



Equality plan



 **Blanquerna**

UNIVERSITAT RAMON LLULL

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A. Preamble

The **Blanquerna Foundation** has been a university education institute since the year 1948. It is the co-founder of the Ramon Llull University, Catalonia's first private university recognised in the year 1991.

As a university, one of the Blanquerna Foundation's commitments is to foster equality among people and genders, as well giving students the highest possible level of education.

These principles are applicable to the business side, it being a tradition to encourage the occupation of different job positions with competitive criteria, regardless of the gender of those who work with us and without overlooking gender parity.

This practice dates from before Spanish Organic Act 3/2007 for Effective Equality Between Men and Women and was reflected not only in the Foundation's Collective Work Agreement, but also, before this Plan, in the I Collective Agreement of the Escola de Mestres and in the Administration and Services Staff Private Agreement.

The social and business representatives understand that the space where equality-related aspects must be included is the collective agreement, the regulatory framework of the relationships between the company and its staff. And we consider, as mentioned above, that the current agreement includes enough equality measures.

The two representatives are equally aware that moving forward is always possible and that is the reason why we are providing this Equality Plan.

B. Introduction

Definition

The Blanquerna Foundation's Equality Plan is an orderly set of measures aimed at achieving equal treatment and opportunities for men and women in the company and eliminating any type of employment discrimination that may exist on the grounds of gender.

Target audience

As stated in the preamble, the target audience for this Equality Plan is not just the women but also the men making up the workforce, as this is about achieving a more competitive organisation and harmonious coexistence.

Validity

We believe that an Equality Plan should not be limited to a specific time or space, but that its duration, in theory, should be indefinite, regardless of the specific contributions that are made to improve it during its lifetime.

Structure

The Equality Plan is structured into four different phases that address the working areas that the Spanish Organic Act 3/2007 indicates as the subject of equality plans.



C. Areas of the equality plan

In accordance with the regulations of Article 46 of Spanish Organic Act 3/2007, the areas that the Blanquerna Foundation's Equality Plan addresses, are:

- Access to jobs
- Professional classification
- Training and advancement
- Pay
- Work time management
- Prevention of sexual harassment on the grounds of sex

D. Phases

I. Diagnosis

The data relating to the areas covered by the plan will be analysed quantitatively and qualitatively in such a way as to help us to find out about the comparative situation of the company's workers by gender.

II. Planning

Based on the results obtained from the diagnosis, it will be used to find a solution to the possible shortcomings detected.

III. Implementation

Action plan for the execution and implementation of the actions forming the Equality Plan..

IV. Monitoring and assessment

Review of the planned aspects and degree of compliance with the plan and the objectives set.

D.I. Diagnosis

As preliminary information, it should be noted that this diagnosis is based on data available in September 2010.

1. Access to jobs

% of women and men who obtain job positions (TABLE 1)

If we analyse the period between 1 November 2008 and 30 September 2010, we see a total of 100 newly incorporated employees, 56 of whom are women and 44 of whom are men, which represents the fact that 56% of newly incorporate employees are women and 44% are men. Therefore, we can observe parity in access to the Foundation's jobs.

Neutrality in the name and description of the workplace

The definition of the categories is stated in APPENDIX I of the II Collective Agreement.

We can see that the denomination of the teaching staff's workplaces incorporates the gender perspective. The PAS should be renamed in order to incorporate the gender perspective in those cases where the definition cannot be neutral.

On the other hand, the description of the different categories already includes neutrality, given that they all talk about "person", without any reference to the sex occupying it.

Definition of neutral hiring instruments and techniques

Vacancy announcements have been adapted to the gender perspective, avoiding references that could imply that the posts were originally meant for a certain sex.



Hiring processes take into account objective criteria. Ability, merit and person-place appropriacy are the factors that determine allocation of places.

Therefore, we can conclude that in this area we have a balanced situation with regard to newly incorporated employees, description of job positions and hiring. In some cases with the PAS, work needs to be done on the names of the job positions.

2. Professional classification

There are data segregated by sex that tell us about the distribution of men and women in the company's different categories. (TABLE 2)

The information shows that this distribution is balanced, in general, given that 51.7% of the workforce are women and 48.3% are men.

