



# Equality Plan for the ROVI Group

2022-2026

# Equality Plan for the ROVI Group

## 1. Personal and territorial scope: Group Plan. Explanation of the desirability of the group Plan

This Equality Plan will be **applicable to all the male and female workers** at all the work centres in Spain of the following ROVI Group companies.

- Laboratorios Farmacéuticos Rovi, S.A.
- Rovi Pharma Industrial Services, S.A.U.
- Pan Química Farmacéutica, S.A.

The reasons for negotiating an Equality Plan at group level are as follows:

- The three companies form a business group in accordance with the criteria of Spanish commercial legislation.
- The companies share the same management, which is committed to improving the effective equality between women and men and seeks consistency in the way the group companies act in pursuit of said equality.

## 2. Parties signing the Plan

The Equality Plan has been signed by both the company group and the workers' representatives **in compliance with article 87 of the Workers' Statute in relation to the negotiation of group collective agreements, to which article 2.6 of Royal Decree 901/2020 refers and which states:**

*“In the case of agreements for groups of companies or agreements that affect multiple companies linked to each other for organisational or productive reasons and identified by name within the scope of application, the right to negotiate on behalf of the workers will be as set out in paragraph 2 for the negotiation of sectoral agreements.*

**2. In sectoral agreements, the following will have the right to negotiate on behalf of the workers:**

**a) The trade unions considered most representative at national level, as well as, in their respective spheres, their affiliated, federated or confederated trade union organisations.**

**b) Trade unions that are considered most representative at autonomous community level for agreements that do not extend beyond the boundaries of said territorial scope, as well as, in their respective spheres, their affiliated, federated or confederated trade union organisations.**

**c) Trade unions that have at least ten percent of the members of the works council or staff delegates within the geographic and functional scope of the agreement.**

**3. The following have the right to negotiate on behalf of the employers:**

**a) In agreements at company level or lower, the employer.**

*b) In agreements for groups of companies and in those that affect multiple companies linked to each other for organisational or productive reasons and identified by name within the scope of application, **the representatives of said companies.***"

Considering the foregoing, the Rovi Group called upon the trade unions CC.OO, UGT and CSIF (the first two are the most representative at national level and each of the three hold at least 10% of the unitary representation of the workers). Each trade union appointed the members that corresponded to it on the workers' side of the Equality Commission in proportion to its representativeness. Of the total of 7 members, 3 corresponded to CC.OO, 1 to UGT, 1 to CSIF and 2 to the company.

Due to the good faith shown by both Parties throughout the negotiations, it was possible to reach all the agreements, in relation to both the diagnoses and the plan itself, by consensus between the Rovi Group and workers' side, since all the representatives of CC.OO, UGT and CSIF were in agreement, as may be seen from the minutes of the negotiation process.

The following table shows the members of the Equality Commission who signed the Equality Plan of the Rovi Group (2022-2026):

**Members:**

| <b>Party</b> | <b>Person</b>             |
|--------------|---------------------------|
| CCOO         | Óscar González Ponce      |
| CCOO         | Sandra Sanz Robles        |
| CCOO         | Fernando Alonso Serrano   |
| UGT          | Luis Ángel Del Castillo   |
| CSIF         | Susana Teixeira Rodríguez |
| Company      | Javier Angulo García      |
| Company      | Pilar Palma Cruz          |

### **3. Term**

This Equality Plan for the Rovi Group will have a term of 4 years, from 3 October 2022 until 2 October 2026.

After the term has elapsed, the Equality Commission will make a new diagnosis of the situation that exists with regard to equality between women and men.

During the term of the Plan, a period for review of the Equality Plan will be fixed for the end of October 2024. At any event, the Equality Commission will conduct work to update the Plan in accordance with the measures established herein.

### **4. Goals of the Equality Plan**

The goals of this Equality Plan are to **continue to improve the way in which the principle of equality between men and women is applied within the companies that form the Rovi Group**, in line with the findings and recommendations resulting from the diagnosis of the situation.

Consequently, the specific qualitative and quantitative objectives agreed are:

- Compilation of the information and detailed analysis of the characteristics of the organisation and the composition of the workforce that forms the Rovi Group, as well as the human resources management practices applied in the Group, in order to make a transversal analysis from a gender perspective.
- Identification of any possible incidents in human resources management that lead to the existence of possible inequalities, imbalances or situations where discrimination exists, hindering the progress towards attaining equal opportunities within the Group.
- Identification of the need for possible changes in management procedures to optimise human resources and the way they operate in general from the perspective of equal opportunities for women and men.

To this end, in relation to the analysis of the different topics, some proposals for improvement, consistent with the Group's current situation, are included and will be taken into consideration when identifying the measures that are to constitute the Rovi Group's Equality Plan.

- To create the objective basis upon which to implement measures aimed to improve the situation within the Group in terms of equality.

## 5. Measures, deadlines and resources

The different measures approved to improve the equality between men and women in the Rovi Group's workforce, pursuant to the findings of the diagnoses of the situation of each of the companies that make up the Group, are set out below. The following tables show details by blocks of topics, the measures themselves, the frequency of each of them (which entails a schedule for the Plan), the indicator and the person/department responsible for implementing each one of them. Under a subsequent heading, the resources that will be made available to allow the measures to be implemented will be set out.

### 1. Selection and hiring

| Measures  |  | Frequency                      | Indicator                          | Person/department responsible for implementation | Means (shown after the tables) |
|---|--|--------------------------------|------------------------------------|--|--------------------------------|
| <b>1.1. Goal: to conduct a fully objective selection process, free of all bias against either women or men.</b> |  |                                |                                    |  |                                |
| 1.1.1   | Draw up an interview protocol that includes the gender perspective, promoting the inclusion of women for certain roles that have historically been male-dominated.   | Two years after Plan commences | Protocol                           | Head of selection and hiring and team            |                                |
| 1.1.2   | Ensure that the team that takes part in the selection process is trained in equality.  | Two years after Plan commences | Training                           | Head of HR                                       |                                |
| 1.1.3   | Review and, if applicable, correct the language used in publications of job offers and other selection process documentation, using language that includes both genders, making either express reference to the female and male genders or employing neutral terms, following the considerations contained in the Spanish Royal Academy Report on inclusive language and related issues. | Two years after Plan commences | Job offers and other documentation | Head of selection and hiring and team            |                                |

**1.2. Goal: to increase the hiring of women in the Group's departments, jobs and professional groups.**

|       |   |   |                   |                                       |  |
|-------|---|---|-------------------|---------------------------------------|--|
| 1.2.1 | <p>If any vacancies arise and a male candidate and a female candidate are equally qualified, the less represented female gender will take precedence, considering the following needs in the different companies:</p> <p><b>1)Rovi Pharma Industrial Services, S.A.U.:</b></p> <ul style="list-style-type: none"> <li>- In the departments of Automation, Business Development, IT, Logistics, Maintenance and New Products, the hiring of women will take precedence until parity is reached.</li> <li>- The hiring of women will take precedence in professional groups 2 and 5 until parity is reached.</li> </ul> <p><b>2)Laboratorios Farmacéuticos Rovi, S.A.:</b></p> <ul style="list-style-type: none"> <li>- In the departments of IT, Maintenance, Production and Presidency, the hiring of women will take precedence until parity is reached.</li> <li>- The hiring of women will take precedence in the positions of production worker 3 and production worker 2, manager, driver and engineer until parity is reached.</li> </ul> <p><b>3)Pan Química Farmacéutica, S.A.:</b></p> <ul style="list-style-type: none"> <li>- In the Marketing Management and IT Departments, the hiring of women will take precedence until parity is reached.</li> <li>- For job offers for the position of “consultant”, the hiring of women will take precedence until parity</li> </ul> | During the term of the Plan. 4 years. Annual review | Follow-up reports | Head of selection and hiring and team |  |
|-------|---|---|-------------------|---------------------------------------|--|

|       |   |        |                   |                                       |  |
|-------|---|--------|-------------------|---------------------------------------|--|
|       | is reached.   |        |                   |                                       |  |
| 1.2.2 | Have statistical information, broken down by gender, office and area, on the selection processes for the different jobs (number of candidates) and their outcomes (number of people selected) to be passed to the Monitoring Commission. These statistics will include information on positive actions in the departments where women are underrepresented. | Annual | Follow-up reports | Head of selection and hiring and team |  |

## 2. Professional classification and promotion

|  | Measures   | Frequency | Indicator         | Person/department responsible for implementation | Internal resources |
|--|--|-----------|-------------------|--|--------------------|
| <b>2.1. Goal: to regulate a professional classification system that guarantees there is no discrimination between women and men.</b> |  |           |                   |  |                    |
| 2.1.1  | To the extent that this process can be automated, promotions will be recorded and monitored annually, broken down by gender, stating the original and new professional group and function, the contract type, the working hours and the type of promotion, to be provided to the Monitoring Commission. Special attention will be paid to analysing promotions to responsible or management positions. | Annual    | Follow-up reports | Head of HR and team                              |                    |

|   |   |  |                   |                              |  |
|---|---|--|-------------------|------------------------------|--|
| 2.1.2   | Use neutral/inclusive language in the titles of the professional classification and job titles.   | Two years after Plan commences                                     | Job titles        | Head of HR and team          |  |
| 2.1.3   | Publication of vacancies that arise in the company.   | As of time Plan commences  | Job offers        | Head of selection and hiring |  |
| <b>2.2. Goal: to encourage the promotion of women to positions of higher or maximum responsibility in order to achieve parity in the workforce in all the professional groups</b> |   |  |                   |                              |  |
| 2.2.1   | To fill any vacancies for responsible or management positions, when the candidates' suitability and qualification for the job are equivalent, internal candidates will take precedence. In this respect, when a vacancy arises, if a male candidate and a female candidate are equally qualified, the inclusion of women in the Group's Management Committee and management positions (groups 8 and 10) will take precedence until parity is reached. | Gradually throughout the term of the Plan. Review every two years. | Follow-up reports | Head of HR and team          |  |

### 3. Training

| Measures   | Frequency | Indicator | Person/department responsible for implementation | Internal resources |
|--|-----------|-----------|--|--------------------|
| <b>3.1. Goal: to guarantee equal opportunities to access to training for the promotion and recycling for all employees</b> |           |           |  |                    |



|       |   |                                |                             |   |  |
|-------|---|--------------------------------|-----------------------------|---|--|
| 3.1.1 | Establish access for all the workforce, irrespective of their gender, to the training that allows their job to be recycled and enables professional promotion.  | As of time Plan commences      | Register of persons trained | Head of HR and team<br>Head of training |  |
| 3.1.2 | Monitor the number of training actions, number of hours and number of people attending the training, broken down by gender, allowing the level of participation in the training processes to be properly evaluated for women and men. To the extent that it can be automated, the number of occasions on which the proposed training was rejected, broken down by gender, will be provided.   | Annual                         | Register of persons trained | Head of HR and team<br>Head of training |  |
| 3.1.3 | All obligatory courses will take place during working hours.  | As of time Plan commences      | Register of persons trained | Head of HR and team<br>Head of training |  |
| 3.1.4 | Workers on leave of absence under article 46.3 of the Workers' Statute, workers whose contract has been suspended because they are enjoying the right to a work-life balance and workers whose jobs are part-time will have the same right to attend the training imparted in each one of the companies. When, due to the training itself, it cannot be repeated, the company will try to include them the following time it is held or enable them to access the training in virtual format. When necessary, | Two years after Plan commences | Register of persons trained | Head of HR and team<br>Head of training |  |

|  |   |   |                               |   |  |
|--|---|---|-------------------------------|---|--|
|  | updated training upon return from leave of absence.   |   |                               |   |  |
| <b>3.2. Goal: to ensure the entire workforce has knowledge and awareness of equality.</b>  |   |   |                               |   |  |
| 3.2.1  | Impart annual training to the entire workforce on gender equality and the prevention of sexual and gender-based harassment. Obligatory annual training. These video clips will be reviewed by the Monitoring Commission.  | Training actions/informational clips 4 times per year. As of time Plan is approved. | Register of persons trained   | Head of HR and team<br>Head of training |  |
| 3.2.2  | Specific training in equality and prevention of sexual and gender-based harassment for personnel responsible for selection, hiring, promotion, training, communication and assigning remuneration in order to ensure equal treatment and opportunities for women and men in the processes, avoid discriminatory attitudes and allow the male and female candidates to be evaluated solely on the basis of their qualifications, skills, knowledge and experience, reporting to the Monitoring Commission on the exact content, the strategy and schedules for imparting the courses and the selection criteria. | Three years after Plan commences.   | Register of trained employees | Head of HR and team<br>Head of training |  |
| <b>3.3. Goal: to promote the participation of women in training to enhance their qualifications and thus facilitate their promotion.</b> |   |   |                               |   |  |

|   |  |                                  |                             |   |  |
|---|--|----------------------------------|-----------------------------|---|--|
| 3.3.1   | Train women in managerial skills.  | Three years after Plan commences | Register of persons trained | Head of HR and team<br>Head of training |  |
| <b>3.4 Goal: to review, from a gender perspective, the content and material of the training courses to ensure that they do not contain gender-based stereotypes or connotations, in order to guarantee equal criteria in terms of language, images, methodology, etc.</b> |  |                                  |                             |   |  |
| 3.4.1   | Contracts with external training providers: include clauses requesting a review, from a gender perspective, of the content and material used in the training courses to ensure that they do not contain gender-based stereotypes or connotations, and with any other external company requiring compliance with current legislation on equality in all the actions it performs for the Rovi Group. | Two years after Plan commences   | Register of persons trained | Head of HR                              |  |

#### 4. Remuneration

|   | Measures   | Frequency | Indicator              | Person/department responsible for implementation | Internal resources |
|---|--|-----------|------------------------|--|--------------------|
| <b>4.1 Goal: to ensure equal remuneration for the organisation's workforce.</b> |  |           |                        |  |                    |
| 4.1.1   | Monitor and review the pay gaps that exist by equal value group in each company. | Annual    | Remunerati on register | Head of HR and team                              |                    |

|   |  |   |                   |                       |  |
|---|--|---|-------------------|-----------------------|--|
| 4.1.2   | Taking account of the results of the remuneration audits, draw up a written policy that specifically and objectively sets out the goals associated to the complements associated to results (bonuses, incentives, awards, etc.). | Annual  | Policy            | Head of HR and team   |  |
| 4.1.3   | The Monitoring Commission will adopt the measures necessary to correct the pay gaps, taking account of the evolution of the remuneration results.  | Annual  | Follow-up reports | Monitoring Commission |  |
| <b>4.2 Goal: to update the remuneration audit</b> |  |   |                   |                       |  |
| 4.2.1   | Conduct an interim remuneration audit.   | Every two years. The first one is fixed for 2023. | Audit             | Monitoring Commission |  |

**5. Work conditions, work-life balance and co-responsibility**

| Measures   | Frequency | Indicator | Person/department responsible for implementation | Internal resources |
|--|-----------|-----------|--|--------------------|
| <b>5.1 Goal: to guarantee the exercise of work-life balance rights, reporting on them and making them accessible for the entire workforce, irrespective of gender.</b> |           |           |  |                    |

|            |  |                                |                     |  |  |
|------------|--|--------------------------------|---------------------|--|--|
| 5.1.1      | Collect statistical data, broken down by gender, on leaves of absence, suspensions of contract and other leave related to the work-life balance. Likewise, data will be compiled on requests to adapt working hours in accordance with article 34.8 of the Workers' Statute. This point will include requests for specific working hours and working day reductions. | Annual                         | Follow-up reports   | Head of HR and team  |  |
| 5.1.2      | Preparing and distributing a leaflet on the work-life balance/co-responsibility measures that are in force in the Rovi Group. Review by Monitoring Commission.   | Two years after Plan commences | Leaflet             | Head of Communication  |  |
| 5.1.3      | Ensure that the work-life balance rights do not penalise the promotion/training of the persons who exercise them.  | As of time Plan commences      | Promotion registers | Head of selection and hiring and team<br>Head of HR and team |  |
| <b>5.2</b> | <b>Goal: to encourage the use of parental measures among the men in the workforce</b>  |                                |                     |  |  |
| 5.2.1      | Conduct campaigns to provide information and raise awareness (talks, leaflets, etc.), specifically addressed to workers concerning the work-life balance/co-responsibility measures contained in the Plan.   | Annual                         | Campaigns           | Head of Communication  |  |

