

Equality Plan

Foundation for Knowledge madri+d

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1 Justification of the Equality Plan

The legislative advances created and promoted by the European Union in terms of equality support, on occasion, require the existence and development of equality plans in companies and institutions. In addition, the constant change of the work system implies an adaptation to the social context, in which the principle of equality is synonymous with improving labor quality and organizational competitiveness.

On the one hand, the Treaty on the Functioning of the European Union includes in Article 153 equal opportunities and treatment in terms of employment, and in Article 157, positive action/positive discrimination to empower women in the workplace. Other important articles are Article 19, which fights against all forms of discrimination, including gender discrimination, and Articles 79 and 83, more specifically, for the fight against trafficking in women and children. The reliable support of the European Union in terms of equality and prevention of any type of violence against women is also included in the Rights, Equality, and Citizenship Program (2021- 2027), which funds European initiatives that protect and promote the rights and values enshrined in the Treaties and the Charter of Fundamental Rights of the EU, in particular by supporting civil society organizations that are active at local, regional, national and transnational levels. Two of its four main axes deal with (1) equality, rights, and gender equality: promoting rights, non-discrimination, equality (including equality of gender) and advance in the integration of the gender perspective and non-discrimination and (3) Daphne: fight against violence, including gender violence.

On the other hand, Spanish legislation promotes equality and the prevention of violence against women through legal instruments and support. Article 14 of the Spanish Constitution dictates that Spaniards are equal before the law, without any discrimination based on birth, race, sex, religion, opinion, or any other personal or social condition or circumstance. Years later, Organic Law 3/2007, of March 22, was approved for the effective equality of women and men, where concrete measures are already proposed for the prevention of discrimination in the workplace and gender violence is punished. Specifically, it carries on stating in its Title IV Chapter III Article 45 Section 1 that

"companies are obliged to respect equal treatment and opportunities in the workplace and, with this purpose, they must adopt measures aimed at avoiding any type of labor discrimination between women and men, measures that must be negotiated, and where appropriate agreed, with the legal representatives of the workers in the manner determined by the labor legislation." And, in addition, it defines what an equality plan should be in Article 46: "The equality plans of companies are an ordered set of measures, adopted after carrying out a diagnosis of the situation, aiming at achieving equality of treatment and opportunities in the company between women and men and eliminating discrimination based on sex." Companies are also encouraged to include women in management positions and on boards of directors, where they are currently a minority (neither more than 60% nor less than 40% of either sex).

With Royal Decree 6/2019, of March 1, on urgent measures to guarantee equal treatment and opportunities between women and men in employment and occupation, and with the last two Royal Decrees 901/2020 and 902/ 2020 of October 13, which regulate equality plans and their registration and equal pay between men and women, establishes that every company with 50 or more employees is obliged to have an equality plan based on the regulations set by the Ministry of Equality of the Government of Spain. For those companies or institutions with less than 50 employees, it will be voluntary.

Among the advantages of having an equality plan in the company or institution is greater effectiveness in its business strategy, quality assurance, and consolidation of Corporate Social Responsibility, in addition to complying with European and Spanish recommendations and with the collective agreement of the workers.

Equal opportunities between women and men is a basic element of the integral management of the company or institution focused towards and from the strategies of human resources management, knowledge management, quality, and Corporate Social Responsibility. It is an essential dimension of these criteria and, therefore, of the comprehensive model of business management. As such, equal opportunities must be integrated into the business culture as a principle that governs all its actions, that is to say, having a transversal nature.

With the main purpose of improving the working conditions of the Foundation for Knowledge madri+d's workers, reducing the differences detected through the diagnostic report, and promoting real equality in a tangible and measurable way, this Equality Plan has been created. (2022-2026).

2 Mission, Vision, and Values of the Knowledge Foundation madri+d

The Knowledge Foundation Madri+d, is constituted in Public Deed, granted before the notary Mr. Luis Máiz Cal, on July 19, 2002, under the number of his protocol 312, and with registered office in Madrid, Maestro Ángel Llorca, nº 6, 3rd floor. It is an initiative of the Ministry of Science, Universities, and Research of the Community of Madrid whose fundamental objectives are to contribute to making the quality of higher education, science, technology, and innovation a key element of the competitiveness and well-being of the citizens.

The Foundation promotes cooperation between the university, scientific and industrial spheres and contributes to articulating an innovative, knowledge-based, efficient, and integrated regional ecosystem in the European Union.

The madri+d Foundation for Knowledge is an initiative of the Community of Madrid created in 2002, and carries out the following activities to achieve its objectives:

- Contribute to the improvement of higher education through the issuance of evaluation reports for accreditation and quality certification in the university environment, as well as the measurement of the performance of the higher education public service in accordance with objective procedures and transparent processes, considering the Spanish, European, and international framework.
- Evaluate and accredit science and technology programs and projects.
- Promote the protection and transfer of knowledge from academic and scientific environments to companies.
- Promote the creation, consolidation, and growth of technology-based companies through its acceleration programs such as ESA BIC and HealthStart madri+d, its Network of Private Investors, and its Network of Mentors madri+d. In addition, the Foundation has the first Mentoring Certification for Excellence Entrepreneurs in Europe.

