

GENDER EQUALITY COMMITTEE: OPERATING RULES

This document describes how the Gender Equality Committee of the Sant Joan de Déu Barcelona Research Foundation is to be organised and how it should operate.

Purpose

The Committee has been formed to ensure compliance with the principle of equal opportunities and non-discrimination for women and men at our Research Foundation. Moreover, it represents the will of Committee's members to reach an agreement on the development and subsequent implementation of the Sant Joan de Déu Research Foundation's Equal Opportunities Plan.

Composition

The Gender Equality Committee will be formed by 9 representatives with parity of representation:

- The Head of Equality.
- One member from the group of principal investigators of the Sant Joan de Déu Barcelona Healthcare Park (PSSJD).
- One member from the group of principal investigators of the Sant Joan de Déu Barcelona Children's Hospital (HSJD).
- One member from the group of PSSJD Researchers.
- One member from the group of HSJD Researchers.
- One member from the Research Management group.
- The Scientific Manager of the Sant Joan de Déu Barcelona Research Institute (IRSJD).
- One Personnel Administration Expert.
- One member from the Human Recourses Department.

The Department of People will be in charge of:

- Calling ordinary and extraordinary meetings.
- Drafting the minutes of the meetings.
- Keeping custody of the respective documents.
- Any other function assigned to it by the Gender Equality Committee.

Functioning

The resolutions of the Gender Equality Committee will be passed by majority as long as the member institutions are represented. All the persons who belong to the Gender Equality Committee will maintain the confidentiality of the meetings. Moreover, the minutes of each meeting shall be duly drafted.

The figure of the **Head of Equality** is established and this person will be the confidential interlocutor in the event of any questions or problems relating to equality. Moreover, in accordance with the goals of the General Management and the organisation's strategy, the Head of Equality will be in charge of furthering, assessing and ensuring the development of measures, through the Equality Committee, for life-work balancing, time management, and gender. The appointment of Vanessa Andrés as Head of Equality, in her capacity as Head of the Department of People, is confirmed.

The Gender Equality Committee will meet at the start of the whole process, to become constituted and to hold a preliminary discussion on the model of the project and on the tool to be used for analysis.

Subsequently, the Committee will meet on at least three occasions during its first year of activity, pursuant to a call in writing from the Head of Equality conveyed by an email message sent at least 5 working days in advance of the date envisaged for the respective meeting. The agenda of the meeting to be held, the minutes of the previous meeting, and any documents relating to the meeting to be held will be attached to the email of the call.

Once the corporate equality plan has been drafted and approved, the Committee will meet once a year to carry out an appropriate follow-up and assessment of the plan. In this review, the following points will be updated:

- Quantitative indicators collected and analysed.
- Qualitative indicators collected and analysed.
- Actions planned for the next following year.
- Budget of the actions planned for the next following year.

On the basis of this annual review, an annual report will be drafted that will be of use for subsequent reviews of the Gender Equality Plan. The format of this report will be left to the discretion of the Committee.

Functions

The main functions of the Gender Equality Committee will be the following:

- Proposing the measures required to comply with the Spanish Organic Law 3/2007 of 22nd March (BOE no. 71 of 23, March 2007) on the effective equality of women and men (specifically Article 5).

- Performing the self-assessment by evaluating the equality indicators which will be provided for the diagnosis.
- Drafting and reviewing of the Gender Equality Plan.
- Ensuring compliance with the Gender Equality Plan and with our Foundation's commitments in matters of equality.
- Providing advice to the Management on matters relating to diversity.

Renewal of the members of the Committee

The term of office of the persons who are members of the Gender Equality Committee will be four years. This term may be renewed.

In witness of their agreement with all the foregoing, the persons who are members of the Committee sign this document on

16 April 2020.