

GENDER EQUALITY STRATEGY AND IMPLEMENTATION PLAN

SOLTRA
2019



SOLIDARIDAD Y TRABAJO

VIRGEN DEL CAMINO S.L

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1. INTRODUCTION

SOLTRA (Solidaridad y Trabajo Virgen del Camino) was founded in 2000 in La Virgen del Camino, León, with the main objective of creating jobs for the group of people with disabilities, allowing them to participate in the efforts of companies and institutions to generate wealth. Aware of these values, Dominican Order, Mr. Antonino Fernández and Mrs Cinia, Caja España and Gureak Group (leader in generating employment for people with disabilities) founded that year this business initiative that combines real property, personal efforts, financial contributions and experience in the protected employment sector.

The headquarters and central offices are in La Virgen del Camino, but currently it also has two locations for larger processes in Villadangos del Páramo and Onzonilla Industrial Park.

At SOLTRA we offer different services to companies, both from our headquarters and moving to the client's facilities. In addition, from our SOLTRA Foundation we offer residency, training and integration services:

INDUSTRIAL:

- ✚ *Logistics*: Logistics service to achieve efficient management of our clients production processes.
- ✚ *Assemblies*: assembly and machining electromechanical components for automotive companies and large components for wind turbines.

SERVICES

- ✚ *Marketing*: we have been offering personalized direct marketing services (mailing, enveloped, delivery postal services...) for more than 15 years.
- ✚ *Laundry*: we offer a profesional service of washing, ironing, repairing an renting textile garments, including their pick-up and delivery. Hotels, hospitals...
- ✚ *Distribution*: supermarket managed by people with different abilities.
- ✚ *Cleaning*: we clean companies, communities, schools, sports centers and any other facility.
- ✚ *Gardening*: we maintain all kinds of gardens and carry out urbanization projects of urban and industrial environments.

FOUNDATION

- ✚ *Mrs Cinia Residence*: Our goal is to achieve social-labor inclusion and the improvement of the quality of life of people with mental health problems.
- ✚ *Occupational Center*: We help people with mental illness to build their own life project that allows them to enter to labor market and reintegrate into society.

2. FRAMEWORK

Article 14 of Spanish Constitution proclaims the right to equality and non-discrimination based on sex. Equality between women and men is an universal legal principle recognized in various international texts and it is also a fundamental principle in the European Union.

Women incorporation into labour market has caused changes in social, work and family relationships. However, achieving a balance in their social and work participation find serious obstacles, based on cultural reasons like conventional assumption of family responsibilities. All of this has a negative impact on their possibilities of joining employment under conditions of equality and professional development.

Organic Law 3/2007 of March 22, for the effective equality of women and men, offers a series of measures and lines of action in companies to achieve the objective of effective equality. This law imposes on companies the generic obligation to "respect equal treatment and opportunities in the workplace", adopting measures to avoid any type of discrimination between women and men (art. 45.1). And it also establishes a specific obligation for companies with more than two hundred and fifty workers: to draw up and apply an equality plan (art. 45.2).

SOLTRA has shown its clear commitment to equal opportunities between women and men by drawing up this Equality Plan.

Motivations for plan Equality are the interest to get real equality between men and women and the respect for current regulations.

3. ELABORATION PROCESS

For the preparation of this Equality Plan, an analysis of the real situation of SOLTRA in 2018 has been carried out, reaching a diagnosis of the current situation. This diagnosis

has made it possible to know the reality of the workforce, detect the needs and define the improvement objectives, establishing the mechanisms that allow formulating the proposals that are integrated in this Equality Plan.

In a second phase, objectives for improvement have been set, expressly affecting those fields in which the diagnosis of the situation has shown weaknesses in aspects directly and indirectly related to equal opportunities.

Subsequently, in accordance with the objectives set, a series of measures have been established to alleviate the deficits found and achieve effective equality of opportunities between women and men in SOLTRA company.

Thus, the workforce structure, selection, promotion, training, compensation, conciliation, sexism and workplace harassment, and organizational culture have been expressly influenced.

