

EQUALITY PLAN

INDEX

1. Introduction	2
2. Basic Business Information	3
3. Planning and Strategy for the BCBL's Internal Equality Plan (I).....	4
4. Identified Parties in Agreement	7
5. Scope of Personal, Territorial, and Temporal Application	8
6. General Diagnostic Data and Conclusions	9
7. Equality Plan (I) Objectives	12
8. Equality measures, priorities, resources, and calendar of actions	13
9. Monitoring, Evaluation and Periodic Review System.....	22
10. Function and Composition of the Equality Committee	24
11. Modification Procedure	26

1. Introduction

The commitment to equality between women and men is a social and legal obligation that all companies must assume in order to guarantee a fair and equitable work environment. In this sense, the development of an equality plan is a key tool to identify, correct, and prevent any type of gender discrimination in the workplace.

The Organic Law 3/2007, for the effective equality of women and men, established a legal framework requiring companies to adopt measures to promote equal opportunities at all levels. This law laid the foundations to guarantee that companies develop active equality policies, ensuring parity in hiring, internal promotion and remuneration, among other aspects.

Subsequently, Law 6/2019, on urgent measures to ensure equal treatment and opportunities for women and men in employment and occupation, reinforced this commitment by emphasizing the mandatory implementation of equality plans in companies with more than 50 employees, broadening the spectrum of measures to be implemented—such as pay transparency and the fight against salary gaps.

Along these lines, Royal Decrees 901/2020 and 902/2020 specify and strengthen the mechanisms to be implemented for ensuring equality in the workplace. Mechanisms that act as pillars of planning this process. Royal Decree 901/2020 regulates equality plans, and their mandatory registration. This decree establishes necessary procedures for diagnostic and planning phases, as well as for the monitoring and evaluation of equality plans.

Royal Decree 902/2020 specifically addresses equality between men and women, requiring companies to ensure a compensation policy that upholds the principle of equal pay for work of equal value. Its goal is to eliminate gender pay gaps, which is also the focus of this process.

The purpose of this Equality Plan (I) is not only to comply with legal requirements, but also to promote a culture based on respect for diversity and equity, which favors an inclusive and respectful work environment for all employees.

2. Basic Business Information

Business information			
Business Name		BASQUE CENTER ON COGNITION, BRAIN AND LANGUAGE	
NIF		G20988929	
Business address		PASEO MIKELETEGI, 69 – 20009 DONOSTIA	
Legal formation		Non-Profit association	
Year Established		2008	
Responsible entity			
Name		Larraitz Lopez	
Position		HR Manager	
Tel.		943309300	
E-mail		l.lopez@bcbl.eu	
Activity			
Sector		Research	
CNAE		9364	
Description		Research	
Service location		Basque region, Gipuzkoa (Spain)	
Center demographics			
Employed workers	Women	Men	Total
31/12/2023	86	47	133
Centers		1	
Annual Income		2000.000 €	
Member Organization			
Established Personnel Management?		Yes	
Awards or Certificates achieved		HRS4R	
Legal/Union Representation of Workers	Women	Men	Total

3.Planning and Strategy for the BCBL´s Internal Equality Plan (I)

Royal Decrees 901/2020 and 902/2020 specify the steps to follow for the implementation of an Equality Plan, consisting of 4 fundamental phases:

With regard to the personnel involved in the preparation of the **BCBL Equality Plan (I)**, two groups stand out:

Steering Group: Formed by BCBL's manager, Ana Fernandez and the technical assistance group accompanying this process, Errotik Kooperatiba Feminista. This group focuses mainly on the coordination, design and monitoring of the diagnosis and Retributive Audit. They also manage the provision of data and serve as the convening body for the different methodologies carried out.

Negotiating Committee: As detailed in the legislation regarding equality plans, the implementation of these plans must be subject to collective bargaining. Therefore, this group actively participates as a decision-making body, validating the different steps and phases that are carried out.

