

EQUAL OPPORTUNITIES PLAN

SETGA

2018 - 2022

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## 1. INTRODUCTION

Articles 65, 66, 67 and 68 of Legislative Decree 2/2015 of 12 February, which approves the consolidated text on the legal provisions of the Autonomous Community of Galicia in matters regarding quality, deal with the drafting and application of Equality Plans.

Article 67 of the Decree states that:

1. *Equality plans are mandatory for the Administration and bodies of the autonomous community, public corporations, autonomous community public-sector foundations, public agencies linked to or dependent on the Autonomous Community and organisations with their own separate staff in the budgets of the Autonomous Community which, as they are not established as a legal entity, are not formally integrated within the Administration of the Autonomous Community.*
2. *They shall also be mandatory in accordance with the agreed terms when so established in a sector-wide collective bargaining agreement or company-specific bargaining agreement for any sector, as well as in the cases envisaged in State legislation.*
3. *The creation of **equality plans, the terms according to which they are implemented and the adoption of other measures to promote equality, including any social responsibility measures, are voluntary for other companies.***

**SETGA** is one of the latter group of organisations that voluntarily wishes to express its commitment to the fight against discrimination on the grounds of sex and gender and against unequal opportunities between women and men by implementing its first Equality Plan.

How has our organisation approached this challenge?

Article 68 of Legislative Decree 2/2015 of 12 February states that:

Corporate equality plans are an organised set of measures adopted after analysing the conditions within the company from a gender perspective, with the aim of achieving the objective of equality between women and men and the eradication of discrimination on the grounds of sex in all the company's areas, and which must include:

- a) *Specific equality objectives with reasonable deadlines, specifying the indicators for measuring compliance with the objectives and the bodies or persons responsible.*
- b) *A code of good practice, setting out the practices that are necessary or advisable for achieving the gender objectives at the organisational and managerial levels.*
- c) *Effective internal control and external evaluation systems for tracking objectives, as well as mechanisms for adapting the objectives in light of results.*

**SETGA** has sought to create its Plan in the form of a practical and actionable document that will offer guidelines related to the day-to-day work of all those involved during the implementation, monitoring and evaluation of the measures.

## 2. MANAGEMENT COMMITMENT

**SETGA** is committed to establishing and developing policies on equal treatment and opportunities between women and men and on non-discrimination (both direct and indirect) on the grounds of gender. We are also committed to driving and promoting measures for achieving real equality in our organisation, ensuring equal opportunities between women and men and full respect for and integration of LGTBI workers as a strategic principle of our Corporate and Human Resources Policy, in accordance with the definition of that principle set out by Legislative Decree 2/2015 of 12 February.

In each and every one of this organisation's areas of activity, from recruitment to promotion, by way of salary policies, training, working and employment conditions, occupational health, work schedules and work-life balance, we are committed to the principle of equal opportunities between women and men, with a special focus placed on avoiding indirect discrimination, understood as *"a situation in which an apparently neutral rule, criteria or practice places someone of a certain sex at a disadvantage with respect to people of the other sex."*

All the decisions adopted in this regard shall be notified both internally and externally and the organisation will project an image of itself that is coherent with this principle of equal opportunities between women and men and full integration of LGTBI people.

These principles will be put into practice by fostering equality measures through the implementation of an Equality Plan. This Plan and the systems used to monitor it will bring about improvements in the organisation and further the objective of achieving real equality between women and men, both in the organisation itself and society at large.

The body responsible for representing our organisation's workforce in all these matters is the Equality Committee. The workforce will also be involved throughout the process of developing and evaluating the measures included in our Equality Plan.

*Ángel González Calvo, Director of SETGA*

## 3. LEGAL BASIS

As mentioned in the previous section, the legal basis for the Plan for Equal Opportunities Between Women and Men (henceforth referred to as the PEO) is mainly Legislative Decree 2/2015 of 12 February which approves the consolidated text on the legal provisions of the Autonomous Community of Galicia in matters regarding equality, and more specifically Articles 65, 66, 67 and 68 of this text.