This Plan was created with the aim of being an effective working tool with a vocation for continuity that will ensure equality between women and men in SOLTRA.

4. WHAT IS AN EQUALITY PLAN?

4.1. PLAN GOALS

According to art. 46 of the L.O. 3/2007 for the Effective Equality of Women and Men:

1. Companies Equality plans are a set of measures, adopted after carrying out a diagnosis of the situation, aimed at achieving equal treatment and opportunities between women and men in the company and to eliminate discrimination based on sex.

The equality plans shall establish the specific equality objectives to be achieved, the strategies and practices to be adopted to achieve them, as well as the establishment of effective systems for monitoring and evaluating the objectives set.

2. In order to achieve the objectives set, equality plans may contemplate, among others, the matters of access to employment, professional classification, promotion and training, remuneration, organization of working time to favor, in terms of equality between women and men , the conciliation of work, personal and family, and prevention of sexual harassment and harassment based on sex.

SOLTRA conceives the Equality Plan as an ordered set of measures aimed at guaranteeing equal treatment and opportunities for men and women in the organization, and preventing any discrimination based on sex.

From the above definition it can be deduced that the primary objective of the Equality Plan is full equality of treatment and opportunities for women and men in SOLTRA. This means that, with equal aptitudes, knowledge and qualifications, men and women must carry out their tasks without their sex, age, race, religion, representing an obstacle and under the same conditions in terms of remuneration, training and promotion within the business.

As stated in art. 3 of the L.O. 3/2007: "The principle of equal treatment between women and men supposes the absence of all discrimination, direct or indirect, on the grounds of sex, and, especially, those derived from maternity, the assumption of family obligations and civil status . " In that way, SOLTRA intends to ensure the absence of discriminatory procedures or policies based on sex in matters of selection, hiring, training, promotion and remuneration.

In addition, it seeks to facilitate the reconciliation of family, personal and work life through concrete measures that allow the optimal compatibility of work and private

areas. Finally, SOLTRA declares that it considers any type of situation of sexual harassment or for reasons of sex unacceptable, as stated in its Harassment Protocol.

Proposed objectives will be carried out while SOLTRA workers become aware of the need to break with old sexist paradigms, which is achieved with continuous training and awareness work on Equal Opportunities. Main objective is the task of raising awareness in favor of Equality.

MAIN GOALS

- Promoting the principle of equal treatment between women and men, guaranteeing the same professional opportunities in employment, selection, compensation, training, development, promotion and working conditions.
- Ensuring the absence of discrimination, direct or indirect, on grounds of sex, and especially those derived from maternity, paternity, assumption of family obligations, marital status and working conditions.
- Removing all manifestations of discrimination in internal promotion and selection in order to achieve a balanced representation of women in the workforce.
- Preventing sexual and sex harassment, through the implementation and monitoring of its code of conduct that already acts to protect all employees from sexual nature offenses.
- Promoting equal opportunities at all organizational levels through communication and training actions.
- Promoting the reconciliation of professional, personal and family life to all employees of the company, regardless of their seniority.

With this Equality Plan, SOLTRA hopes to improve the work environment and labor relations, personal satisfaction of the staff, their quality of life and occupational health. As well as a quality work environment that develops its human capital.

This Equality Plan is intended to be the framework in which SOLTRA's strategy and lines of work are established to make equality between women and men a reality, responding to the need to create an internal structure that allows promoting improvements in the participation processes of women in management and decision-making and visualize their commitment to equality.

As far as possible, SOLTRA will also endeavor to publicize the actions carried out in the field of equality in the internal sphere outside the organization, to contribute to the promotion of equality within the company.

4.2. PROJECT PHASES

To carry out this project efficiently, it was necessary to structure each of the phases into which this Equality Plan will be divided and define what is to be achieved, who will do it and how. In this way, the Equality Plan consists of the following phases:

1: Initiative and commitment: In this phase, a commitment is acquired by the company to update its policy in accordance with the principle of equal opportunities and the **Equality Commission** is created. The decision to get involved in preparing and applying an Equality Plan was materialized in a document or formal agreement and was communicated to the staff.