A more exhaustive analysis shows that women are represented in a smaller proportion than men in the category of lecturer, computer analyst, computer technician, maintenance technician, maintenance officer and service assistants. On the other hand, there is a smaller proportion of men in the categories of TG-1, librarian, TG-2, library assistant, administrative officer and telephonist/receptionist. There is parity in the category of Adjunct Lecturer-Researcher, Associate Lecturer, Part-time Lecturer and Designer.

That there is an underestimation of the positions occupied mainly by women cannot be deduced from this information, but rather that the distribution obeys the principle of capacity in each group and category.

3. Training and advancement

The process for filling vacancies and substitute positions as well promotions is defined in Article 13 of the Foundation's II Collective Work Agreement.

The first conclusion that can be drawn from reading this article is the absence of discriminatory aspects on the grounds of gender, as preference is always given, in equal conditions, to members of the workforce, regardless of the sex of the candidates.

Aware of the importance that training has for the company and its workforce, the two representatives agreed to introduce the PAS Professional Development Supplement (CAP), regulated in APPENDIX V into the II Agreement. The CAP is a tool that encourages and rewards the training of staff through a salary supplement. Currently, 34 people benefit from the CAP, that is 58.8% women and 42.2% men.

Another important instrument established in Article 21.5 of the II Agreement is the option to take paid leave for a maximum period of a term, to finish an ongoing thesis.

In addition, sections 2, 3 and 4 of the same Article 21 of the II Agreement regulate the facilities where one can take part in training activities.

In conclusion, we can say that we have provided non-discriminatory training and advancement tools and made them available to the whole workforce. Although we do have to continue promoting and providing these tools to our staff and, if possible, improve them.



4. Pay

Pay is set based on the categories contained in the II Work Agreement. Likewise, the salary tables listed in the agreement and updated in accordance with the criteria in Article 4.4. of the II Agreement, determine the pay for each category. In view of these two pieces of information, no type of discrimination is observed in the pay system.

In addition, the II Agreement (Chapter I of Section III and APPENDIX I for PAS) includes all the salary supplements that the workforce can receive. As with other pays, it does not contain any references implying differences in treatment based on the type of employment contract, place of work and/or gender.

As we can see from the previous information, the area of pay does not contain any discriminatory aspects on the basis of sex.

5. Work time management

Distribution of staff by sex and type of working day (TABLE 3)

Distribution by sex of full-time staff shows that 53.44% are women and 46.56% are men, while the percentage distribution of part-time staff is 50% women and 50% men.

It is worth highlighting that, by categories, and with the exception of the part-time lecturer category defined in the II Agreement, part-time hiring is minimum. The distribution by sex of part-time lecturers is as follows: 48.99% women and 51.01% men, showing balance, as also occurs in the case of full-time staff.

Distribution by sex and type of contract (TABLE 4)

The analysis of data shows a clear predominance of indefinite contracts (82.22%) compared to temporary contracts (17.78%).

By sex, regarding the total workforce, 42.32% of people with an indefinite contract are women and 39.9% are men, while 9.37% of the temporary contracts are held by women and 8.4% are held by men.

Therefore, we can conclude that parity exists between men and women concerning both the type of working day and the type of contract.

By categories, the information in point 2 of the Professional Classification can be considered as reproduced.

On the other hand, a large number of measures aimed at facilitating a work-life balance have been agreed, measures that are published in the II Agreement and which the staff have been informed of both on paper –they have a printed version of the II Agreement–, as well as in digital format via the Employee Portal (PORTEM).

It should be noted that these measures were already in place in the company long before Spanish Organic Act 3/2007 for the Effective Equality Between Men and Women came into force.

The specific measures are:

- A)** Compulsory leave with the job position being kept for the worker where maternity leave, paternity leave or leave for caring for sick relatives (up to second degree) (Art. 14.1.d) is requested and e).
- B)** 3 days' paid leave in the event of the birth of a son or daughter, a serious illness, a surgical procedure or the death of a relative (up to second degree) (Art. 21.1.b).