## 6. Underrepresentation of women

| Measures  | Frequency  | Indicator                   | Person/department responsible for implementation | Internal resources                           |
|---|--|-----------------------------|--|--|
| <b>6.1 Goal: to promote the integration of the gender perspective into the different professional categories</b>  |  |                             |  |  |
| 6.1.1   | Maintain the evaluation by objectives system, avoiding any gender bias.  | As of time Plan commences   | Objectives system                                | Head of HR and team                          |
| <b>6.2 Goal: to appoint a person responsible for equal treatment and opportunities in the organisation and a monitoring commission.</b>   |  |                             |  |  |
| 6.2.1   | A mailbox will be created for the Monitoring Commission so that any equality issues that may arise among the workforce can be submitted, in order to channel any matter related to the Equality Plan. The email address will be <a href="mailto:igualdad@rovi.es">igualdad@rovi.es</a> . | As of time Plan commences   | Mailbox  | Head of HR and team<br>Monitoring Commission |
| <b>6.3 Goal: to achieve a balanced representation of male and female workers in the different areas of activity and jobs, increasing the presence of women where they are underrepresented.</b> |  |                             |  |  |
| 6.3.1   | Periodic review of gender balance in the workforce and the presence the women and men in the different jobs and professional categories. The review will be annual.  | Annual                      | Follow-up reports                                | Head of HR and team                          |
| <b>6.4 Goal: to ensure equal treatment and opportunities in the organisation for women and men.</b>   |  |                             |  |  |
| 6.4.1   | When new personnel policies and practices are introduced, they will be passed to the Monitoring Commission so that any barriers that hinder full equality between women and men can be detected.   | Throughout the term of Plan | Policies   | Head of HR and team                          |

|       |   |        |                   |                     |  |
|-------|---|--------|-------------------|---------------------|--|
| 6.4.2 | Provide the Monitoring Commission with the information on the men and women hired by professional area, job, contract type and working hours. | Annual | Follow-up reports | Head of HR and team |  |
|-------|---|--------|-------------------|---------------------|--|

## 7. Awareness and communication

|   | Measures  | Frequency                      | Indicator         | Person/department responsible for implementation      | Internal resources |
|---|---|--------------------------------|-------------------|---|--------------------|
| <b>7.1. Goal: to inform and raise awareness among the entire workforce regarding non-sexist language.</b>   |   |                                |                   |   |                    |
| 7.1.1   | Train and raise awareness among the personnel responsible for communication in the Rovi Group regarding equality and the use of inclusive language. | Two years after Plan commences | Training received | Head of HR and team<br>Head of training               |                    |
| 7.1.2   | Prepare an inclusive language guide with the Monitoring Commission.   | Within 18 months               | Guide             | Head of HR and team<br>Head of Communication          |                    |
| 7.1.3   | Video clips to raise awareness on equality on 22 Feb., 8 Mar., 25 Nov. and others agreed by the Monitoring Commission.                              | Annual                         | Communications    | Head of HR and team<br>Head of internal communication |                    |
| <b>7.2 Goal: to ensure that internal and external communication promote an egalitarian image of women and men. Ensure that the entire workforce has access to internal media.</b> |   |                                |                   |   |                    |

|   |  |                                |                      |   |  |
|---|--|--------------------------------|----------------------|---|--|
| 7.2.1   | Ensure that the information on equality is visible to the entire workforce.  | One year after Plan commences  | Information provided | Head of HR and team<br>Head of internal communication |  |
| 7.2.2   | Review and, if necessary, correct the language and images used in internal communications (on-boarding manual, magazine, notice boards, circulars, internal mail, intranet, etc. to ensure it is gender neutral and does not contain any sexist or stereotypical images.   | Two years after Plan commences | Communications       | Head of HR and team<br>Head of internal communication |  |
| 7.2.4   | Inform the organisation's workforce of the existence of an Equality Plan. Information on the Plan will be distributed within the month following its signature. Goal: to inform all employees of what the Equality Plan consists of and the measures implemented in the organisation. The Plan will be provided to new employees together with the on-boarding manual. | As of time Plan commences      | Communication        | Head of HR and team<br>Head of internal communication |  |
| 7.2.5   | When the protocol against sexual and gender-based harassment has been updated, it will be distributed and given publicity among all the workforce.   | One year after Plan commences  | Communication        | Head of HR and team<br>Head of internal communication |  |
| <b>7.3. Goal: to provide the workforce with access to all the agreements signed between the organisation and the Legal Representation of Workers (RLPT)</b> |  |                                |                      |   |  |
| 7.3.1   | Information to all the workforce on the commitments signed between management and the workers' representatives to uphold and develop the policies that form part of the Equality Plan, as well as other HR policies that are applicable in the Group.  | One year after Plan commences  | Communications       | Head of HR and team<br>Head of internal communication |  |



## 8. Prevention of sexual and gender-based harassment

| Measures   | Frequency   | Indicator                     | Person/department responsible for implementation | Internal resources  |  |
|--|---|-------------------------------|--|---|--|
| <b>8.1. Goal: to ensure a safe work environment free from sexual or gender-based harassment.</b> |   |                               |  |   |  |
| 8.1.1  | Continue applying the new protocol to process complaints and/or alleged situations where sexual and/or gender-based harassment exists, adapted to the provisions of the Collective Agreement. | As of time Plan commences     | Application of the protocol                      | Head of HR and team<br>Head of occupational risk prevention |  |
| 8.1.2  | The applicable protocol on sexual and gender-based harassment will be distributed in the same way as the Equality Plan and will also be send separately, given the importance of the matter.  | One year after Plan commences | Communication                                    | Head of HR and team<br>Head of internal communication       |  |
| 8.1.3  | Inform separately on the specific module on prevention of sexual and/or gender-based harassment.  | One year after Plan commences | Communication                                    | Head of HR and team<br>Head of internal communication       |  |
| 8.1.4  | Periodically inform of the existence of the Ethics Channel, which encompasses cases of sexual and/or gender-based harassment.   | As of time Plan commences     | Communication                                    | Head of HR and team<br>Head of internal communication       |  |
| <b>8.2. Goal: to prevent sexual and gender-based harassment</b>                                  |   |                               |  |   |  |

|       |   |                                |          |   |  |
|-------|---|--------------------------------|----------|---|--|
| 8.2.1 | Train delegates, occupational risk prevention delegates and the members of the Equality Plan Monitoring Commission in relation to sexual and gender-based harassment. Gradually seek to train the rest of the workers' representatives. | Two years after Plan commences | Training | Head of HR and team<br>Head of training |  |
|-------|---|--------------------------------|----------|---|--|

## 9. Gender violence

|   | Measures   | Frequency                     | Indicator      | Person/department responsible for implementation | Internal resources |
|---|--|-------------------------------|----------------|--|--------------------|
| <b>9.1. Goal: to implement the measures established by Organic Act 1/2004 of 28 December on Comprehensive Protection Measures against Gender Violence and other applicable legislation of the autonomous communities, ensuring that the workforce knows them and the organisation applies them.</b> |  |                               |                |  |                    |
| 9.1.1   | Implement a guide to combatting gender violence within the organisation.   | 18 months                     | Guide          | Head of HR and team                              |                    |
| <b>9.2. Goal: to apply and enhance the rights recognised to workers who are victims of gender violence under current legislation.</b>   |  |                               |                |  |                    |
| 9.2.1   | Inform the workforce, using internal media, of the rights recognised to women who are victims of gender violence and any enhancements that might exist through application of the collective agreements and/or that are included in the Equality Plan. | One year after Plan commences | Communications | Head of internal communication                   |                    |

## 10. Occupational health

| Measure   | Frequency   | Indicator                     | Person/department responsible for implementation | Internal resources  |
|---|---|-------------------------------|--|---|
| <b>10.1. Goal: to implement the gender perspective in occupational health and risk prevention within the organisation</b> |   |                               |  |   |
| 10.1.1  | The whole workforce will continue to receive information on the evaluation of jobs from a gender perspective in relation to the risk for pregnant workers or those who are breastfeeding.   | As of time Plan commences     | Job evaluations                                  | Head of occupational risk prevention                        |
| 10.1.2  | Psychosocial risk assessment will be updated in accordance with the conditions and any new developments and the workforce will be informed of the work carried out by the prevention team in relation to psychosocial risk assessment.  | One year after Plan commences | Evaluation                                       | Head of occupational risk prevention                        |
| 10.1.3  | Establish an information procedure so that, as of the moment a woman informs that she is pregnant, she receives information on: (i) the risks of her job; (ii) measures to prevent them; (iii) when applicable, benefits for risk during pregnancy and breastfeeding; and (v) infant care leave, stressing the rights of men in order to promote co-responsibility. | As of time Plan commences     | Mailbox  | Head of occupational risk prevention                        |
| 10.1.4  | When necessary, an appropriate area for breastfeeding will be prepared. This room should be used solely for said purpose.   | When necessary                | Room   | Head of HR and team<br>Head of occupational risk prevention |

Group resources allocated to the Plan will be:

- (i) First, all the time and resources of the Rovi Group's Human Resources and Communication Department that may be necessary;  
and
- (ii) Regarding financial resources, the Group funds necessary to comply with the measures set out in the Plan will be used.

## **6. Monitoring Commission of the Rovi Group's Equality Plan**

With signature of the Rovi Group's Equality Plan, the Parity Plan Monitoring Commission (hereinafter, the Monitoring Commission), is created. This Commission will be responsible for ensuring that the Plan's goals are attained and that the agreed measures are implemented within the deadlines and with the necessary resources, as well as the persons/departments responsible, indicators and schedule for their evaluation.

The Monitoring Commission will draw up and approve Internal Operating Regulations and will be formed by a total of 13 members, four of whom will belong to the organisation and nine to the workers, representing the trade unions signing this Equality Plan. The members will be distributed in accordance with their representativeness in the group of companies affected by this Equality Plan. Each trade union signing this Equality Plan will participate in the Monitoring Commission in accordance with its representativeness in the group of companies affected by this Equality Plan.

The Monitoring Commission's main functions will be:

- Interpretation of the Equality Plan.
- Promoting the principle of equality and non-discrimination in all spheres of the group companies.
- Acting as an intermediary between the workforce and the management for all equality concerns.
- Monitoring the actions and measures defined in the Equality Plan.
- To be informed of the content of job offers and calls for applications made by the Group's companies, as well as the composition of the selection processes.
- To be informed of promotions and internal job changes.
- To be informed of people changing from part-time to full-time.
- To be informed of the strategy and schedules for the delivery of training courses.
- Monitoring the measures adopted in relation to remuneration.
- Promoting occupational health training actions and actions to raise awareness, such as Equality Days.
- Annually drawing up an evaluation report on the Equality Plan that will reflect the degree to which the goals established have been attained and each one of the measures applied.
- Studying and analysing the evaluation of the situation of women in the organisation and the measures implemented, with the capacity to introduce, if deemed necessary, corrective actions to attain the purpose sought within the period established.
- Solving conflicts arising in the interpretation of the content of the Equality Plan. In these cases, it will be mandatory for the Commission to intervene before taking the matter before the competent jurisdiction.
- Active participation in drawing up procedures and material related to the Plan.
- Disseminating the Plan and its progress to the workforce overall.

Upon creation of the Commission, all its members undertake to treat the information, data, documents and/or any other information used by the Commission or provided to them as

confidential. If any member does not wish to sign this undertaking, he or she will be replaced by another member appointed by the Legal Representation of Workers (RLPT) or the organisation, as applicable.

### **Composición de la Comisión de Seguimiento**

Con el objetivo de satisfacer la obligación legal establecida en el artículo 8.2.i) del Real Decreto 901/2020, de 13 de octubre, que como parte esencial del contenido del Plan de Igualdad identifica la necesidad de contar con un sistema de seguimiento, evaluación y revisión periódica del mismo, se procede a constituir la Comisión de Seguimiento del Plan de Igualdad del Grupo Rovi., compuesta por los integrantes, tanto por parte de la representación como por el banco social, enumerados a continuación:

De una parte, como miembros de la representación legal de las personas trabajadoras,

- De una parte, como representación empresarial:

- D. Javier Angulo García
- D<sup>a</sup>. María Pilar Palma Cruz
- D<sup>a</sup>. Mónica Martín Muñoz
- D<sup>a</sup>. Beatriz Felipe Martín

- De otra parte, como representación de las personas trabajadoras:

Por parte de CCOO:

- D<sup>a</sup>. Sandra Sanz Robles
- D<sup>a</sup>. Marta López de Lucio
- D. Juan Manuel Rosario Martínez

Por parte de CGT:

- D. Guillermo Álvarez García

Por parte de CSIF:

- D<sup>a</sup>. Susana Teixeira Rodríguez

Por parte de UGT:

- D. Pedro Andrés Monje Guerrero
- D. Manuel Jiménez García
- D. Javier Almagro

Como miembro independiente:

- D<sup>a</sup>. Paula Facenda Lorenzo

En lo que respecta a las sustituciones de los miembros de la Comisión de Seguimiento del Plan de Igualdad, las partes acuerdan aprobar por consenso un sistema de suplencias de carácter flexible, para facilitar el seguimiento.

7. **Signature sheet**

| <b>Party</b> | <b>Function</b> | <b>Person</b>                                 | <b>Signature</b> |
|--------------|-----------------|---|------------------|
| CCOO         | Member          | D. Óscar González Ponce                       |                  |
| CCOO         | Member          | D <sup>a</sup> . Sandra Sanz Robles           |                  |
| CCOO         | Member          | D. Fernando Alonso Serrano                    |                  |
| CCOO         | Member          | D <sup>a</sup> . María Eloísa Gómez Gutiérrez |                  |
| UGT          | Member          | D. Luis Ángel Del Castillo                    |                  |
| UGT          | Member          | D <sup>a</sup> Fátima Gallardo Sáez           |                  |
| CSIF         | Member          | D <sup>a</sup> Susana Teixeira Rodríguez      |                  |
| CSIF         | Member          | D <sup>a</sup> Eva Fernández Urbón            |                  |
| Employer     | Member          | D. Javier Angulo García                       |                  |
| Employer     | Member          | D <sup>a</sup> Pilar Palma Cruz               |                  |

## Appendix I – Reports on findings of the diagnoses of the situation of each company and results of the remuneration audit

### I. Reports on findings of the diagnoses:

#### Report on findings of the diagnosis – LABORATORIOS FARMACÉUTICOS ROVI, S.A.

| Company data                    |  |
|---------------------------------|--|
| Corporate name                  | LABORATORIOS FARMACÉUTICOS ROVI, S.A.  |
| Tax Id No.                      | A-28041283   |
| Registered address              | Calle Julián Camarillo 35, 28037 - Madrid  |
| Legal form                      | S.A.   |
| Year of incorporation           | 1946   |
| Sector of activity              | Pharmaceutical products/medicines  |
| Economic activity code (CNAE)   | 2120   |
| Description of activity         | Manufacture of specialty pharmaceuticals   |
| Sphere of action                | National   |
| Applicable collective agreement | General Collective Agreement of the Chemical Industry  |
| Workforce 2019                  | 506: 285 women and 221 men   |
| Brief history                   | Laboratorios Farmacéuticos Rovi, S.A., a company focused on the research, development, manufacture and marketing of pharmaceutical products. Consolidated in Spain as one of the leading companies in its sector, it forms part of the Rovi Pharmaceutical Group, which, since its foundation in 1946 by the López-Belmonte family, has gradually grown, now being present in over 56 countries. |



## 1. General situation of the workforce

i. **Total workforce:** the company has 506 workers, 285 of whom are women while 221 are men. Consequently 56% of the workers are women and 44%, men, which means a lack of parity unfavourable to men, since the workforce is fairly female-dominated. The general proportion of men and women should be considered when evaluating the data shown in the rest of the graphs. The regulations state that data should be broken down in accordance with: (i) type of employment relationship, distinguishing between ordinary and special employment relationships; in the Group, all the employment relationships are ordinary; and (ii) nature of relationship, distinguishing between direct relationships and relationships through temporary employment companies.