The first step of the **first phase** corresponds to the implementation of the Equality Plan (I). Since enforcement by Royal Decree 6/2019, on March 1st, urgent measures to guarantee equal treatment and opportunities for women and men in employment and occupation, collective bargaining, and its prior diagnosis are mandatory for the preparation of an Equality Plan. Given the obligation to carry out the plan in a negotiated manner, the first phase corresponds to the composition of the Negotiating Committee, in which representatives of BCBL, as well as the union representation of the staff, have intervened. In this case, the Negotiating Committee is formed as follows:

Employer Representation:

- Ana Fernandez Arín - BCBL Manager

Worker Representation:

- Elias Miner – LAB Sindikatua (Labor Union)

Regarding the second phase, the state equality law (LOIMH 3/2007) defines in its article 46 the equality plans as an ordered set of measures, adopted after a diagnosis of the situation, aimed at achieving equal treatment and opportunities between women and men in the company and eliminating discrimination based on sex; the equality plans will establish concrete equality

objectives to be achieved, the strategies and practices to be adopted for their attainment, and the establishment of effective systems for monitoring and evaluating the objectives set.

Thus, a diagnosis belongs to the phase prior to planning and is therefore included in the **second phase** of the process. This strategy allows us to understand the situation of the company in regard to equality between women and men, and serves as a tool aimed at discovering the starting point for creating a plan as customized as possible to the BCBL's current state.

As for the methodologies used, they are described in section 4. Namely (among the quantitative ones) data analysis provided by Human Resources department, as well as the data obtained through a questionnaire provided to the staff. On the other hand, the qualitative ones include the analysis of different texts and regulations presently enforced, as well as the data obtained through the discussion groups and some of the answers provided in the questionnaire.

The final diagnostic document was approved by the Negotiating Committee on July 5th, 2024, and the Renumeration audit was approved by the Negotiating Committee on August 8th, 2024.

Once the diagnosis and Audit have been approved, the **third phase** involves defining specific objectives to address the inequalities and needs for improvement identified by the diagnosis, as well as determining specific measures in pursuing the objectives set forth.

The planning was negotiated by the Negotiating Committee, without reaching an agreement on October 24, 2024. Once registered, the implementation and monitoring of the Equality Plan (I) begins. In this **fourth phase**, all the planned action phases must be carried out while monitoring actions and immediate results, in correspondence with the following objectives:

- Verify the accomplishment of the objectives established in the BCBL Equality Plan (I).
- Obtain information about the implementation process of the measures provided in the plan: level of execution, adequacy of resource use, compliance with timeline...
- Detect possible obstacles or difficulties in the implementation and make pertinent adjustments or adopt corrective measures if necessary.

In this fourth phase, in order to monitor the planning and specifics of the defined measures, it is necessary to set up a committee for follow-up of the plan. In this case, formed by the equality commission of BCBL.

The last and **fifth phase** of the BCBL's Equality plan (I), corresponds to the closing of the process of elaboration and implementation of the Plan. Using documentation and information gathered in the fourth phase, the main objective of this final phase is to carry out a critical analysis of the process as a whole, verifying:

- Degree of compliance with the Plan and its development.
- Whether the defined objectives have been achieved.
- The adequacy of resources, methodologies, tools and strategies used for its implementation.
- Areas for improvement or new needs that require modification of the measures adopted or the design of new actions.

This last phase results in an evaluation report that is the responsibility of the monitoring group.

4. Identified Parties in Agreement

During the preliminary work phase, the Negotiating Committee for the Gender Equality Plan was created. The Committee has the following functions:

- Negotiation and development of the diagnosis and the measures that will be included in the Equality Plan (I).
- Preparation of the report on the diagnostic results.
- Identification of priority measures based upon the diagnosis, scope of their application, the material and human resources necessary for implementation, the persons or bodies responsible. Additionally, including an actions timeline. Driving the implementation of the Equality Plan within the company.
- Defining the indicators and instruments for collecting information necessary for monitoring and evaluating the degree of compliance with the measures implemented in the Equality Plan (I).
- Submitting the approved Equality Plan (I) to the competent labor authority for registration, deposit, and publication.
- Promoting the initial actions for informing and raising awareness among the staff.

