

# GENDER EQUALITY PLAN



# LEADERSHIP'S COMMITMENT

The Foundation fosters a tolerant, diverse and creative working environment that is respectful of all people regardless of gender, age, ethnicity, nationality, religion, sexual orientation, language or disability.

Top management's commitment to equal opportunities is expressly set out in the Foundation's Code of Ethics, specifically in articles 7 (respect for people) and 9 (equal opportunities).

Likewise, the Foundation adheres to the European Charter for Researchers and Code of Conduct for the recruitment of researchers. It has obtained the Logo of HR Excellence granted by the European Commission, including aspects of non-discrimination, equality and gender.

Top management considers equal opportunities for men and women to be a core principle that runs through all of the Foundation's policies. Management commits to providing the necessary resources to develop and implement the equality plan, promoting balanced participation of men and women in all areas and levels and promoting working conditions that allow a positive and enriching environment to be developed.

The parties responsible for implementing the equality plan are the Equality Commission (which represents the Institute's different professional categories and is aware of the regulatory compliance system established in the Foundation) and the head of HR (responsible for preparing it and monitoring its implementation). The equality commission may consult with staff and request other relevant employees to participate in order to analyse the initial diagnosis and choose appropriate measures.





# METHODOLOGY

The equality commission consists of two group leaders (researchers), one postdoctoral researcher, the laboratory coordinator, the finance manager, the IT manager and the HR manager.

The duties of the Equality Commission are to:

- Prepare and analyse the diagnosis. Prepare the report reflecting the results of the diagnosis.
- Determine the measures that integrate the equality plan. Establish priorities as well as the necessary means and the people responsible for its implementation.
- Track implementation. Determine the necessary indicators for adequate monitoring.
- Drive and promote the established equality measures.

The diagnosis has been carried out based on quantitative and qualitative workforce data broken down by gender, age, type of contract, seniority, area, position, etc. and also data regarding training, recruitment, turnover, temporary leave, salaries, etc. A survey has also been carried out to collect staff perceptions and beliefs regarding relevant aspects for equality implementation in the Foundation. Likewise, the Foundation's context and its different policies and practices have been studied and analysed. With being a research centre, the actions to raise awareness, divulge and integrate equality in research have also been included.

Specifically, the areas analysed were as follows:

- Current situation of the workforce.
- Code and ethical channel.
- Occupational risk prevention.
- Selection and recruitment.
- Prevention of harassment at work, sexual and gender-based harassment.

- Dissemination and dissemination.
- Equality mainstreaming in research.
- Training and development.
- Reconciliation.
- Remuneration and salary audit.
- Staff feedback.

The diagnosis identified the Institute's strengths and areas for improvement in terms of effective equality, which in turn allowed the action plan's objectives and priorities to be defined. The detected objectives and needs were translated into specific measures with execution deadlines and indicators that allow the evolution of each measure and the overall implementation to be monitored.

Compliance monitoring and assessment are undertaken by the equality commission, meeting every six months to supervise the agreed actions based on the gathered indicators. The head of HR will coordinate the plan's activities with the support of the rest of the commission.

Likewise, the equality committee will be responsible for communicating the equality plan to the entire Foundation.

For the salary audit, all staff hired from 01/01/2020 to 31/12/2020 and all salary concepts included in the payroll have been taken into account, as well as the professional classification and the different areas in which the different positions of the Foundation are grouped (research, technical and administration). The gender salary analysis and quantitative analysis tools of the Women's Institute of the Ministry of Equality have been used. The salary concepts have been annualised and standardised according to the percentage of working days and the duration of the contract in order to be able to compare them.





# GENERAL INFORMATION

## BASIC INFORMATION

Company name: IMDEA Materials Foundation

CIF: G84908953

Headquarters: C/ Eric Kandel, 2, Getafe, Madrid 28906

Legal entity: Public Foundation

Phone number: 915493422

Email: [jobs.materiales@imdea.org](mailto:jobs.materiales@imdea.org)

Website: <https://materiales.imdea.org/>

Places of work: 1

Date of approval of the equality plan: 15/09/2021

The equality plan applies to all of the Institute's members of staff.