Secondly, due to the impact of the Decree and previous equality laws on legislation applicable to companies in general and employment in particular, the following laws and relevant modifications are also taken as a reference:

Collective bargaining agreement for metal industries without their own agreements. File: 36/01/0138/2017: art.15, art. 33, art. 34, art. 48, art. 67, art. 68, additional provision six.

Workers' Statute: art. 4.2.c, art. 17.1, art. 17.4, art. 17.5, art. 34.8, art.37.3.b, art. 37.4, art. 37. 5, art. 38.3,art. 45.1.d, art. 46.2, art. 46.3 (paragraphs one, two and three), art.

48.4, art. 48.5, art. 48 BIS, art. 53.4, art. 54.2.g, art. 55.5, art. 64.1, art. 64.9, art. 64.c, art. 8 5.1, art. 85.2, art. 90, additional provision 17, additional provision 18.

Occupational Risk Prevention Act: art. 5.4, art. 26.2, art. 26.4.

General Social Security Act: art. 38.1.c, art. 106.4, art. 124.3, art. 126.6, art. 125.1, art. 133 BIS, art. 133, art. 134, art. 135, art. 172.1.b, art. 180, art. 211.5, art. 217.1, art. 222.2, art. 222.3, additional provision six, letter A of rule three of section one of additional provision seven, additional provision eight, additional provision eleven BIS, additional provision eleven TER, additional provision forty point four.

Social Order Offences and Penalties Act: art. 7.13, art. 8.12, art. 8.13 BIS, art. 8.17, art. 46, new sub-section III BIS of section II Chapter VI art. 46 BIS, art. 27.2, art. 18.2, art. 122.2, art. 146.d, art. 149.2, art. 180.1, art. 181.

Modification of Royal Decree-Law 11/1998 of 4 September: art. 1.

Modification of Law 12/2001: additional provision two.

Modification of the Employment Act: art. 22 BIS.

Modification of the Public Companies Act: art. 200.

## 4. OBJECTIVES

Before defining the objectives that **SETGA** aims to achieve through this Equality Plan, it should be pointed out that this is the first ever such Plan to be created and implemented by the organisation.

As was seen in the analysis carried out, **the main weaknesses as regards equality are found in management positions, in shared responsibility and in the need to raise awareness regarding equality**. Although these weaknesses are tackled in the Plan, its objectives are not overly ambitious, but they will be easy to achieve. As such, it is hoped that the Plan will be a success for the organisation and will offer a valid tool for overcoming any possible instances of inequality.

This will allow the organisation to progressively incorporate these measures within its current policies, enhancing its current management practices with a gender perspective but without causing widespread changes to its policies and structure, as this could meet with resistance on the part of the workforce.

### 4.1 General objectives

- ❖ Create and implement the Equal Opportunities Plan in **SETGA** with the aim of integrating equal treatment and opportunities between women and men as a guiding principle in all the organisation's policies and processes.
- ❖ Adopt measures aimed at preventing and/or eliminating any workplace discrimination on the grounds of sex or gender amongst our organisation's personnel.

- ❖ Have a direct or indirect influence on all those organisations and people with which we interact so that the principle of equal opportunities between women and men spreads beyond the boundaries of **SETGA**.

#### 4.2 Specific objectives

- ❖ Uphold the principles of equality and non-discrimination in recruitment processes and in types of employment contract, regularly evaluating the various indicators in order to detect possible deviations.
- ❖ Establish criteria and measures for creating a policy for equal access to different professional categories, especially those with the highest levels of responsibility within the organisation, keeping the right salary balance.
- ❖ Make access to certain professional categories easier by means of a transparent internal promotion system open to the entire workforce.
- ❖ Maintain the current equality parameters as regards access to training, regularly evaluating the various indicators in order to detect possible deviations.
- ❖ Design and give training to the entire workforce, tailored to each of the sectors of the organisation, to convey **SETGA**'s equality policy and raise awareness around equality and shared responsibility.
- ❖ Improve the work-life balance of **SETGA** employees.
- ❖ Design and implement a protocol for the prevention of sexual and sex- and gender-based harassment, establishing the channels for reporting incidents and informing the workforce.
- ❖ Integrate the **SETGA** Equality Policy within the organisation's Health and Safety Policy.
- ❖ Design a non-sexist communication guide adapted to the organisation's specific characteristics and raise awareness among the workforce of the need to follow the guide in all internal and external **SETGA** communications.
- ❖ Draw attention to **SETGA**'s commitment to equality for the purpose of helping to build a more equal world.
- ❖ Design the working protocol of the Equality Committee and inform the workforce of the Committee's purpose and the channels through which it may be contacted.