2: Diagnosis: evaluation of company current situation in reference to equal opportunities between women and men. It is carried out every three years, through three main phases:

- 1). Work planning: the information gathering methodology is planned and established.
- 2). Information collection: information is collected by applying both quantitative methods (collective agreement, organization chart of the company) and qualitative (interviews, surveys ...).
- 3). Analysis of the information and formulation of proposals: the collected information is processed and analyzed.

3: Programming and preparation of the equality plan: In this phase, the measures to be implemented within the framework of the Equality Plan are defined, their execution is planned and scheduled, as well as the monitoring mechanisms and evaluation indicators are specified.

It supposes the design of equality policies, adjusted to the reality of the company, where the specific objectives are defined based on the information extracted from the diagnosis and the areas of action are established, as well as the concrete measures, the calendar of actions and the economic and personal resources necessary for the execution. To define the objectives, it is necessary to act in the discriminatory situations detected, identify which areas can be improved, prioritize those most

necessary improvements and leave those measures that are considered more difficult to apply for later. At the same time, it will be necessary consider the obstacles that may prevent the implementation of the proposed measures, the recipients, and finally, the gender impact, that is, the effects of the implementation of the measures for women and men.

4: Implementation: In this stage, measures established in the previous phase are executed and the monitoring mechanisms are activated in order to detect the viability and acceptance of the measures.

It is necessary that company staff be informed of the actions that will be carried out. During this phase, periodic monitoring reports are carried out that will make it possible to know the results and identify the obstacles that may arise during the implementation of the actions. It will be essential to monitor and assess each of the actions during the implementation procedure. Therefore, this phase is divided into:

- Performance of planned actions

- Communication, information and awareness to all company staff about the measures that will be implemented. At the same time, clients and supplier companies will be informed of the company's commitment to equality policies.

- Monitoring and control.

- Result analysis and recommendations to consider.

5: Evaluation: is the last stage in Equality Plan. The degree of achievement of the objectives established in the Equality Plan is evaluated and needs or situations that have not yet been resolved are identified, establishing guidelines for the development of new actions.

In this way, the evaluation phase allows us to check the viability of the Equality Plan and its effectiveness. For this reason, plan evaluation indicators are designed, information collection instruments are specified to define the types of evaluation that will be used, periodic reports are prepared and a final evaluation will be carried out. The evaluation of the indicators allows to know the degree of fulfillment of the objectives of the Plan and the obstacles that have occurred, analyze the development of the procedure, reflect on the effectiveness of the actions designed and identify new areas for improvement. The evaluation will serve to make recommendations for improvement to be implemented in the future.

5. SCOPE AND VALIDITY

5.1. SCOPE

This Equality Plan is applicable to all SOLTRA staff, in all the work centers that it has established, or may be established in the territory of the Spanish State, in its delegations in other countries, or displaced workers, as well as those who come from TEA, internship students, with or without a scholarship...

5.2. VALIDITY

This Plan will be valid for 4 years, beginning on the day of its approval by the Company Committee. After this period, the measures or policies taken by the company will be subject to review or update, since being a set of orderly measures aimed at achieving the objectives specified therein, whose application deadlines vary, the Plan it would be linked to the achievement of the objectives.

If it would be necessary to carry out positive actions, the validity of these will subsist as long as each discriminatory case that is intended to be corrected subsists. Until a new Plan is approved, the content of the First Plan will be extended.

6. ACTORS INVOLVED

Board of directors	Will and drive
HR Department	Implementation. Integrate equality into company procedures.
Legal representation of workers	Proposals, advice, training, awareness, participation, identify of needs and interests Networking, animation of training and promotion of good practices
Standing Committee on Equality	Space for dialogue and fluid communication

	to carry out the program with general agreement.
Staff	Suggested improvements, engagement
Work team	Technical assistance, execution. identification of needs and interests
Communication Department	Report and communicate the actions and changes to get equality between women and men
Equality Entities	Proposals, impulse, advice, support, accompaniment, training, dissemination, awareness, monitoring

Board of directors:

Since the company was established, it has been made up of five entities involved and with the will to approve the equality objectives. The implementation of the Equality Plan is considered essential for the continued development of the company, together with the objectives set out in the Organic Law 3/2007.