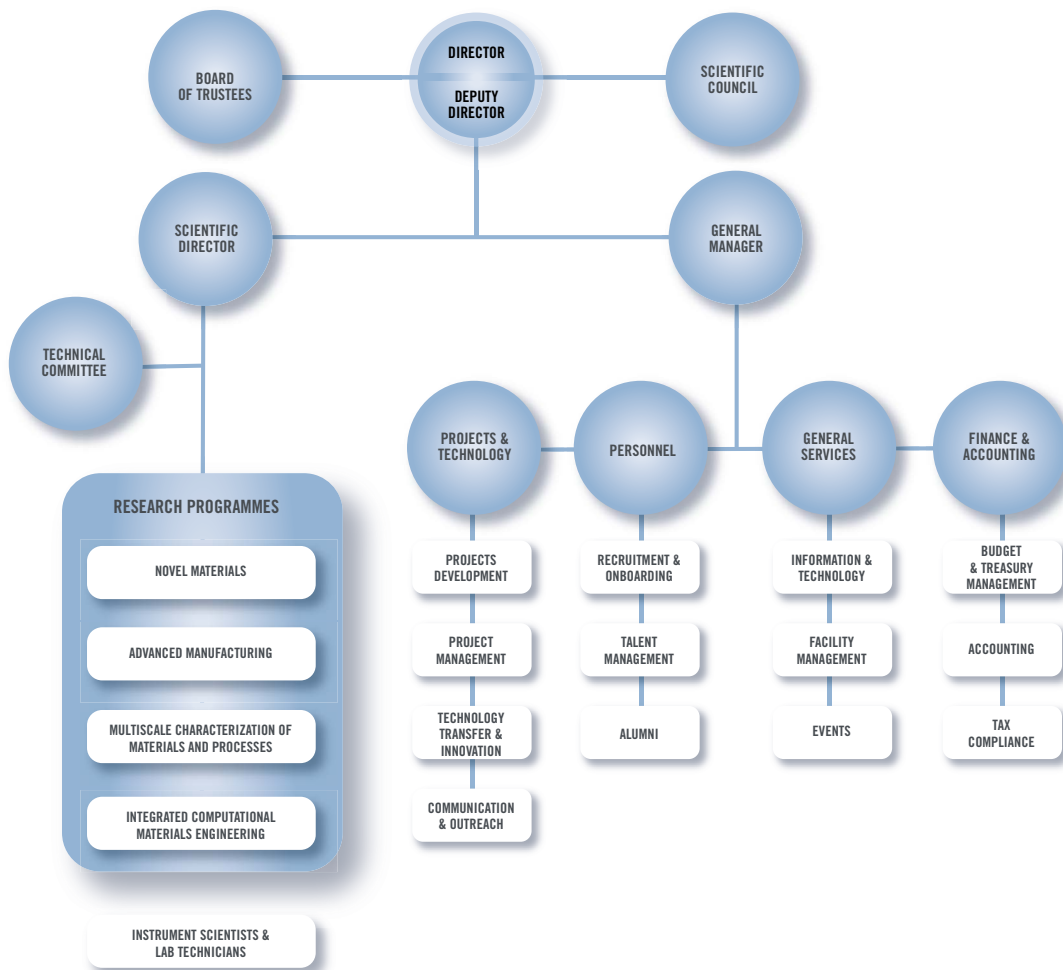
The equality plan is valid for four years. Once its period of validity has ended, it will be maintained until the next one is approved.

## ORGANISATIONAL STRUCTURE OF THE FOUNDATION

The Institute is headed by the director, who reports directly to the Board of Trustees (IMDEA Materials Institute's main governing body). To ensure the institution maintains an academic nature, the director must be a scientist, appointed by the Board of Trustees from among the candidates shortlisted by the Scientific Council and elected by means of an international public tender.

The director is supported by the Executive Committee consisting of the Manager, the Deputy Director and those responsible for the organisation's core areas. The Foundation currently has a balanced Board of Directors, made up of three men and three women.

