



EQUALITY PLAN
FUNDACIÓN JIMÉNEZ DÍAZ
HEALTH RESEARCH INSTITUTE
FOUNDATION
(FIIS-FJD)

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1. COMPANY PROFILE

FUNDACIÓN JIMENEZ DÍAZ HEALTH RESEARCH INSTITUTE FOUNDATION	
<i>Registered office</i>	Avda. Reyes Católicos, 2 MADRID
<i>Telephone</i>	91 550 48 00
<i>Website</i>	www.fjd.es/iis-fjd
<i>NACE</i>	7219 Other research and experimental development on natural sciences and technical sciences

General information about the organization

The IIS-FJD is a multidisciplinary and translational biomedical research structure focused on basic, clinical, epidemiological, and health services research.

It is made up of the clinical and basic research groups of the Fundación Jiménez Díaz University Hospital (HUFJD) and its associated university hospitals: Infanta Elena University Hospital (Valdemoro), Rey Juan Carlos University Hospital (Móstoles), and General de Villalba University Hospital, together with teaching and research staff from the Autonomous University of Madrid (UAM) and associated researchers from CIEMAT.

The IIS-FJD and UAM share the overall objective of promoting and fostering research, scientific and technological knowledge, teaching, and training within the hospital setting. This is achieved by encouraging the establishment of synergies and the development of integrated research activities capable of bringing together a significant number of outstanding biomedical researchers, overcoming the traditional barriers associated with different administrative and management structures.

The initiative to create a Health Research Institute (IIS) with a modern approach and its own legal personality represents a unique opportunity driven by its high degree of interdisciplinarity, which strengthens its translational component. Furthermore, the incorporation of early-career researchers helps ensure the long-term future and sustainability of the Institution.

Applicable collective bargaining agreements

The Collective Agreement for the Office and Office-Based Services Sector of the Community of Madrid applies.

Methodology:

The working methodology within the company is based on a directional flow of information, which is communicated from Management to middle management, who in turn pass the information on to the employees.

PURPOSE AND SCOPE

The Equality Plan presented in this document has been established to advance the integration of equal treatment and opportunities for women and men among all employees of the IIS-FJD.

The principle of equal treatment between women and men, which implies the absence of any direct or indirect discrimination on the grounds of sex, particularly discrimination arising from maternity, the assumption of family responsibilities, and marital status (Article 3 of Organic Law 3/2007 on Effective Equality between Women and Men), is a universal legal principle recognised in various international, European and national legal instruments, as its achievement constitutes one of the foundations of the rule of law.

In accordance with Organic Law 3/2007 of the 22nd of March on Effective Equality between Women and Men, Royal Decree-Law 6/2019, and Royal Decree 901/2020, the Company, its Management and the Legal Representation of the Workforce are committed to complying with current equality legislation, preventing discrimination, optimising human resources, ensuring the development of quality systems, and strengthening Corporate Social Responsibility, thereby increasing the Company's competitiveness.

Within the current socioeconomic context, there remains a clear need to continue advancing towards genuine and tangible equality. This is necessary not only to comply with the legal obligations arising from legislation on equality between women and men, but also for practical reasons, such as the need for organisations to enhance competitiveness and service quality, optimise the use of their human capital, and improve employee engagement, participation and motivation, thereby promoting the retention of qualified professionals. All these objectives are clearly supported by a context of real and effective equality across the organisation. For these reasons, the Company's strategic commitment to maintaining and implementing Corporate Social Responsibility measures goes hand in hand with this Equality Plan.

2. STRUCTURE OF THE EQUALITY PLAN

To achieve the aforementioned objective of integrating equal treatment and opportunities between men and women, commitment from both Management and the Legal Representation of the Workforce is required, together with the involvement of all employees in this endeavour. The aim is for this Equality Plan

to become an effective instrument for improving the working environment and labour relations, workplace climate, employee satisfaction, quality of life, occupational health and safety, the optimisation of the skills and potential of the entire workforce, and, consequently, the continuous improvement of quality and increased productivity, rather than merely a document produced to fulfil a legal requirement.

For this reason, the Equality Plan must have the following characteristics:

- To adopt gender mainstreaming as one of its guiding principles and as a strategy for achieving effective equality between women and men. This implies incorporating the gender perspective into company management, across all policies and at all levels.
- To harmonise, improve and optimise Human Resources management in a comprehensive and up-to-date manner, while maintaining and promoting equal opportunities.
- To establish participation through dialogue and cooperation among all parties (company management, the legal representatives of employees, and the workforce as a whole) as one of its fundamental principles.
- To be preventive, eliminating any possibility of future discrimination on the grounds of sex.
- To be dynamic and adaptable, responding to changes and emerging needs identified through its monitoring and evaluation processes.
- To represent a commitment by the company, which will guarantee the human and material resources required for its implementation, monitoring and evaluation.

The IIS-FJD Equality Plan is a structured set of measures adopted following a situational analysis, aimed at integrating and achieving equal treatment and opportunities between women and men and eliminating discrimination on the grounds of sex within the company. To this end, it is divided into the following phases:

- Equality Committee.
- Situational Analysis.
- Definition of objectives and measures.
- Monitoring and Evaluation of the Equality Plan.

3. MANAGEMENT COMMITMENT

COMPROMISO EN MATERIA DE IGUALDAD DE TRATO Y OPORTUNIDADES ENTRE MUJERES Y HOMBRES DE LA DIRECCIÓN DE FUNDACION INSTITUTO DE INVESTIGACIÓN SANITARIA FUNDACIÓN JIMÉNEZ DÍAZ

D. Javier B. Arcos Campillo, con NIF 77329332C, en nombre y representación de la empresa FUNDACION INSTITUTO DE INVESTIGACIÓN SANITARIA FUNDACIÓN JIMÉNEZ DÍAZ, declara su compromiso en el establecimiento y desarrollo de políticas que integren la igualdad de trato y oportunidades entre mujeres y hombres, sin discriminar directa o indirectamente por razón de sexo, así como en el impulso y fomento de medidas para conseguir la igualdad de oportunidades entre mujeres y hombres, en seguimiento de la política de la Empresa, y de acuerdo con las definiciones dispuestas en la [Ley Orgánica 3/2007, de 22 de marzo](#), para la igualdad efectiva entre mujeres y hombres.

En todos y cada uno de los ámbitos en que se desarrolla la actividad de esta empresa, desde la selección a la promoción, pasando por la política salarial, la formación, las condiciones de trabajo y empleo, la salud laboral, la ordenación del tiempo de trabajo y la conciliación de la vida laboral y familiar, asumimos el principio de igualdad de oportunidades entre mujeres y hombres, prestando una especial atención a la eliminación de prácticas que puedan suponer una discriminación indirecta, entendiendo por ésta *"la situación en que una disposición, criterio o práctica aparentemente neutros pone a una persona de un sexo en desventaja particular respecto a personas del otro sexo"*.

Respecto a la comunicación, tanto interna como externa, se informará de todas las decisiones que se adopten en este ámbito y se proyectará una imagen de la empresa acorde con este principio de igualdad de oportunidades entre mujeres y hombres.

Los principios enunciados se llevarán a la práctica a través de la implantación de un Plan de igualdad que solvete cualquier situación detectada y mejorable en la situación presente, arbitrándose los correspondientes protocolos y procedimientos, sistemas de seguimiento y control con el fin de avanzar en la consecución de la igualdad real entre mujeres y hombres de la empresa y, por extensión, en el conjunto de la sociedad.

Para llevar a cabo este propósito se contará con la representación legal de las personas trabajadoras, no sólo en el proceso de negociación colectiva, tal y como establece la Ley Orgánica 3/2007 para la igualdad efectiva entre mujeres y hombres, sino en todo el proceso de desarrollo del Plan de igualdad.

En Madrid, a 9 de enero de 2025.



D. Javier B. Arcos Campillo
FUNDACION INSTITUTO DE INVESTIGACIÓN SANITARIA FUNDACIÓN JIMÉNEZ DÍAZ.

4. EQUALITY COMMITTEE

On behalf of the employer:

- Mr Alberto Montero Manso, Managing Director
- Ms Miriam Ortiz Criado, Director of People and Organization
- Ms. M. Eugenia Fernández Rodríguez, Head of Labour Relations

On behalf of the trade unions (Comisiones Obreras, CCOO) represented on the Works Council:

- Mr Rubén Mariscal Ruiz (CCOO)
- Ms M^a del Pilar del Peso Hernández (CCOO)
- Ms M^a Aranzazu Cebrián Aranda (CCOO)

The “Equality Committee” is a joint body composed of three representatives of the company with decision-making authority, drawn from different departments, and three trade union representatives from the only union represented on the Works Council.

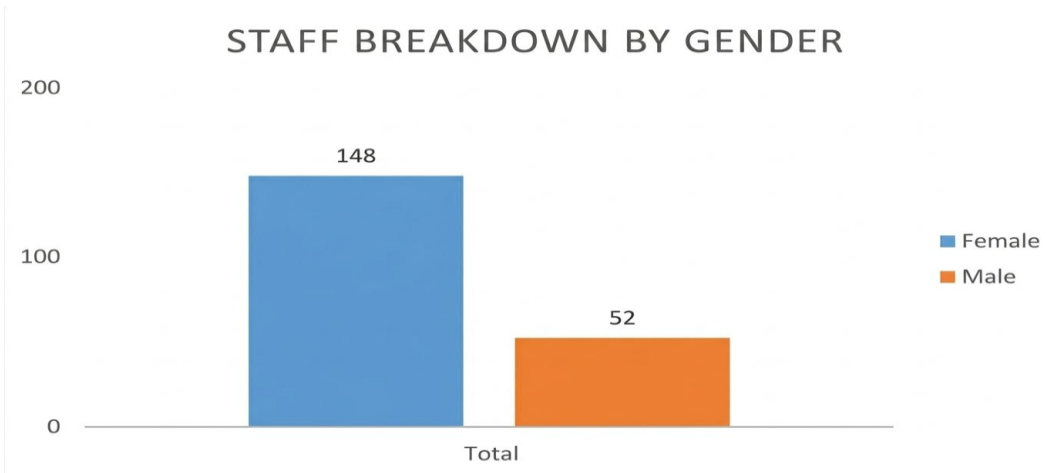
For the monitoring of the Plan, the Equality Committee will review every six months the timetable of actions to be implemented in order to ensure the absence of discrimination on the grounds of gender in daily working conditions. The programme of actions has a threefold purpose: firstly, to maintain existing good practices in equality matters; secondly, to define corrective measures to address existing inequalities; and thirdly, to specify measures that ensure that all processes carried out within the company incorporate a gender perspective.

5. SITUATIONAL ANALYSIS

HEADCOUNT BY SEX

El total de *Headcount* de la Empresa analizado a fecha 31.12.2024 incluye al personal titular del puesto de trabajo (FTE) que son empleados/as indefinidos, los contratos de interinidad y a las contrataciones temporales.

	Women	%	Men	%	Total
HeadCount	148	74,00%	52	26,00%	200

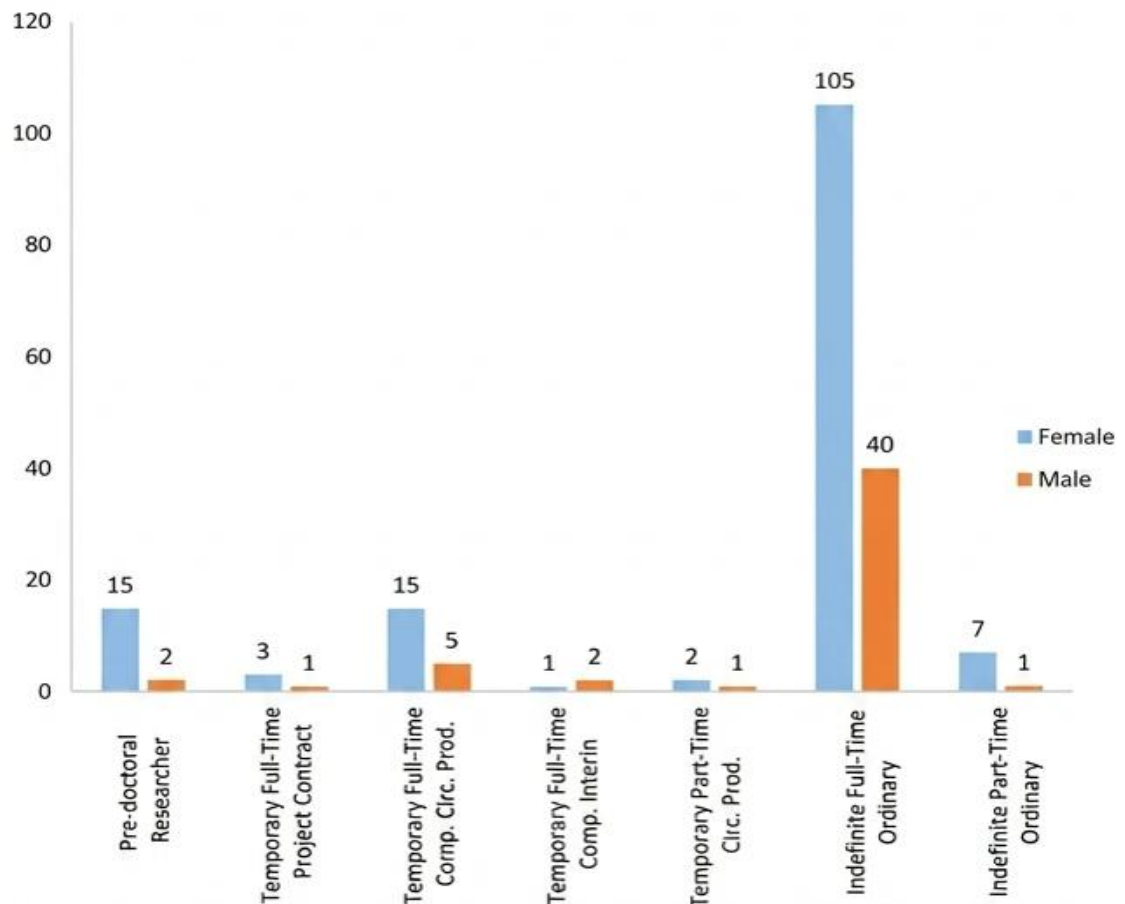


PERCENTAGE OF THE WORKFORCE WITH PERMANENT CONTRACTS, BROKEN DOWN BY SEX

The total Headcount amounts to 200 employees, of whom 76.50% hold permanent contracts.

