EQUALITY PLAN **CONTENUR**

2024

CONTENUR

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CONTENUR

01.

COMPANY DETAILS

COMPANY NAME	**CONTENUR S.L.**		
TAX ID NO.	B82806738		
REGISTERED OFFICE	Calle Torneros (Pol. Ind. Los Ángeles), 3 - 28906 Getafe		
LEGAL FORM	Limited Liability Company		
WEBSITE	https://www.**contenur**.com/		
SECTOR OF ACTIVITY	Manufacture and distribution of urban and other types of containers, and children's street furniture.		
NATIONAL BUSINESS ACTIVITY CODE - CNAE	2229 - Manufacture of other plastic products		
DESCRIPTION OF THE ACTIVITY	Manufacture and distribution of urban and other types of containers, and children's street furniture.		
GEOGRAPHICAL SPREAD AND SCOPE OF OPERATIONS	State		
WORKERS	Women	Men	Total
	90	640	730
WORKPLACES	Andalusia	Cádiz, Córdoba, Málaga, Seville	
	Aragón	Zaragoza	
	Asturias	Oviedo	
	Balearic Islands	Mallorca	
	Canary Islands	Las Palmas de Gran Canaria, Tenerife	
	Catalonia	Barcelona	
	Community of Madrid	Madrid	
	Community of Valencia	Castellón, Valencia	
	Extremadura	Badajoz	
	Galicia	Pontevedra	
	Navarre	Pamplona	
	Basque Country	Vitoria, Biscay	
	Region of Murcia	Murcia	
REFERENCE COLLECTIVE AGREEMENT(S)	State Chemical Industry Madrid Capital Hermetic Cleaning		

02.

INTRODUCTION

LEGAL FRAMEWORK

Equality plans within organisations further express the need to address equality in the workplace, protecting the rights of women and men to develop working relationships free from inequality and discrimination. The guiding principle is the guarantee of equal treatment and equal opportunities.

International, European, national and regional regulations, laws, directives and agreements lay the foundations for ensuring the consistent elimination of gender gaps in employment.

Let's examine the key legal texts that underpin the implementation of the Equality Plan of **CONTENUR S.L.**

EUROPEAN LEVEL

- **Directive 2002/73/EC** on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions.
- **Directive 2006/54/EC** on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation, including social security schemes.
- **Directive 2010/41/EU** on the application of the principle of equal treatment between men and women engaged in an activity in a self-employed capacity.
- **Directive 92/85/EEC** on the introduction of measures to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding.

NATIONAL LEVEL

- **Organic Law 3/2007**, of 22 March on effective equality between women and men.
- **Royal Decree-Law 6/2019**, of 1 March on urgent measures to ensure equal treatment and opportunities for women and men in employment and the labour market.
- **Royal Decree 901/2020**, of 13 October regulating equality plans and their registration, amending Royal Decree 713/2010, of 28 May on the registration and filing of collective labour agreements and conventions.
- **Royal Decree 902/2020**, of 13 October on equal pay for women and men.
- **Law 4/2023**, of 28 February for the real and effective equality of transsexuals and for the guarantee of the rights of LGTBI people.

2030 AGENDA

On 25 September 2015, 193 countries signed up to the **17 UN SUSTAINABLE DEVELOPMENT GOALS** set out by the United Nations, with the aim of achieving these by 2030.

The goals aim to achieve equality between **PEOPLE**, protect the **PLANET**, and ensure **PROSPERITY** as part of a new sustainable development agenda. A new global social contract that **LEAVES NO ONE BEHIND**.

A Spain that has achieved the SDGs by 2030 will be the country we all dream of. This is why the 2030 Agenda is already at the heart of the state's vision and the government's actions. It represents a way of acting in the world. To achieve the targets for each Goal.

Everyone has to play their part: governments, the private sector, civil society and individuals.

With our Third Equality Plan, **CONTENUR S.L.** is helping to achieve SDGs 5, 8 and 10.



3.

PRINCIPLES

CONTENUR S.L.'s Equality Plan is designed as:
A strategic document aimed at improving management and making the most of the potential and talent of both women and men, thereby positioning the company favourably in terms of gender equality.

An operational working document comprising a set of measures that form a unit and which reflect the organisation's needs and reality in terms of equality.

As a tool for embedding effective equality between women and men within the company, the Equality Plan is:

- **Strategic:** it reinforces the company's focus through high-level commitment.
- **Practical and realistic:** it precisely defines the procedure for implementing the actions, the deadlines, the individuals responsible, the monitoring and evaluation indicators and the necessary resources, taking into account the organisation's capabilities.
- **Cross-cutting:** in that it affects all policies and areas of the organisation, particularly those relating to people, management of Human resources, knowledge management and communication policy, among others, and is integrated into all stages, from decision-making through to planning, management and evaluation.
- **Participatory:** the whole company has been involved in its design, from senior management, to other staff that they delegate, and the workforce through the most representative trade unions and a high proportion of staff, by gathering individual information on their views regarding equality and identifying priority areas or areas for improvement in this regard within the company.



- **Linked to continuous improvement:** it is a living document that evolves through the progressive enrichment of the actions taken and the results of monitoring and evaluation.
- **Flexible:** it can be adapted in the face of unforeseen circumstances to adjust actions, deadlines, etc. to achieve the proposed objectives.
- **Transparent:** it guarantees people working for the company the right to information regarding the Plan's contents and the achievement of its objectives.

The guiding principles of this Equality Plan, endorsed by the Management of **CONTENUR S.L.** and with a firm commitment to ensuring they are applied fully and across the board throughout the organisation, are:

PRINCIPLE OF EQUAL TREATMENT BETWEEN MEN AND WOMEN	Equal treatment means the absence of any discrimination, whether direct or indirect, on the grounds of gender and, in particular, discrimination arising from maternity, the assumption of family responsibilities and marital status.
PRINCIPLE OF DIRECT NON-DISCRIMINATION ON GENDER-BASED GROUNDS	Direct discrimination on gender-based grounds is defined as a situation in which a person is, or has been, treated less favourably than another person in a comparable situation on the grounds of their gender, as well as any unfavourable treatment related to pregnancy or maternity.
PRINCIPLE OF INDIRECT NON-DISCRIMINATION ON GENDER-BASED GROUNDS	Indirect discrimination on gender-based grounds is defined as a situation in which a provision, criterion or practice places persons of one sex at a particular disadvantage compared with persons of the other sex, unless that provision, criterion or practice can be objectively justified on the basis of a legitimate aim and the means of achieving that aim are necessary and appropriate.
PRINCIPLE OF THE PROHIBITION OF HARASSMENT	Sexual harassment is defined as any behaviour, whether verbal or physical, of a sexual nature that is intended to, or has the effect of, undermining a person's dignity, in particular when an intimidating, degrading or offensive environment is created.
PRINCIPLE OF THE PROHIBITION OF GENDER-BASED HARASSMENT	Gender-based harassment is defined as any behaviour based on a person's sex, with the purpose or effect of violating their dignity and creating an intimidating, degrading or offensive environment.
PRINCIPLE OF PROTECTION AGAINST REPRISALS	It prohibits any adverse treatment or negative consequences suffered by a person as a result of their lodging a complaint, claim, report, lawsuit or appeal of any kind, with the aim of preventing discrimination against them and ensuring effective compliance with the principle of equal treatment between men and women.
PRINCIPLE OF PAY TRANSPARENCY	The principle of transparency is defined as the principle that enables sufficient and meaningful information to be obtained regarding the value attributed to workers' pay.
PRINCIPLE OF MAINSTREAMING GENDER POLICIES	It implies that equality between women and men must be ensured in all areas, including access to employment, working conditions and pay.

4.

IDENTIFICATION OF THE PARTIES INVOLVED

The Third Equality Plan of **CONTENUR S.L.** and the preliminary assessment of the equality situation within the company have been negotiated within a Joint Committee comprising 16 members, eight representing the company and eight representing the workforce:

ON BEHALF OF THE COMPANY:

- Cristina Linares Pérez, Human Resources Department
- David Fernández Gil, Head of the Human Resources Department
- Patricia Martín Junco, Human Resources Department
- Esther da Veiga Mejía, Finance Director
- Susana Díez De Vega, Marketing Director
- Lara Carrasco Collado, Health and Safety Officer
- Elizabeth Tejada Mesa, Human Resources Department
- Javier Crespo Moreno, Health and Safety Officer

ON BEHALF OF WORKERS:

- Jonathan Fernández Morán, on behalf of CCOO Hábitat
- Juan Carlos Brotón Mayo, on behalf of UGT SP
- Juan Carlos González Sánchez, on behalf of UGT FICA
- Rafael Iniesta Moraleda, on behalf of UGT FICA
- Juan Carlos Morago Mora, on behalf of Solidaridad
- José Ignacio Palomino Fernández, representing CCOO Industria, delegates this task to Sergio López Mateu, CCOO Industria

ON BEHALF OF WORKERS AT CENTRES WITHOUT A WORKERS' LEGAL REPRESENTATION:

- Raquel Hijosa Carracedo, on behalf of CCOO Hábitat
- Eduardo Montserrat Rodrigo, UGT FICA.

5.

PERSONAL, TERRITORIAL AND TEMPORAL SCOPE

PERSONNEL SCOPE

The extension of the Equality Plan of **CONTENUR S.L.** will include **all employees** in the company, without prejudice to the introduction of specific measures in those departments where this is required, in order to implement a management policy based on the principle of equal treatment and equal opportunities.

TERRITORIAL SCOPE

State, as the company has work centres in several provinces.

If, during the term of the Equality Plan, staff are seconded to the company by temporary employment agencies, or if staff are taken on through subrogation, the measures shall also apply to these workers for the duration of their service.

TIME SCOPE

The Equality Plan will be in force for four years, from 20 September 2024 to 19 September 2028.



CONTENUR

6.

CONTEXT AND GENERAL CHARACTERISTICS OF THE ORGANISATION

Over 30 years ago, **CONTENUR** played a leading role in Spain's containerisation boom, establishing itself as a major player in the municipal solid waste sector with the opening of its production plant in Getafe, Madrid.

Since its foundation in 1984, **CONTENUR** has been dedicated to providing products and services that enhance urban waste management, playing a pivotal role in Spain's containerisation process.

Today, as the market leader in the Iberian market and the third-largest company in Europe, with a commitment to international expansion and operations in over 40 countries worldwide, **CONTENUR** offers smart, flexible solutions that are seamlessly integrated into cities and everyday life.

We offer a range of comprehensive and innovative solutions that provide the same high standards of quality, technical support and personalised service that have made us a benchmark company in Spain and beyond.

INTERNATIONAL PRESENCE

CONTENUR considers international growth to be one of its core values. Thus, in the 1990s, it embarked on a new phase of expansion by opening branches in Portugal, Italy, France and the United Kingdom. In 2011, these were joined by Poland and Morocco, and in 2013 by Brazil, Colombia and Germany. This has helped drive the development of containerisation in other countries.

Since then, **CONTENUR** has continued to consolidate its international expansion, achieving milestones such as opening a production centre in Poland in 2012 and establishing subsidiaries in Singapore and the Czech Republic in 2016 and 2017, respectively.

CONTENUR'S VISION AND VALUES PHILOSOPHY, POSITIONING AND VISION

Mission

To design, manufacture, market and maintain urban waste containers that improve the quality of life, sustainability and appearance of cities.

Vision

To be a multinational company and a market leader in the sectors in which it operates, setting an example for its customers and motivating the people who work at **CONTENUR.**

Values

- **Reliability**

  We are a company with a clear and consistent approach.

- **People**

  We support the professional development of the people in our teams.

- **Innovation**

  New approaches to meeting our customers' needs.

- **A commitment to growth**

  We are strengthening our leadership in our key markets.

- **Spirit of service**

  Our customers are at the heart of everything we do.

- **Environmental commitment**

  We promote environmental improvement.

- **Continuous improvement**

  We are constantly improving the efficiency of our operations.

7.

COMMITMENT TO EQUALITY

The company's management has demonstrated its commitment to implementing the Equality Plan as a management system within the company.

CONTENUR S.L.

COMMITMENT TO EQUALITY

CONTENUR

Following the agreement to draw up the **Third Equality Plan at CONTENUR S.L.,** management is committed to making progress in promoting and fostering measures to achieve genuine equality within our organisation. This involves establishing equal opportunities for women and men as a strategic principle of our Corporate and Human Resources Policies, in accordance with the definition of that principle as laid down in Organic Law 3/2007 of 22 March on effective equality between women and men.

To ensure success, we need the support of all staff.

MANY THANKS

CONTENUR

8.

ASSESSMENT OF THE SITUATION REGARDING EQUALITY

The observations set out below are the result of an analysis of the qualitative and quantitative data gathered in the study on the company's situation, based on the meetings held, the quantitative questionnaire completed, and the documents provided by the Human Resources department.

CONTENUR is a growing company; in recent years, its workforce has increased by 62.25%, based on figures as at 31 December of each year.

	2021	2023
WOMEN	67	76
% WOMEN	17%	12%
MEN	333	573
% MEN	83%	88%
TOTAL	**400**	**649**

Below is a detailed analysis, from a gender perspective, of the data examined:

STAFF BY GENDER

In 2023, the workforce at **CONTENUR** stood at 730 people, comprising 89 women and 641 men. Women accounted for 12% and men for 88% of the workforce. In terms of gender, this composition is considered **male-dominated**; a workforce is considered balanced when neither gender exceeds 60% nor falls below 40%. At **CONTENUR**, with 12% of women in the workforce there is a very marked under-representation of women.

For every woman employed, there are 7.2 men.



WOMEN	90
% WOMEN	12%
MEN	640
% MEN	88%
TOTAL	730
GENDER GAP	-75%
FEMINISATION INDEX	0.14

STAFF BY AGE

The average age of the workforce at **CONTENUR** is 44.3 years; men have an average age of 44.5 years, while women have an average age of 42.9 years. No significant differences were found in the distribution of the workforce by age group and gender.

STAFF ON A SENIORITY BASIS

The workforce is predominantly made up of staff with one year's service or less. 44% of staff have been with the company for less than a year. Of these, 43% are female employees and 44% are workers who have taken up a post in the last year.

In recent years, 59% of current employees have joined the organisation. Among women, 58% have been with the company for less than five years, compared to 59% for men

STAFF BY CONTRACT TYPE

79% of the workforce are on permanent contracts.

Regarding permanent and full-time contracts, in the case of female workers this accounts for 83%, whilst among men the figure is 74%. Permanent part-time contracts are more common among female workers, with 8% of them holding such a contract, compared with 3% of male workers. Contracts for works or services, which may be temporary due to production circumstances - that is to say, fixed-term contracts - do not apply to jobs predominantly held by women.

STAFFING LEVELS BY CONTRACT DURATION

In terms of contract duration, 79% of contracts are permanent and 21% are temporary. Temporary employment does not affect female workers; 91% of them are on permanent contracts, compared with 78% of male workers.

STAFFING LEVELS BY CONTRACT PERIOD

People employed at **CONTENUR** are employed on a full-time basis in 94% of contracts, based on working hours. Employment bias is 5 points higher for female employees, based on the proportion of women in the workforce.

STAFF BY AUTONOMOUS COMMUNITY AT THE WORKPLACE

67% of staff work in the Community of Madrid, where the head offices are located and support services are provided to the entire company, such as human resources, operations and sales. It is also here that the largest proportion of female employees are based, with 81% of female staff working in the Community of Madrid.