HR Department:

A human team made up 4 people, they are the technicians integrated in the usual processes of recruiting workers for the company and those in charge of ensuring that the actions are as concrete as possible to promote their viability and the visibility of results.

Legal representation of workers:

Active protagonists throughout the implementing process of the Equality Plan. They are the guarantor of equity and transparency of the Equality Plan. This committee was formed in September 2014 and is made up of 5 men and 4 women, representing the Workers 'Commissions (CC.OO.) and the General Workers' Union (U.G.T). They will appoint their representatives to the permanent Equality Commission and inquiry them at least once a year in relation to the Equality Plan.

Equality committee:

It seeks the diversity of the people who form it, made up of company representatives and workers' representatives. It is made up of 4 people appointed by the company and four appointed by the Company Committee. The human team is equal, with 4 men and 4 women. Each agent involved will need training and even each phase of the program. Training is basic from the highest levels of leadership and management to the last person committed to the organization.

Staff:

Main agent involved in the program, currently made up of more than 400 workers; It is characterized by being a homogeneous group, so this Plan analyzes this situation in a personalized way. To ensure the participation of staff in all phases of the program, it is necessary to create a specific structure, such as the Permanent Commissions for Equality.

Expert Team:

Company has appointed 5 people who Will perform the following functions:

1. Support and implementation of the document of the Equality Plan.
2. Compilation of information, data, statistics, perception questionnaires.
3. Promotion and implementation of the Equal Opportunities Plan in SOLTRA.
4. Support and implementation of the monitoring and evaluation of the Equality Plan of the company SOLTRA
5. Sensitize the workforce on equal opportunities and treatment.
6. Act as a communication channel between the staff and the company management, channeling from the EQUALITY COMMITTEE all the issues raised regarding equality from the staff.

Communication

Image acquires an outstanding value. Treatment of communication and image that company projects, both internally and externally, will contribute to the advancement and right functioning of the program.

Equality entities:

SOLTRA has participated in the program ioEMPRESAS to prepare the Equality Plan, which is an initiative of the Regional Ministry of Family and Equal Opportunities, of the Castilla y León government, co-financed by the European Social Fund.

The **ioEMPRESAS** program to promote equality in companies in Castilla y León, the General Directorate for Women, of Castilla y León government provides companies, entities and other interested organizations with advice, tools and documents that allow them to engage, under the best conditions, the process of drawing up and implementing equality plans and the adoption of measures to promote equal opportunities for women and men.

This advisory and technical support service offers key information and personalized support for the preparation, implementation and development of equality measures and plans.

7. STRUCTURE AND MEASURES

7.1. PLAN STRUCTURE

Equality Plan is structured in eight areas of analysis:

1. Workforce structure,
2. Selection,
3. Promotion,
4. Training,
5. Salary,
6. Work life balance,
7. Sexism and workplace harassment
8. Organizational culture and work environment.

For each of these areas, one or more aspects to be improved and therefore one or more objectives to be achieved to overcome the deficiencies detected are defined and the measures planned to achieve them are detailed, indicating the objectives they serve and the date of their commencement.

Equality Plan



It should be considered that, by incorporating the perspective of equality in a transversal way, that is, at all levels of SOLTRA and in all the processes that take place in it, some of the measures assigned to an area may be at the same time in another one.

Next, the specific areas that have been identified as priorities to work in SOLTRA and, therefore, to be dealt with in this Equality Plan are collected.

Special attention has been paid to areas where it has been deemed convenient to move forward to correct possible discrimination, which were identified in the diagnosis and others incorporated in the preparation of the present plan, and which affect equal opportunities between men and women.