	Women	%	Men	%	Total
Permanent workforce as a percentage of total headcount	112	56.00	41	20.50	200

Staff Breakdown by Contract Type and Gender

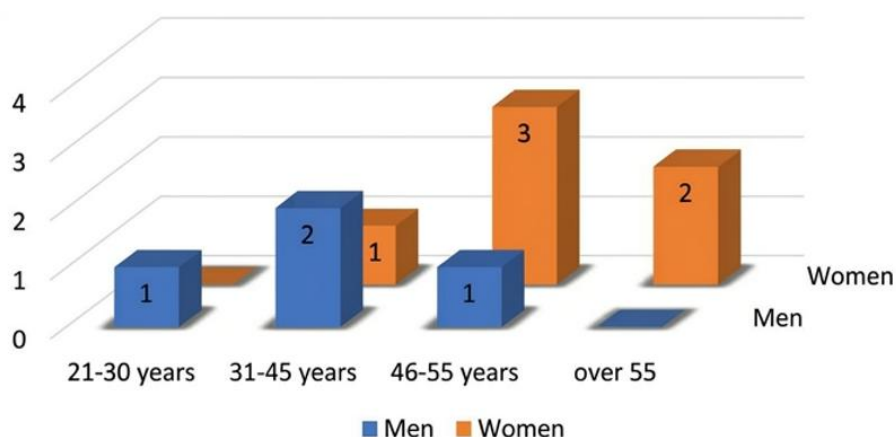


6. CHARACTERISTICS OF THE WORKFORCE'S LEGAL REPRESENTATION

DISTRIBUTION OF THE WORKFORCE'S LEGAL REPRESENTATION BY AGE GROUPS

	21-30 years	31-45 years	46-55 years	over 55	Total
<i>Men</i>	1	2	1	0	4
<i>Women</i>	0	1	3	1	5
<i>Total</i>	1	3	4	1	9

Staff Breakdown by Age Groups



The workforce's legal representation includes members from all age groups, with the 46-55 age group accounting for the largest proportion, followed by the 31-45 age group.

DISTRIBUTION BY TRADE UNION, BROKEN DOWN BY SEX

CCOO		%		Total		%	
Men	Women	Men	Women	Men	Women	Men	Women
4	5	44,4%	55,6%	4	5	44,4%	55,6%
9		100%		9		100%	

DISTRIBUTION OF THE WORKFORCE'S LEGAL REPRESENTATION BY PROFESSIONAL CATEGORY

	PROFESSIONAL/GRADUATE	ADMINISTRATIVE	TECHNICAL STAFF	TOTAL
<i>Men</i>	2	1	1	4
<i>Women</i>	3		2	5
<i>Total</i>	5	1	3	9

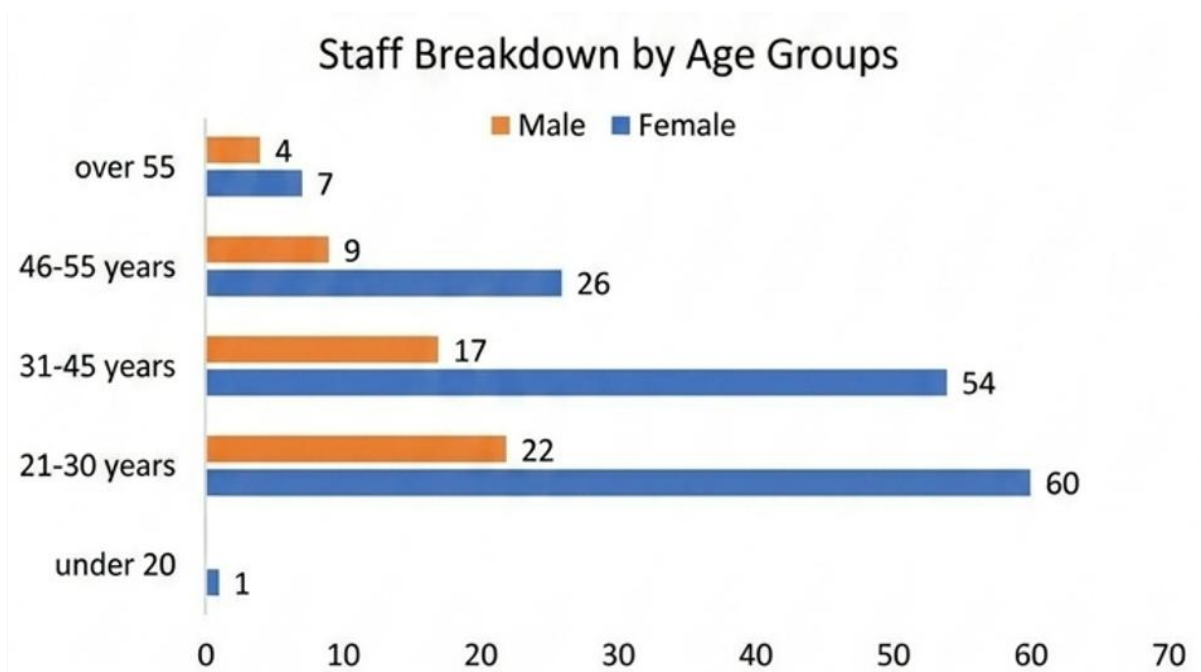
7. HEADCOUNT CHARASCTERISTICS

GENERAL DATA

HEADCOUNT DISTRIBUTION BY AGE

The entire Headcount population has been considered and analysed by age group, broken down by sex. The results show a predominance of women across all age groups, with particularly strong representation in the 21-30 age group.

The average age of the total Headcount is 36 years; the average age of the female workforce is 36 years, while the average age of the male workforce is 38 years.



Age range	Female	Male	Total	% of Total	
Under 20	1	0	1	0.50%	0.00%
21-30 years	60	22	82	30.00%	11.00%
31-45 years	54	17	71	27.00%	8.50%
46-55 years	26	9	35	13.00%	4.50%
Over 55	7	4	11	3.50%	2.00%
Total	148	52	200	74.00%	26.00%

HEADCOUNT DISTRIBUTION BY TYPE OF CONTRACT

The company primarily operates a permanent employment model, using temporary contracts for predoctoral researchers in training, for the replacement of employees during absences, or to cover temporary increases in workload.

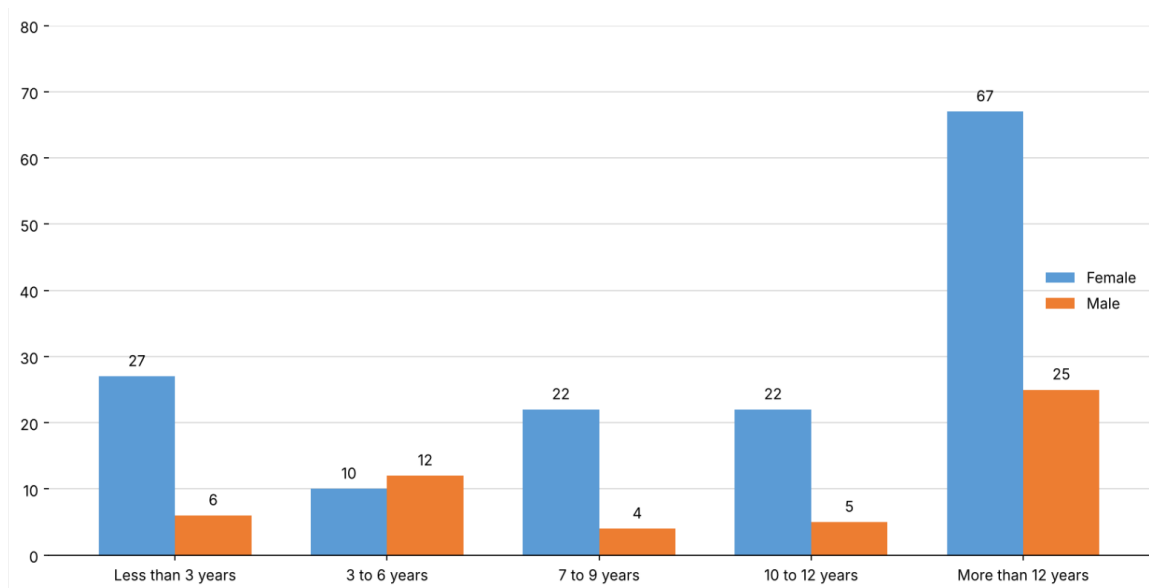
	Female	Male	Total	% of Total Workforce	% female	% male
Permanent Full-Time	105	40	145	72.50%	72.41%	27.58%
Permanent Part-Time	7	1	8	4.00%	87.50%	12.50%
Replacement Full-Time	1	2	3	1.5%	33.33%	66.66%
Temporary Full-Time	18	6	24	12.00%	75.00%	25.00%
Temporary Part-Time	2	1	3	1.50%	66.66%	33.33%
Predoctoral researchers	15	2	17	8.50%	88.24%	11.76%
Total	148	52	200	100.00%	74.00%	26.00%

The percentages of female representation across all types of contracts reflect the higher proportion of women within the company, a situation that is representative of the sector in Spain.

DISTRIBUTION BY LENGTH SERVICE

The company's Headcount is analysed by length-of-service range and sex. The analysis shows that, once again, the representation of the female workforce across all categories is consistent with the overall female representation within the company.

Length of service range	Female	Male	Total	% Total	% of total headcount.	
					Female	Male
Less than 3 years	27	6	33	16.50%	81.82%	18.18%
3 to 6 years	10	12	22	11.00%	45.45%	54.54%
7 to 9 years	22	4	26	13.00%	84.61%	15.38%
10 to 12 years	22	5	27	13.50%	81.48%	18.52%
Over 12 years	67	25	92	46.00%	72.83%	27.17%
Total	148	52	200	100%	74.00%	26.00%



DISTRIBUTION BY OCCUPATIONAL CATEGORIES

Classification into professional areas

Employees are classified according to the following professional areas:

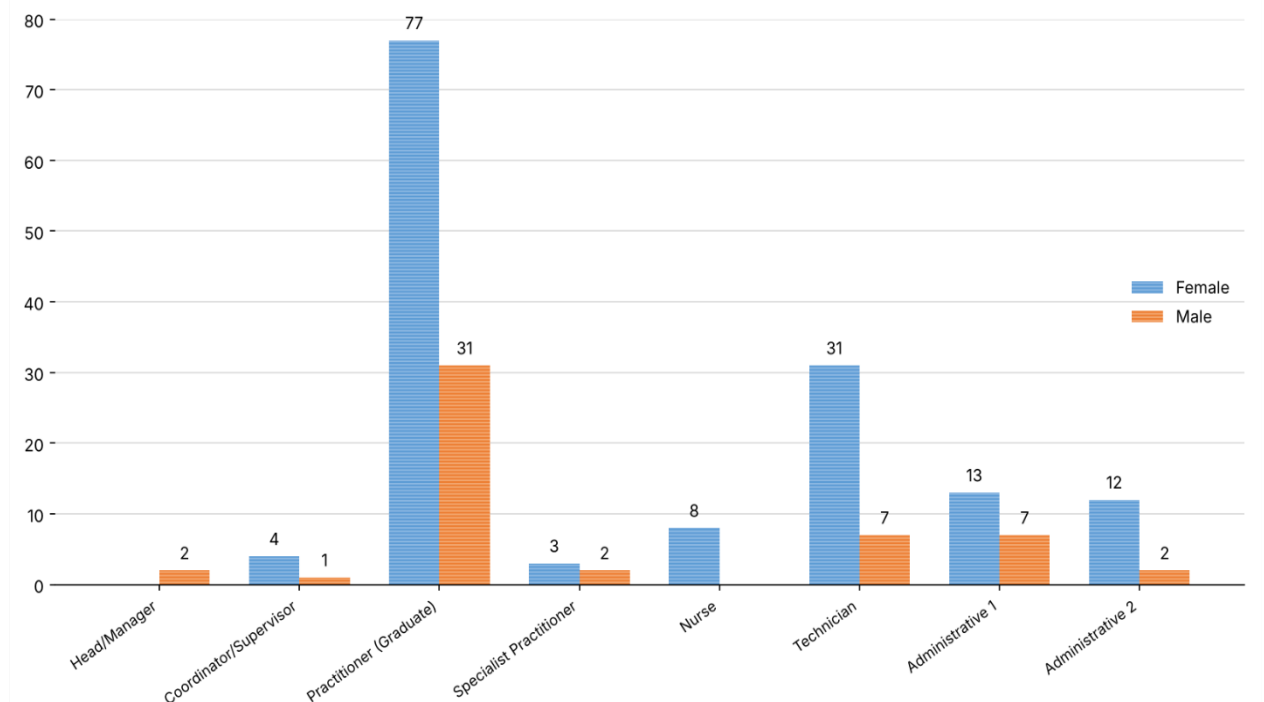
<i>PROFESSIONAL AREA</i>	<i>OCCUPATIONAL CATEGORY</i>
<i>HEAD/MANAGER</i>	Head of Department, Manager
<i>COORDINATOR/SUPERVISOR</i>	Clinical Trials Coordinator
<i>PROFESSIONAL / GRADUATE</i>	Biologist, Bioinformatician, Biomedical Scientist, Biochemist, Biotechnologist, Pharmacist, Physicist, Nutritionist, Psychologist, Occupational Therapist, Chemist, Veterinarian
<i>SPECIALIST PHYSICIAN</i>	Consultant in Haematology and Haemotherapy, Consultant Neurologist
<i>NURSE</i>	Nurse
<i>TECHNICIAN</i>	Legal Advisor, Dietitian, Optometrist, Specialist Pathology Technician, Specialist Pharmacy Technician, Specialist Laboratory Technician, Documentation Technician
<i>ADMINISTRATIVE STAFF</i>	ADMINISTRATION 1: Administrative Officer, Research Administrative Officer
	ADMINISTRATION 2: Administrative Assistant, Research Administrative Assistant

DISTRIBUTION BY PROFESSIONAL AREAS

By analysing the Headcount by sex and Professional Area, the following staffing patterns can be observed:

There is a high representation of the female workforce in the Professional/Graduate, Nursing, Technician, and Administration 2 Professional Areas. In the Specialist Physician and Administration 1 Professional Areas, female representation also predominates, although less markedly.

