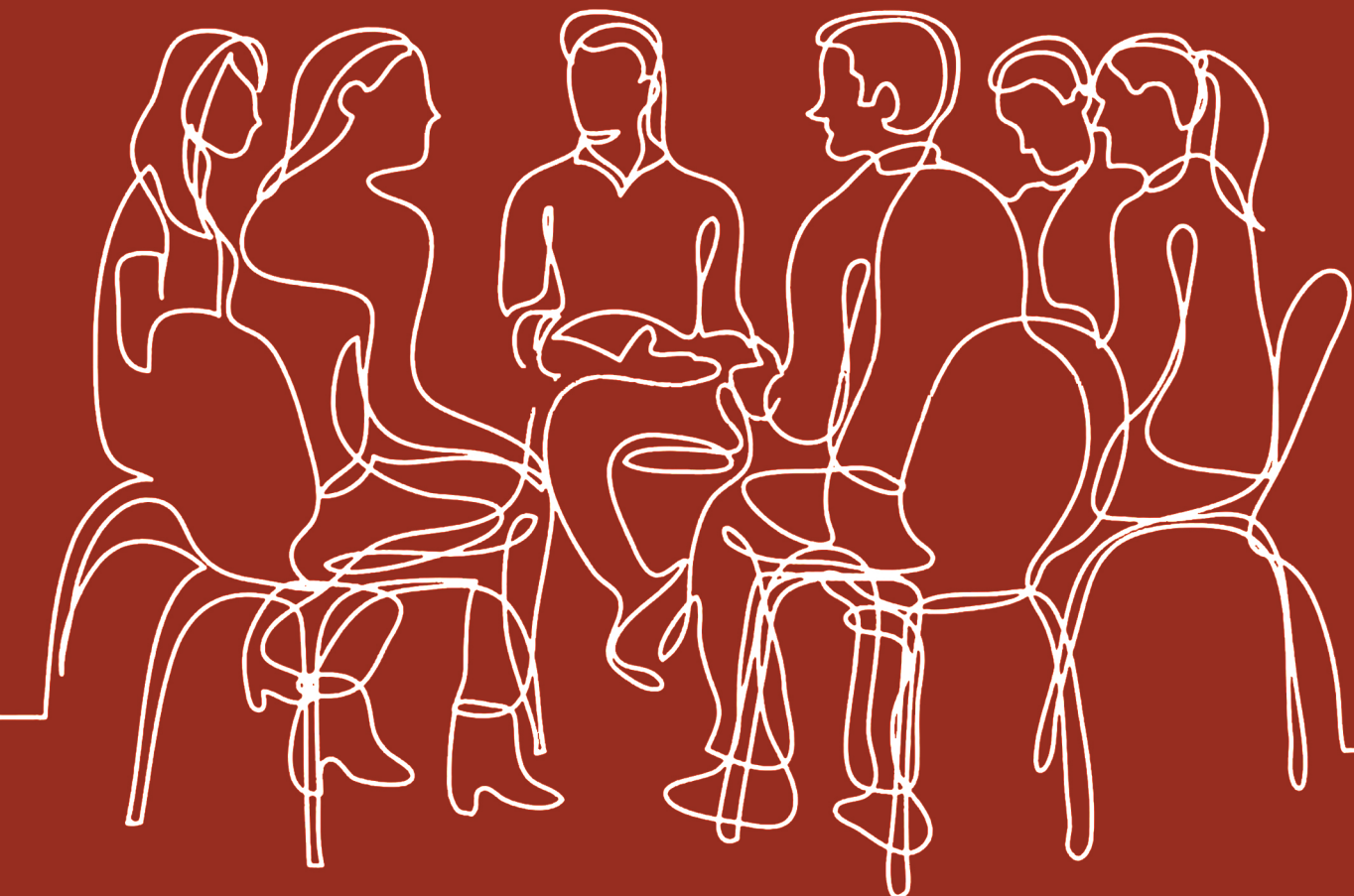


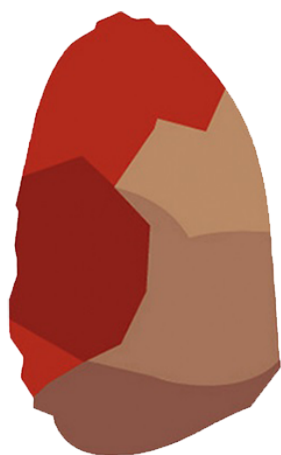


CENIEH

Centro Nacional de Investigación
sobre la Evolución Humana

FIRST EQUALITY PLAN





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Centro Nacional de Investigación
sobre la Evolución Humana

FIRST EQUALITY PLAN



MINISTERIO
DE CIENCIA
E INNOVACIÓN



Junta de
Castilla y León

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Section 1

INTRODUCTION

The Consorcio “Centro Nacional de Investigación sobre la Evolución Humana”, henceforth the CENIEH, is a Unique Scientific and Technological Infrastructure (ICTS) where numerous research projects into human evolution are conducted. It is a benchmark Center, both within Spain and internationally, as a result of the outstanding work it carries out in this field.

The CENIEH also wishes to contribute and be a benchmark in relation to equality. For this reason, it considers that the principle of equality should be applied, strictly and correctly, in the area of its competences and general activity, among which are research regarding human evolution during the Upper Neogene and Quaternary, raising awareness and transferring knowledge to society, participation and support in performing excavations at sites, and the conservation, restoration, management and registration of the paleontological and archaeological collections from the excavations at Atapuerca and other sites of similar characteristics, both national and international, which have reached agreements with the Center.

The CENIEH wishes to nurture a culture based on equality as a basic and transversal paradigm, integrating gender perspective into all the studies, work, activities, and other actions conducted.

As a consortium comprising Spanish central government (“Administración General del Estado”), through the Ministerio de Ciencia e Innovación, and the Comunidad de Castilla y León, through its Consejería de Educación, with 50% each, it is aware of the repercussions of its activities and its image in society. For this reason, it considers it fundamental to create a positive and outstanding image in this area and it feels the need to collaborate in the transformation of society to achieve and ensure genuine equality, by offering identical opportunities to women and men, and averting any discrimination on the grounds of sex.

Thus, it proves necessary to convey this premise to the CENIEH overall, and specifically to its staffing practices.

The objectives of this Plan shall likewise be borne in mind in collaborations the CENIEH might enter into with other public authorities, companies or entities of any type, in the fulfillment of its ends.

Section 2

COMMITMENT OF THE CENIEH

The CENIEH follows a policy that promotes initiatives that foster non-discrimination on the grounds of sex and it defends the equality of treatment and opportunities for men and women. Therefore, it expressly declares its commitment to the entrenchment of a corporate culture and the development of human resources policies which guarantee equality between women and men, as provided for in the Basic Act 3/2007, of March 22nd, on effective equality for men and women.

To this end, CENIEH Management will facilitate the availability of the human and material resources necessary to achieve this, within its possibilities.

Section 3

SCOPE OF APPLICATION

Staff scope

This Equality Plan is applicable to and is binding upon all persons working at the CENIEH.

Territorial scope

This Equality Plan shall be applicable at the current work center, at Paseo Sierra de Atapuerca 3, 09002, Burgos, and any future work center that may be created.

Time scope

The period of validity of this Equality Plan has been set at 4 years from its date of signature, which is deemed to be sufficient time for the implementation of all the measures, as well as evaluating its impact within the CENIEH. Once this Plan has lapsed, the parties belonging to the Equality Committee shall embark on the negotiation of a new Plan.

Section 4

PARTIES AGREEING TO THE PLAN

This Equality Plan has been agreed upon by, on the one hand, the representation of the CENIEH, and on the other hand, the worker representation, which two parties shall comprise the Equality Committee, on the basis of parity. The signatory parties to this Plan hold legal standing to establish the scopes of application, according to current law.

Section 5

STATUTORY FRAMEWORK

The CENIEH Equality Plan comes under the statutory framework applicable in this country, whether international, European, national, or regional, and its purpose is to fulfill the universal legal principle of equality between the genders.

International scope

- **United Nations Charter of 1945.** The first instrument to recognize equality between men and women, from its preamble. "We the peoples of the United Nations determined [...] to reaffirm faith in fundamental human rights, in the dignity and worth of the human person, in the equal rights of men and women and of nations large and small."
- **Universal Declaration of Human Rights of 1948:** "All human beings are born free and equal in dignity and rights." "Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status."
- **Beijing Conference 1975.** The Beijing Declaration and Platform for Action establishes a series of strategic objectives and measures for the progress of women and the attainment of gender equality in 12 crucial spheres: women and poverty, women's education and training, women and health, violence against women, women and armed conflicts, women and the economy, women in the exercise of power and the adoption of decisions, institutional mechanisms for advancing women, the human rights of women, women and the media, women and the environment, girls.

European scope

- **Directive 2006/54/EC** of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation.
- **Directive 2011/99/EU** of the European Parliament and of the Council of 13 December 2011 on the European protection order, "to protect a person against a criminal act of another person which may, in any way, endanger that person's life or physical, psychological and sexual integrity."
- **Strategic commitment to gender equality 2016-2019**, centering on the following five priority issues: expansion of women's participation in the labor market and equal financial independence; reduction of gender gaps in relation to remuneration and pensions and, therefore, the fight against poverty among women; promotion of equality between women and men in the taking of decisions; the fight against gender-based violence, and protection and support for victims; promotion of gender equality and women's rights throughout the world.
- **Action Plan on gender 2016-2020.** This highlights the need to achieve the full enjoyment of all human rights and civil liberties under conditions of equality, as well as attaining the objective of gender equality and empowerment, for women and girls.
- **Agenda 2030 Sustainable Development Goals (SDG).** Goal 5: Gender equality: "Achieve gender equality and empower all women and girls."

National scope

- **Spanish Constitution of 1978.** Article 14: "Spaniards are equal before the law and may not in any way be discriminated against on account of birth, race, sex, religion, opinion or any other personal or social condition or circumstance."
- **Basic Act 3/2007,** of March 22nd, for the effective equality of women and men. In Title Two, Chapter One, the general guidelines for action of the public authorities in relation to equality are set, the principle of transversality is defined, and the instruments for integrating it into the drafting, execution and application of statutes are established.
- **Royal Decree-Act 6/2019,** of March 1st, on urgent measures to guarantee the equality of men and women in employment and their careers. Equality plans shall contain an ordered array of evaluable measures directed at removing the obstacles which impede or hamper the effective equality of women and men. In advance of this, a diagnosis shall be compiled, negotiated with the legal representatives of the workers, where applicable.
- **Legislative Royal Decree 5/2015,** of October 30th, which approves the consolidated text of the Basic Public Employee Charter Act, Additional Provision 7: "Equality plans".
- **Royal Decree 901/2020,** of October 13th, which regulates equality plans and their registration, and modifies the Royal Decree 713/2010, of May 28th, on the registration and deposit of collective labor covenants and agreements.
- **Royal Decree 902/2020,** of October 13th, on equality of remuneration between women and men, Additional Provision 4: "Employees at the service of the public authorities".