In any case, it would be appropriate for the Equality Plan to include measures to balance the composition of the Management Committee from a gender perspective, favouring that, if any members leave the Committee or new positions are added, the inclusion of women should be actively promoted to increase their presence.

ii. **Age of the workforce:** the ages of the workforce range from 18 to 60.

iii. **Contract types:** regarding contract types, 42 people hold full-time temporary contracts; 9 people are partially retired; 425 people hold full-time permanent contracts; 5 people hold part-time permanent contracts; and 25 people hold training contracts.

The company's policy focuses on full-time permanent employment and there are many more of this type of contract than of the others. This situation denotes Laboratorios Farmacéuticos Rovi's commitment to provide its workforce with stable employment.

iv. **Regarding distribution by length of service of the workforce:** in the 6-month to 2-year bracket, there are 150 people: 80 women and 70 men; from 2 to 5 years, there are 98 people: 61 women and 37 men; from 5 to 10 years, there are 123 people: 66 women and 57 men; and there is a total of 135 people: 78 women and 57 men, with a length of service of over 10 years. It is noted that, in all the age brackets, the distribution between men and women is very close to the parity margins, the number of women being slightly higher in all the brackets (in line with the proportion of women and men in the workforce).

v. **Regarding hierarchical distribution:** the Management Committee is formed by 12 persons: 3 women and 9 men, meaning that there is a majority male presence on the Management Committee.

At all events, it will be appropriate for the Equality Plan to include measures intended to balance the composition of the Management Committee from a gender perspective so that, if anyone leaves the Committee or new positions are added, the inclusion of women is actively promoted to increase their presence.

vi. **Regarding distribution by department:** the company has some departments that are especially male-dominated and others that are especially female-dominated (underlining the fact that the latter are a majority), while others are in a situation of parity. This composition arises from the gender trends that affect the choice of studies, since some "professions" are traditionally masculine, while others have been becoming feminised, as can be seen from the segmentation of the different types of studies by. The policies applied by the company also have an influence.

- The IT, Maintenance, Production and Presidency Departments are male-dominated. In relation to the IT and Production Departments, this situation is because it is particularly difficult to find female profiles in the market with the education to fill these positions, as shown by the data provided by the Ministry of Education and Professional Training (MEFP) in the publication "Equality in Figures MEFP 2020", which sets out how women are a minority of the students completing their studies in information technology (21.2%) and engineering, industry and construction (35.1%), which are necessary to fill most of the positions in these departments. However the presence of women on science-related master's degree courses allows one to think that it should be easier to include women in the area. In relation to the Maintenance Department, the activities have traditionally been carried out by men and, therefore, female personnel should be recruited. Regarding the figure for the Presidency Department, we reiterate our above comments regarding management positions.

- Customer Service, Sales Representative Service, Accounts, Corporate Development, General Management, Medical Management, R&D, Human Resources and Quality Records, Human Resources, Environmental Safety and Technical Services are eminently female departments. To a greater extent, the departments of Internal Audit, Purchasing, Management Control, R&D&I Projects, Investor Relations, Safety and Environment, Deontological Oversight and Transformation, Efficiency and Improvement have a female presence of 100%. This situation is because these departments usually receive more job applications from women, since there is a higher female presence in the degree studies required to hold these positions, including Arts and Humanities, Social Sciences and Documentation, and Business, Administration and Law, according to the MEFP statistics.

- Finally, there is parity in the following departments: Supply Chain, Quality, Commercial Division, Hospital Division, Finance, International, ISM, Legal, Marketing and Treasury. This is because the positions in these departments require a technical profile the academic education for which is accessed by men and women in the same proportion, since they come mostly from Social Sciences. Thus, 61.9% of students enrolled in degrees of this nature are women.

To conclude, in spite of the fact that, in general terms, the differences found in relation to the distribution of the workforce by department correspond to normal market practices, it would be desirable to try to adopt measures intended to attain parity between men and women in jobs or departments that are especially male-dominated (Maintenance, Production and Presidency) or female-dominated (Internal Audit, Purchasing, Management Control, R&D&I Projects, Investor Relations, Safety and Environment, Deontological Oversight and Transformation, Efficiency and Improvement).

vii. **Regarding family responsibilities:** this data is neutral because it is basically held for personal income tax reasons and is not considered in relation to personnel management. It can be seen that the data do not arise from any kind of bias.

The Group has various flexible working measures in place, intended to foster a balance between domestic chores and family responsibilities. They can be summarised as follows: flexible working hours, flexitime and social benefits.

viii. **Distribution by professional group under the collective agreement:** in the course of its economic activity, the Rovi Group applies the XIX General Collective Agreement of the Chemical Industry, which organises the professional classification of personnel into nine professional groups, depending on the experience, knowledge and academic qualifications required to provide the services and/or professional skills required to perform the job.

In view of the foregoing, it is appropriate for the Equality Plan to include measures intended to promote women's access to "professional group 0". In this respect, the fact that there are so many women in the workforce who belong to the preceding professional groups (groups 7 and 6) is positive, since this situation could be used as a lever to develop the career of women who show themselves capable of being promoted, balancing the composition of the workforce in "professional group 0".

ix. **Distribution by centre:** there are work centres located in Madrid and Granada. Their distribution by business line is as follows:

- Madrid work centre: work centre at Calle Julián Camarillo 35, 28037 Madrid. Workforce composition: 428 male and female workers.
- Granada work centre: work centre in the Health Technology Park, Avda. De la Ilustración 110, 18016 Granada. Workforce composition: 78 male and female workers.

## 2. Selection and hiring

Regarding **new hires**, in 2019, 99 people joined the company, 51 women and 48 men. The number of the company's new hires of men and women in 2019 was within the parity margins, the number of women hired being slightly higher than the number of men.

In respect of selection and hiring, Laboratorios Farmacéuticos Rovi has various human resources tools that allow it to select personnel following a methodology based on objective criteria. Likewise, it records the opinions of people leaving the company, in order to continue improving its management of people. In general terms, when there is a vacancy or personnel are needed, the selection team is responsible for starting to look for personnel. To do so, the person responsible for the department where the vacancy/need has arisen prepares a detailed profile of the job requirements (minimum level of education, years of experience, certifications, etc). There is a digital tool, called TALENTIA, to carry out this part of the process. Depending on the profile sought, the HR selection team involved in the selection varies. In some cases, the initial recruitment process is performed by a man and, in others, by a woman.

When the process begins, depending on the profile required, consideration is given as to whether the position can be filled internally or whether, on the contrary, it is necessary to use external sources. As far as possible, it is attempted to fill positions internally, sending the job offers by email and publishing them on the notice boards. When it is necessary to use external sources because it is impossible to fill the position internally due to the job requirements (e.g. certain technical or scientific knowledge or experience), the search for workers with the profile is published through employment portals like InfoJobs or a specific search is made in LinkedIn. When publishing the job offers, traditional language is used, which, in certain cases, is not inclusive, although the criteria used to describe the job are objective. The person in charge of the selection process chooses the most suitable candidate from among the male and female candidates for the job. These people will subsequently be interviewed by the heads/managers/management personnel of the department that they are to join. Although the company does not follow an official protocol for the interviews, it has internal documents that include the type of questions to ask and the aspects to evaluate during the interview.

These internal documents, which are entry and exit interview scripts, contain a series of general objective criteria. The general criteria used in these processes are: impact, physical aspects (if

the job so requires), social conduct, preparation and knowledge, commercial experience, specific experience and attitude to the job). In general terms, the questions asked are very specific and it is sought to present the interviewee with different situations. However, they do not contain any gender bias that could lead to the exclusion of women. From among all the selection tools used by Laboratorios Farmacéuticos Rovi, we highlight the following:

- Job offer portal: (1) Information on job offers on the intranet so that all the workforce knows about them and can apply for jobs that interest them, and (2) Information on job offers published on the web that can be accessed by anyone. Technical knowledge questionnaires and tests, such as practical cases.
- Publications in external job offer portals (e.g. InfoJobs).
- Evaluation template with the technical knowledge questionnaires and tests completed.
- Personal questionnaires and tests in which no gender-based discrimination has been noted.
- The use of head-hunters for specific positions that require determined knowledge or experience.

It has been noted that inclusive language is not used in the selection process in either the advertisements published or the rest of the documentation.

In conclusion, no indications of discrimination have been found in the selection process. However, it should be improved by: (i) drawing up a protocol for the interviews, which should include gender-related considerations, reinforcing the inclusion of women for certain positions that have historically been held by men; (ii) ensuring that gender balance is guaranteed in the team participating in the selection process; and (iii) reviewing the language used in the job offer publications and other process-related documentation, using language that includes both genders and making express reference to both the male and female genders or using neutral terms, in accordance with the considerations set out by the Spanish Royal Academy Report on inclusive language and related issues.

### **3. Training**

i. **Regarding training distribution by department:** this is in line with the general distribution of the workforce.

ii. **Regarding the nature of the training:** as may be seen from the results obtained, most of the training provided is internal. Regarding the distribution of the training by nature of the training, it corresponds to the general distribution of the workforce.

iii. **Regarding distribution of the training by location,** it is carried out at Rovi's own facilities, in hotels or at the facilities of the training provider.

iv. **Regarding the distribution of the training by type,** most of the hours of training are non-mandatory.

v. **Regarding the times of the training,** training is conducted in working hours. In respect of its distribution, men participate in training more than women, with a total of 247 people: 115 women and 132 men. Rovi schedules the training at times at which most of the workforce can attend, including those with a reduced working day. It is particularly relevant to mention the fact that there is a huge female presence at training concerning Conflict Negotiation and Resolution, Data Protection Risk Map and Executive MBA.

vi. **Regarding the development of the hours of training per year,** an increase is noted in

both the hours of training and the number of training actions provided.

#### **4. Promotion**

In 2019, there were 20 promotions: 12 women and 8 men in groups 5, 6 and 7. As the workforce is highly female-dominated, no gender bias is observed.

The company fosters internal promotion to fill vacancies, although when it is not possible to fill jobs through internal promotion, people are hired externally.

This promotion policy is addressed to the entire workforce, irrespective of the job or professional group to which they belong.

Likewise, Laboratorios Farmacéuticos Rovi has various performance evaluation systems, adapted to the different employee groups. We describe them briefly below:

- For the office worker group, the evaluation is more global, considering the capabilities and skills of each person but not making an individualised comparison. It is recommended that objective criteria should be fixed for promotions within the office group.
- In the case of production workers, the evaluation is based on KPIs that measure preparation and qualification.

Additionally, Laboratorios Farmacéuticos Rovi has a career plan addressed to personnel with high potential. Through this plan, the workers who participate benefit from specific training and the planning of actions for their development, such as: mentoring, coaching, etc.

As a positive aspect, it is noted that, although the number of men and women who were promoted in 2019 was within the parity margins, the number of women promoted was higher than the number of men, which, again, reflects Laboratorios Rovi's commitment to the equality of women in the company at all levels.

It would be recommendable for the company to draw up a record of the applicants for each promotion, broken down by gender, keeping a record that expressly states the reasons why promotions were rejected to ensure there is no gender bias in said promotions.

#### **5. Underrepresentation**

A reasonable parity system is in place, the distribution being very close to 50% in most fields, with more women than men in the workforce.

Furthermore, in the case of Laboratorios Farmacéuticos Rovi, the significant number of women holding positions with responsibilities may be highlighted as a favourable aspect, although measures to allow these women to access the top-ranking jobs should be implemented.

#### **6. Prevention of sexual and gender-based harassment**

The Rovi Group considers the people who form its workforce to be its greatest asset and, therefore, promotes a diverse and inclusive human resources culture, based on an open and stimulating work atmosphere. Thus, as expressly stated in its Code of Conduct, the Rovi Group:

- Promotes the absence of discrimination based on the gender, race, nationality, social origin, age marital status, sexual orientation, ideology, political opinions, religion or any other personal, physical or social condition of our professionals.
- Effectively promotes equality among its workers in respect of access to employment, promotion, training, work conditions and wage policy.
- Respects the personal and family life of all its professionals and promotes a work-life balance.
- Rejects any form of violence, physical, sexual, psychological or moral harassment, the abuse of authority at work, or any other form of harassment or conduct that generates an atmosphere that is intimidatory or offensive for the employees' rights.

In view of the foregoing, the Rovi Group has a "Protocol for the Prevention and Handling of Cases of Moral and Sexual Harassment at Work", which all its personnel are obliged to know and observe.

Over recent years, there have been two cases of reports on sexual harassment, which were investigated in accordance with the aforementioned Protocol. Both ended with the dismissal of the person responsible although, in one of the cases, it was determined that abuse of power, not sexual harassment, existed. In neither case did the person responsible who was dismissed submit any complaint or claim for the dismissal.

## **7. Communication**

The communication channels most commonly used by the company with the personnel are the following:

- i. Company and group information on the website: it maintains a policy of transparency and continuous communication through its website [www.rovi.es](http://www.rovi.es), where not only the communications and other relevant information published in relation to its products, its values, its business model and its commitment to corporate social responsibility may be consulted, but also other types of information, such as press releases, regular economic and financial information, and audits.
- ii. Company app.
- iii. Meetings.
- iv. Presentations to the workforce.
- v. Email.
- vi. Digital information displays.
- vii. Notice board.
- viii. Publications.
- ix. Internal newsletter or magazine.

From an analysis of a sample from the company website with a number of communications and publications issued by the company over recent months, it can be concluded that Laboratorios Farmacéuticos Rovi projects an image with no discriminatory connotations, with images of men and women in situations of equality appearing in its publications. Notwithstanding, said publications use traditional language that, in certain cases, is not inclusive.

## **8. Gender violence**

Laboratorios Farmacéuticos Rovi is a company with a commitment to women who are victims of gender violence. There have been no cases of gender violence within the company.

Notwithstanding, at the date of this diagnosis of the situation, it does not have a specific comprehensive guide for the defence of women who are victims of gender violence.

Therefore, within the scope of this Equality Plan, it would be desirable to negotiate a “Comprehensive Guide for Women Victims of Gender Violence”, in order to provide the support that this group of people, who are at risk of exclusion, require.

## 9. Occupational health

The Rovi Group seeks to guarantee total safety at work. In this respect, Laboratorios Farmacéuticos Rovi has a special protocol for pregnant women, where the risks of the job are examined and assessed to determine whether any risk exists for the person if they continue working. After this global evaluation, a schedule is prepared determining the time until which the worker can work. This protocol is also applied for breastfeeding.

Likewise, the Rovi Group promotes medical evaluations for the people who work at all its companies, which vary depending on the job and are conducted by the Quirón centres.