- Manage European research and innovation programs and promote Madrid's participation in European programs.
- Offer specialized training in R+D+I.
- Promote the dissemination of science and innovation through the organization of dissemination activities and specialized information on science and innovation through the website www.madrimasd.org and the daily news bulletin, Notiweb.
- Encourage scientific vocations and the entrepreneurial spirit among young people, eliminating gender barriers.
- Promote Madrid as a place of international excellence for higher education, science, technology, and innovation.

In this way, the Foundation has spent twenty years contributing to bringing scientific knowledge closer to society, promoting scientific vocations among Madrid students without gender barriers, favoring the improvement of higher education in the Community of Madrid, promoting the entrepreneurial culture of the region, and transferring technology through specialized professional assistance to the research community and Madrid SMEs.

At the time of elaborating this plan, the Foundation's workforce is made up of a total of thirty-two employees, of whom:

- Two hold senior management positions (male and female parity).
- Ten hold middle management positions (six men and four women).
- Twelve hold technical staff positions (six men and six women).
- Eight hold administrative and service staff positions (eight women).

In total, the Foundation's workforce is made up of thirteen men and nineteen women.

3 LETTER OF INTENTS

The beginning of this Equality Plan arises after the signing of an internal commitment by the Foundation in which the Management assumes the principle of equal opportunities as part of its institutional policy.

In order to take a picture of the real situation and prepare a timely diagnosis with a gender perspective, quantitative (surveys) and qualitative (meetings and interviews with staff) research tools are provided. The Equality Plan will be based on this diagnosis, establishing the general and specific objectives and the measures to be implemented and followed during the agreed period of four years, thus promoting equality between male and female workers and avoiding possible discrimination based on sex.

The Foundation has decided to create an Equality Commission in which all the managers of the staff are represented, equal, and with the same condition of voice and vote. The Commission will be in charge of reviewing the Equality Plan annually and negotiating the measures that best suit the situation, its economic and human budget, and the timing of the implementation of the actions.

The media and data collection instruments are also included to find out if the measures fulfill their function or if other more effective and efficient ones can be adapted. The Foundation considers it necessary to establish internal communication strategies to publicize its Equality Plan to all its staff, including specific training actions in this area. The commitment of the entire Foundation is necessary to achieve real equality of opportunity.

Hence, the Equality Plan is:

- Transversal and comprehensive: It involves all areas of the institution and all its processes.

- Collective: For its design, the entire staff has been counted on, their voice is represented by the members of the Equality Commission.
- Flexible: In these four years of validity of the Plan, it is expected that it will be reviewed and adapted to both national and European social contexts.

Madrid, ... of ... of 2022:

At the Foundation for Knowledge madri+d, we are aware that our institutional work must be in line with the needs and demands of society and, therefore, we have assumed our commitment to equality in a tangible way. We only defend a labor practice that is free of gender discrimination and contributes to progress toward a society in which equality is real and effective for all people.

With this Letter of Intentions, the madri+d Foundation for Knowledge assumes equality as a strategic principle of its institutional and human resources policy. We are aware of the challenge that it poses and we face the implementation of the Equality Plan as one more improvement of our management system, which will undoubtedly have a positive impact on the internal structure and relations of the organization.

To make the commitments possible, the the Foundation for Knowledge madri+d commits to assigning the necessary economic and human resources to the Equality Plan, including the identification of needs, the design of measures, their execution, follow-up, and evaluation.

After the adoption and signing of this commitment, the Equality Commission will be created and will assume the leadership of the process. Next, the implementation and follow-up period of the Plan will begin, to end in a final phase of evaluation.

The Plan will be reviewed periodically and will be valid for four years. After that time, it will be renewed with a new diagnostic report. Training on equality and gender issues for the entire workforce will also be included in a transversal manner.

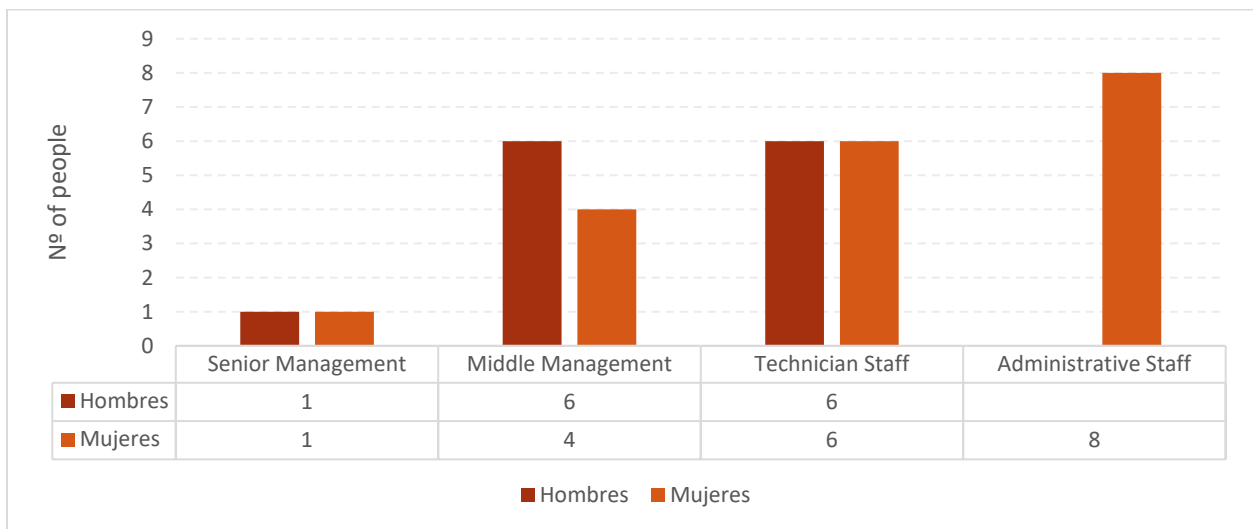
And for the record:

Directorate signature

4 Diagnostic report of the situation

A diagnosis has been made through quantitative tools, such as questionnaires or a study of data disaggregated by gender, among the Foundation's staff. The work to obtain the information lasted a month and, in part, the fact that the workforce was not very large made it possible to obtain representative data (75% response rate out of twenty-nine surveys sent) that contributed to the diagnosis.

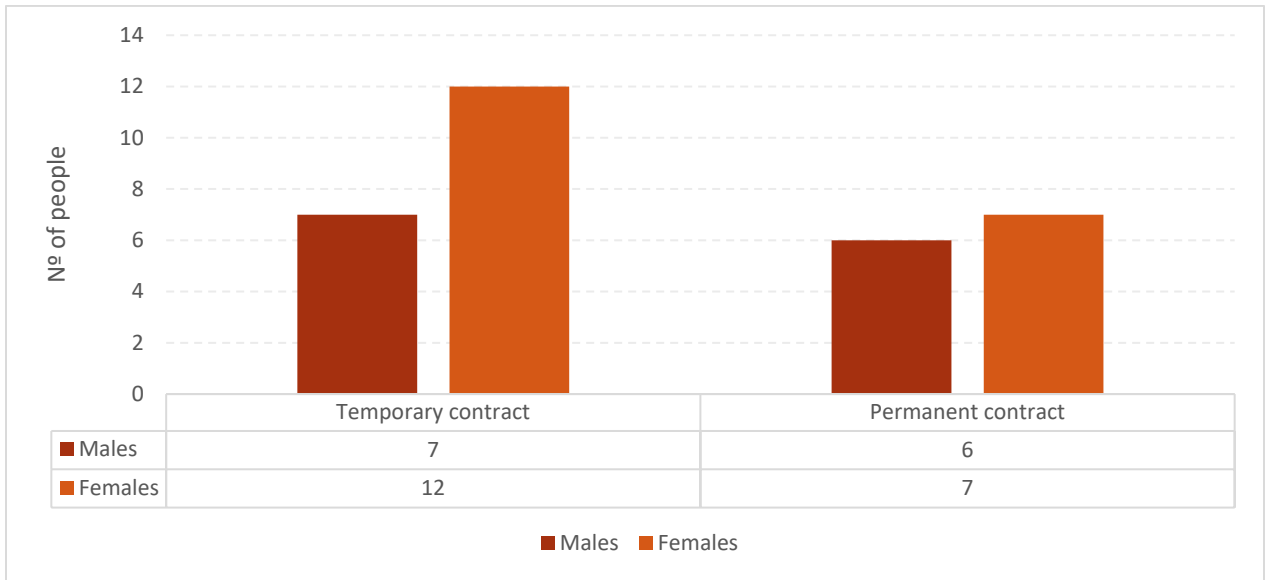
4.1 Analysis of the payroll for the staff and audience.