#### 5. STRATEGIC AREAS

In line with the general and specific objectives, the strategic areas in relation to which specific measures will be implemented are as follows:

- ❖ Recruitment and contractual conditions.
- ❖ Promotion and training.

- ❖ Prevention of sexual and sex- and gender-based harassment.
- ❖ Occupational health and safety.
- ❖ Work-life balance.
- ❖ Awareness-raising and communication.
- ❖ Monitoring and evaluation.

## 6. CONTENT

Over the following pages, we describe the measures to be implemented in each of these strategic areas in order to achieve the previously mentioned general and specific objectives.

### 6.1 Recruitment and contractual conditions.

#### *1. Design and implementation of a record of new staff and contractual conditions broken down by sex.*

One of the objectives established by **SETGA** is to ensure equality and non-discrimination in recruitment and contractual conditions.

The analysis carried out shows that in these areas, conditions of equality currently exist within the organisation. However, it is advisable to assess on a regular basis whether these conditions have been maintained or, at least, have not varied greatly from the current situation.

The implementation of a record broken down by sex and used in human resources processes will allow the Equality Committee to:

- Have a gender breakdown for key parameters within the HR policy (number of years in the company, new recruits, promotion, training, etc.).
- Follow the evolution of the parameters and adopt any necessary corrective measures to adhere to the objectives, stating what these are (monitoring and evaluation system).

#### **Compliance indicators:**

- Creation of the record.

The record will contain at least the following fields: Sex of the person. Age. Education/training. Professional category. Type of contract. Position within the organisation. Gross annual salary.

- Annual monitoring of the data values.

*2. Establishment of positive actions in favour of the underrepresented sex to help attract women to those areas of the organisation that are dominated by men, while attracting men to those areas dominated by women, increasing the overall number of women on the workforce by 10-20%, which would correspond to 75% of new employees on the assembly line, worksites, and in technical categories such as degree-qualified engineer and technical engineer.*

**SETGA** also aims to incentivise the presence of women in the different professional categories, especially those that correspond to the areas of the organisation with the greatest proportion of men. In this regard, the Equality Committee, in collaboration with the Management and the HR Department, will propose measures that:

- Help to achieve a more equal gender balance among incoming staff, with particular emphasis on growing the number of women in each of the organisation's professional categories, and especially the categories of 1st-class technician, 2nd-class technician, degree-qualified engineer and technical engineer.

**Compliance indicators:**

- No. of women on the workforce.
- No. of women in the categories of 1st-class technician, 2nd-class technician, degree-qualified engineer and technical engineer.
- Percentage of total personnel by sex.

*3. Continuance of the current hiring and internal promotion policies, in terms of type of contract and promotion conditions.*

Alongside the objective of incentivising the presence of women in the company's male-dominated areas, **SETGA** also aims to maintain the current hiring and internal promotion conditions:

- Ensuring the internal promotion of women with equal conditions to men and in equal proportion.
- Ensuring the internal promotion of LGTBI people with equal conditions to the rest of the workforce.
- In the case of new recruits, ensuring the same contractual conditions, especially as regards offering a permanent contract.

**Compliance indicators:**

- Meeting with the management to set objective criteria and conditions for internal promotions.
- Maintenance of the current rates of permanent contracts and promotion of men and women within the organisation (except in justified cases).
- Maintenance of the percentage of permanent contracts for women.
- No. of new temporary contracts for women.
- Percentage of temporary contracts out of the total number of new contracts, broken down by sex.