The Board of Trustees and the Director are supported in their functions by the Scientific Council, an advisory body currently consisting of eleven scientists from around the world with extensive experience and reputation in the research areas covered by the Institute. The Scientific Council's tasks include choosing and assessing the researchers' scientific activities, as well as for the Institute as a whole. The Scientific Council currently only has one woman. To increase the number of women on the Scientific Council, for all new vacancies, at least one of the proposed candidates who meet the established criteria of excellence must be a woman.



## MISSION, VISION AND VALUES

**Mission:** “Attain research excellence in materials science, to contribute to solving the challenges of society and promoting sustainable development in the Region of Madrid”.

**Vision:** “To be a leading research institute which is internationally recognised for its excellence in materials science and its contribution to the transformation of society.”

**Values:**

- **Spirit of collaboration:** Looking for ways to contribute towards improving what we are working on in any situation.
- **Excellence:** Set of practices and behaviours in order to achieve the highest possible levels of quality, with rigour and honesty.
- **Transparency:** Clearly showing that the organisation complies with the rules and expectations of the people and organisations in everything related to its activities, governance and resource use.
- **Integrity:** Acting with fairness and consistency by following ethical principles.
- **Commitment:** People’s involvement and identification with the Institute’s mission.
- **Flexibility:** Adaptation and speed when responding to contextual changes and needs, in coherence with the mission.
- **Diversity:** Recognising that diversity is at the core of talent and that the organisation is ready to manage it.

## CODE OF ETHICS AND ETHICAL CHANNEL

The Institute has a code of ethics that serves as an action guide for ethical and responsible behaviour and an ethical channel to gather any incidents and breaches of code, law or internal regulations.

The objectives of the regulatory compliance system are to:

- Strengthen the values that constitute the Institute’s identifying traits.
- Share the fundamental principles and criteria that guide the conduct of senior managers, researchers, professionals and collaborators at work.
- Guarantee ethical and responsible behaviour at work within their specific setting.

All staff members are informed of the existence of the code of ethics and the ethical channel and commit to adhering to it when signing their contract.



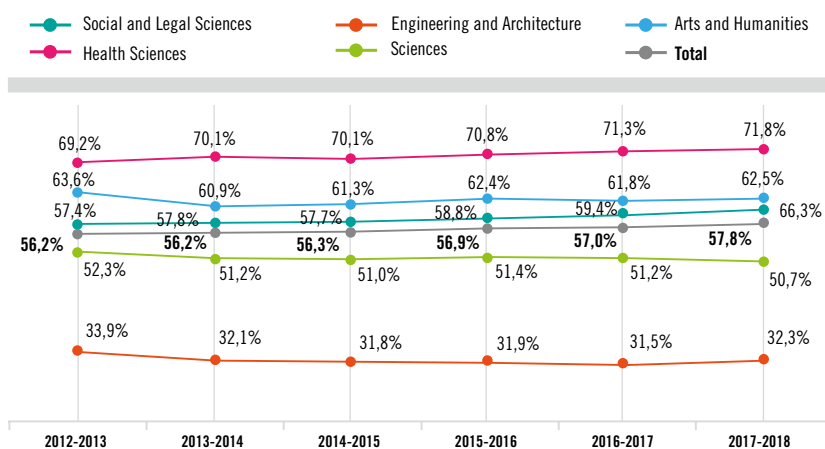
# CONTEXT DATA

In order to put the data obtained at the Institute in context, further data has been gathered on the percentages of students in engineering fields (most of the researchers at IMDEA MATERIALS have an engineering background), the proportion of women in similar institutions and the pay gap data taking into account professional categories.