The Negotiating Committee of the BCBL's Gender Equality Plan (I) is composed of the following people:

- Ana Fernandez Arín- Manager of BCBL, as President
- Igone Güemes Zarate-Equality Technician of Errotik Kooperatiba, as Secretary
- Elias Miner- Representing the LAB union section, as the workers' representative.

On February 9, 2024, Ana Fernandez Arín, on behalf of BCBL, signed the articles of association on the promotion of the negotiation of the equality plan, committing herself to the negotiation of BCBL's equality plan and its previous diagnosis.

5. Scope of Personal, Territorial, and Temporal Application

The scope of application refers to the entire BCBL center, specifically to all its employees. Its geographical scope is located in Gipuzkoa and this Equality Plan (I) is valid for 4 years, starting November 15th, 2014 until November 15th, 2028.

6. General Diagnostic Data and Conclusions

The BCBL has been identified as a **predominantly-female center**, as the number of women exceeds 60%. A little **over 6 out of each 10 workers are women** (65%). Specifically, there are 86 women and 47 men, for total of 133 people.

The highest volume of personnel are **the positions of Postdoc, Research Assistant, Staff, Predoc, and GL Staff**, with 78.6% of the staff in these positions corresponding to the research area of the organization. Regarding the previous positions, vertical segregation can be seen from a hierarchical perspective. Representation of women decreases in positions of higher responsibility, and also decreases at lower-level positions. However, there is a majority of female management positions or positions of maximum responsibility, since 77% of management positions are occupied by women, while 33% are held by men.

It has been identified that there is certain influence of gender stereotypes in terms of projects led by women and men. Those related to children and people with language-related disorders are led by women.

The BCBL stands out for its significantly younger workforce, a characteristic commonly associated with research institutions. This younger age group is predominantly female, with women making up 70% of its members. In contrast, among those who identify as male, only 50% fall within this age range, and the proportion of men increases slightly in older age groups.

In summary, **women tend to have more seniority when we look at it from a generalized perspective**. However, when focusing on specific positions—in this case, those where the majority of the workforce is concentrated—men tend to be among the more experienced workers. This suggests that the women with more seniority are typically placed in less populated roles, or those that deal more with the structural and administrative matters of BCBL.

The majority of the workforce does not have family responsibilities related to childcare, the percentage of the workforce that does not have children is 75%, of which 77% are women and 68% are men at the BCBL.

The temporary nature of the contracts is a specific characteristic of the BCBL given its specific work in the research world. Many of its contracts belong to the 404 model, corresponding to scholarship contracts to carry out doctoral processes, therefore, this implies:

- A large part of the workforce is not aging, with the majority of the workforce concentrated between the ages of 25-35.
- Because of the latter, there are not too many family burdens within the center. However, this may result in needing further analysis to understand the relationship between academic career and parenthood.

Regarding hiring and promotion, few gender issues are identified in the processes and information channels used by the center, however, it is identified by staff that there is inequality in access, making it difficult for women. Therefore, this is a challenge to be readdressed for the center.

Regarding training, no inequalities were identified in access to training activities. However, it is specified by discussion groups that when trainings are internally directed to the research teams of specific subjects—accounting for previously observed feminization and masculinization depending on the subjects under investigation—limiting the accessibility of training activities to research teams according to the subjects reinforces the feminization and masculinization of research lines.

Regarding work-life balance and co-responsibility, the need for more exhaustive research in this area is identified in relation to the specific characteristics of the research world. However, a positive assessment is made of the existing conciliation rights available to the staff, with the visibility of these rights recognized as an area for improvement.

Regarding the prevention of sexual and gender-based harassment, there has been an active protocol in place since 2021 for the prevention and management of violence in the workplace. This procedure addresses violence that may occur in the workplace on a generic level, without reference to definition nor approach to specific violent acts that may arise from situations of structural inequality.