### Report on findings of the diagnosis – ROVI PHARMA INDUSTRIAL SERVICES, S.A.U.

| Company data                    |  |
|---------------------------------|--|
| Corporate name                  | ROVI PHARMA INDUSTRIAL SERVICES, S.A.U.  |
| Tax Id No.                      | A28583912  |
| Registered address              | Calle Julián Camarillo Nº 35, 28037, Madrid.   |
| Legal form                      | S.A.U.   |
| Year of incorporation           | 1946   |
| Sector of activity              | Pharmaceutical products/medicines  |
| Economic activity code (CNAE)   | 2120   |
| Description of activity         | Manufacture of specialty pharmaceuticals   |
| Sphere of action                | National   |
| Applicable collective agreement | General Collective Agreement of the Chemical Industry  |
| Workforce 2019                  | 506: 285 women and 221 men   |
| Brief history                   | Rovi Pharma Industrial Services, S.A.U., a company focused on the research, development, manufacture and marketing of pharmaceutical products. Consolidated in Spain as one of the leading companies in its sector, it forms part of the Rovi Pharmaceutical Group, which, since its foundation in 1946 by the López-Belmonte family, has gradually grown, now being present in over 56 countries. |

## 1. General situation of the workforce

i. **Total workforce:** 50.15% are women and 49.85% are men, which means there is parity, since the percentages are well balanced. The general proportion of men and women should be considered when evaluating the data shown in the rest of the graphs. The regulations state that data should be broken down in accordance with: (i) type of employment relationship, distinguishing between ordinary and special employment relationships; in the Group, all the employment relationships are ordinary; and (ii) nature of relationship, distinguishing between direct relationships and relationships through temporary employment companies: in the year analysed (2019), 222 people joined the company through temporary employment companies.

ii. **Age of the workforce:** it can be seen that most of the workforce is aged between 30.1 and 50. It is noted that, in all the age brackets, the distribution of the workforce is within the parity margins (40% vs 60%), except the bracket from 69.1 years upwards, the composition of which is mainly female (66% vs 34%).

### iii. **Contract types:**

- Regarding contracts, it is noted that the company's policy focuses on promoting full-time permanent employment and there are many more of this type of contract than of the others. Regarding gender, the workforce distribution by contract type falls within the parity margins. The only exceptions are: (i) part-time permanent contracts, which have only been used to hire women, although these contracts are not significant considering that, in a workforce of 680 people, they only apply to 2 people; and (ii) partial-retirement contracts, where it is noted that there are more women who choose this type of retirement. In the case of partial retirement, it is noted that this does not result from a decision by the company but from the fact that the change to a partial retirement situation depends on whether workers (who formerly held a full-time permanent contract) meeting the requirements request it, and it happens that, in the last year, there were more women than men who met the requirements and applied for it.

- The parity that can be seen, in general terms, in the company's application of contract types denotes Rovi Pharma's desire to offer its workforce stable high-quality employment and no aspects that require correction have been noted.

v. **Regarding distribution of the workforce by length of service:** Rovi Pharma has a workforce with very different lengths of service. A significant portion of the workforce is in wage brackets where the length-of-service complement has a heavy weight in the total salary. There are no significant differences between the number of men and women distributed over the different length-of-service brackets and the percentages are within the gender parity margins (40% vs 60%) at all levels.

vii. **Regarding the hierarchical distribution:** for the hierarchical distribution of the workforce, a four-level classification has been drawn up:

- Management personnel: management personnel encompasses only employees with top management positions.
- Middle management personnel: this level includes managers and the heads of the different departments.
- Qualified workers: this level includes personnel with a differentiated technical profile. Analysts,



engineering personnel and technical personnel have been grouped at this level.

- Base personnel: this section includes all workers who are not included in the above three levels.

There is parity except in the management personnel group, where there is a very marked lack of parity. It is necessary to understand that this difference is mainly due to historical reasons and the fact that, in the past, there was little presence of female profiles that met the experience and management requirements required for these positions.

The above must be corrected. To do so, the existence of a majority of women in middle management positions should be taken into account, since it allows the company to foster the promotion of women from these profiles. This pool of talent should be used as a source for future management personnel when vacancies or new needs arise.

In summary, in line with the comments on professional groups, it would be necessary to try to increase the presence of women at the top hierarchical level of management personnel, by either promoting women who are at the middle management hierarchical level or recruiting female personnel at said level when vacancies of any kind arise.

viii. **Regarding distribution by department**, the company has some departments that are especially male-dominated and others that are especially female-dominated, while others are in a situation of parity. This composition arises from the gender trends that affect the choice of studies, since some “professions” are traditionally masculine, while others have been becoming feminised, as can be seen from the segmentation of the different types of studies by gender. The policies applied by the company also have an influence.

- The departments of Automation, Business Development, IT, Logistics, Maintenance and New Products are male-dominated. For the Automation and IT Departments, this situation is because it is particularly difficult to find female profiles in the market with the education to fill these positions, as shown by the data provided by the Ministry of Education and Professional Training (MEFP) in the publication “Equality in Figures MEFP 2020”, which sets out how women are a minority of the students completing their studies in information technology (21.2%) and engineering, industry and construction (35.1%), which are necessary to fill most of the positions in these departments. However the presence of women on science-related master’s degree courses allows one to think that it should be easier to recruit women in the area. Regarding the Maintenance Department, the activities have traditionally been male-dominated and, therefore, female personnel should be recruited. Regarding the figure for the Business Development Department, we consider it irrelevant since there is only one person in the department.

- The departments of Quality, Human Resources, Environmental Safety and Technical Services are eminently female. This situation is because these departments usually receive more job applications from women, since more women study the degrees required to hold these positions, including Arts and Humanities, Social Sciences and Documentation, and Business, Administration and Law, according to the MEFP statistics.

- Finally, there is parity in the following departments: Supply Chain, Purchasing, Industrial Management, Finance, Engineering and Production. This is because the positions in these departments require a technical profile the academic education for which is accessed by men and women in the same proportion, since the personnel come mostly from Social Sciences. Thus, 61.9% of students enrolled in degrees of this nature are women. Regarding Engineering, the parity in this department is a positive factor in a context where

there are still more men graduating than women.

To conclude, in spite of the fact that, in general terms, the differences found in relation to the distribution of the workforce by department correspond to normal market practices, it would be desirable to try to adopt measures intended to attain parity between men and women in jobs or departments that are especially male-dominated (Automation, Business Development, IT, Logistics, Maintenance) or female-dominated (Quality, Human Resources, Safety and Environment, and Technical Services).

vii. **Regarding family responsibilities:** this data is neutral because it is basically held for personal income tax reasons and is not considered in relation to personnel management. It can be seen that the data do not arise from any kind of bias.

The Group has various flexible working measures in place, intended to foster a balance between domestic chores and family responsibilities. They can be summarised as follows: flexible working hours, flexitime and social benefits.

viii. **Regarding distribution by professional group:** in the course of its economic activity, the Rovi Pharmaceutical Group applies the XIX General Collective Agreement of the Chemical Industry, which organises the professional classification of personnel into nine professional groups, depending on the experience, knowledge and academic qualifications required to provide the services and/or professional skills required to perform the job.

In group 0, there is a total of 5 people: 2 women and 3 men; in group 1, there are 0 people; in group 2, there is a total of 26 people: 11 women and 15 men; in group 3, there is a total of 138 people: 75 women and 63 men; in group 4, there is a total of 188 people: 80 women and 108 men; in group 5, there is a total of 160 people: 75 women and 85 men; in group 6, there are 79 people: 44 women and 35 men; in group 7, there are 81 people: 54 women and 27 men; and, in group 8, there are 3 men.

The figures show a situation that falls within the gender parity margins in professional groups 1 to 6, which is consistent with the distribution of the men and women in the workforce by job. Notwithstanding, although there is parity, the fact that there are more men than women in group 2 should be highlighted. This, combined with the fact that, as we explain above, more men than women are entering the group, means that it would be desirable to adopt corrective measures for the future to prevent the group becoming male-dominated.

In addition, the fact that 67% of the group 7 workers are women is due to the fact that the company has a higher percentage of women than men in middle management positions (such as “head” and “manager”). Since this may contribute to the promotion of female personnel to the senior management team in the future, which would correct the present lack of women at the highest levels, it does not seem desirable to adopt corrective measures in favour of the men in this group. In fact, it is noted that almost no female presence in group 8.

To conclude, it is advisable to adopt measures to correct the lower proportion of women in professional groups 2 and 8. Regarding group 8, leadership programmes and training for women should be implemented in order to foster their promotion to said group.

ix. **Regarding the distribution by centre:** there are three work centres, located in Madrid, Alcalá de Henares and San Sebastián de los Reyes, with the following distribution of business lines:

- Madrid work centre: located at Calle Julián Camarillo 35, 28037 Madrid. Workforce composition: 304 people: 173 women and 131 men.
- Alcalá de Henares work centre: located at Vía Complutense 140, 28805 Alcalá de Henares. Workforce composition: 286 people: 128 women and 158 men.
- San Sebastián de los Reyes work centre: located at Carretera Madrid 14Y, 28709, Madrid. Workforce composition: 90 people: 40 women and 50 men.

At the Madrid centre, gender parity does not exist in groups 6 and 7. However, group 6 is very close to parity. The greatest absence of women is in group 8, where there are two men and no women, and group 0, where the only person is a man. These proportions influence the observations set out previously regarding groups 7 (more men should be encouraged to join the group) and 8 (more women should be encouraged to join the group). Regarding group 6, it is a professional group in which there is parity in the company overall and, therefore, no action would seem to be required.

At the Alcalá de Henares centre, gender parity does not exist in group 7, where there is a greater presence of women and in groups 2 and 4, where there are more men. This proportions affect the observations set out above regarding group 7 and in respect of group 2. Regarding group 4, it is a professional group in which there is parity in company overall and, therefore, no action would seem to be required. As a favourable factor, it may be noted that the composition of group 0 at this centre has an equal number of men and women.

At the San Sebastián de los Reyes centre, parity does not exist in groups 5 and 6, where there is a greater presence of men and women, respectively. In both cases, there is parity in the company overall in these groups and, therefore, no actions would seem to be required, provide the percentage differences do not evolve upwards.

In short, the observations already set out about the groups at organisation level from a gender perspective are applicable to the distribution by group at the work centres.

In order to improve gender parity in the composition of the professional groups, actions for improvement should be implemented to foster the promotion of women to jobs in higher groups at the Madrid and San Sebastián de los Reyes centres and to train them so that they can hold managerial positions within the organisation.

Consequently, the two parties consider it necessary that, in any vacancies arising in the future (i) the focus should be on female candidates at the higher levels, and (ii) in equal conditions, female personnel should be hired in preference to male personnel in the groups where women are underrepresented.

These actions are viable considering that, in both cases, there is a significant presence of women in group 7, which could serve as a talent pool for promotion to the higher group. Special emphasis will be placed on groups 8 and 0 in Madrid.

- x. **Regarding composition of the bodies that legally represent the workers:** it has been found that parity does not exist in the composition of the representatives, since there are more than twice the number of male representatives than female representatives: of the total of 22 representatives, only 7 are women (32%). This contrasts with the parity that exists in the workforce, composed of 50% women.

From a breakdown of the representatives by work centre, we can see that, while there is parity in Madrid, with 54% of the workers' representatives being women, in line with the 56% of the workforce who are women, there are no women workers' representatives at the Alcalá de Henares centre, in spite of the fact that 45% of the workforce are women.

In view of the foregoing, always respecting the freedom of association of the workers and the people who stand as candidates to form part of the Legal Representation of Workers (RLT), it would be desirable to adopt measures to improve the parity among the representatives at the Alcalá de Henares work centre. To this end, it would be advisable to actively encourage women to stand in the leading positions of the lists of candidates in future elections, so that they can become an active part of the representative bodies and provide the vision of a significant part of the workforce to said representative bodies of the personnel.

Regarding the distribution of the RLT by age, in general terms, their average age is mainly in the range of 30.1 to 50.

This shows that, apart from the exceptions mentioned below, the profile of RLT members that predominates in the company is an employee with work experience and maturity who is fully familiar with the idiosyncrasy and operation of the organisation and the business of Rovi Pharma.

## **2. Selection and hiring**

i. In respect of selection and hiring, Rovi Pharma has various human resources tools that allow it to select personnel following a methodology based on objective criteria. From among all the recruitment tools used by Rovi Pharma, we highlight the following:

- Job offer portal: (1) Information on job offers on the intranet so that all the workforce knows about them and can apply for jobs that interest them, and (2) Information on job offers published on the web that can be accessed by anyone. Technical knowledge questionnaires and tests, such as practical cases.
- Publications in external job offer portals (e.g. InfoJobs).
- Evaluation template with the technical knowledge questionnaires and tests completed.
- Personal questionnaires and tests in which no gender-based discrimination has been noted.
- The use of head-hunters for specific positions that require determined knowledge or experience.

It has been noted that inclusive language is not used in the selection process in either the advertisements published or the rest of the documentation.

In conclusion, no indications of discrimination have been found in the selection process. However, it should be improved by: (i) drawing up a protocol for the interviews, which should include gender-related considerations, reinforcing the inclusion of women for certain positions that have historically been held by men; (ii) ensuring that gender balance is guaranteed in the team participating in the selection process; and (iii) reviewing the language used in the job offer publications and other process-related documentation, using language that includes both genders and making express reference to both the male and female genders or using neutral terms, in accordance with the considerations set out by the Spanish Royal Academy Report on inclusive language and related issues.

The selection and hiring policy is reflected in the following quantitative tables. In addition to new employees, people leaving the company are shown. It should be noted that the data focus on direct employees, since temporary employment company personnel are included in other tables.

### 3. Training

- i. **Regarding distribution of training by department:** this is in line with the general distribution of the workforce.
- ii. **Regarding the nature of the training:** as may be seen from the results obtained, most of the training provided is internal. Regarding the distribution of the training by nature of the training, it corresponds to the general distribution of the workforce.
- iii. **Regarding distribution of the training by location,** it is carried out at Rovi's own facilities, in hotels or at the facilities of the training provider.
- iv. **Regarding the distribution of the training by type,** most of the hours of training are non-mandatory.
- v. **Regarding the timing of the training,** it takes place in working hours. In respect of its distribution, men participate in training more than women, with a total of 232 people: 122 women and 110 men. Rovi schedules the training at times at which most of the workforce can attend, including those with a reduced working day.
- vi. **Regarding the development of the hours of training per year,** an increase may be noted in both the hours of training and the number of training actions provided.

The data included in the diagnosis do not provide all the information on training, but only the information notified to FUNDAE (*State Foundation for Training at Work*). It would be necessary for Rovi Pharma to begin to record all the training that exists in the company (both external and internal), broken down by gender, in order to keep a complete record of and monitor the evolution of the training in the company from a gender perspective.

Even though, at present, there are no problems since courses are held during working hours if any problem were to arise that in some way affected workers with a reduced working day, it would be sought to hold the course not only in the classroom, but also remotely, provided this were possible for the type of course in question.

Rovi Pharma imparts practically no equality and inclusion training to its employees. Therefore, training actions on said subjects should be included in the company.

### 4. Promotion

- i. Promotions by gender: in 2020, there were 30 promotions, 15 of which affected women and 15, men. There was an equivalent number of promotions of men and women.

The company is committed to internal promotion to fill vacancies although, when it is not possible to fill the jobs through internal promotion, personnel are hired externally.

This promotion policy is addressed to the entire workforce, including both production workers and employees who can seek middle management or management positions. Likewise, Laboratorios

Farmacéuticos Rovi has various performance evaluation systems, adapted to the different employee groups. We describe them briefly below:

- For employees who came from Merck, there is an autonomous evaluation system, inherited from the system applied by said company, in which an individualised comparison between the workers is made.
- For the office worker group, the evaluation is more global, considering the capabilities and skills of each person but not making an individualised comparison. It is recommended that objective criteria should be fixed for promotions within the office group.
- For production line workers, the evaluation is based on KPIs that measure preparation and qualifications.