STAFF BY BUSINESS AREA

The company is organised into four main areas: Administration, Industrial, Services and Sales. The largest proportion of the workforce is employed in the services department, accounting for 76% of staff, with 18% in Industrial, 3% in Administration and 2% in Sales. Both women and men are well represented in the services sector, with 47% of female workers employed in services, compared to 80% of men. In the industrial sector, 26% of female employees and 17% of male employees are concentrated; in administration, 18% of female employees compared with 1% of male employees; the proportion of women is six percentage points higher than their representation within the company; and, conversely, the figure for men stands at 87 points, and in the sales area, although 50% of staff are women and 50% men, women account for 10% of the total female workforce and men for 1%.

This initial breakdown already points to a clear occupational segregation, showing that women and men hold different roles within the company.

STAFF BY COMPANY DEPARTMENT

The company is organised into 12 departments. Female employees are mainly employed in finance, human resources, quality control and logistics.

Men are based in Systems, Procurement, product development, manufacturing, industrial finance.

Underground waste containers and the southern European market; 81% of male workers are concentrated in the latter region.

WOMEN-MAJORITY DEPARTMENTS (OVER 60% WOMEN)

- Finance.
- Human Resources.
- Quality.
- Logistics.

MALE-MAJORITY DEPARTMENTS (OVER 60% MEN)

- Systems.
- Purchases.
- Product development.
- Factory.
- Underground waste containers.
- Southern European contract market.

DEPARTMENTS WITH A BALANCED COMPOSITION (NO SINGLE GENDER OVER 60% OR BELOW 40%)

- International business development.
- Southern European commercial market.

STAFF BY JOB ROLE

65% of staff work as service operatives, of whom only 2% are women.

STAFF BY JOB TYPE

When classifying roles according to whether they fall within the Executive Committee, the Steering Committee, middle management, operational staff, supervisory staff or technical staff, we find that the bulk of the workforce, 76% of staff, work as operational staff, a role in which only 2% of employees are women. The Steering Committee also has an under-representation of women, and it is on the Management Committee, where 33% are women, and also in Middle Management, at 24%, where we find women in positions of some responsibility.

STAFF BY LEVEL OF RESPONSIBILITY

When analysing the workforce breakdown by level of responsibility, we find that 92% of CONTENUR staff work in a role that does not involve responsibility in terms of people management, 8% hold middle management positions and 1% hold senior management positions. There is a higher concentration of women in non-managerial roles; 82% of female employees are at staff level, with a greater proportion working as office staff, 30% are middle managers and there are no senior

managers. Male employees in non-managerial roles account for 94% of these, with 6% in middle management and 1% in senior management. There is a higher concentration of men in senior management positions and a higher concentration of women in middle management positions.

AREAS OF VALUE

- There is no seasonal or part-time employment that significantly affects the posts held by women, although the part-time contracts require attention.

AREAS OF DEVELOPMENT

- Increase the number of women in the company.
- Increase the number of women in service-sector roles.
- Promote a balanced workforce across departments.
- Prioritise the conversion of female workers' contracts to full-time positions.

SELECTION AND RECRUITMENT PROCESS

AREAS OF VALUE

- There is a clearly defined selection and recruitment process.
- Conduct exit interviews to find out the reasons for voluntary resignations.

AREAS OF DEVELOPMENT

- Review the documentation to ensure inclusive language is used and the masculine form is not used as a generic term.
- Provide new hires with information on the Equality Plan and the protocol on sexual and gender-based harassment.
- Promote the company's commitment to equality on its website and in its job advertisements.
- Non-sexist use of language and imagery on the corporate website.
- Provide training for those involved in recruitment processes on how to incorporate a gender perspective at every stage of the process.

PROFESSIONAL CLASSIFICATION

AREAS OF VALUE

- The company has a competency-based job classification system for its staff.
- There is a job description.

AREAS OF DEVELOPMENT

- Review the professional framework and update it if necessary.

TRAINING

AREAS OF VALUE

- There is a training programme.
- Training takes place during working hours. If this is not possible, time off in lieu is provided.

AREAS OF DEVELOPMENT

- Provide staff with training on equality in the workplace.
- Statistical monitoring of training undertaken, by gender, type of course, number of hours and delivery method.

CAREER DEVELOPMENT

AREAS OF VALUE

- There are career plans.

AREAS OF DEVELOPMENT

- Establish a procedure to be followed in promotion cases that addresses issues aimed at eliminating potential gender bias.

WORKING CONDITIONS

AREAS OF VALUE

- The role is a full-time position.

AREAS OF DEVELOPMENT

- Promote the digital disconnection protocol.

SHARED RESPONSIBILITY FOR EXERCISING RIGHTS RELATING TO PERSONAL, FAMILY AND WORKING LIFE

AREAS OF VALUE

- The company believes that family responsibilities do not hinder the career progression of those working at **CONTENUR.**
- The company is keen to introduce measures that will help create a working environment which takes into account the personal, family and work-related circumstances of its staff.

AREAS OF DEVELOPMENT

- Addressing shared responsibility for care in order to ensure a balanced exercise of the rights to a work-life balance.

UNDER-REPRESENTATION OF WOMEN

AREAS OF DEVELOPMENT

- Publicise the company's commitment to equality.
- Include positive measures to promote the recruitment of women in those areas, roles and departments where they are under-represented.

REMUNERATION

AREAS OF VALUE

- There are no pay differences based on a worker's gender.

AREAS OF DEVELOPMENT

- Monitor developments in the pay gap.
- Increase the number of women in leadership roles.
- Have an objective and transparent pay policy.

PREVENTION OF SEXUAL AND GENDER-BASED HARASSMENT

AREAS OF VALUE

- Procedure for the prevention of and response to sexual harassment and gender-based harassment.

AREAS OF DEVELOPMENT

- Regular dissemination of the Protocol on sexual and gender-based harassment.
- Training on behaviour that constitutes sexual and/or gender-based harassment.
- Review and update of the protocol for the prevention of and response to sexual and gender-based harassment.

COMMUNICATION AND IMAGERY

AREAS OF VALUE

- Very direct communication with staff.

AREAS OF DEVELOPMENT

- Communication plan for the Equality Plan.
- Non-sexist use of language and imagery.
- Strengthen internal communication with staff regarding the Equality Plan and the protocols available to the company, as well as the company's commitment to equality.

9.

RESULTS OF THE REMUNERATION AUDIT

Analytical System for Job Evaluation involves determining the relative value of jobs within an organisation, regardless of who currently holds the post.

There are numerous methods for job evaluation, both qualitative and quantitative. The problem is that these practices often give rise to gender bias in their practical application, even unintentionally.

In accordance with equality legislation, and specifically Royal Decree 902/2020, the remuneration audit must be based on the results of an evaluation of jobs that complies with the principles of suitability, comprehensiveness and objectivity, whilst allowing for flexibility and periodic review of the classification in line with changes occurring within the organisation.

SUITABILITY implies that the factors relevant to the assessment must be those related to the activity and which actually apply to it, including the necessary training.

COMPREHENSIVENESS implies that, in order to determine whether equal value applies, all the conditions that characterise the job must be taken into account, without any of them being overlooked or undervalued.

OBJECTIVITY implies that clear mechanisms are in place that identify the factors taken into account when setting a particular level of pay, and which do not depend on social factors or assessments that reflect gender stereotypes.

Once the data has been ranked according to scales of equal value, the result is as follows:

SCALE	POSITION
SCALE 01	Industrial Director
	Human Resources Director
	Business Development Director
	Sales Director for Southern Europe
	Systems and Technologies Director
SCALE 02	Logistics Manager
	Product Development Manager
	Exports Manager
	Production Manager
	Engineering Manager
	Controller
	Procurement Manager
	Underground Waste Containers Manager
	Head of Services
	Operations Director
	Communications and Marketing Director
	Sales Director
	Logistics Director
	Quality Director
	AD Administration Manager
SCALE 03	Head of Sales
	Operations Manager
	Maintenance Manager
	Assembly Manager
	Research and Projects Manager
	Quality and Environment Manager
	Technical Office Manager
	Project Manager
	Fleet Manager
	Shift Manager
	Service Manager
	Technical Office Manager

SCALE 04	Controller's Assistant
	Receptionist
	Sales Assistant
	Administrative Assistant
	IT Platforms Coordinator
	Quality Technician
	Systems Technician
	Dispatch Supervisor
	Underground Waste Technician
	Logistics Technician
	Occupational Health and Safety Officer
	Procurement Officer
	Inspection Coordinator
	Product Development Technician
	Supervisor
	Human Resources Officer
	Materials Technician
	Production Engineer
	Research and Projects Officer
	Marketing and Communications Officer
	IMS Officer
	Maintenance Officer
	Administrative Officer
SCALE 05	Services Operator
	Injection Moulding Operator
	Loading Operator
	Underground Waste Operator
	Assembly operator
	Vehicle mechanic
	Mill operator
	Forklift operator
	Driver

When grouped by jobs of equal value, the staff are distributed as follows:

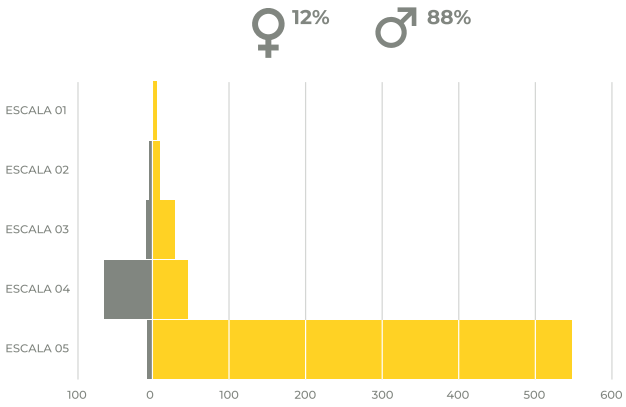
					DISTRIBUTION INDEX		CONCENTRATION INDEX	
SCALES	Women	Men	Total	% Total	% Women	% Men	% Women on the staff	% Men on the staff
SCALE 01	0	5	5	1%	0%	100%	0%	1%
SCALE 02	5	10	15	2%	33%	67%	6%	2%
SCALE 03	9	28	37	5%	24%	76%	10%	4%
SCALE 04	66	59	125	17%	53%	47%	74%	9%
SCALE 05	9	536	545	75%	2%	98%	10%	84%
GRAND TOTAL	**89**	**638**	**727**	**100%**	**12%**	**88%**	**100%**	**100%**

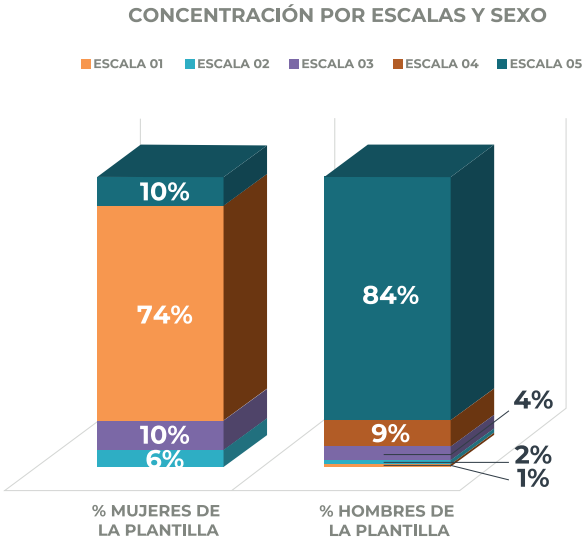
75% of the workforce are in pay scale 05 (2% women and 98% men), followed by pay scale 04, which accounts for 17% of the workforce (53% women and 47% men). In scale 03 there is a total of 5% of staff (24% women and 76% men); on pay scales 01 and 02, the proportion is less than 5%.

If we look at the concentration index, 74% of women in the female workforce are in pay scale 04, compared with 9% of men in the male workforce. However, in scale 05, the breakdown between women and men is the reverse: 84% of men in the male workforce and 10% of women in the female workforce.

It is therefore clear that this is a workforce with a high proportion of men and a significant concentration of staff at the lower levels. Women are more likely than men to be in pay scale 04, which covers Technician posts, whilst men are more likely to be in pay scale 05, which covers Operator posts. This indicates that horizontal segregation exists.

Furthermore, there are no women in Scale 01, so there is vertical segregation.





If we look at the concentration, the majority of staff are concentrated in pay scale 05. In scales 02, 03 and 04, women are more heavily represented than men. In scales 01 and 05, men are more heavily represented than women.

REMUNERATION SYSTEM

The pay structure may result in different pay conditions for female workers and male workers. This discrimination often stems from a number of cultural and historical factors that influence the way in which salaries are set. The remuneration structure consists of:

BASIC SALARY: this is the remuneration set per unit of time or work and constitutes the main part of the salary.

SALARY SUPPLEMENTS: payments added to the basic salary; these may be referred to as bonuses, allowances, supplements or incentives.

NON-SALARY REMUNERATION: amounts received as compensation or as reimbursement for expenses incurred in the course of their work, as well as benefits and compensation relating to transfers, suspensions or dismissals.

Despite their diversity, salary supplements can be categorised as one of the three types set out in Article 26(3) of the Workers' Statute.

PERSONAL ALLOWANCES which are determined on the basis of circumstances relating to the specific or individual circumstances of the employee (qualities or skills), taking into account, for example, their length of service or continued employment with the company, individual qualifications in the form of academic or professional qualifications, knowledge of languages, IT skills, etc.

ALLOWANCES RELATED TO THE JOB POSITION, which are determined taking into account the specific circumstances in which the work is carried out. This category would include night work allowances, public holiday work allowances, as well as allowances for hazardous, arduous or toxic working conditions, and supplements for the quality and quantity of work, within which attendance and punctuality allowance should be included, as well as productivity bonuses or incentives, which reward work performance that exceeds minimum standards.

SUPPLEMENTS THAT DEPEND ON THE COMPANY'S SITUATION AND RESULTS.

Special payments are included within the salary structure as part of the basic salary, to the extent that they correspond to the basic rate of pay per unit of time or work and do not take into account personal or work-related circumstances. Clear evidence of this is the fact that they can be spread over the 12 monthly instalments, in accordance with Article 31 of the Workers' Statute.

Salary supplements often stem from the protection that legislation has historically provided, taking into account the circumstances affecting particular jobs and roles typically carried out by men, which has a negative impact in terms of gender equality, due to the low or non-existent representation of women in such positions. Furthermore, in many collective agreements, pay supplements are set on the basis of the highest possible availability for work, which has a negative impact on women's pay because, as these are voluntary options, women do not usually take them up.

The salary structure is as follows: basic salary, 41 salary supplements and 7 non-salary supplements.

In conclusion, we can state that at **CONTENUR**, the workforce is heavily male-dominated, with women accounting for only 12%. Furthermore, there is both vertical and horizontal segregation, as there are no women in Grade 01, whilst 74% of the women in the workforce are concentrated in Grade 04, where only 8% of the male workforce is employed; only 10% of women are in Grade 05, where 74% of the male workforce is concentrated.

This small number of women and their concentration in middle management roles means that their overall pay is more uniform than that of men, and with higher overall averages.

As regards the type of contract, it is women who are most likely to be on permanent contracts, but also on part-time contracts.

In this scenario, the global gap in equivalent average pay stands at -15 per cent, although the bulk of this gap is attributable to the pay gap, which accounts for 68% of men's pay and 66% women's pay.