PROFESSIONAL AREA	Female	Male	Total	% Total	% Female Occupancy	% Male Occupancy
HEAD/MANAGER	0	2	2	1.00%	0.00%	100.00%
COORD/SUPERVISOR	4	1	5	2.50%	80.00%	20.00%
PROFESSIONAL/GRADUATE	77	31	108	54.00%	71.30%	28.70%
SPECIALIST PHYSICIAN	3	2	5	2.50%	60.00%	40.00%
NURSE	8	0	8	4.00%	100.00%	0.00%
TECHNICIAN	31	7	38	19.00%	81.58%	18.42%
ADMINISTRATIVE 1	13	7	20	10.00%	65.00%	35.00%
ADMINISTRATIVE 2	12	2	14	7.00%	85.71%	14.29%
Total	148	52	200	100.00%	74.00%	26.00%



8. PREVENTION OF SEXUAL HARASSMENT AND HARASSMENT ON THE GROUNDS OF SEX

A workplace harassment protocol is in place within the company and may be activated whenever an employee is subjected to any irregular situation in the workplace.

When Management becomes aware of a complaint from an employee regarding a situation of sexual harassment affecting that employee or another member of staff, it shall inform the Centre Management and a formal investigation procedure shall be initiated in order to determine any responsibilities. This procedure shall be conducted by Labour Relations personnel external to the workplace, thereby ensuring objective assessment by individuals with no prior knowledge of the persons involved in the investigation. The investigation shall guarantee the confidentiality of the complainant and, where appropriate, may recommend the adoption of immediate measures to bring the reported circumstances to an end. Once the investigation has been completed, the investigator shall submit a report to the Centre Management recommending any disciplinary measures that may need to be adopted.

In addition, there is a Compliance Committee that is currently developing a whistleblowing procedure for reporting internal complaints relating to workplace harassment, regardless of its nature.

9. COMMUNICATION

The company has the following communication channels available to employees:

- Workplace intranet.
- Employee portal.
- Notice boards.
- Corporate emails.

All matters of general interest are communicated through the workplace intranet and the Employee Portal.



Image - Intranet Quirónsalud

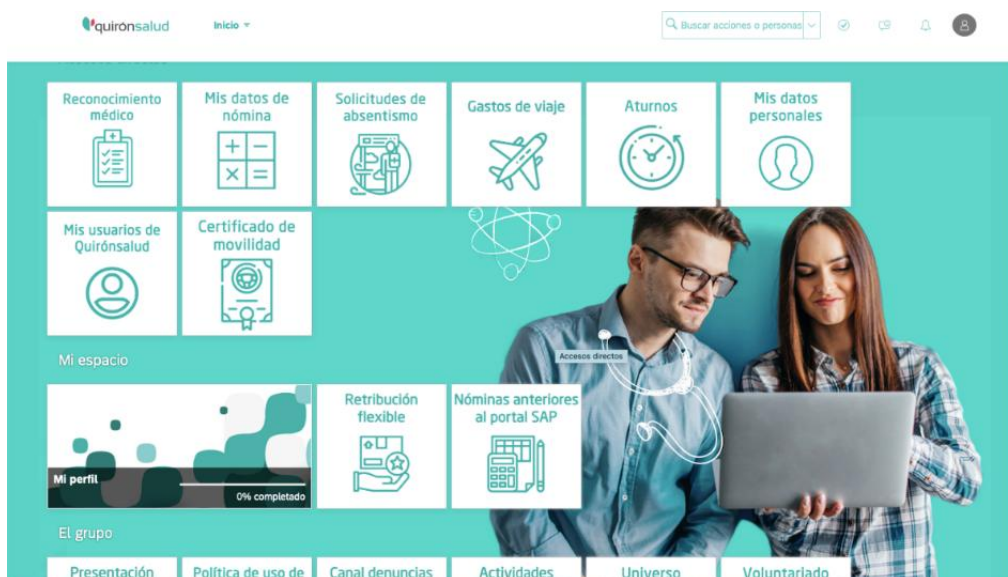


Image – Employee Portal

10. WORK-LIFE BALANCE MEASURES

The data below relate to work-life balance measures, specifically leave of absence for legal guardianship and family care and reduced working hours requested during 2024. Ages are expressed as averages.

LEAVE OF ABSENCE FOR LEGAL GUARDIANSHIP AND FAMILY CARE

PROFESSIONAL ARE	Female	Age	Male	Age	Total	% Total	% Female	% Male
HEAD/MANAGER	0	0	0	0	0	0.00%	0.00%	0.00%
COORD/SUPERVISOR	0	0	0	0	0	0.00%	0.00%	0.00%
PROFESSIONAL/GRADUATE	2	37	0	0	0	66.67%	100.00%	0.00%
SPECIALIST PHYSICIAN	0	0	0	0	0	0.00%	0.00%	0.00%
NURSE	0	0	0	0	0	0.00%	0.00%	0.00%
TECHNICIAN	1	43	0	0	0	33.33%	100.00%	0.00%
ADMINISTRATIVE 1	0	0	0	0	0	0.00%	0.00%	0.00%
ADMINISTRATIVE 2	0	0	0	0	0	0.00%	0.00%	0.00%
Total	3	39	0		3	100.00%		

According to the results shown in the table above, regarding **leaves of absence**, 100% of the requests were submitted by women, with an average age of 39 years. In this respect, 66.67% of the requests came from the Professional/Graduate area, while 33.33% came from the Technician area”.

REDUCTIONS IN WORKING HOURS FOR LEGAL GUARDIANSHIP, CARE OF A CHILD WITH A SERIOUS ILLNESS, AND CARE OF A FAMILY MEMBER

PROFESSIONAL ARE	Female	Age	Male	Age	Total	% Total
HEAD/MANAGER	0	0	0	0.00%	0.00%	0.00%
COORD/SUPERVISOR	0	0	0	0.00%	0.00%	0.00%
PROFESSIONAL/GRADUATE	0	0	0	0.00%	0.00%	0.00%
SPECIALIST PHYSICIAN	0	0	0	0.00%	0.00%	0.00%
NURSE	1	0	0	0.00%	0.00%	0.00%
TECHNICIAN	1	0	0	100.00%	100.00%	0.00%
ADMINISTRATIVE 1	0	0	0	0.00%	0.00%	0.00%
ADMINISTRATIVE 2	0	0	0	0.00%	0.00%	0.00%
Total	1	0	1	100.00%		

According to the results shown in the table above, the only two **reductions** in working hours recorded in 2024 were requested by women, one from the Nursing area and the other from the Technician area.

ACCUMULATED BREASTFEEDING
LEAVE

MATERNITY/PATERNITY

	Women	Men	% Women	% Men	Women	Men	% Women	% Men
HEAD/MANAGER	0	0	0%	0%	0	0	0%	0%
COORD/SUPERVISOR	0	0	0%	0%	0	0	0%	0%
PROFESSIONAL/GRADUATE	0	1	0%	100%	1	1	50%	50%
SPECIALIST PHYSICIAN	0	0	0%	0%	0	0	0%	0%
NURSE	0	0	0%	0%	2	0	100%	0%
TECHNICIAN	0	0	0%	0%	0	0	0%	0%
ADMINISTRATIVE 1	0	0	0%	0%	1	0	100%	0%
ADMINISTRATIVE 2	0	0	0%	0%	1	0	100%	0%
Total	0	1	0%	100%	5	1	83%	17%

With regard to **maternity/paternity leave**, during 2024 such leave was taken within the Professional/Graduate, Nursing, and Administrative Staff professional areas. With regard to accumulated breastfeeding leave, only one request was recorded in 2024, submitted by a Professional/Graduate employee.

QUALITATIVE ASPECTS

The company has implemented a number of measures to promote work-life balance and shared family responsibilities, including:

- ✓ Informative resources available on the corporate intranet aimed at promoting the exercise of shared family responsibilities.
- ✓ Recognition of the right to digital disconnection outside working hours, with personal devices and instant messaging applications not being recognised as official communication channels.
- ✓ Measures facilitating the accumulation of breastfeeding leave.
- ✓ Possibility of horizontal mobility and job changes for work-life balance purposes, provided that suitable vacancies are available.
- ✓ Employees benefit from a flexible remuneration policy available to all staff members. Through the provider Edenred, employees may take advantage of a flexible remuneration scheme that allows them to choose which portion of their salary is received as cash and which portion is received as products or services (benefits in kind), which enjoy tax advantages (exempt from Personal Income Tax up to 30% of annual gross remuneration).

In addition, the company has a corporate intranet through which information regarding its work-life balance measures is communicated and made available to employees.

11. NEW HIRES

The following table presents data on new hires during 2024

NEW HIRES	FEMALE	MALE	TOTAL
<i>UNDER 20</i>	0	1	1
<i>21-30 YEARS</i>	34	16	50
<i>31-45 YEARS</i>	20	8	28
<i>46-55 YEARS</i>	7	2	9
Total	61	27	88

12. TERMINATIONS OF EMPLOYMENT

The following data show the contract terminations recorded during 2024, broken down by professional area and gender. In addition, the reason for separation from the organization is specified, distinguishing between end of contract, dismissal, retirement, and voluntary resignation.

Terminations	EXPIRY OF TEMPORARY DISABILITY ENTITLEMENT		VOLUNTARY RESIGNATION		DISMISSAL		DEATH		END OF CONTRACT		DISABILITY		RETIREMENT		FAILED PROBATION (EMPLOYER)		FAILED PROBATION (EMPLOYEE)		TOTAL
	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	
HEAD/MANAGER																			
COORD/SUPERVISOR			1	1															2
PROFESSIONAL/GRADUATE			15	8		1			12	5			1		1	1			44
SPECIALIST PHYSICIAN			1																1
NURSE			1						2										3
TECHNICIAN			6	3	1	1			4	1					1				17
ADMINISTRATIVE 1				1	1	1									1				4
ADMINISTRATIVE 2			1																1
Total	0	0	25	13	2	3	0	0	18	6	0	0	1	0	3	1	0	0	72

Based on the data presented in the tables above, there were a total of **72 employment terminations** during 2024. The most frequent reasons for termination were voluntary resignations and end of contract. Of the voluntary resignations, 25 involved women and 13 involved men, while among contract expirations, 18 involved women and 6 involved men.

With regard to **dismissals**, there were 5 cases during 2024, of which 2 involved women and 3 involved men.

13. OCCUPATIONAL HEALTH

OCCUPATIONAL ACCIDENTS

	OCCUPATIONAL ACCIDENT				IN ITINERE ACCIDENT				OCCUPATIONAL ACCIDENT WITHOUT SICK LEAVE			
	M	H	M%	H%	M	H	M%	H%	M	H	M%	H%
HEAD/MANAGER	0	0	0%	0%	0	0	0%	0%	0	0	0%	0%
COORD/SUPERVISOR	0	0	0%	0%	0	0	0%	0%	0	0	0%	0%
PROFESSIONAL/GRADUATE	1	0	100%	0%	0	0	0%	0%	1	0	100%	0%
SPECIALIST PHYSICIAN	0	0	0%	0%	0	0	0%	0%	0	0	0%	0%
NURSE	0	0	0%	0%	0	0	0%	0%	0	0	0%	0%
TECHNICIAN	0	0	0%	0%	0	0	0%	0%	0	0	0%	0%
ADMINISTRATIVE 1	0	0	0%	0%	0	0	0%	0%	0	0	0%	0%
ADMINISTRATIVE 2	0	0	0%	0%	0	0	0%	0%	0	0	0%	0%
Total	1	0	100%	0%	0	0	0%	0%	1	0	100%	0%

A very low incidence of occupational accidents can be observed, with only one occupational accident occurring in the Professional/Graduate area and one occupational accident without sick leave in the same area. In both cases, the affected employee was female.

Procedure for particularly sensitive workers

The company has an Occupational Risk Prevention (In Spanish PRL) protocol for particularly sensitive employees. The purpose of this procedure is to adopt specific prevention and protection measures through the Occupational Health Surveillance Service whenever a position is or will be occupied by individuals who are particularly sensitive or who have any limitation affecting the performance of their work. Employees with a reduced biological capacity, regardless of the cause, may be more likely than the rest of the workforce to be adversely affected by occupational exposures. Therefore, specific assessment and protection measures are implemented to ensure their health and safety in the workplace.