Finally, regarding the audit, it is worth mentioning that, based on the analysis conducted, there is equity and balance in the remuneration of women and men. In fact, the values of the salary gaps for equivalent positions are below 25%—the reference value used to highlight significant inequalities—and the BCBL is far below this threshold. The exception is in the values related to salary supplements. Those of which are linked to specific situations related to compensation for mobility and family responsibilities, in the case of women. In contrast, for men, they are linked to supplements related to seniority and level of responsibility. As shown in the conclusions of

section 8, these supplements are aligned with the reality of the center and are formulated considering the data on representation and seniority from a gender perspective.

In this sense, it is worth mentioning also that wage gaps are less than 20%, in most cases. Inequalities increase when we look at the values of the effective salaries, but this is mostly related to dates of hiring.

While it is true that there are salary tables that set the base salaries attributed to each position, it is also true that the absence of internal groupings makes it difficult to analyze by job. Since the job evaluation process groups together various positions (in which salaries are different), the gaps obtained may not be sufficiently representative given the diversity of degrees of responsibility within the same scales.

Therefore, the main challenge for the BCBL is to generate a salary structure organized by groups according to the existing ranks and functions, in order to facilitate the salary analysis and to approach the possible differences that may occur from a gender perspective.

7. Equality Plan (I) Objectives

Objective 1: Continue to promote intra-organizational change regarding gender in the functions, policies, and culture of the BCBL, to establish real and effective integration of gender perspective in the organization's culture, structures, and processes.

Objective 2: To balance the presence of women and men in positions and categories where women are underrepresented.

Objective 3: Review the selection procedures from a gender perspective in order to guarantee real and effective equality of treatment and opportunities for women and men. The selection process is to be based upon standard, transparent, objective and homogeneous procedures.

Objective 4: Successfully implement and apply the principle of equality as pertaining to compensation under the terms established in the applicable legislation.

Objective 5: Inform staff of their reconciliation rights regarding work-life balance and assume co-responsibility for their accessibility as well as to improve the legal measures facilitating the conciliation of personal, family, and work-life of the staff.

Objective 6: Prevent and eradicate sexual or gender-based harassment.

Objective 7: Promote and encourage adequate protection for women during situations of gender-based violence within the workplace.

Objective 8: Encourage the use of inclusive, non-sexist internal communication, in accordance with the quality requirement and the use of non-sexist language.

Objective 9: To fully incorporate gender perspective into the BCBL's operations, making it a mainstream approach to the development of research tasks.

8. Equality measures, priorities, resources, and calendar of actions

Organization of culture

Objective	Action	Indicators	Calendar	Responsible
Objective 1: Continue to promote intra-organizational change regarding gender in the functions, policies, and culture of the BCBL. To establish real and effective integration of gender perspective in the organization's culture, structures, and processes	1.1 Set aside an annual budget for carrying out actions proposed in the Equality Plan.	<ul style="list-style-type: none"> Generated document containing the annual allocation reserved for gender equality. 	Start of plan - End of plan	General Manager
	1.2 Generate work-spaces to identify the annual planning to be transferred to Management to ensure its inclusion.	<ul style="list-style-type: none"> Annual plan document 	Start of plan - End of plan	HR Manager
	1.3 Summarize the Equality Plan I., and inform all BCBL staff.	<ul style="list-style-type: none"> Summary document. Number of dissemination actions. Reach / number of people to whom the information has reached (measured by gender). 80% of the staff has had access to the contents of the new Equality Plan. 	Jan 1 st , 2025 - March 31 st , 2025	General Manager & HR Manager
	1.4 Continue to develop the internal equality group.	<ul style="list-style-type: none"> Number of sessions held. Scope and number of people by gender and professional category that have participated in the different sessions. 	Start of plan - End of plan	General Manager & HR Manager

