

Gender Equality Guidelines

GEP - 2021 - 2024



Letter of Commitment

Moses Productos declares its commitment to the establishment and development of policies that integrate equal treatment and opportunities between women and men, without discriminating directly or indirectly on the basis of sex, as well as to the promotion and encouragement of measures to achieve real equality within the organization, establishing equal opportunities between women and men as a strategic principle of our corporate and human resources policy.

In each and every one of the areas in which the organization's activities are carried out, from the selection of professionals to promotion, including salary policy, training, working and employment conditions, occupational health, working time management and conciliation, we assume the principle of equal opportunities between women and men, paying special attention to indirect discrimination, understood as "the situation in which an apparently neutral provision, criterion or practice places a person of one sex at a particular disadvantage with respect to persons of the other sex".

The aforementioned principles will be put into practice through the implementation of guidelines on gender equality, which will address, among others, the issues of access to employment, professional classification, promotion and training, remuneration, organization of working time to favor, in terms of equality between women and men, the reconciliation of work, personal and family life, and the prevention of sexual harassment and harassment based on sex. In these matters, actions will be designed to improve the current situation and the corresponding monitoring systems will be set up in order to advance in the achievement of real equality between women and men in the entity and, by extension, in society as a whole.

Berta Gonzalvo, July 2021



Teamwork

Berta Gonzalvo – *Company administrator*

Sergio Gracia – *Equality Coordinator*

Representative of external advisors

Key performance areas

1.- Organizational culture.

2.- Gender equality in leadership and decision making.

3.- HR management: selection and hiring processes, training and promotion.

4.- Compensation policy.

5.- Work-life balance.

6.- Measures against gender-based violence including sexual harassment

7.- Inclusive and non-sexist communication.

8.- Integration of gender in research content.

Diagnosis - Data collected by sex

Table 1 - Staff composition (2021)

	No. of persons	%
Total headcount	13	
Men	12	92,31 %
Women	1	7,69 %

Comments: Moses Productos (MOSES) is a young technology-based company born from the technological center Aitiip in June 2018 and whose first marketed products are plastic products by injection and rotomolding technologies and where mainly the experts in the region are of the male gender and therefore we have not had any female candidates. The entity is represented by a woman.

Table 2 - Decision-making responsibility (2021)

	No. of persons	%
Total headcount	2	
Men	1	50 %
Women	1	50 %

Comments: The main decision making in the entity comes from the hand of the female administrator representing the technology center, with her relevant consensus, and the production manager, with representation of both sexes being balanced.

Table 3 - Types of labor contracts (2021)

	Fixed	%	Eventual	%
Men	7	58,33 %	5	41,67 %
Women	1	100 %	---	---

Comments: The contract proposal to all employees is temporary for a trial period until they are consolidated as permanent, as can be seen in the data collected. The commercial product launch curve for new products begins at the end of 2020, so we have 5 temporary employees incorporated so far in 2021. The objective is to attract talent and consolidate jobs as long as it corresponds to the expected responsibility, contribution and productivity. Translated with www.DeepL.com/Translator (free version)



Diagnosis - Data collected by sex

Table 4 - Distribution of personnel by age (2021)

	< 30 years	%	30 – 40 years	%	40 – 50 years	%	> 50 years	%
Total	2	15,38 %	3	23,08 %	6	46,15 %	2	15,38 %
Men	2	100 %	3	100 %	5	83,33 %	2	100 %
Women	--	--	--	--	1	16,67 %	--	--

Comments: The staff consists of young and middle-aged people primarily in the 40-50 range as we require experience and proven track record.

Table 5 - Seniority in the company (2021)

	> 15 years	%	10 – 15 years	%	5 – 10 years	%	< 5 years	%
Total	--	--	--	--	--	--	13	100 %
Men	--	--	--	--	--	--	12	92,31 %
Women	--	--	--	--	--	--	1	7,69 %

Comments: As this is a young company created in 2018 all the people have less than 5 years of seniority.

Table 6 - Level of education (2021)

	Doctors	%	University Graduate	%	VT Technician	%	No studies	%
Total	--	--	2	15,38 %	1	7,69 %	10	76,92 %
Men	--	--	1	50 %	1	100 %	10	100 %
Women	--	--	1	50 %	--	--	--	--

Comments: 50% of the university graduates are of each sex and the rest of the people in the entity are men as mentioned above.



Action Plan

1. Organizational culture

Action	Responsible	Resources	Deadline
Raise awareness, train and educate all levels of the organization on the principles of equality and non-discrimination.	Sergio Gracia	Own	December-2022
Publicize internally and externally the company's commitment to Gender Equality.	Berta Gonzalvo	Own	March-2022

Action Plan

2. Gender equality in leadership and decision making.

Action	Responsible	Resources	Deadline
Maintaining gender equality in decision-making positions	Berta Gonzalvo	Own	December-2022

Action Plan

3. HR management: selection and hiring processes, training and promotion.

Action	Responsible	Resources	Deadline
Review the selection and promotion processes with a gender perspective, so that they only refer to objective criteria.	Berta Gonzalvo	Own	December-2021
Raising awareness of equality issues among the entire workforce.	Sergio Gracia	Own	March-2022
Ensure that training, in general and when organized internally, is carried out during hours compatible with work-life balance.	Sergio Gracia	Own	March-2022

Action Plan

4. Compensation policy

Action	Responsible	Resources	Deadline
Guarantee equal pay for men and women for the same responsibilities and tasks, reviewing (according to current legislation) pay under direct and indirect discrimination factors.	Berta Gonzalvo	Own	December-2022

Action Plan

5. Work-life balance

Action	Responsible	Resources	Deadline
To give visibility to all work-life balance measures implemented in the company, promoting equality in the fulfillment of family responsibilities.	Sergio Gracia	Own	December-2022
Simplify labor regulations so that the entire workforce is aware of the fundamental aspects in terms of compensation policy, promotion, work-life balance, etc.	Berta Gonzalvo	Own	March-2022

Action Plan

6. Medidas contra la violencia de género incluido el acoso sexual

Action	Responsible	Resources	Deadline
Development of an anti-bullying protocol.	Berta Gonzalvo	Own	December-2022
Communication to all personnel of the measures to be adopted in situations of gender-based violence, including sexual harassment.	Sergio Gracia	Own	December-2022

Action Plan

7. Inclusive and non-sexist communication

Action	Responsible	Resources	Deadline
Review the communication carried out through different media (web, internal/external communication, scientific/technical, informative, videos, events, etc.) and make improvements to ensure that communication is inclusive.	Berta Gonzalvo	Own	June-2022
Preparation of a Best Practices Manual on inclusive language and content.	Sergio Gracia	Own	September-2022

Action Plan

8. Integration of gender in research contents

Action	Responsible	Resources	Deadline
Doctors and technologists in different scientific-technical disciplines with the presence of both genders.	Berta Gonzalvo	Own	December-2022
Review of coordination and research teams in competitive projects and private R&D contracts.	Berta Gonzalvo	Own	December-2022