		AVERAGE EQUIVALENT BASIC SALARY	AVERAGE EQUIVALENT SALARY SUPPLEMENTS	AVERAGE EQUIVALENT NON-SALARY REMUNERATION	TOTAL AVERAGE EQUIVALENT REMUNERATION
	GAP	-11%	-22%	-6%	-15%
MEN	638	20.371	9.351	370	30.091
WOMEN	89	22.616	11.447	393	34.456

% BASIC SALARY BS REMUNERATION	% BS SALARY SUPPLEMENTS	% NON-SALARY REMUNERATION BS REMUNERATION
68%	31%	1%
66%	33%	1%

The global pay gap of -15% (which would be equivalent to a positive gap of 12%) is not particularly high, leading to the conclusion that, despite the existence of a pay gap, there is a pay structure that promotes internal equity. However, action must be taken to prevent the possible emergence of wider gaps in the future.

It is highly significant that 26% of men in the male workforce and 18% of women in the female workforce are in the first quartile or the low pay bracket, whilst 23% of men and 42% of women are in the fourth quartile or the high pay range.

This means that pay is skewed by gender (8 percentage points fewer women than men in the low-pay bracket and 19 percentage points more women than men in the high-pay bracket).

Meanwhile, 52% of the male workforce falls into the middle bracket, compared with 40% of the female workforce.

In this regard, efforts should be made to increase the number of women in the workforce and to ensure that the distribution of roles between women and men does not result in such a high degree of horizontal segregation.

COMMITTEE FOR THE MONITORING AND EVALUATION OF THE REMUNERATION AUDIT

The monitoring and evaluation of the remuneration audit will be carried out by the members of the Monitoring and Evaluation Committee for the Equality Plan of **CONTENUR S.L.**

PROPOSED MEASURES TO INCORPORATE THE EQUALITY PLAN INTO THE REMUNERATION POLICY

Article 7 of Royal Decree 902/2020 states that, after obtaining the necessary information to verify whether the company's remuneration system, across the board and in its entirety, complies with the effective application of the principle of equality between women and men in matters of pay, measures will need to be put in place to avoid, rectify and prevent any existing or potential obstacles and difficulties, with a view to ensuring equal pay, and to ensure transparency and monitoring of that pay system.

General recommendations:

- Communicate the organisation's commitment to building a company with inclusive and diverse workplaces, offering equal opportunities.
- Carry out regular annual reviews to analyse potential pay gaps, both in relation to new hires and within the organisation.

Recommended action plan:

GENERAL OBJECTIVE: Identify, analyse, assess and address any gender pay gap within the company.

The pay gap identified does not exceed the 25% threshold set out in Royal Decree 902/2020 as the threshold required to demonstrate that the cause of the gap is not gender.

Improvement measures are therefore proposed with the following objectives.

Specific objectives:

- Guarantee the right to equal pay for women and men for work of equal value.
- Identify the remuneration criteria that may contribute to a pay gap between women and men.

MEASURES, INDICATORS, RESPONSIBLE PARTIES AND IMPLEMENTATION TIMETABLE

MEASURE	INDICATOR/ OUTCOME	PERSON IN CHARGE	CALENDAR
Update existing job descriptions by analysing the duties and requirements necessary for the person appointed to the post to perform their role correctly, and ensuring that employees are correctly matched to the tasks they carry out.	- A description of all the company's job roles.	PEOPLE AREA	Duration of the Plan
Define, in a clear, objective and neutral manner, from a gender perspective, the criteria for allocating the various components of pay and non-wage benefits, establishing objective indicators for variable pay supplements and those linked to the quality and quantity of work.	- List of salary supplements and non-salary benefits, and the criteria for eligibility. - Gross pay for the hours worked for each supplement	PEOPLE AREA	Duration of the Plan
Submit the mandatory annual remuneration records to the Monitoring Committee. If a discrepancy of more than ±20% is identified, the reasons for this must be analysed and justified.	- Remuneration records reports.	PEOPLE AREA	Duration of the Plan

10.

OBJECTIVES

Establish a cross-cutting system for mainstreaming the gender perspective into all management procedures at **CONTENUR S.L.** as a means of ensuring the principle of equal treatment and equal opportunities within the company.

QUALITATIVE OBJECTIVES

- Ensure objectivity in recruitment processes, guaranteeing equal access to these processes at every stage, from recruitment to appointment.
- Raise staff awareness of equal opportunities for women and men in the workplace.
- Promote access to training on the basis of equal opportunities.
- Ensure that staff within the organisation are promoted on the basis of merit, without any discrimination on the grounds of gender.
- Publicise the Protocol for ensuring digital disconnection.
- Promote the shared responsibility for exercising the right to a work-life balance.
- Promote a culture of zero tolerance towards sexual and gender-based harassment.
- Have a system in place to protect female workers who are victims of gender-based violence.
- Implement non-sexist communication throughout the organisation, in both spoken and written language as well as in visual communication.

QUANTITATIVE OBJECTIVES

- Strengthen management processes that incorporate a gender perspective.

11.

MEASURES UNDER THE EQUALITY PLAN

Equality measures are categorised by area of intervention:

1. Equality officer
2. Selection and recruitment process
3. Training
4. Professional promotion
5. Professional classification
6. Working conditions
7. Occupational health
8. Shared responsibility for one's personal, family and working life
9. Under-representation of women
10. Remuneration
11. Prevention of sexual harassment and gender-based harassment
12. Rights of female workers who are victims of gender-based violence
13. Communication and non-sexist imagery

Each measure is assigned a priority level, based on the following classification:

- **High:** Measures are classified as high priority if they involve the creation of new procedures that will affect the way in which measures are implemented, or if they are new rights that are introduced with immediate effect.
- **Medium:** Measures that involve new procedures but will not affect the manner in which the remaining measures are to be implemented, or they are new rights that are being introduced gradually.
- **Low:** Measures are classified as low priority if they are ongoing, or if their implementation is scheduled to take place more than one year after the Equality Plan has been launched.

11.1. | Equality officer

Objective: introduce the role of equality officer within the company.

MEASURE SHEET	
ACTION AREA	Equality officer
MEASURE	1. Appoint a person responsible for ensuring equal treatment and opportunities within the company's organisational structure.
OBJECTIVES SOUGHT	Have a person within the company who is responsible for equal treatment and equal opportunities.
DETAILED DESCRIPTION OF THE MEASURE	Appoint a person (and a deputy) to be responsible for ensuring equal treatment and opportunities within the company's organisational structure, with specific training in this area (equality officer or similar), to manage the Plan, participate in its implementation, develop and monitor its content, standardise equality criteria in recruitment and promotion processes and other matters agreed upon in the Plan, and report to the Monitoring Committee.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Equality officer.
MONITORING INDICATORS	Persons appointed as equality officers and as their deputies. Training for the person responsible for equality as an equality officer or similar role.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Equality officer
MEASURE	2. Set up an email address accessible to members of the Monitoring Committee for enquiries and disputes relating to the Equality Plan.
OBJECTIVES SOUGHT	Have a person within the company who is responsible for equal treatment and equal opportunities.
DETAILED DESCRIPTION OF THE MEASURE	Set up an email address accessible to members of the Monitoring Committee for enquiries and disputes relating to the Equality Plan.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Email.
MONITORING INDICATORS	Email enabled and circulated.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Equality officer
MEASURE	3. Appoint coordinators, on behalf of the employees, in workplaces with a works council.
OBJECTIVES SOUGHT	Have a person within the company who is responsible for equal treatment and equal opportunities.
DETAILED DESCRIPTION OF THE MEASURE	Appoint equality coordinators, representing the social partners, in workplaces where there is a works council, with the aim of overseeing the implementation of the Equality Plan in those workplaces and providing feedback on this to the Monitoring Committee (trade unions that have signed the Equality Plan).
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Email
MONITORING INDICATORS	Appointment of persons. 2 hours per semester
PRIORITY	High

11.2. | Selection and recruitment process

Objective: Ensure objectivity in selection processes, guaranteeing equal access to these processes at every stage, from recruitment to appointment.

MEASURE SHEET	
ACTION AREA	Selection and recruitment process.
MEASURE	4. Selection processes based on an objective staff selection and recruitment system.
OBJECTIVES SOUGHT	Promote a balanced workforce composition.
DETAILED DESCRIPTION OF THE MEASURE	An objective and standardised system will be applied in the selection processes, with a periodic review carried out to ascertain whether any of the processes, methods or techniques used need to be adapted. The selection process will include an interview format that does not contain any discriminatory personal questions.
RECIPIENTS	Staff taking part in selection processes.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Staff involved in the selection processes.
MONITORING INDICATORS	Selection process, stages, techniques and methods.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	5. Use inclusive language when drafting job vacancies.
OBJECTIVES SOUGHT	Raise the profile of women and men within the company.
DETAILED DESCRIPTION OF THE MEASURE	Review job vacancies and draft job descriptions using non-sexist language and imagery. Highlight the company's commitment to equal opportunities in job advertisements.
RECIPIENTS	Applications to the company's recruitment process.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Job vacancies.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	6. Include information on the Equality Plan and the protocol on sexual and gender-based harassment in the welcome pack.
OBJECTIVES SOUGHT	Highlight the company's commitment to equality.
DETAILED DESCRIPTION OF THE MEASURE	Include information in the welcome pack about the Equality Plan and the protocol on sexual and gender-based harassment, stating where the full documents can be accessed and who is responsible for the Equality Plan and the relevant protocols.
RECIPIENTS	New hires.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Information included.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	7. Exit interviews with staff who leave the company of their own accord.
OBJECTIVES SOUGHT	Have a recruitment process that is objective from a gender perspective.
DETAILED DESCRIPTION OF THE MEASURE	Understand the reasons behind voluntary resignations, in order to identify whether there are any related factors that affect one gender more than the other.
RECIPIENTS	Staff who leave the company of their own accord.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Breakdown of reasons for voluntary resignation by gender.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	8. Request that service providers implement equality measures in the selection process.
OBJECTIVES SOUGHT	Have a recruitment process that is objective from a gender perspective.
DETAILED DESCRIPTION OF THE MEASURE	Advise service providers to implement equality measures in the recruitment process, so as to ensure that there are female candidates for jobs in which women are under-represented.
RECIPIENTS	New hires.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Text of the communication sent.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	9. Expand recruitment channels to encourage the hiring of women, particularly for those roles and/or departments where they are under-represented.
OBJECTIVES SOUGHT	Have a recruitment process that is objective from a gender perspective.
DETAILED DESCRIPTION OF THE MEASURE	A campaign will be launched to sign agreements with vocational colleges and universities offering qualifications that qualify graduates for roles within the company, with priority given to recruiting applications for women's work experience programmes.
RECIPIENTS	New hires.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of agreements initiated.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	10. Implement affirmative action whereby, where merit and ability are equal, the under-represented gender will be selected.
OBJECTIVES SOUGHT	Have a recruitment process that is objective from a gender perspective.
DETAILED DESCRIPTION OF THE MEASURE	Establish the principle that, where candidates are equally suitable and of equal merit, the sex/gender that is under-represented in the department or area shall be selected.
RECIPIENTS	New hires.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of times the measure has been implemented.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	11. Include messages in job advertisements for male-dominated roles encouraging women to apply.
OBJECTIVES SOUGHT	Achieve a balanced representation of female and male workers across the various areas of activity and roles, increasing the number of women, particularly in male-dominated roles and areas.
DETAILED DESCRIPTION OF THE MEASURE	Include messages in job advertisements for traditionally male-dominated roles that encourage women to apply (e.g. “we are looking for female and male production workers”, “we are looking for women and men who meet the following requirements”).
RECIPIENTS	New hires.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Analysis of a sample.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	12. For every vacancy advertised where there are no female candidates, efforts will be made to ensure that at least one woman takes part in the selection process.
OBJECTIVES SOUGHT	Achieve a balanced representation of female and male workers across the various areas of activity and roles, increasing the number of women, particularly in male-dominated roles and areas.
DETAILED DESCRIPTION OF THE MEASURE	For every vacancy advertised where there are no female candidates, efforts will be made to ensure that at least one woman takes part in the selection process.
RECIPIENTS	New hires.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of women and men in the selection processes.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	13. In selection and promotion processes, efforts will be made to ensure that at least one person from the under-represented gender is included in the shortlist of final candidates, particularly when filling senior positions where women are under-represented.
OBJECTIVES SOUGHT	Achieve a balanced representation of female and male workers across the various areas of activity and roles, increasing the number of women, particularly in male-dominated roles and areas.
DETAILED DESCRIPTION OF THE MEASURE	In selection and promotion processes, efforts will be made to ensure that at least one person from the under-represented gender is included in the shortlist of final candidates, particularly when filling senior positions where women are under-represented.
RECIPIENTS	New hires.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of shortlisted candidates by gender.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	14. Provide the Monitoring Committee annually with information on the breakdown of men and women by departmental area, post, type of contract and working hours.
OBJECTIVES SOUGHT	Ensure equal treatment and opportunities in recruitment, with the aim of increasing the number of women hired.
DETAILED DESCRIPTION OF THE MEASURE	Provide the Monitoring Committee annually with information on the breakdown of men and women by departmental area, post, type of contract and working hours.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Staff distribution data by department and role, contract type and working hours, broken down by gender.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	15. Establish the principle that, for full-time vacancies, women will be appointed where candidates are equally suitable.
OBJECTIVES SOUGHT	Ensure equal treatment and opportunities in recruitment, with the aim of increasing the number of women hired.
DETAILED DESCRIPTION OF THE MEASURE	Establish the principle that, for full-time vacancies, women will be appointed where candidates are equally suitable.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Recruitment carried out under this procedure, broken down by gender.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	16. Provide the Monitoring Committee annually with data on the conversion of fixed-term contracts into permanent contracts, broken down by gender.
OBJECTIVES SOUGHT	Ensure equal treatment and opportunities in recruitment, with the aim of increasing the number of women hired.
DETAILED DESCRIPTION OF THE MEASURE	Provide the Monitoring Committee annually with data on the conversion of fixed-term contracts into permanent contracts, broken down by gender.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of conversions and number of applications, broken down by gender.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Selection and recruitment process
MEASURE	17. Collect annual data on transfers and new hires, broken down by gender, contract type, shift, working hours and post.
OBJECTIVES SOUGHT	Ensure equal treatment and opportunities in recruitment, with the aim of increasing the number of women hired.
DETAILED DESCRIPTION OF THE MEASURE	Collect annual data on transfers and new hires, broken down by gender, contract type, shift, working hours and post.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	- Number of applications by gender, number of candidates shortlisted by gender, and number of new hires, broken down by gender, type of contract, working hours and shift for the various roles. - Number of subrogations broken down by gender, type of contract, working hours and shift across the various posts. (Breaking down subrogations and new hires).
PRIORITY	High

11.3. | Training

Objective: Raise staff awareness of equal opportunities for women and men in the workplace.