## STUDENTS IN ENGINEERING DATA

According to the “Data and figures for the Spanish university system. 2019-20 publication” report, published by the Ministry of Science, Innovation and Universities, the percentage of women who completed a Masters in the field of engineering and architecture was 32.3% for the 2017-18 academic year:<sup>1</sup>

**Evolution of the percentage of female Master's graduates by branch of education**



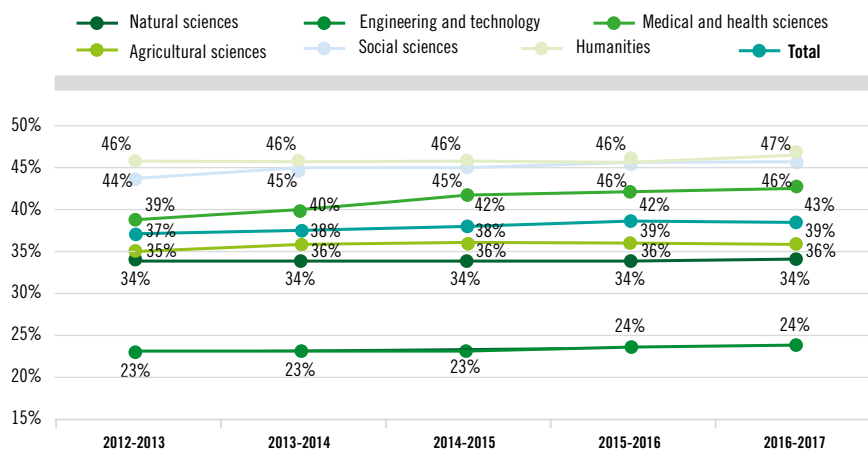
<sup>1</sup><https://www.educacionyfp.gob.es/dam/jcr:b9e82c7a-1174-45ab-8191-c8b7e626f5aa/informe-datos-y-cifras-del-sistema-universitario-espa-ol-2019-2020-corregido.pdf>



These results repeat themselves at a doctoral level, where the percentage of women enrolled for the 2018-19 academic year was 29.4%.

## EVOLUTION OF THE PROPORTION OF WOMEN AMONGST RESEARCH STAFF IN PUBLIC RESEARCH ORGANISATIONS BY AREA<sup>2</sup>:

Evolution of the proportion of women in the research staff of public universities by scientific-technological area  
Academic years 2012-13 to 2016-17



Source: Prepared by the authors based on data from the Integrated University Information System (SIU). Ministry of Science, Innovation and Universities.

Notes:

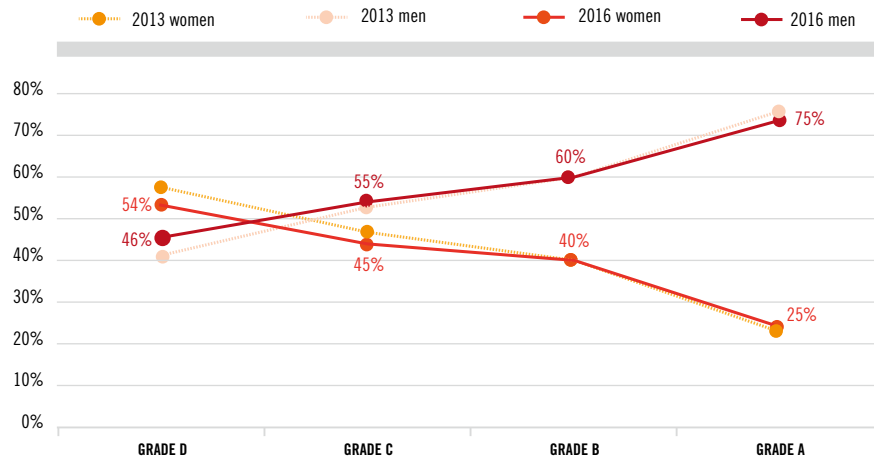
- (1) Data from public universities' own centres.
- (2) The areas of knowledge are grouped into scientific-technological areas according to table 1 of the Appendix.
- (3) The data on which the percentages are calculated refer to the number of persons and comprise university professors. Tenured university lecturers. University School Professor. Contracted Doctor. Assistant Doctor and Assistant.
- (4) Does not include Research Staff Employees (PEI) as their breakdown by area is not available.