14. TRAINING

Total of employees trained in 2024:

		%	Men	%	Total	Grand Total.
EMPLOYEES TRAINED	128	72.73	48	27.27	176	100

Total of training hours:

	Women	%	Men	%	Total	Grand Total.
TRAINING HOURS	423.01	67.21	206.40	32.79	629.41	100 %

Total of employees trained by occupational category:

	Women	%	Men	%	Total	Grand Total.
ADMINISTRATIVE	17	60.71	11	39.29	28	100 %
BIOLOGIST	38	76.00	12	24.00	50	100 %
BIOCHEMIST	11	57.89	8	42.11	19	100 %
MANAGEMENT / MIDDLE MANAGEMENT	0	0.00	1	100.00	1	100 %
NURSE	9	100.00	0	0.00	9	100 %
PHARMACIST	1	50.00	1	50.00	2	100 %
PHYSICIST	0	0.00	1	100.00	1	100 %
PHYSICIAN	8	80.00	2	20.00	10	100 %
OPTOMETRIST	1	100.00	0	0.00	1	100 %
PSYCHOLOGIST	3	100.00	0	0.00	3	100 %
SPECIALIST TECHNICIAN	39	79.59	10	20.41	49	100 %
OCCUPATIONAL THERAPIST	1	100.00	0	0.00	1	100 %
VETERINARIAN	0	0.00	2	100.00	2	100 %
GRAN TOTAL	128	72.73	48	27.27	176	100 %

Number of employees trained and list of training courses:

TRAINING COURSE	Men	Women	Total	%Men	% Women	% Total
JOINT COMMISSION INTERNATIONAL ACCREDITATION: KEY ASPECTS	2		2	100.00	0,00	100.00
JOINT COMMISSION INTERNATIONAL ACCREDITATION: KEY CLINICAL ASPECTS	1	2	3	33.33	66.67	100.00
PATHOLOGICAL ANATOMY		1	1	0.00	100.00	100.00
PSYCHO-EMOTINAL WELL BEING - AF 672		1	1	0.00	100.00	100.00
Whistleblowing Channel	22	71	93	23.66	76.34	100.00
Practical Case: Reconciliation Sample		1	1	0.00	100.00	100.00
Practical Case: External Request		1	1	0.00	100.00	100.00
Practical Case: Internal Request		1	1	0.00	100.00	100.00
Phish Catcher Game	2	10	12	16.67	83.33	100.00
Joint Commission International Surgical Checklist	1		1	100.00	0.00	100.00
QUIRÓNSALUD GROUP CODE OF ETHICS AND CONDUCT		1	1	0.00	100.00	100.00
QUIRÓNSALUD GROUP CODE OF ETHICS AND CONDUCT 22265		1	1	0.00	100.00	100.00
Quirónsalud group code of ethics and conduct	18	39	57	31.58	68.42	100.00
Understanding Disability	1		1	100.00	0.00	100.00
GENERAL CONCEPTS IN CASIOPEA		1	1	0.00	100.00	100.00
DATA PROTECTION AWARENESS: SECURITY MEASURES	1	9	10	10.00	90.00	100.00
Data Protection Awareness: Security Measures	13	23	36	36.11	63.89	100.00
GET TO KNOW CASIOPEA		1	1	0.00	100.00	100.00
CONTIGO WELL-BEING: Nutrition and Sport II		1	1	0.00	100.00	100.00
CONTIGO WELL-BEING: Food Labelling		1	1	0.00	100.00	100.00
CONTIGO WELL-BEING: Time Management Workshop		1	1	0.00	100.00	100.00
CONTIGO-Practice Batch cooking!	1		1	100.00	0.00	100.00
CONTIGO-Equilibrio mental, como reiniciar y cuidar tu mente		1	1	0.00	100.00	100.00
Ten Ways to Avoid Phishing Scams		1	1	0.00	100.00	100.00
STATISTICS (SPSS) - AF 705	1		1	100.00	0.00	100.00
EXPLANATION OF GENERAL CASIOPEA CONCEPTS		1	1	0.00	100.00	100.00
FlashDiet: Learn to Eat Healthy		1	1	0.00	100.00	100.00
Occupational Risk Prevention Training: Administrative Staff	1	6	7	14.29	85.71	100.00
Occupational Risk Prevention Training: Biologist	5	8	13	38.46	61.54	100.00
Occupational Risk Prevention Training: Biochemist	2		2	100.00	0.00	100.00
Occupational Risk Prevention Training: Nurse		2	2	0.00	100.00	100.00
Occupational Risk Prevention Training: Pharmacist	1		1	100.00	0.00	100.00
Occupational Risk Prevention Training: Physician	2	1	3	66.67	33.33	100.00
Occupational Risk Prevention Training: Psychologist		1	1	0.00	100.00	100.00
Occupational Risk Prevention Training: Pathology Technician	1		1	100.00	0.00	100.00
Occupational Risk Prevention Training: Laboratory Technician	3	9	12	25.00	75.00	100.00
Occupational Risk Prevention Training: Occupational Therapist		1	1	0.00	100.00	100.00
General Cybersecurity Training 2024	33	97	130	25.38	74.62	100.00
Fundamentals of Phishing Prevention	1	8	9	11.11	88.89	100.00
EMERGENCY TEAM MANAGEMENT- AF 347 (IIS)	1	4	5	20.00	80.00	100.00
EMERGENCY TEAM MANAGEMENT 347.2		2	2	0.00	100.00	100.00
Facilities Management and Safety (FMS Training)		1	1	0.00	100.00	100.00
HAND HYGIENE	4	13	17	23.53	76.47	100.00
Hand Hygiene (DON'T USE)	1	3	4	25.00	75.00	100.00

HM_1_Introduction	1	1	2	50.00	50.00	100.00
Integrity at Fresenius – Doing the right thing when no one is watching	32	74	106	30.19	69.81	100.00
EMOTIONAL INTELLIGENCE I: SELF-CARE AND HEALTHY RELATIONSHIPS IN YOUR LIFE - AF.718		1	1	0.00	100.00	100.00
EMOTIONAL INTELLIGENCE II: RESILIENCE AND A POSITIVE CONSTRUCTIVE MINDSET - AF.719		1	1	0.00	100.00	100.00
Introduction to Casiopea	5	22	27	18.52	81.48	100.00
EMERGENCY MANAGEMENT AND CHEMICAL HAZARDS TRAINING PATHWAY		1	1	0.00	100.00	100.00
Patient Experience Starts with You	1	1	2	50.00	50.00	100.00
Patient Experience Starts with You (Basic Concepts)	4	14	18	2222	77.78	100.00
Laboratory		1	1	0.00	100.00	100.00
FAILURE MODE AND EFFECTS ANALYSIS (FMEA) METHODOLOGY - AF 485		1	1	0.00	100.00	100.00
Casiopea 2/IMD-H DATABASE MODEL		1	1	0.00	100.00	100.00
NAVIGATION THROUGH CASIOPEA		1	1	0.00	100.00	100.00
Mandatory Legal Training	9	19	28	32.14	67.86	100.00
Onboarding: Patient Safety	2	9	11	18.18	81.82	100.00
Main Screen - Filters and Iconography		1	1	0.00	100.00	100.00
History Tab - Filters and Iconography		1	1	0.00	100.00	100.00
TEST REQUESTS		1	1	0.00	100.00	100.00
Training Capsule: Emergency Management and Chemical Hazards		1	1	0.00	100.00	100.00
WASTE SEGREGATION TRAINING CAPSULE		1	1	0.00	100.00	100.00
OCCUPATIONAL RISK PREVENTION (ORP) 50 HOURS 5.2	1		1	100.00	0.00	100.00
ORP POSITION-SPECIFIC TRAINING: BIOLOGIST		2	2	0.00	100.00	100.00
ORP POSITION-SPECIFIC TRAINING: BIOCHEMIST		1	1	0.00	100.00	100.00
ORP POSITION-SPECIFIC TRAINING: PHYSICIAN		1	1	0.00	100.00	100.00
Biological Risks	6	23	29	20.69	79.31	100.00
BIOLOGICAL RISKS + CHEMICAL RISKS	7	21	28	25.00	75.00	100.00
PATIENT SAFETY	3	11	14	21.43	78.57	100.00
BIOPSY REQUEST AND LABELLING		1	1	0.00	100.00	100.00
Benefits Request		1	1	0.00	100.00	100.00
Benefits Request (EXTERNAL)		1	1	0.00	100.00	100.00
Basic Life Support and AED	1	3	4	25.00	75.00	100.00
Basic Life Support and AED (FJD)	1	2	3	33.33	66.67	100.00
Spot the Phish - Game Reloaded	5	10	15	33.33	66.67	100.00
BLOOD CULTURE COLLECTION TECHNIQUE (PROA)		1	1	0.00	100.00	100.00
BLOOD COMPONENT TRANSFUSION	1		1	100.00	0.00	100.00
UQS: Content Search in Your Quirónsalud University Platform		1	1	0.00	100.00	100.00
SCIENTIFIC WEBINAR - LIFE SENSSEI 26.10.2022		1	1	0.00	100.00	100.00
SCIENTIFIC WEBINAR - MONINCO Session 28.09.22		1	1	0.00	100.00	100.00
WEBINAR: Genomics, Transcriptomics and Therapeutic Drug Monitoring in Oncology	1		1	100.00	0.00	100.00
Total general	198	559	757	26.16	73.84	100.00

15. PAY EQUITY AUDIT

As of 31st of December of 2024, the workforce of the Fundación Jiménez Díaz Health Research Institute consisted of 186 employees, of whom 135 were women (73%) and 51 were men (27%). This distribution

reflects the characteristics of the healthcare sector, which has traditionally been associated with professions predominantly occupied by women.

With regard to remuneration, the aggregate analysis did not identify any pay gaps exceeding 10%, indicating that the differences observed are not attributable to discriminatory practices but rather to factors related to the position or function performed.

Regarding the gender pay gap by internal category, differences favourable to women were observed. These differences can be explained by the current composition of the workforce, which is influenced by structural and historical factors within the healthcare sector. Therefore, they are not considered to be the result of discriminatory criteria.

Table 3. Salary difference analysis

Summary Analysis			Women	Men	Pay gap
Annual Fixed Salary	Full-time fixed salary	Median	21.770,55 €	22.264,06 €	2%
		Average	23.739,35 €	26.254,57 €	10%
Total Actual Remuneration	Full-time fixed salary and variable salary components	Median	22.159,70 €	22.264,06 €	-0,2%
		Average	25.057,63 €	27.423,61 €	7%

In conclusion, the company effectively complies with the principle of equality between women and men, ensuring its comprehensive and cross-cutting application throughout the organisation.

16. OBJECTIVES AND MEASURES

1. RECRUITMENT

OBJECTIVE

To ensure the implementation of specific measures that reinforce the principles of non-discrimination and equal opportunities from the outset of the recruitment process, understood as the initial stage prior to hiring. To achieve a balanced representation of women and men across the different areas of the IIS-FJD by adopting measures to address any potential underrepresentation of women.

MEASURES	1. Publicise the company's commitment to Equal Opportunities in all job advertisements. 2. Eliminate sexist language from job advertisements. 3. Do not specify the sex of the applicants in job advertisements. 4. Use non-stereotypical images of women and men in job advertisements. 5. Review selection criteria, eliminating any requirements that may have direct or indirect discriminatory consequences. 6. Establish recruitment and selection procedures based on objective criteria, irrespective of sex. 7. Include information on the existence of the Equality Plan, in its full version (including protocols), within established onboarding procedures. 8. Incorporate non-sexist language in the naming of occupational categories and job positions. 9. Provide Equality training to employees working in the Recruitment Area. 10. Apply the principle that, where candidates have equal suitability and competence, a woman shall be appointed to a vacant position in occupational areas where women are underrepresented.
RESPONSIBLE DEPARTMENT	People and Organization Department
EXPECTED OUTCOMES	Absence of discrimination in recruitment and hiring processes.
INDICATORS	Job portals containing the required equality-related content; selection procedures; equality training provided to recruitment staff; records of permanent contracts awarded to men and women; analysis of trends in applications and hires broken down by gender.
MEANS	Employee Portal; Corporate Website
IMPLEMENTATION PERIOD	From the date of signature and throughout the duration of the Equality Plan.

2. PROMOTION

OBJECTIVE

To ensure equal treatment and opportunities for women and men in promotion and career advancement processes, based on objective, measurable, public, and transparent criteria.

MEASURES	1. To ensure that promotion processes are carried out in accordance with the principle of equal opportunities. 2. To incorporate inclusive language and a gender perspective into job descriptions. 3. Where candidates have equal suitability and competence, preference shall be given to the underrepresented sex in order to encourage access to positions of responsibility. 4. To provide equality training to staff responsible for promotion processes in order to prevent unconscious gender bias in promotion decisions. 5. To ensure that employees who make use of any rights related to the reconciliation of personal, family, and working life do not experience any disadvantage in their professional career development, promotion opportunities, or remuneration.
RESPONSIBLE DEPARTMENT	All directorates.
EXPECTED OUTCOMES	Absence of discrimination in promotion processes.
INDICATORS	Promotion records.
MEANS	Employee Portal; Intranet.
IMPLEMENTATION PERIOD	From the date of signature and throughout the duration of the Equality Plan.

3. TRAINING

OBJECTIVE

To strengthen a training policy based on equal opportunities and to ensure professional development within the organisation, enabling access to positions of greater responsibility.

To inform and raise awareness among all employees on matters relating to equality, sexual violence, sexual harassment, and harassment on the grounds of sex.