*4. Adaptation of the current facilities to accommodate a larger number of women in all the organisation's departments.*

Following the objective of attracting women to this heavily male-dominated sector, **SETGA** plans to create separate changing rooms for women.



## Compliance indicators:

- Creation of separate changing rooms.

*5. Use of non-sexist job titles for the different professional categories in all of the organisation's documents.*

Unlike in the collective bargaining agreement, where all the professional categories are referred to using sexist terms that exclude women, in **SETGA** we will use inclusive language that highlights the company's commitment to attracting women to this heavily male-dominated sector:

- C1 WORKSHOP MANAGER
- C4 ORGANISATION MANAGER
- C5 ADMIN MANAGER
- C8 ADMIN ASSISTANT
- C11 1ST-CLASS TECHNICIAN
- C12 2ND-CLASS TECHNICIAN
- C14 SPECIALIST
- C16 INSTALLATION ASSISTANT
- C18 CLEANER
- C19 SALES REP
- C24 LORRY DRIVER
- C30 TECHNICAL ENGINEER

## Compliance indicators:

- Replacement of the former professional category names in all the company documents.

## 6.2 Promotion and training

*1. Establishment of positive actions to help incorporate women into positions of responsibility whenever there are vacancies due to outgoing staff or the creation of new positions.*

This is one of the organisation's greatest weak points. As such and following the policy of favouring equal access to the positions with the highest levels of responsibility, if new senior positions are created, efforts will be made to fill them with female candidates as long as they have the required levels of skills and aptitudes. This will help to improve the gender balance among **SETGA**'s management.

## Compliance indicators:

- No. of positions of responsibility created and women incorporated into these positions.
- No. of positions of responsibility opened up by outgoing staff and women incorporated into these positions.
- Percentage of women and men in positions of responsibility.

*2. Training records broken down by sex.*

We propose keeping a record of all the training carried out for the purpose of ensuring the current conditions of equality in access to training are maintained, with regular checks to detect any deviations.

This data will be added to existing records, rather than creating a new one.

The following data will be recorded, broken down by sex:

- ❖ People doing the training.
- ❖ Type of course.
- ❖ Length.
- ❖ Timetable.
- ❖ Place where the course is taught.

Only the training organised internally through **SETGA** shall be recorded, not external training.

This will allow the Equality Committee to ensure that the current equality in accessing training is maintained.

It will also make it possible to detect deviations from the current situation and take corrective measures whenever required or advisable to incentivise the promotion of women, as set out under point 6.1.2, and for the purpose of future training programmes.

#### **Compliance indicators:**

- Creation of an annex to the existing training record.
- Annual monitoring of the data.

#### *3. Training on the subject of equality*

Another equality-related objective is that of providing training related to **SETGA's** equality policy and awareness around equality and shared responsibility, tailored to each sector of the workforce.

A further measure for implementing the Equality Plan will be organising and giving training on the subject of equality.

This training will be designed to make it engaging and to allow interaction between people, bearing in mind the needs of the different professional categories.

#### **Compliance indicators:**

- No. of courses held lasting at least 3 hours.
- No. of people trained (this must be at least 50% of the workforce).
- Percentage of courses during working hours.
- Departments receiving the training (at least two different courses must be designed to adapt to different levels of hierarchy and responsibility).

### 6.3 Prevention of sexual harassment and sex- and gender-based harassment

Two measures are established for the purpose of designing and implementing a protocol for the prevention of sexual and sex- and gender-based harassment, to establish the channels for reporting incidents and informing the company's personnel of the same:

#### 1. Protocol for preventing and dealing with sexual and gender-based harassment.

**SETGA** shall draw up an internal protocol for preventing and dealing with sexual harassment which shall include at least the following:

- ❖ Definition of sexual harassment, workplace harassment and sex- and gender-based harassment.
- ❖ Explanation of types of conduct that constitute such harassment.
- ❖ Classification of conduct by level of seriousness.
- ❖ List of disciplinary actions for each level of seriousness.
- ❖ Procedures and channels for reporting incidents.

