IMDEA Water Foundation, as an entity dedicated to research, is committed to the principles contained in the “European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code, C&C)”. These documents detail the principles and recommendations on the responsibilities and obligations of researchers, employers and funding entities with regards to four topics: ethical and professional aspects, recruitment (open, transparent and merit-based), working conditions and social security and training.

Among the general principles and requirements applicable to employing entities we find the principles of non-discrimination, flexible working conditions, and gender balance.

For its part, the code of conduct for the recruitment of researchers consists of a series of general principles and requirements that employers and/or funding entities must follow when appointing or hiring researchers, guaranteeing compliance with principles such as recruitment process transparency and equal treatment for all candidates.

In accordance with the above, iMdea Water Foundation declares its commitment to establishing and developing policies that integrate equal treatment and opportunities between women and men, without discriminating directly or indirectly on the basis of gender, as well as to driving and promoting measures to achieve and maintain real equality within our organization. Thus, establishing equal opportunities between women and men as a strategic principle of our corporate and human resources policy, in accordance with the definition of this principle established by Organic Law 3/2007, of March 22nd, for effective equality between women and men.
In each and every one of the areas this Foundation works, from recruiting to promoting (including wage policy, training, working and employment conditions, health and safety and work-life balance, among other aspects), we assume the principle of equal opportunities between women and men, with special regard to indirect discrimination, meaning “The situation in which an apparently neutral provision, criteria or practice puts a person of one gender at a particular disadvantage compared to people of the other gender”.

The Equality Plan has been drafted within iMdea Water’s Negotiating Committee, which was constituted for this purpose:

- **Entity Representatives**
  - Deputy Director.
  - Manager.

- **Social Representatives**
  - FEUSO Representative.
  - FSIE Representative.

In addition, the Committee has been advised by Zubizarreta Consulting S.L., as a consulting company approved by Emakunde (Basque Institute for Women), providing Technical Assistance in the field of Equal Opportunities for Women and Men.

**Scope and time frame**

This Plan is applicable to all of IMDEA Water’s employees, as well as those sent by temporary work agencies for periods served, when applicable.

The Equality Plan is valid from the day of signing until 31/12/2025.

Once its validity has ended, it will remain in effect until the next Plan is approved. For this, the entity has agreed to convene a new Negotiating Committee based on current regulations and to begin its negotiations within three months after the validity period ceases.
Summary of the diagnostic report

The regulatory framework behind this diagnosis is Royal Decree-Law 6/2019, of March 1st, regarding urgent measures to guarantee equal treatment and opportunities at work for women and men, which amended Organic Law 3/2007 for the effective equality of women and men, of March 22nd. Another component of the framework is Royal Decree 901/2020, of October 13th, which regulates equality plans and their record-keeping and amended Royal Decree 713/2010 of May 28th, on the recording and storing of collective labour agreements, as well as Royal Decree 902/2020, of October 13th, on equal pay for women and men.

Once its scope and the methodology to follow were defined, in compliance with said regulations, IMDEA Water undertook the necessary actions to prepare a Diagnosis of Equality between Women and Men.

Having performed the Diagnosis, once all the data and existing documentation at IMDEA Water were examined, and the information obtained from interviews and surveys was analysed, the following main conclusions were drawn:

A. General conditions

- The Governing Bodies, Directors and Line Managers are predominantly male. However, the workforce is mostly female in all areas. The Area which is closest to a balanced presence of women and men is Research (63% - 37%).

- Upon analysis by Levels and Positions, Strategic level positions and Doctoral Research Staff at an Operational Level are all male (100% for both categories). The position of Research Manager has balanced representation of women and men. The remaining positions are predominantly female.

- 100% of Strategic Level positions are occupied by men (1 man). At a Tactical Level, 67% are women.

- 85% of the workforce is between 25 and 45 years of age.


discrimination, flexible working conditions, and gender balance
85% of the workforce has worked there for 0-5 years (half are in the 1-to-3-year bracket.)

The relative rate of women with children is 1.33, which indicates this situation is slightly more common for women within the organisation than it is for men.

The data indicates the same relative rate of women/men with university studies at the tactical level (1) and a lower rate lower at the operational level (0.86).

B. Recruitment, Training and Promotions

59% of the latest hirings have been women, which seems to indicate a balance in access.

