

## BCBL – BASQUE CENTER ON COGNITION BRAIN AND LANGUAGE

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- Negotiation Committee: HRS4R Working Group Meeting Minutes 30/05/2019
  - First Edition of the agreed Policy and Plan after negotiation: HRS4R Working Group Meeting Minutes 18/11/2019
  - Last update: March 2021 – HRS4R Working Group Meeting Minutes 25/03/2021
- All HRS4R/GEP W.G. meeting minutes at: [https://wernicke.bcbl.local/wiki/index.php/HRS4R\\_Working\\_Group\\_Meeting\\_Minutes](https://wernicke.bcbl.local/wiki/index.php/HRS4R_Working_Group_Meeting_Minutes)
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### **GENDER EQUALITY AND NON DISCRIMINATION POLICIES AND PLAN (GEP)**

(For timing, resources and actions, see Gender Equality Plan at Annex I):

**Scope:** BCBL Working Environment and facilities, applying to all BCBL employees from Oct'2018 on.

**Period of validity:** 4 years starting on 25/03/2021

#### **HRS4R Working Group – Equality Working Group – Negotiation committee:**

Composition and roles defined and agreed on 30/05/2019 and reviewed on 12/11/2020 meetings. See meeting minutes for further details, at: [https://wernicke.bcbl.local/wiki/index.php/HRS4R\\_Working\\_Group](https://wernicke.bcbl.local/wiki/index.php/HRS4R_Working_Group)

**Policy:** BCBL actively promotes equal opportunities for researchers regardless of their gender or sexual orientation, by ensuring equal opportunities, providing personal, family, and work-life conciliation and establishing a balanced salary system.

The gender equality and non discrimination plan looks for the three aspects that can balance the proportion of males and females within the organization:

- Promotion and professional development: Both are totally independent of the sex of the employee. Promotion and professional development in all cases come from the evaluation performed as per the description of this process in chapter 2.3 of this Employee handbook.
- Salary: Depends only upon the research or professional level, no matter the sex of the employee.
- Flexibility to attend and balance personal and professional life

**Diagnosis:** Diagnosis was performed by an external Consultancy, Ikertalde on 2019. Final report is accessible at: [https://wernicke.bcbl.local/wiki/index.php/HRS4R\\_Working\\_Group](https://wernicke.bcbl.local/wiki/index.php/HRS4R_Working_Group)

The diagnosis includes items such as:

- a) Selection and hiring process
- b) Professional classification
- c) Training
- d) Professional promotion
- e) Working conditions,
- f) Co-responsible exercise of the rights of personal, family and work life
- g) Female underrepresentation
- h) Remuneration
- i) Prevention of sexual and gender-based harassment

According to the last financial audit dated 31/12/2020, the sex/gender disaggregated data on personnel composition of the BCBL personnel is:

Categoría	Número empleados		
	31.12.20	Número medio 2020	
		Mujeres	Hombres
Administración	6	4,68	0,00
Personal Laboratorio	8	3,84	1,52
Director	1	0,00	1,00
Gerente	1	0,00	1,00
Investigador	76	36,82	31,03
Research Assistant	11	4,99	1,06
Personal Neure	3	1,78	0,00
Técnico Informático	4	0,00	2,88
	<b>110</b>	<b>52,11</b>	<b>38,49</b>

**Measures** intended to promote gender equality in the center are:

BCBL has developed a Plan for Equal Opportunities and Conciliation in order to achieve a favorable environment that may facilitate the conciliation of the personal and work lives of the team, in the sense established in law and the BCBL internal policies.