#### **Compliance indicators:**

- Design of the protocol.
- Annual monitoring of the data.

#### 2. Channel for reporting sexual and sex- and gender-based harassment.

The Equality Committee shall open up a channel through which anyone may report (anonymously, if they prefer) cases of sexual and sex- and gender-based harassment, as specified in the protocol for preventing and dealing with such harassment.

#### **Compliance indicators:**

- Training received by 100% of the workforce on the channels for reporting incidents.

### 6.4 Occupational health and safety

#### 1. Keep the gender policy incorporated within the organisation's health and safety policy.

**SETGA** shall ensure that the updates to the Health and Safety Plan include considerations related to its equality policy, as part of the occupational hygiene requirements established by the collective bargaining agreement, assessing risks from a gender perspective and adopting the relevant measures.

#### **Compliance indicators:**

- Maintenance of the measures established by the collective bargaining agreement.
- Annual monitoring of the data.
- Updated Risk Assessment document.
- Updated Health and Safety Plan.

## 6.5 Work-life balance

*Creation of a record, broken down by sex, of all the small incidents related to work-life balance and shared responsibility resolved informally to date and of the suggestions made by **SETGA** personnel in relation to work-life balance.*

One of **SETGA**'s objectives is to improve the work-life balance of its personnel as much as possible, above and beyond what is stipulated in the collective bargaining agreement. It understands that in order to do so while at the same time covering the organisation's structural requirements, it must understand the specific needs of its personnel in this regard.

To this end, it will create a record, broken down by sex, of all the requests made over the next four years, as well as suggestions for improvement made by personnel, so that this information can be used in the next equality plan to establish work-life balance measures that truly respond to the needs of its personnel.

The record will include:

- ❖ The sex of the person.
- ❖ Their job position.
- ❖ The request or suggested improvement.
- ❖ The cause.
- ❖ Schedule details.

In addition to this record, another record shall be kept of types of leave stipulated in the collective bargaining agreement to see how many men and how many women request hours off, flexible schedules, etc., to attend to family and personal matters.

### **Compliance indicators:**

- Creation of a record annexed to the existing record.
- Annual monitoring of data.

*2. When organising the holiday schedule, give preference to people with children under the age of 12.*

Although the company already applies this measure unofficially as a way to create a better work-life balance, through the Equality Plan **SETGA** shall officially implement this measure to give preference to people with children under 12 when organising the holiday schedule.

### **Compliance indicators:**

- No. of requests, broken down by sex.
- No. of authorisations, broken down by sex.
- Percentage of requests out of all those workers with children, broken down by sex.

*3. Implement flexible working schedules for personnel with family responsibilities, when requested.*

In order to improve the work-life balance of its personnel as much as possible above and beyond the provisions of the collective bargaining agreement, **SETGA** will also implement this measure progressively.

#### **Compliance indicators:**

- No. of requests, broken down by sex.
- No. of authorisations, broken down by sex.
- Percentage of requests out of all those workers with children, broken down by sex.

*4. Notification by the Equality Committee to all **SETGA** personnel of the creation of the record and the tools available for achieving work-life balance.*

The Equality Committee shall design a written communication campaign for the whole workforce, to explain:

1. The reasons for and the purpose of this record, highlighting the importance of filling it out correctly to achieve better working conditions, and providing all the tools required to do so.

2. The work-life balance measures available:

a) Flexible schedules for people with families when requested, always bearing in mind the requirements of the job position.

b) Preference when arranging the holiday schedule for people with children aged under 12.

#### **Compliance indicators:**

- 100% of the workforce receives information on the work-life balance policy and its objectives and measures.

## **6.6. Awareness and communication**

### *1. Non-sexist communication guide*

Another objective is to design a non-sexist communication guide adapted to the specific characteristics of the organisation and to impress on the workforce the need to follow the guide for all their internal and external communications, ensuring especially that new recruits follow the communication policy.

This guide will be created within the first three months of implementation of the Equality Plan and will be made available to everyone in the organisation, including new recruits, so that all the forms and internal and external communications (selection processes, job offers, internal communications, job application questionnaires, projects, etc.) are written using a coherent style.