Underrepresentation of Women

Objective	Action	Indicators	Calendar	Responsible
Objective 2: To balance the presence of women and men in positions and categories where women are underrepresented	2.1 Encourage the promotion of women workers in all categories and functions where underrepresented.	<ul style="list-style-type: none"> Number of actions taken to encourage the promotion of female workers to categories and functions where they are underrepresented. 	Start of plan - End of plan	General Manager & HR Manager
	2.2 Monitor new recruits to ensure that there are no situations of overqualification and study the reasons why female candidates are discarded in positions of responsibility.	<ul style="list-style-type: none"> Number of cases in which female candidates have been rejected for positions of responsibility that are male-dominated and the reasons for this. Number of resumes collected annually, by gender. 	Start of plan - End of plan	HR Manager

Selection and Recruitment Process

Objective	Action	Indicators	Calendar	Responsible
Object 3: Review the selection procedures from a gender perspective in order to guarantee real and effective equality of treatment and opportunities for women and men. The selection process is to be based upon standard, transparent, objective and homogeneous procedures.	3.1 Train all people involved in personnel selection in gender equality.	<ul style="list-style-type: none"> Number of completed trainings by gender. 	December 1st, 2026 - September 31st, 2027	HR Manager

Remuneration and Remuneration Auditing

Objective	Action	Indicators	Calendar	Responsible
Object 4: Successfully implement and apply the principle of equality as pertaining to compensation under the terms established in the applicable legislation.	4.1 Adapt computer systems and programs to use gender-disaggregated data in regards to worker pay.	<ul style="list-style-type: none"> Application of the <i>gender</i> variable in the compensation recording system used. 	March 1st, 2026 - December 31st, 2026	General Manager
	4.2 Carry out a study of job responsibilities to detect possible salary inequalities in remunerations derived from previous discriminatory evaluations of responsibilities and characteristics of work performed (or functions) and correct for these inequalities, if necessary.	<ul style="list-style-type: none"> Results of the study 	January 1st, 2025 - December 31st, 2025	General Manager

Co-responsible exercise of personal, family and work life rights.

Objective	Action	Indicator	Calendar	Responsible
Objective 5: Inform staff of their reconciliation rights regarding work-life balance and assume co-responsibility for their accessibility as well as to improve the legal measures facilitating the conciliation of personal, family, and work-life of the staff.	5.1 To prepare a questionnaire to ascertain the degree of satisfaction with the work-life balance and co-responsibility measures in force, aimed at personnel within the scope of this Plan.	<ul style="list-style-type: none"> Questionnaire results, including the sex variant. 	January 1st, 2026 – December 31st, 2026	HR Manager
	5.2 Based on the results obtained, carry out a process together with the equality committee to include conciliation measures adapted to the reality and needs of BCBL.	<ul style="list-style-type: none"> Number of sessions held by the equality committee, conclusions obtained on necessary measures and dissemination channels used to inform the staff. 	December 1st, 2026 – End of plan	HR Manager - HRS4R Working Group

Prevention of sexual harassment

Objective	Action	Indicators	Calendar	Responsible
Objective 6: Prevent and eradicate sexual or gender-based harassment.	6.1 Update and disseminate the internal protocol on sexual and/or gender-based harassment based on the legislation on sexual offenses (LO 10/2022) and LGTBI rights (Law 4/2023).	<ul style="list-style-type: none"> Updated internal protocol and number of dissemination actions carried out. Scope and number of people who have received the information (measured by gender). 	January 1st, 2026 – December 31st, 2026	HR Manager
	6.2 Incorporate information related to the new protocol on sexual and/or gender-based harassment into the Welcome Plan.	<ul style="list-style-type: none"> Welcome plan document. Reach and Number of people who received the information (measured by gender). 	January 1st, 2027 – End of plan	HR Manager
	6.3 Dynamize a stable non-mixed think tank around the visibility of symbolic violence (microaggressions) and the empowerment of women in science.	<ul style="list-style-type: none"> Number of sessions conducted. Number of people in each non-mixed group and satisfaction survey (measured by gender). 	January 1st, 20205 – December 31st, 2025	HR Manager