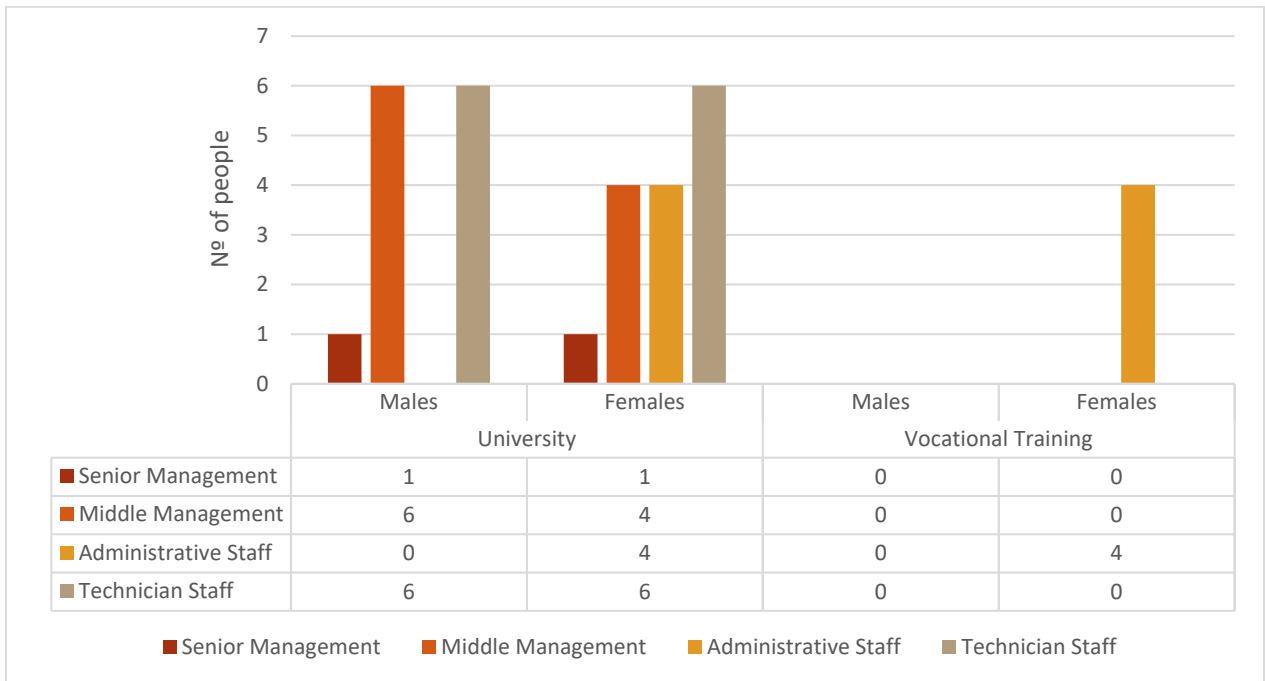
Graphic 1.- Staff job category

TABLE 1.- PAYROLL FOR THE AUDIENCE

	Salary range	Salary range
Senior management	60-65k	60-65k
Middle management	38-42k	38-42k
Technician staff	29-32k	29-32k
Administrative staff	18-20k	18-20k



Graphic 2.- Contract type

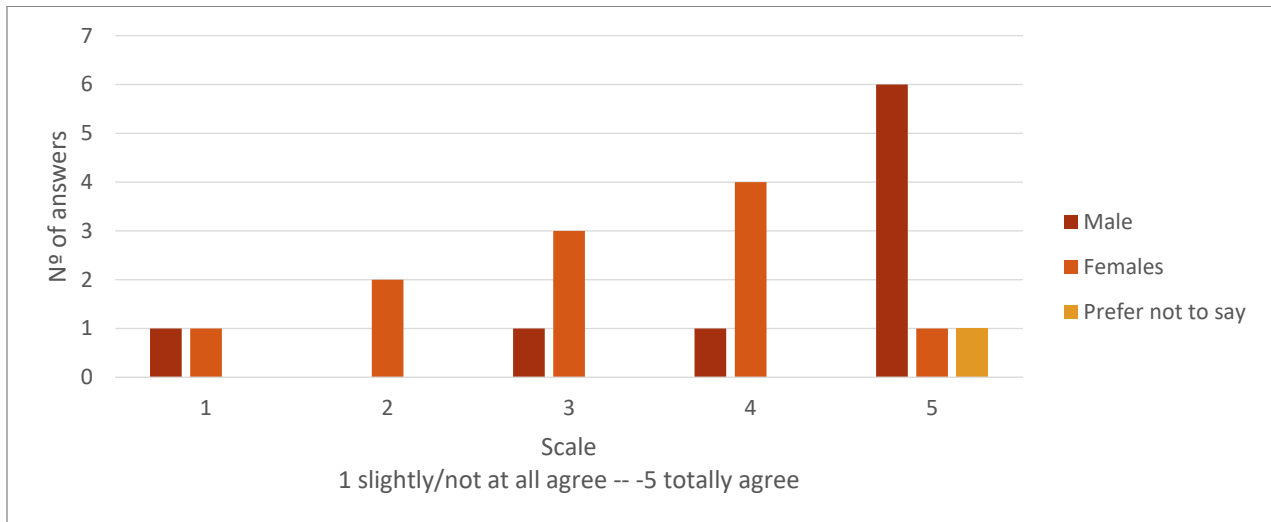


Graphic 3.- Educational level by category

4.2 Results of the anonymous survey.

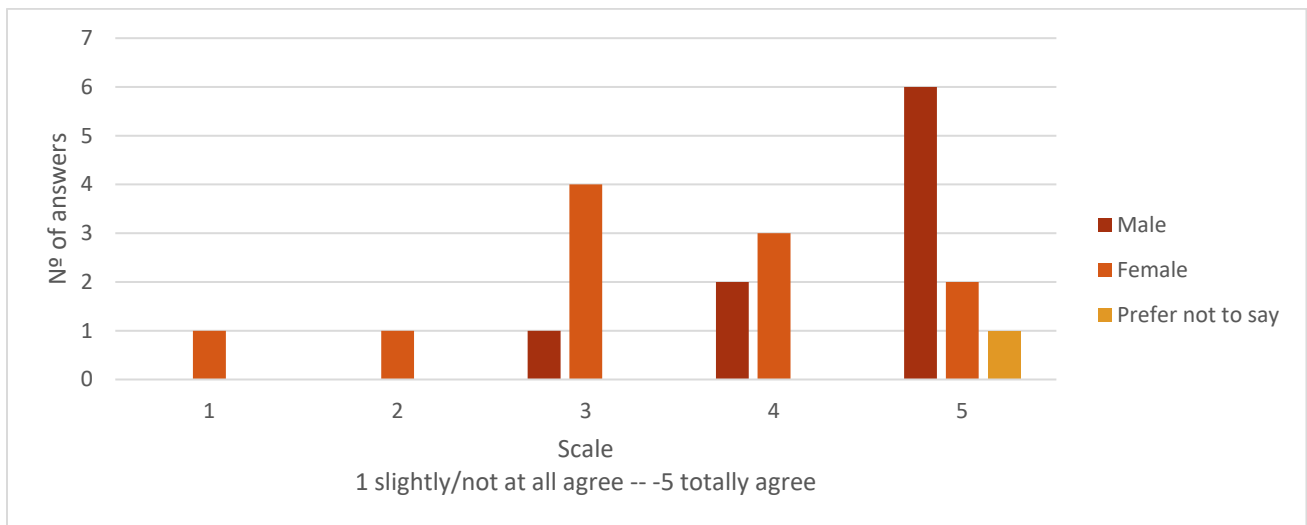
Once the technical diagnostic data of the workforce had been analyzed, an anonymous survey was sent to twenty-nine members of the workforce. The survey consisted of seventeen questions. Three collected data to characterize the answers according to Gender, Age, and Job Rank. Six questions were closed questions with a YES/NO answer. Seven questions asked for a rating on a Likert scale from 1 to 5, with 1 being slightly/not at all agree and 5 totally agree. One last question was free text to collect comments or clarifications on the answers to the previous questions. The obtained results are shown next.