MEASURES

1. To ensure that training courses are made available to all employees on an equal basis and that staff are informed of training opportunities provided under the principle of equal opportunities.
2. To provide training on equality and the gender perspective to staff assigned to the People and Organization Department.
3. To include both women and men, on an equal-opportunities basis, in the IIS-FJD annual training plan, particularly in the sector-specific training activities related to scientific research that the Institute offers each year.
4. To prioritise, whenever possible, mandatory training activities during working hours and provide the necessary resources for their completion; where training must be undertaken outside working hours, the time spent shall be compensated accordingly.
5. Awareness-raising and information activities on work-life balance rights will be carried out in order to promote the balanced sharing of family responsibilities between women and men.
6. Equality training will be made available through the Corporate University.
7. Access to refresher training courses will be facilitated for employees returning from a leave of absence or for employees who have been victims of gender-based violence.
8. An email campaign will be launched through the Corporate University to promote awareness of equality training, including a direct link to the relevant training resources.
9. Specialised training will be provided to middle managers to enable the early identification of situations involving inequality or sexual harassment.
10. The company's existing recruitment process will incorporate the assessment of equality-related training included by candidates in their curricula vitae.
11. Employees on leave related to the care of children or dependent family members, in accordance with Article 46.3 of the Spanish Workers' Statute, shall retain the right to participate in training activities.
12. The Legal Representation of the Workforce shall participate annually in the proposal of equality-related training courses.

RESPONSIBLE DEPARTMENT	People and organization department.
EXPECTED OUTCOMES	To ensure access to training for all employees.
INDICATORS	Equality-related training activities delivered at all levels, disaggregated by sex, and dissemination of the Equality Plan
MEANS	Employee Portal, Intranet, Training Plan.
IMPLEMENTATION PERIOD	Eighteen months from the entry into force of the Equality Plan.

4. WORK-LIFE BALANCE MEASURES FOR PERSONAL, FAMILY AND WORKING LIFE

OBJECTIVE

To strengthen the balance between working life and personal and family life. The IIS-FJD has a wide range of measures that support flexibility while promoting the professional development of its employees.

MEASURES	
	1. To inform employees about the leave entitlements and leaves of absence available under the labour regulations applicable to the company in relation to work-life balance. 2. To monitor, through the Equality Plan Monitoring Committee, that the exercise of work-life balance rights does not result in any disadvantage in terms of access to training or any other working or psychosocial conditions. 3. To provide regular updates, through the company's communication channels, on the work-life balance rights and measures in force at any given time. 4. To promote co-responsibility and the balanced sharing of family responsibilities among all employees through awareness-raising and information campaigns, with the aim of improving the quantitative indicators, by sex, relating to measures that support the reconciliation of family and working life. 5. To facilitate, whenever organisational and operational needs within the Department allow the accumulation into full working days of working-time reductions granted for legal guardianship purposes, subject to prior agreement with the company. 6. To facilitate, wherever possible and whenever the position or Department allows, the adaptation and adjustment of working hours requested by employees who have children under 12 years of age, a spouse or registered partner, relatives up to the second degree of consanguinity, as well as other dependants who live in the same household and who, due to age, accident or illness, are unable to care for themselves, provided that the circumstances supporting the request are duly justified. 7. To facilitate, through an adjustment of working hours on the day concerned or compensatory time at a later date, and provided that organisational and operational needs permit, accompaniment of dependent older relatives up to the first degree of consanguinity or affinity to appointments or administrative procedures at public social care centres. Such absences must subsequently be justified through the Employee Portal. A minimum of 48 hours' prior notice to the relevant line manager and express authorisation shall be required. 8. To facilitate, through an adjustment of working hours on the day concerned or compensatory time at a later date, and provided that organisational and operational needs permit, accompaniment of first-degree relatives undergoing chemotherapy and/or radiotherapy treatment for cancer, where the need for accompaniment is justified and only for the time strictly necessary. A minimum of 48 hours' prior notice to the relevant line manager and express authorisation shall be required. 9. To facilitate, through an adjustment of working hours on the day concerned or compensatory time at a later date, and provided that organisational and operational needs permit, attendance at assisted reproduction treatment appointments for female IIS-FJD employees. A minimum of 72 hours' prior

	notice to the relevant line manager, express authorisation and subsequent justification through the Employee Portal shall be required. 10. To facilitate, through an adjustment of working hours on the day concerned or compensatory time at a later date, and provided that organisational and operational needs permit, attendance at school meetings concerning children under 16 years of age, up to a maximum of three occasions per year.
RESPONSIBLE DEPARTMENT	People and Organization Department
EXPECTED OUTCOMES	To promote the shared responsibility of women and men in balancing family and working life.
INDICATORS	Records of working-time reductions and working-hours adaptations, broken down by sex; number of measures proposed, communicated, and implemented.
MEANS	Content of awareness-raising and information campaigns.
IMPLEMENTATION PERIOD	From the date of signature and throughout the duration of the Equality Plan.

5. SPECIAL PROTECTION MEASURES

OBJECTIVE

To guarantee the safety of, and safeguard the employment rights of, victims of sexual violence, sexual harassment or harassment on the grounds of sex, as well as victims of gender-based violence.

To promote a corporate culture committed to combating gender-based violence.

MEASURES	1. Periodic monitoring shall be carried out of any reports of sexual violence, sexual harassment and/or harassment on the grounds of sex submitted through the Procedure for Action in Cases of Sexual Violence, Sexual Harassment and/or Harassment on the Grounds of Sex. 2. Women who are victims of gender-based violence shall be provided with support through working-time adjustments, shift changes and/or changes of work location, as well as flexible working arrangements. 3. Specific training on the prevention of and response to sexual harassment and/or harassment on the grounds of sex shall be provided to the Designated Contact Person responsible for receiving complaints. 4. Training on the prevention, identification and support of victims of gender-based violence shall be provided to employees designated as reference persons within the Company for such matters. 5. The Procedure for Action in Cases of Sexual Violence, Sexual Harassment and/or Harassment on the Grounds of Sex shall be disseminated among all employees. 6. An awareness-raising campaign on the importance of preventing gender-based violence in the workplace shall be carried out, coinciding with the 25th of November, the International Day for the Elimination of Violence against Women. 7. Any form of accreditation of victim status provided for under Organic Law 1/2004 on Gender-Based Violence and Organic Law 10/2022 shall be accepted as proof of victim status. 8. Access to refresher training courses shall be facilitated for women who are victims of gender-based violence and who have been required to suspend their employment relationship while retaining the right to return to their position. 9. Employees who are accredited victims of gender-based violence shall be entitled to an additional two days of relocation leave. 10. Employees who are recognised as victims of gender-based violence, sexual violence, or terrorism shall be entitled, in order to ensure their protection or access to comprehensive social assistance, to a reduction in working hours with a proportional reduction in salary, or to a reorganisation of working time through working-hours adjustments, flexible working arrangements, or any other working-time arrangements available within the Company. Such employees shall also have the right to perform their work wholly or partially on a remote basis, or to cease working remotely where remote work is already in place, provided that, in either case, the nature of the position and duties performed is compatible with such arrangements.
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	11. A digital information leaflet shall be produced and distributed, containing the full Equality Plan in its entirety.
RESPONSIBLE DEPARTMENT	People and Organization Department.
EXPECTED OUTCOMES	To reduce and prevent situations requiring special protection.
INDICATORS	Records of complaints relating to sexual harassment and gender-based violence. Actions carried out in connection with 25 November.
MEANS	Whistleblowing Channel and the Procedure for Action in Cases of Sexual Violence, Sexual Harassment and/or Harassment on the Grounds of Sex.
IMPLEMENTATION PERIOD	From the date of signature and throughout the duration of the Equality Plan.

6. PAY POLICY AND REMUNERATION.

OBJECTIVE

To ensure equal pay for women and men for work of equal value.

MEASURES

1. To update the pay register for the entire workforce annually in accordance with

	current legislation and make it available to the Monitoring Committee and the legal representation of employees. 2. The Pay Audit submitted shall be updated after the first two years of the Equality Plan and upon its completion. Subsequent updates shall be carried out every four years in accordance with the Royal Decree governing Equality Plans.
RESPONSIBLE DEPARTMENT	People and Organization Department / General Management
EXPECTED OUTCOMES	Pay Audit data updated every two years.
INDICATORS	Datos de Auditoría Retributiva cada dos años.
MEANS	Pay audit
IMPLEMENTATION PERIOD	From the date of signature and throughout the duration of the Equality Plan.

7. COMMUNICATION

OBJECTIVE

To promote internal communication that fosters an image and language that reflect equality between women and men.

MEASURES

1. To incorporate non-sexist language and communication into Intranet content.
2. To use internal communication channels to promote the Equality Plan.

	3. To activate the “Contigo en Equilibrio” programme to provide psychological support to employees, including victims of gender-based violence and sexual violence. 4. To promote the inclusive use of language and encourage, in both internal and external communications, including institutional advertising, a diverse and realistic image of the abilities and opportunities of women and men, avoiding stereotypical and sexist portrayals. 5. To publicise the Equality Plan and facilitate access to it for all employees once it has been signed. 6. To inform collaborating companies and service providers of the existence of the current Code of Ethics and obtain their commitment to respect and comply with its provisions. 7. To identify the internal channels through which information on equality within the company can be accessed. 8. To carry out awareness campaigns on equality, sexual harassment and/or harassment on the grounds of sex, and gender-based violence, on relevant commemorative dates. 9. To incorporate into the Intranet an internal logo identifying the existence of the Equality Plan within the Company.
RESPONSIBLE DEPARTMENT	People and Organization Department / Communications Department
EXPECTED OUTCOMES	Maximum visibility and inclusive communication.
INDICATORS	
MEANS	Intranet; internal communications.
IMPLEMENTATION PERIOD	From the date of signature and throughout the duration of the Equality Plan.

8. PREVENTION OF SEXUAL VIOLENCE, SEXUAL HARASSMENT AND HARASSMENT ON THE GROUNDS OF SEX.

OBJECTIVE

To prevent sexual violence, sexual harassment and harassment on the grounds of sex within the Company.

MEASURES

1. To develop a specific protocol for the prevention of and response to sexual violence, sexual harassment and harassment on the grounds of sex, in collaboration with the legal representation of employees.

	- To provide specific training on the prevention of and response to cases of sexual harassment and/or harassment on the grounds of sex to the Designated Contact Person responsible for receiving complaints. - To disseminate the Sexual Harassment and Harassment on the Grounds of Sex Protocol among all employees. - To publicise the procedure for reporting sexual harassment and harassment on the grounds of sex, including information on the Whistleblowing Channel.
RESPONSIBLE DEPARTMENT	People and Organization Department / Communications Department
EXPECTED OUTCOMES	To reduce the number of harassment situations.
INDICATORS	Number of cases processed. Training activities delivered to the persons involved in the procedure.
MEANS	Procedure for the Prevention of and Response to Sexual Violence, Sexual Harassment and Harassment on the Grounds of Sex.
IMPLEMENTATION PERIOD	Training of the Designated Contact Person within 6 months of the signing of the Equality Plan.

9. OCCUPATIONAL HEALTH

OBJECTIVE

To incorporate the gender dimension into the occupational health policy and occupational risk prevention tools in order to adapt them to the needs of employees.

MEASURES

- To develop an occupational violence protocol, including the different forms of

	violence that may occur in the workplace. - To incorporate the sex perspective into occupational health reports, both in data collection systems and in the general study and assessment of occupational risk prevention evaluations (including psychosocial risks such as double and triple workloads, sexual harassment and harassment on the grounds of sex, gender-based violence and stress), with the objective of identifying and preventing situations in which work-related harm may be linked to sex. - To incorporate a gender perspective into the reports on the use of the “Contigo Equilibrio” psychological support programme. - To maintain a register of occupational accidents and occupational diseases.
RESPONSIBLE DEPARTMENT	People and Organization Department / Occupational Health Department
EXPECTED OUTCOMES	Promotion of employees’ occupational health from a gender perspective.
INDICATORS	Occupational accident data disaggregated by sex and age. Number of employees participating in training activities, disaggregated by sex.
MEANS	
IMPLEMENTATION PERIOD	From the date of signature and throughout the duration of the Equality Plan.

17. PROCEDURE AGAINST SEXUAL HARASSMENT AND HARASSMENT ON THE GROUNDS OF SEX IN THE WORKPLACE.

1. PRESENTATION

The present document has been developed with the commitment of both Management and the Legal Representation of the Workforce to prevent, raise awareness of, and address any situations of sexual violence, sexual harassment, and harassment on the grounds of sex that may arise within **FUNDACIÓN**

JIMÉNEZ DÍAZ HEALTH RESEARCH INSTITUTE FOUNDATION,

recognising that such situations constitute an infringement of fundamental rights and an attack on personal dignity and health.

This procedure is intended to serve as an important tool for ensuring a safe, respectful and productive working environment, in which sexual violence, sexual harassment and/or harassment on the grounds of sex, sexual orientation or gender identity will neither be permitted nor tolerated but will instead be actively addressed and firmly sanctioned.

Furthermore, it embodies the commitment and guarantee of the parties subscribing to it that all complaints and reports will be handled rigorously, and that they will be processed fairly, promptly and confidentially.

2. SCOPE OF APPLICATION

This procedure shall apply to all workplaces of the Company and shall cover all employees who form part of the workforce. It shall also apply to locations where services are provided, even when such locations are not owned by the Company, including situations arising from business travel (including accommodation in hotels provided by the employer, provided that the employee's stay remains work-related), work-related social events and activities linked to employment, as well as training centres to which employees are assigned by the Company as part of their professional or training activities.

The scope of application of this Protocol is determined by the existence of a causal link between the harassment and the employment relationship; that is, where the conduct would not have occurred had the individual not been providing services to the Company.