- C) Work-life balance to which the whole of Article 23 is specifically devoted and where the possibility of flexi-work to accommodate the right to breastfeed and to care for a second-degree relative with special needs and granting unpaid leave to facilitate adoptions abroad is included.
- D) The specific arrangement for maternity stated in Article 24 of the Agreement and specifically its section e) by which the Foundation provides, without loss of pay, maternity leave in cases of medical complications arising from childbirth that involve a longer than usual hospitalisation period.
- E) Regarding the working day, the PAS collective works shorter hours during the months of July and August.

Except in the case of section e) of Article 24, which under normal circumstances is for the mother, work-life balance and time management measures are aimed at both the workforce's men and women potentially.

6. Prevention of sexual harassment on the grounds of sex

As a premise, no complaints have been made in this regard.

Sexual harassment is referred to in Article 36.c) 7) of the II Agreement, where it is described as a very serious offence and this conduct is susceptible of leading to dismissal.

In conclusion, sexual harassment, the action protocol and the measures for divulging the criteria for preventing and denouncing this attitude still need to be defined.

D. II. Planning

Based on the information provided by the diagnosis and for each of the scopes of action in the Foundation's Equality Plan, the Plan's fundamental objectives will be determined.

Based on the premise of merit and within the framework set by Spanish Organic Act 3/2007, the main objective will be guaranteeing the effective equality between men and women.

The specific aims by area will be:

1. Access to jobs

Maintaining the hiring and contracting process, the objective procedures and policies based on the principles of merit, ability and person-place appropriacy, evaluating applications based on suitability.

Continuing to ensure at all times that jobs in the different areas of responsibility are filled by the most appropriate people in a framework of equal treatment with absence of all discrimination.

2. Professional classification

Guaranteeing equal treatment and opportunities in the professional development of men and women and promoting and improving the woman's possibilities for accessing positions of responsibility, thereby contributing to reducing the imbalances that may currently be occurring in the company

3. Training and advancement

When it comes to promotion processes, keeping in mind the commitment of members of the workforce, who in equal conditions prove their suitability to fill the vacancies, as regulated in the II Agreement.

Encouraging the development of skills and competences that improve the employability of those making up the Institution's workforce, without gender distinction.



4. Pay

Guaranteeing a pay system that does not engender inequality on the grounds of sex

5. Work time management

Continuing to advance the measures that serve both parties and that make it possible to find a work-life balance.

6. Prevention of sexual harassment on the grounds of sex

Establishing a scope of action for the prevention of sexual harassment and on the grounds of sex.

D. III. Implementation

Regardless of the fact that the implementation of the Equality Plan will coincide with the date of approval by the social and company representatives, the action criteria for each of the areas covered by this Action Plan must be specified.

D. IV. Monitoring and assessment

The periodicity of the meetings between the two representatives will be set. In these meetings, the degree of compliance with the difference aspects in the plan will be analysed.

E. Equality committee

The launch and subsequent monitoring of the Equality Plan will be carried out by the Equality Committee which will be made up of members of the Agreement Watchdog Committee regulated by Article 4 of the II Collective Work Agreement.

Notwithstanding the functions of interpretation and mediation assigned to it by the Agreement Watchdog Committee, the Equality Committee will have the following roles:

- Monitoring compliance with what has been agreed in the Plan.
- Driving forward new measures within the Plan.

With previous notice given, the Committee shall meet with an agenda at the request of each of the parties. The meeting shall be held with at least five working days' notice.

The Committee shall choose by mutual agreement the positions of Chairperson and Secretary from among its members.

Agreements shall be reached by a simple majority from each of the two parties.



