

AISTECH

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HHRR

Equality Plan

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1. Equality Plan Objectives

1. Promote equal treatment and opportunities between men and women in the company.
2. Eliminate any form of discrimination (Gender, Race, Disability, Sexual Orientation, Religion, etc.).
3. Foster an inclusive and respectful work environment.
4. Implement measures to prevent and address workplace harassment.

2. Areas of Action

2.1. Recruitment and Hiring:

The company is dedicated to fostering a diverse and inclusive workforce by ensuring that its recruitment processes are both equitable and non-discriminatory. This commitment involves implementing comprehensive measures to eliminate biases and barriers in hiring practices, thereby creating a level playing field for all candidates. By actively promoting equal opportunities in hiring, the company strives to attract a wide range of talented individuals, regardless of gender, race, ethnicity, or background. These efforts not only enhance the diversity of the workforce but also contribute to a richer, more innovative, and dynamic organizational culture. Through these initiatives, the company reaffirms its commitment to fairness, inclusivity, and the belief that diversity is a key driver of success and growth.

2.2. Training and Development:

1. Offer continuous training and professional development opportunities to all employees, regardless of gender.
2. Include specific training on gender equality and workplace harassment prevention.

2.3. Promotion and Career Development:

The company is committed to the continuous growth and professional development of all its employees, providing equal access to training and development opportunities regardless of gender. This commitment ensures that every employee has the chance to enhance their skills, advance their careers, and contribute meaningfully to the organization's success. Additionally, the company incorporates specific training programs focused on gender equality and workplace harassment prevention. These programs are designed to educate employees about the importance of fostering an inclusive work environment, recognizing and addressing unconscious biases, and understanding the policies and procedures in place to prevent and respond to harassment. By offering such comprehensive and inclusive training, the company not only supports the individual growth of its employees but also promotes a respectful and equitable workplace culture.

2.4. Working Conditions:

The company is dedicated to ensuring that all employees receive equal pay and fair working conditions, reinforcing its commitment to equity and justice in the workplace. By implementing robust policies and practices, the company guarantees that compensation is based on objective criteria such as performance, skills, and experience, thereby eliminating any disparities that may arise from bias or discrimination. Additionally, the company actively promotes work-life balance by offering flexible working hours and a range of supportive facilities. These initiatives include options for remote work, adjustable schedules, and family-friendly policies, all designed to help employees manage their professional responsibilities alongside personal and family commitments. Through these efforts, the company aims to create a supportive and balanced work environment where all employees can thrive both professionally and personally.

2.5. Communication and Awareness:

The company is committed to fostering an inclusive and respectful work environment by clearly and accessible disseminating its equality policies and anti-harassment protocol to all employees. This ensures that everyone is aware of their rights and responsibilities and understands the procedures in place to address any issues related to discrimination or harassment. In addition to providing this crucial information, the company conducts regular awareness campaigns focused on gender equality and respect in the workplace. These campaigns aim to educate employees about the importance of these values, promote understanding and acceptance of diversity, and encourage behaviors that support a positive and inclusive organizational culture. By taking these proactive steps, the company not only upholds its commitment to equality and respect but also empowers its employees to contribute to a safer and more harmonious work environment.

3. Workplace Harassment Prevention and Action Protocol

3.1. Objective

General Objective:

1. Establish and promote a harassment-free work environment, protecting the dignity and rights of all employees, in compliance with current Spanish regulations.

Specific Objectives:

1. Prevent any form of workplace harassment through preventive and awareness measures.
2. Provide clear and confidential mechanisms for reporting harassment situations.
3. Ensure swift and effective action on harassment reports.
4. Protect victims from retaliation and provide necessary support.

3.2. Scope of Application

This protocol applies to all company employees, including:

1. Full-time and part-time staff.
2. Temporary and permanent staff.
3. Interns and trainees.
4. External suppliers and contractors operating on company premises.

3.3. Definition of Workplace Harassment

Psychological Harassment or Mobbing: Hostile and sustained behavior intended to undermine the dignity of the worker, creating an intimidating, degrading, or offensive environment.