Regional scope

- **Act 7/2007,** of October 22nd, modifying the Act 1/2003, of March 3rd, on Equality of Opportunities between Women and Men in Castilla y León.
- **Order FAM/1640/2005,** of December 9th, which approves the regulatory basis for the award of grants under the aegis of the Consejería de Familia e Igualdad de Oportunidades.
- **Order FAM/1822/2007,** of October 25th, which creates and regulates the Territorial Gender-Based Violence Committees of Castilla y León.
- **Decree 133/2003,** of November 20th, which creates and regulates the Regional Committee on Violence against Women. In addition, Decree 87/2007, which modifies the foregoing.
- **Royal Decree 355/2004,** of March 5th, which regulates the central Registry for the protection of the victims of domestic violence.
- **Royal Decree 513/2005,** of May 9th, which modifies the Royal Decree 355/2004, of March 5th, which regulates the central Registry for the protection of the victims of domestic violence.

Section 6

METHODOLOGY

This Equality Plan has been compiled in accordance with a clear and concise methodology. The phases followed were:



DIAGNOSIS



OBJECTIVES



MEASURES



TARGET PERSONS



RESOURCES



VALIDITY



SCHEDULE



**MONITORING
INDICATORS**

The main objective of this Plan is to promote equal opportunities and treatment between women and men in the work context. It is intended to inculcate principles of genuine and effective equality in the workforce.

Initially, a study was made of the current situation of the persons working at the CENIEH, broken down by sexes. This was conducted on the basis of a quantitative and qualitative diagnostic questionnaire.

To compile this diagnosis, the CENIEH workforce completed a questionnaire that followed a methodology applicable to gender studies.

The data are set out in the following section (7. Diagnostic analysis) and in an independent document with graphs offering visual appraisal of the issues established in the Royal Decree 901/2020:

- 1. GENERAL CHARACTERISTICS**
- 2. ACCESS AND SELECTION**
- 3. PROFESSIONAL CLASSIFICATION**
- 4. SENIORITY AT THE ENTITY**
- 5. TRAINING**
- 6. PROMOTION**
- 7. WORKING CONDITIONS**
- 8. JOINT EXERCISE OF THE RIGHTS TO PERSONAL,
FAMILY, AND WORKING LIFE**
- 9. REMUNERATION**
- 10. FEMALE UNDERREPRESENTATION**
- 11. PREVENTION OF SEXUAL AND SEX-BASED HARASSMENT**

Having obtained these data, a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis was conducted.

Next, we proceeded to negotiate and then agree on certain objectives and measures to be developed over a fixed period, and these have been incorporated into this Plan.

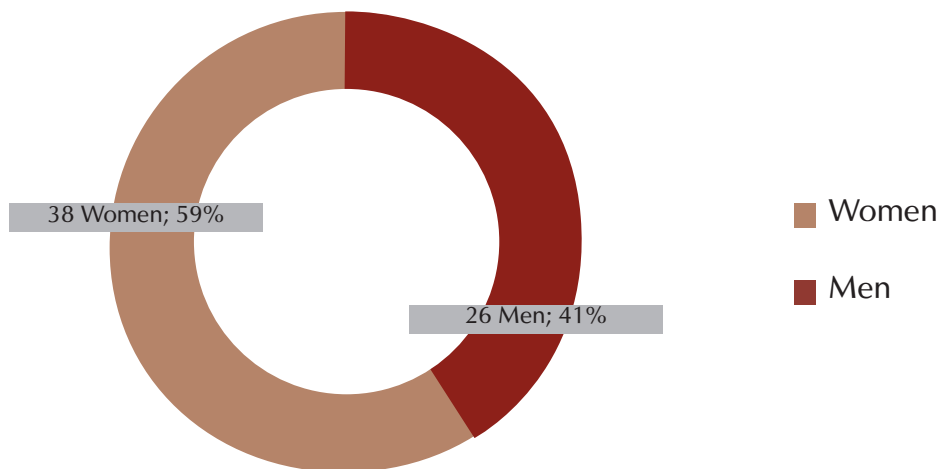
Finally, some monitoring indicators have been included to enable the objectives and measures identified to be properly evaluated and tracked, and to verify the effectiveness and impact of those measures at the CENIEH.

Section 7

DIAGNOSTIC ANALYSIS

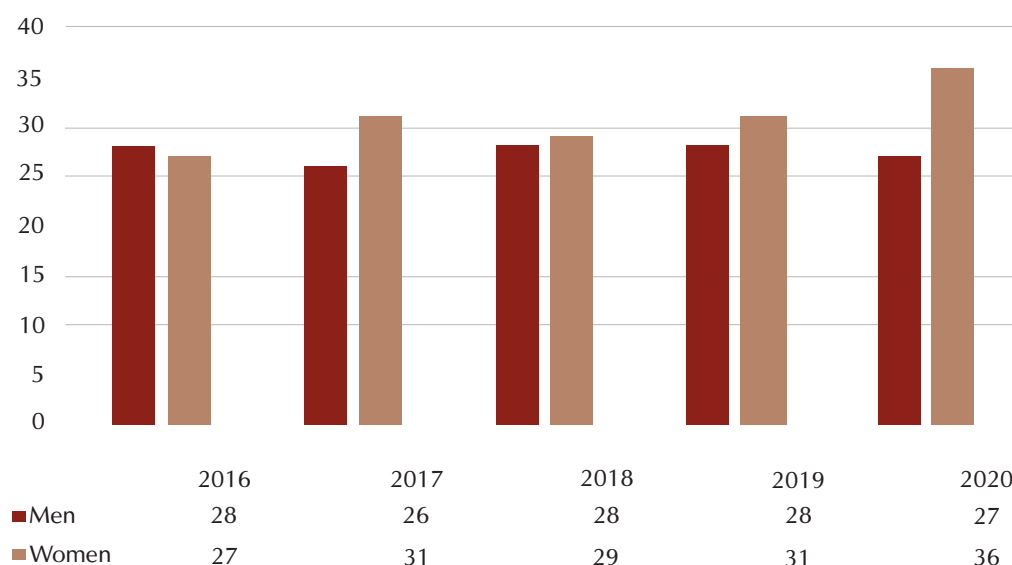
7.1 General characteristics

WORKFORCE DISTRIBUTION BY SEX



As of June 2021, the CENIEH workforce is made up of 59% women and 41% men, reflecting the fact that there are more women (38) than men (26).

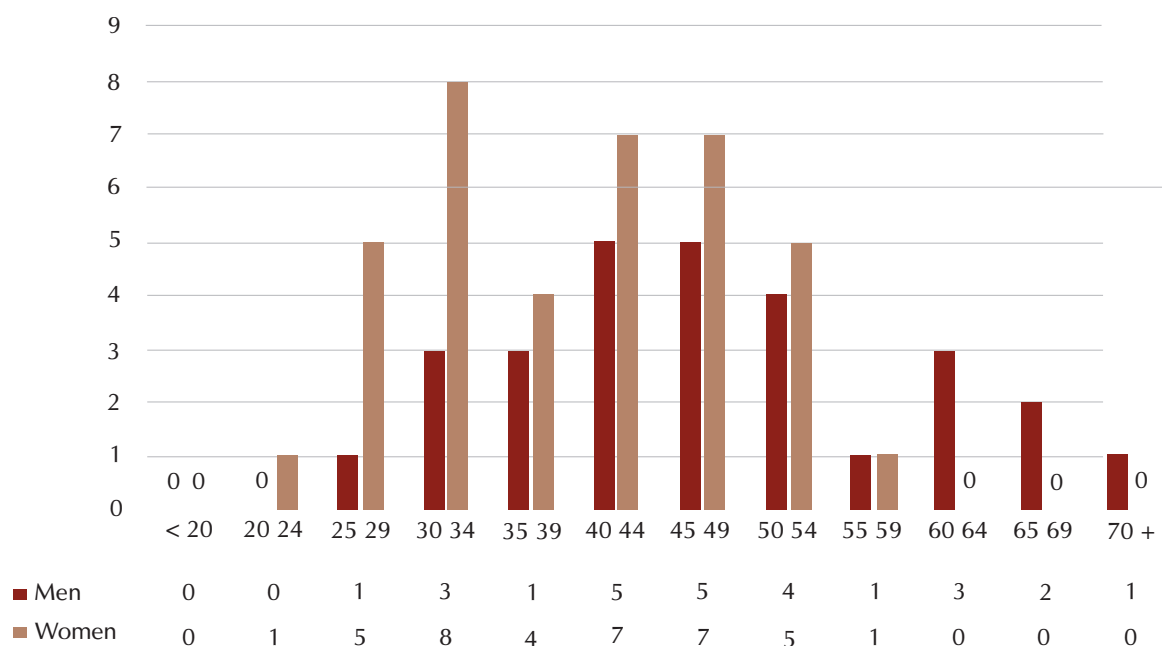
WORKFORCE DISTRIBUTION BY SEX (PERIOD 2016-2020)



By analyzing the last five years, it is seen that the male workforce has remained virtually stable, while the female workforce has shown an upward trend that was interrupted only in the year 2018.

The conclusion is that over these five years, more women than men have been hired. Since 2017, the number of women workers has always been higher than that for the men, with the difference rising significantly in recent years.

WORKFORCE DISTRIBUTION BY AGE AND SEX



FIRST EQUALITY PLAN

Regarding age, it is seen that approximately 52% of the work force are between 40 and 54 years old. The band from 30 to 34 is the second most numerous, with about 17% of the total.

There are more women than men from the age band of 20 years up to 54 years, with the largest sex difference being for ages 30 to 34, the band containing the highest number of women.

The highest number of men is centered between 40 and 54 years old, and there are fewer in total than there are women in the same band.

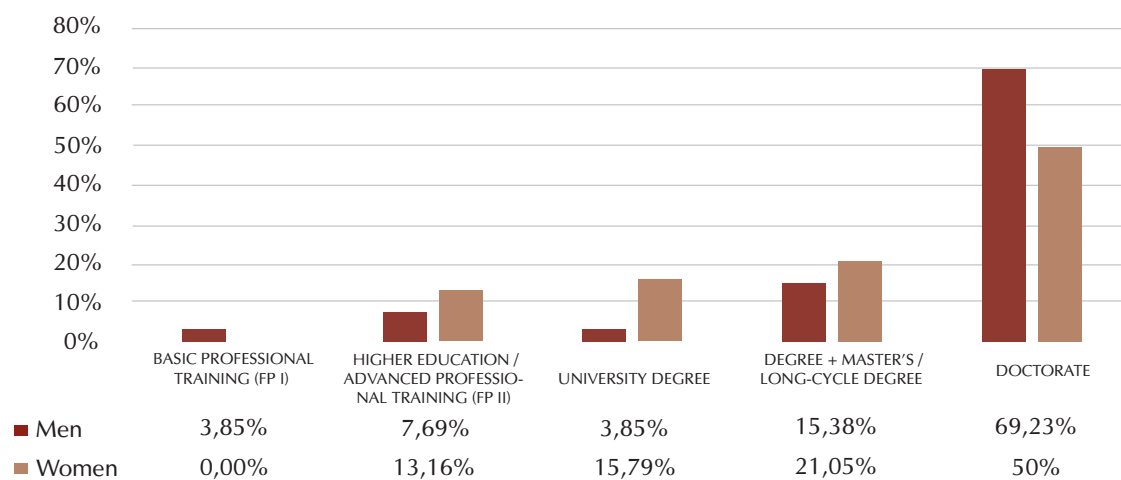
In the 55-59 age band, the numbers of women and men are equal.

Male staff only outnumber females from the age of 60, the band 60-70 or older, and indeed there are no women here at all.