**Objectives and measures to achieve them** (for timing, resources and actions, see Gender Equality Plan at Annex I):

BCBL promotes the following basic principles of action:

1. To respect diversity, promoting nondiscrimination due to reasons of race, color, age, sex, marital status, ideology, political opinions, nationality, religion, sexual orientation, or any other personal, physical or social conditions among its professionals.
2. To promote balance between work and personal life, flexibility and corporate responsibility.
3. To promote effective equality between women and men within the company in relation to access to employment, training, professional promotion and working conditions, promoting gender diversity as a sign of social and cultural reality, and, in particular:
  - To commit to effective equality of opportunities between women and men both within the organization.
  - To guarantee the professional development of women, removing any obstacles that may impede or limit their careers.
  - To potentiate mechanisms and procedures for selection and professional development that may facilitate the presence of women with the necessary qualifications in all of the areas of the organization.
  - To promote the organization of working conditions with gender perspective, allowing for the conciliation of the personal, working and family lives of the women and men who work in the company, ensuring elimination of any discrimination due to gender.

4. To implement measures of conciliation that may promote respect for the personal and family lives of its professionals and facilitate the best balance between the latter and the work related responsibilities of women and men. Some of the implemented actions and policies are:

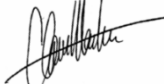
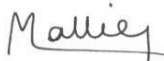
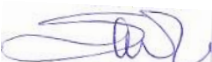




- 35 Working hours per week
- Productivity is measured according to objectives fulfillment
- Flexible time of entry and exit, reducing lunch time looking for an earlier leaving time.
- Kitchen and dining room at the working place
- Meetings, talks and training sessions are always scheduled from 10.00h to 15.00h
- No meetings nor talks are scheduled out of regular working times
- IT resources available to ease tele-working from home upon request
- Flexible holiday calendar
- Overtime is voluntary
- Part time working upon request
- Total flexibility to allow attending children needs, medical appointments, etc.
- Individualized attention, care and management of personal needs for work and personal balance.
- Ombudsman service.
- Different timetable in Summertime (9:00 – 14:30) to facilitate family reconciliation

**Tracking and Follow up of the Policy and Plan:**

HRS4R and GEP Working Groups will meet at least 3 times per year and will track and evaluate achievements based on the PDCA continuous improvement methodology (Plan, Do, Check, Act)

Policy and Plan updates and modifications will be handled and agreed at HRS4R and GEP W.G. meetings.

**Signed:** HRS4R Working Group – Equality Working Group – Negotiation committee

Management and Staff	Researchers (R1-R4)
M. Arocena	R4: C. Martin 
A. Fernández	R3: M. Lallier 
	R3: S. Mancini 
L. López 	R2: G. Lerma 
	R1: V. Ferrer 
	R1:L. Fernández 

## ANNEX I: Gender Equality Plan GEP

- Plan shows: Issues, category, Actions, human and financial resources, timing, follow up, indicators and status
- Available and continuously updated at: [Management\Human Resources \ Plan de Igualdad y contra acoso laboral\Plan de Igualdad](#)