Sexual Harassment: Any unwanted verbal, non-verbal, or physical behavior of a sexual nature that undermines the dignity of the recipient or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Harassment Based on Gender, Race, Disability, Sexual Orientation, Religion, etc.: Any discriminatory behavior aimed at undermining the dignity of a person and creating a degrading or offensive work environment.

3.4. Legal Framework

The protocol adheres to the following Spanish laws and regulations:

1. Organic Law 3/2007, of March 22: For the effective equality of women and men, which establishes measures to prevent and punish sexual and gender-based harassment.
2. Law 31/1995, of November 8: On Occupational Risk Prevention, which includes the obligation to protect workers from psychosocial risks, including harassment.

3. Workers' Statute (Royal Legislative Decree 2/2015, of October 23): Regulating the rights and duties of workers and employers, including protection against harassment.

3.5. Harassment Prevention Measures

Preventive Measures:

1. Training:

The company prioritizes the creation of a safe and respectful workplace by conducting initial and periodic training sessions on workplace harassment prevention for all employees, including new hires. These comprehensive training sessions are designed to ensure that every employee is well-informed about the importance of maintaining a harassment-free work environment. The training covers essential topics such as identifying various forms of harassment, understanding employee rights and duties, and learning the appropriate actions to take when encountering harassment situations. By consistently educating employees through these regular training programs, the company reinforces its commitment to preventing harassment, protecting the well-being of its workforce, and fostering a supportive and respectful organizational culture.

2. Policy Dissemination:

To effectively communicate the company's commitment to preventing workplace harassment, the protocol will be distributed to all employees in the Welcome pack and in Odoo. Additionally, posters and informational brochures will be prominently displayed in common areas throughout the company premises.

3. Risk Assessment:

To ensure a comprehensive approach to workplace safety and well-being, the company will integrate the identification of psychosocial risks into its occupational risk assessments. This proactive measure aims to assess and mitigate potential factors within the work environment that could impact employees' mental and emotional health.

In addition, regular workplace climate surveys will be conducted to effectively monitor the overall atmosphere and interpersonal dynamics within the organization. These surveys serve as a valuable tool in detecting any potential harassment situations or other issues affecting employee well-being. By actively seeking feedback through these surveys, the company can promptly address concerns, foster a supportive work environment, and uphold its commitment to maintaining a respectful workplace culture.

3.6. Reporting Procedure

Reporting Channels:

1. Confidential Email:

Any communication related to communicate any workplace harassment need to be sent to:

- guillermo.valenzuela@aistechspace.com
- carles.franquesa@aistechspace.com

2. Suggestion Box:

There will be a physical suggestion box in an accessible and discreet location within the company's premises, allowing employees to submit anonymous reports.

Reporting Process:

1. Receipt of Report:

The report will be confirmed to the complainant and provide information on the next steps in the process.

2. Confidentiality:

All information related to the report will be handled with the utmost confidentiality to protect all parties involved.

3. Registration:

The report will be stored in the employee folder within Odoo.

3.7. Investigation and Resolution

Investigation Team:

1. Form an internal investigation committee composed of HR members and, if necessary, external consultants experienced in managing workplace harassment.
2. All team members won't have any conflicts of interest and will act impartially.

Investigation Process:

1. Information Gathering:

As part of our protocol for addressing harassment allegations, we will conduct thorough interviews with the complainant, the accused party, and any potential witnesses involved in the incident. These interviews are crucial for gathering firsthand accounts and perspectives to understand the nature and context of the allegations fully.

In addition to interviews, we will collect any other relevant evidence such as emails, messages, or other documentation that may provide further insight or support to the investigation. This evidence-gathering process aims to ensure a comprehensive and fair assessment of the situation, respecting confidentiality and procedural fairness throughout. By meticulously gathering and reviewing all pertinent information, we aim to uphold our commitment to addressing harassment allegations promptly and effectively, while also protecting the rights and well-being of all parties involved.

2. Evidence Analysis:

By conducting a thorough evaluation, we aim to uncover any underlying factors or nuances that may impact the situation. This includes considering the perspectives of all parties involved, reviewing any relevant evidence collected, and assessing the consistency and credibility of information provided.