- Among the staff, there is a general opinion that the Foundation applies gender equality transversally in all its policies, although it is striking that there is a greater disparity of opinions among women than among men, as indicated in the following graph.



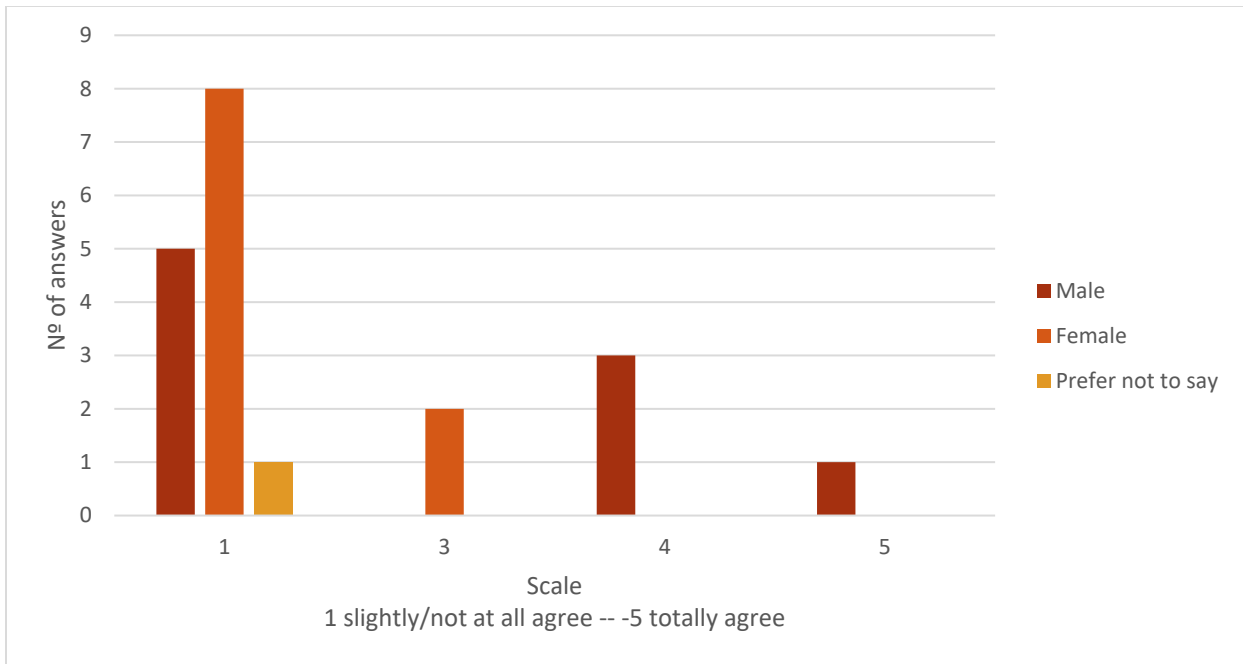
Graphic 4.- Results to the question "The Foundation defends gender equality transversally in all its processes."

- The staff is aware of and applies specific measures that favor work-life balance, even in unexpected situations (illness of a child or close relative). Greater satisfaction with these measures is observed among men than among women.

