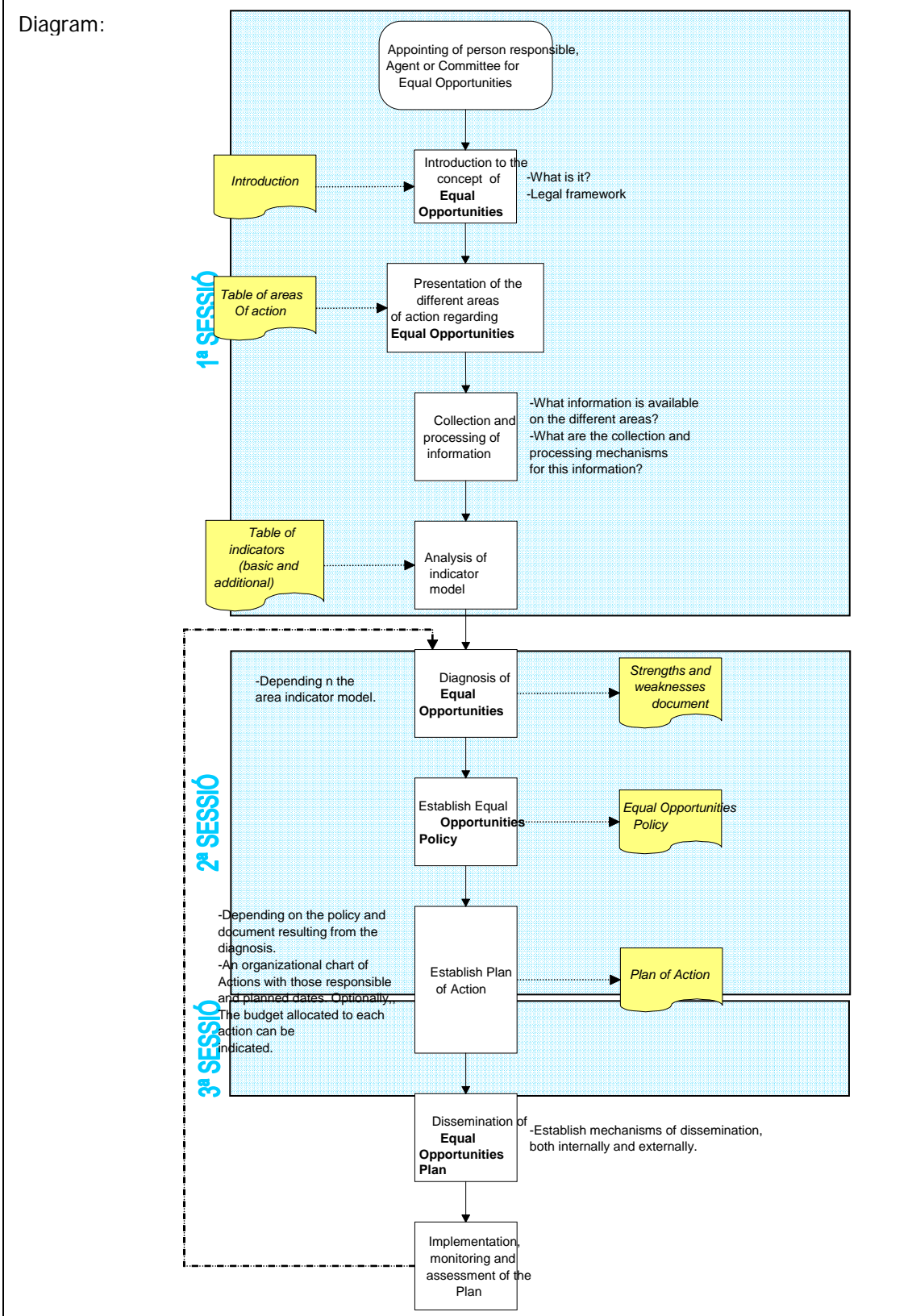


No.	Action: Definition and implementation of an Equal Opportunities Plan.
<p>Target:</p> <p>To inform the cooperative on the areas of work involving equal opportunities, detailed in the definition and implementation of a specific Equal Opportunities Plan.</p>	
<p>Introduction:</p> <p>The employment situation of women has improved considerably over recent years. Despite this, there are still clear differences between the sexes on the employment market in areas such as:</p> <ul style="list-style-type: none"> <li>• Salary discrimination</li> <li>• Job instability</li> <li>• Private / professional life reconciliation</li> <li>• Access to management posts</li> </ul> <p>Current employment policies seek primarily to increase the participation of women in the employment market and move forwards in terms of effective equality between men and women. To achieve this, access to and permanence in jobs by women must be improved, promoting their level of training and their adaptability to the requirements of the employment market. Furthermore, in order to implement the principle of equal opportunities between men and women through the elimination of discrimination against women in any area of life to ensure a more democratic, fairer and more caring society, the <i>Guarantee for Equality between men and women Act</i> is currently under approval.</p> <p>To this end, the act establishes principles of action and measures within the business framework aimed at eliminating and correcting any form of gender discrimination. Hence, companies employing more than 250 workers will be compelled to include Equality Plans when negotiating their collective bargaining agreements. However, <i>the preparation and implementation of equality plans will be voluntary by all other businesses, following consultation with the staff's legal representatives</i>, although measures aimed at promoting real equality must be included in their bargaining agreements. All of this seeks to improve the position of women at work and to prevent access to certain categories, promotion plans, salaries and other aspects from being more favourable for men.</p> <p>Companies are compelled to respect equal opportunities in the workplace and, with this in mind, should adopt measures aimed at avoiding any type of discrimination between men and women in the workplace that must be negotiated and agreed with the staff's legal representatives in the manner determined by labor-related legislation.</p> <p>Equality plans in businesses are an ordered group of measures adopted following a diagnosis of the situation that seek equal opportunities between men and women in the company and to eliminate sex discrimination.</p> <p>Hence, equality plans shall establish the specific equality targets to be met, the strategies and practices to be adopted for this and the effective monitoring and assessment systems for the targets sought. To meet the set targets, the equality plans may include matters regarding access to the workplace, professional classification, promotion and training, remuneration, arranging time at work in order to favour professional, private and family reconciliation in terms of equality between men and women and the prevention of sexual harassment and gender harassment.</p> <p>Along these lines, the Ministry of Work and Social Affairs is to create a distinguishing symbol to acknowledge companies that stand out for applying equal opportunity policies with their male and female workers that may be used in the commercial area of the company or for advertising purposes.</p>	

No. Action: Definition and implementation of an Equal Opportunities Plan.



No.	Action: Definition and implementation of an Equal Opportunities Plan.