MEASURE SHEET	
ACTION AREA	Training
MEASURE	18. Provide equality training for the entire workforce, ensuring that new hires and those taking over roles receive this training.
OBJECTIVES SOUGHT	Raise awareness of equal opportunities for women and men.
DETAILED DESCRIPTION OF THE MEASURE	Provide equality training for the entire workforce, ensuring that new hires and those taking over roles receive this training.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in April 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Technical equipment (computers, projector, etc.)
MONITORING INDICATORS	Number of hours and number of people trained, broken down by gender.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Training
MEASURE	19. Professional retraining programmes for staff returning to the company following the end of a contract suspension due to childbirth, leave of absence or long-term sick leave.
OBJECTIVES SOUGHT	To train the company's staff on issues relating to equality in the workplace.
DETAILED DESCRIPTION OF THE MEASURE	When an employee returns to the company following parental leave, a career break or long-term sick leave, they will be offered the option to take up refresher training to help them settle into their roles.
RECIPIENTS	All staff.
IMPLEMENTATION TIMETABLE	Starting in November 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	- Technical equipment (computers, projector, etc.). - Consumables. - Speakers.
MONITORING INDICATORS	- Number of participants by gender and topic. - Participant satisfaction. - Speaker profiles.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Training
MEASURE	20. Voluntary participation by staff on reduced working hours in training courses suited to their professional development.
OBJECTIVES SOUGHT	Provide training in management that incorporates a gender perspective.
DETAILED DESCRIPTION OF THE MEASURE	People working reduced hours to care for children will be given the opportunity to take part in training courses suitable for their professional development.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in December 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	- Technical equipment (computers, projector, etc.). - Consumables. - Speakers.
MONITORING INDICATORS	- Number of participants by gender and topic. - Participant satisfaction.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Training
MEASURE	21. Provide training on equality to staff responsible for selection, recruitment, promotion, training, communication and the allocation of remuneration.
OBJECTIVES SOUGHT	Provide training in management that incorporates a gender perspective.
DETAILED DESCRIPTION OF THE MEASURE	Provide training on equality to staff responsible for selection, recruitment, promotion, training, communication and the allocation of remuneration, with the aim of ensuring equal treatment and opportunities for women and men in the processes, prevent discriminatory behaviour and ensure that candidates are assessed solely on the basis of their qualifications, skills, knowledge and experience, and to report to the Monitoring Committee on the specific content, the strategy and timetables for delivering the courses, as well as the selection criteria.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in April 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	- Technical equipment (computers, projector, etc.). - Consumables. - Speakers.
MONITORING INDICATORS	- Course content, delivery method and participant selection criteria. - Number of hours and number of people trained, broken down by gender.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Training
MEASURE	22. Review, within the Monitoring Committee, the content of the training modules and courses on equal opportunities.
OBJECTIVES SOUGHT	Provide training in management that incorporates a gender perspective.
DETAILED DESCRIPTION OF THE MEASURE	Review, within the Monitoring Committee, the content of the training modules and courses on equal opportunities.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in December 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Review, within the Monitoring Committee, the content of the training modules and courses on equal opportunities.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Training
MEASURE	23. Review the eligibility requirements for the various courses in the training programme.
OBJECTIVES SOUGHT	Ensure that all workers have access to all the training planned by the company.
DETAILED DESCRIPTION OF THE MEASURE	Review the eligibility criteria for the various courses in the training programme and ensure that employees can enrol in and undertake training activities other than those included in the pre-determined training programme for their role (both those related to their work and those organised by the company for the professional development of staff, which have professional value as an incentive for professional development).
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in December 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of times it is applied. Review of the criteria.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Training
MEASURE	24. Circulate the training plan to ensure it reaches the entire workforce, including those on sick leave, leave of absence, holiday, etc.
OBJECTIVES SOUGHT	Ensure that all workers have access to all the training planned by the company.
DETAILED DESCRIPTION OF THE MEASURE	Circulate the training plan to ensure it reaches the entire workforce, including those on sick leave, leave of absence, holiday, etc.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in December 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Means of disseminating the plan and the number of people it reaches.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Training
MEASURE	25. Facilitate women's participation in training programmes relating to male-dominated roles within the company by guaranteeing a place on the course to female employees who request it, as a positive action measure.
OBJECTIVES SOUGHT	Ensure that all workers have access to all the training planned by the company.
DETAILED DESCRIPTION OF THE MEASURE	Facilitate women's participation in training programmes relating to male-dominated roles within the company by guaranteeing a place on the course to female employees who request it, as a positive action measure.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Campaign content, the number of women it covers and the number of women interested.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Training
MEASURE	26. Provide training during working hours to make it easier to balance with family and personal responsibilities.
OBJECTIVES SOUGHT	Ensure that all workers have access to all the training planned by the company.
DETAILED DESCRIPTION OF THE MEASURE	Provide training during working hours to make it easier to balance with family and personal responsibilities.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of training courses during and outside working hours, broken down by gender.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Training
MEASURE	27 Report annually to the Monitoring Committee on staff training progress, covering the training plan, course dates, content, and participation rates of men and women, broken down by professional group, department, post, course type and number of hours.
OBJECTIVES SOUGHT	Ensure that all workers have access to all the training planned by the company.
DETAILED DESCRIPTION OF THE MEASURE	Report annually to the Monitoring Committee on staff training progress, covering the training plan, course dates, content, and participation rates of men and women, broken down by professional group, department, post, course type and number of hours.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in January 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Training report.
PRIORITY	Medium

11.4. | Promotion

Objective: Ensure that staff within the organisation are promoted on the basis of merit, without any discrimination on the grounds of gender.

MEASURE SHEET	
ACTION AREA	Promotion
MEASURE	28. Implement objective systems for career progression.
OBJECTIVES SOUGHT	Promote career progression on the basis of equal conditions and opportunities.
DETAILED DESCRIPTION OF THE MEASURE	Establish a standard and objective procedure, and ensure that it is applied in all selection processes for promotions. Establish a development interview model that ensures objectivity.
RECIPIENTS	Staff eligible for career progression opportunities.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of promotion processes in which the company's system has been applied, broken down by gender, original post and new post.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Promotion
MEASURE	29. Affirmative action whereby, in the event of equal merit and ability in a promotion process, preference will be given to women.
OBJECTIVES SOUGHT	Have a promotion process that is objective from a gender perspective.
DETAILED DESCRIPTION OF THE MEASURE	Affirmative action whereby, in the event of equal merit and ability in a promotion process, preference will be given to women.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of times the measure has been implemented.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Promotion
MEASURE	30. Document the promotion criteria for each vacant post, ensuring that they do not contain any gender bias.
OBJECTIVES SOUGHT	Ensure equal treatment and opportunities for women and men in promotion and career progression, based on objective, quantifiable, public and transparent criteria.
DETAILED DESCRIPTION OF THE MEASURE	Document the promotion criteria for each vacant post, ensuring that they do not contain any gender bias.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Description of promotion criteria.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Promotion
MEASURE	31. Establish a procedure for publicising promotion vacancies to ensure that they are brought to the attention of the departments or functional areas relevant to the vacant post.
OBJECTIVES SOUGHT	Ensure equal treatment and opportunities for women and men in promotion and career progression, based on objective, quantifiable, public and transparent criteria.
DETAILED DESCRIPTION OF THE MEASURE	Establish a procedure for publicising promotion vacancies to ensure that they are brought to the attention of the departments or functional areas relevant to the vacant post. In situations in which public dissemination is not possible, the reasons for this will be explained.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Established procedure. Means of dissemination and the number of people it reaches by gender and area.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Promotion
MEASURE	32. Create and update annually a register that provides information on the staff's level of education and training, broken down by gender and post.
OBJECTIVES SOUGHT	Ensure equal treatment and opportunities for women and men in promotion and career progression, based on objective, quantifiable, public and transparent criteria.
DETAILED DESCRIPTION OF THE MEASURE	Create and update annually a register that provides information on the staff's level of education and training, broken down by gender and post.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in January 2025
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Record of the educational attainment of staff, broken down by gender.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Promotion
MEASURE	33. That the measures to help employees balance their work, personal and family lives should not be an obstacle to career progression.
OBJECTIVES SOUGHT	Ensure equal treatment and opportunities for women and men in promotion and career progression, based on objective, quantifiable, public and transparent criteria.
DETAILED DESCRIPTION OF THE MEASURE	That the measures to help employees balance their work, personal and family lives should not be an obstacle to career progression.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of people promoted who are eligible for work-life balance measures, broken down by gender, and reasons for any refusals.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Promotion
MEASURE	34. Prioritise the principle that promotions should be made internally, resorting to external recruitment only if the required profiles are not available within the company.
OBJECTIVES SOUGHT	Ensure equal treatment and opportunities for women and men in promotion and career progression, based on objective, quantifiable, public and transparent criteria.
DETAILED DESCRIPTION OF THE MEASURE	Prioritise the principle that promotions should be made internally, resorting to external recruitment only if the required profiles are not available within the company.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of people promoted who are eligible for work-life balance measures, broken down by gender, and reasons for any refusals.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Promotion
MEASURE	35. Compilation of an annual report on promotions, broken down by gender, specifying the professional group and functional post of origin and destination, type of contract, working hours arrangement, and the type of promotion, for submission to the Monitoring Committee.
OBJECTIVES SOUGHT	Ensure equal treatment and opportunities for women and men in promotion and career progression, based on objective, quantifiable, public and transparent criteria.
DETAILED DESCRIPTION OF THE MEASURE	Compilation of an annual report on promotions, broken down by gender, specifying the professional group and functional post of origin and destination, type of contract, working hours arrangement, and the type of promotion, for submission to the Monitoring Committee.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in January 2025
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of vacancies. Number of promotions, broken down by gender and by the post held prior to and following the promotion.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Promotion
MEASURE	36. Raise the profile of women who are promoted within the company.
OBJECTIVES SOUGHT	Increase the promotion of women at all professional levels within the company in order to address the male-dominated nature of certain roles and departments.
DETAILED DESCRIPTION OF THE MEASURE	Raise the profile of women who are promoted within the company.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in March 2025
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of actions to showcase the women promoted. Contents of these. Channels used.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Promotion
MEASURE	37. In promotion processes for posts in which women are under-represented, where female candidates are not selected, a report must be drawn up setting out the reasons why their applications were rejected.
OBJECTIVES SOUGHT	Increase the promotion of women at all professional levels within the company in order to address the male-dominated nature of certain roles and departments.
DETAILED DESCRIPTION OF THE MEASURE	In promotion processes for posts in which women are under-represented, where female candidates are not selected, a report must be drawn up setting out the reasons why their applications were rejected.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in January 2025
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Report on the reasons for rejecting these applications.
PRIORITY	High

11.5. | Professional classification

Objective: Have an objective job evaluation system in place.

MEASURE SHEET	
ACTION AREA	Professional classification
MEASURE	38. Carry out a review and follow-up of the job evaluations.
OBJECTIVES SOUGHT	Carry out regular job evaluations to ensure that each employee is correctly classified in terms of their professional role.
DETAILED DESCRIPTION OF THE MEASURE	Carry out a review and follow-up of the objective job evaluation process, which measures the relative importance of a post within the organisation from a gender perspective, to ensure the absence of direct and indirect gender bias, identifying jobs of equal value in accordance with the guidelines provided by the ministries.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in June 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Job Evaluation
MONITORING INDICATORS	People assessed and corrections made
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Professional classification
MEASURE	39. Use gender-neutral terms in job titles and job classifications, taking care not to use either feminine or masculine forms, and ensure that job classifications comply with the principle of equality.
OBJECTIVES SOUGHT	Review the company's job classification systems from a gender perspective to promote a balanced representation of women and men in the company's various roles, ensuring that one job is considered to be of equal value to another where the nature of the duties or tasks actually assigned, and the educational, professional or training requirements for that work, the factors strictly related to their performance and the working conditions under which those activities are actually carried out are equivalent.
DETAILED DESCRIPTION OF THE MEASURE	Use gender-neutral terms in job titles and job classifications, taking care not to use either feminine or masculine forms, and ensure that job classifications comply with the principle of equality.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in June 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Neutral job titles and the job classification system used within the company.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Professional classification
MEASURE	40. Establish a regular review of job classification to rectify situations that may be caused by undervaluing women's work.
OBJECTIVES SOUGHT	Carry out regular job evaluations to ensure that each employee is correctly classified in terms of their professional role.
DETAILED DESCRIPTION OF THE MEASURE	Establish a regular review of job classification to rectify situations that may be caused by undervaluing women's work.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in June 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	- Explanatory report. - Number of people affected.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Professional classification
MEASURE	41. Annual report for this area.
OBJECTIVES SOUGHT	Review the company's job classification systems from a gender perspective to promote a balanced representation of women and men in the company's various roles, ensuring that one job is considered to be of equal value to another where the nature of the duties or tasks actually assigned, and the educational, professional or training requirements for that work, the factors strictly related to their performance and the working conditions under which those activities are actually carried out are equivalent.
DETAILED DESCRIPTION OF THE MEASURE	Annual report for this area.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in June 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Annual report.
MONITORING INDICATORS	Annual report for this area.
PRIORITY	Low

11.6. | Working conditions

Objective: Promote working conditions that allow for flexible organisation of work and working hours.

MEASURE SHEET	
ACTION AREA	Working conditions
MEASURE	42. Financial assistance for staff who have dependants with a recognised physical, mental and/or sensory disability.
OBJECTIVES SOUGHT	Promote working conditions that allow for flexible organisation of work and working hours.
DETAILED DESCRIPTION OF THE MEASURE	A document will be sent to staff each year so that they can apply for assistance if they can prove that their household includes dependants with a physical, mental or sensory disability.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in January 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Financial assistance.
MONITORING INDICATORS	Number of financial assistance applications processed.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Working conditions
MEASURE	43. Build or fit out women's facilities, such as changing rooms, to facilitate the future hiring of women.
OBJECTIVES SOUGHT	Ensure working conditions and a working environment free from gender bias or discrimination.
DETAILED DESCRIPTION OF THE MEASURE	Build or fit out women's facilities, such as changing rooms, to facilitate the future hiring of women.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Changing rooms.
MONITORING INDICATORS	Implementation of the measure.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Working conditions
MEASURE	44. Workwear shall be appropriate for the performance of the duties of the post, without conforming to gender stereotypes or undermining a person's dignity.
OBJECTIVES SOUGHT	Ensure working conditions and a working environment free from gender bias or discrimination.
DETAILED DESCRIPTION OF THE MEASURE	Workwear shall be appropriate for the performance of the duties of the post, without conforming to gender stereotypes or undermining a person's dignity.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Workwear.
MONITORING INDICATORS	Number of alterations to workwear and the items on which they are carried out.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Working conditions
MEASURE	45. Draw up a guide on effective meetings using digital tools, including how to convene them, their duration and how to make the most of them.
OBJECTIVES SOUGHT	Ensure working conditions and a working environment free from gender bias or discrimination.
DETAILED DESCRIPTION OF THE MEASURE	Draw up a guide on effective meetings using digital tools, including how to convene them, their duration and how to make the most of them.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in June 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Meeting guide.
MONITORING INDICATORS	Guide produced and method of dissemination.
PRIORITY	High

11.7. | Occupational health

Objective: Integrate a gender perspective into the prevention and promotion of occupational health.