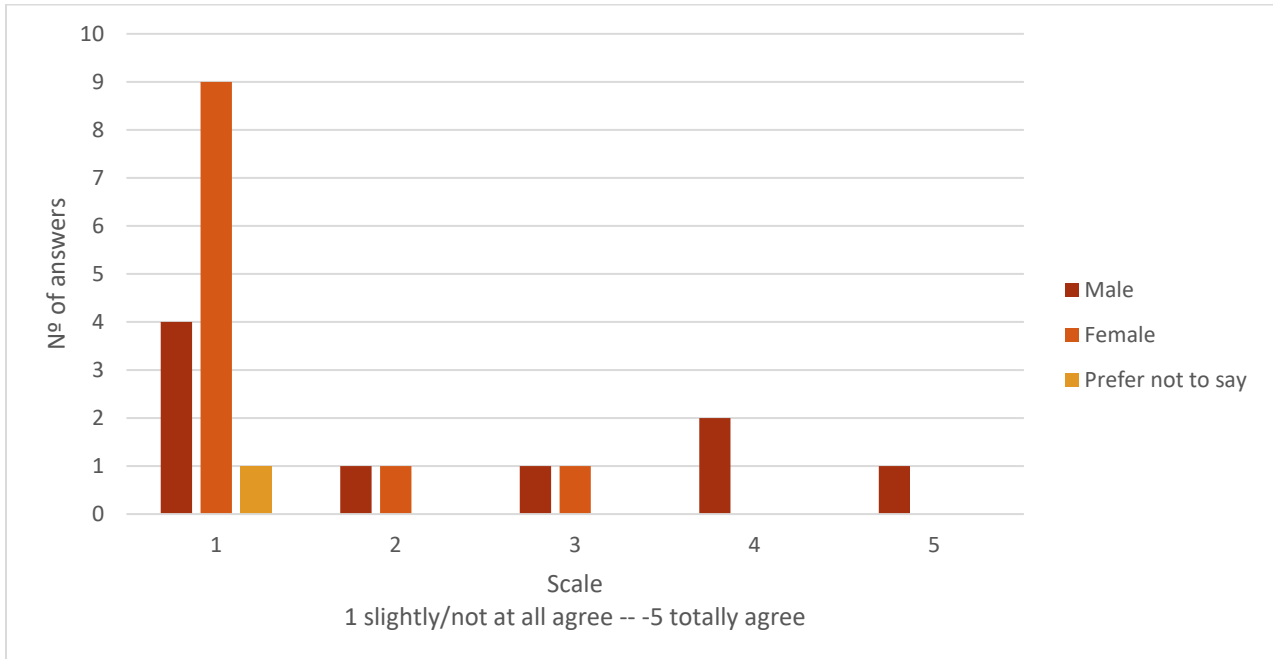


Graphic 5.- Results to the question "The current reconciliation measures provided by the Foundation are sufficient and adequate."

- After carrying out the remuneration audit, detailed in the previous chapter, no wage discrimination on the basis of gender was observed either. There is an increase in temporary employment for women (twelve of the employees that have a temporary contract are women compared to seven of them are men). The numbers of fixed contracts are balanced (seven women against six men).
- The staff does not know what to do in the event of being a victim or witness of a situation of workplace and gender harassment.
- Nor are they aware of the existence of a protocol for the prevention of gender violence, in the event that a member of the staff goes through this situation.

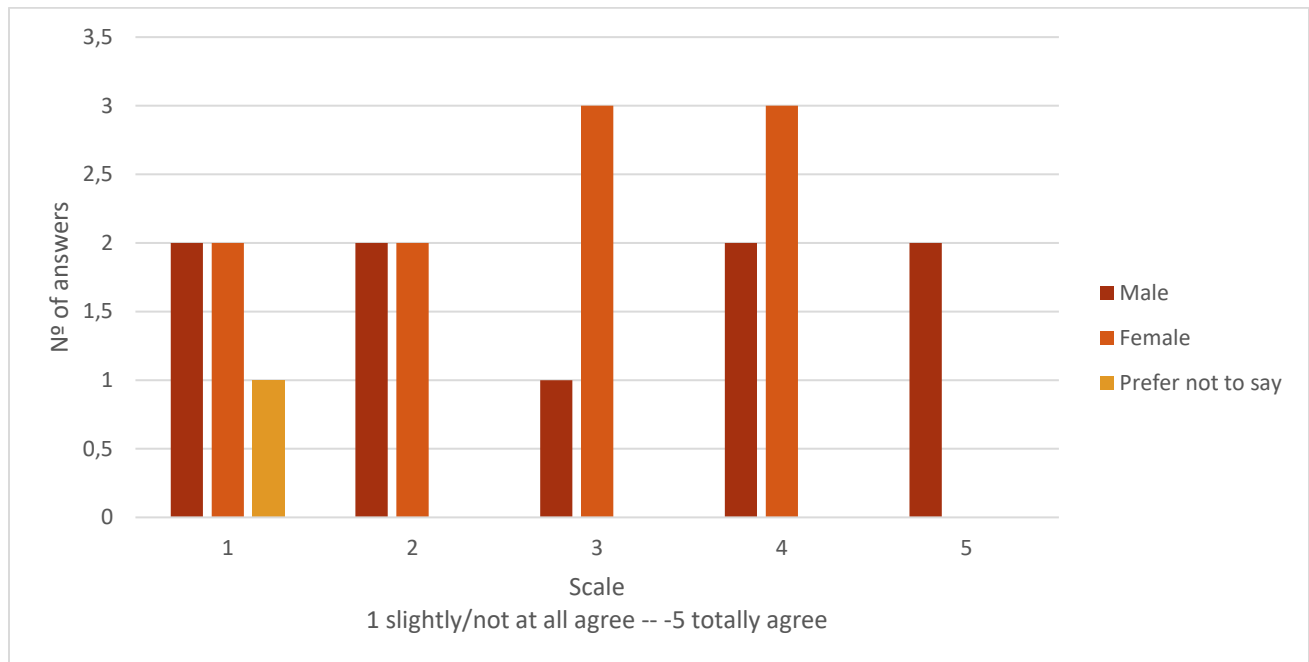


GRAPHIC 6.- ANSWER TO THE QUESTION "I KNOW ABOUT THE SPECIAL MEASURES THAT THE FOUNDATION MAKES AVAILABLE TO EMPLOYEE SUFFERING A CASE OF GENDER-BASED VIOLENCE"