Additionally, Rovi Pharma has a career plan addressed at personnel with high potential. Through this plan, the workers who participate benefit from specific training and the planning of actions for their development, such as: mentoring, coaching, etc.

ii. **Professional groups:** regarding promotions by professional group, it can be noted, as a positive aspect, that, apart from the promotions to professional group 2 and professional group 5, in general terms, more women than men have been promoted in proportion to the number of men and women in the workforce. This figure, when related to the gender composition of the two groups, shows that, even though there is parity, there is a higher number of men than women in group 2, 58% men, and group 5, 53% men. This, as mentioned above, makes it advisable to adopt measures to propitiate the promotion of more women to these groups.

Regarding a quantitative record of the candidates applying for each promotion, broken down by gender, and those finally selected, the company has not kept this record in the past and, therefore does not currently have this quantitative information.

It would be recommendable for the company to keep a record of the people who have applied for each promotion, broken down by gender, expressly stating the reasons for rejection of the promotions, in order to ensure that there is no gender bias in such promotions.

In addition, measures should be adopted to ensure that more women are promoted to professional groups 2 and 5, since these are the groups where a greater proportion of men is noted in both the promotions and the composition of the groups themselves.

## 5. Underrepresentation

A reasonable parity system is in place, the distribution being very close to 50% in most fields, with more women than men in the workforce.

Furthermore, in the case of Rovi Pharma, the significant number of women in senior positions may be highlighted as a favourable aspect, although measures to allow these women to access the top-ranking jobs should be implemented.

## 6. Prevention of sexual and gender-based harassment

The Rovi Group considers the people who form its workforce to be its greatest asset and, therefore, promotes a diverse and inclusive human resources culture, based on an open and stimulating work atmosphere. Thus, as expressly stated in its Code of Conduct, the Rovi Group:

- Promotes the absence of discrimination based on the gender, race, nationality, social origin, age marital status, sexual orientation, ideology, political opinions, religion or any other personal, physical or social condition of our professionals.
- Effectively promotes equality among its workers in respect of access to employment, promotion, training, work conditions and wage policy.
- Respects the personal and family life of all its professionals and promotes a work-life balance.
- Rejects any form of violence, physical, sexual, psychological or moral harassment, the abuse of authority at work, or any other form of harassment or conduct that generates an atmosphere that is intimidatory or offensive for the employees' rights.

In view of the foregoing, the Rovi Group has a "Protocol for the Prevention and Handling of Cases of Moral and Sexual Harassment at Work", which all its personnel are obliged to know and observe.

## **10. Communication**

The communication channels most commonly used by the company with the employees are the following:

- i. Company and group information on the website: it maintains a policy of transparency and continuous communication through its website [www.rovi.es](http://www.rovi.es), where not only the communications and other relevant information published in relation to its products, its values, its business model and its commitment to corporate social responsibility may be consulted, but also other types of information, such as press releases, regular economic and financial information, and audits.
- ii. Company app.
- iii. Meetings.
- iv. Presentations to the workforce.
- v. Email.
- vi. Digital information displays.
- vii. Notice board.
- viii. Publications.
- ix. Internal newsletter or magazine.

An analysis of a sample from the company's website with a number of communications and publications issued by the company, it can be concluded that Laboratorios Farmacéuticos Rovi projects an image with no discriminatory connotations, with images of men and women in situations of equality appearing in its publications. Notwithstanding, said publications use traditional language that, in certain cases, is not inclusive.

## **11. Gender violence**

To date, there have been no policies or measures concerning this issue and, therefore, the equality committee consider that measures should be adopted in the Plan.

## **12. Occupational health**

Rovi Pharma has a special protocol for pregnant women, where the risks of the job are examined and assessed to determine whether any risk exists for the person if they continue working. After this global evaluation, a schedule is prepared determining the time until which the worker can work. This protocol is also applied for breastfeeding.

Likewise, the Rovi Group promotes medical evaluations for the people who work at all its companies, which vary depending on the job and are conducted by the Quirón centres.

## Report on findings of the diagnosis – PAN QUÍMICA FARMACÉUTICA, S.A.

| Company data                    |  |
|---------------------------------|--|
| Corporate name                  | PAN QUÍMICA FARMACÉUTICA, S.A.   |
| Tax Id No.                      | A-28053817   |
| Registered address              | Calle Rufino Gonzalez 50, 28037, Madrid.   |
| Legal form                      | <i>Sociedad Anónima</i>  |
| Year of incorporation           | 01/01/1952   |
| Sector of activity              | Pharmaceutical products/medicines  |
| Economic activity code (CNAE)   | 2120   |
| Description of activity         | Manufacture of specialty pharmaceuticals   |
| Sphere of action                | National   |
| Applicable collective agreement | General Collective Agreement of the Chemical Industry  |
| Workforce 2019                  | 105: 59 women and 46 men   |
| Brief history                   | Pan Química Farmacéutica, S.A., a company focused on the research, manufacture and marketing of pharmaceutical products. Consolidated in Spain as one of the principal leading companies in the sector, it forms part of the Rovi pharmaceutical group, which, since its foundation in 1946 by the López-Belmonte family, has gradually grown, now being present in over 56 countries. |

### 1. General situation of the workforce

The findings take account of the fact that the equality regulations aspire to parity between women and men, which they consider to reside in a proportion within the margins of 60-40%, towards which the company should progress. In view of the data analysed at company level, the following is noted:

- i. **Total workforce:** Pan Química has a total workforce of 105 people, with very similar percentages of women and men, and is within the parity margins (40% - 60%), although there are slightly more women than men (only 13 more women). The regulations state that data should be broken down in accordance with: (i) type of employment relationship, distinguishing between



ordinary and special employment relationships; in the Group, all the employment relationships are ordinary; and (ii) nature of relationship, distinguishing between direct relationships and relationships through temporary employment companies: in the year analysed (2019), all the relationships were direct, with no contracts through temporary employment companies.

ii. **Age of the workforce:** it is noted that most of the workforce is aged from 40.1 years to 50. It is observed that there is reasonable parity in the workforce distribution in all the age brackets, highlighting, as a positive aspect, that there are more women than men in most of the brackets.

iii. **Contract types:** regarding contract types, it is noted that the company's policy focuses on full-time permanent employment, which predominates, with only two isolated exceptions of women. The situation shown in this table evidences Pan Química's commitment to provide its workforce with stable high-quality employment and it is considered unnecessary to focus on this aspect.

iv. **Regarding the distribution of the workforce by length of service,** there are no significant differences worth analysing between the number of men and women in the different length-of-service brackets. The percentages are within the gender parity margins (40% vs 60%) at all levels.

v. **Regarding hierarchical distribution:**

- The positions of administrative worker, sales assistant, PQ Crisvi Production, PQ Crisvi Shop and technician are 100% held by women insofar as, in spite of the fact that very few members of the workforce are in these jobs, they are all women. This is because, traditionally, there are more women in the market who apply to carry out the functions corresponding to these positions (sewing, sale of post-surgical material (corsets and similar) and administration). However, it would be desirable to try to encourage men to access these jobs in order for the company to achieve parity at all levels.

- The consultant position is 100% male-dominated insofar as there is only one person in this role, who is a man. This is due to a statistical situation and the market insofar as the consultancy sector has historically been male-dominated. Therefore, it is easier to find male profiles for this type of position than female ones.

As an interesting positive fact, it is noted that, in the positions where the bulk of the workforce is concentrated (manager, department head and, principally, medical visitor), there is parity between women and men, the number of women even being slightly higher than the number of men in these jobs. This is consistent with the company's commitment to fostering female talent.

In any case, in general terms, attention should be drawn to the fact that the titles given to these positions are basically masculine and inclusive language is not used, in spite of the fact that there are many women in these jobs. In view of the foregoing, it is recommendable to review the current job titles in the company in order to use inclusive language.

In the light of the foregoing, it would be recommendable to foster the access of men to administrative jobs, sales assistant positions, PQ Crisvi Producción, PQ Crisvi Shop and technician, in order for the company to reach parity at all levels.

Likewise, it would be recommendable to review the current job titles in the company so that they

employ inclusive language.

vi. **Regarding the distribution by department**, it is noted that the company has some departments that are completely male-dominated and others that are completely female-dominated, while others show parity. This composition arises from the gender trends that affect the choice of studies, since some “professions” are traditionally masculine, while others have been becoming feminised, as can be seen from the segmentation of the different types of studies by gender.

- The Marketing Management and IT Departments are completely male. This situation is because it is particularly difficult to find female profiles in the market with the education to fill these positions, as shown by the data provided by the Ministry of Education and Professional Training (MEFP) in the publication “Equality in Figures MEFP 2020”, which sets out how women are a minority of the students completing their studies in information technology (21.2%) and engineering, industry and construction (35.1%), which are necessary to fill most of the positions in these departments.

- The departments of Crisvi-Production, **Sales Representative Service**, Hospital Division and Accounts are, again, 100% female. This situation is because these departments usually receive more job applications from women, since more women study the degrees required to hold these positions, including Arts and Humanities, Social Sciences and Documentation, and Business, Administration and Law, according to the MEFP statistics.

- Finally, in the Commercial Division, which is where the bulk of the workforce is concentrated, there is total parity between men and women and, therefore, no measures need be adopted in this department.

To conclude, in spite of the fact that, in general terms, the differences found in relation to the distribution of the workforce by department correspond to normal market practices, it would be desirable to try to adopt measures intended to attain parity between men and women in departments that are totally male (Marketing Management and IT) or female (Crisvi-Production, **Sales Representative Service**, Hospital Division and Accounts).

vii. **Family responsibilities**: this data is neutral because it is basically held for personal income tax reasons and is not considered in relation to personnel management. It can be seen that the data do not arise from any kind of bias.

The Group has various flexible working measures in place, intended to foster a balance between domestic chores and family responsibilities. They can be summarised as follows: flexible working hours, flexitime and social benefits.

viii. **Regarding the distribution by professional group**, Pan Química applies the XIX General Collective Agreement of the Chemical Industry, which organises the professional classification of personnel into nine professional groups, depending on the experience, knowledge and academic qualifications required to provide the services and/or professional skills required to perform the job.

The data analysed in this respect show a situation that falls within the gender parity margins in the comparable professional groups (where there are personnel of both genders), which is consistent with the gender distribution of the men and women in the workforce. Notwithstanding, even though there is parity, mention should be made of the fact that the person who holds the

most senior position in the company (group 0) is a man, even though, as has been stated throughout the diagnosis, there are more women than men in the company's workforce.

Likewise, although the bulk of the workforce is concentrated in professional group 5, it is striking that all the workers in the more junior professional groups (groups 1-4) are women. In this respect, this has been seen to be due to the fact that these women hold jobs that have historically been female (sewing, sale of post-surgical items, etc.) and that, as will be shown later, require few academic qualifications. In any case, it would be desirable to spotlight this situation to ensure that, albeit indirectly, there is no gender bias that contributes to this situation.

As a positive factor to be mentioned, it is noted that, although there is gender parity in professional group 7 (a senior group), the number of women is slightly higher than the number of men.

In any case, it would be advisable to adopt measures to correct the lower proportion of women in professional group 0 and the lower proportion of men in professional groups 1-4.

Regarding the professional classification, Rovi has conducted a job evaluation with the prestigious firm Willis Towers Watson, in which the value of the jobs in the company is weighted and compared in terms of equity. In addition, the classification by professional group is in accordance with the Collective Agreement of the Chemical Industry.

xiv. **Regarding distribution by centre:** Pan Química has a single work centre, located in Madrid, with a workforce of 105 employees: 59 women and 46 men.

xi. **Regarding the composition of the bodies that legally represent the workers,** Pan Química does not have any legal representatives of the workers.

## 2. Selection and hiring

In general, we can see that the new hires in Pan Química in 2019 showed total parity. Two people were hired: 1 women and 1 man.

In respect of selection and hiring, Pan Química has various human resources tools that allow it to select personnel following a methodology based on objective criteria. From among all the selection tools used by Rovi Pharma, we highlight the following:

- Job offer portal: (1) Information on job offers on the intranet so that all the workforce knows about them and can apply for jobs that interest them, and (2) Information on job offers published on the web that can be accessed by anyone. Technical knowledge questionnaires and tests, such as practical cases.
- Publications in external job offer portals (e.g. InfoJobs).
- Evaluation template with the technical knowledge questionnaires and tests completed.
- Personal questionnaires and tests in which no gender-based discrimination has been noted.
- The use of head-hunters for specific positions that require determined knowledge or experience.

It has been noted that inclusive language is not used in the selection process in either the advertisements published or the rest of the documentation.

In conclusion, no indications of discrimination have been found in the selection process. However, it should be improved by: (i) drawing up a protocol for the interviews, which should include gender-

related considerations, reinforcing the inclusion of women for certain positions that have historically been held by men; (ii) ensuring that gender balance is guaranteed in the team participating in the selection process; and (iii) reviewing the language used in the job offer publications and other process-related documentation, using language that includes both genders and making express reference to both the male and female genders or using neutral terms, in accordance with the considerations set out in the Spanish Royal Academy Report on inclusive language and related issues.

### 3. Training

- i. **Regarding training distribution by department:** this is in line with the general distribution of the workforce.
- ii. **Regarding the nature of the training:** as may be seen from the results obtained, most of the training provided is internal. Regarding the distribution of the training by nature of the training, it corresponds to the general distribution of the workforce.
- iii. **Regarding the distribution of the training by location,** it is conducted at Pan Química's own facilities, in hotels or at the facilities of the training provider.
- iv. **Regarding the distribution of the training by type,** most of the hours of training are non-mandatory.
- v. **Regarding the times of the training,** training is conducted during working hours. In respect of its distribution, women participate in training more than men, with a total of 55 people: 45 women and 15 men. Pan Química schedules the training at times at which most of the workforce can attend, including people with reduced working hours.
- vi. **Regarding the evolution of hours of training per year,** an increase is noted in both the hours of training and the number of training actions provided.

The data included in the diagnosis do not reflect all the training information, but only the information notified to FUNDAE (*State Foundation for Training at Work*). It would be necessary for Pan Química to begin to record all the training that exists in the company (both external and internal), broken down by gender, in order to keep a complete record and fully monitor the evolution of training in the company from a gender perspective.

Even though there are currently no problems because the courses are held during working hours, in the event that any problem might arise that in some way affected the personnel with reduced working hours, it would be sought to hold the course not only in the classroom, but also remotely, when the type of course made this possible.

Pan Química hardly imparts any training on equality and inclusion to its personnel and, therefore, training actions on these subjects should be included in the company.

### 4. Promotion

- i. **Promotions by gender:** in 2019, there were 2 promotions, one man and one women. There were an equivalent number of promotions in men and women.

The company is committed to internal promotion to fill vacancies although, when it is not possible

to fill the jobs through internal promotion, external hiring is used.

This promotion policy is addressed to the whole workforce, who can apply for positions with more responsibilities and managerial roles. Likewise, Pan Química has several performance evaluation systems adapted to the different employee groups.

ii. **Promotions by professional group:** regarding promotions by professional group, only two promotions took place (1 woman and 1 man) and, therefore, it is possible to detect gender bias, since the sample is too small in comparison with the size of the workforce.

iii. In relation to the quantitative and qualitative record of the male and female candidates applying for each promotion distinguishing by gender and finally selected, the company has not kept this record in the past and, therefore, does not currently have this quantitative information.

It would be recommendable for the company to draw up a record of the applicants for each promotion, broken down by gender, keeping a record that expressly states the reasons why promotions were rejected to ensure there is no gender bias in said promotions.

## 5. Underrepresentation

The Pan Química workforce shows a reasonable parity system, with a distribution very close to 50% in most fields and more women than men in the workforce. As has been described, the only aspect to consider as far as the underrepresentation of women is concerned is in the management positions, group 0, which consists of only one man.