SCIENTISTS IN FIGURES 2017

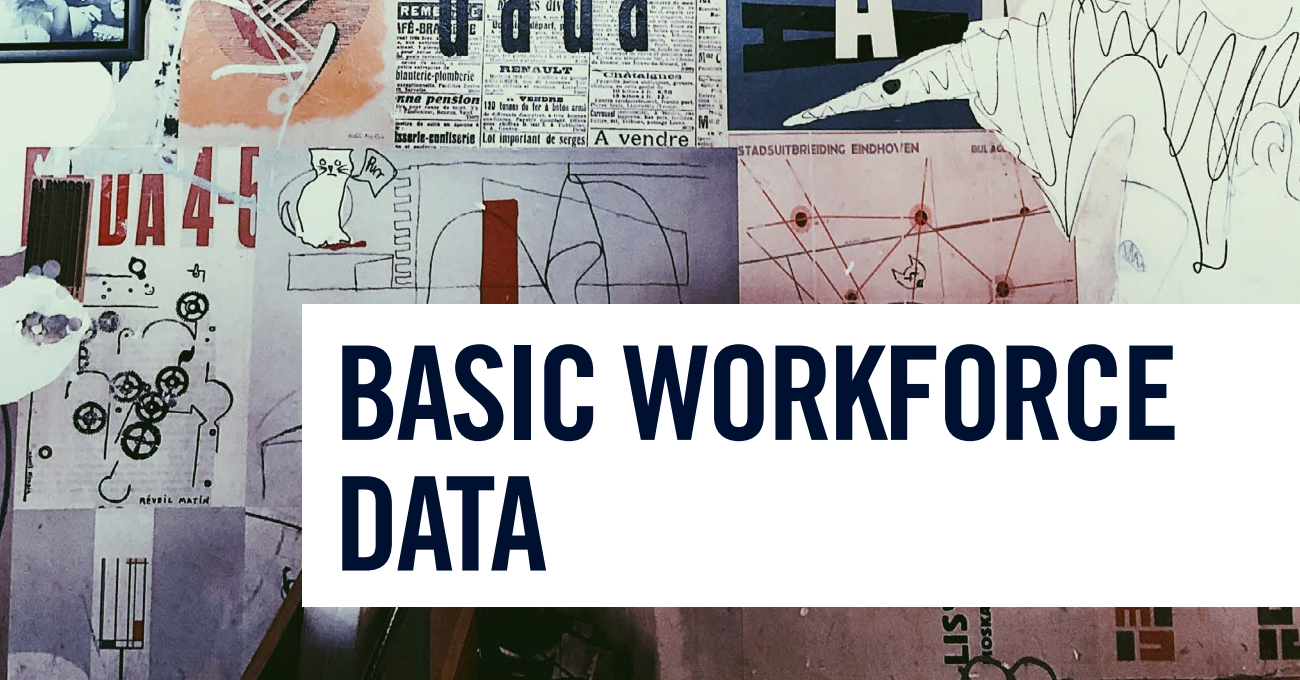
<sup>2</sup> <https://www.ciencia.gob.es/gesdamdoc-servlet/?uuid=3e3e26b4-00e4-45c9-916a-438d935157a6&workspace=dam&formato=pdf>

# EVOLUTION OF THE DISTRIBUTION OF WOMEN AND MEN IN PUBLIC RESEARCH BODIES ACCORDING TO RESEARCH CATEGORY<sup>3</sup>:

Evolution of the distribution of women and men in public research bodies according to research category (2013 and 2016)  
(Percentage of women and men over the total of each category)



<sup>3</sup> Grade A includes Research Faculty at Public Research Organizations (OPIs) and University Professors. Grade B includes Tenured University Faculty and University School Professors, Scientific Research staff at Public Research Organizations (OPIs), Scientists at Public Research Organizations (OPIs) and Distinguished Research staff, in addition to staff employed by the “Ramón y Cajal” Program. Grade C includes staff employed by the “Juan de la Cierva” and “Miguel Servet” programs, and staff with other postdoctoral contracts. Grade D includes Research Staff in Training (University Staff Training, Research Staff Training and other predoctoral contracts in competitive tenders) as well as Fellows who are writing their doctoral thesis.