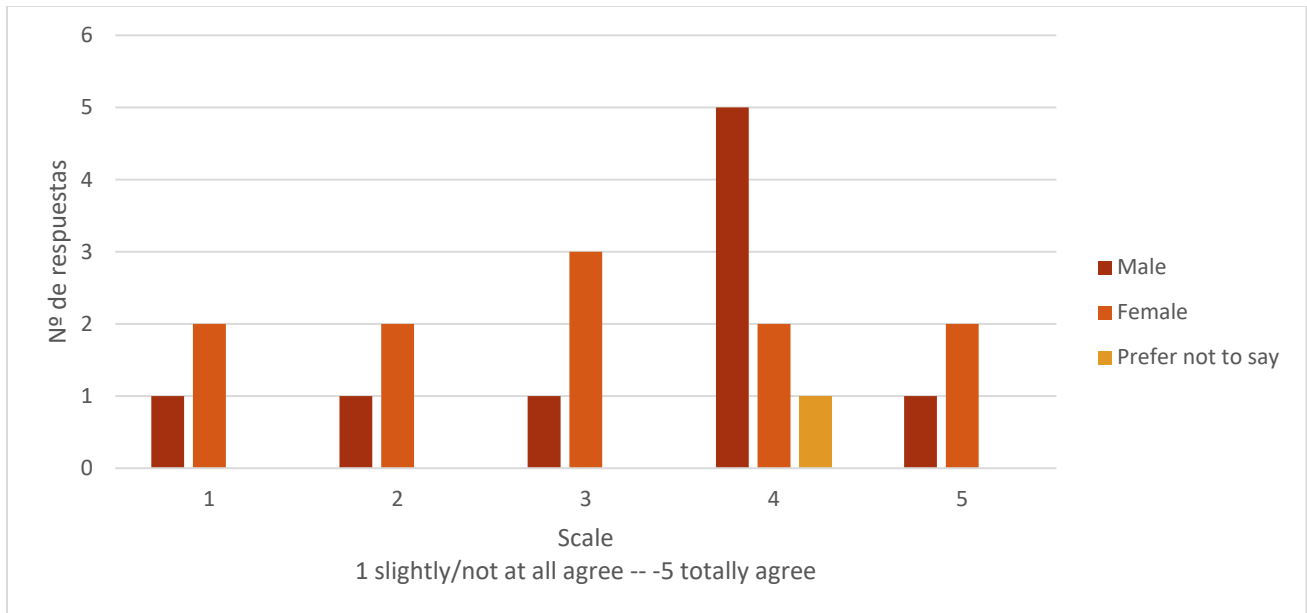
GRAPHIC 7.- ANSWER TO THE QUESTION "I KNOW THE PROTOCOL FOR THE PREVENTION OF WORKPLACE HARASSMENT AND GENDER-BASED WORKPLACE HARASSMENT OF THE FOUNDATION."

- When asked about their specific knowledge of equality, there are diverse opinions, which indicate that attention should be paid to this section to unifying concepts.



GRAPHIC 8.- ANSWER TO THE QUESTION "I HAVE SUFFICIENT SPECIFIC KNOWLEDGE ON EQUALITY AND GENDER-BASED VIOLENCE PREVENTION."

- There is no evidence of the existence of a "glass ceiling" in the Foundation since senior management positions (presidency and management) are held by a man and a woman. It is true that the positions with more basic training and lower salaries are held by women. Taking into account the following graph, it is evident that the downward vertical communication between HR and the workforce needs to be improved, especially so that the women employees are clear about how they can advance in their careers.



GRAPHIC 9.- ANSWER TO THE QUESTION "THE FOUNDATION PROVIDES ME WITH ENOUGH TRAINING ACTIVITIES TO ACQUIRE SKILLS AND KNOWLEDGE THAT ALLOW ME TO PROMOTE IN MY JOB."

- The lowest group in salary terms, that of "administration and service personnel" is made up entirely of women (eight), of which half (four) have a Vocational Training level of studies. The rest of the workforce has higher university studies, including the other four women belonging to this category.

4.3 The Equality Plan's Objectives

Thanks to this diagnostic report, the Equality Plan is formed with the following objectives:

- General:
 - Implement the gender perspective transversally in all the departments of the Foundation.
 - Create an effective and efficient Equality Plan that responds to the needs obtained in the diagnostic report in order to reduce inequalities.

- Sensitize the Foundation's staff on equality and prevention of gender violence in order to contribute to a fairer and more tolerant society from the institution.
- Specific:
 - Establish a channel for the staff to express themselves in order to improve the working environment from the perspective of gender equality.
 - Educate about tools for the use of inclusive and non-sexist language that serves for the Foundation's internal and external communication, including here job offers and human resources processes.
 - Provide periodic training for the prevention of gender violence and workplace harassment based on gender, which serves as enhancers of the value of equality.
 - Allocate an annual budget for carrying out, monitoring, and updating the Equality Plan and the activities agreed on in the timeline.
 - Implement protocols for the detection and prevention of workplace harassment, with special emphasis on workplace harassment based on gender.
 - Develop an action manual for victims of gender violence who are considered part of the Foundation's staff.