3. LEGAL FRAMEWORK

The Spanish Constitution recognises as fundamental rights the dignity of the individual, the inviolable rights inherent to every person, and the free development of personality (Article 10.1); equality and non-discrimination on the grounds of sex, in its broadest sense (Article 14); the right to life and to physical and moral integrity, as well as the right not to be subjected to degrading treatment (Article 15); and the right to honour, personal and family privacy, and one's own image (Article 18.1). Furthermore, Article 35.1 of the Spanish Constitution establishes the right to non-discrimination on the grounds of sex within employment relationships.

Organic Law 3/2007 of the 22nd of March on Effective Equality between Women and Men expressly prohibits sexual harassment and harassment on the grounds of sex, and provides definitions of such conduct (Articles 7, 8, 48 and 62).

Article 48 of Organic Law 3/2007 of the 22nd of March establishes that companies must promote working conditions that prevent sexual harassment and harassment on the grounds of sex and must implement specific procedures for their prevention and for handling complaints or claims submitted by individuals who have been subjected to such conduct. The measures to be implemented must be negotiated with employees' representatives.

Sexual harassment and harassment on the grounds of sex in the workplace should be understood as a manifestation of discrimination, insofar as they contribute to the perpetuation of inequality in the labour market.

Sexual harassment constitutes a violation of individuals' fundamental rights, including the right to dignity, privacy, sexual freedom, non-discrimination on the grounds of sex, health, and occupational safety and health.

Through the development of this Protocol for the Prevention of Sexual Violence, Sexual Harassment and Harassment on the Grounds of Sex, the Company expressly states its intention, within the scope of its responsibilities, to adopt all necessary measures to promote a workplace free from harassment, and will neither permit nor tolerate conduct of this nature.

Organic Law 10/2022 of the 6th of September on the Comprehensive Guarantee of Sexual Freedom establishes that "companies must promote working conditions that prevent the commission of offences and other behaviours against sexual freedom and moral integrity in the workplace, with particular emphasis on sexual harassment and harassment on the grounds of sex, in accordance with Article 48 of Organic Law 3/2007 of the 22nd March on Effective Equality between Women and Men, including conduct occurring in digital environments. Furthermore, companies must implement specific procedures for the prevention of such conduct and for the handling of complaints or claims submitted by individuals who have been subjected to these behaviours, including those occurring in digital environments".

4. CONCEPTS

Directive 2006/54/EC and Organic Law 3/2007 of the 22nd of March on Effective Equality between Women and Men consider sexual harassment and harassment on the grounds of sex to be discriminatory conduct and define these behaviours while establishing measures for their prevention and, where appropriate, their effective prevention, investigation, and sanctioning.

Sexual Violence

World Health Organisation (WHO) defines **sexual violence** as: "*any sexual act, attempt to obtain a sexual act, or other act directed against a person's sexuality using coercion, by any person regardless of their relationship to the victim, in any setting. It includes rape, defined as the physically forced or otherwise coerced penetration of the vulva or anus with a penis, other body part or object, attempted rape, unwanted sexual touching and other non-contact forms*".

Sexual Harassment

Any verbal or physical conduct of a sexual nature that has the purpose or effect of violating a person's dignity, particularly when creating an intimidating, degrading, or offensive environment.

Harassment on the Grounds of Sex

Any conduct carried out on the basis of a person's sex that has the purpose or effect of violating that person's dignity and creating an intimidating, degrading, or offensive environment. Any less favourable treatment of women related to pregnancy or maternity shall also constitute direct discrimination on the grounds of sex.

The distinction between sexual harassment and harassment on the grounds of sex is that, while the former is sexual in nature, the latter encompasses a much broader range of discriminatory workplace situations that originate from a person's sex and the social roles, expectations and stereotypes associated with it (gender).

To determine whether a situation constitutes sexual harassment, reference should be made to the criteria established by the International Labour Organization (ILO) in Convention No. 111 and by Commission Recommendation 92/131/EEC of 27 November 1991, which indicate that the following three elements must be present:

- ⇒ Conduct of a sexual nature.
- ⇒ The conduct is unwanted, unreasonable, and offensive to the person subjected to it.
- ⇒ The conduct creates an intimidating, hostile, or humiliating working environment for the person concerned.

It is difficult to provide an exhaustive list of acts and behaviours that may constitute sexual harassment or harassment on the grounds of sex. However, by way of example, and without this being considered an exhaustive or restrictive list, some examples include:

Types of sexual harassment:

VERBAL CONDUCT

- *Offensive sexual jokes and comments about an employee's physical appearance or sexual condition.*
- *Obscene sexual comments.*
- *Questions, descriptions or comments about sexual fantasies, preferences, and sexual skills/capabilities.*
- *Derogatory or obscene forms of addressing individuals.*
- *Spreading rumours about individuals' sexual lives.*
- *Communications (telephone calls, audio messages, etc.) of a sexual and offensive nature.*
- *Conduct intended to demean or humiliate an employee because of their sexual condition.*
- *Invitations or pressure to arrange sexual dates or encounters.*
- *Invitations or requests for sexual favours when linked, directly or indirectly, to career progression, improvement of working conditions, or the retention of employment.*
- *Persistent invitations to participate in social or leisure activities after the person concerned has clearly indicated that such invitations are unwanted and inappropriate.*

NON-VERBAL CONDUCT

- *Use of images, graphics, cartoons, photographs or drawings with sexually explicit or suggestive content.*
- *Obscene gestures, whistling, lewd gestures or inappropriate staring.*
- *Letters, notes, emails, social media messages and/or instant messages of an offensive sexual nature.*
- *Conduct intended to demean or humiliate an employee because of their sexual condition.*

PHYSICAL CONDUCT

- *Deliberate and unsolicited physical contact, or excessive or unnecessary physical proximity.*
- *Cornering someone or deliberately seeking to be alone with a person without justification.*

Types of harassment on the grounds of sex:

- Use of discriminatory behaviour because a person is a woman or a man.
- Jokes and comments about individuals who perform tasks that have traditionally been carried out by persons of the opposite sex.
- Use of derogatory or offensive forms of address towards persons of a particular sex.
- Use of sexist humour.
- Ridiculing or disparaging the abilities, skills, and intellectual potential of women.
- Engaging in the foregoing behaviours towards lesbian, gay, transgender, and bisexual persons.
- Evaluating employees' work in a disparaging, unfair, or biased manner on the basis of their sex or sexual orientation.
- Less favourable treatment on grounds of pregnancy or maternity.

Obligations of the parties:

Employer obligations: The Company bears full responsibility for guaranteeing the right of all individuals to a healthy working environment. It is also required to promote working conditions that prevent sexual harassment and harassment on the grounds of sex, and to establish procedures for their prevention, investigation and sanctioning (Organic Law 3/2007, Article 48).

All individuals with managerial responsibilities have the obligation to:

- Address any behaviour or attitude that may be offensive, disturbing, or discriminatory.
- Ensure compliance with, and monitoring of, the guidelines and principles established in this Protocol.
- Facilitate the reporting of such situations through the established channels and procedures.
- Report complaints or allegations rigorously to the designated contact person within the workplace.
- Maintain the confidentiality of any cases to which they may have had access or knowledge.

Obligations of employee representatives: To contribute to the prevention of sexual violence, sexual harassment and harassment on the grounds of sex in the workplace by raising employees' awareness of these issues and informing Company Management of any conduct or behaviour of which they become aware and which may give rise to such situations (Article 48.2).

Obligations of the legal representation of the workforce:

- To participate in the definition of the Company's policy against sexual violence, sexual harassment and harassment on the grounds of sex, and to take part in the development of the Protocol (including collaboration in the definition of a sanctions regime consistent with the seriousness of the conduct concerned).
- To contribute to the promotion of a culture of awareness and sensitivity regarding these issues.
- To facilitate access to the mechanisms and procedures established in this Equality Plan for any potentially affected persons and to contribute to the identification of risk situations.
- To provide support to employees who may be experiencing such situations.
- To act as guarantors of the processes and commitments established under this Protocol.
- To guarantee the absence of reprisals against employees who make use of measures or procedures relating to sexual violence, sexual harassment or harassment on the grounds of sex.
- To ensure the effective implementation of any sanctions imposed by the Company.

Obligations of the employees: Employees play a key role in creating a working environment in which sexual violence, sexual harassment and harassment on the grounds of sex are unacceptable. They can contribute to preventing such behaviours by maintaining awareness of these issues and by ensuring that their own conduct, and their behaviour towards others, is respectful and non-offensive.

Employees have the following rights and obligations:

- The right to a healthy working environment and not to be subjected to sexual violence, sexual harassment, or harassment on the grounds of sex.
- The obligation to treat others with respect.
- The obligation not to ignore situations involving sexual violence, sexual harassment, or harassment on the grounds of sex.
- The obligation to report any situations of sexual violence, sexual harassment, and/or harassment on the grounds of sex of which they become aware.
- The obligation to cooperate in the investigation of any internal complaint relating to sexual violence, sexual harassment, and/or harassment on the grounds of sex.
- The duty of confidentiality.

Employees who are victims of sexual violence shall be entitled, under the terms established in the revised text of the Workers' Statute, approved by Royal Legislative Decree 2/2015 of 23 October, to a reduction or reorganisation of their working time, geographical mobility, transfer to another workplace, adaptation of their position, and any support required due to disability for their return to work, as well as to the suspension of the employment relationship with reservation of their position and to the termination of the employment contract.

The initial period of suspension shall not exceed six months, unless judicial protection proceedings determine that the effectiveness of the victim's right to protection requires the continuation of the suspension. In such cases, the judge may extend the suspension in periods of three months, up to a maximum total duration of eighteen months.

5. COMPLAINT PROCEDURE

Who can report sexual violence, sexual harassment and/or harassment on the grounds of sex?

In the event of any inappropriate or offensive behaviour, it is essential that the affected employee, or any third party with direct knowledge of the situation (employee representatives, colleagues, external collaborators, etc.), reports the case so that the appropriate actions can be initiated to eliminate such conduct through the **Designated Contact Person**.

Who is responsible for handling complaints or reports and providing guidance to individuals?

The **Designated Contact Person** at the workplace, who will have received prior training in equality matters, shall be responsible for receiving internal complaints and reports submitted through the Whistleblowing Channel concerning sexual violence, sexual harassment, and/or harassment on the grounds of sex.

The Company shall propose the Designated Contact Person to the legal representation of the workforce. This individual shall belong to the People and Organization Department. The Works Council shall accept the proposed person unless it raises objective and, where applicable, substantiated reasons demonstrating that the proposed individual is not suitable for the role.

The Designated Contact Person shall have the following responsibilities:

- To provide support to the person submitting the complaint.
- To oversee the complaint process to ensure that it contains no substantive deficiencies and that it is channelled through the established procedures.
- To provide advice on whether the reported conduct may constitute sexual harassment or harassment on the grounds of sex.
- To propose precautionary measures to Management where necessary.
- To provide guidance on the different available resolution procedures, both internal and external.

Designated Contact Persons shall be appointed for a period of four years, with the possibility of renewal.

What reporting channels are available within the Company to report such situations?

The company has an external [Whistleblowing Channel](#), managed by a specialised third party, which ensures that complaints and reports are handled confidentially.

Información general


Objetivo


Poner en conocimiento de la Empresa las posibles infracciones, irregularidades, incumplimientos o violaciones del Código Ético y de Conducta del Grupo Quirónsalud.


¿Quién?



Trabajadores

Pacientes

Colaboradores


Proveedores

Terceras partes


¿Qué?


Normativa de entorno laboral

- Acoso laboral
- Discriminación y trato de favor
- Violencia ocupacional
- Seguridad y salud en el trabajo
- Acoso sexual y por razón de género
- Conflicto de intereses

In addition, the Company shall accept reports submitted through the [Internal Reporting Channel](#) established via the Designated Contact Person's email address, who shall be bound by a duty of confidentiality throughout the entire process.

What information should a complaint contain?

In order to ensure the prompt activation of the internal procedure, the complaint should include:

- Identification details of the employee who is the subject of the situation of sexual violence, sexual harassment, or harassment on the grounds of sex, including name and surname, position or job title, and any other relevant information.
- Details of the complainant, where the complainant is not the same person as the individual allegedly subjected to the conduct. Contact details such as a telephone number and/or email address should be provided in case further information is required.
- Information enabling the identification of the alleged perpetrator, including name and surname, position or job title, physical description, and any other available identifying details.
- A description of the facts giving rise to the internal complaint, including relevant dates, work shifts, clinical unit or department, and the location within the workplace where the alleged conduct took place.
- Details of any potential witnesses to the incidents described, including name and surname, position or role, and professional relationship with the Company (employee, external professional, patient, patient's relative, student, etc.).
- Any written, visual, audio, or graphic evidence that may provide indications of the existence of a situation involving sexual violence, sexual harassment, or harassment on the grounds of sex.

Activation of the procedure

Once a written complaint has been submitted and its form and content have been verified by the Designated Contact Person, this procedure for dealing with sexual harassment or harassment on the grounds of sex shall be activated within three working days.

Upon verification of the complaint, the Designated Contact Person shall notify the People and Organization Department by email. Subsequently, four investigators (two appointed by Management and two appointed by the employee representatives) shall be designated to form the *“Investigation Panel”*.

All members of the Investigation Panel shall carry out their duties with complete impartiality. Therefore, any member who has a family relationship, whether by blood or marriage, with any of the parties involved shall withdraw from the investigation. Similarly, any member who has a close personal relationship, a manifest conflict with any of the parties concerned, or any direct or indirect interest in the matter under investigation shall declare a conflict of interest and recuse themselves from the process.