Category number	Category	Tema - Issue	Action	Responsible / Dedicated resources	Implementation due date	Indicator/Target/Control/Evidence	Status
1	Compromiso - Commitment	Comisión negociadora del Plan de igualdad	Create such a working Group to discuss Equality Plan > HRS4R Working Group is appointed for that	M. Arocena	2019	HRS4R WG meeting minutes, May'19	Completed
1	Compromiso - Commitment	Responsible person for equality plan to be nominated	Ana Fernandez is nominated as responsible for implementation and follow up. Ana is as well part of the Equality Working Group - HRS4R WG, and Ana has also been properly trained as part of the pilot experience with Erantzunkide	M. Arocena	2019	HRS4R WG meeting minutes, May'19	Completed
1	Compromiso - Commitment	Diagnosis	External Consultancy hired to develop a full diagnosis	M. Arocena	2019	HRS4R WG meeting minutes, May'19	Completed
1	Compromiso - Commitment	Internal protocols and procedures	To be reviewed and updated under the Gender balance and equality perspective	M. Arocena	2019	wiki	Completed
1	Compromiso - Commitment	HRS4R Award	Keep it > Ongoing	HRS4R WG	2019	wiki	Completed
1	Compromiso - Commitment	New Equality Law Oct'2020	Book Equality plan at Official register	Miguel	2021	wiki	Pending
1	Compromiso - Commitment	Include Harassment prevention protocol at Employee Handbook	Include Harassment prevention protocol at Employee Handbook	Miguel	2021	wiki	Completed
2	Planificación- Planning	Equality plan with dates and responsables	Equality plan launched	HRS4R WG	2019	HRS4R WG meeting minutes, May'2019	Completed
3	Comunicación- Communication	Communicate Equality Plan to all the Organization	Saherd among bcblians at HR Internal meeting on Nov'19	HRS4R WG	2019	HR meeting minutes	Completed
3	Comunicación- Communication	Define means to improve communication and also to report any harassment type	Suggestion box, Ombudsman, HR Dpt, HRS4R WG, lab meetings, HR retreat, HERS4R Survey	M. Arocena	2019	wiki	Completed
3	Comunicación- Communication	Decide how to act and communicate in case of harassment issues	Include at protocol	M. Arocena	2021	wiki	Completed
4	Selección, Contratación - Recruitment process	Job calls	Include inclusive communication at job calls. Create fiches per call.	A. Fernandez	2020	Job calls	Completed
5	Promoción, desarrollo profesional y formación - Promotion, training and Professional development	Promote employees' professional development	Diverse means are in place. Last one is VITAE's RDF Planner shared among all, with needed credentials to self assess.	HRS4R WG	2019	HRS4R WG meeting minutes, May'20	Completed
5	Promoción, desarrollo profesional y formación - Promotion, training and Professional development	Female Group leaders % is lower than in other professional categories	Female Group Leaders to share their professional development experience at a Focus Group	C. Martin, M. Lallier, S. Mancini	2021		Pending
6	Sistema de Compensación, clasificación profesional - Compensation system	Salaries' audit	salary system is 100% equal for everybody. Gap is 0€.	M. Arocena	2019	/marocena	Completed
7	Conciliación - family reconciliation	Reconciliation measures benchmark	Benchmark done and implemented several measures at Equality policy	M. Arocena	2020	wiki	Completed
7	Conciliación - family reconciliation	Reconciliation measures benchmark	Introduce reconciliation measures at the Welcome Plan	M. Arocena	2020	wiki	Completed
8	Prevención, seguridad y salud - Prevention, Health and safety	Protocol to prevent harassment	Diagnosys phase has been developed by an external consultancy. A <b>protocol to prevent psychological and sexual harassment</b> has been developed. Translate to english and share it.	M. Arocena	2019		Completed
8	Prevención, seguridad y salud - Prevention, Health and safety	Protocol to prevent harassment	Nominate a person to deal with these issues > Ana Fernandez	M. Arocena	2019		Completed
9	Gestión de la edad, Salida de la organización - Age management, Leaving the Organization	Average age at BCBL is very low	This is not at all a priority right now as first bcbl female accessing to retirement will be in 20 years.	N/A			Completed
10	Seguimiento y evaluación - Follow up	Follow up plan to be designed acc to Equality status diagnosys	Add to this Action Plan a column marking the status of each action	M. Arocena	2019	Action Plan	Completed
10	Seguimiento y evaluación - Follow up	Benchmarking about other institutions' progress	Follow up other Erantzunkide organizations plan according to initial diagnosys recommendations. SOMMa Working Group, and other institutions registering also the equality plan.	HRS4R WG	2020		In progress
10	Seguimiento y evaluación - Follow up	Score card - Cuadro de mando BERC	Added equality indicators to BCBL's Score card	M. Arocena	2019	BERC Score card	Completed
10	Seguimiento y evaluación - Follow up	Communication	Posters at BCBL: FREE OF HARASSMENT SPACE, CONTACT POINT, WITNESS, LINK TO PROTOCOL...	HRS4R WG	2021		Pending