Gender violence

Objective	Action	Indicators	Calendar	Responsible
Objective 7: Promote and encourage adequate protection for women during situations of gender-based violence within the workplace	7.1 To promote and encourage adequate protection in the workplace for female workers in situations of gender-based violence.	<ul style="list-style-type: none"> • Compilation of measures document 	January 1st, 2026 – December 31st, 2026	HR Manager
	7.2 Disseminate the rights recognized in current legislation for female employees who are victims of gender-based violence among the staff.	<ul style="list-style-type: none"> • Number of dissemination actions carried out 	January 1st, 2026 – End of plan	HR Manager

Internal Communication

Objective	Action	Indicators	Calendar	Responsible
Objective 8: Encourage the use of inclusive, non-sexist internal communication, in accordance with the quality requirement and the use of non-sexist language	8.1 Disseminate information, awareness-raising materials, campaigns and other materials regarding equality and equal organizational culture	<ul style="list-style-type: none"> • Number of people in terms of sex/gender/profile who have completed the specific training. 	January 1st, 2025 – End of plan	HR Manager
	8.2 Pay attention to the detection of sexist language and, if necessary, request correction through the relevant channels.	<ul style="list-style-type: none"> • Number of misuses and proposed solutions 	January 1st, 2025 – End of plan	HR Manager
	8.3 Broaden the dichotomous concept of female/male on forms and communications, extending it to different identity realities.	<ul style="list-style-type: none"> • Inclusion of variants such as: “non-binary, other,” or “prefer not to say” in forms addressed to the workforce. 	January 1st, 2025 – End of plan	HR Manager

Formation

Objective	Action	Indicators	Calendar	Responsible
Objective 9: To fully incorporate gender perspective into the BCBL's operations, making it a mainstream approach to the development of research tasks.	9.1 Program training actions on equality in the context of scientific research within the term of the Plan.	<ul style="list-style-type: none"> Number of people by sex/gender/profile who have completed specific training. 	January 2026 – December 31st, 2026	HR Manager & HRS4R WG

Method	Calendar																							
	2024		2025					2026					2027					2028						
	Oct	Dec	Ja n	M ar	Se p	O c t	De c	J a n	M a r	S e p	O c t	D e c	J a n	M a r	S e p	O c t	D e c	J a n	M a r	S e p	O c t	D e c		
1.1 Set aside an annual budget for carrying out actions proposed in the Equality Plan.																								
1.2 Generate work-spaces to identify the annual planning to be transferred to Management to ensure its inclusion.																								
1.3 Summarize the Equality Plan I., and inform all BCBL staff.																								
2.2 Monitor new recruits to ensure that there are no situations of overqualification and study the reasons why female candidates are discarded in positions of responsibility.																								
3.1 Train all people involved in personnel selection in gender equality.																								
4.1 Adapt computer systems and programs to use gender-disaggregated data in regards to worker pay.																								
4.2 Carry out a study of job responsibilities to detect possible salary inequalities in remunerations derived from previous discriminatory evaluations of responsibilities and characteristics of work performed (or functions) and correct for these inequalities, if necessary.																								

Method	Calendar																							
	2024		2025					2026					2027					2028						
	Oct	Dec	Ja n	M ar	Se p	O c t	D e c	J a n	M a r	S e p	O c t	D e c	J a n	M a r	S e p	O c t	D e c	J a n	M a r	S e p	O c t	D e c		
5.1 To prepare a questionnaire to ascertain the degree of satisfaction with the work-life balance and co-responsibility measures in force, aimed at personnel within the scope of this Plan.																								
5.2 Based on the results obtained, carry out a process together with the equality committee to include conciliation measures adapted to the reality and needs of BCBL.																								
6.1 Update and disseminate the internal protocol on sexual and/or gender-based harassment based on the legislation on sexual offenses (LO 10/2022) and LGTBI rights (Law 4/2023).																								
6.2 Incorporate information related to the new protocol on sexual and/or gender-based harassment into the Welcome Plan.																								
6.3 Dynamize a stable non-mixed think tank around the visibility of symbolic violence (microaggressions) and the empowerment of women in science.																								
7.1 To promote and encourage adequate protection in the workplace for female workers in situations of gender-based violence.																								
7.2 Disseminate the rights recognized in current legislation for female employees who are victims of gender-based violence among the staff.																								