Tables



TABLE 1**Access to jobs**

Category	Women	% Category	Men %	Category	Total
Lecturer	44	55,00	36	45,00	80
Computer technician	0	0	2	100	2
Administrative officer	10	66,67	5	33,33	15
Library assistant	1	100	0	0	1
Maintenance officer	0	0	1	100	1
Telephonist/receptionist	1	100	0	0	1
TOTAL	56	56,00	44	44,00	100

New entry 1.11.08-30.09.10

TABLE 2**Distribution of staff by sex and categories**

Category/rank		Women	%	Men	%	TOTAL
PI	Porfessor	0	0,00	2	00,00	2
	Full	3	18,75	13	81,25	16
	Associate	4	26,67	11	73,33	15
PIA	Full	9	60,00	6	0,00	15
	Associate	23	41,82	32	58,18	55
P (22)	Associate	47	57,32	35	42,68	82
P	Part-Time	145	48,99	151	51,01	296
Computer analyst		1	25,00	3	75,00	4
TG-1		7	87,50	1	12,50	8
Librarian		14	82,35	3	17,65	17
Computer technician		0	0,00	15	100,00	15
Audiovisual technicians		1	12,50	7	87,50	8
TG-2		21	95,45	1	4,55	22
Maintenance technician		0	0,00	3	100,00	3
Designer		1	50,00	1	50,00	2
Library assistant		5	100,00	0	0,00	5
Administrative officer		33	84,62	6	15,38	39
Maintenance officer		0	0,00	6	100,00	6
Telephonist/receptionist		5	83,33	1	16,67	6
Services assistant		1	33,33	2	66,67	3
TOTAL		320	51,70	299	48,30	619



TABLE 3**Distribution of staff by sex and type of working day**

Category/rank		WOMEN				MEN				total
		Full-time	%	Part-time	%	Full-time	%	Part-time	%	
PI	Professor	0	0	0	0	2	100	0	0	2
	Full	3	18,75	0	0	13	81,25	0	0	16
	Associate	3	20	1	6,67	10	66,67	1	6,67	15
PIA	Titular	7	46,67	2	13,33	6	40	0	0	15
	Associate	23	41,82	0	0	32	58,18	0	0	55
P (22)	Associate	46	56,10	1	1,22	34	41,46	1	1,22	82
P	Part-time	0	0,00	145	48,99	0	0	151	51,01	296
Computer analyst		1	25,00	0	0	3	75	0	0	4
TG-1		7	87,50	0	0	1	12,50	0	0	8
Librarian		13	76,47	1	5,88	3	17,65	0	0	17
Computer technician		0	0	0	0	14	93,33	1	6,67	15
Audiovisual technicians		1	12,50	0	0	7	87,50	0	0	8
TG-2		19	86,36	2	9,09	1	4,55	0	0	22
Maintenance technician		0	0	0	0	3	100	0	0	3
Designer		1	50,00	0	0	1	50	0	0	2
Library assistant		4	80,00	1	20	0	0	0	0	5
Administrative officer		31	79,49	2	5,13	5	12,82	1	2,56	39
Maintenance officer		0	0	0	0	6	100	0	0	6
Telephonist/receptionist		4	66,67	1	16,67	1	16,67	0	0	6
Services assistant		0	0	1	33,33	0	0	2	66,67	3
Total		163	26,33	157	25,36	142	22,94	157	25,36	619

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TABLE 4**Distribution of staff by sex and type of employment contract**

Category/rank		WOMEN				MEN				Total	
		Indefinite	%	Temporary	%	Indefinido	%	Temporal	%		
PI	Professor	0	0	0	0	2	100	0	0	2	
	Full	3	18,75	0	0	13	81,25	0	0	16	
	Associate	4	26,67	0	0	11	73,33	0	0	15	
PIA	Full	9	60,00	0	0	6	40,00	0	0	15	
	Associate		23	41,82	0	0	32	58,18	0	0	55
P (22)	Associate		47	57,32	0	0	35	42,68	0	0	82
P	Part-time	101	34,12	44	14,86	108	36,49	43	14,53	296	
	Computer analyst	1	25,00	0	0	3	75,00	0	0	4	
	TG-1	7	87,50	0	0	1	12,50	0	0	8	
	Librarian	12	70,59	2	11,76	3	17,65	0	0	17	
	Computer technician	0	0	0	0	12	80	3	20	15	
	Audiovisual technicians	1	12,50	0	0	5	62,50	2	25	8	
	TG-2	21	95,45	0	0	1	4,55	0	0	22	
	Maintenance technician	0	0	0	0	3	100	0	0	3	
	Designer	1	50	0	0	1	50	0	0	2	
	Librarian assistant	2	40	3	60	0	0	0	0	5	
	Administrative officer	25	64,10	8	20,51	2	5,13	4	10,26	39	
	Maintenance officer	0	0	0	0	6	100	0	0	6	
	Telephonist/receptionist		4	66,67	1	16,67	1	16,67	0	0	6
	Services assistant	1	33,33	0	0	2	66,67	0	0	3	
TOTAL		262	42,33	58	9,37	247	39,90	52	8,40	619	