There are no staff aged under 20.

With these data, the significant variation that will take place over the next few years can be predicted, as the group aged over 60, currently consisting only of men, reaches retirement.

WORKFORCE DISTRIBUTION BY TRAINING LEVEL AND SEX



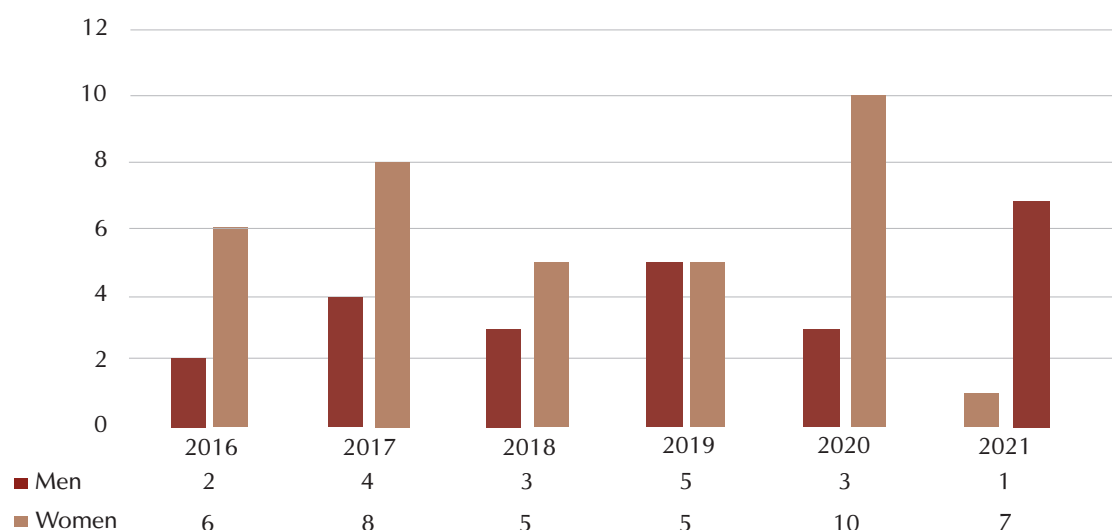
If the workforce is analyzed by training level, it can be seen that the level with most workers of both sexes is that of doctorate holders, representing 57.8% of the total.

The workforce women are found and distributed gradually from intermediate to advanced level training, while the men are found at the extremes: holding the lowest qualification or doctorates. The doctoral training level concentrates 50% of the women and 69% of the men.

Matching this against the earlier graph showing age and sex distribution, a significant variation is also expected over the next few years as a consequence of the retirement of the over-60s, made up of 6 male doctorate holders.

7.2 Access and selection

TREND IN HIRES BY SEX (2016-2021)



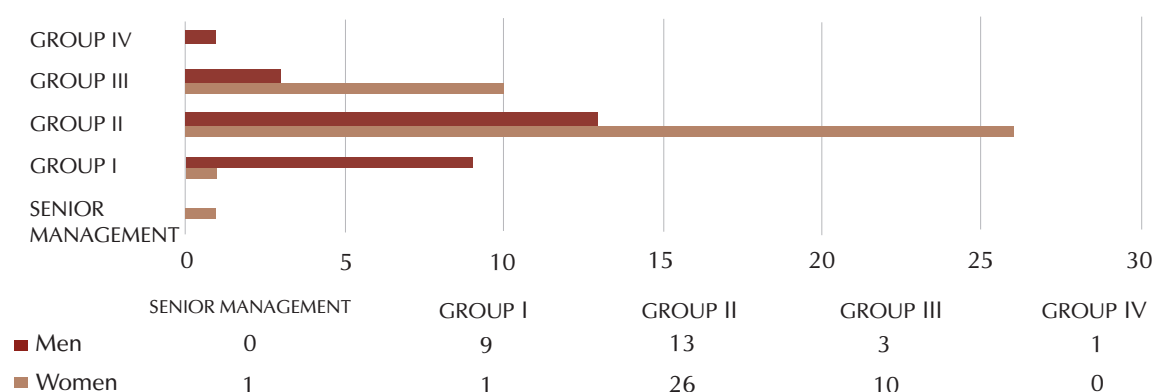
It is observed that since 2016, more women have been hired each year than men, except in 2019, when the two numbers were equal.

The years 2017 and 2020 recorded the largest number of hires, with 2020 displaying the largest difference between the hires of women and of men. This difference is also visible in 2021 (June).

In conclusion, since seven years ago, more women than men have been hired, with twice as many of the former overall. This has led to the current numbers where there are more workforce women than men.

7.3 Professional classification

WORKFORCE DISTRIBUTION BY PROFESSIONAL CLASSIFICATION AND SEX



FIRST EQUALITY PLAN

For greater insight into the conclusions of the following graphs, please refer to Chapter III, "Professional classification", of the First Collective Agreement of the CENIEH.

Taking into account that there are more women than men in the workforce, it is natural to find more women in the groups, posts and categories.

The Senior Management Group only has 1 person, who is a woman.

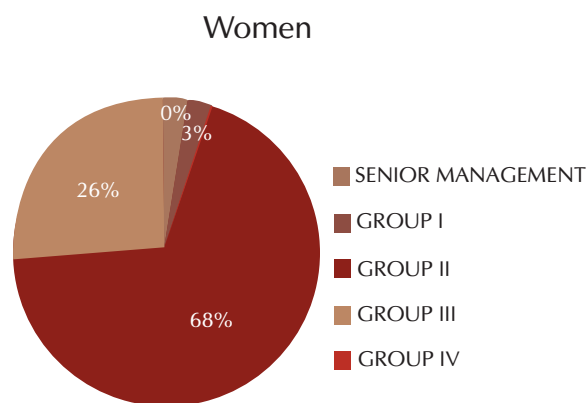
Group I (with 10 persons) and Group IV (1 person) are the only ones where there are more male staff than female.

It can be seen that Group I is highly skewed towards men, with 1 woman, compared with 9 men.

Group II encompasses 60.9% of the CENIEH workforce, and contains twice as many women as men.

Group III has three times as many women as men.

The conclusions of the age and sex distribution analysis of the workforce are again applicable.



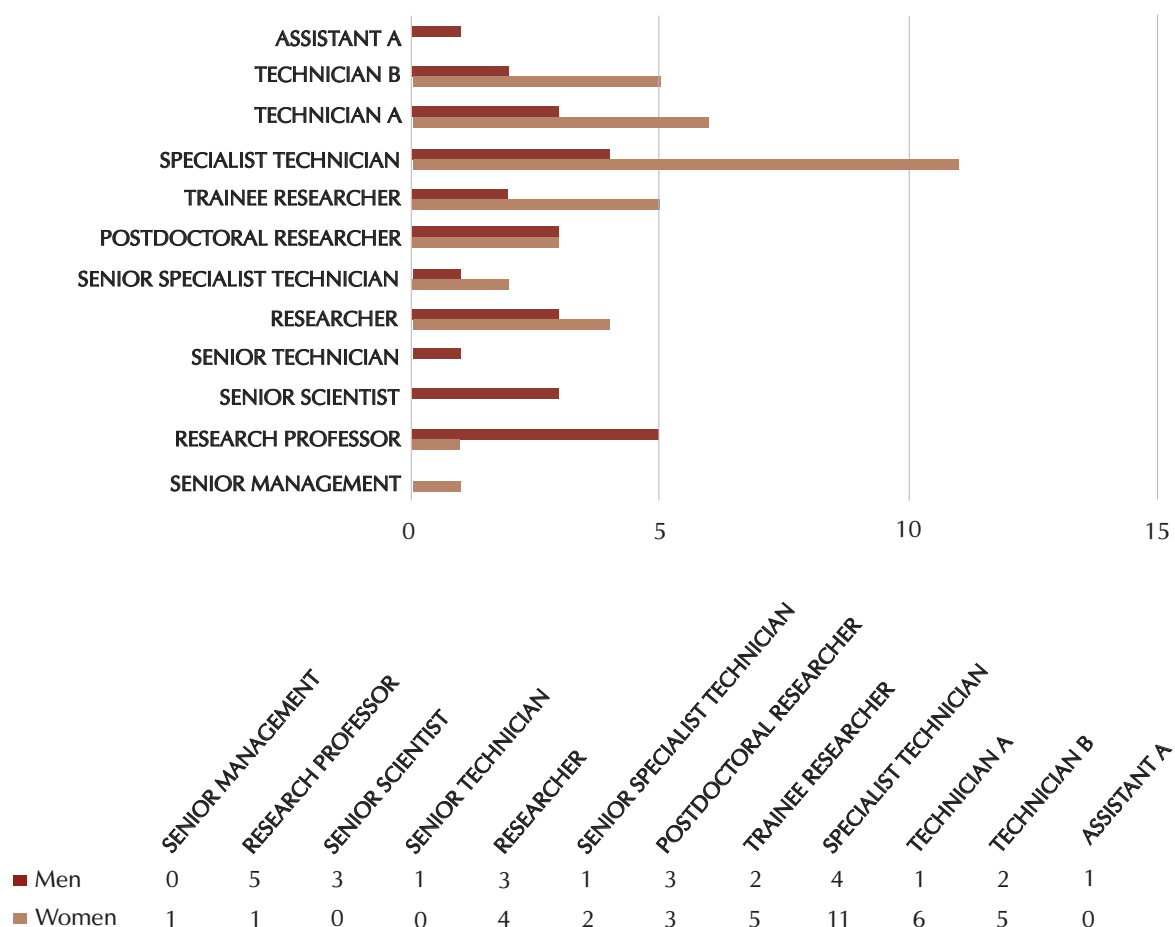
The Specialist Technician category is the one with the most staff, with more than twice as many women as men.

The (sole) senior management post is held by a woman.

The conclusions of the preceding graph (Group I) can be reiterated, as the higher professional categories (research professor, senior scientist, and senior technician), all in Group I, are significantly more occupied by men (9 men vis-à-vis 1 woman).

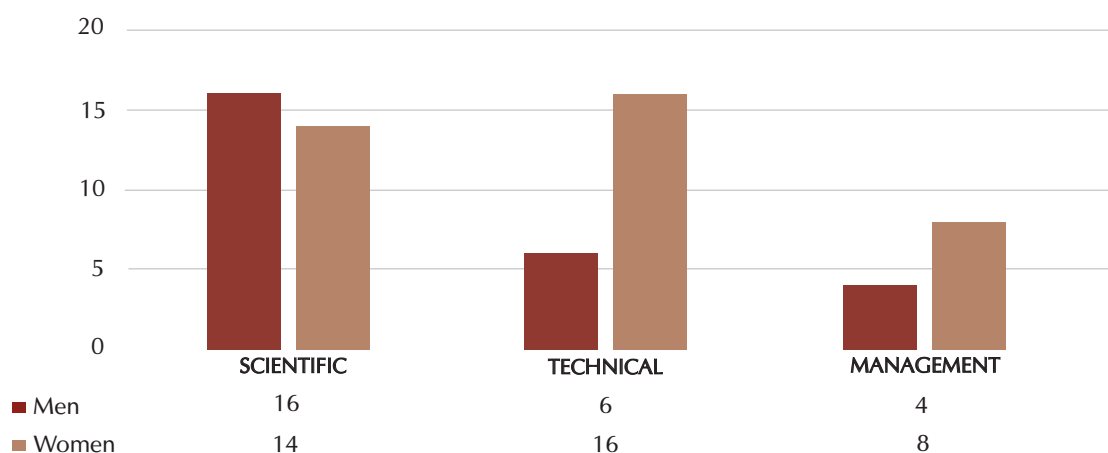
In the remaining categories, in general, there are more women than men.