#### **Compliance indicators:**

- Creation of communication guide.
- 100% of the workforce receives information on the existence of the guide.
- Adaptation and updating of the website and corporate documents.

*2. Publication of the Equality Plan on the website and the notice board*

Another of the objectives of this plan is to highlight **SETGA's** commitment to equality. To this end, this plan will be published on the organisation's website so it can be read by all our stakeholders.

**Compliance indicators:**

- Publication of the Equality Plan on the website.

*3. Publication of reports broken down by sex.*

Another measure to be carried out to give visibility to **SETGA's** commitment to equality and to building a more equal world is the publication of its reports broken down by sex.

**Compliance indicators:**

- Publication of the annual reports on the website, with data broken down by sex.

*4. Equality committee: operational protocol and channels of communication.*

Another of the Equality Plan's objectives is to design the operational protocol of the Equality Committee and to inform the workforce of the purpose of this committee and how it can be contacted.

For this purpose, the protocol will be created based on the following points:

- ❖ Composition
- ❖ Rotation of members
- ❖ Meetings
- ❖ Decision-making
- ❖ Purpose
- ❖ Duties

The protocol will also set out the processes and channels that can be used by the workforce to report cases of discrimination, suggest measures for improvement in the area of equality, etc.

Once the protocol and the reporting processes and channels are in place, they will be announced on the intranet.

**Compliance indicators:**

- Creation of the protocol.
- 100% of the workforce receives information on how to contact the Equality Committee.

Monitoring and evaluation

This is described in section 9 of the Plan.

## 7. RESOURCES

The table below shows the member of staff or department responsible for carrying out each of the actions. Each different area of activity is assigned a colour that is also used in the implementation schedule.

The staff member or department assigned to each action is not definitive and may change depending on the needs of the organisation or changes to its structure.

The specific names of individuals are not given in case there are any changes in job positions.

<b>ACTIONS</b>	<b>DEPARTMENT IN CHARGE</b>
1.1.Record of new staff and contractual conditions broken down by sex	Equality Committee, HR Department and Administration Department
1.2 Establishment of proactive measures to attract women to male-dominated areas	Equality Committee, HR Department and Management
1.3 Maintenance of contractual and promotion conditions	Equality Committee, HR Department and Management
1.4 Creation of separate changing rooms for women	Equality Committee, Works and Projects Department and Management
1.5 Replacement of names of professional categories with new inclusive terms	Equality Committee, HR Department and Management
2.1 Establishment of proactive measures to place women in positions of responsibility	Equality Committee, HR Department and Management
2.2 Training record broken down by sex	Equality Committee and HR Department
2.3 Training in equality	External training company
3.1 Protocol for the prevention of sexual and gender-based harassment	Equality Committee, HR Department and Management
3.2 Sexual and sex- and gender-based harassment reporting channel	Equality Committee and HR Department
4.1 Maintenance of the Equality Policy in the Occupational Health and Safety Plan	External H&S company and H&S Officer
5.1 Work-life balance and shared responsibility record	Equality Committee and HR Department
5.2 Preference in requesting holiday slots for personnel with family responsibilities	Equality Committee, HR Department and Communications Department
5.3 Flexible work schedules for personnel with family responsibilities	Equality Committee and HR Department
5.4 Notification of the creation of the record	Equality Committee, HR Department and Communications Department
6.1 Communication Guide	Equality Committee, Communications Department, programme coordinators and HR Department
6.2 Publication of the Equality Plan on the website and notice board	Head of Communications
6.3 Publication of the annual reports broken down by sex	Head of Communications and programme coordinators
6.4 Operational protocol and channels of communication with the Equality Committee	Equality Committee, HR Department and Management
7.1 Monitoring and evaluation	Equality Committee in collaboration with the people responsible for each programme and the workforce

## 8. IMPLEMENTATION SCHEDULE

This first **SETGA** Equality Plan has been created to cover an initial period of four years, officially entering into force on 15 July 2018 and extending to 14 July 2022.