7.2. MEASURES

AREA: STAFF STRUCTURE		
1.1.	Measure	Workstation review
	Start Date	2019 July
	End Date	2019 December
	Goals	Know different jobs that exist in the organization to define the profiles that the company demands in the different sections with task disaggregation and the limitations to be able to prepare the workplace manual.
	Target	Equality Committee and section heads
	Unit Responsible	Head of sector (services, handling, wind division, marketing, administration and finance)
	Additional Comments	It is about keeping the workforce balanced by positions, not only in the global calculation and ensuring
1.2.	Measure	Encourage the hiring of men / women in workplaces and categories in which they are underrepresented.
	Start Date	2019 July
	End Date	2023 June
	Goals	If the workforce grows, it is important to achieve a balanced workforce by hiring men / women in positions in which they are underrepresented, to get it, company can review established criteria for these workplaces and the ways used to recruit candidates. (internal / external).
	Target	HR and future candidates
	Unit Responsible	Equality Commission
	Additional Comments	It's about keeping the squad balanced and specifically to incorporate men in the administrative category .

1.3.	Measure	Review if necessary and acquire technical material, if necessary, to facilitate the workplaces de-masculinization .
	Start Date	2020 January
	End Date	2023 March
	Goals	Analyze masculinized workplaces and assess the option of technical adaptations.
	Target	Head of sector, purchasing department
	Unit Responsible	Equality Commision.
	Additional Comments	It's about keeping the staff balanced and specifically incorporating women into masculinized workplaces.

1.4.	Measure	Train men in feminized tasks and train women in masculinized tasks
	Start Date	2019 October
	End Date	2022 December
	Goals	Promote mobility within the company by providing training for specific workplaces that are masculinized or feminized.
	Target	Company workers
	Unit Responsible	Equality Commision
	Additional Comments	It is about giving training in specific tasks in order to get represented by both sexes (ironing, sewing, gardening, administration...).

AREA: SELECTION		
2.1.	Measure	Incorporate Equal Opportunities principles to the criteria defined for the selection process. Draft a non-discriminatory code of action in the selection process.
	Start Date	2020 May
	End Date	2020 July
	Goals	If the workforce grows, it is important to achieve a balanced workforce by hiring men / women in workplaces in which they are underrepresented, to get it, company can review the criteria established for these and the ways used to recruit candidates (internal / external).
	Target	HR and future candidates
	Unit Responsible	Equality Commision
	Additional Comments	Keeping staff balanced
2.2.	Measure	Mandatory training in ELMW to personal of recruitment services
	Start Date	2019 September
	End Date	2019 December
	Goals	It is important that the personnel making the selection have training in equality matters. The existing platforms in this matter will be used (www.escuelavirtualigualdad.es)
	Target	HR and future candidates
	Unit Responsible	HR
	Additional Comments	

2.3.	Measure	Check if recruitment methods are reaching future workers of both genders equally.
	Start Date	2020 January
	End Date	2023 March
	Goals	Check if job offers are written with no sexist language and reach to the target (women and men)
	Target	HR and Communication Department
	Unit Responsible	Communication Department
	Additional Comments	

2.4.	Measure	Use information channels that facilitate the recruitment of women. Locate the offers in centers / associations / entities to which women have access.
	Start Date	2020 April
	End Date	2023 June
	Goals	Analyze communication media aimed mainly at the female gender and women in vulnerable situations and send them job offers using these channels.
	Target	HR and Communication Department
	Unit Responsible	Equality Commission.
	Additional Comments	It's about keeping the squad balanced and specifically to incorporate men in the category of Administrative Personnel.

AREA: PROMOTION		
3.1.	Measure	Issue an annual and public report to the entire staff on the balance by sex, positions and category.
	Start Date	2019 January
	End Date	2023 January
	Goals	Check gender equality periodically
	Target	HR
	Unit Responsible	HR
	Additional Comments	Once a year. January
3.2.	Measure	Boosting the access of women to training courses in management skills (new managers, leadership).
	Start Date	2020 July
	End Date	2022 October
	Goals	Training Soltra working women with skills to qualify for positions of intermediate responsibility.
	Target	Operators
	Unit Responsible	Support Units for professional activity
	Additional Comments	Once a year.