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Planning forms



Planning

SCOPE		1. ACCESS TO JOBS	
AIM		To guarantee objective hiring processes	
ACCIONES	DATE SCHEDULED	PERSON RESPONSIBLE	STATUS
<p>1. Review all the aspects of the text of the II Agreement referring to access to jobs to correct gender-related terms that are potentially discriminatory either directly or indirectly.</p> <p>2. Use non-sexist language in job offer communications.</p> <p>3. Ensure that, on equal terms, preference in access to jobs will be given to candidates with lower representation in the categories in question.</p>			



Planning

SCOPE	2. PROFESSIONAL CLASSIFICATION		
AIM	To ensure equal treatment and opportunities for all members of the workforce		
ACTIONS	DATE SCHEDULED	PERSON RESPONSIBLE	STATUS
<ol style="list-style-type: none"> 1. Review all the aspects of the text of the II Agreement referring to professional classification in order to correct gender-related terms that are potentially discriminatory either directly or indirectly. 2. Guarantee the neutrality of workplace names and their description. 3. Monitor the proportion of men and women in the different professional categories. 			



Planning

SCOPE	3. TRAINING AND ADVANCEMENT		
AIM	To guarantee objective hiring and training processes		
ACTIONS	DATE SCHEDULED	PERSON RESPONSIBLE	STATUS
<ol style="list-style-type: none"> 1. Review the text of the II Agreement to check for the possible existence of discriminatory terms used in reference to sex and correct them. 2. Ensure that, on equal terms, preference in access to jobs will be given to people of the sex with lower representation in the category in question. 3. Include, if applicable, training courses on gender equality in the training programme for the Foundation's whole workforce. 			



Planning

SCOPE		4. PAY		
AIM		To guarantee a pay system that does not engender inequality on the grounds of sex.		
ACTIONS	DATE SCHEDULED	PERSON RESPONSIBLE	STATUS	
1. Review all the aspects of the text of the II Agreement referring to pay in order to correct gender-related terms that are potentially discriminatory either directly or indirectly.				
2. Continue applying all the measures that are necessary for a real equal pay system between men and women who are doing jobs at the same level.				



Planning

SCOPE		5. WORK TIME MANAGEMENT		
AIM		To balance work and family life.		
ACTIONS	DATE SCHEDULED	PERSON RESPONSIBLE	STATUS	
1. Review all the aspects of the text of the II Agreement referring to work-life balance in order to correct gender-related terms that are potentially discriminatory either directly or indirectly.				
2. Guarantee that the company's work-life balance measures are well known and accessible to all the Foundation's employees regardless of their gender.				
3. Promote work-life balance among all the Foundation's employees, providing the workforce with breaks, leave, shorter working days and all other rights that in this regard all normatively recognised.				



Planning

SCOPE	6. PREVENTION OF SEXUAL HARASSMENT ON THE GROUNDS OF SEX		
AIM	To prevent sexual harassment, establishing a response protocol in these cases		
ACTIONS	DATE SCHEDULED	PERSON RESPONSIBLE	STATUS
<ol style="list-style-type: none"> 1. Review all the aspects of the text of the II Agreement referring to sexual harassment in order to correct gender-related terms that are potentially discriminatory either directly or indirectly. 2. Produce a definition for the meaning of sexual harassment on the grounds of sex. 3. Design, draw up and put into practice, if applicable, a response protocol for these situations. 4. Circulate the response protocol for sexual harassment and harassment on the grounds of sex among all the Foundation's employees. 5. Promote resources for psychological assessment, the prevention and early detection of discrimination, sexual 			





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