Our commitment to objective evaluation is rooted in maintaining fairness, transparency, and respect for all individuals affected by harassment allegations. It enables us to make informed decisions and take appropriate actions in accordance with our policies and legal obligations, while also fostering a supportive and safe work environment for everyone.

3. Conclusions:

Once a conclusion has been reached, we will document our findings, conclusions, and any recommendations in a detailed report. This report will outline the investigation process, summarize the evidence reviewed, and provide clear conclusions based on our assessment.

To ensure proper management and confidentiality of all information related to the investigation, including documents, statements, and findings, we will store everything securely in Odoo. This secure storage system will help us maintain organized records while adhering to privacy regulations and protecting the integrity of the investigative process.

3.8. Types of Infractions

Workplace harassment-related infractions are classified as minor, serious, and very serious. Examples of each type include:

1. Minor Infractions:

- Inappropriate, sporadic, and unintended comments or jokes that may be perceived as offensive.
- Occasional disrespectful or discourteous attitudes that do not significantly impact the victim.
- Occasional non-compliance with established behavior norms in the company.

2. Serious Infractions:

- Repeated comments, jokes, or behaviors of a sexist, racist, homophobic, or discriminatory nature that negatively affect a person's dignity.

- Intentional and repeated exclusion of an employee from the workgroup or work activities.
- Non-physical intimidation or threats creating a hostile work environment.
- Any sexual harassment conduct, such as unwelcome advances, propositions, or unwanted touching.

3. Very Serious Infractions:

- Sustained and systematic harassment significantly affecting the victim's physical or mental health.
- Physical assaults or severe threats endangering the employee's safety.
- Coercion or retaliation against an employee for reporting harassment.
- Abuse of authority involving psychological or sexual harassment towards subordinates.

3.9. Corrective Measures and Sanctions

Sanctions will be applied according to the severity of the infraction, following the company's disciplinary regime and current regulations:

1. Minor Sanctions:

- Verbal warning: Direct warning to the offender.
- Written warning: Formal notification of inappropriate conduct recorded in the worker's file.

2. Serious Sanctions:

- Suspension from work and pay for 1 to 15 days: For repetitive behaviors or those with greater negative impact on the work environment.
- Job or responsibility changes: Reassignment of tasks or department changes to avoid contact with the victim.

3. Very Serious Sanctions:

- Suspension from work and pay for 16 to 60 days: For very harmful conduct or repeated behavior after a serious sanction.
- Disciplinary dismissal: Termination of the employment contract for a very serious offense, in accordance with Article 54 of the Workers' Statute.

3.10. Follow-up and Evaluation

As part of our commitment to maintaining a safe and respectful workplace environment, we will conduct **periodic monitoring** to ensure that harassment behaviors do not recur and that the measures we have adopted remain effective.

Furthermore, we are dedicated to providing continuous support to victims by maintaining a reliable point of contact for reporting any additional incidents or instances of retaliation. This ongoing support system is designed to empower victims to come forward with confidence, knowing they will receive the necessary assistance and protection. By maintaining open lines of communication and offering consistent support, we aim to ensure that victims feel heard, valued, and supported throughout the resolution process.

On an annual basis, we will conduct a thorough evaluation of our workplace harassment protocol to review its effectiveness and identify areas for improvement. This evaluation will encompass gathering feedback from employees, assessing our response to reported incidents, and incorporating any relevant legal updates.

Additionally, we are committed to preparing an annual report on workplace harassment cases, detailing the number and nature of reported incidents, the actions taken in response, and the improvements implemented throughout the year.

Through these measures, we reaffirm our dedication to creating a workplace where respect, dignity, and fairness are paramount, ensuring a positive environment where everyone can contribute and thrive.

3.11. Victim Support

Reintegration:

1. Facilitate the victim's reintegration into the work environment, ensuring a safe and harassment-free atmosphere.
2. Provide additional support, such as follow-up sessions with HR or the psychological support team.