The graph shown below sets out each of the measures and their implementation periods. It may be the case that some measures can be implemented in a single day, but they are shown in the graph over a period of months, as the time period refers to the deadline by which they must have been implemented. As such, they may be carried out whenever is most suitable considering the organisation's workload and the resources allocated to implementing the Equality Plan measures.

The schedule may be modified, whenever reasonable justification is given, on request of the Equality Committee or the Management.

<b>Annual Period (November-November) divided into quarters</b>																
<b>Measure</b>	<b>2018-2019</b>				<b>2019-2020</b>				<b>2020-2021</b>				<b>2021-2022</b>			
	<b>Ju ly</b>	<b>O ct</b>	<b>Ja n</b>	<b>A pr</b>	<b>Ju ly</b>	<b>O ct</b>	<b>Ja n</b>	<b>A pr</b>	<b>Ju ly</b>	<b>O ct</b>	<b>Ja n</b>	<b>A pr</b>	<b>Ju ly</b>	<b>O ct</b>	<b>Ja n</b>	<b>A pr</b>
	<b>Se p</b>	<b>D ec</b>	<b>M ay</b>	<b>J un</b>	<b>Se p</b>	<b>D ec</b>	<b>M ay</b>	<b>J un</b>	<b>Se p</b>	<b>D ec</b>	<b>M ay</b>	<b>J un</b>	<b>Se p</b>	<b>D ec</b>	<b>M ay</b>	<b>J un</b>
<b>1.1 Staff record</b>																
<b>1.2 Proactive measures</b>																
<b>1.3 Maintenance of conditions</b>																
<b>1.4 Female changing rooms</b>																
<b>1.5 Inclusive categories</b>																
<b>2.1 Incorporation women G1</b>																
<b>2.2 Training record</b>																



<b>2.3</b> Equality training																		
<b>3.1</b> Harassment protocol																		
<b>3.2</b> Harassment channel																		
<b>4.1</b> Maintenance HSP																		
<b>5.1</b> Work-life balance record																		
<b>5.2</b> Preference holidays																		
<b>5.3</b> Flexible schedules																		
<b>5.4</b> Notification of record																		
<b>6.1</b> Communication Guide																		
<b>6.2</b> Publication of EP																		
<b>6.3</b> Annual reports																		
<b>6.4</b> Equality Committee																		
<b>7.1</b> Monitoring and evaluation																		

## 9. MONITORING AND EVALUATION

### 9.1 Equality Committee

The main body responsible for monitoring and evaluating the Plan will be the Equality Committee.

**SETGA** management will be responsible for appointing the members of the Committee as well as the Chairperson and the Secretary. The latter two positions will be held on a rotational basis, changing each year between the members of the Committee. Although it is envisaged that the composition of the Committee may vary depending on the organisation's needs and movement of personnel, it is currently made up of:

- Carmen Iglesias Nieto (Workers' Legal Representative)
- Jose Mario Rodríguez (Personnel Manager)
- Alba Campillo Prado (Lawyer)

The Chairperson, who will be one of the Committee members, shall have the following duties: to establish the meeting agendas and organise the voting.

The Secretary of the Committee shall have voting rights and their duties shall include: calling the Committee meetings, receiving and registering complaints, suggestions and meeting minutes, and keeping the documents generated by the Committee.

The other people on the Committee shall simply be members. They shall take part in the debates and shall have the right to vote in any matters that are put to a vote.

The Committee shall be subject to the following rules:

- ❖ It shall faithfully fulfil the purposes for which it was created, acting with transparency and in good faith.
- ❖ It shall define channels of communication between its members and the organisation's stakeholders.
- ❖ It shall ensure the confidentiality of the complaints or suggestions it receives, when applicable.
- ❖ It shall meet on a previously established basis to evaluate the state of implementation of the EOP and to propose ways of improving its operation.
- ❖ It shall keep a record of all its actions, meetings and resolutions, as well as the complaints and suggestions received.

The Committee shall meet in ordinary and special sessions.

