



EQUALITY PLAN
CENTRE D'ESTUDIS DEMOGRÀFICS
[CENTRE FOR DEMOGRAPHIC STUDIES]

Bellaterra, 31 March 2017



PROCEDURE P01.018

1. Preamble.

The CERCA centres group and the persons within the same base their activity on respect and equality among all parties involved. Both the management of research and the policies of eligibility, employability, institutional representation, distribution of resources and evaluation must be based on a fair assessment of persons and on avoiding potential bias and discriminatory practices of any kind.

CENTRE D'ESTUDIS DEMOGRÀFICS, as well as the CERCA group it belongs to, recognises that cultural, demographic and social diversity, and specifically gender diversity, increases the quality of research and contributes to its excellence. Diverse work teams generate more innovation, more effective and viable ideas, propose alternative approaches and increase critical analysis. For CENTRE D'ESTUDIS DEMOGRÀFICS diversity and equal opportunities is also an issue of social justice and a factor of competitiveness.

CENTRE D'ESTUDIS DEMOGRÀFICS also agrees with CERCA on the need to attract and retain the best personnel for research and considers that the unequal representation of women in key management and research positions represents a challenge to be overcome by society and in order to achieve excellence in research.

From this perspective, CENTRE D'ESTUDIS DEMOGRÀFICS undertakes to implement an Equality Plan, which will be evaluated every 2 years and renewed every 6 years, based on:

- Promoting diversity and equal opportunities between men and women as a strategic policy in order to obtain greater efficiency, innovation, creativity and competitiveness.
- Creating conditions that prevent discrimination and harassment.
- Carrying out periodic monitoring, on the part of the Equality Committee, which will report the results for the biennial evaluation, to the HRS4R (Human Resources Strategies for Researchers) Working Group, made up of one member of each of the professional disciplines of the CED.

2. Principles

The guiding principles of the present Plan are as follows:

- **Non-discrimination:** Measures to prevent discrimination, both direct and indirect, in all spheres, understanding as discrimination cases in which a person is treated in an unequal and unfair way for belonging to a specific group, and not on the basis of their individual abilities.
- **People satisfaction:** Make the full integration of members of the Centre in their work activity a reality, by allowing them to participate actively in decision making on issues within their responsibility.
- **Multidisciplinary nature:** Accept the multidisciplinary nature of equality among people, by applying it to all policies, levels, programmes and actions of the centre, in order to contribute towards the effective participation of personnel in all spheres, both collectively and individually.
- **Proactiveness:** A decisive factor in order to compete in a continually changing environment like the present one. The Centre must be ready to respond in advance to the demands that may arise in the ordinary activity of the organisation. Ideas need to be transformed into actions in order to obtain results and make us active agents of change, by anticipating problems and avoiding reactive actions.

- Make the most of internal know-how: The experience, expertise and skills of members of the centre are necessary in order to achieve an environment of equal opportunities for all. We need to prevent not only sexism, but ageism too.

3. Objectives

3.1. Strategic policies

CENTRE D'ESTUDIS DEMOGRÀFICS has identified four priority areas around which specific actions will be implemented in order to promote diversity and equality:

- Visibility and awareness of equality between men and women.
- Equality in work access, promotion and organisation.
- Promotion of a gender perspective in research and in the recognition of excellence.
- Establishment of a procedure to prevent and eradicate gender-based violence and other forms of psychological and sexual harassment or discrimination at work.

3.2. Operational objectives

a) Visibility and awareness of equality between men and women.

- From the management and heads of research teams, manage and promote policies of diversity and equality, and give visibility to the measures taken.
- Balance the gender composition of the Scientific Advisory Board-SAB and of all research teams.
- Promote the participation of men and women in institutional acts and in those related to research (congresses, committees, meetings).
- Increase the number women among experts, guests and conference speakers.
- Increase the visibility of women in its communication activities (general media and scientific dissemination).
- Ensure neutrality in the image projected by the organisation, both internally and externally, and the neutrality of language in its written and verbal communication.
- Review the website to ensure there is no sexist or non-inclusive content.
- Use and promote non-sexist language in the institutional, academic, scientific and general sphere, including any form and means of communication (publications and interpersonal relations).
- Define the model of data collection and analysis and create a model of periodic follow-up reporting which includes the annual reports on equality opportunities and the management of diversity.
- Disaggregate by gender the different CED indicators and statistics, in particular those related to management, research and administration.
- Include the CED declaration on the principles of equality in the "Welcome manual".

b) Equality in work access, promotion and organisation.