<p>Description:</p> <p>The undertaking of this pilot action is divided into 3 sessions, the contents of which are described below and specified in the diagram above:</p> <ul style="list-style-type: none"> <li>• 1st session: <ul style="list-style-type: none"> <li>- Presentation of Equal Opportunity policies (<i>Introduction – To be given to the cooperative</i>).</li> <li>- Explanation of the areas of analysis of equal opportunities (<i>Document 1 – To be given to the cooperative</i>).</li> <li>- Collection of data to prepare the Equal Opportunities Diagnosis based on the list of indicators (<i>Document 2 – To be given to the cooperative</i>).</li> </ul> </li> <li>• 2nd session: <ul style="list-style-type: none"> <li>- Undertaking of the Equal Opportunities Diagnosis based on the information collected.</li> <li>- Definition of an Equal Opportunities Policy or inclusion of a reference/section in the RSE Policy or Previous System Regulations.</li> <li>- Preparation of the Equal Opportunities Plan based on the definition of actions for each area (<i>Document 3 – Internal for consultants</i>).</li> </ul> </li> <li>• 3rd session: <ul style="list-style-type: none"> <li>- Completion of the Equal Opportunities Plan.</li> <li>- Provision of information and assistance for implementation of the defined actions.</li> </ul> </li> </ul>	

Document 1 – Areas of action – To be given to the cooperative

Area	Summary of areas
1. Equal Opportunities Plan.	Assess the level of integration of equal opportunities in the strategy and culture of the organization and include systematics of the gender perspective in all policies, in decision-making and in activities undertaken in the organization.
2. Impact on society and social responsibility policies.	Assess how the organization contributes towards equal opportunities in society and towards sensitization of the subject. The inclusion on equal opportunities in dealings with its environment: Clients, supplier companies, external or subcontracted companies, franchises, etc.
3. Communication, image and language.	Assess whether the equal opportunities policy and its targets, principles and values have been communicated to all people in the company and whether the entire staff has been correctly informed on the action taken in terms of equal opportunities. Assess whether the organization makes women and their contribution to the organization's results and success visible. Assess the neutrality of the image given by the organization both internally and externally and the neutrality of the language used in written and oral communications.
4. Representativeness of women and staff distribution.	Check the extent to which women are represented in all areas, categories and levels of the organization.
5. Development.	Check whether the principle of equal opportunities is abided by in personnel selection ( <i>internal: promotion or external</i> ), staff training and performance appraisal.
6. Remuneration.	Check compliance with the principle of remuneration equality that establishes that the same remuneration must be given for the same job or for jobs of the same value.
7. Harassment, sexist attitudes and perception of discrimination.	Check there are no sexist attitudes, discrimination or harassment of any kind and the existence of mechanisms for detecting, preventing and acting against this behaviour.
8. Working conditions.	Check there is no gender-related discrimination in the types of contract and working day offered to employees.
9. Reconciliation of private, family and professional lives	Check whether people in all departments, categories and levels of the organization ( <i>not only the highest ranks</i> ) are able to reconcile their work with their private and family lives.
10. Physical conditions of the environment.	Check the neutrality and inclusion of the gender perspective in the assignment of areas and resources and the adaptation of jobs and areas to the characteristics and needs of women.