Should any circumstance requiring recusal exist and the member concerned fail to withdraw voluntarily, either party involved in the procedure may submit a written challenge within 48 hours of the appointment of the Investigation Panel, setting out the grounds for the request. The remaining members of the Panel shall review the request and decide, by simple majority, whether it should be upheld. If the challenge is accepted, a replacement member shall be appointed to the *Investigation Panel*.

- ⦿ The People and Organization Department shall notify the Permanent Equality Committee by email of the existence of a complaint relating to these matters. The trade union representatives on this Committee shall appoint an equality advisor with expertise in equality matters and shall communicate that person's identity by email within 24 hours, so that it may be recorded in the formal constitution of the Investigation Panel.
- ⦿ The Investigation Panel shall be composed of two (2) representatives appointed by the trade union side of the Equality Committee and two (2) representatives from the People and Organization Department.

The Investigation Panel shall formally open an investigation file and shall notify, in writing, the employees concerned and any individuals who may be involved in the reported events of the commencement of the procedure. The Panel shall inform all parties of their obligation to maintain confidentiality throughout the investigation process.

Acknowledgement of receipt of the notification initiating the investigation shall be obtained from all parties concerned. From that moment, a period of 48 hours shall commence during which the parties may submit a written request for recusal should any of the circumstances referred to above apply.

- ⦿ During the investigation process, the Investigation Panel shall propose to Management any measures necessary to protect the complainant from potential reprisals. In all cases, Management shall ensure the separation of the complainant and the respondent, provided that such measures do not result in the revictimisation of the complainant. Any other precautionary measures shall be assessed by Management and implemented where they are considered proportionate and effective.
- ⦿ The Investigation Panel shall gather all information and documentation necessary to verify the facts described in the complaint. To this end, it shall conduct individual interviews and may request relevant documents, image recordings, or any other evidence deemed necessary. All information obtained shall be incorporated into the investigation file and treated as confidential. Members of the Investigation Panel shall maintain strict confidentiality and discretion regarding any information or documentation to which they have access throughout the process.
- ⦿ Once responsibilities have been assessed and the facts verified, the Investigation Panel shall issue a report determining whether the facts constitute sexual violence, sexual harassment, or harassment on the grounds of sex, or whether there is evidence suggesting that the reported conduct may have occurred.

In light of its findings, the Investigation Panel shall submit a report recommending either dismissal of the case or the imposition of disciplinary measures. This report shall be forwarded to Management and to the Equality Committee.

- ⦿ The employee who submitted the complaint or who has been subjected to sexual violence, sexual harassment or harassment on the grounds of sex shall be informed of the outcome of the investigation. When appropriate, the employee may be referred to the Occupational Health Department for psychological assessment and support. Such support may also be requested by the employee at any stage during the investigation process.

- ⦿ The employee or employees who are the subject of the investigation shall be informed of the outcome of the procedure, either through a notification that the case has been closed or, where appropriate, through the delivery of a disciplinary sanction letter.
- ⦿ Any disciplinary sanctions imposed, where conduct constituting sexual violence, sexual harassment or harassment on the grounds of sex has been substantiated in the workplace, shall be determined in accordance with the provisions of the applicable Collective Agreement and/or the Workers' Statute.
- ⦿ Any disciplinary sanction imposed shall be notified to the legal representatives of the workforce at the workplace.

The Investigation Phase shall not exceed ten (10) working days, unless the Investigation Panel agrees to an extension due to the complexity of the matter, difficulties in obtaining witness statements, delays in obtaining necessary documentation, health-related circumstances affecting members of the Panel, or any other circumstance not attributable to the parties involved. Where the findings of the investigation confirm that the reported facts constituting sexual harassment have occurred, the Designated Contact Person shall advise the affected employee to file a complaint with the relevant law enforcement authorities

This procedure, together with a flowchart outlining the reporting and investigation process, including the relevant contact email address, shall be made available to all employees.

The Company shall guarantee that no reprisals are taken against complainants or against any individuals who, in good faith, provide evidence, collaborate with, or participate in the investigation of cases of sexual harassment or harassment on the grounds of sex.

6. MONITORING OF THE PROTOCOL AND ITS PROPER IMPLEMENTATION

The Equality Committee shall monitor the procedures and cases initiated in relation to sexual violence, sexual harassment and/or harassment on the grounds of sex in order to assess the effectiveness and outcomes of the actions carried out under this Procedure. Where appropriate, it shall introduce any modifications necessary to improve and optimise its implementation. The Committee shall meet on a regular basis, coinciding with the evaluation meetings of the Equality Plan, or extraordinarily whenever requested by either party.

Where a disciplinary sanction is imposed other than summary dismissal, the sanction shall include mandatory equality training, to be completed outside the employee's normal working hours and not considered working time. Management shall monitor the conduct of the offender, through the relevant line managers, for a period of six months.

7. DURATION OF THE PROCEDURE

El presente procedimiento tiene vigencia de 4 años, pudiendo ser revisado y actualizado por la Comisión de Igualdad de FUNDACIÓN INSTITUTO DE INVESTIGACIÓN en cualquier momento. This Procedure shall

remain in force for a period of four years and may be reviewed and updated at any time by the Equality Committee of the FUNDACIÓN JIMENEZ DÍAZ HEALTH RESEARCH INSTITUTE FOUNDATION.

19. DIGITAL DISCONNECTION POLICY.

1. BACKGROUND

On December 7TH, 2018, Organic Law 3/2018 of the 5th of December on Personal Data Protection and the Guarantee of Digital Rights (hereinafter, the "Personal Data Protection Act") entered into force. This legislation amended, among other legal provisions, the revised text of the Workers' Statute through the introduction of a new Article 20 bis.

In this regard, Article 88 of the aforementioned Act recognises and safeguards the right to digital disconnection, establishing it as a mechanism to guarantee employees' right to respect for their rest periods, leave entitlements and holidays, as well as their personal and family privacy, beyond the working time established by law or collective agreement.

In order to address the need to establish a clear distinction between working time and rest time for employees of the Fundación Jiménez Díaz Health Research Institute Foundation (FIIS-FJD), this Policy has been adopted to meet the needs of FIIS-FJD personnel and to ensure compliance with the current legislation governing this matter.

2. PERSONAL SCOPE

The measures set out in this Policy shall apply to all FIIS-FJD employees, regardless of their professional group, occupational category, or employment conditions.

Accordingly, this Policy shall apply to all employees referred to above, except where specific provisions governing this matter apply to certain positions. Such positions include, for example, employees who receive a responsibility allowance or a similar type of supplement, as described in Measure Five of this Policy.

3. OBJECTIVE AND COMPLIANCE

The provisions contained in this document are intended to establish measures that ensure employees are able to effectively enjoy their rest periods and annual leave, while also safeguarding their personal and family privacy. To this end, FIIS-FJD is committed to promoting measures that encourage disconnection from work once the working day has ended, recognising the right to digital disconnection as a fundamental element in achieving a better organisation of working time, respecting private and family life, improving the reconciliation of personal, family and professional responsibilities, and contributing to the promotion of the occupational health and well-being of all employees.

This document is mandatory for all members of the organisation, and all employees share responsibility for ensuring its effective implementation and compliance.

4. MEASURES TO GUARANTEE THE RIGHT TO DIGITAL DISCONNECTION

FIRST

FIIS-FJD shall guarantee its employees the right to digital disconnection once their working day has ended.

Employees of FIIS-FJD shall have the right not to respond to any communication, regardless of the means used (e-mail, WhatsApp, telephone calls, etc.), once their working day has ended, except in the circumstances set out in Measure Five of this Policy.

SECOND

The employees undertake to make appropriate use of the information technology and communication tools provided by the organisation, avoiding, whenever possible, their use outside the established working hours.

Individuals with managerial responsibility for teams are expected to comply particularly with the principles of this Digital Disconnection Policy, as they serve as a reference point for the teams they coordinate. Accordingly, managers and supervisors shall refrain from requiring responses to communications initiated and sent outside normal working hours, or close to the end of the working day, where such communications could reasonably entail the performance of work activities extending into employees' rest periods. Employees receiving such communications shall therefore have the right not to respond until the start of their next working day.

In this regard, whenever a communication is sent that might reasonably require a response outside the employee's normal working hours, the sender shall expressly assume that any reply may be deferred until the recipient's next working day.

THIRD

To guarantee the right to digital disconnection and promoting an effective balance between personal, family and working life, work meetings, whether internal or with clients, shall be scheduled taking into account their expected duration and, wherever possible, shall not extend beyond the end of the ordinary working day, so as not to interfere with employees' rest periods.

Exceptionally, and only where the circumstances set out in Measure Five apply, the provisions of the preceding paragraph shall not apply.

FOURTH

FIIS-FJD shall guarantee employees the right to digital disconnection during periods of annual leave, personal leave days, rostered days off, daily and weekly rest periods, authorised leave, periods of temporary incapacity, and leaves of absence.

Employees shall be required to activate an out-of-office message in their email account indicating their absence, including the contact details of the employee designated by the Company to provide cover during their absence, together with the dates covering the relevant period referred to above.

FIFTH

The measures guaranteeing the right to digital disconnection shall not apply where circumstances of urgency, force majeure, or situations involving serious, imminent, or evident harm to the Company or its operations arise, and where the urgency of the situation clearly requires an immediate response.

In such cases, where the Company requires a response from an employee outside their normal working hours, contact shall preferably be made by telephone in order to explain the urgent circumstances giving rise to such requirement.

The right to digital disconnection shall not apply to employees who hold positions of responsibility and who receive a “responsibility allowance” or a similar supplement, on the understanding that, during periods in which they are required to remain available, they shall be obliged to respond to Company communications in accordance with the rules governing the corresponding responsibility regime within the organisation.

Similarly, on-call duties and alert systems are expressly excluded from the application of this Policy, as their nature is inherently incompatible with the right to digital disconnection.

The right to digital disconnection shall also not apply where it is the employee who voluntarily initiates communication with their manager or with Management outside their normal working hours.

SIXTH

FIIS-FJD shall guarantee the right to digital disconnection for employees who perform their duties on-site, as well as for those who carry out all or part of their work at other authorised workplaces or from their home (without this implying adherence to a formal teleworking arrangement), where technological tools are used for work-related purposes.

SEVENTH

FIIS-FJD shall implement awareness-raising measures to support and promote the right to digital disconnection. To this end, employees shall be informed of the importance of protecting this right, taking into account both their professional and personal circumstances. All necessary information shall be made available to employees to ensure their understanding and effective application of the measures designed to safeguard the right to digital disconnection.

Individuals with responsibility for teams and/or managerial authority over employees shall be responsible for promoting and encouraging the responsible use of technology, leading by example in order to ensure compliance with the right to digital disconnection.

EIGHTH

The exercise of the right to digital disconnection shall not have any adverse impact on employees’ professional development.

NINTH

FIIS-FJD recognises and formally establishes the right to digital disconnection as a right, but not as an obligation, applicable to all employees. This expressly means that employees who choose to send communications outside the working hours established under this Policy may do so freely. However, they must assume that no response may be received until the next working day. The only exceptions to this principle are those provided for under Measure Five of this Policy. Therefore, where an immediate intervention or response from an employee is required, the mechanisms established under that Measure shall be followed.

5. DURATION

This Policy shall enter into force upon the signing of this Agreement and shall be automatically renewed on an annual basis unless otherwise agreed.

20. INCLUSIVE LANGUAGE PROCEDURE

The guidelines published by the United Nations (UN) provide a set of strategies to help staff use gender-inclusive language. These strategies can be applied in all types of communication, whether oral or written, formal or informal, and when addressing both internal and external audiences.

Given the international nature of the organisation and the diverse backgrounds of the workforce, these guidelines are considered suitable for adaptation to the **FUNDACIÓN JIMÉNEZ DÍAZ HEALTH RESEARCH INSTITUTE FOUNDATION** (FIIS-FJD) and have therefore been used as the basis for the development of this Procedure.

Scope of application

This Procedure shall apply to all forms of communication within the Company, whether oral or written, formal or informal, and internal or external.

When deciding which strategies to use, employees should:

- ☐ Take into account the type of communication (oral or written) and its purpose, as well as the context and the target audience;
- ☐ Ensure that the message, whether oral or written, is clear, fluent, and concise, and that written texts are easy to read and understand;
- ☐ Seek to combine different strategies throughout the communication, whether oral or written, in order to promote the effective use of inclusive language.

Gender in Spanish

Grammatical gender in Spanish is expressed through nouns, adjectives, articles, and certain pronouns. In nouns and adjectives, there are only two grammatical gender markers: masculine and feminine. The neuter gender has been preserved in only a limited number of words, such as *aquello*, *eso*, *esto*, *ello*, *alguien*, *algo*, and *lo*.

It is important not to confuse grammatical gender (a linguistic category applied to words), gender as a sociocultural construct (the roles, behaviours, activities, and attributes that a society at a particular time considers appropriate for individuals according to their sex), and biological sex (a biological characteristic of living beings).

Spanish uses different mechanisms to indicate grammatical gender and biological sex: word endings (e.g., *chica/chico*), distinct lexical forms (e.g., *padre/madre*), articles and determiners with common-gender nouns (e.g., *el/la estudiante*, *este/esta representante*). There are also gender-invariant nouns (epicene nouns), which have a single grammatical gender while referring to individuals regardless of biological sex (e.g., *la víctima*, *la persona*)

The main challenges for achieving gender-inclusive communication in Spanish arise from the frequent confusion between grammatical gender, sociocultural gender, and biological sex; from the level of awareness of the linguistic resources available within standard Spanish to communicate inclusively; and from the pejorative associations that some feminine equivalents have inherited from historically sexist social attitudes.