3.3.	Measure	Promotions to access key positions must consider, the principle of male-female ratio.
	Start Date	2020 January
	End Date	2023 June
	Goals	Ensure the principle of proportion when calling for promotions
	Target	HR
	Unit Responsible	HR
	Additional Comments	

AREA: TRAINING		
4.1.	Measure	Annual report on training from the perspective of the ELMW Hours and subjects in which they are trained, having previously established the technical resources necessary.
	Start Date	2020 January
	End Date	2023 January
	Goals	Inform workers of the egalitarian situation or not of the training given in the company.
	Target	Staff
	Unit Responsible	HR
	Additional Comments	It will be done in January agree with closing of the annual training
4.2.	Measure	Provide training to the heads of each department on equality: ELMW. – sexist language. – equal opportunity
	Start Date	2020 April
	End Date	2020 May
	Goals	Provide the heads of each department on Equality with basic knowledge
	Target	Section Head
	Unit Responsible	Support Units for professional activity
	Additional Comments	

4.3.	Measure	Provide training to the Equality Commission on equality:ELMW. – sexist language. – equal opportunity.
	Start Date	2020 June
	End Date	2023 July
	Goals	Provide basic knowledge to the people who make up the Equality committee.
	Target	Managers
	Unit Responsible	Support Units for professional activity
	Additional Comments	June and July. Every year

4.4.	Measures	Provide training to the heads of each department on equality:La LOEIHM. - Sexismo en el lenguaje. - La igualdad de oportunidades.
	Start Date	2020 April
	End Date	2020 June
	Goals	Provide basic knowledge for team leaders (managers).
	Target	Equality commision
	Unit Responsible	Support Units for profesional activity
	Additional Comments	

4.5.	Measures	Designate and provide training to equality agents in matters of equality: ELMW - sexist language. – equal opportunity
	Start Date	2021 March
	End Date	2023 May
	Goals	Provide basic knowledge to people who have been selected as Equality Agents
	Target	Equality Agents
	Unit Responsible	Support Units for professional activity
	Additional Comments	Periodic training will be given on the topics that may be necessary for the performance of the tasks of the figure they hold.

4.6.	Measure	Prepare training at the different levels of SOLTRA
	Start Date	2019 September
	End Date	2019 December
	Goals	Program the training to be given to the different areas and at the different levels.
	Target	Equality Commission
	Unit Responsible	Support Units for professional activity
	Additional Comments	

AREA: SALARY		
5.1.	Measures	Periodically carry out statistical analyzes on average remuneration of women and men in the company to define possible corrective actions.
	Start Date	2020 April
	End Date	2023 May
	Goals	Inform workers once a year of the egalitarian situation or not of the wage gap within the company.
	Target	Soltra Staff
	Unit Responsible	HR
	Additional Comments	April and May once a year

AREA: CONCILIATION		
6.1.	Measure	Notify all the staff about changes introduced in the new agreement for Special Employment Centers in relation to reductions in working hours and leave for caring for people, permits ...
	Start Date	2020 January
	End Date	2020 March
	Goals	Inform about the modifications of the new agreement regarding family and personal conciliation.
	Target	SOLTRA staff
	Unit Responsible	Works Council
	Additional Comments	Maybe in January depending on the approval date of the new agreement, but it may be modified based on its implementation.
6.2.	Measure	Guarantee communication so that all the rights introduced by this Equality Plan are accessible to the staff following the communication channels set up for each group.
	Start Date	2020 July
	End Date	2023 June
	Goals	Make information accessible and clear regarding the rights of SOLTRA workers that promote the reconciliation of work and personal life
	Target	SOLTRA staff
	Unit Responsible	Support Units for professional activity
Additional Comments		