MEASURE SHEET	
ACTION AREA	Occupational health
MEASURE	46. Have access to the results of the accident report, broken down by gender and category.
OBJECTIVES SOUGHT	Incorporate a gender perspective into the prevention policy, occupational health surveillance and any other obligations relating to the prevention of occupational risks, particularly taking into account the risks associated with pregnancy and breastfeeding, and those diseases which have been statistically/scientifically proven to be more common in women.
DETAILED DESCRIPTION OF THE MEASURE	Have access to the results of the accident report, broken down by gender and category.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in January 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Statistics.
MONITORING INDICATORS	Accident statistics by gender and category.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Occupational health
MEASURE	47. A risk prevention protocol for pregnancy and breastfeeding will be drawn up and disseminated.
OBJECTIVES SOUGHT	Incorporate a gender perspective into the prevention policy, occupational health surveillance and any other obligations relating to the prevention of occupational risks, particularly taking into account the risks associated with pregnancy and breastfeeding, and those diseases which have been statistically/scientifically proven to be more common in women.
DETAILED DESCRIPTION OF THE MEASURE	The protocol for risk prevention during pregnancy and breastfeeding will be drawn up or revised and disseminated.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in June 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Protocol for risk prevention during pregnancy and breastfeeding.
MONITORING INDICATORS	Drafting or reviewing and disseminating the protocol. Number of disseminations.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Occupational health
MEASURE	48. Compliance with the regulations on the protection of pregnancy and breastfeeding will be monitored, and the Monitoring Committee will be kept informed.
OBJECTIVES SOUGHT	Incorporate a gender perspective into the prevention policy, occupational health surveillance and any other obligations relating to the prevention of occupational risks, particularly taking into account the risks associated with pregnancy and breastfeeding, and those diseases which have been statistically/scientifically proven to be more common in women.
DETAILED DESCRIPTION OF THE MEASURE	Compliance with the regulations on the protection of pregnancy and breastfeeding will be monitored, and the Monitoring Committee will be kept informed
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in March 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Protocol for risk prevention during pregnancy and breastfeeding.
MONITORING INDICATORS	Number of times the protocol is applied and the results.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Occupational health
MEASURE	49. Ensure that, where there is no suitable space and/or furniture in workplaces for the mandatory rest breaks for staff and pregnant women, and for breastfeeding when required, such facilities are provided.
OBJECTIVES SOUGHT	Incorporate a gender perspective into the prevention policy, occupational health surveillance and any other obligations relating to the prevention of occupational risks, particularly taking into account the risks associated with pregnancy and breastfeeding, and those diseases which have been statistically/scientifically proven to be more common in women.
DETAILED DESCRIPTION OF THE MEASURE	Ensure that, where there is no suitable space and/or furniture in workplaces for the mandatory rest breaks for staff and pregnant women, and for breastfeeding when required, such facilities are provided.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in June 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Breastfeeding areas and furniture.
MONITORING INDICATORS	Report on available space in workplaces. Number of spaces provided per centre.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Occupational health
MEASURE	50. Carry out a study on occupational health from a gender perspective.
OBJECTIVES SOUGHT	Incorporate a gender perspective into the prevention policy, occupational health surveillance and any other obligations relating to the prevention of occupational risks, particularly taking into account the risks associated with pregnancy and breastfeeding, and those diseases which have been statistically/scientifically proven to be more common in women.
DETAILED DESCRIPTION OF THE MEASURE	A study will be carried out to assess risks from a gender perspective, in collaboration with the health and safety committee. The person responsible for occupational health will inform the Monitoring Committee of the results of the analysis carried out.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in June 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Report on occupational health and gender.
MONITORING INDICATORS	Report on occupational health and gender.
PRIORITY	Low

11.9. | Shared responsibility for exercising rights relating to personal, family and working life

Objective: Promote measures to help staff achieve a better work-life balance, with a particular focus on extending work-life balance measures to the company's employees.

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	51. Ensure that common-law couples' rights to a work-life balance are upheld (Organic Law 5/2023, the Family Law).
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Ensure that common-law couples' rights to a work-life balance are upheld (Organic Law 5/2023, the Family Law).
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	52. A one-year leave of absence for the purposes of formal study or career advancement, with the right to have one's job reserved.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	A one-year leave of absence for the purposes of formal study or career advancement, with the right to have one's job reserved.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	53. Shift changes and/or relocation for people with dependent relatives up to the first degree, provided this is possible and a vacancy is available.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Shift changes and/or relocation for people with dependent relatives up to the first degree, provided this is possible and a vacancy is available.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	54. Retain one's job for 24 months whilst on leave to care for dependants (children or elderly relatives).
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Retain one's job for 24 months whilst on leave to care for dependants (children or elderly relatives).
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	55. Establish a procedure for requesting adjustments to working hours, which includes a commitment from those in charge to facilitate such adjustments (provided that workplace conditions allow) so as to avoid, as far as possible, having to resort to reducing working hours in order to cope with these family responsibilities (where they are caring for dependent ascendants and descendants up to the first degree of kinship by blood or marriage). This procedure will set out the deadlines for applications and processing.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Establish a procedure for requesting adjustments to working hours, which includes a commitment from those in charge to facilitate such adjustments (provided that workplace conditions allow) so as to avoid, as far as possible, having to resort to reducing working hours in order to cope with these family responsibilities (where they are caring for dependent ascendants and descendants up to the first degree of kinship by blood or marriage). This procedure will set out the deadlines for applications and processing.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	56. Grant paid leave for the time strictly necessary for workers undergoing assisted reproductive technology treatment.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Grant paid leave for the time strictly necessary for workers undergoing assisted reproductive technology treatment.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	57. Facilitate a worker's absence in the event of a family emergency (Organic Law 5/2023, the Family Law).
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Facilitate a worker's absence in the event of a family emergency (Organic Law 5/2023, the Family Law).
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	58. In cases where both parents work for the company, balance the work shifts so that one of them can choose their shift.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	In cases where both parents work for the company, balance the work shifts so that one of them can choose their shift.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	59. It is guaranteed that incentives and bonuses will not be affected by the exercise of work-life balance rights by employees.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	It is guaranteed that incentives and bonuses will not be affected by the exercise of work-life balance rights by employees.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	60. A change of shift or geographical transfer for parents where legal guardianship or custody rests exclusively with one parent, in accordance with the provisions of the visiting arrangements, provided that a vacancy is available.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	A change of shift or geographical transfer for parents where legal guardianship or custody rests exclusively with one parent, in accordance with the provisions of the visiting arrangements, provided that a vacancy is available.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	61. Employees who, by virtue of a court-ordered divorce decree or a settlement agreement, have specific periods of child custody that coincide with their working periods, shall have priority in adjusting their holidays to the periods set out in the decree or agreement (summer holidays, Christmas, Easter, long weekends).
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Employees who, by virtue of a court-ordered divorce decree or a settlement agreement, have specific periods of child custody that coincide with their working periods, shall have priority in adjusting their holidays to the periods set out in the decree or agreement (summer holidays, Christmas, Easter, long weekends).
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	62. Breastfeeding breaks will be extended by one day beyond the provisions set out in the regulations and collective agreements.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Breastfeeding breaks will be extended by one day beyond the provisions set out in the regulations and collective agreements.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	63. Combine breastfeeding and holidays following maternity leave, wherever possible.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Combine breastfeeding and holidays following maternity leave, wherever possible.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	64. Improvements to leave of absence for legal guardianship or the care of dependants. - From 3 to 4 years Childcare (*) - From 2 to 3 years Caring for dependants (*)
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Improvements to leave of absence for legal guardianship or the care of dependants. - From 3 to 4 years. Childcare (*) - From 2 to 3 years. Caring for dependants (*) (*) Whilst retaining one's job
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	65. Conduct an annual review of the work-life balance measures put in place in order to assess satisfaction with them and evaluate new measures not yet included.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Conduct an annual review of the work-life balance measures put in place in order to assess satisfaction with them and evaluate new measures not yet included. The information will be compiled in an annual report, with data broken down by gender, setting out measures to support a balance between personal, family and working life.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in September 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	Annual report.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	66. Allow paternity and maternity leave to be combined with annual leave for both the current year and the previous year, should the calendar year have ended.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Allow paternity and maternity leave to be combined with annual leave for both the current year and the previous year, should the calendar year have ended.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	67. Introduce paid leave for the time required to attend school tutorials, where these fall during working hours, for children throughout their compulsory education, with a maximum of two such instances per school year.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Introduce paid leave for the time required to attend school tutorials, where these fall during working hours, for children throughout their compulsory education, with a maximum of two such instances per school year.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Shared responsibility for exercising rights relating to personal, family and working life
MEASURE	68. Leave taken to accompany dependent family members or relatives to medical appointments, and leave taken for first- and second-degree relatives in exceptional circumstances (such as cancer treatment, etc.), shall be regarded as paid leave, subject to duly justified criteria and only for the time strictly necessary.
OBJECTIVES SOUGHT	Ensure that staff can exercise their work-life balance rights in a shared and responsible manner, by providing information about these rights and making them accessible to all staff, and to improve legal measures to facilitate a healthy work-life balance for staff.
DETAILED DESCRIPTION OF THE MEASURE	Leave taken to accompany dependent family members or relatives to medical appointments, and leave taken for first- and second-degree relatives in exceptional circumstances (such as cancer treatment, etc.), shall be regarded as paid leave, subject to duly justified criteria and only for the time strictly necessary. It will be reviewed annually.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Work-life balance measures.
MONITORING INDICATORS	The number of times the measure is requested and the number of times it is implemented.
PRIORITY	Medium

11.9. | Under-representation of women

Objective: Reduce the under-representation of women.

MEASURE SHEET	
ACTION AREA	Under-representation of women
MEASURE	69. Regular review of the gender balance within the workforce and the representation of women and men in different roles, using the diagnostic data as a reference.
OBJECTIVES SOUGHT	Ensure that the number of women is on a par with that of men across the company's various departments and roles.
DETAILED DESCRIPTION OF THE MEASURE	Regular review of the gender balance within the workforce and the representation of women and men in different roles, using the diagnostic data as a reference.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in January 2025
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Breakdown of the workforce by position, disaggregated by gender.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Under-representation of women
MEASURE	70. Analyse the company's current personnel policies and promotion practices, with a view to identifying barriers that hinder full equality between women and men.
OBJECTIVES SOUGHT	Ensure that the number of women is on a par with that of men across the company's various departments and roles.
DETAILED DESCRIPTION OF THE MEASURE	Analyse the company's current personnel policies and promotion practices, with a view to identifying barriers that hinder full equality between women and men.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in January 2025
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Breakdown of the workforce by position, disaggregated by gender.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Under-representation of women
MEASURE	71. Increase, over the course of the plan, the number of women in roles and sectors where they are under-represented.
OBJECTIVES SOUGHT	Ensure that the number of women is on a par with that of men across the company's various departments and roles.
DETAILED DESCRIPTION OF THE MEASURE	Increase, over the course of the plan, the number of women in roles and sectors where they are under-represented.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	HR Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Annual comparison.
PRIORITY	High

11.10. | Remuneration

Objective: Have a transparent pay policy that provides a clear picture of the company's remuneration arrangements.

MEASURE SHEET	
ACTION AREA	Remuneration
MEASURE	72. Update existing job descriptions by analysing the tasks, roles and requirements necessary for the successful performance of the role by the person appointed to the post, and by ensuring that employees are correctly classified in relation to the tasks they carry out.
OBJECTIVES SOUGHT	Have a transparent pay policy that provides an overview of the company's remuneration arrangements.
DETAILED DESCRIPTION OF THE MEASURE	Update job descriptions on a regular basis. Check job descriptions to ensure that the requirements do not include skills that are biased towards one gender or the other (examples of bias in skills descriptions: physical strength, extensive availability, presentable appearance, etc.).
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in September 2026
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Job descriptions.
MONITORING INDICATORS	New job descriptions.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Remuneration
MEASURE	73. Define, in a clear, objective and neutral manner, from a gender perspective, the criteria for allocating the various components of pay and non-wage benefits, establishing objective indicators for variable pay supplements and those linked to the quality and quantity of work.
OBJECTIVES SOUGHT	Have a transparent pay policy that provides an overview of the company's remuneration arrangements.
DETAILED DESCRIPTION OF THE MEASURE	Review salary supplements, non-salary payments, incentives, employee benefits, etc., to ensure that they are based on objective and neutral criteria and that the principle of equal pay is upheld.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in March 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Pay gap report.
MONITORING INDICATORS	Annual pay gap report.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Remuneration
MEASURE	74. Submit the mandatory annual remuneration records to the Monitoring Committee.
OBJECTIVES SOUGHT	Have a transparent pay policy that provides an overview of the company's remuneration arrangements.
DETAILED DESCRIPTION OF THE MEASURE	Carry out an annual pay review and a pay audit at least once during the term of the scheme. They will cover the entire workforce and analyse the average and median pay for women and men, by position, including salaries, salary supplements and non-salary payments. This information must be broken down by type of remuneration, including the basic salary, each of the supplements and each of the non-salary payments, specifying each payment separately; a breakdown of all salary and non-salary components, as well as the criteria for their payment.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in March 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Remuneration record.
MONITORING INDICATORS	Pay gap results.
PRIORITY	Medium

MEASURE SHEET	
ACTION AREA	Remuneration
MEASURE	75. Should any inequalities be identified, a plan setting out corrective measures will be drawn up, ensuring that roles of equal value are remunerated at the same level.
OBJECTIVES SOUGHT	Have a transparent pay policy that provides an overview of the company's remuneration arrangements.
DETAILED DESCRIPTION OF THE MEASURE	Should any inequalities be identified, a plan setting out corrective measures will be drawn up, ensuring that roles of equal value are remunerated at the same level.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in March 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Remuneration record.
MONITORING INDICATORS	Document setting out corrective measures to be negotiated with the Monitoring Committee.
PRIORITY	Medium

11.11. | Prevention of sexual and gender-based harassment

Objective: Promote a culture of zero tolerance towards sexual harassment and gender-based harassment.