WORKFORCE DISTRIBUTION BY PROFESSIONAL CATEGORY AND SEX

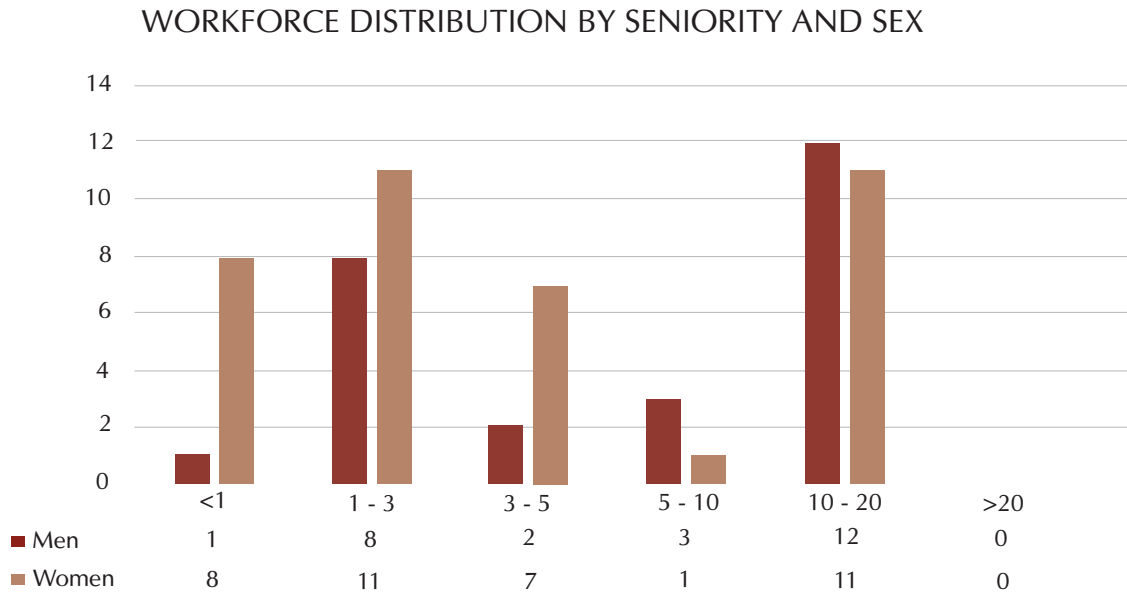


In the scientific area, an almost-equal sex distribution is seen (47% women and 53% men), while in the other two functional areas there are major differences. In the technical area, there are three times as many women as men (73% women and 27% men), and in the management area there are twice as many women as men (66% women as against 33% men).

WORKFORCE DISTRIBUTION BY FUNCTIONAL AREA AND SEX



7.4 Seniority



The seniority band from 10 to 20 years encompasses 36% of the workforce. The largest number of staff is found here. This band has almost complete parity between men and women.

For the seniority band from 5 to 20 years, a total of 27 persons, men represent 55% and women 45%.

It can be seen that in the 0-5 years seniority band, with a total of 37 persons, the number and proportion of women are significantly higher, with 70% female and 30% male, corroborating the analysis of the hires over recent years (twice as many women as men), and the foreseeable generational and gender replacement in the near future, with stronger presence of women at the higher levels.

7.5 Training

It must be pointed out that in the context of the COVID-19 pandemic, in-person training had to be suspended in 2020, and in general, training declined significantly from that moment.

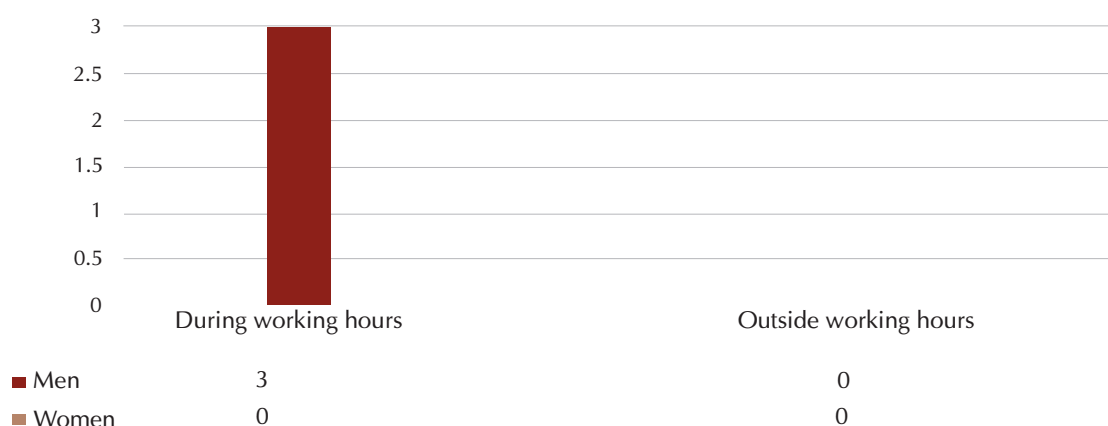
From the second half of 2021, some in-person and online training activities have resumed.

DISTRIBUTION OF PERSONS RECEIVING TRAINING BY TYPE OR SUBJECT



With the data up to 2021, only three men have received any type of collective training.

DISTRIBUTION OF PERSONS RECEIVING TRAINING BY SCHEDULE



DISTRIBUTION OF PERSONS RECEIVING TRAINING BY PLACE



7.6 Promotion

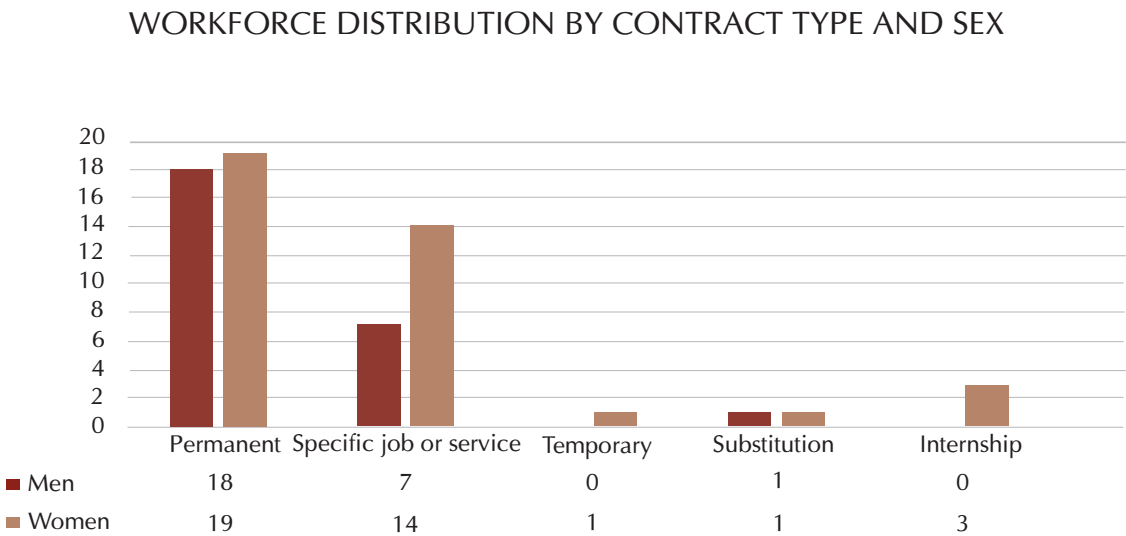
The career structure is set out in Chapter VIII of the CENIEH Collective Agreement.

The Career Development Plan envisages vertical promotion (to another post with greater responsibility by a public offer of employment), and horizontal promotion through a salary complement that accrues every five years following a performance evaluation process.

Only this latter type of promotion is applied and used at the CENIEH, namely, through salary raises. In 2021, a total of 29 persons accrued this right, 15 men and 14 women.

It should also be said that no vertical promotion has taken place, and therefore there are no data on this issue. This limitation affects other data and indicators of the study indirectly (comments about dissatisfaction in the qualitative survey).

7.7 Working conditions

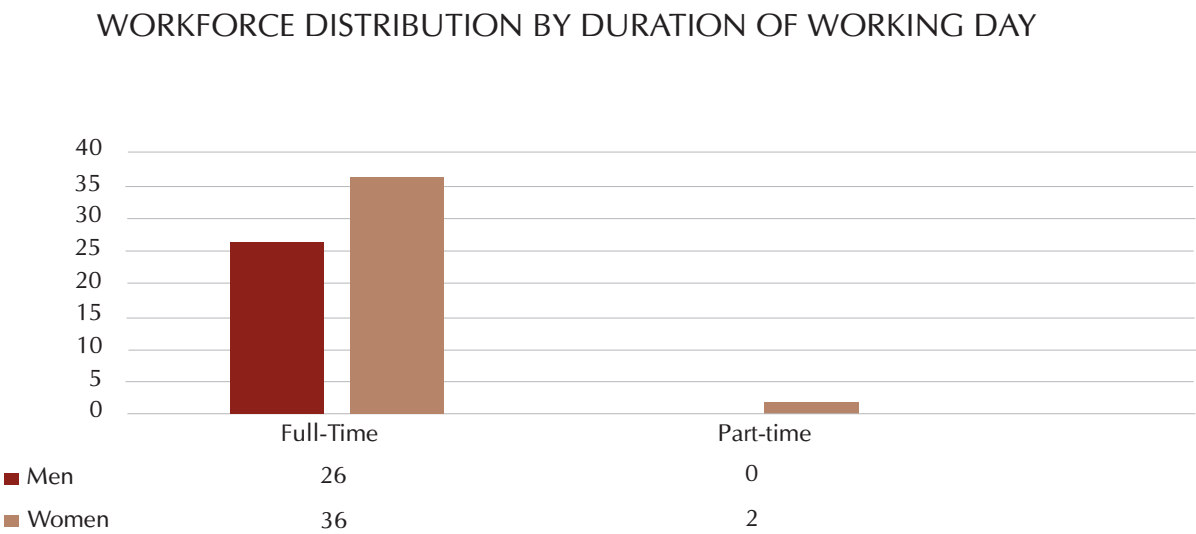


About 58% of the workers hold permanent contracts, with virtually full parity between women and men.

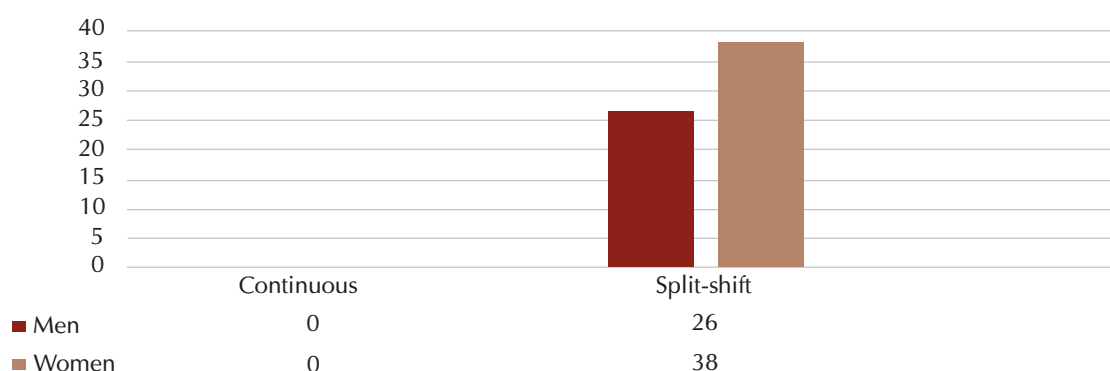
Persons holding temporary contracts, who are approximately 33% of the workforce, are comprised of twice as many women as men, as a consequence of there being more women overall.