Method	Calendar																					
	2024		2025					2026					2027					2028				
	Oct	Dec	J a n	M a r	S e p	O c t	D e c	J a n	M a r	S e p	O c t	D e c	J a n	M a r	S e p	O c t	D e c	J a n	M a r	S e p	O c t	D e c
8.1 Disseminate information, awareness-raising materials, campaigns and other materials regarding equality and equal organizational culture																						
8.2 Pay attention to the detection of sexist language and, if necessary, request correction through the relevant channels.																						
8.3 Broaden the dichotomous concept of female/male on forms and communications, extending it to different identity realities.																						
9.1 Program training actions on equality in the context of scientific research within the term of the Plan.																						

9. Monitoring, Evaluation and Periodic Review System

The implementation of the plan (in this case, the remuneration audit included) and the promotion of the established measures corresponds to the work of each involved area, as defined in the previous section. The development of the measures must imply the monitoring and evaluation of the degree of compliance with them.

Monitoring should not be understood as a secondary process, but as part of the initial design and should be carried out in parallel with execution. It is used to control and verify that the execution of measures is in line with the plan's forecast, while also meant to detect mismatches and adopt corrective measures accordingly. Monitoring will be carried out on an annual basis.

Monitoring indicators will impact measures on three levels, in addition to the specified indicators for each measure detailed in the planning section:

- **Outcome indicators:** Refers to the degree of each measure's execution, to the execution of the plan as a whole—and the number of people effected by both assessments.
- **Process indicators:** Reports on the suitability and sufficiency of the resources allocated, the difficulties encountered, and the solutions adopted will be made for each measure, as well as the for the entire plan.
- **Impact indicators:** Measures changes in terms of equality in the company as a result of applications of both the plan and individual measures.

Completion of the monitoring form is the responsibility of each section, as detailed in the respective measures. The monitoring committee will subsequently produce an annual monitoring report, by compiling the information received in forms from each department responsible.

The Monitoring Committee will be composed of the following:

- BCBL Equality Commission:

The final follow-up report will summarize all the information on the execution of the actions and indicate, in a clear directly observable manner, which actions were executed or delayed, which

areas it is necessary to act, what obstacles were encountered, degree of participation, what changes and/or advances took place, and other issues that are considered relevant. As for the **evaluation**, corresponds to the phase of the closing of the process of elaboration and implementation of the BCBL Equality Plan (I). From the information and documentation collected in the implementation and monitoring phases, this will enable the understanding the degree of fulfillment of the defined objectives and the executed measures of the plan. In short, it is a critical analysis of the process as a whole, whose main objectives are:

- To know the degree of compliance with the measures established in the audit, and to know their development.
- To verify whether the measures established in this audit have achieved the proposed objectives.
- Assess the adequacy of resources, methodologies, tools and strategies used in the implementation of the measures.
- Identify areas of improvement or needs that require the modification of the adopted measures, or the design of new actions.

In order to achieve these objectives, it will also be necessary for the aforementioned monitoring committee to prepare an evaluation report. This report will constitute the closing of the Equality Plan (I) and can be used as analytical strategy for the creation of the next plan.

Both the tools for monitoring and the final evaluation report constitute part of the monitoring and evaluation processes set out in the BCBL's Equality Plan (I), which specify both are part of the audit.