MEASURE SHEET	
ACTION AREA	Prevention of sexual harassment and gender-based harassment
MEASURE	76. Implementation of the Protocol on the prevention of and response to sexual harassment and gender-based harassment.
OBJECTIVES SOUGHT	Establish an effective procedure for dealing with situations and cases of sexual harassment and gender-based harassment when they are identified.
DETAILED DESCRIPTION OF THE MEASURE	Monitor compliance with the Protocol on the prevention of and response to sexual harassment and gender-based harassment. Review of the procedure for addressing and preventing sexual harassment and/or gender-based harassment, and testing its effectiveness, as well as implementing the necessary corrective measures should any shortcomings in its operation be identified. All the information will be included in an annual report on proceedings initiated on grounds of sexual harassment or gender-based harassment, as well as the number of complaints closed by workplace, together with the outcomes of the proceedings.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in January 2025
PARTY IN CHARGE	HR departments
RELATED RESOURCES	Protocol for the prevention of and response to sexual harassment and gender-based harassment.
MONITORING INDICATORS	Procedure for the prevention of and response to sexual harassment and gender-based harassment.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Prevention of sexual harassment and gender-based harassment
MEASURE	77. Include a module on the prevention of sexual harassment and gender-based harassment in compulsory occupational health and safety training.
OBJECTIVES SOUGHT	Establish an effective procedure for dealing with situations and cases of sexual harassment and gender-based harassment when they are identified.
DETAILED DESCRIPTION OF THE MEASURE	Include a module on the prevention of sexual harassment and gender-based harassment in compulsory occupational health and safety training.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in November 2024
PARTY IN CHARGE	HR departments
RELATED RESOURCES	Protocol for the prevention of and response to sexual harassment and gender-based harassment.
MONITORING INDICATORS	Content and number of times it has been included.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Prevention of sexual harassment and gender-based harassment
MEASURE	78. Specific training for all members of the Investigation Committee to enable them to carry out the duties associated with their role.
OBJECTIVES SOUGHT	Establish an effective procedure for dealing with situations and cases of sexual harassment and gender-based harassment when they are identified.
DETAILED DESCRIPTION OF THE MEASURE	Specific training for all members of the Investigation Committee to enable them to carry out the duties associated with their role.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in November 2024
PARTY IN CHARGE	HR departments
RELATED RESOURCES	Protocol for the prevention of and response to sexual harassment and gender-based harassment.
MONITORING INDICATORS	Number of courses/hours and number of participants. Content.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Prevention of sexual harassment and gender-based harassment
MEASURE	79. Absences from work or late arrival caused by physical or psychological conditions resulting from sexual violence shall be deemed justified and shall be paid where so determined by social care or health services.
OBJECTIVES SOUGHT	Establish an effective procedure for dealing with situations and cases of sexual harassment and gender-based harassment when they are identified.
DETAILED DESCRIPTION OF THE MEASURE	Absences from work or late arrival caused by physical or psychological conditions resulting from sexual violence shall be deemed justified and shall be paid where so determined by social care or health services.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in November 2024
PARTY IN CHARGE	HR departments
RELATED RESOURCES	Protocol for the prevention of and response to sexual harassment and gender-based harassment.
MONITORING INDICATORS	Number of people benefiting from this measure.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Prevention of sexual harassment and gender-based harassment
MEASURE	80. Female workers who are victims of sexual violence shall be entitled to a reduction in or reorganisation of their working hours, a change of workplace, adjustments to their role, a suspension of their employment relationship, and the termination of their contract.
OBJECTIVES SOUGHT	Establish an effective procedure for dealing with situations and cases of sexual harassment and gender-based harassment when they are identified.
DETAILED DESCRIPTION OF THE MEASURE	Female workers who are victims of sexual violence shall be entitled to a reduction in or reorganisation of their working hours, a change of workplace, adjustments to their role, a suspension of their employment relationship, and the termination of their contract.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in November 2024
PARTY IN CHARGE	HR departments
RELATED RESOURCES	Protocol for the prevention of and response to sexual harassment and gender-based harassment.
MONITORING INDICATORS	Number of people benefiting from this measure.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Prevention of sexual harassment and gender-based harassment
MEASURE	81. Absences from work or late arrival caused by physical or psychological conditions resulting from sexual violence shall be deemed justified and shall be paid where so determined by social care or health services.
OBJECTIVES SOUGHT	Establish an effective procedure for dealing with situations and cases of sexual harassment and gender-based harassment when they are identified.
DETAILED DESCRIPTION OF THE MEASURE	Absences from work or late arrival caused by physical or psychological conditions resulting from sexual violence shall be deemed justified and shall be paid where so determined by social care or health services.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in November 2024
PARTY IN CHARGE	HR departments
RELATED RESOURCES	Protocol for the prevention of and response to sexual harassment and gender-based harassment.
MONITORING INDICATORS	Number of people benefiting from this measure.
PRIORITY	Low

11.12. | Rights of female workers who are victims of gender-based violence

Objective: Establish a system to protect and support female workers who are victims of gender-based violence.

MEASURE SHEET	
ACTION AREA	Rights of female workers who are victims of gender-based violence
MEASURE	82. Inform staff, via internal communication channels, of the rights granted to women who are victims of gender-based violence and of any improvements that may arise from the application of collective agreements and/or those included in the Equality Plan.
OBJECTIVES SOUGHT	Implement and improve the rights enshrined in current legislation for female workers who are victims of gender-based violence.
DETAILED DESCRIPTION OF THE MEASURE	Inform staff, via internal communication channels, of the rights granted to women who are victims of gender-based violence and of any improvements that may arise from the application of collective agreements and/or those included in the Equality Plan.
RECIPIENTS	Female workers who are victims of gender-based violence.
IMPLEMENTATION TIMETABLE	Starting in November 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	A sample of communications.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Rights of female workers who are victims of gender-based violence
MEASURE	83. Proof of victim status in cases of gender-based violence may be provided in various ways: a court judgement, an official complaint, a protection order, a report from the State's law enforcement agencies, a medical or psychological report drawn up by a registered professional, a report from public services (social services, health services, mental health centres, comprehensive victim support teams, etc.) or a report from the shelter services, amongst others, as set out in Royal Decree-Law 9/2018.
OBJECTIVES SOUGHT	Implement and improve the rights enshrined in current legislation for female workers who are victims of gender-based violence.
DETAILED DESCRIPTION OF THE MEASURE	Proof of victim status in cases of gender-based violence may be provided in various ways: a court judgement, an official complaint, a protection order, a report from the State's law enforcement agencies, a medical or psychological report drawn up by a registered professional, a report from public services (social services, health services, mental health centres, comprehensive victim support teams, etc.) or a report from the shelter services, amongst others, as set out in Royal Decree-Law 9/2018.
RECIPIENTS	Female workers who are victims of gender-based violence.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of times it is applied.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Rights of female workers who are victims of gender-based violence
MEASURE	84. The company shall recognise the right of a female employee who is a victim of gender-based violence to reorganise her working hours in accordance with the timetable she proposes, without any reduction in the remuneration she is currently receiving, provided that this is compatible with the company's operations.
OBJECTIVES SOUGHT	Implement and improve the rights enshrined in current legislation for female workers who are victims of gender-based violence.
DETAILED DESCRIPTION OF THE MEASURE	The company shall recognise the right of a female employee who is a victim of gender-based violence to reorganise her working hours in accordance with the timetable she proposes, without any reduction in the remuneration she is currently receiving, provided that this is compatible with the company's operations.
RECIPIENTS	Female workers who are victims of gender-based violence.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of times it is applied.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Rights of female workers who are victims of gender-based violence
MEASURE	85. The company shall transfer any female employee who is a victim of gender-based violence and who so requests to another workplace in the same or a different locality, without any reduction in the remuneration she has been receiving, provided that she continues to perform duties in the same job category.
OBJECTIVES SOUGHT	Implement and improve the rights enshrined in current legislation for female workers who are victims of gender-based violence.
DETAILED DESCRIPTION OF THE MEASURE	The company shall transfer any female employee who is a victim of gender-based violence and who so requests to another workplace in the same or a different locality, without any reduction in the remuneration she has been receiving, provided that she continues to perform duties in the same job category.
RECIPIENTS	Female workers who are victims of gender-based violence.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of times it is applied.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Rights of female workers who are victims of gender-based violence
MEASURE	86. Suspension of the employment relationship with retention of the job and entitlement to benefits for unemployment, for six months, extendable to 18 months by court order.
OBJECTIVES SOUGHT	Implement and improve the rights enshrined in current legislation for female workers who are victims of gender-based violence.
DETAILED DESCRIPTION OF THE MEASURE	Suspension of the employment relationship with the job being held open, with entitlement to unemployment benefit, for six months, extendable to 18 months by court order.
RECIPIENTS	Female workers who are victims of gender-based violence.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of times it is applied.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Rights of female workers who are victims of gender-based violence
MEASURE	87. Absences from work or late arrivals caused by the physical or psychological situation, resulting from gender-based violence, shall not be considered as such, regardless of the fact that the female worker must report these incidents to the Company.
OBJECTIVES SOUGHT	Implement and improve the rights enshrined in current legislation for female workers who are victims of gender-based violence.
DETAILED DESCRIPTION OF THE MEASURE	Absences from work or late arrivals caused by the physical or psychological situation, resulting from gender-based violence, shall not be considered as such, regardless of the fact that the female worker must report these incidents to the Company.
RECIPIENTS	Female workers who are victims of gender-based violence.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Implementation of the measure.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Rights of female workers who are victims of gender-based violence
MEASURE	88. Absences during working hours to attend court hearings, police stations and support services - whether for the victim, their children or other similar cases - shall be treated as paid leave.
OBJECTIVES SOUGHT	Implement and improve the rights enshrined in current legislation for female workers who are victims of gender-based violence.
DETAILED DESCRIPTION OF THE MEASURE	Absences during working hours to attend court hearings, police stations and support services - whether for the victim, their children or other similar cases - shall be treated as paid leave.
RECIPIENTS	Female workers who are victims of gender-based violence.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Implementation of the measure.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Rights of female workers who are victims of gender-based violence
MEASURE	89. Annual approval of a financial grant to meet the needs arising from being a victim of gender-based violence.
OBJECTIVES SOUGHT	Implement and improve the rights enshrined in current legislation for female workers who are victims of gender-based violence.
DETAILED DESCRIPTION OF THE MEASURE	Annual approval of a financial grant to meet the needs arising from being a victim of gender-based violence.
RECIPIENTS	Female workers who are victims of gender-based violence.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Implementation of the measure.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Rights of female workers who are victims of gender-based violence
MEASURE	90. A female worker who is a victim of gender-based violence and who is placed on Temporary Leave will receive 100% of her pay through the company for as long as they remain in that state of incapacity.
OBJECTIVES SOUGHT	Implement and improve the rights enshrined in current legislation for female workers who are victims of gender-based violence.
DETAILED DESCRIPTION OF THE MEASURE	A female worker who is a victim of gender-based violence and who is placed on Temporary Leave will receive 100% of her pay through the company for as long as they remain in that state of incapacity.
RECIPIENTS	Female workers who are victims of gender-based violence.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Implementation of the measure.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Rights of female workers who are victims of gender-based violence
MEASURE	91. Apply to join the 'Businesses for a Society Free from Gender-Based Violence' programme.
OBJECTIVES SOUGHT	Implement and improve the rights enshrined in current legislation for female workers who are victims of gender-based violence.
DETAILED DESCRIPTION OF THE MEASURE	Apply to join the 'Businesses for a Society Free from Gender-Based Violence' programme, promoted by the Women's Institute through the State Secretariat for Equality and Against Gender-Based Violence, which signs cooperation agreements with national companies and across various sectors of activity to promote the social and labour market integration of women who are victims of gender-based violence.
RECIPIENTS	Female workers who are victims of gender-based violence.
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Application to join the 'Businesses for a Society Free from Gender-Based Violence' programme.
PRIORITY	Low

11.13. | Non-sexist communication and imagery

Objective: Raise awareness of equal opportunities for women and men.

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	92. Train and raise awareness amongst staff responsible for the company's communications (website, press relations, etc.) on issues of equality and the use of non-sexist language and imagery.
OBJECTIVES SOUGHT	Promote a culture and image of equality between women and men within the company, both internally and externally.
DETAILED DESCRIPTION OF THE MEASURE	Train and raise awareness amongst staff responsible for the company's communications (website, press relations, etc.) on issues of equality and the use of non-sexist language and imagery.
RECIPIENTS	Staff responsible for media relations
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Training courses completed.
PRIORITY	High

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	93. Produce and circulate a guide to inclusive language for both internal and external use
OBJECTIVES SOUGHT	Promote a culture and image of equality between women and men within the company, both internally and externally.
DETAILED DESCRIPTION OF THE MEASURE	Produce and circulate a guide to inclusive language for both internal and external use
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in September 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Publication of the guide and the number of people to whom it is distributed.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	94. Inform and raise awareness amongst staff on equality issues, by establishing the 'Equal opportunities' section on the noticeboards, making them easily accessible to all staff.
OBJECTIVES SOUGHT	Establish permanent channels of communication regarding the integration of equal opportunities within the company and run an internal awareness-raising and information campaign on the new Equality Plan.
DETAILED DESCRIPTION OF THE MEASURE	Inform and raise awareness amongst staff on equality issues by setting up an 'Equal Opportunities' section on the noticeboards, making it accessible to all staff.
RECIPIENTS	Staff of **CONTENUR.**
IMPLEMENTATION TIMETABLE	Starting in October 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Design and content creation.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	95. Inform the company's partner organisations and suppliers of its commitment to equal opportunities.
OBJECTIVES SOUGHT	Establish permanent channels of communication regarding the integration of equal opportunities within the company and run an internal awareness-raising and information campaign on the new Equality Plan.
DETAILED DESCRIPTION OF THE MEASURE	Inform the company's partner organisations and suppliers of its commitment to equal opportunities.
RECIPIENTS	Partner companies and suppliers.
IMPLEMENTATION TIMETABLE	Starting in September 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of times.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	96. Include specific information on the Equality Plan and the protocol for the prevention of sexual and gender-based harassment when onboarding new hires.
OBJECTIVES SOUGHT	Establish permanent channels of communication regarding the integration of equal opportunities within the company and run an internal awareness-raising and information campaign on the new Equality Plan.
DETAILED DESCRIPTION OF THE MEASURE	Include specific information on the Equality Plan and the protocol for the prevention of sexual and gender-based harassment when onboarding new hires.
RECIPIENTS	Staff.
IMPLEMENTATION TIMETABLE	Starting in September 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of times.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	97. Carry out a specific internal and external awareness-raising campaign on the Equality Plan and the Protocol on sexual and gender-based harassment.
OBJECTIVES SOUGHT	Establish permanent channels of communication regarding the integration of equal opportunities within the company and run an internal awareness-raising and information campaign on the new Equality Plan.
DETAILED DESCRIPTION OF THE MEASURE	Carry out a specific internal and external awareness-raising campaign on the Equality Plan and the Protocol on sexual and gender-based harassment.
RECIPIENTS	Staff.
IMPLEMENTATION TIMETABLE	Starting in June 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Design and promotion of the campaign.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	98. Publicise the fact that there is a person within the company responsible for equality, and outline their role, providing an email address and a telephone number for company staff to use for any queries, suggestions or complaints relating to the Equality Plan.
OBJECTIVES SOUGHT	Establish permanent channels of communication regarding the integration of equal opportunities within the company and run an internal awareness-raising and information campaign on the new Equality Plan.
DETAILED DESCRIPTION OF THE MEASURE	Publicise the fact that there is a person within the company responsible for equality, and outline their role, providing an email address and a telephone number for company staff to use for any queries, suggestions or complaints relating to the Equality Plan.
RECIPIENTS	Staff.
IMPLEMENTATION TIMETABLE	Starting in March 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Number of people informed.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	99. Devote a section of the annual report to equality, setting out the plan, its progress and its results.
OBJECTIVES SOUGHT	Establish permanent channels of communication regarding the integration of equal opportunities within the company and run an internal awareness-raising and information campaign on the new Equality Plan.
DETAILED DESCRIPTION OF THE MEASURE	Devote a section of the annual report to equality, setting out the plan, its progress and its results.
RECIPIENTS	Staff.
IMPLEMENTATION TIMETABLE	Starting in March 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	A section in the report.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	100. Use logos and accreditations in advertising campaigns that demonstrate that the company has an Equality Plan.
OBJECTIVES SOUGHT	Establish permanent channels of communication regarding the integration of equal opportunities within the company and run an internal awareness-raising and information campaign on the new Equality Plan.
DETAILED DESCRIPTION OF THE MEASURE	Use logos and accreditations in advertising campaigns that demonstrate that the company has an Equality Plan.
RECIPIENTS	Staff.
IMPLEMENTATION TIMETABLE	Starting in March 2025
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	A section in the report.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	101. Raise awareness as part of the special campaign for the International Day for the Elimination of Gender-Based Violence.
OBJECTIVES SOUGHT	Raise awareness amongst staff and carry out collaborative initiatives as part of campaigns against gender-based violence.
DETAILED DESCRIPTION OF THE MEASURE	Raise awareness as part of the special campaign for the International Day for the Elimination of Gender-Based Violence.
RECIPIENTS	Staff.
IMPLEMENTATION TIMETABLE	Starting in November 2024
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Campaign and content.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	102. Collaborate with the Institute for Women or the relevant body at the time on the various campaigns.
OBJECTIVES SOUGHT	Raise awareness amongst staff and carry out collaborative initiatives as part of campaigns against gender-based violence.
DETAILED DESCRIPTION OF THE MEASURE	Collaborate with the Institute for Women or the relevant body at the time on the various campaigns.
RECIPIENTS	Staff.
IMPLEMENTATION TIMETABLE	Starting in March 2026
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Collaborations.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	103. Publicise, via an information leaflet and/or through the company's usual communication channels, the rights and work-life balance measures set out in the legislation, and publicise those measures available within the company that go beyond the requirements of the law.
OBJECTIVES SOUGHT	Raise awareness and provide information to staff on work-life balance and shared responsibility.
DETAILED DESCRIPTION OF THE MEASURE	Publicise, via an information leaflet and/or through the company's usual communication channels, the rights and work-life balance measures set out in the legislation, and publicise those measures available within the company that go beyond the requirements of the law.
RECIPIENTS	Staff.
IMPLEMENTATION TIMETABLE	Starting in March 2026
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Leaflet and number of people informed.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	104. Organise a campaign on National Work-Life Balance and Shared Family Responsibility Day (23 March), highlighting the company's commitment to this issue and to equality, with a view to fostering this culture amongst all staff.
OBJECTIVES SOUGHT	Raise awareness and provide information to staff on work-life balance and shared responsibility.
DETAILED DESCRIPTION OF THE MEASURE	Organise a campaign on National Work-Life Balance and Shared Family Responsibility Day (23 March), highlighting the company's commitment to this issue and to equality, with a view to fostering this culture amongst all staff.
RECIPIENTS	Staff.
IMPLEMENTATION TIMETABLE	Starting in March 2026
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Campaign and content.
PRIORITY	Low

MEASURE SHEET	
ACTION AREA	Non-sexist communication and imagery
MEASURE	105. Raise awareness of the use of leave entitlements and measures to support work-life balance and shared responsibility.
OBJECTIVES SOUGHT	Raise awareness and provide information to staff on work-life balance and shared responsibility.
DETAILED DESCRIPTION OF THE MEASURE	Raise awareness of the use of leave entitlements and measures to support work-life balance and shared responsibility.
RECIPIENTS	Staff.
IMPLEMENTATION TIMETABLE	Starting in March 2026
PARTY IN CHARGE	Human Resources Department
RELATED RESOURCES	Human resources.
MONITORING INDICATORS	Access and content.
PRIORITY	Low

CONTENUR

12.