The general data indicates hirings at all levels and positions; except for the role of Manager, at the strategic level, and for Non-doctoral Lab Technicians, at an operational level. Women have been recruited for all these levels and positions.

iMdea WAter has a procedure for recruiting personnel which is governed by the principles of equality, merit, ability and openness.

The people in charge of recruiting determine each position's tasks, requirements, recruitment criteria and salary proposals, on a case-by-case basis and within the established limits.

The appointed Committee has been explicitly guided to assess applicants according to established criteria that considers academic/professional capabilities and merit only. However, there are no guidelines to draft an adequate interview script.

The entity does not have a Training Plan as such. Personnel proposals are collected through line management. Their data collection system does not include data divided by gender.

Regarding hiring policies: all contracts are full-time and hiring takes place on a project-by-project basis. The relative rate of women/men staff members with temporary contracts (0.97) indicates that this occurs slightly less for women.
C. Professional classification, pay and wage audit

- The total average wages show a difference of 13% in favour of men, or 14% if we factor in total compensation. The median (central position) is 12% higher for men.

- The proposed actions to solve pay differences are:
  - Establishing the criteria to consider for variable wage items and bonuses.
  - Reviewing job groupings (using the new job assessment tool provided by the Ministry of Equality).
  - Presenting the conclusions obtained to the bodies in charge of budgetary allocations.

D. Working conditions

- All staff members have split shifts. Both women and men benefit equally from the flexibility in shifts and work spaces/locations.

- The relative exit rate is 0.59. In this case, fewer of them are women.

E. Co-responsible exercise of the rights to a healthy personal, family and work life

- Only one reduction for the legal guardianship of a woman has been recorded. Specific existing work-life balance measures have not been communicated.

F. Under-representation of women

- There is female under-representation in Managerial and Doctoral Research Positions; in both cases, one man. All the other positions at different levels are predominantly female; except for Head of Research, which shows balance between women and men (55% and 45%, respectively).

- In addition, there has been an adverse trend in the presence of women in various positions.

- Comparing the strategic and tactical level with the total workforce, the relative success rate of women is 0.83; meaning women access such positions to a lesser extent than men.
G. Prevention of sexual and gender-based harassment

- There is no specific protocol to take action in case of a sexual or gender-based harassment incident, nor have there been complaints on these grounds.

H. Prevention of occupational hazards

- There is no written protocol of action in case of pregnancy, recent childbirth or breast-feeding.

I. Communication

- There is no Manual or guidelines for the use of inclusive language and images.
The general objective of the Equality Plan is to achieve equal treatment and opportunities, eliminating any possible gender-based discrimination within iMdea Water.

To this end, specific measures and objectives are proposed, within the following Areas of Intervention identified in the diagnosis:

**Area 1: Equality Policy**

**SPECIFIC OBJECTIVES:**

1. Consolidate Equality as a strategic value.
   - Increase the presence of women in the Scientific Council.

2. Facilitate proposed action follow-up.
   - Adapt systems to collect data divided by gender.
Area 2: Recruitment processes

SPECIFIC OBJECTIVES:

1. Ensure equal opportunities for women and men to access work.
   - Use inclusive language in job offers and suppress images that are stereotyped or could denote a preference towards a specific gender.
   - Develop guidelines to make interview contents target issues directly related to the job.
   - Require recruitment criteria that match the position’s duties and standardize them as guidelines if possible.
   - Provide CVs without personal data to the Recruitment Committee.
   - Grant preference in access to the underrepresented sex under equivalent conditions of suitability.
   - Provide training for those involved in hiring processes to raise awareness on equality.

Area 3: Professional Classification

SPECIFIC OBJECTIVES:

1. Ensure a neutral professional classification system.
   - Update job descriptions with a gender perspective.
   - Review job groupings using the Ministry of Equality’s new job assessment tool (pending publication upon releasing this report).
   - Present the conclusions obtained to the bodies responsible for budgetary allocations.

Area 4: Training

SPECIFIC OBJECTIVES:

1. Promote access to training on equal terms.
   - Have statistical information regarding training events divided by gender to send to the Plan’s monitoring committee.
   - Raise-awareness and train staff and management on equality.
   - Basic training in equality to different groups.
   - Training to integrate the gender dimension in research content.
   - Train the Monitoring Committee on equality.
   - Expand on the Monitoring Committee’s equality training.
Area 5: Co-responsible exercise of the rights to a healthy personal, family and work life

SPECIFIC OBJECTIVES:

1. Make personal, work and family responsibilities more compatible.
   - Report on measures that foster flexibility and a better work-life balance.
   - Share the principle of co-responsibility in family responsibilities.