# BASIC WORKFORCE DATA

The Foundation's staff is grouped into three areas: research, technical and administration. In the research area, there are sixteen research groups led by a principal investigator or group leader who has a team of postdoctoral researchers, predoctoral researchers, and technicians under his supervision. In the technical area, laboratory technicians, laboratory coordinators, and instrumentation scientists are responsible for managing the laboratories and providing technical support to the research groups. The administration area is responsible for supporting researchers in developing new projects, attracting funding, managing active projects, knowledge/technology transfer, recruitment processes, training and development, IT resources, financial management, etc.

The workforce includes all the people employed by the Foundation. Except where otherwise indicated, the gender-divided data shown is for December 31, 2020.

## Total number of people

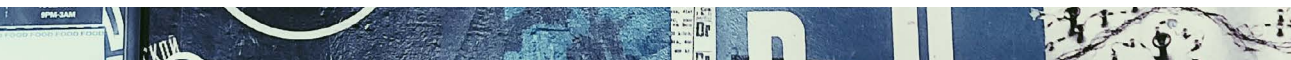
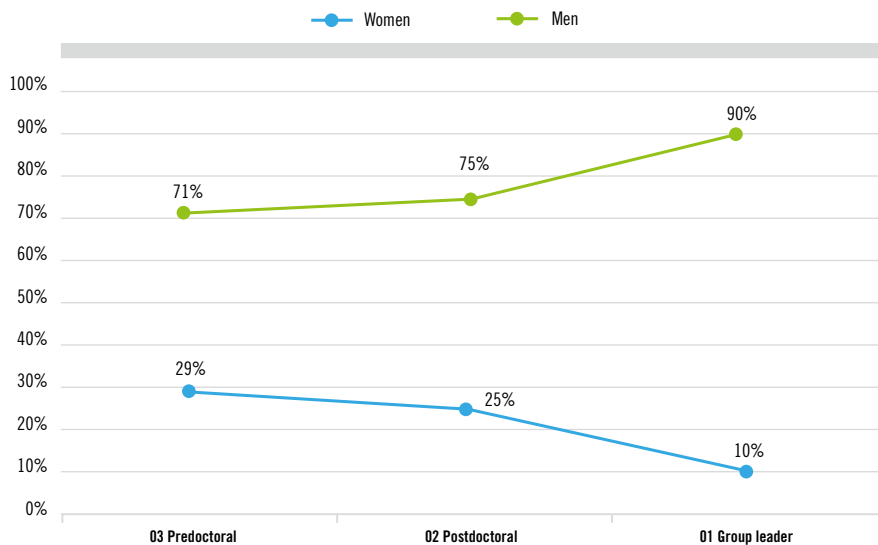
Women	Men	Total	% W/ Tot.	% M/ Tot.
32	73	105	30%	70%



### Distribution of staff by areas and positions

		% W/ Tot.	% M/ Tot.	% W/ W	% M/ M
RESEARCH	Group leader	10%	90%	3%	12%
	Postdoctoral MC	25%	75%	3%	4%
	Sr. postdoctoral	20%	80%	3%	5%
	Postdoctoral	27%	73%	13%	15%
	Predocctoral	29%	71%	38%	41%
	Subtotal research	25%	75%	59%	78%
TECHNICAL	Lab technician	30%	70%	9%	10%
	Technical subtotal	30%	70%	10%	10%
ADMINISTRATION	Area managers	38%	63%	9%	7%
	Technical Adm.	60%	40%	9%	3%
	Adm. Assistant	67%	33%	13%	3%
	Subtotal admin.	53%	47%	31%	12%
TOTAL		30%	70%		

### Distribution of staff by research category





# CONCLUSIONS FROM THE DIAGNOSTIC

## The following areas for improvement are detected:

- Training: carry out regular training events that include: gender, multiculturalism, different attitudes towards hierarchy, basic issues of coexistence, biases).
- Communication: share data and initiatives on gender at the Institute on a regular basis, in the director's report, for example.
- Work-life balance: study the adoption of measures to facilitate a better work-life balance.
- Merit-based career advancement: limited by current legislation.
- Increase in the number of female group leaders: limited by the low turnover for this position.
- Recruitment: maintain the good results of previous years and encourage female applications.

