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Equality Plan Report

1.1 Equality Comittee

AITEX has an Equality Committee that is made up of:

- Four **representatives of the AITEX Management**, that have been chosen by AITEX Management because they belong to transversal areas for the entire organization.
- Four **representatives of the AITEX business Committee**, that have volunteered to be part of the Equality Committee, motivated by their personal interest in relation to the issue of equality.

In general, the Equality Committee is formed by 5 women and 3 men. All of the members have training in the flied of equality driven by the different training sessions carried out by AITEX, as well as the experience gained during the implementation and monitoring of the different Equality plans since 2008. Some of the training sessions have been:

- Technical training for the preparation of Equality Plans
- Awareness and information programs aimed at all staff on conciliation matters.
- Training programs on equal opportunities.
- Course on the use of non-sexist language.

1.2 Equality Plan 2020-23

AITEX is currently carrying out the internal 2020-23 Equality Plan.

The document has two main parts. The first one, "The Equity Plan", has the main information about the plan and its design: objectives, scope of activity, methodology, concept explanations, validity, evaluation and monitoring systems, activities to be developed, etc.

The second part, which is included as an annex, is the "**Diagnostic Repor**t" where a detailed analysis about the company is made in order to know its situation: general data, activity to which it is dedicated, presentation of the facilities, quantitative and qualitative diagnosis, etc.

Each year, the data included in the diagnostic report is updated in order to know the impact about the activities that are carried out, always breaking it down by sexes. Among the **quantitative data** analysed are: types of contracts, hours, professional categories and remuneration. On the other hand, the analysis of **qualitative data** is carried out from a survey that is sent to the entire AITEX workforce in which, anonymously, they express their opinion on the different areas involved in the equality plan. Based on the answers obtained, an analysis is carried out and conclusions are drawn for decision-making related to the actions that must be carried out.

The areas previously mentioned are:

1. Selection processes without any type of discrimination.
2. Professional Classification.
3. Training.
4. Professional promotion.
5. Working conditions, including salary audit between women and men.
6. Co-responsible exercise of the rights of personal, family and work life.
7. Underrepresentation
8. Remuneration
9. Prevention of sexual and gender-based harassment.
10. Communication.

The actions carried out within the plan are framed in each area and always complying with the main objectives. Among the **actions** proposed in the current plan, we can highlight some of them such as:

- Carry out specific training on equality for all personnel involved in the selection processes.
- Use non-sexist language.
- Manage the changes detected in the use of sexist language by appointing a member of the equality committee.
- Plan promotion campaign.
- Facilitate the reconciliation of family, personal and work life through specific measures that enable the optimal compatibility of the work and private spheres.
- Prevent sexual or gender-based harassment through the implementation of an anti-harassment committee that protects all employees from offenses of a sexual nature.

Finally, one of the main objectives of the AITEX Equality plan, as it has already been mentioned, is the **training** of the workforce in matters of equality. Each year AITEX tries to organize as many training sessions as possible, however during these two years, it has been affected by the pandemic. With the improvement of the situation, this objective will continue. The last trainings that the staff was able to attend were:

- Co-responsibility in the family environment.
- Lecture of coeducation in the family environment.
- Training on the use of non-sexist language.

1.3 Approval by the AITEX Management of the Equality Plan

The Equality Plan has been approved by the AITEX Management. Vicente Blanes, as director and legal representative of the Institute, signs and validates that AITEX has implemented an Equality Plan since 2008 that ensures equal treatment and opportunities between women and men and non-discrimination based on sex