- ❖ The Committee shall determine the frequency with which its ordinary meetings are to be held after having drawn up an annual schedule that includes the planned meetings.

For ordinary meetings, the meeting shall be called at least four days prior to the meeting date. The Chairperson shall be responsible for this, attaching a copy of the meeting agenda to the notification.

- ❖ Special meetings shall be held to deal with important matters brought before the Committee by workers or other persons, such as discrimination, harassment, or other issues of significant importance that jeopardize the proper operation of the Plan. In such cases, both the Committee and the Senior Management may call the meetings.

After every meeting, a report must be drawn up summarising all the matters dealt with, the alternatives considered and the final proposal put forward, with the definitive resolution being the responsibility of the Senior Management.

Although the Committee itself shall be responsible, in its first meeting, for establishing how often it subsequently meets, it is recommended that a meeting be held at least every twelve months to coincide with the intermediate and final evaluations of the Plan.

## 9.2 Monitoring and evaluation

Having a good monitoring and evaluation system in place is just as important as having a suitably designed EOP.

The monitoring and evaluation system will allow us to control our strategy in order to achieve our equal opportunity objectives:

- ❖ Is the plan being implemented in accordance with the agreed design?
- ❖ Are the actions being implemented allowing us to achieve the objectives?
- ❖ Is the implementation timetable appropriate?
- ❖ Are there expected to be any deviations from the initial plan?
- ❖ Are there any obstacles to encouraging participation? What are they?
- ❖ Etc.

This will allow us to anticipate any possible deviations from the work plan, adapt the activities and indicators, etc.

What is the proposed system for continuous monitoring and evaluation of the EOP?

### Monitoring system:

The continuous monitoring system will be based primarily on the map of indicators, set out in this Equality Plan for each of the strategic areas, and the corresponding measures, as well as the indicators defined by the Equality Committee to complete this map.

The design of the new indicators should make the content of each of the EOP actions and objects actionable. The indicators may include:

- ❖ Structural indicators: these measure aspects related to the cost and use of resources available for implementing the EOP.
- ❖ Results indicators: these make it possible to compare the expected and actual outcomes to show any deviations in the Plan for a specific time period.
- ❖ Impact indicators: rather than looking simply at the results obtained through the implementation of the Plan, these indicators measure the repercussions of these results throughout **SETGA** (on both the internal and external levels).

The people in charge of coordinating and implementing each action should be aware of all the indicators and monitor their development for each individual action.

As the EOP actions are implemented, the people responsible for each one shall check the fulfilment of objectives on a regular basis, in accordance with the map of indicators.

This monitoring may be carried out on a preestablished basis or on completion of each action.

#### **Evaluation system:**

It is proposed that intermediate evaluations (internal or external) and a final evaluation are carried out.

Given that the Plan has a four-year timescale, there will be three intermediate evaluations (one every 12 months) and one final evaluation (at the end of year four).

The evaluation method will be participative, with the people involved in implementing the Plan being responsible for organising and managing the entire process.

The parameters to be evaluated are as follows:

Needs assessment: does the Plan respond to the real needs (whether or not these have been voiced) of the people it is aimed at?

- ❖ Design evaluation: does the Plan's specific design manage to respond to the needs of the people it is aimed at?
- ❖ Evaluation of implementation: is the EOP being implemented in accordance with its design?
- ❖ Evaluation of results: Does the correct implementation of the EOP achieve the objectives set out in the Plan? Does it achieve the satisfaction of the people it is aimed at?
- ❖ Evaluation of coverage: How many potential beneficiaries does the EOP cover? Is there any bias in this coverage?
- ❖ Impact assessment: what impact does the EOP have on the indirect beneficiaries of the Plan? What about on other people not initially contemplated as beneficiaries?

Evaluation tools:

- ❖ Surveys/questionnaires.

- ❖ Open interviews.
- ❖ Analysis of the documentation generated by the Plan and the indicator data.

Monitoring indicators:

- 4 meetings of the Quality Committee.
- 4 analyses of internal monitoring indicators.
- 3 intermediate evaluations and a final evaluation.

## 10. REFERENCES

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