Regarding holders of casual and internship contracts, there are only two, both women. Likewise, the number of substitution contracts is not significant (one woman and one man).

The working day is fundamentally centered on full-time, at about 97%, with only 2 people, both women, working part-time, that is, 3% of the workforce.



WORKFORCE DISTRIBUTION BY TYPE OF WORKING DAY

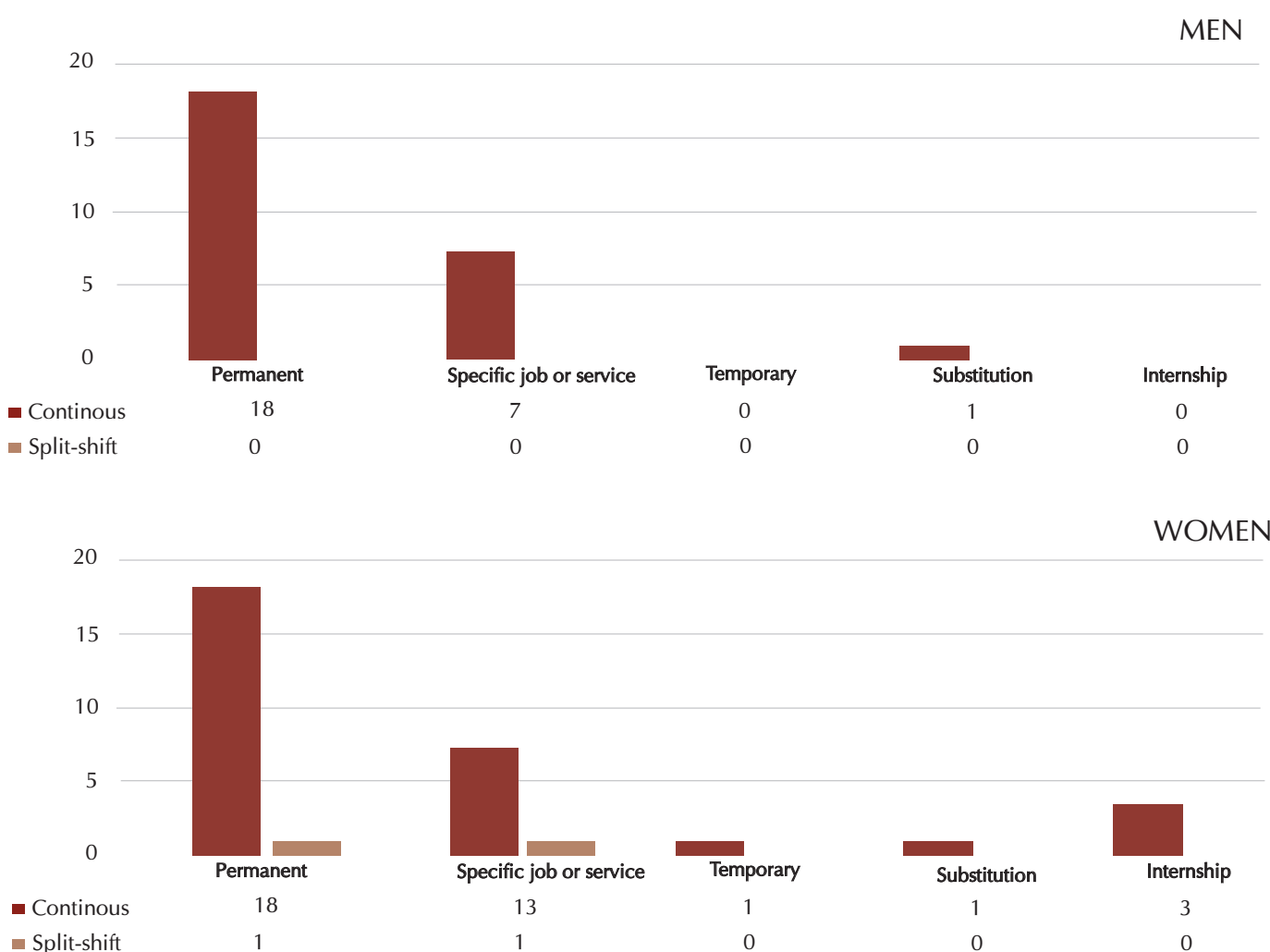


The Collective Agreement establishes a split-shift working day, with mandatory presence in the morning from 9:30 am to 2 pm, and two afternoons with mandatory presence, from 3:30 to 5 pm, preferably on Mondays and Wednesdays.

Nonetheless, due to the COVID-19 pandemic, the CENIEH has in fact implemented certain temporary organizational measures that have made it possible to work a continuous day.

The working day vis-à-vis the contract type is now analyzed by sex:

CONTRACT TYPE AND WORKING DAY



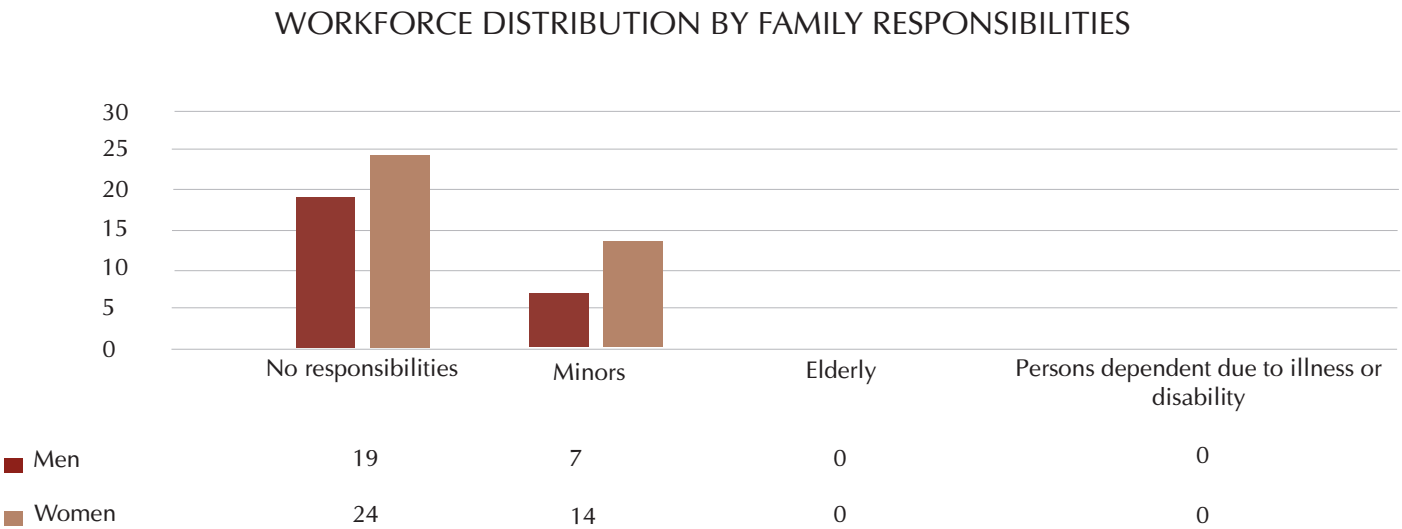
In the case of the women, there are only two part-time workers, or 5% of the female total (3% of the total workforce), and the rest work full-time.

One half (50%) of the female workforce holds permanent contracts, about 37% have a specific work or service contract, and the rest have casual, substitution or internship contracts.

7.8 Joint exercise of the rights to personal, family, and working life

The concept of "family responsibility" is understood to refer to the situation of a person responsible for minors, elderly people, or those dependent due to illness or disability.

It should be said that the results are for orientation only, as these data are mostly furnished voluntarily by the workers.

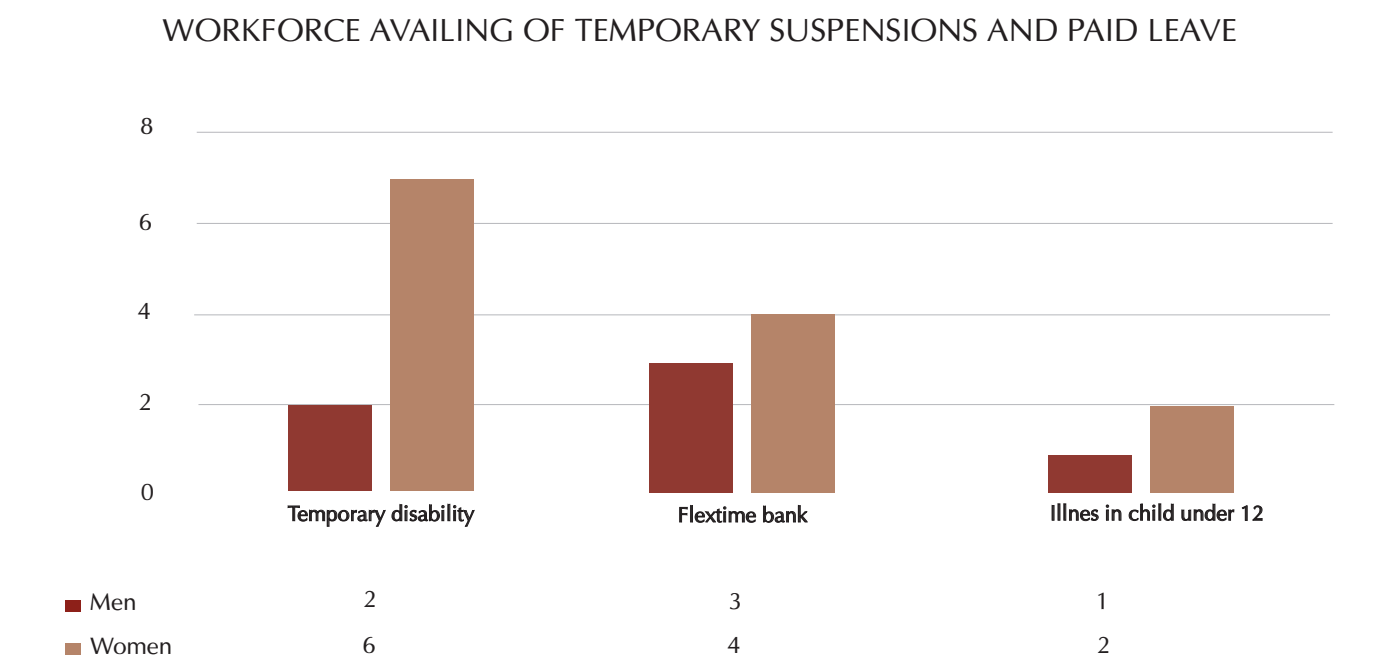


They show that 67% of the workforce have not reported family responsibilities, while the other 33% have done so, because they are responsible for minors.