10. Function and Composition of the Equality Committee

For the implementation of the plan, two complementary committees are established:

Monitoring Committee: This committee was created as a result of the process of the organization's Equality Plan (I). The 2024-2028 Equality Plan will be reviewed and evaluated at the end of its validity period. Both the measures that have been effectively implemented and the impact achieved by that date will be accounted for. This committee will meet twice a year and is composed of the following:

- **Marie Lallier.** Group Leader
- **Marco Flores.** Predoctoral Researcher
- **Garikoitz Lerma.** Staff Scientist
- **Laura De Frutos.** Predoctoral Researcher.
- **Jose Perez-Navarro.** Postdoctoral Researcher
- **Drew McLaughlin.** Postdoctoral Researcher
- **Clara Martin.** Group Leader
- **Larraitz Lopez.** HR Manager
- **Ana Fernández Arin.** General Manager

Regarding substitutions in the Monitoring Committee:

The members of the Monitoring Committee may be replaced by others in the following cases:

- Once the established implementation period for the Equality Plan (I) has elapsed.
- A member wishes to resign from their position on the committee
- In the case that a member leaves the center.
- In the case of a member's long-term leave, absence, or any other situation lasting for more than a year, hindering the functions of the Committee.

This will proceed in the Monitoring Committee being notified, whose members will be responsible for appointing a replacement.

The functions of the Equality Committee will be as follows:

- Promote the principle of Equality and non-discrimination

- Define timelines of execution for actions and positive measures to implement, via schedules and indicators that evaluate effectiveness.
- To be informed about the content of job offers and recruitment calls made by the center on an annual basis, as well as the composition of the selection.
- To be informed about the promotions and internal job changes
- To monitor both the implementation of the measures established to promote equality and the compliance and development of the Equality Plan (I), in collaboration with the Equality Committee.
- Actively participate in the development of procedures and materials related to the Equality Plan, in collaboration with the Equality Committee.
- Communicate the Plan and its progress to all the workers, in collaboration with the Equality Committee.

The functions of the Monitoring Committee will be as follows:

Once the Equality Plan has been developed, the Monitoring Committee will meet three times a year. The upcoming meetings are scheduled for the following dates:

- 03/03/2025
- 07/07/2025
- 03/11/2025

The order for the meetings must be prepared, and the minutes should be taken to record comments made by the committee members and the agreements made therein.

The meetings will be called via email, with a minimum notice of 7 days in advance. The regular meetings will be held remotely.

11. Modification Procedure

This is the modification procedure, including the procedure for resolving any possible discrepancies that may arise in the application, monitoring, evaluation, or review, pending legal or contractual rules requiring additional modification.

To this effect, given that it is a parity commission, the procedure to follow for resolving any discrepancies that may arise in the application, evaluation, or review of the Equality Plan (I) will be through adherence to an independent conflict resolution procedure. In the event that a resolution cannot be reached on any conflicting issue regarding the compliance, interpretation, scope, or application of the Equality Committee, parties will elevate the matter to the Negotiating Committee of the Equality Plan (I).

The Equality Plan (I), in compliance with Article 9.2 of Royal Decree 901/2020, must be reviewed in any case during the following circumstances:

- Following the results of the monitoring and evaluation outlined in sections 4 and 6 of the following article.
- When its failure to comply with legal and regulatory requirements or it is found insufficient by labor and social security inspection.
- In the case of a merger, acquisition, transfer, or modification of the center's legal status.
- In the event of an incident that significantly modifies the workforce of the center, its work methods, organization, or compensation systems. Including the non-application of agreements and significant changes to working conditions, or situations identified by developmental analysis.
- Upon court ruling condemning the center for direct or indirect discrimination on the basis of sex or upon determination that the Equality Plan (I) does not meet legal or regulatory standards.
- Section 3 of the previously cited article 9 states that, when necessary, the review will involve updating the diagnosis, as well as the measures of the Equality Plan (I), to the newly required threshold.

In this regard, the handling and procedure for modifying the Equality Plan (I) will be addressed in the regularly scheduled meetings of the Monitoring Committee to assess the need for modification or updating, when appropriate.