## The strengths that have been detected are the following:

- Real managerial commitment to equality.
- Harassment protocol has already been developed.
- Since 2018, gender indicators have been collected for recruitment and pay gap.
- In the committees and advisory councils (scientific council and industrial council), equal representation is sought as far as possible. The Executive Committee is primarily female.
- Success rates in recruitment processes are similar for women and men.
- The survey's results are positive: although areas for improvement have been detected, the results indicate that most people consider that men and women are treated equally.

## Staff views:

- The results of the survey are positive, although areas for improvement are detected, the results indicate that the majority of people consider that men and women are treated equally in the different areas.
- Many of the participants felt that the necessary measures were already in place.
- The improvements they proposed were grouped into the following areas:
  - Organisation of specific training.
  - Improving the visibility of women researchers in the Institute.
  - Increasing the number of female group leaders.



# ACTION PLAN

## QUALITATIVE AND QUANTITATIVE OBJECTIVES

The purpose of the action plan is to:

- Establish mechanisms to detect situations of inequality.
- Ensure that the Institute has a culture of well-being that prevents discriminatory situations from occurring, allows these situations to be identified and treated early and closely and encourages the professional development of all its members.
- Ensure that, in the Institute's different processes and policies, all people are treated equally, and all have the same opportunities.

The measures focus on the areas of improvement detected: training, communication, work-life balance and recruitment.

## MEASURES

**Objective:** To promote a culture of well-being and equality. Maintain, establish and/or communicate mechanisms to detect and resolve situations of inequality. Train all of the Institute's staff members in equality and multiculturalism.

### Area: Training

**Measure 1:** 1) Specific training regarding workplace, sexual and gender-based harassment, 2) specific training regarding equality and multiculturalism.

**Indicators:** Number of training or informative actions carried out, data divided by gender on the number of participants in each training action and number of hours of training.

**People responsible:** HR.  
**Recipients:** all of the Institute's staff.  
**Timeline:** 2021-2022.

### Area: Communication and dissemination

**Measure 2:** 1) Communication of the harassment protocol, 2) Communication of the code and the ethical channel.

**Indicators:** Number of informative actions carried out, data divided by gender on the number of recipients for each action.

**People responsible:** Ethical Committee.

**Recipients:** all of the Institute's staff.

**Timeline:** Q4 2021.

**Measure 3:** Repetition of the equality survey.

**Indicators:** Number of surveys conducted, reports analysing the results.

**People responsible:** Equality Commission.

**Recipients:** all of the Institute's staff.

**Timeline:** Repeat every two years (the next one will be in 2023).

**Measure 4:** Communicate relevant data on gender to all of the Institute's staff: 1) publish in IDINET the summary of the data collected for the diagnosis of the equality plan, 2) include in the annual director's report a selection of equality indicators. Include them also in the December board of trustees report.

**Indicators:** Date of communication.

**People responsible:** HR / Director.

**Recipients:** all of the Institute's staff.

**Timeline:** Q4 2021, annually.

### Area: Work-life balance

**Measure 5:** Add two Work-life balance days per year to the days of leave and annual leave established by agreement.

**Indicators:** Approval of work-life balance days.

**People responsible:** HR.

**Recipients:** all of the Institute's staff.

**Timeline:** From 2022.

**Objective:** To ensure that all people are treated equally, to improve the participation of women. Maintain the good results achieved for recruitment processes.



## Area: Recruitment

**Measure 6:** Encourage the participation of female candidates in recruitment processes: 1) publish on the job portal the Institute's commitment to equality, 2) review the set text for job offers to encourage the participation of women.

**Indicators:** Date of modification of the job portal.

**People responsible:** HR.

**Recipients:** External candidates.

**Timeline:** Q3 2021.

## Area: Participation

**Measure 7:** Encourage the participation of women in the Scientific Council and the Industrial Council: actively seek potential candidates so that the composition of both councils reflects the composition of the Institute's current staff (at least 70% men - 30% women).