It needs to be remembered that, as female staff outnumber the males, this will be seen reflected in the graphs showing a higher number of women who opt for special leave.

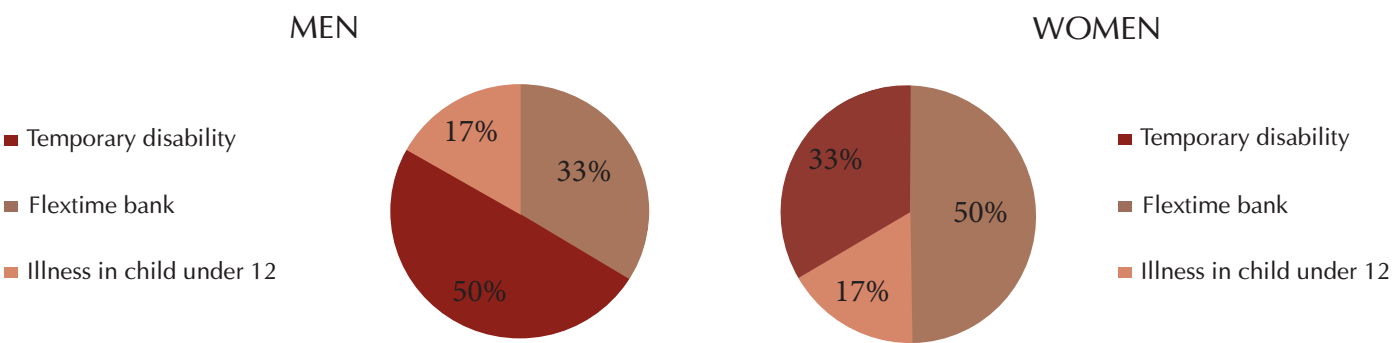
Indeed, there twice as many women responsible for minors as men, and among the staff without direct responsibility for minors, there are five more women than men.

Workforce availing of temporary suspensions and paid leave



More women than men have availed of special leave. However, the difference is not very important when the fact that the female workforce outnumbers the male is taken into account.

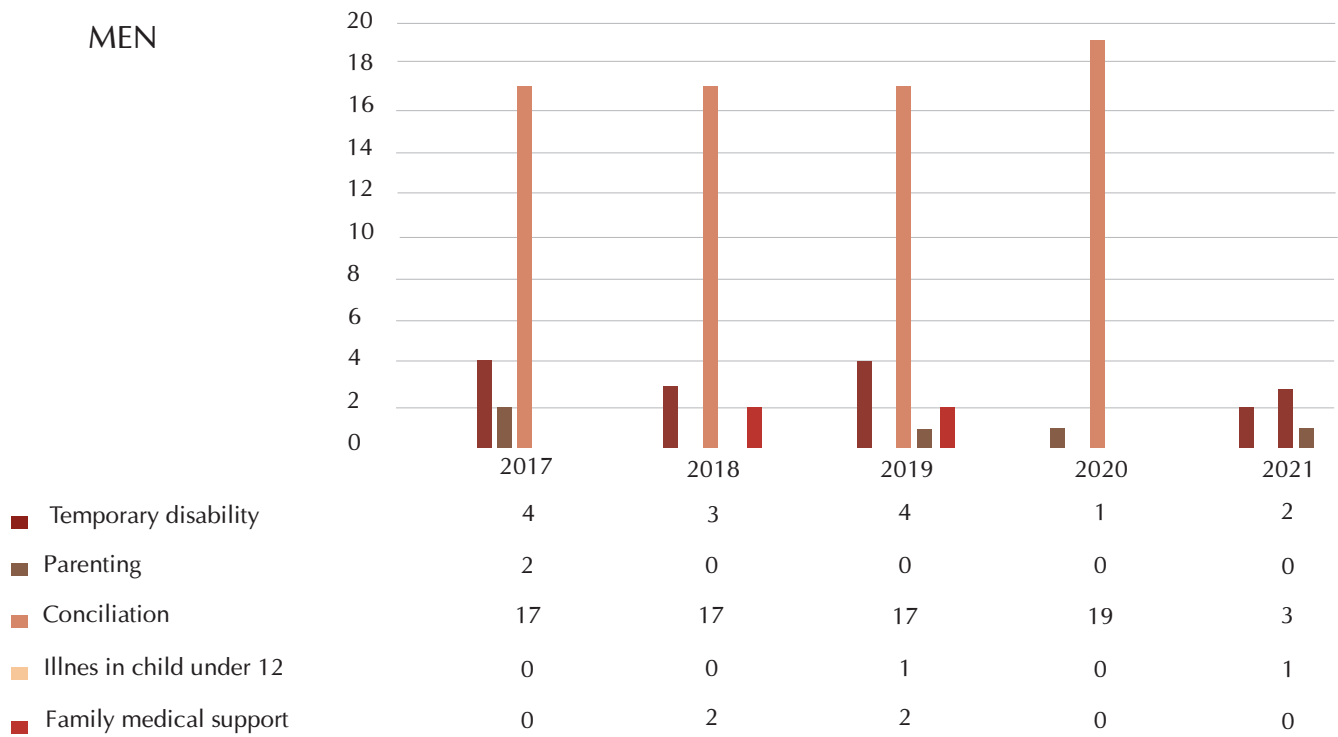
The greatest difference by sex in temporary disability.



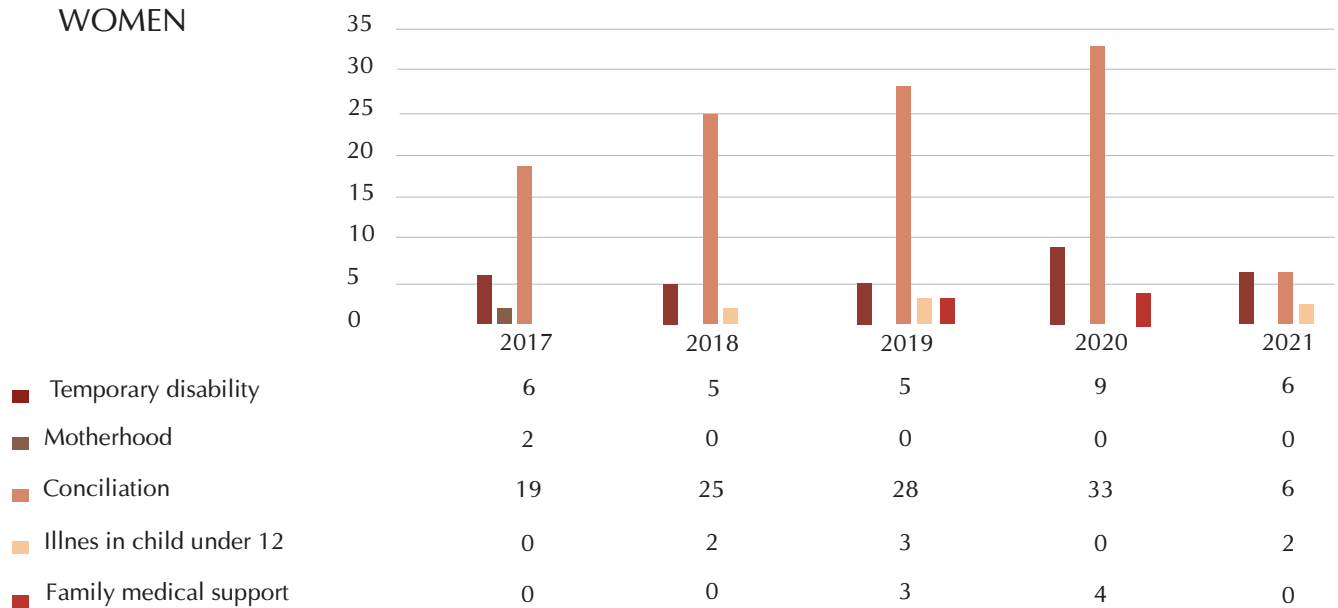
Evolution of the number of workers who have availed of the following temporary suspensions and paid leave

TREND IN WORKERS AVAILING OF TEMPORARY SUSPENSIONS AND PAID LEAVE

MEN



WOMEN



A highlight is the effect COVID-19 had on the data for 2020 and 2021, where the numbers fell significantly on foot of the following exceptional circumstances:

- Existence of the possibility of remote working (total or partial).
- Enhanced flexibility for in-person working.

All of this explains the lower number of leave applications in this context during 2021.

The flextime bank is definitely the most-requested type of special leave every year.

With regard to the fall in the 2021 data, what was said above, arising out of the specific and exceptional circumstances of 2020 and 2021 in the context of COVID-19, is applicable.

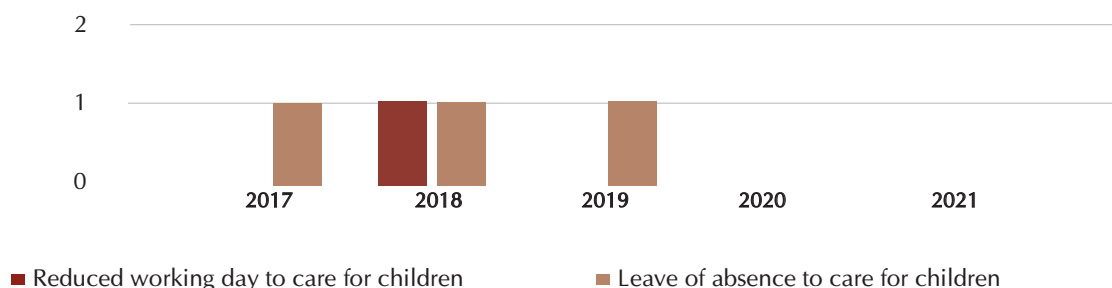
Once again, as seen in the graph for the men, the flextime bank is also the most-requested type of leave every year.

Distribution of the workforce availing of unpaid leave

With respect to unpaid leave, in 2021 there were only two women who worked reduced hours so they could care for children.

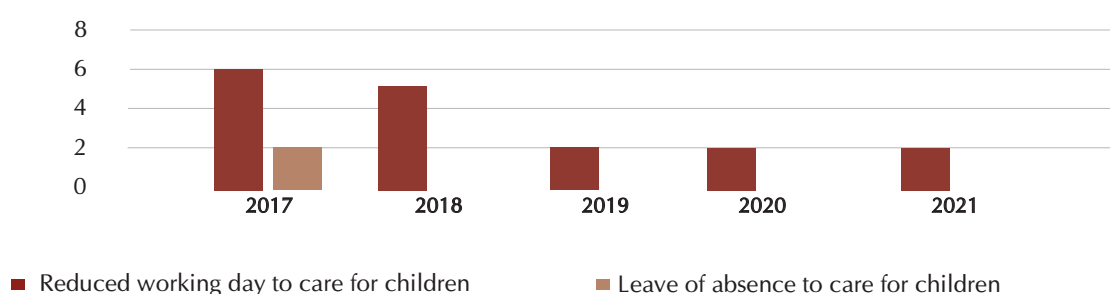
Evolution of the workforce availing of unpaid leave

TREND IN MALE WORKERS AVAILING OF UNPAID LEAVE



In 2017, 2018, and 2019, there was one man who enjoyed leave of absence in order to care for children. In 2018, and only in that year, there was one man who reduced his working day for this same reason. In 2020 and 2021, no men availed of this type of leave.