Document 2 – Basic and additional indicators – To be given to the cooperative

Area	Basic indicators	Additional indicators
1. Equal Opportunities Plan.	1.1. Existence of an equal opportunities plan. 1.2. Existence of a person responsible for equal opportunities in the cooperative.	1.3. Assignment of a budget to carry out the actions foreseen in the equal opportunities plan.
2. Impact on society and social responsibility policies.	2.1. Communication of the agreements reached in terms of equal opportunities by the external groups of interest.	2.2. Participation in campaigns, events and projects to promote equal opportunities. 2.3. Certification in line with social responsibility standards (SA8000).
3. Communication, image and language.	3.1. Communication of the agreements reached in terms of equal opportunities by the internal groups of interest. 3.2. Existence of a neutral language guide used in the dissemination of information relating to the organization.	3.3. Dissemination of an external image of the organization with equal opportunities in the advertising of its products.
4. Representativeness of women and staff distribution.	4.1. Distribution of men and women per department, category and level in the organization, per age and per level of training. 4.2. Proportion of women in management posts, board of directors, governing committee and/or union representation.	
5. Development.	5.1. Definition of neutral internal instruments or selection and promotion systems. 5.2. Distribution of training attended by men and women according to the type of training.	
6. Remuneration.	6.1. Proportion of men and women per category and level. 6.2. Average annual remuneration of men and women.	
7. Harassment, sexist attitudes and perception of discrimination.	7.1. Existence and dissemination of mechanisms to identify harassment and systems to present and solve complaints and reports. 7.2. List of the number of complaints, queries and reports received per year and per sex.	7.3. Existence of a person, a committee or a commission responsible for establishing measures to prevent, detect and act against cases of harassment. 7.4. Taking of sensitization action to avoid harassment, sexist attitudes and discrimination.

Document 2 – Basic and additional indicators – To be given to the cooperative

Area	Basic indicators	Additional indicators
8. Working conditions.	8.1. Distribution of the percentages of men and women in the different types of contract and working hours. 8.2. Distribution of the percentage of sick leave and leave per gender.	
9. Reconciliation of private, family and professional lives	<i>Pilot Reconciliation Action</i>	<i>Pilot Reconciliation Action</i>
10. Physical conditions of the environment.		10.1. Adaptation of the workplace and shared areas (rooms, changing rooms, washrooms, showers, etc.) to women.

Document 3 – Implementation actions – For consultants only

The underlined actions are related to basic indicators.

*The actions in italics are related to additional indicators.*

The actions highlighted in blue are completely optional by organizations wishing to do more.

Area	Summary of areas
1. Equal Opportunities Plan.	<ul style="list-style-type: none"> <li>- <u>Draft the Equal Opportunities Plan. Despite there being an equality philosophy within the company, it should be recorded in writing and formalized in a document.</u></li> <li>- <u>Appoint a person or task force responsible for carrying out the plan of action. Create the Equal Opportunities Agent.</u></li> <li>- <i>Prepare a list of action to take, foreseeing the necessary resources for its implementation. Assign a budget.</i></li> </ul>
2. Impact on society and social responsibility policies.	<ul style="list-style-type: none"> <li>- <u>Inform supplier companies and clients of the company commitment towards equal opportunities by letter or communiqué.</u></li> <li>- <i>Participate in campaigns or projects to promote Equal Opportunities.</i></li> <li>- <i>Create a working network with other companies or institutions (Equal Opportunities Cluster) to share experiences and obtain a firmer commitment.</i></li> <li>- <i>Obtain certification in line with social responsibility standards (e.g. SA8000).</i></li> </ul>
3. Communication, image and language.	<ul style="list-style-type: none"> <li>- <u>Carry out a plan for the internal communication and dissemination of the Equal Opportunities Plan through: Notice board, intranet, e-mail, initiation manual, meetings and presentations, written internal publications, internal magazine, company website, through the Equal Opportunities Agent.</u></li> <li>- <u>Prepare and disseminate a non-sexist language guide among all staff.</u></li> <li>- <u>Use of a neutral language guide in external and internal oral and written communication. Make a person or company unit responsible for systematically reviewing the language used in internal and external company documents.</u></li> <li>- <i>Systematic review of the internal and external image (photographs/advertisements).</i></li> <li>- <u>Listen to the suggestions that staff may make in terms of equal opportunities through the suggestions box and surveys, etc. Reward ideas or contributions.</u></li> <li>- <u>Offer specific training in terms of equal opportunities to sensitize the entire workforce and particularly the human resource department.</u></li> <li>- <u>Offer specific training in non-sexist language.</u></li> </ul>

Document 3 – Implementation actions – For consultants only

The underlined actions are related to basic indicators.