ACTION TIMETABLE

Nº	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E1	**EQUALITY OFFICER**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
1.	Appoint a person responsible for ensuring equal treatment and opportunities within the company's organisational structure.																	
2.	Set up an email address accessible to members of the Monitoring Committee for enquiries and disputes relating to the Equality Plan.																	
3.	Appoint coordinators, on behalf of the employees, in workplaces with a works council.																	
Nº	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E2	**SELECTION AND RECRUITMENT PROCESS**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
4.	Selection processes based on an objective staff selection and recruitment system.																	
5.	Use inclusive language when drafting job vacancies.																	
6.	Include information on the Equality Plan and the protocol on sexual and gender-based harassment in the welcome pack.																	
7.	Exit interviews with staff who leave the company of their own accord.																	
8.	Request that service providers implement equality measures in the selection process.																	
9.	Expand recruitment channels to encourage the hiring of women, particularly for those roles and/or departments where they are under-represented.																	
10.	Implement affirmative action whereby, where merit and ability are equal, the under-represented gender will be selected.																	
11.	Include messages in job advertisements for male-dominated roles encouraging women to apply.																	
12.	For every vacancy advertised where there are no female candidates, efforts will be made to ensure that at least one woman takes part in the selection process.																	
13.	In recruitment and promotion processes, at least one person from the under-represented gender must be included amongst the final shortlist of candidates, particularly when filling senior positions where women are under-represented.																	

N°	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E2	**SELECTION AND RECRUITMENT PROCESS**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
14.	Provide the Monitoring Committee annually with information on the breakdown of men and women by departmental area, post, type of contract and working hours.																	
15.	Establish the principle that, for full-time vacancies, women will be appointed where candidates are equally suitable.																	
16.	Provide the Monitoring Committee annually with data on the conversion of fixed-term contracts into permanent contracts, broken down by gender.																	
17.	Collect annual data on transfers and new hires, broken down by gender, according to the type of contract, shift and working hours, and job.																	

N°	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E3	**TRAINING**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
18.	Provide equality training for the entire workforce, ensuring that new hires and those taking over roles receive this training.																	
19.	Professional retraining programmes for staff returning to the company following the end of a contract suspension due to childbirth, leave of absence or long-term sick leave.																	
20.	Voluntary participation by staff on reduced working hours in training courses suited to their professional development.																	
21.	Provide training on equality to staff responsible for selection, recruitment, promotion, training, communication and the allocation of remuneration.																	
22.	Review, within the Monitoring Committee, the content of the training modules and courses on equal opportunities.																	
23.	Review the entry requirements for the various courses in the Training Programme.																	
24.	Circulate the Training Plan to ensure it reaches all staff, including those on sick leave, leave of absence, holiday, etc.																	
25.	Facilitate women's participation in training programmes relating to male-dominated roles within the company by guaranteeing a place on the course to female employees who request it, as a positive action measure.																	
26.	Provide training during working hours to make it easier to balance with family and personal responsibilities.																	
27.	Report annually to the Monitoring Committee on staff training progress, covering the Training Plan, course dates, content, and participation by men and women, broken down by professional group, department, post, course type and number of hours.																	

Nº	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E4	**PROFESSIONAL PROMOTION**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
28.	Implement objective systems for career progression.																	
29.	Affirmative action whereby, in the event of equal merit and ability in a promotion process, preference will be given to women.																	
30.	Document the promotion criteria for each vacant post, ensuring that they do not contain any gender bias.																	
31.	Establish a procedure for publicising promotion vacancies to ensure that they are brought to the attention of the departments or functional areas relevant to the vacant post.																	
32.	Create and update annually a register that provides information on the staff's level of education and training, broken down by gender and post.																	
33.	That the measures to help employees balance their work, personal and family lives should not be an obstacle to career progression.																	
34.	Prioritise the principle that promotions should be made internally, resorting to external recruitment only if the required profiles are not available within the company.																	
35.	Compilation of an annual report on promotions, broken down by gender, specifying the professional group and functional post of origin and destination, type of contract, working hours arrangement, and the type of promotion, for submission to the Monitoring Committee.																	
36.	Raise the profile of women who are promoted within the company.																	
37.	In promotion processes for posts in which women are under-represented, where female candidates are not selected, a report must be drawn up setting out the reasons why their applications were rejected.																	

Nº	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E5	**PROFESSIONAL CLASSIFICATION**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
38.	Carry out a review and follow-up of the job evaluations.																	
39.	Use gender-neutral terms in job titles and job classifications, taking care not to use either feminine or masculine forms, and ensure that job classifications comply with the principle of equality.																	
40.	Establish a regular review of job classification to rectify situations that may be caused by undervaluing women's work.																	
41.	Annual report for this area.																	

Nº	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E6	**WORKING CONDITIONS**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
42.	Financial assistance for staff who have dependants with a recognised physical, mental and/or sensory disability.																	
43.	Build or fit out women's facilities, such as changing rooms, to facilitate the future hiring of women.																	
44.	Workwear shall be suitable for the performance of the duties of the post, without being subject to gender stereotypes or undermining a person's dignity.																	
45.	Draw up a guide on effective meetings using digital tools, including how to convene them, their duration and how to make the most of them.																	

Nº	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E7	**OCCUPATIONAL HEALTH**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
46.	Have access to the results of the accident report, broken down by gender and category.																	
47.	The protocol for risk prevention during pregnancy and breastfeeding will be drawn up or revised and disseminated.																	
48.	Compliance with the regulations on the protection of pregnancy and breastfeeding will be monitored, and the Monitoring Committee will be kept informed																	
49.	Where there is no suitable space and/or furniture in the centres for staff and pregnant women to take their mandatory breaks, and for the period of breastfeeding, where required, ensure that these facilities are made available.																	
50.	Carry out a study on occupational health and gender.																	

Nº	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E8	**SHARED RESPONSIBILITY FOR EXERCISING RIGHTS RELATING TO PERSONAL, FAMILY AND WORKING LIFE**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
51.	Ensure that common-law couples' rights to a work-life balance are upheld (Organic Law 5/2023, the Family Law).																	
52.	A one-year leave of absence for the purposes of formal study or career advancement, with the right to have one's job reserved.																	
53.	Shift changes and/or relocation for people with dependent relatives up to the first degree, provided this is possible and a vacancy is available.																	

Nº	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E8	**SHARED RESPONSIBILITY FOR EXERCISING RIGHTS RELATING TO PERSONAL, FAMILY AND WORKING LIFE**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
54.	Retain one's job for 24 months whilst on leave to care for dependants (children or elderly relatives).																	
55.	Establish a procedure for requesting adjustments to working hours, which includes a commitment from those in charge to facilitate such adjustments (provided that conditions at the workplace allow) so as to avoid, as far as possible, having to resort to reducing working hours, in order to look after dependants (where the employee is responsible for the care of dependent ascendants and descendants up to the first degree of kinship or affinity). This procedure will set out the deadlines for applications and processing.																	
56.	Grant paid leave for the time strictly necessary for workers undergoing assisted reproductive technology treatment.																	
57.	Facilitate a worker's absence in the event of a family emergency (Organic Law 5/2023, the Family Law).																	
58.	In cases where both parents work for the company, balance the work shifts so that one of them can choose their shift.																	
59.	It is guaranteed that incentives and bonuses will not be affected by the exercise of work-life balance rights by employees.																	
60.	A change of shift or geographical transfer for parents where legal guardianship or custody rests exclusively with one parent, in accordance with the provisions of the visiting arrangements, provided that a vacancy is available.																	
61.	Employees who, by virtue of a court-ordered divorce decree or a settlement agreement, have specific periods of child custody that coincide with their working periods, shall have priority in adjusting their holidays to the periods set out in the decree or agreement (summer holidays, Christmas, Easter, long weekends).																	
62.	Breastfeeding breaks will be extended by one day beyond the provisions set out in the regulations and collective agreements.																	
63.	Combine breastfeeding and holidays following maternity leave, wherever possible.																	
64.	Improvements to leave of absence for legal guardianship or the care of dependants.																	
65.	Conduct an annual review of the work-life balance measures put in place in order to assess satisfaction with them and evaluate new measures not yet included.																	
66.	Allow paternity and maternity leave to be combined with annual leave for both the current year and the previous year, should the calendar year have ended.																	
67.	Introduce paid leave for the time required to attend school tutorials, where these fall during working hours, for children throughout their compulsory education, with a maximum of two such instances per school year.																	
68.	Leave taken to accompany dependent family members or relatives to medical appointments, and leave taken for first- and second-degree relatives in exceptional circumstances (such as cancer treatment, etc.), shall be regarded as paid leave, subject to duly justified criteria and only for the time strictly necessary.																	

N°	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E9	**UNDER-REPRESENTATION OF WOMEN**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
69.	Regular review of the gender balance within the workforce and the representation of women and men in different roles, using the diagnostic data as a reference.																	
70.	Analyse the company's current personnel policies and promotion practices, with a view to identifying barriers that hinder full equality between women and men.																	
71.	Increase, over the course of the plan, the number of women in roles and sectors where they are under-represented.																	

N°	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E10	**REMUNERATION**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
72.	Update existing job descriptions by analysing the tasks, roles and requirements necessary for the successful performance of the role by the person appointed to the post, and by ensuring that employees are correctly classified in relation to the tasks they carry out.																	
73.	Define, in a clear, objective and neutral manner, from a gender perspective, the criteria for allocating the various components of pay and non-wage benefits, establishing objective indicators for variable pay supplements and those linked to the quality and quantity of work.																	
74.	Submit the mandatory annual remuneration records to the monitoring committee.																	
75.	Should any inequalities be identified, a plan setting out corrective measures will be drawn up, ensuring that roles of equal value are remunerated at the same level.																	

N°	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E11	**PREVENTION OF SEXUAL HARASSMENT AND GENDER-BASED HARASSMENT**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
76.	Implementation of the Protocol on the prevention of and response to sexual harassment and gender-based harassment.																	
77.	Include a module on the prevention of sexual harassment and gender-based harassment in compulsory occupational health and safety training.																	
78.	Specific training for all members of the Investigation Committee to enable them to carry out the duties associated with their role.																	
79.	Absences from work or late arrival caused by physical or psychological conditions resulting from sexual violence shall be deemed justified and shall be paid where so determined by social care or health services.																	
80.	Female workers who are victims of sexual violence shall be entitled to a reduction in or reorganisation of their working hours, a change of workplace, adjustments to their role, a suspension of their employment relationship, and the termination of their contract.																	
81.	Absences from work or failure to arrive on time due to a physical or psychological condition resulting from sexual violence shall be deemed justified and shall be paid where so determined by social care or health services.																	

Nº	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E12	**RIGHTS OF FEMALE WORKERS WHO ARE VICTIMS OF GENDER-BASED VIOLENCE**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
82.	Inform staff, via internal communication channels, of the rights granted to women who are victims of gender-based violence and of any improvements that may arise from the application of collective agreements and/or those included in the Equality Plan.																	
83.	Proof of victim status in cases of gender-based violence may be provided in various ways: a court judgement, a police report, a protection order, a report from the State security forces, a medical or psychological report drawn up by a registered professional, a report from public services (social services, health services, mental health centres, comprehensive victim support teams, etc.) or a report from shelter services, amongst others, as set out in Royal Decree-Law 9/2018.																	
84.	Increase, over the course of the plan, the number of women in roles and sectors where they are under-represented.																	
85.	The company shall recognise the right of a female employee who is a victim of gender-based violence to reorganise her working hours in accordance with the timetable she proposes, without any reduction in the remuneration she is currently receiving, provided that this is compatible with the company's operations.																	
86.	The company shall transfer any female employee who is a victim of gender-based violence and who so requests to another workplace in the same or a different locality, without any reduction in the remuneration she has been receiving, provided that she continues to perform duties in the same job category.																	
87.	Suspension of the employment relationship with the job being held open, with entitlement to unemployment benefit, for six months, extendable to 18 months by court order.																	
88.	Absences from work or late arrivals caused by a physical or psychological condition resulting from gender-based violence shall not be regarded as absences or late arrivals, regardless of the requirement for the female employee to notify the Company of such incidents.																	
89.	Absences during working hours to attend court hearings, police stations and support services - whether for the victim, their children or other similar cases - shall be treated as paid leave.																	
90.	Annual approval of a financial grant to meet the needs arising from being a victim of gender-based violence.																	
91.	A female employee who is a victim of gender-based violence and who is placed on Temporary Leave shall receive 100% of her pay from the company for as long as she remains on leave.																	

Nº	MEASURES BY AREA OF ACTION	2024		2025				2026				2027				2028		
E13	**COMMUNICATION AND IMAGE**	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q
92.	Train and raise awareness amongst staff responsible for the company's communications (website, press relations, etc.) on issues of equality and the use of non-sexist language and imagery.																	
93.	Produce and circulate a guide to inclusive language for both internal and external use.																	
94.	Inform and raise awareness amongst staff on equality issues by setting up an 'Equal Opportunities' section on the noticeboards, making it accessible to all staff.																	
95.	Inform the company's partner organisations and suppliers of its commitment to equal opportunities.																	
96.	Include specific information on the Equality Plan and the protocol for the prevention of sexual and gender-based harassment when onboarding new hires.																	
97.	Carry out a specific internal and external awareness-raising campaign on the Equality Plan and the Protocol on sexual and gender-based harassment.																	
98.	Publicise the fact that there is a person within the company responsible for equality, and outline their role, providing an email address and a telephone number for company staff to use for any queries, suggestions or complaints relating to the Equality Plan.																	
99.	Devote a section of the annual report to equality, setting out the plan, its progress and its results.																	
100.	Use logos and accreditations in advertising campaigns that demonstrate that the company has an Equality Plan.																	
101.	Raise awareness as part of the special campaign for the International Day for the Elimination of Gender-Based Violence.																	
102.	Collaborate with the Institute for Women or the relevant body at the time on the various campaigns.																	
103.	Publicise, by means of an information leaflet and/ or through the company's usual communication channels, the rights and work-life balance measures set out in the regulation, and publicise those available at the company go beyond legislation.																	
104.	Organise a campaign on National Work-Life Balance and Shared Family Responsibility Day (23 March), highlighting the company's commitment to this issue and to equality, with a view to fostering this culture amongst all staff.																	
105.	Raise awareness of the use of leave entitlements and measures to support work-life balance and shared responsibility.																	