Protective Measures:

1. Implement measures to protect the victim from retaliation, such as shift changes, task reassignment, or, if necessary, relocating the harasser.

3.12. Management Commitment

Commitment Declaration:

The company's management is dedicated to promoting a respectful work environment and taking decisive action against any instances of workplace harassment. This commitment underscores our proactive stance in fostering a workplace culture where mutual respect, dignity, and inclusivity are upheld at all times. We prioritize the well-being and safety of our employees by maintaining a zero-tolerance policy towards harassment in any form.

To reinforce this commitment, we will regularly communicate our zero-tolerance policy and commitment to a respectful workplace to all employees. This communication ensures that every team member understands their rights, responsibilities, and the procedures in place for reporting and addressing harassment.

4. Specific Equality Measures

4.1. Equal Pay:

The company is committed to ensuring fair and equitable compensation for all its employees, recognizing that transparency and objectivity in remuneration are key to fostering a supportive and inclusive work environment. To this end, the company conducts annual pay audits to identify and correct potential inequalities, ensuring that all employees are compensated fairly for their contributions. These audits help to uncover any discrepancies in pay that may arise due to unconscious bias or systemic issues. In conjunction with these audits, the company has established a transparent remuneration system based on objective criteria such as performance, skills, and experience. This approach not only promotes trust and fairness but also motivates employees by providing clear and equitable pathways for career progression and reward. Through these measures, the company aims to uphold the principles of equality and justice in the workplace, ensuring that every employee feels valued and fairly compensated.

4.2. Work-Life Balance:

The company is dedicated to supporting its employees in balancing their professional and personal responsibilities, recognizing the importance of family care in the overall well-being and productivity of its workforce. To this end, the company offers comprehensive flexibility designed for family care. These provisions include parental leave, compassionate leave for the care of sick family members, and flexible leave arrangements to accommodate various family-related needs. By providing these benefits, the company not only demonstrates its commitment to the welfare of its employees and their families but also fosters a supportive and compassionate workplace culture that values the diverse needs and contributions of all its team members.

4.3. Balanced Representation:

The company is committed to promoting balanced participation of men and women across all levels and areas, ensuring that both genders have equal opportunities to contribute and thrive in the workplace. This commitment extends to actively encouraging and supporting the presence of women in positions of responsibility, recognizing the importance of diverse leadership and the unique perspectives and strengths that women bring to these roles. By fostering an inclusive environment where gender balance is prioritized, the company aims to enhance decision-making processes, drive innovation, and reflect the diversity of the broader society it serves.

5. Plan Monitoring and Evaluation

5.1. Monitoring Indicators:

1. The company establish the following indicators to evaluate compliance with the equality plan objectives:

- Percentage of women in Aistech Space.
- Number of harassment reports.

The equality plan will be reviewed annually to assess its effectiveness and make necessary adjustments.

6. Management Commitment

The management of the company is dedicated to promoting gender equality and ensuring the effective implementation of all measures outlined in this plan. This commitment underscores their proactive stance in fostering a workplace environment where equal opportunities, fair treatment, and respect are paramount. By championing gender equality initiatives, the management aims to create a culture that not only values diversity but also supports the professional growth and development of all employees, irrespective of gender. This commitment is integral to fostering a

harmonious and inclusive workplace that reflects the company's values and contributes to its overall success.

Executives and middle management play a pivotal role in setting the tone for promoting equality and respect in the workplace by leading by example. Their commitment to these principles serves as a cornerstone for cultivating a positive organizational culture where all employees feel valued and empowered. By demonstrating inclusive behaviors, addressing biases, and actively supporting diversity initiatives, executives and middle management not only reinforce the company's values but also inspire confidence and trust among their teams. Their leadership in promoting equality helps to foster collaboration, innovation, and a sense of belonging, ultimately contributing to a productive and harmonious work environment where everyone can thrive.

7. Conclusion

Implementing this Equality Plan will contribute to creating a fairer, more equitable, and respectful work environment. Including the anti-harassment protocol demonstrates Aistech Space's commitment to protecting the dignity of all employees and promoting gender equality.