- Recruit personnel in a respectful and equitable manner.
- Define the skills profile and the knowledge required for each position adopting criteria of neutrality.
- Guarantee that the evaluation criteria of CVs and recruitment do not contain elements of direct or indirect discrimination.
- In the equality of merit in decisions on grants, recruitment, tenders, changes of category and roles, promote the choice of candidates who represent the under-represented gender.
- In recruitment processes, incorporate the criteria of not counting periods of inactivity attributable to caring for dependent persons, and promote access among persons who are returning to work after a period of leave.
- Balance the gender composition in positions of responsibility and leadership in research.
- Implant training and guidance measures for the development of research careers and institutional participation among women.
- Favour the balancing of personal, family and work life, aiming for equality with regard to care and co-responsibility, both in terms of leave and time management.
- Guarantee equal opportunities in the physical conditions of the work environment.

c) Promotion of a gender perspective in research and in the recognition of excellence.

- Include the gender perspective in the strategic lines of research.
- Allow the entire workforce access to training and professional development, under equal opportunities.
- Include gender equality in the standards of excellence of research, in the production of scientific knowledge and in the processes of research and transfer.
- Incorporate the gender perspective in the projects and doctoral theses presented.
- Provide training on the gender perspective in the doctorate and in research groups: to students, technical personnel and research personnel.
- Train research personnel involved in the design of action plans and in the evaluation or edition of scientific journals or publications on the need to include the gender perspective in research and on specific measures on how to do this.
- Consider the gender perspective in all publications.

d) Establishment of a procedure to prevent and eradicate gender-based violence and other forms of psychological and sexual harassment or discrimination at work.

- Design and implement a comprehensive proposal to eradicate gender-based violence and abusive relationships, which includes a protocol and a reporting procedure in the cases of sexual harassment, or harassment on the grounds of gender or sexual orientation.

- Prevent and eliminate any type of harassment and discrimination in the work environment and notify the workforce of the existence of such protocols.
- Inform, prevent and train to eliminate any type of discrimination: sexism, racism, discrimination on the grounds of social class, age and disability, homophobia and transphobia.
- Promote a culture of inclusion which encourages gender awareness, collaboration among people, flexibility and participation.

4. Measures

In view of the principles and objectives of the plan, the following measures are set out below in order to guarantee and promote equal opportunities, by prioritising for the 2017-2018 period measures that respond to the shortcomings detected in the diagnosis conducted prior to the drafting of this Plan (available on the CED website):

MEASURE	Visibility of the "Equality Committee"
Objective	Responsibility for the implementation of the Plan. Manage potential conflicts in order to prevent and avoid any discrimination. Perform a continued task of awareness, sensitivity and commitment towards equal opportunities.
Recipients	The entire CENTRE D'ESTUDIS DEMOGRÀFICS
Responsible body	Equality Committee
Evaluation indicators	Number of incidents managed. Number of dissemination actions. Instruments/Mechanisms of dissemination.

MEASURE	Management of diversity and equality
Objective	Guarantee mechanisms of participation of employees in the equality and management of diversity policy: creation of a suggestions box.
Recipients	The entire CENTRE D'ESTUDIS DEMOGRÀFICS
Responsible body	Equality Committee
Evaluation indicators	Suggestions box. Number of proposals received.

MEASURE	Drafting of a prevention/action protocol against sexual harassment
Objective	Dispose of a clear document to prevent or act in cases of sexual harassment.
Recipients	The entire CENTRE D'ESTUDIS DEMOGRÀFICS
Responsible body	Equality Committee
Evaluation indicators	Existence of the Protocol

MEASURE	Creation of a Style Manual
Objective	Non-sexist use of oral and written language: existence of a Style Manual establishing the criteria for non-sexist oral and written communication
Recipients	The entire CENTRE D'ESTUDIS DEMOGRÀFICS
Responsible body	Management, transfer and dissemination of research
Evaluation indicators	Existence of the Manual

MEASURE	Promote the leadership and visibility of women
Objective	Balance the gender composition in positions of leadership Increase the visibility of women in the CED's research and communication instruments
Recipients	The entire CENTRE D'ESTUDIS DEMOGRÀFICS
Responsible body	Teaching courses and Management, transfer and dissemination of research department.
Evaluation indicators	Number of acts, callings, etc. of visibility of female leadership in projects. Number of new recruitments in the management of research projects, lines or groups.

MEASURE	Incorporate neutral and transparent systems of evaluation
Objective	Creation of an evaluation protocol for the recruitment of research personnel and trainees
Recipients	The entire CENTRE D'ESTUDIS DEMOGRÀFICS
Responsible body	Teaching courses
Evaluation indicators	Existence of the Protocol