TREND IN FEMALE WORKERS AVAILING OF UNPAID LEAVE

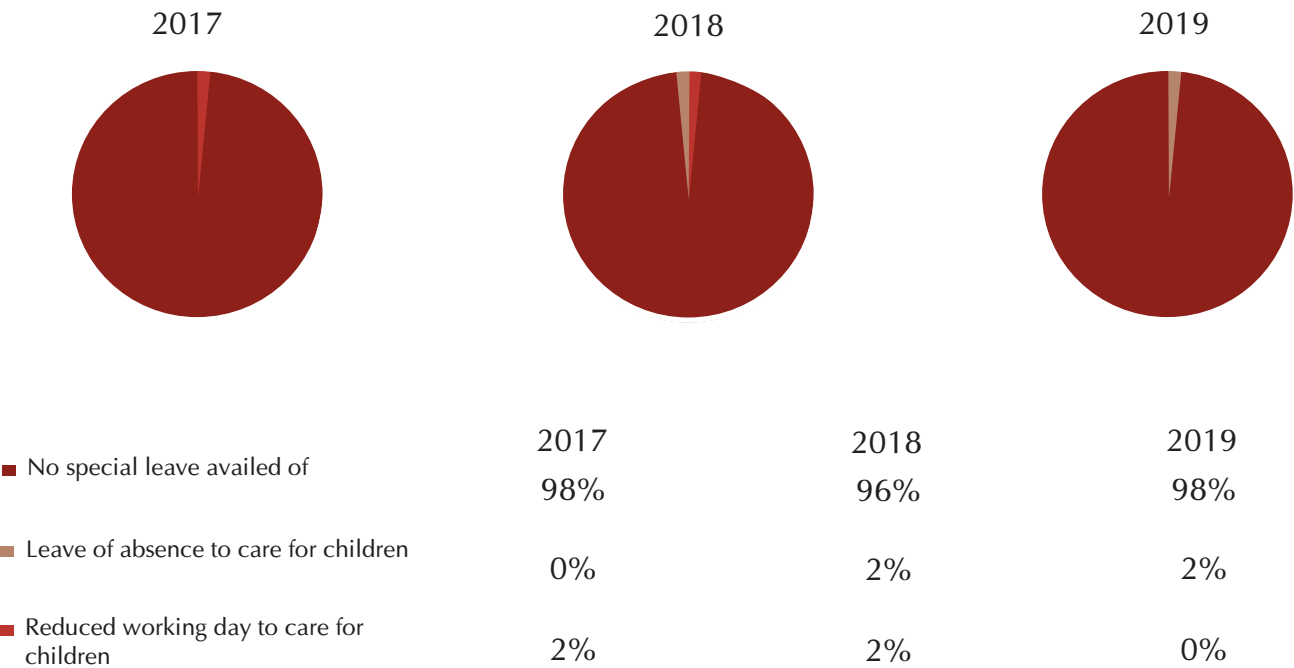


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The year 2017 was the one when most female workers (6) availed of these two types of unpaid leave, the same year in which the only two applications for leave of absence were recorded.

From 2018, the number fell significantly and it has remained constant, so that now there are only 2 people with reduced working days.

The introduction of new organizational measures that furnish greater time flexibility justifies the decline in these types of leave from 2018 on.



7.9 Remuneration

The remuneration system is governed by the specific collective agreement “First Collective Agreement Consorcio Centro Nacional de Investigación sobre la Evolución Humana, CENIEH” (09100042012011) of Burgos, and by the Royal Decree 451/2012, of March 5th, which regulates the remuneration regime for senior managers in the public business sector and other entities.

Chapter III of the Collective Agreement regulates professional classification in order that the remuneration of the workers should be a good fit to, among other considerations, professional aptitudes, qualification, the overall content of the labor service corresponding to that professional group, and the level of capacity, responsibility, and autonomy required for the activity of that category.

The remuneration system is defined and observes objective and non-discriminatory criteria. The worker draws an amount determined by the remuneration assigned to the position occupied by applying the pay system of the Collective Agreement.

Thus, once the Salary Register has been compiled, it is seen that the gaps have an objective explanation, and are in no case discriminatory on the grounds of sex. The gaps mentioned can be attributed to causes such as the variety of existing positions at the CENIEH, specific modes of hiring, sources of financing, professional merits, responsibility, and even the salary complement.

7.10 Female underrepresentation

The CENIEH workforce consists of 59% women and 41% men. As a consequence, there is no overall female underrepresentation.

7.11 Prevention of sexual and sex-based harassment

In Chapter XV. – Other provisions, article 58 section 2.f), of the CENIEH Collective Agreement, a guide to the different types of harassment, and the consequences of any case of harassment that could arise in the labor context, is set out.

The Agreement provides that, within the Equality Committee, a protocol on bullying, sexual harassment, and sex-based harassment will be devised.

To date, no complaints of sexual or sex-based harassment have been received from workers.

Section 8

SWOT ANALYSIS

Weaknesses

- Absence of an Equality Plan to date.
- Absence of protocol on sexual and sex-based harassment.
- Lack of equality training.
- Assimilation of “equality” with women.
- Equality and work-life balance measures not protocolized, although with a high turnover of temporary staff, these workers are not aware of them.
- Scarcity of financial and human resources for Plan implementation.

Threats

- Gender stereotypes and roles deeply rooted and pronounced in current society.
- Lack of joint responsibility by men in society in relation to domestic and caring tasks.
- Lack of awareness of the importance of equality, work-life balance and joint responsibility in the labor and personal spheres.
- Certain of the Center’s temporary hires are determined by external grants and assistance where the conditions are established directly (remuneration, term, etc.), leaving little scope for action.

Strengths

- Commitment and engagement by the representatives of the business and the workers to equality.
- Engaged and participative workforce (high participation in surveys: 56.66%).
- Fluid dialog with the workers’ representatives.

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- Willingness of Management to implement effective equality in all the aspects of the Center.
- Workforce with high level of training.
- Willingness by the Center to give training and information to the workforce.
- Highly flexible working time organization at the Center.

Opportunities

- Existence of a wide variety of channels of communication for coordinated work with other entities and public authorities.
- Possibility of financial resources for equality training.
- Existence of different means of dissemination for showcasing the work on equality done.
- Activities already existing at the Center that offer specific visibility to women in the sector (Women and Science Week held eleven times).
- Strong presence of women in the workforce.
- Encouragement by public bodies for actions relating to equality and work-life balance.
- Robust regulatory framework directed at effective implementation of equality and furnishing guidelines and schedules for executing this.

Section 9

Results of the remuneration audit

The CENIEH bases its salary policy on objective, non-discriminatory criteria. The salary conditions are set on the basis of the Collective Agreement applicable.

In view of the quantitative data furnished by the CENIEH, it is seen in the audit that there exist salary differences within the same areas of study (base salary, salary complements and other complements). These differences are justified by the different types of working days, as if these were harmonized, there would not be any salary difference. In most cases, the justification lies in the grounds for calculation. We ought to point out that there are differences within a single category due to the salary bands comprising it, which are justified in the evaluation factors for the professional classification such as: qualification, experience, training, responsibility, autonomy, etc., as well as, in certain cases, the unique professional category or specific requirements or demands in the calls of entities external to the Center.

The Career Development Plan envisages vertical promotion (to another post with greater responsibility by a public offer of employment), and horizontal promotion through a salary complement that accrues every five years following a performance evaluation process.

The audit report is favorable. The remuneration audit shall be valid for four years, to coincide with the period of validity of this Equality Plan.

Section 10

OBJECTIVES, MEASURES AND INDICATORS

The principal and general objective, without question, is to work to incorporate the principle of equality of opportunities into all the spheres of action of the CENIEH. The specific objectives which it is intended to reach and toward which measures are proposed are:

1. Promote a culture of gender equality among CENIEH staff.
2. Guarantee equality of opportunities in access, training and career development.
3. Promote a neutral remuneration policy.
4. Work toward time management which fosters work-life balance.
5. Prevent and act in situations of harassment in the workplace.

1 Promote a culture of gender equality among CENIEH staff.

General objective: Promote a culture of equality in the different spheres of the CENIEH through practices in equality, and promote an institutional communication policy, both external and internal, that is egalitarian, inclusive, and not sexist.

Specific objectives	Measures	Target persons	Indicators
Reinforce and convey institutional commitment to equality, promoting this principle and non-discrimination.	1.1 Communication by Management, conveying the institutional commitment to equality and promoting this principle and non-discrimination.	Entire workforce.	Communication documents from Management.
Constitution of the Equality Committee to develop the whole process.	1.2 Constitution of the Committee, with equal representation from the entity and the workforce. Compilation, negotiation, and surveillance of compliance with this Equality Plan.	Equality Committee.	Minute of constitution of the Committee.
Implementation of Equality Plan.	1.3 Approval of the Equality Plan by the Equality Committee. Surveillance of its implementation.	Equality Committee.	Equality Plan approved and dated, with a specific term of validity. No. of meetings held. Annual implementation report.

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Specific objectives	Measures	Target persons	Indicators
Dissemination of Equality Plan for the workforce to be familiar with it.	1.4 Dissemination of the Equality Plan among all the people working at the CENIEH. Incorporate the Equality Plan into the hiring dossier/check list.	Human Resources Department.	Dissemination documents. Posting on the Intranet.
Generation of culture and awareness, with training in equality of opportunities at different levels: general, specific, and institutional.	1.5 Offer an awareness-raising course in equality of opportunities to everybody, both men and women. 1.6 Training for members of the Equality Committee on equality, diversity, sexual and sex-based harassment.	Entire workforce. Equality Committee. Human Resources Department and Communication Department.	Courses offered. % attending/invited. Satisfaction survey.
Promote the use of inclusive and non-sexist language.	1.7 Compilation of a guide to using non-sexist language for internal and external application. 1.8 Specific training in inclusive communication (language, images and channels).	Human Resources Department and Communication Department.	Existence and effective communication of the guide.

2 Guarantee equality of opportunities in acces, training and career development

General objective: Guarantee equality of opportunities in access, training and career development(*), reviewing internal processes, fomenting practices in equality and objective and non-discriminatory criteria in these areas.

Specific objectives	Measures	Target persons	Indicators
Guarantee that staff selection is conducted through objective and non-discriminatory procedures and criteria.	2.1 Review and updating of the selection procedure to ensure the application of objective and non-discriminatory criteria: - Equal composition of selection committees, whenever possible. In other words, without distorting the level of competence desired for the selection committee. - Use, whenever possible, of anonymous or pseudonymous curricula vitae, without personal photographs or references such as age, sex, name, or nationality. - Use of inclusive and non-sexist language in selection processes.	Human Resources Department.	Review and updating of the procedure. Measures implemented.

Specific objectives	Measures	Target persons	Indicators
Guarantee that training is offered and given on the basis of objective and non-discriminatory criteria.	<p>2.2 Review and updating of the training procedure to ensure the application of objective and non-discriminatory criteria:</p> <ul style="list-style-type: none"> - Offer training driven by the objective needs identified for the position / person. - Use of inclusive and non-sexist language in the process. 	Human Resources Department.	Review and updating of the procedure.
Guarantee that career development is based on objective and non-discriminatory criteria.	<p>2.3 Review and updating of the career development document to ensure the application of objective and non-discriminatory criteria:</p> <ul style="list-style-type: none"> - Career development based on objective and non-discriminatory criteria. - Use of inclusive and non-sexist language in the process. 	Human Resources Department.	Review and updating of the procedure.

