue delay.
- Professional and thorough investigation of the reported facts.
- Prohibition of retaliation: Retaliation against persons who make a complaint, appear as witnesses or assist or participate in a harassment investigation is expressly prohibited.
- Adoption of measures of any kind, including disciplinary measures where appropriate, against the person(s) whose harassing behaviour is proven.
- Harassment in any of its forms shall be dealt with in accordance with the disciplinary regime applicable to serious and very serious misconduct.

In view of the report issued by the Commission, the CICYTEX Directorate will take the appropriate decision within a maximum period of 10 working days.

In the event that the resolution agrees to initiate the corresponding disciplinary proceedings, these must be initiated within a maximum period of 1 month from the date of issue of the resolution.

In the event that the CICYTEX Directorate considers that the facts denounced are not sufficiently accredited, it will inform the Commission so that it can carry out complementary investigative actions.

The lack of accreditation of the alleged facts shall not prevent the adoption of measures aimed at resolving the existing conflict, which may include changing the job position of the complainant, in accordance with the procedures laid down in the applicable civil service regulations.

The processing of the procedure provided for in this Protocol shall in no case preclude the initiation, simultaneously or subsequently, of any administrative or legal action that may be appropriate against the persons involved. The existence of any disciplinary or legal proceedings concerning the same facts shall automatically suspend the application of this Protocol.

## **8. Control and monitoring of the Protocol**

In order to guarantee the correct functioning and effectiveness of this Protocol, the Gender Equality Plan Monitoring Committee will hold at least one meeting a year to control and monitor



the effective application of the Protocol and assess the measures implemented, in order to introduce possible modifications or improvements and to introduce new proposals.

The result of these actions will be reflected in an annual report, which will include, at least, the number of complaints as well as the result of the same, which will be published on the INGRID intranet and by other means that may be appropriate at the time, and will be transferred to the Sectoral Committee for Health and Safety of the Regional Government of Extremadura.

This same Committee will have among its tasks the evaluation of the protocol and, if necessary, its adaptation and modification.

In the event that the person denounced is resolved administratively by sanction, warning, etc., the Plan Monitoring Committee will be responsible for monitoring the disciplinary file in order to avoid the reoccurrence of the denounced person in the same or another person in the work environment of CICYTEX.

## **9. Entry into force**

This Protocol will be immediately applicable from the day after the approval of the CICYTEX Gender Equality Plan. It will be in force for 4 years, coinciding with the period of validity of the plan itself.