Notwithstanding, it is relevant to underline the fact that this person belongs to the Management Position and has a unique role, which cannot be divided into two. Therefore, irrespective of who held this role, there would be discrimination in favour of one gender or the other. In this respect, it is noted that there are women in important positions, with a significant presence in both group 7 and the highest salary bracket.

## 6. Prevention of sexual and gender-based harassment

The Rovi Group considers that the people that form its workforce are its main asset and, therefore, promote a diverse and inclusive human resources culture, based on an open and stimulating work atmosphere. Thus, as stated expressly in its Code of Conduct, the Rovi Group:

- Promotes non-discrimination based on the gender, race, nationality, social origin, age, civil status, sexual orientation, ideology, political opinions or any other personal, physical or social condition of our professionals.
- Effectively promotes equality among its workers in respect of access to employment, promotion, training, work conditions and wage policy.
- Respects the personal and family life of all its professionals and promotes a work-life balance.
- Rejects any form of violence, physical, sexual, psychological or moral harassment, the abuse of authority at work, or any other form of harassment or conduct that generates an atmosphere that is intimidatory or offensive for the employees' rights.

In view of the foregoing, the Rovi Group has a "Protocol for the Prevention and Handling of Cases of Moral and Sexual Harassment at Work", which all its personnel are obliged to know and observe. This Protocol was signed in May 2010 and is used in the event of internal reports from

any worker in this respect.

The Protocol establishes, firstly, a statement of principles to be respected within the company, which are supported by three basic pillars:

- Every person has the right to be treated courteously, respectfully and decently, and to the safeguard of their fundamental labour rights.
- Consolidation of the equality and non-discrimination policies among the workforce, at the same time as collective awareness of this problem is raised.
- Preferential use of informal channels when faced with possible harassment situation when they can be solved informally between the people directly involved. Otherwise, the formal procedure set out in the Protocol will be conducted.

Additionally, the Protocol includes an investigation procedure that is common to all types of harassment, although it distinguishes between an “informal” and a “formal” procedure depending on the severity of the case.

Over recent years, there have been two cases of reports on sexual harassment, which were investigated in accordance with the aforementioned Protocol. Both ended with the dismissal of the person responsible although, in one of the cases, it was determined that abuse of power, not sexual harassment, existed. In neither case did the person responsible who was dismissed submit any complaint or claim for the dismissal.

Likewise, to detect any possible harassment situations, Pan Química periodically conducts psychosocial risk surveys.

According to article 48 of Organic Law 3/2007 of 22 March on the effective equality of women and men, companies must have a specific procedure for cases of sexual and/or gender-based harassment.

Therefore, it would be desirable to negotiate, in the course of this Equality Plan, a specific “Protocol on Sexual and/or Gender-Based Harassment” to solve this kind of situations, distinguishing them from cases of moral or discriminatory harassment.

## **7. Communication**

Regarding awareness-raising and communication, as stated in the section of contextualisation of the company, the channels that Pan Química most commonly uses with the personnel are the following:

- i. Company and group information on the website: it maintains a policy of transparency and continuous communication through its website [www.rovi.es](http://www.rovi.es), where not only the communications and other relevant information published in relation to its products, its values, its business model and its commitment to corporate social responsibility may be consulted, but also other types of information, such as press releases, regular economic and financial information, and audits.
- ii. Company app.
- iii. Meetings.
- iv. Presentations to the workforce.
- v. Email.
- vi. Information screens.
- vii. Notice board.

- viii. Publications.
- ix. Internal newsletter or magazine.

From an analysis of a sample from the company website with a number of communications and publications issued by the company over recent months, it can be concluded that Pan Química projects an image with no discriminatory connotations, with images of men and women in situations of equality appearing in its publications. Notwithstanding, said publications use traditional language that, in certain cases, is not inclusive.

Said use of language is non-inclusive and, therefore, it would be recommendable to review its use and introduce measures that ensure that it is not misleading, employing, as far as possible express references to both the female and male genders or using neutral terms, following the considerations contained in the Spanish Royal Academy's report on inclusive language and related issues and training the workforce in order to reinforce the everyday use of inclusive language.

Additionally, during the negotiation of this diagnosis, the workers' side has indicated that they do not know some of the company's human resources policies and initiatives and, therefore, it would be desirable to strive for adequate communication so that the workforce is better informed.

Likewise, it has been seen that there is still a deficit in training and awareness-raising among the workforce with regard to equality and, therefore, it would be desirable to work on this point.

In view of the foregoing, it would be recommendable to introduce an awareness-raising course for the workforce on equality and make proposals to improve communication.

## **8. Gender violence**

Pan Química is a company with a commitment to women who are victims of gender violence. There have been no cases of gender violence within the company.

Notwithstanding, at the date of preparing this diagnosis of the situation, it does not have a specific comprehensive guide for the defence of women who are victims of gender violence.

Therefore, within the scope of this Equality Plan, it would be desirable to negotiate a "Comprehensive Guide for Women Victims of Gender Violence" in order to provide to provide the support that this group of people, who are at risk of exclusion, require.

## **9. Occupational health**

The Rovi Group seeks to guarantee total safety at work. In this respect, Laboratorios Farmacéuticos Rovi has a special protocol for pregnant women, where the risks of the job are examined and assessed to determine whether any risk exists for the person if they continue working. After this global evaluation, a schedule is prepared determining the time until which the worker can work. This protocol is also applied for breastfeeding.

Likewise, the Rovi Group promotes medical evaluations for the people who work at all its companies, which vary depending on the job and are conducted by the Quirón centres.

## **II. Results of remuneration audit**

## Results of remuneration audit – ROVI PHARMA.

### a) **Diagnosis of the company's remuneration situation:**

#### 1. Legal context

According to article 7 of Royal Decree 902/2020, companies that are preparing an equality plan must include a remuneration audit in it, in accordance with article 46.2.e) of Organic Law 3/2007 of 22 March for the effective equality of women and men. The purpose of said audit is to obtain the information necessary to verify whether the remuneration system that is being applied in the company complies with the effective application of the principle of equality between women and men.

In line with the foregoing, article 8.1.a).1 of the same legislation states that, in order to ensure equal remuneration for men and women, companies must previously conduct a job evaluation. This evaluation must be conducted in accordance with the criteria set out in article 4 of the same Royal Decree in relation to both the remuneration system and the promotion system.

The job evaluation is intended to make a global estimate of all the factors that exist or may exist in a job, taking account of their incidence and allowing them to be assigned a score or numeric value. The evaluation factors must be considered objectively and must necessarily be strictly linked to the performance of the work. Along the same lines, the evaluation must refer to each one of the tasks and functions of each job in the company, provide reliable results and be appropriate to the sector of activity, the company's type of organisation and other characteristics that may be significant for this purpose, irrespective, in all cases, of the type of employment contract with which the positions will be filled.

Therefore, in order for the job evaluation to be conducted correctly, objective, appropriate and comprehensive criteria are required. Appropriateness implies that the important factors in the evaluation must be those that are related to the activity and that effectively exist therein, including the training necessary. Comprehensiveness implies that, in order to verify whether equal value exists, all the conditions that distinguish the job must be taken into account, without ignoring of undervaluing any of them.

#### 2. Job evaluation

On the basis of the foregoing, ROVI PHARMA, together with PwC, has conducted an evaluation of jobs of equal value using the tool suggested by the Ministry of Labour and the Ministry of Equality. This job evaluation tool was prepared within the scope of a social dialogue technical committee in which the trade unions CCOO and UGT and the employers' organisations CEOE and CEPYME participated, as well as the Ministry of Labour and Social Economy and the Institute of Women of the Ministry of Equality, with the advice of independent experts. The different sections of the tool have been agreed with the trade unions and employers' organisations and prepared jointly by the ministerial departments involved.

Its operation is structured through a series of predefined factors, which have different scales on the basis of which each job must be weighted. The evaluation of each job is conducted individually and must contain a score for all the factors included in the tool.



Regarding the value of each factor, the tool provides, on a predetermined basis, the relative weights or weightings of the different factors or sub-factors that the tool includes. This structure has been prepared with the purpose of eliminating gender stereotypes and neutralising the traditional undervaluation of the qualities that are socially considered feminine.

On the basis of the foregoing, in the job evaluation, the 112 jobs that exist in the company were considered. All the jobs in the company are given a score of 0 to 1000 points, subsequently being placed, also automatically, in different groups. Neither the company nor the Legal Representation of the Workers (RLPT) can alter these groups or change the criteria for forming them, since they are generated automatically in accordance with the individual score of each job. The fact that the Ministry's tool has a maximum of 10 groups of jobs must be taken into account, group 10 being the group of jobs with the greatest responsibility and group 1 being those with the least. In this respect, the result of applying the criteria parametrised in the tool is that 7 groups are applicable in ROVI PHARMA.

#### **b) Findings of the audit:**

From the results submitted, the following conclusions have been obtained:

- The workforce of ROVI PHARMA is balanced in line with the sector in which it operates.
- At global remuneration level, no great differences that are detrimental to women can be noted in any of the groups resulting from the job evaluation.
- Within the fixed items, the main differences were noted in the collective agreement bonus in group 5.
- Likewise, significant differences in favour of men were noted in the items that depend on the work performed. In this respect, a greater number of these actions by men is observed, which influences their remuneration.
- Some items paid do not follow a written protocol (awards, special bonuses, gifts, etc.).
- In the analysis of wage policies, no aspect that is discriminatory or that establishes higher remuneration for one gender or the other is noted.

Based on the foregoing, it would be recommendable to:

- i. Focus efforts to reduce the differences noted in group 5 in the collective agreement supplement.
- ii. Draw up a written protocol that allows any kind of bias to be eliminated within the items awards, special bonuses, etc.
- iii. Promote the access of women to supplements for the work performed and, likewise,
- iv. Conduct annual reviews of the remuneration differences in order to detect any improvement or deterioration in the different items.

#### **c) Action plan to correct remuneration inequalities:**

The action plan is contained in the section "Equality Plan Measures", especially in the "Remuneration Block", supplemented by the measures in the "Selection and hiring" and "Promotion" blocks (given that, since these two blocks are intended to increase the women who access senior positions, it will help reduce the pay difference).

#### **d) Duration of the remuneration audit:**

The remuneration audit will have the duration agreed in the Plan, i.e. it will continue while the Plan is in force.

## **Results of remuneration audit – LABORATORIOS ROVI.**

### **a) Diagnosis of the company's remuneration situation:**

#### 1. Legal context

According to article 7 of Royal Decree 902/2020, companies that are preparing an equality plan must include a remuneration audit in it, in accordance with article 46.2.e) of Organic Law 3/2007 of 22 March for the effective equality of women and men. The purpose of said audit is to obtain the information necessary to verify whether the remuneration system that is being applied in the company complies with the effective application of the principle of equality between women and men.

In line with the foregoing, article 8.1.a).1 of the same legislation states that, in order to ensure equal remuneration for men and women, companies must previously conduct a job evaluation. This evaluation must be conducted in accordance with the criteria set out in article 4 of the same Royal Decree in relation to both the remuneration system and the promotion system.

The job evaluation is intended to make a global estimate of all the factors that exist or may exist in a job, taking account of their incidence and allowing them to be assigned a score or numeric value. The evaluation factors must be considered objectively and must necessarily be strictly linked to the performance of the work. Along the same lines, the evaluation must refer to each one of the tasks and functions of each job in the company, provide reliable results and be appropriate to the sector of activity, the company's type of organisation and other characteristics that may be significant for this purpose, irrespective, in all cases, of the type of employment contract with which the positions will be filled.

Therefore, in order for the job evaluation to be conducted correctly, objective, appropriate and comprehensive criteria are required. Appropriateness implies that the important factors in the evaluation must be those that are related to the activity and that effectively exist therein, including the training necessary. Comprehensiveness implies that, in order to verify whether equal value exists, all the conditions that distinguish the job must be taken into account, without ignoring of undervaluing any of them.

#### 2. Job evaluation

On the basis of the foregoing, LABORATORIOS ROVI, together with PwC, has conducted an evaluation of jobs of equal value using the tool suggested by the Ministry of Labour and the Ministry of Equality. This job evaluation tool was prepared within the scope of a social dialogue technical committee in which the trade unions CCOO and UGT and the employers' organisations CEOE and CEPYME participated, as well as the Ministry of Labour and Social Economy and the Institute of Women of the Ministry of Equality, with the advice of independent experts. The different sections of the tool have been agreed with the trade unions and employers' organisations and prepared jointly by the ministerial departments involved.

Its operation is structured through a series of predefined factors, which have different scales on the basis of which each job must be weighted. The evaluation of each job is conducted individually and must contain a score for all the factors included in the tool.

Regarding the value of each factor, the tool provides, on a predetermined basis, the relative weights or weightings of the different factors or sub-factors that the tool includes. This structure has been prepared with the purpose of eliminating gender stereotypes and neutralising the traditional undervaluation of the qualities that are socially considered feminine.

On the basis of the foregoing, in the job evaluation, the 112 jobs that exist in the company were considered. All the jobs in the company are given a score of 0 to 1000 points, subsequently being placed, also automatically, in different groups. Neither the company nor the Legal Representation of the Workers (RLPT) can alter these groups or change the criteria for forming them, since they are generated automatically in accordance with the individual score of each job. The fact that the Ministry's tool has a maximum of 10 groups of jobs must be taken into account, group 10 being the group of jobs with the greatest responsibility and group 1 being those with the least. In this respect, the result of applying the criteria parametrised in the tool is that 8 groups are applicable in LABORATORIOS ROVI.

Regarding the value of each factor, the tool provides, on a predetermined basis, the relative weights or weightings of the different factors or sub-factors that the tool includes. This structure has been prepared with the purpose of eliminating gender stereotypes and neutralising the traditional undervaluation of the qualities that are socially considered feminine.

#### **b) Findings of the audit:**

From the results submitted, the following conclusions have been obtained:

- The workforce of Laboratorios Rovi is balanced in line with the sector in which it operates.
- At global remuneration level, no great differences that are detrimental to women can be noted in any of the groups resulting from the job evaluation.
- Within the fixed items, the main differences were noted in the collective agreement bonus in groups 5, 4 and 2. Likewise, the differences in the voluntary bonus and length-of-service supplements should be noted.
- Within the items associated to results, differences are also seen, basically marked by the department in which each worker works. It is noted that the bonus may form a significant part for the person in group 5, in the R&D Department. This distribution must be studied in subsequent reviews.
- Likewise, significant differences in favour of men were noted in the items that depend on the work performed. In this respect, a greater number of these actions by men is observed, which influences their remuneration.
- Some items paid do not follow a written protocol (awards, special bonuses, gifts, etc.).
- In the analysis of wage policies, no aspect that is discriminatory or that establishes higher remuneration for one gender or the other is noted.

Based on the foregoing, it would be recommendable to:

- i. Focus efforts to reduce the differences noted in group 5 in the collective agreement supplement.
- ii. Draw up a written protocol that allows any kind of bias to be eliminated within the items awards, special bonuses, etc.
- iii. Promote the access of women to supplements for the work performed and, likewise,
- iv. Conduct annual reviews of the remuneration differences in order to detect any improvement or deterioration in the different items.

v. Regarding the distribution of the workforce, the Equality Plan will include measures aimed to correct female underrepresentation.

**c) Action plan to correct remuneration inequalities:**

The action plan is contained in the section “Equality Plan Measures”, especially in the “Remuneration Block”, supplemented by the measures in the “Selection and hiring” and “Promotion” blocks (given that, since these two blocks are intended to increase the women who access senior positions, it will help reduce the pay difference).

**d) Duration of the remuneration audit:**

The remuneration audit will have the duration agreed in the Plan, i.e. it will continue while the Plan is in force.