*The actions in italics are related to additional indicators.*

The actions highlighted in blue are completely optional by organizations wishing to do more.

Area	Summary of areas
4. Representativeness of women and staff distribution.	<ul style="list-style-type: none"> <li>- <u>Break down the personal details of the workforce by sex (age, level of education, seniority, dependents, etc.): Composition of departments, composition of the administrative board, board of directors, professional categories, types of contract and working hours, types of training, composition of worker representation.</u></li> <li>- <u>Prepare an organizational chart per sex, indicating the number (and/or proportion) of men and women in each unit (department, section, etc.) and hierarchic level in the company.</u></li> <li>- Encourage the participation of women in senior posts in the company, ensuring that the dependents they still care for are no barrier.</li> <li>- Promote the participation of women in company management through internal promotions or new appointments.</li> </ul>
5. Development.	<ul style="list-style-type: none"> <li>- <u>Ensure neutrality during the recruitment stage of the selection process. Design standard application forms.</u></li> <li>- <u>Use neutral selection techniques through fair tests and interviews.</u></li> <li>- <u>Take pregnant women into account during selection processes.</u></li> <li>- <u>Inform and assist women in the company in terms of internal promotion. Inform of new jobs and encouraging training.</u></li> <li>- <u>Ensure promotion and raises in category under equal conditions.</u></li> <li>- <u>Detect women's training needs.</u></li> <li>- Promote and include women in company management in both senior and intermediate posts.</li> <li>- Review the name and description of jobs and professional skills using neutral language.</li> <li>- Where the selection process uses an external company, make sure it is sensitive to equal opportunities.</li> <li>- Ensure the participation of men and women as people involved in the staff appraisal and selection process.</li> <li>- Reposition women with part-time contracts, enabling them to choose another full-time job if possible.</li> <li>- In the case of leave and leave of absence, ensure the replacement person is also a women, if possible, in the event of replacement contracts.</li> <li>- Include women in an all-male team to find the balance in traditionally male or male-stereotyped jobs through female presence.</li> <li>- Promote the participation of women in the representation of workers in the company.</li> <li>- Ensure neutrality of the performance appraisal process.</li> </ul>

Document 3 – Implementation actions – For consultants only

The underlined actions are related to basic indicators.

*The actions in italics are related to additional indicators.*

The actions highlighted in blue are completely optional by organizations wishing to do more.

Area	Summary of areas
6. Remuneration.	<ul style="list-style-type: none"> <li>- <u>Make the remuneration policy transparent.</u></li> <li>- <u>Determine and compare average male and female remuneration.</u></li> <li>- <u>Identify the approximate percentage of remuneration apart from the basic salary (premiums, allowances, overtime, bonuses, etc.) per sex.</u></li> <li>- <b>Base the remuneration system on a neutral job assessment procedure.</b></li> <li>- <b>Neutral application of salary bonuses.</b></li> <li>- <b>Undertake market and internal salary studies.</b></li> <li>- <b>Neutral career assessment based on the meeting of fixed or performance targets.</b></li> </ul>
7. Harassment, sexist attitudes and perception of discrimination.	<ul style="list-style-type: none"> <li>- <u>Definition and drafting of a protocol to follow in the event of harassment or sexist attitudes: Internal manual.</u></li> <li>- <u>Establish channels of communication so that the entire workforce is informed of attitudes in this area of the subject: Meetings with department managers, intranet communications, internal notification forms, etc.</u></li> <li>- <u>Identify and manage the complaints received regarding discrimination (through surveys or interviews)</u></li> <li>- <i>Appoint a person or team of people responsible for preventing and acting in the event of cases of harassment at work.</i></li> </ul>
8. Working conditions.	<ul style="list-style-type: none"> <li>- <u>Revision of the types of contract per sex.</u></li> <li>- <u>Identify the part-time voluntary appointing of women and not exclusively as a means of accessing the employment market.</u></li> <li>- <b>Bear in mind the characteristics and family situations of women for job and geographic mobility.</b></li> </ul>
9. Reconciliation of private, family and professional lives	<p><i>Pilot Reconciliation Action</i></p>
10. Physical conditions of the environment.	<ul style="list-style-type: none"> <li>- <i>Adapt communal and shared areas (rooms, changing rooms, washrooms, showers, etc.) to the needs and characteristics of men and women.</i></li> <li>- <b>Review the design of areas and working conditions (lighting, noise, etc.) to adapt them to the needs and characteristics of men and women. Particularly consider their adaptation to the needs of pregnant women.</b></li> <li>- <b>Review the assignment of resources and offices by professional category and by sex.</b></li> </ul>