13.

MEANS AND RESOURCES

CONTENUR S.L. undertakes to make available to the Equality Plan all the human and material resources required to implement all the actions planned during its term.

Broadly speaking, it will take the following form:

EQUALITY PLAN MANAGEMENT: The Plan

Equality is incorporated into the organisation's master plan; consequently, senior management will authorise the allocation of resources for its implementation.

COORDINATION: The Equality Plan will be coordinated by HR.

EQUALITY COMMITTEE: The members of the equality committee will be provided with the necessary resources to devise equality measures and to monitor and evaluate them.

STAFF: Staff will be informed about the entire process, the objectives and content of the Equality Plan, and will be able to participate by providing information and their views on its implementation.

HUMAN RESOURCES DEPARTMENT: This will be the department responsible for monitoring actions and compiling information to make it available to the Equality Committee.

ECONOMIC RESOURCES

AREA OF INTERVENTION	AMOUNT
Equality officer	€10,400.00
Selection and recruitment process	€5,600.00
Training	€23,600.00
Professional promotion	€5,600.00
Working conditions	€13,800.00
Occupational health	€2,200.00
Shared responsibility for exercising rights relating to personal, family and working life	€12,000.00
Under-representation of women	€600.00
Remuneration	€12,000.00
Prevention of sexual harassment and gender-based harassment	€10,000.00
Rights of female workers who are victims of gender-based violence	€4,000.00
Communication and imagery	€5,200.00
Budget 20/09/2024 to 19/09/2028	**€105,000.00**

14.

MONITORING AND EVALUATION SYSTEM

Monitoring and evaluation of the Third Equality Plan of **CONTENUR S.L.** will be carried out by the persons appointed by the Equality Plan Negotiating Committee.

MONITORING

Objectives and purpose of the monitoring carried out to track actions and immediate results:

- Verify that the objectives set out in the Equality Plan have been achieved.
- Obtain information on the process of implementing the measures set out in the Plan: the level of implementation, the adequacy of the resources used, adherence to the timetable, etc.
- Identify any potential obstacles or difficulties during implementation and make the necessary adjustments or take corrective action where required.

Monitoring forms part of the initial design and must be carried out in parallel with implementation. It is used to monitor and verify that the implementation of measures is in line with the plan's provisions and, at the same time, it helps to identify any discrepancies so that corrective action can be taken.

Monitoring methodology

- Monitor the implementation of each measure on a case-by-case basis through the person or department responsible for its implementation.
- Review the indicators defined during the design of measures, taking the following criteria into account:
    - Consistent with the general and specific objectives set out in the plan.
    - Clearly defined to make them easier to use.
    - Quantitative and qualitative.
    - Comparable over time.
    - Broken down by gender.
- Types of indicators:
    - Indicators for monitoring measures:

      These will have been defined at the same time as the measures were designed, in order to ensure consistency between the objectives pursued, the measures adopted to achieve them and the criteria used to measure them.
    - Outcome indicators: these refer to the extent to which each measure and the plan as a whole have been implemented, and to the number of people affected by both.
    - Process indicators: these provide information, for each measure and the plan, on the suitability and adequacy of the resources allocated, the difficulties encountered and the solutions adopted.
    - Impact indicators: these measure changes in terms of equality within the organisation as a result of the implementation of both the measures and the Equality Plan.

The documentation to be submitted to the Equality Committee for the Monitoring and Evaluation of the Equality Plan must be provided at least 15 days before the scheduled meeting.

Review of the Equality Plan

In parallel with the implementation and monitoring of the measures, they will also be reviewed with a view to adding to, reorienting, improving, correcting, intensifying, scaling back or even discontinuing some of them, if it becomes apparent that their implementation is not producing the expected results in relation to the proposed objectives.

This review shall be carried out within the timeframes set out in the plan itself or in the regulations governing the composition and functions of the Monitoring Committee responsible for it, and, in any event, whenever the following circumstances arise:

a. Where it becomes apparent that it does not meet the legal and regulatory requirements or is inadequate following an investigation by the Labour and Social Security Inspectorate.

b. Where a merger, takeover, transfer or change in the company's legal form takes place.

c. In the event of any incident that substantially alters the workforce, its working methods, organisation or remuneration systems, including instances where the collective agreement is not applied and substantial changes to working conditions or the situations analysed in the equality assessment that served as the basis for its preparation.

d. Where a court ruling finds the company guilty of direct or indirect discrimination on the grounds of gender, or where it finds that

the Equality Plan fails to comply with legal or regulatory requirements.

The review will involve updating the assessment, where duly justified circumstances so require, as well as the measures set out in the Equality Plan, to the extent necessary.

EVALUATION

The aim is to carry out a critical analysis of the process as a whole, the main objectives of which are:

- Ascertain the extent to which the plan has been implemented and to monitor its progress.
- Check whether the plan has achieved its objectives.
- Assess the suitability of the resources, methodologies, tools and strategies used in its implementation.
- Identify areas for improvement or new needs that require the measures already taken to be amended or new actions to be devised.

The evaluation of the plan is crucial to the success of mainstreaming equality between women and men in business management, as it enables us to critically assess past actions and define strategies for the future.

EVALUATION OF RESULTS

- Degree of achievement of the objectives set.
- Degree to which the expected results have been achieved.
- Degree to which the inequalities identified have been corrected.

PROCESS EVALUATION

It analyses the suitability of the resources, methods and tools used during the implementation of actions; the difficulties encountered and the solutions adopted.

- Stage of progress of the actions undertaken.
- The degree of difficulty encountered and/or perceived when carrying out the actions.
- Types of difficulties and the solutions provided.
- Changes to the actions and the implementation of the plan.
- The extent to which equal opportunities for women and men are incorporated into the company's management.

IMPACT ASSESSMENT

Assess the changes, in terms of equality, that have taken place within the company as a result of the implementation of the Equality Plan (reduction in inequalities, changes in the working environment or the company's image (both internal and external), an increase in the balanced representation of women and men, etc.).

- Changes in corporate culture: attitudes of management and staff, in human resources practices, etc.
- Reducing imbalances in the representation and participation of women and men.

The assessment will take place in two stages: **one mid-term and one at the end.**

The evaluation will include a proposal to improve the measures set out in the plan, with a view to adding, reorienting, improving, correcting, intensifying, scaling back or discontinuing those measures that require such action, depending on their effects.

MEETING SCHEDULE FOR MONITORING AND EVALUATION

The following shall be submitted to the Equality Commission annually:

- Work plan setting out the area of intervention, specific actions, timetable, human resources, materials and evaluation indicators. This work plan will be reviewed and approved by the Equality Committee.
- An evaluation report on the activities carried out during the previous financial year, presenting the results based on the established evaluation indicators. This annual progress report will be reviewed and approved by the Equality Committee.

Mid-term review in the first quarter of 2026. This assessment will serve as a basis for evaluating the progress and impact of the measures; where necessary, adjustments will be made to the action plan in order to ensure that it is aligned as closely as possible with the objectives. This assessment will be reviewed and approved by the Equality Committee.

Final evaluation: three months before the end of the Equality Plan's term, a final evaluation will be carried out, setting out the resulting quantitative and qualitative findings. Based on the work carried out during the period, this assessment will serve as the basis for the design of the second Equality Plan. This assessment will be reviewed and approved by the Equality Committee.

In addition to the meetings referred to in this section, the Equality Committee will receive regular and up-to-date information on the measures being implemented so that it can keep staff informed on a regular basis.

15.

COMPOSITION OF THE EQUALITY COMMITTEE FOR MONITORING AND EVALUATING THE EQUALITY PLAN

The Equality Commission will be responsible, during the period of validity of the Equality Plan, for monitoring and evaluating the Equality Plan.

The Equality Committee will consist of 10 members, five representing the company and five representing the employees:

On the one hand, as a business representative:

- Cristina Linares Pérez, Human Resources Department
- David Fernández Gil, Head of the Human Resources Department
- Elizabeth Tejada Mesa, Human Resources Department
- Patricia Martín Junco, Human Resources Department
- Javier Crespo Moreno, Health and Safety Officer

And as representatives of the workers:

- Jonathan Fernández Morán, on behalf of CCOO Hábitat
- Juan Carlos Brotón Mayo, on behalf of UGT SP
- Rafael Iniesta Moraleda, on behalf of UGT FICA
- Juan Carlos Morago Mora, on behalf of Solidaridad
- Raquel Hijosa Carracedo, on behalf of CCOO Hábitat

In the various areas in which they are required to carry out assessment, monitoring, control and evaluation may be carried out with the assistance of external advisers.

SUBSTITUTIONS

Committee members may be replaced by others in the following cases:

- Once the period set aside for the implementation of the Equality Plan has elapsed.
- Should any person wish to resign from the Equality Committee.
- In the event that any person leaves the company for whatever reason.
- In the event of sick leave, leave of absence or any other situation expected to last for more than six months.

The procedure will be to notify the Equality Committee, which will be responsible for approving the appointment of a replacement at a meeting for which minutes will be taken.

In addition to the provisions set out in the operating regulations of the Equality Committee for Monitoring and Evaluation, the following are included for the performance of these specific functions:

- Assessment, monitoring and oversight of the implementation of the measures set out in that plan.
- Handling any queries or issues raised by staff in order to facilitate communication regarding the Equality Plan.
- Carry out, or where appropriate coordinate, all awareness-raising activities relating to the Equality Plan amongst the workforce.

OPERATION

MEETINGS

The Equality Committee's meetings will be held on a regular basis to deal with all matters relating to the performance of its duties. To this end, notice will be given at least seven calendar days in advance.

Meetings will normally take place in person and/or via a video-conferencing platform.

Extraordinary meetings of the Equality Committee shall be convened through the same procedure without the need for the aforementioned notice period. The grounds for convening extraordinary meetings shall be:

- Knowledge of instances of direct or indirect discrimination.
- The company's intention to apply for certifications, grants or funding relating to equality.
- Restructuring or organisational changes that result in a substantial difference in the number of women and men in the workforce, opportunities for promotion or advancement, or any other area covered by the actions set out in the Equality Plan, which may lead to a review of the gender assessment and/or the actions set out in the Equality Plan.
- Any other matters that need to be dealt with by the Equality Committee and cannot wait until the next ordinary meeting.

QUORUM

Meetings of the Equality Committee shall be deemed to have been duly convened with those present, once it has been confirmed that all members of the Committee have received the relevant information.

RESOLUTIONS

Resolutions shall be adopted by a simple majority of each of the parties represented.

MINUTES

Minutes shall be drawn up for each meeting, signed by all members of the Equality Committee, and shall set out a summary of the matters discussed, as well as any agreements and disagreements.

NONDISCLOSURE

All members of the Equality Committee undertake to treat as confidential any information, data, documents, and/or any other information used within the organisation or provided to them.

16.

PROCEDURE FOR AMENDING THE EQUALITY PLAN

The Third Equality Plan of **CONTENUR S.L.** shall be reviewed before the end of its term of validity where the following circumstances, set out in the Royal Decree, apply: 901/2020, of 13 October, regulating equality plans and their registration, and amending

Royal Decree 713/2010 of 28 May on the registration and filing of collective labour agreements and conventions:

- Where it becomes apparent that it does not meet the legal and regulatory requirements or is inadequate

following an investigation by the Labour and Social Security Inspectorate.

- In the event of a merger, takeover, transfer or change to the company's legal status.
- In the event of any incident that substantially alters the company's workforce, its working methods, organisation or remuneration systems, including any deviations from the collective agreement and any substantial changes to working conditions or the situations analysed in the situation assessment that formed the basis for its preparation.
- Where a court ruling finds the company guilty of direct or indirect discrimination on the grounds of sex, or where it determines that the Equality Plan does not comply with legal or regulatory requirements.
- Where, for duly justified reasons, it proves necessary, the review shall involve updating the diagnosis, as well as the measures set out in the Equality Plan, to the extent necessary.
- The measures set out in the Equality Plan may be reviewed at any time during its term with a view to adding to, reorienting, improving, correcting, intensifying, scaling back or even discontinuing any measure deemed appropriate in the light of the effects that become apparent in relation to the achievement of its objectives.

The review and amendment will be carried out by the Equality Plan Monitoring and Evaluation Committee, and a simple majority from each party is required for this amendment to take effect.

PROCEEDINGS

Should any of the circumstances arise that may give rise to an amendment to the Equality Plan, any of the parties forming the Equality Plan Monitoring and Evaluation Committee may initiate an ORDINARY or EXTRAORDINARY procedure

ORDINARY

It may be included as an item on the agenda at any of the half-yearly meetings of the Monitoring and Evaluation Committee.

EXTRAORDINARY

Convene the Equality Plan Monitoring and Evaluation Committee at least one week in advance to review the situation and propose amendments to the Equality Plan.

At both meetings, the scope of the review and of the changes to be made shall be approved by a majority of each party, to be recorded in the minutes, together with the deadline for implementing the agreed changes.

17.

GRIEVANCE RESOLUTION

In the event of a disagreement within the Equality Committee for the Monitoring and Evaluation of the Equality Plan **CONTENUR S.L.**, regarding compliance with, or non-compliance with, the measures set out in the Equality Plan, recourse may be had to the relevant mediation, arbitration and supervisory bodies.

The parties agree to accede to the Agreement on the Out-of-Court Settlement of Labour Disputes (ASEC). The parties agree to adhere fully and unconditionally to the Interconfederal Agreement on the Out-of-Court Settlement of Labour Disputes (ASEC); and to comply fully with the mediation and, where applicable, arbitration bodies established by the Inter-Confederal Mediation and Arbitration Service (SIMA).



And for all intents and purposes, this is signed in Getafe on 20 September 2024

On behalf of the Company:

David Fernández Gil, Head of the Human Resources Department

Cristina Linares Pérez, Human Resources Department

Javier Crespo Moreno, Health and Safety Officer

Esther da Veiga Mejía, Finance Director

Susana Díez De Vega, Marketing Director

Patricia Martín Junco, Human Resources Department

Lara Carrasco Collado, Health and Safety Officer

Elizabeth Tejada Mesa, Human Resources Department

On behalf of the workers:

Jonathan Fernández Morán, representing CCOO Hábitat

Juan Carlos Morago Mora, representing Solidaridad

Juan Carlos González Sánchez, representing UGT FICA

Rafael Iniesta Moraleda, representing UGT FICA

Sergio López Mateu, representing CCOO Industria

Juan Carlos Brotón Mayo, representing UGT SP

Raquel Hijosa Carracedo, representing CCOO Hábitat

Eduardo Montserrat Rodrigo, UGT FICA

CONTENUR