**Results of remuneration audit – PAN QUÍMICA FARMACÉUTICA, S.A.**

**a) Diagnosis of the company’s remuneration system:**

1. Legal context

According to article 7 of Royal Decree 902/2020, companies that are preparing an equality plan must include a remuneration audit in it, in accordance with article 46.2.e) of Organic Law 3/2007 of 22 March for the effective equality of women and men. The purpose of said audit is to obtain the information necessary to verify whether the remuneration system that is being applied in the company complies with the effective application of the principle of equality between women and men.

In line with the foregoing, article 8.1.a).1 of the same legislation states that, in order to ensure equal remuneration for men and women, companies must previously conduct a job evaluation. This evaluation must be conducted in accordance with the criteria set out in article 4 of the same Royal Decree in relation to both the remuneration system and the promotion system.

The job evaluation is intended to make a global estimate of all the factors that exist or may exist in a job, taking account of their incidence and allowing them to be assigned a score or numeric value. The evaluation factors must be considered objectively and must necessarily be strictly linked to the performance of the work. Along the same lines, the evaluation must refer to each one of the tasks and functions of each job in the company, provide reliable results and be appropriate to the sector of activity, the company’s type of organisation and other characteristics that may be significant for this purpose, irrespective, in all cases, of the type of employment contract with which the positions will be filled.

Therefore, in order for the job evaluation to be conducted correctly, objective, appropriate and comprehensive criteria are required. Appropriateness implies that the important factors in the evaluation must be those that are related to the activity and that effectively exist therein, including the training necessary. Comprehensiveness implies that, in order to verify whether equal value exists, all the conditions that distinguish the job must be taken into account, without ignoring of undervaluing any of them.

**2. Job evaluation**

On the basis of the foregoing, Pan Química Farmacéutica, S.A., together with PwC, has conducted an evaluation of jobs of equal value using the tool suggested by the Ministry of Labour and the Ministry of Equality. This job evaluation tool was prepared within the scope of a social dialogue technical committee in which the trade unions CCOO and UGT and the employers' organisations CEOE and CEPYME participated, as well as the Ministry of Labour and Social Economy and the Institute of Women of the Ministry of Equality, with the advice of independent experts. The different sections of the tool have been agreed with the trade unions and employers' organisations and prepared jointly by the ministerial departments involved.

Its operation is structured through a series of predefined factors, which have different scales on the basis of which each job must be weighted. The evaluation of each job is conducted individually and must contain a score for all the factors included in the tool.

Regarding the value of each factor, the tool provides, on a predetermined basis, the relative weights or weightings of the different factors or sub-factors that the tool includes. This structure has been prepared with the purpose of eliminating gender stereotypes and neutralising the traditional undervaluation of the qualities that are socially considered feminine.

On the basis of the foregoing, in the job evaluation, the 112 jobs that exist in the company were considered. All the jobs in the company are given a score of 0 to 1000 points, subsequently being placed, also automatically, in different groups. Neither the company nor the Legal Representation of the Workers (RLPT) can alter these groups or change the criteria for forming them, since they are generated automatically in accordance with the individual score of each job. The fact that the Ministry's tool has a maximum of 10 groups of jobs must be taken into account, group 10 being the group of jobs with the greatest responsibility and group 1 being those with the least. In this respect, the result of applying the criteria parametrised in the tool is that 6 groups are applicable in Pan Química Farmacéutica, S.A.

## **b) Findings of the audit:**

From the results submitted, the following conclusions have been obtained:

- The workforce of Pan Química Farmacéutica, S.A. is balanced in line with the sector in which it operates.
- At global remuneration level, no great differences that are detrimental to women can be noted in any of the groups resulting from the job evaluation.
- Within the fixed items, a difference of over 25% has only been noted in favour of women for their positions of greater responsibility.
- No differences are observed in the items associated to results.
- Some items paid do not follow a written protocol (awards, special bonuses, gifts, etc.).

Based on the foregoing, it would be recommendable to:

- i. Considering the results of the remuneration audits, draw up a written policy that, specifically and objectively, determined the objectives associated to the results-related supplements (bonuses, incentives, awards, etc.).
- ii. Conduct annual reviews of the remuneration differences in order to detect any improvement or deterioration in the different items.
- iii. Adopt the measures necessary to correct female underrepresentation.

**c) Action plan to correct remuneration inequalities:**

The action plan is contained in the section “Equality Plan Measures”, especially in the “Remuneration Block”, supplemented by the measures in the “Selection and hiring” and “Promotion” blocks (given that, since these two blocks are intended to increase the women who access senior positions, it will help reduce the pay difference).

**d) Duration of the remuneration audit:**

The remuneration audit will have the duration agreed in the Plan, i.e. it will continue while the Plan is in force.

## **Appendix II – Regulations on the operation of the Joint Monitoring Commission, including the systems for follow-up, evaluation, review, change and dispute solution**

With signature of the Rovi Group Equality Plan, the Joint Plan Monitoring Commission will be created (hereinafter, the Monitoring Commission). This Commission will be responsible for ensuring that the Plan's goals are attained and that the agreed measures are implemented within the deadlines and with the necessary resources, as well as the persons/departments responsible, indicators and schedule for their evaluation.

Said Monitoring Commission will be responsible for monitoring, evaluating and controlling application of the measures included in this Plan.

### **I. Composition of the Monitoring Commission**

The Rovi Group Equality Plan Monitoring Commission will be composed, on a joint basis, by thirteen members: nine on the part of the Legal Representation of the Workers who signed the Equality Plan and four on the part of the organisation.

Likewise, at its meetings, it may receive advice from persons outside the company who are especially qualified in the topics this chapter regulates.

Together with the foregoing, a quorum necessary to hold these meetings is established. In this respect, it is established that the meetings may be held with the presence of one person from the organisation, to whom the rest of the members from the organisation have delegated, and three persons from the workers' side, provided there is a person from each trade union.

### **II. Substitutions:**

The persons who form the Monitoring Commission may be replaced at specific meetings by substitutes designated by the organisation or trade union, as applicable, if the member cannot attend due to holidays, sick leave, leave or other justified reasons.

The persons who form the Monitoring Commission may be permanently replaced by others designated by the organisation or the trade union, as applicable, who will become the new members, in the following cases:

- When the period scheduled for implementation of the Equality Plan has elapsed.
- If any person wishes to resign from membership of the Commission.
- If any person, for any reason, leaves the company.
- In the event of long-term sick leave, leave of absence or any other situation foreseen to last for more than one year and that prevents the Commission from operating normally.
- In the event that any person, due to his or her professional agenda, cannot attend any of the meetings.

The replacement procedure will consist of the member of the Monitoring Commission informing

the Monitoring Commission in writing of the proposal for replacement and it will be the Monitoring Commission that is responsible for ratifying the replacement at the proposal of the side of the organisation or the workers' side, as applicable.

### **III. Functions of the Monitoring Commission:**

Among others, the Monitoring Commission will have the following functions:

- Interpretation of the Equality Plan.
- Promoting the principle of equality and non-discrimination in all spheres of the group companies.
- Acting as an intermediary between the workforce and the management for all equality concerns.
- Monitoring the actions and measures defined in the Equality Plan.
- Monitoring the measures adopted in relation to remuneration.
- Promoting occupational health training actions and actions to raise awareness, such as Equality Days.
- Annually drawing up an evaluation report on the Equality Plan that will reflect the degree to which the goals established have been attained and each one of the measures applied.
- Studying and analysing the evaluation of the situation of women in the organisation and the measures implemented, with the capacity to introduce, if deemed necessary, corrective actions to attain the purpose sought within the period established.
- Solving conflicts arising in the interpretation of the content of the Equality Plan. In these cases, it will be mandatory for the Commission to intervene before taking the matter before the competent jurisdiction.
- Active participation in drawing up procedures and material related to the Plan.
- Disseminating the Plan and its progress to the workforce overall.
- Evaluating, reviewing and modifying the Plan.

### **IV. Operation of the Monitoring Commission:**

The Monitoring Commission will meet every six months during the term of the Equality Plan.

The meetings will be called by the person responsible for implementing the Equality Plan, who must draw up the meeting agendas and take minutes of the comments made by any of the parties and the resolutions passed.

Notice of ordinary meetings will be given by email at least 10 days in advance.

Meetings will preferably be held virtually.

Likewise, extraordinary meetings may be called at the request of any of the parties using the procedure described above with six days' advance notice, in order to discuss any exceptional issues that may arise during the term of the Plan.

### **V. Minutes:**



Minutes of each meeting will be taken, signed by all the persons on the Monitoring Commission, and will record a summary of all the issues discussed, the agreements and disagreements.

For the agreements, the consensus of all the parties will be sought and disagreements will be recorded with statements from the parties.

#### **VI. Confidentiality:**

All the persons who compose the Monitoring Commission undertake to treat confidentially the information, data, documents and/or any other information that is used within the Commission or that is delivered to them but not included in the minutes.

#### **VII. Resources:**

To perform the functions entrusted to the Monitoring Commission, the organisation undertakes to provide the necessary resources, in particular:

- An appropriate place to hold the meetings.
- The material necessary for them.
- To provide the statistical information, broken down by gender, established in the follow-up criteria agreed for each one of the measures with the relevant frequency.
- 

#### **VIII. Evaluation, review, modification and conflict solution**

The parties have agreed to **review** the Plan in December 2023. Additionally, as provided for in Royal Decree 901/2020, equality plans must be reviewed when the following circumstances exist:

- a) When it must be done as a consequence of the results of the monitoring and evaluation provided for in sections 4 and 6 below:
- b) When it is seen not to meet legal or regulatory requirements or to be insufficient as the result of an action by the Labour and Social Security Inspectorate.
- c) In cases of merger, absorption, transfer or change of the legal status of the company. In this respect, it should be clarified that the mergers that took place in the Group during the negotiation of the Plan, mentioned above, do not require any review.
- d) When any event takes place that substantially changes the organisation's workforce or its work methods, organisation or remuneration systems, including failures to apply the collective

agreement and substantial changes in work conditions, or the situations analysed in the diagnosis of the situation that has been used as a basis for preparing it.

e) When a court decision condemns the organisation for direct or indirect gender-based discrimination or when it determines that the Equality Plan is not adapted to legal or regulatory requirements.

When necessary for reasons that are duly explained, the review will entail the updating of the diagnosis and measures of the Equality Plan insofar as may be necessary. Regarding the review procedure, the decisions and resolutions of the Equality Plan Negotiating Commission will respect the representativeness of each trade union at the negotiating table, requiring the whole or part of the Plan to be negotiated, depending on the cause that gave rise to the review. This negotiation will be conducted in accordance with Royal Decree 901/2020 on Equality Plans and their Registration and, to this end, a new Negotiating Commission will be created.

Apart from reviews of the Plan for the reasons mentioned, the Equality Plan measures may be **modified** at any time during its term in order to add, reorient, improve, correct, intensify, attenuate or even cease to apply any of the measures contained in accordance with the effects that are being perceived in relation to attainment of its goals.

The monitoring and **evaluation** of the measures provided for in the Plan will be conducted with the frequency scheduled for each measure in the section in this respect.

Regarding the **solution of conflicts**, the parties expressly agree to adhere to the Interconfederal Agreement for the Out-of-Court Solution of Labour Conflicts, the Group submitting itself to the mediation and, if applicable, arbitration bodies established by the Interconfederal Mediation and Arbitration Service (SIMA).

## Appendix III – Schedule for implementation of measures

### 1. Selection and hiring

| Measures  |  | Frequency   | Implementation | Follow-up  | Evaluation   |
|---|--|---|----------------|--|--|
| <b>1.1. Goal: to conduct a fully objective selection process, free of all bias against either women or men.</b> |  |   |                |  |  |
| 1.1.1   | Draw up an interview protocol that includes the gender perspective, promoting the inclusion of women for certain roles that have historically been male-dominated.   | Two years after Plan commences                      | 03/10/2022     | 03/10/2024   | 03/10/2024   |
| 1.1.2   | Ensure that the team that takes part in the selection process is trained in equality.  | Two years after Plan commences                      | 03/10/2022     | 03/10/2024<br>03/10/2025<br>03/10/2026               | 03/10/2024   |
| 1.1.3   | Review and, if applicable, correct the language used in publications of job offers and other selection process documentation, using language that includes both genders, making either express reference to the female and male genders or employing neutral terms, following the considerations contained in the Spanish Royal Academy Report on inclusive language and related issues. | Two years after Plan commences                      | 03/10/2022     | 03/10/2024<br>03/10/2025<br>03/10/2026               | 03/10/2024   |
| <b>1.2. Goal: to increase the hiring of women in the Group's departments, jobs and professional groups.</b>     |  |   |                |  |  |
| 1.2.1   | If any vacancies arise and a male candidate and a female candidate are equally qualified, the less represented female gender will take precedence, considering the following needs in the different companies:<br><u>Rovi Pharma Industrial Services, S.A.U.:</u><br><br>- In the departments of Automation, Business Development, IT, Logistics, Maintenance and                        | During the term of the Plan. 4 years. Annual review | 03/10/2022     | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |

|       |  |        |            |  |  |
|-------|--|--------|------------|--|--|
|       | <p>New Products, the hiring of women will take precedence until parity is reached.</p> <p>- The hiring of women will take precedence in professional groups 2 and 5 until parity is reached.</p> <p><u>Laboratorios Farmacéuticos Rovi, S.A.:</u></p> <p>- In the departments of IT, Maintenance, Production and Presidency, the hiring of women will take precedence until parity is reached.</p> <p>- The hiring of women will take precedence in the positions of production worker 3 and production worker 2, manager, driver and engineer until parity is reached.</p> <p><u>Pan Química Farmacéutica, S.A.:</u></p> <p>- In the Marketing Management and IT Departments, the hiring of women will take precedence until parity is reached.</p> <p>- For job offers for the position of “consultant”, the hiring of women will take precedence until parity is reached.</p> |        |            |  |  |
| 1.2.2 | <p>Have statistical information, broken down by gender, office and area, on the selection processes for the different jobs (number of candidates) and their outcomes (number of people selected) to be passed to the Monitoring Commission. These statistics will include information on positive actions in the departments where women are underrepresented.</p>   | Annual | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |

**2. Professional classification and promotion**

| Measures  | Frequency  | Implementation                 | Follow-up  | Evaluation   |  |
|---|--|--------------------------------|------------|--|--|
| <b>2.1. Goal: to regulate a professional classification system that guarantees there is no discrimination between women and men.</b>  |  |                                |            |  |  |
| 2.1.1   | To the extent that this process can be automated, promotions will be recorded and monitored annually, broken down by gender, stating the original and new professional group and function, the contract type, the working hours and the type of promotion, to be provided to the Monitoring Commission. Special attention will be paid to analysing promotions to responsible or management positions. | Annual                         | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| 2.1.2   | Use neutral/inclusive language in the titles of the professional classification and job titles.  | Two years after Plan commences | 03/10/2022 | 03/10/2024<br>03/10/2025<br>03/10/2026               | 03/10/2024   |
| 2.1.3   | Publication of vacancies that arise in the company.  | As of time Plan commences      | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| <b>2.2. Goal: to encourage the promotion of women to positions of higher or maximum responsibility in order to achieve parity in the workforce in all the professional groups</b> |  |                                |            |  |  |

|       |   |  |            |            |            |
|-------|---|--|------------|------------|------------|
| 2.2.1 | To fill any vacancies for responsible or management positions, when the candidates' suitability and qualification for the job are equivalent, internal candidates will take precedence. In this respect, when a vacancy arises, if a male candidate and a female candidate are equally qualified, the inclusion of women in the Group's Management Committee and management positions (groups 8 and 10) will take precedence until parity is reached. | Gradually throughout the term of the Plan. Review every two years. | 03/10/2022 | 03/10/2023 | 03/10/2023 |
|       |   |  |            | 03/10/2024 | 03/10/2024 |
|       |   |  |            | 03/10/2025 | 03/10/2025 |
|       |   |  |            | 03/10/2026 | 03/10/2026 |