**Indicators:** Evolution of the number of women who are members of both committees.

**People responsible:** HR, Board of Directors.

**Timeline:** Data collection between 2021-24.

## Area: Pay

**Measure 8:** Write up the job description (DPT) and job assessment (VPT) for admin and technical personnel.

**Indicators:** Date of approval of DPT and VPT.

**People responsible:** HR.

**Timeline:** Q1 2022 - Q4 2022.

## Area: Visibility

**Measure 9:** Increase the number of seminars given by women by ten percentage points.

**Indicators:** Number of seminars given by women.

**People responsible:** Equality Commission, HR.

**Timeline:** Data collection between 2021-24.





## FOLLOW UP

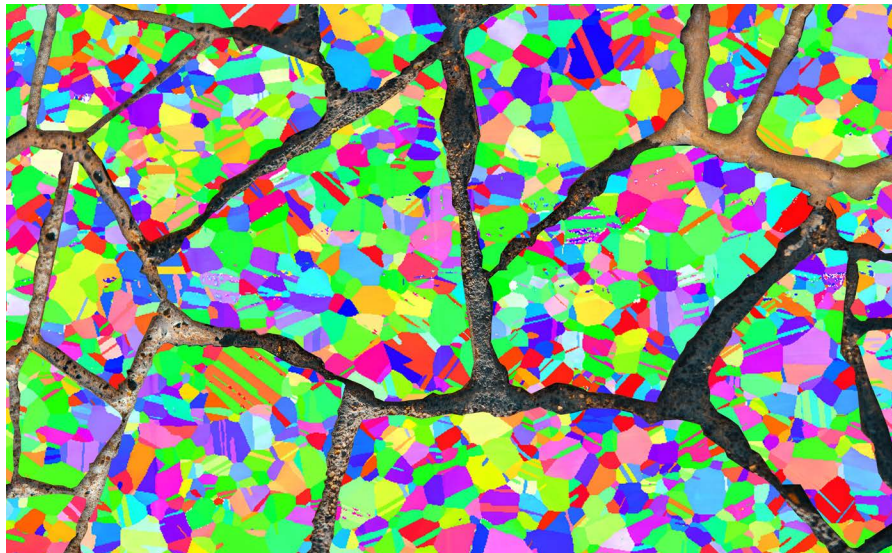
The Equality Commission will meet biannually to track the implementation of the action plan. At these regular meetings, the commission will:

- Verify the status of the planned actions according to the indicators collected.
- Ensure that the actions have the results defined in the objectives and the action plan is implemented correctly.
- Monitor gender indicators that are regularly collected.
- Redefine or establish new actions, where appropriate, to ensure compliance with the objectives of the action plan.

The Executive Committee shall be informed after the Equality Commission's bi-annual follow-up meeting. The commission will draft an annual report with the updated staff data and review the established action plan annually.

Área	Measure	Resp.																	
			1T2021	2T2021	3T2021	4T2021	1T2022	2T2022	3T2022	4T2022	1T2023	2T2023	3T2023	4T2023	1T2024	2T2024	3T2024	4T2024	
Training	1.1. Specific training on harassment at work, sexual and gender-based harassment	HR																	
	1.2. Specific training in equality and multiculturalism	HR																	
Communication	2.1. Dissemination of the harassment protocol	Ethics Committee																	
	2.2. Dissemination of the code and ethical channel	Ethics Committee																	
	3. Repetition of the equality survey	Equality Commission																	
	4.1. Publication of diagnostic data of the equality plan	HR																	
	4.2. Selection of equality indicators in the director's annual report	Management																	
	5. Adding two work-life balance days per year to annual leave days	HR																	
Selection	6.1. Publish the Institute's commitment to equality on the job portal	HR																	
	6.2. Revise the fixed text of job offers to encourage the participation of women	HR																	
Participation	7. Actively seeking candidates for the Scientific Council and the Industrial Council	Management																	
Compensation	8. Perform job descriptions	HR																	
Visibilization	9. Increasing the number of seminars taught by women	Equality Commission																	





# GENDER EQUALITY PLAN

institute  
**imdea**  
materials

hr  
HR EXCELLENCE IN RESEARCH

UNIT  
OF EXCELLENCE  
MARÍA  
DE MAEZTU