6.3.	Measure	Identify the workforce reconciliation needs to adjust the company's strategy to them.
	Start Date	2019 September
	End Date	2023 March
	Goals	Know the needs of Soltra staff in terms of work-life balance.
	Target	SOLTRA staff
	Unit Responsible	Support Units for professional activity
	Additional Comments	It will be carried out in two moments in this Plan

6.4.	Measure	Carry out an individualized study of requests made by people with family dependents, in cases of mobility, transfers, choice of work shifts and vacations.
	Start Date	2020 April
	End Date	2023 June
	Goals	Analyze the exposed needs and seek solutions as far as possible
	Target	SOLTRA staff
	Unit Responsible	Support Units for professional activity
	Additional Comments	It will be carried out in two moments in this Plan

6.5.	Measure	Present conciliation proposals to the Works Council based on the needs detected.
	Start Date	2020 June
	End Date	2023 June
	Goals	Present in two moments of this plan a series of proposals taken from an individualized analysis in order to improve the situation of workers
	Target	SOLTRA staff
	Unit Responsible	Support Units for professional activity
	Additional Comments	It will be carried out in two moments in this Plan

AREA: SEXISM AND HARASSMENT		
7.1.	Measure	Publish the Declaration of Principles that show the company's commitment to the prevention and elimination of sexual harassment and harassment based on sex.
	Start Date	2019 July
	End Date	2023 July
	Goals	Report SOLTRA employees of the commitment acquired by the company.
	Target	SOLTRA staff
	Unit Responsible	Works Council
	Additional Comments	
7.2.	Meausure	Developing an "Action Protocol" that regulates harassment including definition, prevention, action and sanctioning measures. It has to be approved by the works council and the commitment of the management.
	Start Date	2019 July
	End Date	2020 July
	Goals	Make information accessible and clear about SOLTRA workers rights that promote the reconciliation of work and personal life
	Target	SOLTRA staff
	Unit Responsible	Support Units for professional activity
	Additional Comments	

7.3.	Measure	Reporting SOLTRA staff the Declaration of Principles and the Action Protocol in the event of harassment.
	Start Date	2019 September
	End Date	2020 October
	Goals	Carry out an information campaign to all the staff about the harassment protocol.
	Target	SOLTRA staff
	Unit Responsible	Equality Commission, Support Units for professional activity
	Additional Comments	

7.4.	Measre	Process complaints of sexual harassment or harassment for reasons of sex ensuring confidentiality and effective process. Making sure new workers know the protocol.
	Start Date	2019 September
	End Date	2023 June
	Goals	Carry out an information campaign to all staff about the harassment protocol
	Target	SOLTRA staff
	Unit Responsible	Equality Commission, Support Units for professional activity
	Additional Comments	

AREA: ORGANIZATIONAL CULTURE AND WORKING ENVIRONMENT		
8.1.	Measure	Review company documentation, ensuring non-sexist language, using neutral names in relation to names of professional categories, remuneration concepts, work clothes, ...
	Start Date	2021 January
	End Date	2021 February
	Goals	Review company documentation to avoid sexist language.
	Target	SOLTRA staff
	Unit Responsible	Communication Department
	Additional Comments	
8.2.	Meausure	Create a channel for doubts and suggestions to motivate the workforce (with access to all workers) to express opinions and ideas about the company's Equality Plan (Commitment to response and recognition).
	Start Date	Marzo 2021
	End Date	Marzo 2021
	Goals	Create a communication channel so that workers can make proposals for improvement
	Target	SOLTRA staff
	Unit Responsible	Equality Commision
	Additional Comments	

8.3.	Measure	Systematically sample (2-3 times a year) the language and images used in (internal) communications to verify that it complies with the principles of non-sexist communication.
	Start Date	2020 April
	End Date	2023 April
	Goals	Review company publications to ensure inclusive language.
	Target	SOLTRA staff
	Unit Responsible	Communication Department
	Additional Comments	