(*) As indicated in the diagnostic analysis, the current Career Development Plan envisages vertical promotion (to another post with greater responsibility by a public offer of employment), and horizontal promotion through a salary complement that accrues every five years following a performance evaluation process. Only this latter form of promotion has been regulated internally, applied and put into practice.

It should be said that the CENIEH is not in a position to guarantee a career promotion regulation as this would be a matter dependent on authorization by the Ministerio de Hacienda and its own Governing Bodies. The measures proposed entail review of the current documentation in the terms set out therein. Should it become possible to put forward such a regulation in the future, this would be so done as to ensure equal promotion opportunities for men and women.

3 Promote a neutral remuneration policy

General objective: Promote a neutral remuneration policy that averts salary gaps, reviewing internal processes, and fomenting objective and non-discriminatory equality practices and objective criteria throughout the process. Ensure compliance with the principle of equality through audits.

Specific objectives	Measures	Target persons	Indicators
Possess an objective description of jobs and their competences without gender bias and subject to non-discriminatory criteria.	3.1 Review and updating of the job descriptions and competences without gender bias and subject to non-discriminatory criteria.	Human Resources Department.	% job descriptions reviewed / total.
Avert any horizontal or vertical segregation by sex in the professional classification.	3.2 Review of the professional classification and job evaluations, subject to objective criteria.	Human Resources Department.	Evaluation conducted.
Study and analyze the salary gap at the CENIEH.	3.3 Review of the Remuneration Policy, with a study of the existing salary gap.	External entity.	Salary gap study document.
Create and maintain the Salary Register.	3.4 Creation and periodic maintenance of the Salary Register.	External entity.	Salary Register document, updated each year.

4 Work toward time management which fosters work-life balance

General objective: Work toward time management which fosters work-life balance, communicate all the relevant measures in place and encourage joint responsibility.

Specific objectives	Measures	Target persons	Indicators
Ensure that the work-life measures are known by and accessible to the entire workforce.	4.1 Internal communication of the leave schemes, rights and time flexibility in place at the CENIEH, of the law, and of the enhancements in the Collective Agreement. 4.2 Include the Equality Plan in the welcome pack.	Entire workforce.	Means of dissemination.
Ensure that those availing of work-life balance rights are not handicapped in their annual and five-yearly evaluations.	4.3 Review of the annual and five-yearly evaluation processes to cover these situations.	Entire workforce.	Review and updating of the document.

Specific objectives	Measures	Target persons	Indicators
Use of new technologies to facilitate work-life balance.	4.4 Promote the implementation and use of new technologies to avert commuting and nurture the work-life balance, making the most of the possibilities offered by the applicable regulations.	Entire workforce.	Use of online means for training, meetings, etc.

5 Prevent and act in situations of harassment in the workplace

General objective: Prevent and act in situations of harassment in the CENIEH, such as bullying, harassment that is sexual or based on sex, sexual orientation, or gender identity, and devise a specific action protocol that is known to everybody.

Specific objectives	Measures	Target persons	Indicators
Prevent and act in situations of bullying, sex or sex-based harassment, guaranteeing complete confidentiality and efficacy to ensure the privacy of victims.	5.1 Draft a protocol on prevention and action in cases of bullying, sex or sex-based harassment, to incorporate this into the Equality Plan: -Ensure confidentiality and the privacy of victims. -This shall include a whistleblower channel and procedure.	Departamento de Recursos Humanos.	Elaboración del protocolo.
Make the sexual and sex-based harassment protocol known to the entire workforce so that they are aware how to act.	5.2 Dissemination of the protocol, and including it in the welcome pack.	Human Resources Department.	Means of dissemination used. Posting on the Intranet.
Give specific training on the prevention of sexual or sex-based harassment, and on equality of opportunities.	5.3 Specific training on the prevention of sexual or sex-based harassment, to be offered to everybody, men and women.	Entire workforce.	Training given. % attending/invited

Section 11

MEANS AND RESOURCES

For each measure, those responsible and the human resources allocated to the implementation, monitoring, and evaluation of each, are identified. The CENIEH likewise undertakes to provide all the internal and external, material and human, means and resources necessary for the implementation, monitoring, and evaluation of the measures identified throughout the four-year term of validity of the Plan.

Section 12

SCHEDULE

	2021	2022					2023				2024					
	4Q		1Q	2Q	3Q	4Q		1Q	2Q	3Q	4Q		1Q	2Q	3Q	4Q
1.1																
1.2																
1.3																
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Section 13

EQUALITY COMMITTEE

Composition

The Equality Committee is made up of representatives of the CENIEH and by the legal representatives of the workers.

Whenever it should see fit, the Equality Committee may also request the presence and/or advice of experts on equality of treatment and opportunities between men and women, and on equality plans, at its meetings.

The current members of the Equality Committee are:

CENIEH REPRESENTATIVES

Carlos de Quevedo

Carmen Gutiérrez

ALTERNATE

Pilar Santa-María

WORKFORCE REPRESENTATIVES

Fernando Jiménez

Chitina Moreno-Torres

ALTERNATE

Davinia Moreno

Competences

1. Ensure that the principle of equality of treatment and opportunities for men and women is fulfilled at the entity.
2. Inform personnel of the entity of the commitment undertaken to develop an Equality Plan.
3. Make the workforce aware of the importance of incorporating equality of opportunities into the policy of the entity and the need for them to participate actively in implementing the Equality Plan.
4. Facilitate information and documentation of the organization to compile the diagnosis.
5. Participate actively in conducting this diagnosis and approval of the same.
6. Propose, examine, and debate the proposals for positive actions put forward for negotiation.
7. Negotiate and approve the Equality Plan
8. Drive dissemination of the Plan, awareness of it, and its implementation.
9. Conduct monitoring and evaluation of the Equality Plan:
 - Verify whether the actions envisaged have been accomplished.

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- Verify the level of workforce participation in the actions.
- Certify whether the actions were accomplished to the schedule established in the Plan.
- Identify the problems that might arise in the course of implementing the Plan.
- Formulate recommendations to enhance implementation of the Plan.
- Adapt the actions to contingencies not envisaged in the Plan.

Meetings

The Committee shall hold at least one ordinary meeting per month while the diagnostic report on the entity is being compiled, and ordinary meetings each quarter once implementation of the Equality Plan is under way.

Meetings may be called by either of the parties.

Agreements

The agreements of the Committee require a majority vote in favor, and are binding on all parties.

Minutes

Minutes will be kept for each meeting, setting out the agreements and commitments reached.

Validity of the agreements

The validity of the agreements set out in the minutes shall be subject to subsequent approval by the Committee, with those approved in the preceding session being reported at each meeting.

Section 14

MODIFICATION PROTOCOL

The Equality Plan is a flexible document that describes a series of measures, stipulating those responsible and the indicators, and bound by a schedule. The provisions of this Plan may be modified by decision of the Equality Committee in the following cases:

- a) Errors are detected in the understanding or implementation of some measure that hamper its use, or encourage inappropriate use of it.
- b) The indicators for proper tracking of the impact are incorrect or insufficient.
- c) It is found that the period defined is too short or, on the contrary, too long, for it to be possible to detect the factors to be analyzed properly.

To proceed with the changes, a meeting will be called to negotiate this, and the voting procedure set out in the regulations of the CENIEH Equality Committee will be followed.

All differences of understanding of the evaluation or revision shall be set out in the minutes, and may be taken into account when drafting later plans so as to improve them.

Should the statutory framework or the Collective Agreement prompt changes which could affect the content and/or distribution of this document, the corresponding modification must be made to comply with the relevant obligations, and within the period specified.

The modification process, should it prove necessary, shall be based on the following evaluation criteria:

1. Efficacy: Assessment of the extent to which the objectives set have been reached and whether the expected results have been obtained, without taking into account the costs necessary for this.
2. Coverage: This is the relationship between the workforce benefiting from an activity and the total workforce needing it.
3. Participation: This criterion appraises the opportunities of all parties to participate in each one of the planning and evaluation phases of the actions.

After these three criteria, an assessment on two levels should be carried out:

- i. Evaluation of measures: This is the most specific level of evaluation. This shall be performed by the Equality Committee each year.
- ii. Comprehensive evaluation of the Plan: The second level of evaluation is that of the Plan as a whole.
- iii. Overall Plan evaluation: The second level of evaluation of the Plan is an overall one. This shall be the responsibility of the Equality Committee, which shall manage the Final Report that will analyze and devise the proposals to be included in the following Plan.

The modifications and revisions shall be implemented according to the schedule of the Equality Plan itself, including all the points set out over time at all levels.

Should any discrepancy or problem that could arise in any of the phases of the Equality Plan (application, monitoring, evaluation, or revision) require solution, any person interested may notify the Equality Committee in the following ways: employees of the entity should communicate this directly to the workers' representatives, while management personnel should notify the persons representing the entity on the Equality Committee. In these cases, the Equality Committee itself shall agree whether an extraordinary meeting to address the matter should be held, or if it is better to wait until the next scheduled meeting. The decision shall be adopted by the favorable vote of the majority of the Committee, and this should take place within a period of no more than seven calendar days.

In the event of disagreement, the Equality Committee may turn to the procedures and bodies for independent settlement of labor disputes, should this be agreed, but following intervention by the Joint Agreement Committee.

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The result of the negotiations shall be set out in writing and signed by the negotiating parties.

In witness whereof, the parties appearing sign hereunder in the place and on the date indicated.

Have signed this document in Burgos on 24 February 2022:

D. Carlos Quevedo Puente

Firmado por DE QUEVEDO PUENTE CARLOS FERNANDO - DNI ***4503** empleado público en CENTRO NACIONAL DE INVESTIGACION SOBRE LA EVOLUCION HUMANA el día 24/02/2022 10:31:56 con un certificado emitido por AC Sector Público con número de serie 163378360437239667911782554076535199594

D. Fernando Jiménez

Firmado por JIMENEZ BARREDO FERNANDO - DNI ***9486** empleado público en CENTRO NACIONAL DE INVESTIGACION SOBRE LA EVOLUCION HUMANA el día 24/02/2022 11:44:25 con un certificado emitido por AC Sector Público con número de serie 165596479486943453292333081994668812832

Dña. Carmen Gutiérrez

Firmado por GUTIERREZ DIEZ CARMEN - DNI ***6114** empleado público en CENTRO NACIONAL DE INVESTIGACION SOBRE LA EVOLUCION HUMANA el día 24/02/2022 10:19:41 con un certificado emitido por AC Sector Público con número de serie 168349141982450371030831233732293157722

Dña. Chitina Moreno-Torres

Firmado por MORENO-TORRES RODRIGUEZ-CONTRERAS MARIA CONCEPCION - DNI ***0085** empleado público en CENTRO NACIONAL DE INVESTIGACION SOBRE LA EVOLUCIÓN HUMANA el día 24/02/2022 10:19:41 con un certificado emitido por AC Sector Público con número de serie 55392332691794742333149489140169349365

This Plan is registered in the Register of Collective Agreements, Collective Labour Agreements and Equality Plans by favourable resolution of the Territorial Labour Office, delegation of Burgos, issued on 8 March 2022.



CENIEH

Centro Nacional de Investigación
sobre la Evolución Humana

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