Area 6: Pay Policy

SPECIFIC OBJECTIVES:

1. Ensure non-discriminatory pay on the basis of gender.
   - Adapt pay analysis following the guidelines proposed by the Technical Guide for Wage Audits (pending publication upon release of this report).
   - Establish criteria for the variable wage and bonuses.

Area 7: Prevention of Sexual and Gender-Based Harassment

SPECIFIC OBJECTIVES:

1. Ensure a healthy working environment for women and men.
   - Write up the protocol for prevention and action against sexual and/or gender-based harassment.
   - Share the protocol against sexual and gender-based harassment.
   - Conduct training regarding the protocol against sexual and gender-based harassment.
Area 8: Labour rights of victims of gender-based violence*

SPECIFIC OBJECTIVES:

1. Raise awareness about gender-based violence.
   - * Included as a possible measure despite not being among the main lines of action.

Area 9: Internal and external communication

SPECIFIC OBJECTIVES:

1. Raise awareness and demonstrate, both internally and externally, the commitment to equality.
   - Communicate to all staff members the results of the diagnosis and the Equality Plan.
   - Develop guidelines/ a manual for the use of language and images and share it.
   - Review the use of language and images in internal and external documentation.
   - Communicate to staff the different measures that are being implemented.
   - Develop and share a procedure to collect suggestions on equality.
   - Participate in the March 8th and November 25th campaigns.
   - Participate in the February 11th campaign: International Day of Women and Girls in Science.

Area 10: Health and Safety from a gender perspective

SPECIFIC OBJECTIVES:

1. Ensure a healthy working environment.
   - Identify jobs that may entail risks and which may not prior to knowing about an employee’s pregnancy.
   - Promote the implementation of a protocol of action in case of pregnancy, recent childbirth and breast-feeding.
   - Have absenteeism rates divided by gender.

So as to progress with regards to the objectives included above, the Negotiating Committee decided to address the following measures in the Plan in upcoming years.
Monitoring Committee

To follow-up on and assess the Equality Plan, the Negotiating Committee agrees to constitute the Monitoring Committee of the Equality Plan, consisting of the following people:

- Deputy Director
- Manager
- Laboratory Technician
- Project Management Support Technician
- Researcher

The Monitoring Committee has the following duties:

- Promote equality within the entity, sharing and promoting the measures included in the Gender Equality Plan
- Ensure compliance with the measures provided for in the Gender Equality Plan
- Assess the different measures carried out
- Prepare follow-up and assessment reports
The Monitoring Committee is responsible for implementing the Plan but holds no negotiating powers so its members can remain in it throughout the entire time-frame of the Plan. If a member were to leave iMdea Water during this period, the vacancy will be filled, trying to maintain a balance between women and men.

**Follow-up Procedure**

All actions undertaken will have to be subject to regular monitoring by the Equality Plan’s Monitoring Committee, thus allowing deviations in its implementation to be corrected.

The Monitoring Committee held an initial meeting for the launch of the Equality Plan and will meet annually for monitoring and/or assessment. Likewise, one-off meetings may be held upon written request by any member of the Committee, indicating the points to be discussed, within a maximum period of eight weeks from the date of submission of the request.

An annual Work Programme will be defined, including the objectives and actions to be undertaken that year. Each member of the Equality Plan’s Monitoring Committee will be responsible for promoting specific actions, as reflected in the Equality Plan, and will follow up on them.

Each action will be monitored by the person responsible for it at least annually, collecting information such as:

- Follow-up indicators
- Degree of compliance with the action
- Results (expected and obtained)
- Difficulties and solutions
- Documentation accrediting the measure

The results of the follow-up will be part of the assessment.

**Assessment Procedure**

To verify that the Plan has met the set objectives, it is necessary to assess the actions carried out and the degree of implementation. The Monitoring Committee will perform at least two assessments, a half-way one and a final one.
These assessments will use the follow-up data gathered to date and the indicators established for each action, collecting:

- Information on results for each Area, implementation process and impact
- Conclusions and proposals

After carrying out the final assessment, the Diagnosis will be updated and a new Equality Plan will be designed. This will entail creating a new Negotiating Committee, in accordance with the provisions established in current regulations.