8.4.	Measure	Ensure permanent information channels (access to all staff) on equal opportunities, ensuring access to all staff. Newsletter, flyer ...
	Start Date	2023 April
	End Date	2023 June
	Goals	Ensure that information on equality is accessible to workers on an ongoing basis.
	Target	SOLTRA staff
	Unit Responsible	Communication Department
	Additional Comments	

8.5.	Measure	Process benefits for SOLTRA staff
	Start Date	2019 June
	End Date	2023 June
	Goals	Sign agreements with entities that may provide economic and / or social benefits for workers and their families.
	Target	SOLTRA staff
	Unit Responsible	Equality Commission
	Comments	

8.6.	Measure	Carry out spread measures and actions about equality: celebration of women's day, campaigns ...
	Start Date	2019 June
	End Date	2023 June
	Goals	<p>Celebrating</p> <ul style="list-style-type: none"> February International Day for Equal Pay between women and men, March 8 International Women's Day October 19 International Day Against Breast Cancer November 25 International Day to Eliminate Violence Against Women December 1 Universal Suffrage Day, the anniversary of the female vote in Spain is celebrated <p>Report on actions that are carried out in the province on the occasion of gender equality</p>
	Target	SOLTRA staff
	Unit Responsible	Communication Department
	Additional Comments	

Equality Plan

9. PLAN EVALUATION AND MONITORING

9.1. ACTORS AND ROLES:

EQUALITY COMMISSION

It is the reference for equal opportunities within SOLTRA about consultative and operational aspects.

Guarantees the application of the Equality Plan and it is highest exponent of the promotion of the principle of equality.

COMPOSITION

- ✓ Business leaders.
- ✓ Employees Representatives

COMMITTEE FUNCTIONS

1. Support and carry out the equality diagnosis.
2. Promotion and implementation of the Equal Opportunities Plan.
3. Support, monitoring and evaluation of the Equality Plan of the company.
4. Create an information service for the staff on matters related to the application of Law 3/2007 for effective equality between women and men.
5. Establish an information and attention service for the staff in all matters related to equal opportunities and the reconciliation of personal, family and work life.
6. Educate staff about equal opportunities and treatment.
7. Send to uaap@soltra.org, proposals for improvement to integrate the principle of equal treatment in all business management.
8. Act as channel of communication between the staff and the company management, channeling from the EQUALITY COMMITTEE all the issues raised about equality from the staff.
9. Offer a service of suggestions by the staff anonymously.
10. Establish the actions to be taken to prevent situations of sexual harassment and harassment based on sex.

11. Check that all the text generated by SOLTRA use a non sexist language.

UNIT RESPONSIBLE

Each of the actions included in the Equality Plan has a person who must carry out the functions described.

RESPONSIBLE FUNCTIONS

- ✓ Responsible for the development of the corresponding action.
 - (1) Identification and coordination of the actors involved.
 - (2) Get input data.
 - (3) Set task and Schedule.

- (1) Permanent Commission for Equality contact person.
 - (2) Show details to follow up the action.
 - (3) Monitoring the action indicator.

9.2. EQUITY PLAN MONITORING

COMMUNICATION SCENARIOS OF THE COMMISSION

The Equality Committee as responsible for the application and monitoring of the Plan establishes 3 work scenarios and information exchange.

1. Permanent and transversal communication between the components of the Commission;

2. Regularly meeting of the Commission

Semiannual. Call by the work team.

Essential Content

- Follow up balance.
- Share proposal (news, corrective).
- Proposal validation
- Preparing minutes of all meetings and draft reports to board of directors.

3. Extraordinary meetings of the Commission.

At the request of any of the members of the Commission upon detecting an incident or notable event.

- Preparing minutes of all meetings and draft reports to board of directors.

ANNUAL MEMORY.

- ✓ The Permanent Commission for Equality of SOLTRA will be in charge of preparing an annual report in which the status of progress of the Equality Plan is collected.
- ✓ The report is a communication and self evaluation tool.

SIGNED, 2019 MAY 30 LA VIRGEN DEL CAMINO

COMPANY

WORKS COUNCIL PRESIDENT

BOARD

Equality Plan