A specific economic endowment is allocated to hire resources for the preparation of the Equality Plan, consisting of an initial diagnosis report and the definition of an action plan to achieve real equality in the Foundation. During the implementation phase, the internal resources and the economic endowment necessary for the execution of the defined actions will be assigned.

5 Action Plan

Here we describe the way of working that will guide the development of the Foundation for Knowledge madri+d's Equality Plan, the economic and human resources allocated and the scheduling of temporary measures.

5.1 Communication:

5.1.1 Communication Actions

- Creation of an email to establish two-way communication between the staff and the Equality Commission (A1).
- Creation of a space on the Foundation's website for information on the Equality Plan where the signed letter of intent (A2) is shown. In the internal network of the Foundation, the complete Equality Plan must be public.
- Establishment of an internal communication strategy to inform the workers of the implementation of the Equality Plan. A survey will be carried out to see the effectiveness of the communication channels in the Foundation. The result will be divided by gender (A3).
- Study of a strategy to disaggregate by gender the results and/or indicators of the Foundation's activities: research, training, evaluation of people.

5.1.2 Responsible for carrying out the actions

- Managers and designated technicians.

5.1.3 Action's timeline

- A1 and A2: May-December 2022.
- A3: Preparation and sending of surveys, as well as notice of the implementation of the Plan through internal communication: May-December 2022. Determination of the most effective strategies to communicate the progress of the Equality Plan: July-December.

5.2 Human Resources

5.2.1 Human Resources' Actions

- Maintain hiring systems that are not exclusive by sex or contain discriminatory criteria (A4).
- Establish the periodic review of the gender balance of the workforce and the balanced occupation of women and men in all professional positions and categories with the commitment to adopt positive action measures to correct eventual inequalities (A5).
- Periodically review compliance with the principle of equal remuneration for equivalent work (A6).
- Reinforce the use of non-discriminatory language in the professional denomination and classification (A7).
- Maintain and reinforce the already existing mechanisms for family reconciliation of all staff, implementing flexible hours and teleworking measures (A8).

5.2.2 Responsible for carrying out the actions

- Managers and designated technicians.

5.2.3 Action's timeline

- A4, A5, A6, A7, and A8: May-December 2022 and onwards.

5.3 Training

5.3.1 Training Actions

- Facilitate a continuous training program for staff during working hours, facilitating the attendance of people with family responsibilities. When it is not possible to do it within the working time, provide distance training to help with the reconciliation of family or personal responsibilities (A9).
- Search and find companies that offer specific training in terms of equality and gender (A10).

5.3.2 Responsible for carrying out the actions

- Managers and designated technicians.

5.3.3 Action's timeline

- A9 and A10: From September 2022

5.4 Occupational Risk Prevention

5.4.1 Occupational Risk Prevention Actions

- Carry out specific periodic surveys to measure the stress level of the employees with data separated by gender (A11).
- Conduct satisfaction surveys of the entire labor force with respect to their work facilities (A12).
- Deepen the dissemination and knowledge of the prevention and action protocol in situations of psychological, sexual, or gender-based harassment within the existing work environment at the Foundation (A13).
- Provide risk prevention and physical and psycho-emotional health care tools to the employee: elaboration of physical exercises for unloading and exposure times

to screens, postural and ergonomic culture, emotional care guidelines, and specific training in conflict resolution and communication skills (A14).

- Job post adaptation sheets to the specific needs of the workforce, keeping in mind the specific needs of women (pregnancy, reincorporation, lactation period, partially or totally disabling menstrual problems...). To achieve this, in-depth interviews, situation studies, or anonymous questionnaires may be carried out (A15).

5.4.2 Responsible for carrying out the actions

- Managers or specific personnel designated in Occupational Risk Prevention (ORP).

5.4.3 Action's timeline

- A11: Every year, starting from January 2023.
- A13: Every year, starting from January 2023.
- A12: Starting from August 2022.
- A14: Theoretical-practical training each time a new member joins the workforce and sending reminder information to the rest of the employees in September, starting in 2022.
- A15: For each new incorporation, an ORP study will be carried out and their job position will be adapted to their specific needs. The adaptability of the position for gender reasons (pregnancy, maternity, painful and disabling menstruation...).

6 FOLLOW-UP AND REVIEW OF THE IMPLEMENTATION OF THE PLAN

The follow-up and review of the implementation of the Equality Plan will be carried out by the Equality Commission, which has representation from all levels of the organization, equal and with the same condition of voice and vote. It will be in charge of carrying out quarterly follow-up and annually review of the Equality Plan and negotiating the measures that best suit the situation, its economic and human budget and the timing of the implementation of the actions.

6.1 Meetings of the Equality Commission

Follow-up meetings:

- Quarterly.
- Occasionally when the staff requests it or when a momentous specific event occurs that requires to be discussed in the Committee.

Annual review of the Equality Plan:

- Review meeting at the beginning of each year.
- Definition of new measures of the Equality Plan and communication about those measures to the workforce, during the first quarter of each year.

This plan is approved as of June 7, 2022

María Jesús García Alarilla

Manager of the Foundation for Knowledge madri+d