Review Procedure

Regardless of the review deadlines, the Plan must be reviewed, in any case, when the following circumstances occur:

A. When it is deemed necessary as a result of the expected monitoring and assessment results.

B. When the Labour and Social Security Inspectorate deems it as insufficiently adapted to legal and regulatory requirements.

C. In the event of a merger, acquisition, transfer or change in the legal status of IMDEA Water.

D. In the event of any incident that substantially changes IMDEA Water’s staff, its working methods, organization or pay systems. This includes not applying the collective agreement and substantial changes in working conditions or the situations analysed in the initial diagnosis.

E. When a judicial decision sentences IMDEA Water for direct or indirect gender-based discrimination or when it determines the Equality Plan is inadequately adapted to the legal or regulatory requirements.

F. To review the Plan, the Negotiating Committee will be convened under the terms established in current regulations.
Taking into account that the new Plan begins in March 2022 and that it is valid until December 31st, 2025, the implementation schedule is proposed as follows:

### IMPLEMENTATION SCHEDULE – EQUALITY PLAN 2022-2025

<table>
<thead>
<tr>
<th>AREA 1: EQUALITY POLICY</th>
<th>2022</th>
<th>2023</th>
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<tbody>
<tr>
<td>Objective 1.1: Consolidate Equality as a strategic value.</td>
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<tr>
<td>Increase the presence of women in the Scientific Council.</td>
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<td>Objective 1.2: Facilitate proposed action follow-up.</td>
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<td>Adapt systems to collect data divided by gender.</td>
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<tr>
<th>AREA 2: RECRUITMENT PROCESSES</th>
<th>2022</th>
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<td>Objective 2.1: Ensure equal opportunities for women and men to access work.</td>
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<td>Use inclusive language in job offers and suppress images that are stereotyped or could denote a preference towards a specific gender.</td>
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### AREA 3: PROFESSIONAL CLASSIFICATION

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**Objective 3.1:** Ensure a neutral professional classification system.

Update job descriptions with a gender perspective.

Review job groupings using the Ministry of Equality’s new job assessment tool (pending publication upon releasing this report).

Present the conclusions obtained to the bodies responsible for budgetary allocations.

### AREA 4: TRAINING

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<tr>
<th>2022</th>
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**Objective 4.1:** Promote access to training on equal terms.

Have statistical information regarding training events divided by gender to send to the Plan’s Monitoring Committee.

**Objective 4.2:** Raise-awareness and train staff and management on equality.

Basic training in equality to different groups.

Training to integrate the gender dimension in research content.

**Objective 4.3:** Train the Monitoring Committee on equality.

Expand on the Monitoring Committee’s equality training.

### AREA 5: CO-RESPONSIBLE EXERCISE OF THE RIGHTS TO A HEALTHY PERSONAL, FAMILY AND WORK LIFE

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<th>2022</th>
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**Objective 5.1:** Make personal, work and family responsibilities more compatible.

Report on measures that foster flexibility and a better work-life balance.

Share the principle of co-responsibility in family responsibilities.

### AREA 6: PAY POLICY

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**Objective 6.1:** Ensure non-discriminatory pay on the basis of gender.

Adapt pay analysis following the guidelines proposed by the Technical Guide for Wage Audits (pending publication upon release of this report).

Establish criteria for the variable and bonuses.

### AREA 7: PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT

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<th>2022</th>
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**Goal 7.1:** Ensure a healthy working environment for women and men.

Write up the protocol against sexual and gender-based harassment.

Share the protocol against sexual and gender-based harassment.

Conduct training regarding the protocol against sexual and gender-based harassment.
### AREA 8: LABOUR RIGHTS OF VICTIMS OF GENDER-BASED VIOLENCE

<table>
<thead>
<tr>
<th>Objective 8.1: Raise awareness about gender-based violence.</th>
<th>2022</th>
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### AREA 9: INTERNAL AND EXTERNAL COMMUNICATION

<table>
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<tr>
<th>Objective 9.1: Raise awareness and demonstrate, both internally and externally, the commitment to equality.</th>
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<tbody>
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<td>Communicate to all staff members the results of the diagnosis and the Equality Plan.</td>
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<td>Communicate to staff the different measures that are being implemented.</td>
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### AREA 10: HEALTH AND SAFETY FROM A GENDER PERSPECTIVE

<table>
<thead>
<tr>
<th>Objective 10.1: Ensure a healthy working environment.</th>
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equality plan
2022 - 2025

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Registration date: 07/03/2022 13:50:31
Registry number: 007311

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