Useful strategies

In Spanish, it is possible to use different strategies to communicate in a more gender-inclusive manner, both in speech and in writing:

Avoiding Discriminatory Expressions

1.1 Use Appropriate Forms of Address

When addressing or referring to an individual, it is advisable to use forms of address (courtesy titles), personal pronouns, and adjectives that correspond to that person's gender.

Note for staff responsible for drafting texts that will be translated: when referring to a specific individual, authors should indicate the person's gender so that translation teams can use the most appropriate language in other languages. This is particularly important in Arabic, French, Russian, and Spanish.

In addition, consistency should be maintained when referring to women and men. For example, if men are referred to by their first name, surname, title, or profession, the same approach should be used when referring to women.

Less inclusive	More inclusive
Dr Gómez (professional title and surname used to refer to a man) and Alicia (first name used to refer to a woman) will attend the lunch.	Dr Gómez and Biologist Tucci will attend the lunch (professional title and surname used in both cases).

¿“Mrs or Miss”?

The use of “Miss” as a form of address for women is discouraged. Instead, the use of “Mrs.” is recommended in all cases, in order to avoid unnecessarily disclosing a woman’s marital status.

1.2 Evitar expresiones con connotaciones negativas

Some expressions carry negative connotations rooted in stereotypical views of gender characteristics and should therefore be avoided.

Examples:

- Men do not cry
- Acts like a girl.
- Behaves like a man/ like a lady.
- Strong as man.

1.3 Avoid expressions that perpetuate gender stereotypes

Some expressions reinforce stereotypes about socially assigned gender roles and should therefore be avoided.

Less inclusive	More inclusive
Nurses and doctors took part in the sector strike.	Healthcare staff took part in the sector strike.
We invite you to attend the event with your wife.	We invite you to attend the event with your partner.
Men help with household chores.	Men do household chores.

How can we identify discriminatory expressions?

One useful approach is to reverse the gender reference and ask whether the meaning or emphasis changes when a term is changed from masculine to feminine, or vice versa. Does the expression sound unusual, biased, or inappropriate when the gender is reversed?

For example:

- Women do not have the physical capacity to work in the police force.
- Men do not need paternity leave.

Making gender visible when required by the communicative context

2.1 Use both feminine and masculine forms (doubling)

Doubling consists of using both the feminine and masculine forms of the same word. As a linguistic strategy, it may be used when it is important to make both women and men explicitly visible. However, excessive use is not recommended, as it may make texts harder to read, create inconsistencies, or reduce precision, particularly in legal texts.

Regarding the order of the paired forms, either alphabetical order may be followed, or the order may be alternated. When alternating the order, care should be taken, especially where the alternation could obscure the meaning of the text, create confusion, or make reading more difficult.

For example:

- Boys and girls must attend the first class accompanied by their parents.
- The panel is composed of male and female judges from different countries.
- Ladies delegates, gentlemen delegates: ... (as an opening greeting in a spoken address).
- Male and female candidates must submit their application before the 2nd of May.

2.2 Use typographical strategies

It is possible to use a slash (/) or parentheses () to make the feminine form explicit, for example when referring to positions without referring to the person who may occupy them at a given time. Although this is a useful resource, it is recommended not to overuse it, as it can overload the text and make it more difficult to read, since agreement must be duplicated in all cases.

For example:

- The Director (male/female) shall be responsible for coordinating the promotion campaign.
- The report shall be submitted to the Auditor (male/female) for certification.

The at sign (@) is not a linguistic sign and therefore its use is not acceptable in documents that are even minimally formal.

2.3 Use “men and women” / “males and females”

Where the communicative context requires it, “men” / “males” and “women” may be used to make both groups explicitly visible.

For example:

- All the people who responded to the survey, both men and women, gave a negative assessment in Question 5.
- The new healthcare policies benefit women and men equally.

Job titles

When the gender identity of a person is known and that person identifies as female, Spanish generally allows the use of a distinct feminine form of the job title (e.g. *presidenta, auditora, doctora, enfermera*), unless the person concerned prefers otherwise.

It is also recommended not to add the word “woman” before a profession. Example: The scholarship was awarded to a *científica* (scientist), no *una mujer científico ni una mujer científica* (not a woman scientist).

*Note: Unlike Spanish, English does not generally distinguish between masculine and feminine forms of professional titles. In most cases, the same gender-neutral title is used regardless of the sex or gender of the person concerned (e.g. president, auditor, doctor, nurse)

Do not make gender visible when the communicative context does not require it

3.1 Omit Determiners Before Common-Gender Nouns

In Spanish, many nouns referring to people are common-gender nouns (sustantivos comunes en cuanto al género), whose gender is indicated by the accompanying article or determiner (el/la representante, el/la estudiante). In such cases, omitting unnecessary determiners may help make references more neutral and inclusive while improving readability

***Note: This recommendation is specific to the grammatical structure of Spanish. In English, nouns such as representative, student, or journalist are generally gender-neutral and do not require gender-marking articles. Therefore, the inclusive effect achieved in Spanish by omitting determiners is often already inherent in standard English usage. For this reason, the examples are retained in Spanish as illustrative cases of inclusive language strategies applicable to the Spanish language.*

Less inclusive	More inclusive
Acudieron <i>algunos</i> periodistas de distintos medios.	Acudieron periodistas de distintos medios.
Estuvieron presentes en la reunión <i>los</i> representantes de muchos países.	Había representantes de muchos países en la reunión.

3.2 Use collective nouns and other generic structures

When it is not necessary to refer to a position or occupation by explicitly mentioning the people who hold it, reference can instead be made to the group, institution, body, or function represented through:

- a collective noun (e.g., the directors → the management)
- structures such as “the community”, “the group of”, or “the body of”;
- processes instead of persons (e.g., the evaluator → the evaluation)

*The recommendations included in the **following sections** are specific to the grammatical structure of Spanish and are based on the use of collective nouns and other linguistic resources to avoid unnecessary gender marking. Since English does not generally assign grammatical gender to professional titles, collective references, or plural nouns referring to people, many of the issues addressed in these examples do not arise in the same way in English. For this reason, the examples are retained in Spanish as illustrative cases of inclusive language strategies applicable to the Spanish language.

Less inclusive	More inclusive
los funcionarios	el funcionariado
los trabajadores/los empleados	el personal
los alumnos	el alumnado

Less inclusive	More inclusive
los docentes	el cuerpo docente
los científicos	la comunidad científica
los diplomáticos	el cuerpo diplomático
los investigadores	el equipo de investigación
los presidentes	la presidencia
los jueces	el poder judicial, la magistratura, la judicatura
los miembros de la Comisión	la Comisión
los directores ejecutivos	la dirección ejecutiva
los auditores	la auditoría

3.3 Use collective nouns when referring to groups of people

Less inclusive	More inclusive
los ciudadanos	la ciudadanía
los jóvenes	la juventud/la gente joven
los hombres/el hombre	la humanidad/las personas
los niños	la infancia
los españoles	la población española/el pueblo español
los trabajadores	la Plantilla

3.4 Use the word “person”

Less inclusive	More inclusive
Nueve de cada diez ciudadanos respiran aire contaminado.	Nueve de cada diez personas respiran aire contaminado.
Todos tienen derecho a un sistema de justicia.	Todas las personas tienen derecho a un sistema de justicia.

3.5 Use the relative pronoun “who”, the indefinite pronouns “someone”, “no one”, and “anyone”, and the indefinite determiner “each” followed by a common-gender noun

Less inclusive	More inclusive
Los trabajadores que quieran pedir una ayuda para estudios externos pueden ponerse en contacto con la administración.	La persona trabajadora que quiera pedir una ayuda para estudios externos puede ponerse en contacto con la administración.
Se dará prioridad a los (candidatos) que tengan conocimientos de gestión.	Se dará prioridad a quienes tengan conocimientos de gestión.
Algunos opinan que...	Hay quienes opinan que...
Uno dijo que...	Alguien dijo que...
Todos pueden asistir a la sesión.	Cualquier persona puede asistir a la sesión.
Todos los representantes recibirán una copia de la publicación.	Cada representante recibirá una copia de la publicación.

3.6 Use adjectives without gender marking instead of nouns

Less inclusive	More inclusive
el desempleo entre los jóvenes	el desempleo juvenil

Less inclusive

More inclusive

la revuelta de los estudiantes	la revuelta estudiantil
los problemas de los vecinos	los problemas vecinales

3.7 Use impersonal constructions with “se”, reflexive passive constructions, or passive constructions

Less inclusive

More inclusive

Lugar donde fue inscrito	Lugar donde se inscribió
Cuando un orador pida una votación, habrá que...	Cuando se pida una votación, habrá que...
Los interesados deben presentar el formulario en la oficina...	El formulario se debe presentar en la oficina...
Los delegados procederán a votar...	Se procederá a votar...
Los encuestadores llegaron a la conclusión de que...	Con la encuesta se llegó a la conclusión de que...

3.8 Use the infinitive and the gerund

Less inclusive

More inclusive

Es necesario que el usuario tenga una cuenta para acceder al portal/el usuario debe tener una cuenta...	Es necesario tener una cuenta para acceder al portal.
¿Quién puede ser candidato?	¿Quién puede presentarse [al cargo/a la vacante/etc.]?
Si todos trabajamos con dedicación, alcanzaremos las metas.	Trabajando con dedicación, alcanzaremos las metas.

3.9 Omit the agent

Less inclusive	More inclusive
Los participantes mantendrán un debate.	Habrà un debate.
Se recuerda a los pacientes que es obligatorio presentar la tarjeta sanitaria en el mostrador.	Se recuerda la obligación de presentar la tarjeta sanitaria en el mostrador.

21. MONITORING AND EVALUATION OF THE EQUALITY PLAN.

In order to monitor compliance with and implementation of the actions included in this Equality Plan, a Monitoring and Evaluation Committee is hereby established, comprising the following individuals who formed part of the working group.

On behalf of the employer:

- Mr Alberto Montero Manso, Managing Director
- Ms Miriam Ortiz Criado, Director of People and Organization
- Ms M^a Eugenia Fernández Rodríguez, Head of Labour Relations

On behalf of the trade unions represented on the Works council:

- Mr Rubén Mariscal Ruiz (CCOO)
- Ms M^a del Pilar del Peso Hernández (CCOO)
- Ms M^a Aranzazu Cebrián Aranda (CCOO)

The functions of the monitoring and evaluation committee are:

- To monitor, every six months, the progress of the commitments agreed and the degree of their implementation within the Company.
- To review, every six months, the actions to be implemented, considering the implementation deadlines specified individually for each of them.
- To analyse the adequacy of the resources, methodologies and procedures put in place for the implementation of the Equality Plan.
- To negotiate and determine any adjustments or corrective actions that may be required in relation to the Equality Plan.
- To prepare evaluations of the measures to be implemented and to carry out the final evaluation of those measures once the Equality Plan has reached the end of its period of validity.

The Committee shall meet every six months on a regular basis. Extraordinary meetings may also be convened whenever requested by either party, provided that a written request is submitted specifying the items to be included on the agenda. Such meetings shall be held within a maximum period of 30 days from the date of the request.

These meetings shall address any disputes arising from the interpretation of any aspect of the Equality Plan, including its measures, and shall also consider and agree upon any amendments that may be deemed necessary. The matters to be discussed at such meetings shall be communicated through a notice of meeting issued by email.

REVIEW AND AMENDMENT MECHANISMS

In order to ensure that the measures agreed under this Equality Plan remain appropriate and effective, the contents of both the diagnosis and the Equality Plan itself shall be reviewed in the following circumstances, in accordance with the provisions of Royal Decree 901/2020 of the 13th of October:

- Where a review is required as a result of the monitoring and evaluation outcomes established within the Equality Plan itself.
- In cases of merger, acquisition, transfer, or modification of the Company's legal status.
- Where any circumstance substantially affects the Company's workforce, working methods, organisational structure, or remuneration systems, including the non-application of collective agreements, substantial changes in working conditions, or any of the circumstances analysed in the diagnostic assessment on which the Plan was based.
- Where duly justified circumstances make a review necessary. Subject to agreement between the parties, such review shall involve updating both the diagnosis and the measures contained in the Equality Plan to the extent required.
- The measures contained in the Equality Plan may be reviewed at any time during its period of validity, subject to agreement between the parties, in order to add, redirect, improve, correct, strengthen, modify, or, where appropriate, discontinue specific measures in light of their effectiveness in achieving the Plan's objectives.
- Where disagreements cannot be resolved within the Equality Plan Monitoring Committee and/or the Equality Committee, the members of these bodies may refer the matter to the relevant procedures and bodies responsible for the autonomous resolution of labour disputes.

22. ENTRY INTO FORCE, DURATION AND REVIEW

The Equality Plan shall enter into force on the day following its signature, 10 October 2025, and shall be evaluated annually by its Monitoring Committee. The Plan shall remain in force for a period of three years, until 9 October 2028.

The Plan shall be reviewed whenever any of the circumstances set out in Article 9.2 of Royal Decree 901/2020 arise.

23. SCOPE OF APPLICATION

This Equality Plan applies to all current and future employees of **FUNDACIÓN JIMÉNEZ DÍAZ HEALTH RESEARCH INSTITUTE FOUNDATION**, provided that they are employed within the Community of Madrid.

In Madrid, 10th of October of 2025

The company:

The Legal Representation of Employees:

Signed Mr Alberto Montero Manso

Signed Ms M^a del Pilar del Peso Hernández

Signed Ms Miriam Ortiz Criado

Signed Mr Rubén Mariscal Ruiz

Signed Ms M^a Eugenia Fernández Rodríguez

Signed Ms M^a Aranzazu Cebrián Aranda