### 3. Training

| Measures   |   | Frequency                 | Implementation | Follow-up  | Evaluation   |
|--|---|---------------------------|----------------|------------|--|
| <b>3.1. Goal: to guarantee equal opportunities to access to training for the promotion and recycling for all employees</b> |   |                           |                |            |  |
| 3.1.1  | Establish access for all the workforce, irrespective of their gender, to the training that allows their job to be recycled and enables professional promotion.  | As of time Plan commences | 03/10/2022     | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| 3.1.2  | Monitor the number of training actions, number of hours and number of people attending the training, broken down by gender, allowing the level of participation in the training processes to be properly evaluated for women and men. To the extent that it can be automated, the number of occasions on which the proposed training was rejected, broken down by gender, will be provided. | Annual                    | 03/10/2022     | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |

|   |   |   |            |  |  |
|---|---|---|------------|--|--|
| 3.1.3   | All obligatory courses will take place during working hours.  | As of time Plan commences   | 03/10/2022 | 03/10/2022   | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| 3.1.4   | Workers on leave of absence under article 46.3 of the Workers' Statute, workers whose contract has been suspended because they are enjoying the right to a work-life balance and workers whose jobs are part-time will have the same right to attend the training imparted in each one of the companies. When, due to the training itself, it cannot be repeated, the company will try to include them the following time it is held or enable them to access the training in virtual format. When necessary, updated training upon return from leave of absence. | Two years after Plan commences  | 03/10/2022 | 03/10/2024   | 03/10/2024<br>03/10/2025<br>03/10/2026               |
| <b>3.2. Goal: to ensure the entire workforce has knowledge and awareness of equality.</b> |   |   |            |  |  |
| 3.2.1   | Impart annual training to the entire workforce on gender equality and the prevention of sexual and gender-based harassment. Obligatory annual training. These video clips will be reviewed by the Monitoring Commission.  | Training actions/informational clips 4 times per year. As of time Plan is approved. | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| 3.2.2   | Specific training in equality and prevention of sexual and gender-based harassment for personnel responsible for selection, hiring, promotion, training, communication and assigning remuneration in order to ensure equal treatment and opportunities for women  | Three years after Plan commences.   | 03/10/2022 | 03/10/2025   | 03/10/2025   |

|   |  |                                  |            |  |            |
|---|--|----------------------------------|------------|--|------------|
|   | and men in the processes, avoid discriminatory attitudes and allow the male and female candidates to be evaluated solely on the basis of their qualifications, skills, knowledge and experience, reporting to the Monitoring Commission on the exact content, the strategy and schedules for imparting the courses and the selection criteria.   |                                  |            |  |            |
| <b>3.3. Goal: to promote the participation of women in training to enhance their qualifications and thus facilitate their promotion.</b>  |  |                                  |            |  |            |
| 3.3.1   | Train women in managerial skills.  | Three years after Plan commences | 03/10/2022 | 03/10/2025<br>03/10/2026               | 03/10/2025 |
| <b>3.4 Goal: to review, from a gender perspective, the content and material of the training courses to ensure that they do not contain gender-based stereotypes or connotations, in order to guarantee equal criteria in terms of language, images, methodology, etc.</b> |  |                                  |            |  |            |
| 3.4.1   | Contracts with external training providers: include clauses requesting a review, from a gender perspective, of the content and material used in the training courses to ensure that they do not contain gender-based stereotypes or connotations, and with any other external company requiring compliance with current legislation on equality in all the actions it performs for the Rovi Group. | Two years after Plan commences   | 03/10/2022 | 03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2024 |

#### 4. Remuneration

| Measures  | Frequency | Implementation | Follow-up | Evaluation |
|---|-----------|----------------|-----------|------------|
| <b>4.1 Goal: to ensure equal remuneration for the organisation's workforce.</b> |           |                |           |            |



|            |  |   |            |  |  |
|------------|--|---|------------|--|--|
| 4.1.1      | Monitor and review the pay gaps that exist by equal value group in each company.   | Annual  | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| 4.1.2      | Taking account of the results of the remuneration audits, draw up a written policy that specifically and objectively sets out the goals associated to the complements associated to results (bonuses, incentives, awards, etc.). | Annual  | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| 4.1.3      | The Monitoring Commission will adopt the measures necessary to correct the pay gaps, taking account of the evolution of the remuneration results.  | Annual  | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| <b>4.2</b> | <b>Goal: to update the remuneration audit</b>  |   |            |  |  |
| 4.2.1      | Conduct an interim remuneration audit.   | Every two years. The first one is fixed for 2023. | 01/01/2023 | 03/10/2023<br>03/10/2025                             | 03/10/2023<br>03/10/2025                             |

**5. Work conditions, work-life balance and co-responsibility**

| Measures | Frequency | Implementation | Follow-up | Evaluation |
|----------|-----------|----------------|-----------|------------|
|----------|-----------|----------------|-----------|------------|

| <b>5.1 Goal: to guarantee the exercise of work-life balance rights, reporting on them and making them accessible for the entire workforce, irrespective of gender.</b> |  |                                |            |  |  |
|--|--|--------------------------------|------------|--|--|
| 5.1.1  | Collect statistical data, broken down by gender, on leaves of absence, suspensions of contract and other leave related to the work-life balance. Likewise, data will be compiled on requests to adapt working hours in accordance with article 34.8 of the Workers' Statute. This point will include requests for specific working hours and working day reductions. | Annual                         | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| 5.1.2  | Preparing and distributing a leaflet on the work-life balance/co-responsibility measures that are in force in the Rovi Group. Review by Monitoring Commission.   | Two years after Plan commences | 03/10/2022 | 03/10/2024<br>03/10/2025<br>03/10/2026               | 03/10/2024   |
| 5.1.3  | Ensure that the work-life balance rights do not penalise the promotion/training of the persons who exercise them.  | As of time Plan commences      | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
|  |  |                                |            |  |  |
| <b>5.2 Goal: to encourage the use of parental measures among the men in the workforce</b>  |  |                                |            |  |  |
| 5.2.1  | Conduct campaigns to provide information and raise awareness (talks, leaflets, etc.), specifically addressed to workers concerning the work-life balance/co-responsibility measures contained in the Plan.   | Annual                         | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |

## 6. Underrepresentation of women

| Measures  |  | Frequency                 | Implementation | Follow-up  | Evaluation   |
|---|--|---------------------------|----------------|--|--|
| <b>6.1 Goal: to promote the integration of the gender perspective into the different professional categories</b>  |  |                           |                |  |  |
| 6.1.1   | Maintain the evaluation by objectives system, avoiding any gender bias.  | As of time Plan commences | 03/10/2022     | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| <b>6.2 Goal: to appoint a person responsible for equal treatment and opportunities in the organisation and a monitoring commission.</b>   |  |                           |                |  |  |
| 6.2.1   | A mailbox will be created for the Monitoring Commission so that any equality issues that may arise among the workforce can be submitted, in order to channel any matter related to the Equality Plan. The email address will be <a href="mailto:igualdad@rovi.es">igualdad@rovi.es</a> . | As of time Plan commences | 03/10/2022     | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| <b>6.3 Goal: to achieve a balanced representation of male and female workers in the different areas of activity and jobs, increasing the presence of women where they are underrepresented.</b> |  |                           |                |  |  |
| 6.3.1   | Periodic review of gender balance in the workforce and the presence the women and men in the different jobs and professional categories. The review will be annual.  | Annual                    | 03/10/2022     | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| <b>6.4 Goal: to ensure equal treatment and opportunities in the organisation for women and men.</b>   |  |                           |                |  |  |

|       |  |                             |            |            |            |
|-------|--|-----------------------------|------------|------------|------------|
| 6.4.1 | When new personnel policies and practices are introduced, they will be passed to the Monitoring Commission so that any barriers that hinder full equality between women and men can be detected. | Throughout the term of Plan | 03/10/2022 | 03/10/2023 | 03/10/2023 |
|       |  |                             |            | 03/10/2024 | 03/10/2024 |
|       |  |                             |            | 03/10/2025 | 03/10/2025 |
|       |  |                             |            | 03/10/2026 | 03/10/2026 |
| 6.4.2 | Provide the Monitoring Commission with the information on the men and women hired by professional area, job, contract type and working hours.  | Annual                      | 03/10/2022 | 03/10/2023 | 03/10/2023 |
|       |  |                             |            | 03/10/2024 | 03/10/2024 |
|       |  |                             |            | 03/10/2025 | 03/10/2025 |
|       |  |                             |            | 03/10/2026 | 03/10/2026 |

## 7. Awareness and communication

| Measures  | Frequency   | Implementation                 | Follow-up  | Evaluation                             |            |
|---|---|--------------------------------|------------|--|------------|
| <b>7.1. Goal: to inform and raise awareness among the entire workforce regarding non-sexist language.</b> |   |                                |            |  |            |
| 7.1.1   | Train and raise awareness among the personnel responsible for communication in the Rovi Group regarding equality and the use of inclusive language. | Two years after Plan commences | 03/10/2022 | 03/10/2024                             | 03/10/2024 |
| 7.1.2   | Prepare an inclusive language guide with the Monitoring Commission.   | Within 18 months               | 03/10/2022 | 03/04/2024<br>03/10/2025<br>03/10/2026 | 03/10/2024 |
| 7.1.3   | Video clips to raise awareness on equality on 22 Feb., 8 Mar., 25 Nov. and others agreed by the Monitoring Commission.                              | Annual                         | 03/10/2022 | 03/10/2023                             | 03/10/2023 |

|   |  |                                |            |  |  |
|---|--|--------------------------------|------------|--|--|
|   |  |                                |            | 03/10/2024   | 03/10/2024   |
|   |  |                                |            | 03/10/2025   | 03/10/2025   |
|   |  |                                |            | 03/10/2026   | 03/10/2026   |
| <b>7.2 Goal: to ensure that internal and external communication promote an egalitarian image of women and men. Ensure that the entire workforce has access to internal media.</b> |  |                                |            |  |  |
| 7.2.1   | Ensure that the information on equality is visible to the entire workforce.  | One year after Plan commences  | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 |
| 7.2.2   | Review and, if necessary, correct the language and images used in internal communications (on-boarding manual, magazine, notice boards, circulars, internal mail, intranet, etc. to ensure it is gender neutral and does not contain any sexist or stereotypical images.   | Two years after Plan commences | 03/10/2022 | 03/10/2024<br>03/10/2025<br>03/10/2026               | 03/10/2024   |
| 7.2.4   | Inform the organisation's workforce of the existence of an Equality Plan. Information on the Plan will be distributed within the month following its signature. Goal: to inform all employees of what the Equality Plan consists of and the measures implemented in the organisation. The Plan will be provided to new employees together with the on-boarding manual. | As of time Plan commences      | 03/10/2022 | 03/10/2022   | 03/10/2022   |
| 7.2.5   | When the protocol against sexual and gender-based harassment has been updated, it will distributed and given publicity among all the workforce.  | One year after Plan commences  | 03/10/2022 | 03/10/2023   | 03/10/2023   |
| <b>7.3. Goal: to provide the workforce with access to all the agreements signed between the organisation and the Legal Representation of Workers (RLPT)</b>                       |  |                                |            |  |  |

|       |   |                               |            |            |            |
|-------|---|-------------------------------|------------|------------|------------|
| 7.3.1 | Information to all the workforce on the commitments signed between management and the workers' representatives to uphold and develop the policies that form part of the Equality Plan, as well as other HR policies that are applicable in the Group. | One year after Plan commences | 03/10/2022 | 03/10/2023 | 03/10/2023 |
|-------|---|-------------------------------|------------|------------|------------|

## 8. Prevention of sexual and gender-based harassment

|  | Measures  | Frequency                      | Implementation | Follow-up                              | Evaluation |
|--|---|--------------------------------|----------------|--|------------|
| <b>8.1. Goal: to ensure a safe work environment free from sexual or gender-based harassment.</b> |   |                                |                |  |            |
| 8.1.1  | Continue applying the new protocol to process complaints and/or alleged situations where sexual and/or gender-based harassment exists, adapted to the provisions of the Collective Agreement.   | As of time Plan commences      | 03/10/2022     | 03/10/2023                             | 03/10/2023 |
| 8.1.2  | The applicable protocol on sexual and gender-based harassment will be distributed in the same way as the Equality Plan and will also be send separately, given the importance of the matter.  | One year after Plan commences  | 03/10/2022     | 03/10/2023                             | 03/10/2023 |
| 8.1.3  | Inform separately on the specific module on prevention of sexual and/or gender-based harassment.  | One year after Plan commences  | 03/10/2022     | 03/10/2023                             | 03/10/2023 |
| 8.1.4  | Periodically inform of the existence of the Ethics Channel, which encompasses cases of sexual and/or gender-based harassment.   | As of time Plan commences      | 03/10/2022     | 03/10/2023                             | 03/10/2023 |
| <b>8.2. Goal: to prevent sexual and gender-based harassment</b>                                  |   |                                |                |  |            |
| 8.2.1  | Train delegates, occupational risk prevention delegates and the members of the Equality Plan Monitoring Commission in relation to sexual and gender-based harassment. Gradually seek to train the rest of the workers' representatives. | Two years after Plan commences | 03/10/2022     | 03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2024 |

**9. Gender violence**

| Measures  |  | Frequency                     | Implementation | Follow-up  | Evaluation |
|---|--|-------------------------------|----------------|------------|------------|
| <b>9.1. Goal: to implement the measures established by Organic Act 1/2004 of 28 December on Comprehensive Protection Measures against Gender Violence and other applicable legislation of the autonomous communities, ensuring that the workforce knows them and the organisation applies them.</b> |  |                               |                |            |            |
| 9.1.1   | Implement a guide to combatting gender violence within the organisation.   | 18 months                     | 03/10/2022     | 03/04/2024 | 03/04/2024 |
| <b>9.2. Goal: to apply and enhance the rights recognised to workers who are victims of gender violence under current legislation.</b>   |  |                               |                |            |            |
| 9.2.1   | Inform the workforce, using internal media, of the rights recognised to women who are victims of gender violence and any enhancements that might exist through application of the collective agreements and/or that are included in the Equality Plan. | One year after Plan commences | 03/10/2022     | 03/10/2023 | 03/10/2023 |

**10. Occupational health**

| Measure   |   | Frequency                 | Implementation | Follow-up                              | Evaluation |
|---|---|---------------------------|----------------|--|------------|
| <b>10.1. Goal: to implement the gender perspective in occupational health and risk prevention within the organisation</b> |   |                           |                |  |            |
| 10.1.1  | The whole workforce will continue to receive information on the evaluation of jobs from a gender perspective in relation to the risk for pregnant workers or those who are breastfeeding. | As of time Plan commences | 03/10/2022     | 03/10/2023<br>03/10/2024<br>03/10/2025 | 03/10/2023 |

|        |   |                               |            |  |            |
|--------|---|-------------------------------|------------|--|------------|
|        |   |                               |            | 03/10/2026   |            |
| 10.1.2 | Psychosocial risk assessment will be updated in accordance with the conditions and any new developments and the workforce will be informed of the work carried out by the prevention team in relation to psychosocial risk assessment.  | One year after Plan commences | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023 |
| 10.1.3 | Establish an information procedure so that, as of the moment a woman informs that she is pregnant, she receives information on: (i) the risks of her job; (ii) measures to prevent them; (iii) when applicable, benefits for risk during pregnancy and breastfeeding; and (v) infant care leave, stressing the rights of men in order to promote co-responsibility. | As of time Plan commences     | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023 |
| 10.1.4 | When necessary, an appropriate area for breastfeeding will be prepared. This room should be used solely for said purpose.   | When necessary                | 03/10/2022 | 03/10/2023<br>03/10/2024<br>03/10/2025<br>03/10/2026 | 03/10/2023 |